



E³UDRES²

Mobility Handbook

for students of STPUAS



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Introduction

E³UDRES² offers a range of short-term mobility opportunities, each providing unique academic and cultural experiences. These include Hackathons, shared lectures, Micro-credentials, and more. Since some of the events cannot be organized as Blended Intensive Programs (BIPs), it is crucial to ensure fairness and accessibility for all participants. To achieve this, it is essential to standardize the financial support and documentation process across all E³UDRES² events, ensuring equal treatment and a consistent experience for every student at FH St. Pölten.

Have a look at E³UDRES² events on our [website!](#)

Overview

Equal Treatment for All Students

It is crucial to ensure that all students participating in a E³UDRES² short-term mobility program are treated equally. This means offering consistent financial support and applying uniform procedures for the allocation of scholarships, regardless of the type of mobility or the student's background.

Scholarship and Grant Agreement

To provide mobility funding in the form of scholarships, a formal Grant Agreement must be signed between the student and the institution. This agreement legally binds both parties to the terms of the scholarship and the conditions of the mobility. Other supporting documents, such as the Learning Agreement, are also required to ensure a smooth and well-documented mobility process.

Scholarship Payment Structure

Students will receive 80% of the total scholarship before the start of their mobility. This upfront payment helps cover travel and living expenses during their time abroad. The remaining 20% of the scholarship will be paid once students have provided all the required documents, including proof of course completion and ECTS approval. These documents are essential to verify participation and successful completion of the mobility program.

Calculation of Scholarship Amount

The scholarship amount will vary depending on several factors, such as the student's background, the type of transportation method, and the specific needs to participate in the event. The funding is tailored to ensure each student receives appropriate financial support for their individual situation and mobility experience. See more information under »Scholarship information«.

Before the Mobility

1 Application for the Event

Students should apply for the event through the [E³UDRES² website](#). After a successful application, participants are required to complete a questionnaire, which is essential for the next steps in the mobility process.

2 Questionnaire

To facilitate the preparation of the Grant Agreement, students must provide essential personal information to the [E³UDRES² Head Office](#) through a questionnaire. This includes travel details, banking information, and other relevant data. Completing this questionnaire is crucial for ensuring arrangements for the mobility.

Important:

Review the agreement carefully to understand the duties, such as maintaining academic progress, adhering to mobility regulations, and submitting required documents after the mobility. Once signed, the agreement serves as a legally binding document.

3 Learning Agreement (LA)

The Learning Agreement is a key document that outlines the courses students will take during the mobility (e.g., Hackathon), along with course descriptions, ECTS credits, the semester, and any other relevant details. It is signed by two parties: the Sending Institution, and the student. Ensure that the completed LA is submitted to the E³UDRES² Head Office via email for approval. The E³UDRES² Head Office will provide the document to be filled out.

4 Grant Agreement (GA)

This agreement, signed by both St. Pölten University of Applied Sciences and the student, formalizes the financial arrangements for the mobility. It includes information such as the details of the mobility (duration, location), the scholarship amount, and the responsibilities as a grant recipient.

Procedure of Grant Agreement (GA)

1 Preparation of Documents

The E³UDRES² Head Office prepares all the necessary documents, including the Grant Agreement, based on the information the student provides in the pre-mobility questionnaire. It is crucial that students submit accurate and complete details in advance to avoid delays in the process.

2 Signatures

Once the document is prepared, it needs to be signed by both the student and the representative of the E³UDRES² Head Office. Ensure all signatures are completed promptly to proceed with the scholarship distribution. The Grant Agreement can be signed by Handy-Signatur or manually at the E³UDRES² Head Office.

3 Scholarship Transfer

Initial Payment (80%): Students will receive 80% of their total scholarship funding before their mobility begins. This amount is meant to cover the upfront costs associated with the mobility, such as travel, accommodation, and other expenses.

Final Payment (20%): The remaining 20% will be transferred after the student submits all the required documents proving their participation and successful completion of the course. This documentation serves as confirmation that the student fulfilled the mobility requirements and completed the assigned coursework.

Important:

Timely submission of these documents is essential for receiving the final payment, so it is important to make sure to keep track of deadlines and required paperwork before and after the mobility.

After the Mobility

Certificate of Attendance

1 After completing the mobility, the student must obtain a Certificate of Attendance from the Receiving Institution. This document, provided by STPUAS, includes essential details such as the name of the completed course, the number of ECTS credits earned, and the duration of the activity. It must be signed by the Receiving Institution.

Submission: Once signed, the student must submit the Certificate of Attendance to the E³UDRES² Head Office via email.

Recognition of ECTS

2 If students wish to have the ECTS credits from the event recognized, they should contact the Academic Director of their respective study program, preferably before the mobility, to ensure a smooth recognition process. For detailed information about the course, please reach out to the E³UDRES² Head Office.

