

## Info sheet on additional funding for students with fewer opportunities in the Erasmus+ programme (SMP)

The target groups for Erasmus+ additional funding will be expanded from the 2022/23 academic year. This is intended to provide special support for students for whom a stay abroad may be more challenging.

In addition to **students with children, disabled or chronically ill students**, other groups can now receive a monthly supplement of 250 euros under certain conditions: **working students** and students from a **non-academic family background**.

There is also the possibility for all students to receive a grant of 50 euros if you decide to **travel sustainably/green**.

**Important:** Every applicant for an Erasmus+ funded traineeship **decides voluntarily** whether he/she would like to apply for additional funding for students with fewer opportunities. When applying, relevant data and documents must be uploaded.

### Combinability of the additional subsidies

The following special grants can all be combined with the Green Travel grant. However, the 250-euro additional grant can only be awarded once, even if several criteria apply to you. Therefore, your Erasmus + grant can consist at maximum of the following components:

#### Maximum support =

regular monthly rate for your country

+ if applicable one-time 50 euros for sustainable travel plus eventual travel days

+ if applicable one-time top-up of 250 euros per month for groups below

### Funding duration

Ideally, the funding will be paid for your entire period of stay, with the daily rates being set by the DAAD. Since the budget of the Fachhochschule Südwestfalen is limited, in some years, depending on the financial resources, unfortunately not the full period of stay can be funded, but only a part of it. If necessary, the duration of your stay will be divided into **funded** and **non-funded days (zero-grant days)**, so that you will not receive funding for the entire period. Please refer to the detailed information in your individual grant agreement.

## Application for funding

Students who wish to apply for additional funding for their Erasmus+ traineeship do so while applying for the Erasmus+ grant. The application for additional funding always consists of at least two documents:

- Declaration on honour (see attachment)
- Corresponding proof according to the explanations (see below and enclosure)
- Additional supporting documents, if applicable

Please use the templates provided by us in the annex for the application!

You must complete and sign the Honorary Declaration before submitting it in the International Office.

If you are entitled to the Erasmus+ funding and the additional funding after your documents have been checked, your Honorary Declaration will also be signed at the International Office and will then be considered part of your grant agreement.

You will be informed about the result of your application.

## Criteria for additional funding in detail

### Contribution for „Green Travel“

If you travel at least one way (outward or return) by a sustainable means of transport (bus or train) to/from the location of your internship, you can apply for the "Green Travel" grant. There is a one-time contribution for sustainable travel of 50 euros and additionally a maximum of 4 travel days can be claimed. The travel days on which you have traveled sustainably count as additional days of stay and will be financially supported with the valid daily rate of the corresponding country rate (subject to funds).

The use of sustainable means of transport during your internship is not decisive for the contribution.

### Required documents:

- Honorary Declaration for additional funding (see attachment)
- After the internship: receipts for green travel (bus/train tickets)

### Top-up for students with children

Students who take their child or children abroad with them can also receive an additional 250 euros per month. The prerequisite is that the child or children is/are taken along during the entire stay. The allowance is 250 euros per month per family, regardless of the number of children. The application is also possible if a caregiver (partner) travels along.

### Required documents:

- Honorary Declaration for additional funding (see attachment)
- Copy of the birth certificate(s) of your child(ren)
- After the internship: Proof that your child/children were abroad with you (e.g. airline tickets)

### Top-up for students with disabilities

Students with a degree of disability of 20 or more can receive a top-up on their grant of 250 euros per month.

### Required documents:

- Honorary Declaration for additional funding (see attachment)
- Copy of the handicapped identity card

If particularly high additional costs arise due to your stay abroad, a so-called "real cost application" can be submitted instead with a few months' notice, through which up to 15,000 euros per semester can be covered, e.g. for an accompanying person. It is also possible to receive a grant for a preparatory trip to explore the local conditions. This requires a lot of time in advance, so we ask affected students to seek advice at an early stage from the International Office of the Fachhochschule Südwestfalen.

### Top-up for students with additional needs due to chronic illness

Students with a chronic illness that leads to additional financial needs for the stay abroad can also receive an additional 250 euros per month.

### Required documents:

- Honorary Declaration for additional funding (see attachment)
- Medical confirmation of chronic illness and the resulting additional financial requirements

If particularly high additional costs arise due to your stay abroad, a so-called "real cost application" can be submitted instead with a few months' notice, through which up to 15,000 euros per semester can be covered, e.g. for an accompanying person. It is also possible to receive a grant for a preparatory trip to explore the local conditions. This requires a lot of time in advance, so we ask affected students to seek advice at an early stage from the International Office of the Fachhochschule Südwestfalen.

