

Erasmus+ study periods and traineeship placements affected by COVID-19

1 Options when calculating the grant amount

The coronavirus pandemic brings with it many uncertainties. The situation is constantly changing and you may not be able to start, may be forced to interrupt or cancel your Erasmus + stay. We would like to inform you here about the grant-calculation and cost-reimbursement options for your Erasmus+ study or traineeship period if you are unable to carry it out as foreseen due to measures taken to combat the coronavirus pandemic.

Please note that in most cases your stay will be calculated on the basis of the actual duration of your stay as in the Confirmation of Attendance. Only physical stay at the place of the host institution can be supported financially. Reimbursement of additional expenses is only possible under certain conditions, such as closure of the host institution, impossibility of entry or travel warning for the host region or country. We advise you to always contact the home institution before leaving.

Please read the following information thoroughly and in full. In addition, if you have any questions, please contact the responsible Erasmus office (at the OeAD).

2 You could not start your stay

2.1 You did not incur any costs

If you were unable to take up your Erasmus+ study period or traineeship due to Covid-19 and you did not incur any additional costs, please contact the International Office of your home institution. They will inform the relevant Erasmus office of the cancellation.

You will only be eligible for the Erasmus+ grant if you were physically present at the host institution (city or country). Therefore, if you do not start your stay, your Erasmus grant will be canceled and you will have to pay back any grant you have already received.

2.2 You have incurred costs

The regular Erasmus+ grant is only available for physical stay at the host institution. If you have incurred costs for not taking up Erasmus+ study period or traineeship placement, you have the possibility to apply for the special support.

In this case, please submit the following documents:

- Filled in request for the special support
- Confirmation/proof why you were not able to start your stay (confirmation of travel warning, cancellation by host institution, etc.)
- Supporting documents for costs incurred (receipts)

Translation from German

2.3 You did not travel to the host institution but are studying online at the host institution

You will only be eligible for the Erasmus+ grant if you are physically present at the host institution (host city). If you do not physically start your stay, you are not eligible to receive any Erasmus+ grant.

If, as a result of Covid-19, you have completed your Erasmus + virtual stay from home country and you have not incurred any costs for the planned stay, please contact the International Office of your university. They will inform the relevant Erasmus Office at the OeAD that your stay will be virtual. You must submit the certificate of virtual participation to the International Office of your home institution and fill out the EU-survey.

If you have incurred costs for not taking up Erasmus+, you have the possibility to apply for the Special support. In this case, please submit the following documents:

- Request for the Special support
- Confirmation/proof why the travel was not possible (confirmation of travel warning, proof of cancellation by host institution, etc.)
- Supporting documents for costs incurred (receipts)

At the end of the virtual stay, the confirmation of attendance must be submitted to the Erasmus office (at the OeAD) and the EU-Survey must be completed.

3 You had to shorten your stay

3.1 You have not reached the minimum duration

The minimum duration for study visits is **three** months; the minimum duration for traineeships is **two** months.

Should you be forced to shorten your stay due to measures to contain the coronavirus before reaching the minimum duration, please submit the following documents:

- Request for special support
- Confirmation/proof that the cancellation was necessary (confirmation of travel warning, proof of cancellation by host institution, etc.)
- Supporting documents for costs incurred (if applicable)
- Confirmation of attendance (send to the responsible Erasmus Office at the OeAD)
- EU-Survey (to be completed online)

3.2 You have reached the minimum duration

The minimum duration for study visits is **three** months; the minimum duration for traineeships is **two** months.

Should you be forced to shorten your stay due to measures to contain the coronavirus, your stay will be calculated normally. Please submit the confirmation of attendance to the responsible Erasmus Office (at OeAD) and fill in EU-Survey (to be completed online). You will then receive the grant for the actual period of stay.

