



## STUDENT DECLARATION CONCERNING AN ERASMUS+ PERIOD ABROAD

This declaration is intended to ascertain changes to your planned mobility under Erasmus+ as a result of the coronavirus pandemic. Changes to your planned mobility might be **changing** from the **physical** to a **virtual mobility period**; **ending the mobility period early after starting it**; or **cancelling it altogether**. The International Centre will use the information you provide to check your eligibility for funding and, if necessary, recalculate the amount to which you are entitled.

### Student details

|   |  |
|---|--|
| <b>Last name, first name(s)</b><br>of student   |  |
| <b>Enrolment number</b><br>at Leipzig University  |  |
| <b>Correspondence address</b><br>(home address and email)   |  |
| <b>Purpose</b><br>of the period abroad  | <input type="checkbox"/> Studying<br><input type="checkbox"/> Internship |
| <b>Host institution</b> , country<br><i>for foreign scholarship holders at Leipzig University: home university, country</i> |  |

I declare that the following conditions apply in connection with my approved Erasmus+ mobility period.  
(Please tick ONLY whichever applies to you)

- Cancellation:** I have cancelled my Erasmus+ mobility period due to the coronavirus pandemic.
- I have NOT incurred any costs or I was able to cancel them or receive credit notes without incurring any costs.
  - I have incurred costs which are directly and exclusively connected with my originally approved stay abroad (e.g. rent, electricity, travel costs). I would like to submit the original receipts and request reimbursement from the International Centre. Please send me the reimbursement form to the email address above.\*
- Early termination:** I am NOT continuing what would have been my Erasmus+ stay abroad (neither physically nor virtually).<sup>1</sup> The last day of the mobility period at the host institution (physical or virtual) was:
- I have NOT incurred any costs or I was able to cancel them or receive credit notes without incurring any costs.
  - I have incurred costs which are directly and exclusively connected with my originally approved stay abroad (e.g. rent, electricity, travel costs).
- Change of teaching or working mode:** I am continuing the Erasmus+ mobility period virtually, using offers from the host institution. I am pursuing the learning objectives as set out in the Learning Agreement / Traineeship Agreement:
- abroad
  - at home
- The last day of my physical stay at the host institution was:

I certify that all information provided is complete and true. I have received the information sheet accompanying this declaration and understand its contents. I am aware that providing incomplete or incorrect information may result in any financial support being cancelled or having to be paid back. The International Centre (SI) may ask me to submit supporting documents.

Place, date

Student's signature

<sup>1</sup> In this case, please send a certificate confirming the end of the Erasmus+ period abroad to your adviser at the SI (see page 2).



*Information sheet accompanying the student declaration*

All students who planned, started or interrupted a stay abroad from the winter semester 2020/21 are required to submit the attached declaration to Leipzig University's International Centre (SI) by emailing a scan to their SI adviser.

**For Erasmus+:**

**I) You were not able to start your Erasmus+ mobility period:**

→ Due to the current situation, you can apply to Leipzig University's SI for reimbursement of costs. This applies to costs which are directly and exclusively connected with the originally approved period abroad in the relevant country as a student / for an internship (e.g. rent, electricity, travel costs). Please submit original supporting documents in German or English together with the application. Furthermore, you must provide evidence that you already submitted a request for reimbursement of the costs incurred, and that this request has already been denied.

**II) You have/had started your Erasmus+ mobility period and are interrupting it early:**

→ You will incur no further costs: if your stay abroad lasted less than the minimum duration (i.e. two months for internships and three months for studying), then you will receive financial support for the actual number of days of your stay. If you stayed longer, then your entitlement will depend on the rates agreed in the Grant Agreement.

→ You are still incurring costs: you will receive financial support for the approved funding period according to your Grant Agreement. You are not currently required to submit any more evidence of costs incurred. In the event of a subsequent audit (by the NA DAAD or the EU Commission), however, you will need to be able to submit original receipts. We therefore ask that you keep all evidence for at least six years. In addition to this declaration, please submit the documents relevant to the funding programme (e.g. Transcript of Records) in due course.

**III) You are continuing your Erasmus+ mobility period virtually:**

You will receive financial support for the approved funding period according to your Grant Agreement. This applies to a virtual continuation of your Erasmus+ mobility period abroad or in your home country. Please send all documents relevant to the funding programme (see key forms / Erasmus+ checklist) to the International Centre upon receipt.

Your contacts at the International Centre:

Erasmus+ KA103 (Europe), studying: Friederike Fuchs, Ines Remer

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