### Top-up for students from a non-academic background

Studies have shown that students whose parents have not already studied themselves are less likely to consider a stay abroad. With additional funding, the Erasmus+ programme aims to encourage these students to take the step abroad. In this case, students whose parents or caregivers do not have a degree from a university or university of applied sciences are considered first-time academics. Here, too, 250 euros are available in addition to the regular monthly Erasmus+ grant.

A degree from a university-like university of cooperative education is considered an academic degree. Likewise, courses of study completed abroad count as academic degrees, even if they are not recognized in Germany. A master craftsman's diploma is not considered an academic degree.

#### Required documents:

- Honorary Declaration for additional funding (see attachment)
- Self-disclosure for students from a non-academic background (see attachment)

#### Top-up for working students

Students who earn a significant amount of their own living may be reluctant to embark on a stay abroad, as they are often unable to continue working while abroad and earnings are lost. To alleviate this problem, there is now a top-up amount of 250 euros if the following criteria apply:

- employment subject to social insurance
- or self-employment
- with **net earnings of more than 450 euros and less than 850 euros in any month**
- **continuously employed for at least six months** during the two semesters prior to the stay abroad

The activity must have taken place during this period: Stay

abroad in/from winter semester:

1 August of the previous year through 31 July of the stay abroad

abroad in/from summer semester:

1 February of the previous year through 31 January of the stay abroad

- The employment may be a single one or several immediately following each other. An interruption within the regular vacation period during employment is not a problem.
- the **activity is not continued during the stay abroad**, so that there is a loss of earnings

#### Required documents:

- Honorary Declaration for additional funding (see attachment)
- Confirmation of the employer/Arbeitgeberbestätigung (see attachment)

#### Any questions?

If you have any questions about additional funding, please contact the Outgoing Team at the International Office: [mobility@fh-swf.de](mailto:mobility@fh-swf.de)

## Honorary declaration for additional funding in the Erasmus+ programme (SMP)

**Personal data of the applicant:**

Last name, first name

Date of birth

Name of company

Host country

**I apply for the following additional grant and hereby declare on my honor that I meet the conditions for this according to the "Info sheet on additional funding", that I possess the relevant evidence and that I submit this evidence in accordance with the application criteria:**

Top-up for students with child(ren)

Top-up for students with disabilities

Top-up for students with chronic illness

Top-up for students with a non-academic background

Top-up for working students

**Important:** When applying, please note the information in the "Info sheet on additional funding" on the combinability of additional funding.

I confirm that I have received the "Info Sheet on additional funding" and that I am aware of the application conditions and criteria for the additional funding.

I have provided all information to the best of my knowledge and acknowledge that I will be required to repay all or part of the approved funds to the Fachhochschule Südwestfalen in the event of any false statements.

Participant/Student	International Office
<p>Signature</p> <p>Place, date</p>	<p>Signature</p> <p>Place, date</p>

## Honorary declaration for the contribution for „Green Travel“ in the Erasmus+ programme (SMP)

**Personal data of the applicant:**

Last name, first name

Date of birth

Name of company

Host country

**I apply for the following additional grant and hereby declare on my honor that I meet the conditions for this according to the "Info sheet on additional funding", that I possess the relevant evidence and that I submit this evidence in accordance with the application criteria:**

Contribution for "Green Travel"

**Important:** When applying, please note the information in the "Info sheet on additional funding" on the combinability of additional funding.

I confirm that I have received the "Info Sheet on additional funding" and that I am aware of the application conditions and criteria for the additional funding.

I have provided all information to the best of my knowledge and acknowledge that I will be required to repay all or part of the approved funds to the Fachhochschule Südwestfalen in the event of any false statements.

Teilnehmer*in/Studierende*r	International Office
<p>Signature</p> <p>Place, date</p>	<p>Signature</p> <p>Place, date</p>

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## Self-disclosure for students from a non-academic background

I,

born on

hereby confirm that my parents have not acquired any academic degree recognised in Germany.

Father's highest educational qualification

Mother's highest educational qualification

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## Arbeitgeberbestätigung

Hiermit wird bestätigt, dass

geboren am

in der Zeit vom

bis zum

in unserem Unternehmen beschäftigt war und durchschnittlich mehr als 450,00€ und weniger als 850,00€ Netto-Verdienst monatlich erzielt hat.

Name des Unternehmens  
Adresse

Name des/der Unterzeichnenden  
Position des/der Unterzeichnenden

.....  
(Datum)

.....  
(Unterschrift)

.....  
(Stempel)