

# Checklist for ERASMUS+ Participants 2023/24

## Deadline:

OLS-language test before mobility starts	<input type="checkbox"/> done	<b>01.06.2023</b>
Confirmation of Start	<input type="checkbox"/> hand in to Margit Fruechtl *	immediately after starting your mobility
Learning Agreement (OLA or Scan)	<input type="checkbox"/> hand in to Brigitte Woernhoer	no later than <b>14.07.2023</b>
Changes to Learning Agreement	<input type="checkbox"/> talk to your academic responsables and LA coordinator and (if needed) update your LA	immediately when you finalise your courses at your host university
	After that	
	<input type="checkbox"/> hand in the LA to Brigitte Woernhoer (IO, UR) as a scan with all 3 signatures	not later <b>than 5 weeks after arrival</b>
Report	<input type="checkbox"/> send via e-mail to Margit Fruechtl	<b>31.01.2024</b> (also if you are 2 semesters abroad!)
Confirmation of End	<input type="checkbox"/> hand in to Margit Fruechtl *	immediately after the end of your mobility;
If applicable: Receipts for Green Travel Support	<input type="checkbox"/> hand in to Margit Fruechtl *	immediately after the end of your mobility;
EU survey (online)	<input type="checkbox"/> fill in and send it electronically ** (save it, too!)	directly after invitation has been sent by EU (Link is sent individually to every participant!)
Transcript of Records	<input type="checkbox"/> 1) the host institution sends it directly to the IO * or if option 1 is not possible: 2) send it directly to Margit Fruechtl	<b>immediately</b> after receiving it
Recognition application	<input type="checkbox"/> at your examination office	after receiving your Transcript of Records

\* via E-Mail: [margit.fruechtl@ur.de](mailto:margit.fruechtl@ur.de)

Via post: Universität Regensburg, International Office, Universitätsstr. 31, 93053 Regensburg, Germany

\*\* A second survey will be sent if "recognition" is marked as "not yet completed".