EBERHARD KARLS
UNIVERSITÄT
TÜBINGEN

Division V – International Office
Section 1 – Exchange Programmes
Wilhelmstr. 9, DE-72074 Tübingen
civis.mobility@uni-tuebingen.de

civis
Europe's Civic University Alliance

CIVIS Blended Intensive Programmes – Erasmus+ Checklist

Before the virtual phase:

	Document	Description	Deadline
○	Certificate of enrolment for the winter semester 2025/26	Depending on the semester in which your BIP takes place. Please send the certificate to civis.mobility@uni-tuebingen.de	2 weeks before the start of the **virtual phase or as soon as it is available**
○	Online Learning Agreement (OLA) or alternatively: Learning Agreement	The document is ONLY valid if the course components are entered and all three signatures are present: - Project coordinator of the host university - Erasmus coordinator at the University of Tübingen - Yours Please send the document to civis.mobility@uni-tuebingen.de	2 weeks before the start of the **virtual phase**

Before the physical phase:

	Document	Description	Deadline
○	Grant Agreement	- completely filled out - signed Please send the document to civis.mobility@uni-tuebingen.de	4 weeks before the start of **physical** mobility
○	Optional: Declaration of honour for Social Top Up	Please send the document to civis.mobility@uni-tuebingen.de	4 weeks before the start of **physical** mobility
○	Optional: Application for Green Mobility Top Up	Please send the document to civis.mobility@uni-tuebingen.de	4 weeks before the start of **physical** mobility

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During the physical phase:

	Document	Description	Deadline
○	Confirmation of Attendance	The host university confirms the official and actual period in the document. Attention! Documents with an issue date more than 5 days before the end of the study period are NOT valid! Individual departure date does NOT count as the official end of the physical mobility period	To be completed after arrival at the host university. Documents without arrival date and stamp are not valid.
○	Optional: new Learning Agreement	Enter any changes and have them authorised on the document by both subject coordinators (home and host university). Only to be completed if changes have been made to the LA in consultation with the subject coordinator!	

After the physical phase:

	Document	Description	Deadline
○	EU-Survey	The link to the online survey will be sent to you automatically by e-mail by the EU Commission	Within 2 weeks of receiving the link
○	Experience report	Please send your personal experience report by e-mail to civis.mobility@uni-tuebingen.de	Within 4 weeks after the end of the virtual phase
○	Transcript of Records (issued by the partner university)	Please submit proof of your ECTS credits by e-mail to civis.mobility@uni-tuebingen.de	Within 2 months after the end of the virtual phase
○	Proof of recognition	Please send the document to civis.mobility@uni-tuebingen.de For more information, please contact your Erasmus subject coordinator or the Examination Office (academic responsibility)	Within 2 months after the end of the virtual phase

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IMPORTANT INFORMATION:

- With your acceptance, you commit to participating in the virtual and physical phases
- At least 3 or 6 ECTS points must be achieved. Otherwise the Erasmus scholarship may be reclaimed
- We need all your documents for each BIP. If you are taking part in two BIPs, you must submit all documents in duplicate
- Please note that you are responsible for submitting all documents and surveys in completion and on time. You can only receive Erasmus mobility funding if all the documents and points listed here are completed on time
- Payment regulations: 80% of the Erasmus grant when the physical phase has started, 20% after submission of the Transcript of Records. Green Mobility Top Ups, if approved, will be paid out together with the second instalment. We kindly ask you to allow for pre-financing for your stay
- Please keep travel receipts, as proof of Green Mobility, for 5 years. In the event of an audit by the DAAD, we would then request them from you if necessary
- Please inform us immediately of any changes to your data or cancellation or withdrawal at civis.mobility@uni-tuebingen.de
- The Erasmus Office at the University of Tübingen is responsible for the administrative management of the documents. Please contact us via civis.mobility@uni-tuebingen.de
- Academic counselling (Learning Agreement, proof of recognition) will be provided by the Erasmus departmental coordinators
- Please contact the partner university directly if you have any questions about the programme at the partner university, e.g. accommodation. You can find a list of all contacts here: Contact - CIVIS - A European Civic University
- Information on CIVIS BIPs and Top Ups: https://uni-tuebingen.de/international/studieren-im-ausland/wege-ins-ausland/erasmus/erasmus-in-europa/erasmus-kurzzeitprogramme/civis-bip/

June 2025