



Erasmus+

Enriching lives, opening minds.



## Application for an ERASMUS+ scholarship – Study (SMS)

### Who is responsible?

The Erasmus-Office (erasmus@hs-bremen.de)

### What should be done?

[Online application via our online portal](#)

→ All communication via the HSB email address  
([Mmustermann@stud.hs-bremen.de](mailto:Mmustermann@stud.hs-bremen.de))

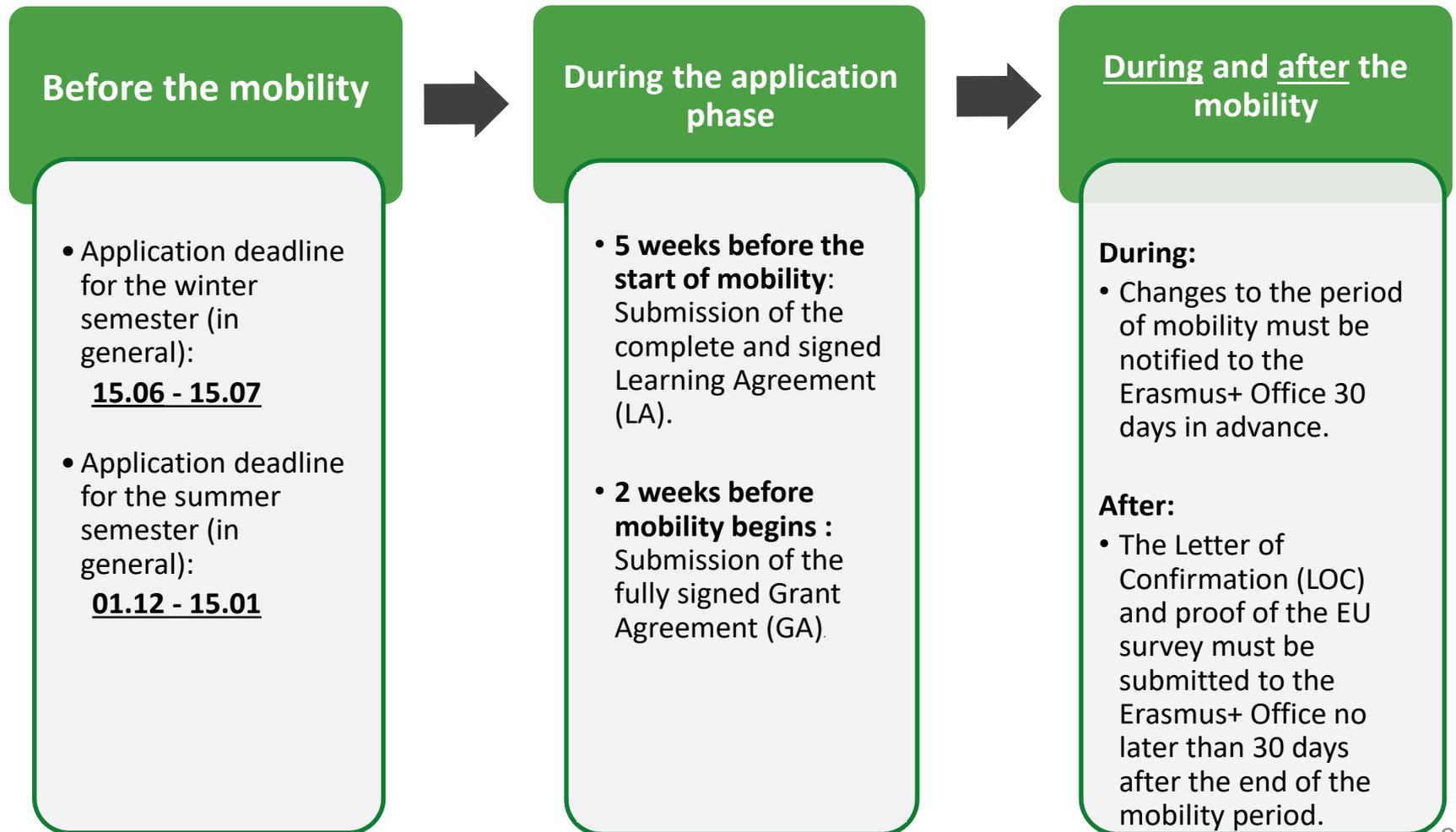
### What documents are required?

- **SMS: Learning Agreement (PDF)** must be uploaded (the PDF document, including instructions for completing it, can be found on the Erasmus+ website)
- → Special case: Digital Learning Agreement (to be initiated via your application in Mobility Online!)

### When can I apply? (Please also note the information on the Erasmus+ website)

- **SMS:** Wintersemester (in general): 15.06 - 15.07  
Summersemester (in general): 01.12 - 15.01

# What are the deadlines for studying abroad?



## Before the mobility – What happens if?

- If the official application deadlines have been missed  then no further financial support is possible.
- If you would like to apply for the Erasmus+ programme despite missing the application deadline  then you must definitely contact the Erasmus+ Office (erasmus@hs-bremen.de) and your Decentralised International Office (DIO) or programme coordinator.
- If no applications for an Erasmus+ scholarship are received  then the Erasmus+ place at the guest institution will also be lost.

## During the application phase What happens if?

- If the Learning Agreement is not complete and signed at least 5 weeks before the start of your mobility period  and as a result, the Grant Agreement (GA) is not fully signed before the mobility period, financial support is no longer possible.
- If the Grant Agreement has not been digitally signed in Mobility Online within 14 days of receiving it  then there is an email reminder with a final deadline of 7 days.
- If the entire three weeks pass without the GA being signed in Mobility Online,  financial support will no longer be possible.

## During and after the mobility What happens if?

- If there are changes to the schedule during mobility  then this must be communicated to the Erasmus+ Office in writing (by email to [erasmus@hs-bremen.de](mailto:erasmus@hs-bremen.de)) at least 30 days in advance.
- If this notification is not made in time  then the additional days will not be funded.
- If the number of ECTS credits (i.e. the courses taken) changes, and also in the case of any other changes to your stay  A learning agreement “During the mobility” must be created and uploaded to Mobility Online.
- For this purpose, a single document must be created, which also includes the original Learning Agreement, so that the changes are easier for us to identify.

## During and after the mobility What happens if?

- If the final documents (letter of confirmation and proof of participation in the EU survey) are not submitted to the Erasmus+ Office no later than 30 days after the end of the mobility period



then the **entire funding amount** (or the partial funding amount already paid out) must be **returned!**

## Important information

- Please ensure that your e-mail inbox is not full, otherwise we will not be able to communicate with you
- All communication takes place via the students' email address (stud.hs-bremen.de)

## Information and consultation

### ERASMUS+ office hours

- **by telephone - 0176/ 15140352:**
  - Tuesdays 09:30 - 11:30 Uhr und 13:00 - 14:00 Uhr
  - Thursdays 09:30 - 11:30 Uhr
- **In person by appointment**

and at anytime by email to [erasmus@hs-bremen.de](mailto:erasmus@hs-bremen.de)!

Further dates and information can be found on the [Erasmus-Webseite](#).

Further information: [Team and Contact](#)



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