In addition, if you have incurred costs as a result of your early return, you will have the possibility to apply for special support. The following documents must be submitted in this case:

Translation from German

- Request for special support
- Confirmation/proof that the cancellation was necessary (confirmation of travel warning, proof of cancellation by host institution, etc.)
- Supporting documents for costs incurred
- Confirmation of attendance (send to the responsible Erasmus Office at the OeAD)
- EU-Survey (to be completed online)

4 You had to interrupt your stay

4.1 You **did not** incur exceptional costs as a result of the interruption

For the purposes of Covid-19 regulations, an interruption is defined as a period of stay outside the host country. For example: if, due to the closure of the host institution, you had to interrupt your stay and return to your home country, but plan to continue the stay later.

Please inform the relevant Erasmus office at the OeAD about the start and end of the interruption. If you continue your stay, please note that you will only be eligible for funding until the end of the initial nomination period. If due to the interruption your stay would be extended, please contact your home institution and apply for an extension.

At the end of the stay, the Confirmation of attendance must be submitted to the relevant Erasmus Office and the EU-Survey must be completed.

4.2 You **did** incur exceptional costs as a result of the interruption

For the purposes of Covid-19 regulations, an interruption is defined as a period of stay outside the host country. For example: if, due to the closure of the host institution, you had to interrupt your stay and return to your home country, but plan to continue the stay later.

Please inform the relevant Erasmus office at the OeAD about the start and end of the interruption. If you continue your stay, please note that you will only be eligible for funding until the end of the initial nomination period. If due to the interruption your stay would be extended, please contact your home institution and apply for an extension.

If you have incurred exceptional costs as a result of the interruption, you may also submit a request for special support. In this case, please submit the following documents:

- Request for special support
- Confirmation/proof of necessity of interruption (confirmation of travel warning, proof of cancellation by host institution, etc.)
- Supporting documents for costs incurred
- At the end of the stay, the Confirmation of attendance must be submitted to the relevant Erasmus Office and the EU-Survey must be completed.

Translation from German

5 You need to postpone your Erasmus+ stay

5.1 You did not incur any costs as a result of the postponement.

Please inform the International Office of your home institution of the postponement. The home institution informs the Erasmus office (at the OeAD) and you will be informed directly about the way forward.

5.2 You have incurred costs as a result of the postponement;

Please inform the International Office of your home institution of the postponement. The home institution informs the Erasmus Office at the OeAD.

You also have the possibility to request special support for the exceptional costs you have incurred as a result of the postponement.

Please submit the following documents:

- Request for special support
- Confirmation/proof of necessity of postponement (confirmation of travel warning, proof of postponement by host institution, etc.)
- Supporting documents for costs incurred
- At the end of the stay, the confirmation of Attendance must be submitted to the relevant Erasmus office and the EU-Survey must be completed.

6 For the purpose of submitting your request:

You can find the application form on this page in the right-hand column. Please complete it in full.

The completed form must be sent directly to the National Agency Erasmus+ Education (erasmus-corona@oead.at). Please put the International Office of your home institution in copy of the email (CC).

Please submit the supporting documents concerning the costs incurred and all necessary supporting documents (confirmation of travel warning, proof of cancellation/postponement, etc.) together with the form (scanned by email).

The original confirmation of your actual (physical and/or virtual) stay must be submitted to the Erasmus Office at the OeAD after the end of the stay. Failure to do so may result in cancellation of the full amount of any grant or special support you may have been entitled to.

6.1 What needs to be taken into account when submitting the costs?

Expenses can only be reimbursed if you have incurred exceptionally high costs falling within the categories of “travel to host country” (in the case of non-departure/interruption), “travel back to home country” (in case of shortened stays), “accommodation” and “retrieval of baggage”. Costs which do not fall within these categories mentioned above cannot be reimbursed.

Translation from German

The following costs cannot be accepted: taxi fares, car rental, deposit, Wi-Fi, flight — business class, train — 1st class

Costs borne by other bodies (travel insurance, credit cards, free cancellation, airlines, etc.) cannot be reimbursed either.

Supporting documents, invoices, cancellation invoices or other proof of cancellation and reduction of travel and accommodation costs must be scanned by email with the application. You are obliged to keep all supporting documents for 10 years. OeAD-GmbH reserves the right to carry out random checks on the costs incurred and all supporting documents.