Mobility To-Do list

No.	TO DO	PERIOD	DOCUMENT	RESPONSIBLE
1	Application & Registration to the event	BEFORE	Online registration form (E ³ UDRES ² website)	Student
2	Fill out a Questionnaire for the preparation of the Grant Agreement	BEFORE	MS Form	Student
3	Calculation of funding	BEFORE	Excel	E ³ UDRES ² Head Office STPUAS
4	Preparation of LA & signing	BEFORE	Learning Agreement	Student & E ³ UDRES ² Head Office STPUAS
5	Preparation of GA & signing	BEFORE	Grant Agreement	E ³ UDRES ² Head Office STPUAS & Student
6	Transfer of scholarship: 80%	BEFORE	-	E ³ UDRES ² Head Office STPUAS
7	Certificate of Attendance	DURING/AFTER	CA	Student & Receiving institution
8	Certificate of recognition	AFTER	CR	E ³ UDRES ² Head Office & Programme directors
9	Transfer of scholarship: 20%	AFTER	-	E ³ UDRES ² Head Office



Important:

- By applying, students simultaneously apply for a **E³UDRES² Erasmus+ Grant** (not a full stipend, won't cover everything).
- **Absence:** Taking part in a E³UDRES² activity doesn't exempt students from your regular classes. Meaning, it is your responsibility to make sure you fulfil the minimum hours of attendance in your regular classes! Make sure to inform the Head of the Academic programs.
- Some E³UDRES² activities can be offered as **elective subjects**.

Either the (academic) contact person of the E³UDRES² activity or your academic director of your study programme can give you more information on this matter.

Binding participation:

If students register for a spot in the activity, they will sign a **Learning- and a Grant Agreement** which has a binding character. If students drop out after signing the Learning or the Grant Agreement, they might face consequences like cancellation costs, failing, etc.

Scholarship Information 2024/25

Amount of Scholarship

Up to the 14th day of activity:
€ 79 per day

From the 15th to the 30th day of activity:
€ 50 per day

Inclusion Support

Top-Up for Students with Fewer Opportunities:

Applies to students with chronic illness, disabilities, or those attending with children.

- Up to the 14th day of activity:
€ 100 (one-time payment)
- From the 15th to the 30th day of activity:
€ 150 (one-time payment)

Green travel top-up

- Eligible Transportation: Bus, Train, Carpooling, Bicycle
- Eligibility: Students using environmentally friendly means of transport for **over half the distance** between their home university and host university (both ways) can receive a Green Travel top-up.
- The amount can vary depending on the background of the student.

For students using environmentally friendly travel, up to **four additional travel days** can be funded if the majority of the travel (inbound and outbound) is completed using these methods.

Evidence Required:

Tickets, confirmation of payment, or other proof of travel.

Calculation Tool:

[Erasmus+ Distance Calculator](#)

Travel Support

Additional Funding for Students with no fewer opportunities:

€ 50 one time + additional funding for up to 4 travel days = € 79 per day

Additional Funding for Students with fewer opportunities or with Studienbeihilfe/Selbsterhalterstipendium:

Travel distance	In case of standard travel	In case of green travel
Between 10 and 99 km	23 EUR per participant	
Between 100 and 499 km	180 EUR per participant	210 EUR per participant
Between 500 and 1999 km	275 EUR per participant	320 EUR per participant
Between 2000 and 2999 km	360 EUR per participant	410 EUR per participant
Between 3000 and 3999 km	530 EUR per participant	610 EUR per participant
Between 4000 and 7999 km	820 EUR per participant	
800 km or more	1500 EUR per participant	

Required Proof

... for the different Top-Ups

Students with Fewer Opportunities:

Provide evidence according to [OEAD criteria](#) (refer to page 10 of the guide for full details).

Studienbeihilfe/Selbsterhalterstipendium

Evidence of the scholarship/grant received.

Green Travel

Provide boarding passes, tickets, or other valid proof (confirmation of payment, etc.).

Insurance & Privacy Policy

Health Insurance

Make sure to contact the **Krankenkasse (ÖGK)** before starting your mobility abroad. Most insurance providers (Krankenkassen) in Europe have an agreement with international providers, and you may be able to organise coverage for the duration of the mobility through the ÖGK.

It is possible that you have to pay for certain medical treatments or medicine while abroad, but you might be able to claim back some, or all, of the costs afterwards. For any questions, please contact your **health insurance provider** directly. Additional coverage is usually required for studying in countries outside of the EU.

Accident and Liability Insurance while Abroad (Unfall- und Haftpflichtversicherung im Ausland)

By paying the ÖH-Fee at the FH St. Pölten you automatically have accident and liability insurance, even during a mobility abroad (exception: coverage does not include studies in the USA, Australia and Canada). If you need proof of this coverage, please contact the ÖH directly.

The short-term mobility programme is recognised on the basis of the Learning Agreement and Transcript of Records either a) as an embedded part of the student's regular curriculum at the home institution or b) as an additional extra-curricular academic performance. It will be entered into the student's Diploma Supplement.

Privacy Statement

Data protection regulations for completing a study abroad stay in accordance with Article 12. [General Data Protection Regulation](#)

If the host university requests the transmission of special data (e.g. health data, information about criminal records, etc.) which must be submitted by the FH St. Pölten, please submit the following declaration of consent to the E³UDRES² Head Office (office@eudres.eu): [Declaration of Consent](#)

E³UDRES²

Engaged and Entrepreneurial European University as
Driver for European Smart and Sustainable Regions

