



CHECKLIST FOR BLENDED INTENSIVE PROGRAMMES (BIPs)

This checklist should help you before and after your Erasmus+ stay. Please note that the items listed are not always in chronological order! **If you have any questions, please contact the IO or the Erasmus+ coordinators at TU WIEN.**

Please pay attention to the ERASMUS+ GUIDELINES!

→→→→→ BEFORE DEPARTURE

- I have been nominated for a BIP by a lecturer at the TU Wien.
- I still have about a month before my BIP starts, as I am aware that the administrative steps need this lead time.
- I have logged into TISS Mobility Service and entered the **exact period of stay abroad** in the "Other" section (first day = course start, last day = course end). According to the Erasmus+ guidelines of the European Commission, I will receive 70€ per day which I spend abroad as part of the BIP.
- I have given my IBAN and BIC to julia.kohl@tuwien.ac.at. Only in this way can the scholarship contract be drawn up and the scholarship paid.
- I will receive a travel allowance in accordance with the EU Commission's distance band from Vienna to the location of your host institution (measured in linear distance in kilometres according to the Erasmus+ Distance Calculator <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>). If I travel in an environmentally friendly way (carpool with at least two people incl. driver, bus, train, bicycle), the travel allowance is higher than for non-environmentally friendly means of transport. If I travel more than 50% of the distance (there and back!) in an environmentally friendly way, I sign the declaration on oath for environmentally friendly travel, send it to julia.kohl@tuwien.ac.at and keep all travel receipts for 10 years in case of audits.
- If I fall into the category of students with fewer opportunities (students with children in need of care who are taken to the place of study. Students with disabilities. Students with chronic illness, if this causes increased financial expenses.), I can receive a one-time TopUp in the amount of 100€. I have sent appropriate proof to julia.kohl@tuwien.ac.at. The announcement must be made **before** signing the contract. Later announcements cannot be considered.
- I have to complete at least 3 ECTS within the framework of the BIP, which will be credited to my studies. For this purpose, I will fill out a Learning Agreement and have it signed by my dean of studies: <https://www.tuwien.at/studium/international/studieren-im-ausland/bewerbungsformulare/erasmus-studium>.
- I have announced to julia.kohl@tuwien.ac.at whether or not I receive Studienbeihilfe in Austria.
- I have submitted all the necessary information for my grant agreement to be drawn up.
- I will sign my grant agreement **before my mobility begins!**

STUDY ABROAD

- I am aware that if I do not sign the grant agreement in time or if I do not submit the required information in time, I will not receive any financial support.

→→→→→ AFTER RETURN

- In order to have my achievements recognized, I filled out the recognition form and had it signed by my Dean of Studies: <https://www.tuwien.at/en/studies/international/studying-abroad/application-forms/erasmus-blended-intensive-programmes>

→→→→→ IMPORTANT CONTACTS

International Office

Gußhausstraße 28, 1040 Wien



+43 1 58801 41507



julia.kohl@tuwien.ac.at

HOME PAGE: <http://www.tuwien.ac.at/international>

OPENING HOURS:

Possible by appointment at the following times:

Mon, Thu: 9.30 – 11.30, 13.30 – 16.30 o'clock

Admission Office

Karlsplatz 13, 1040 Wien

Tel.: +43 1 58801 41188

e-mail: studienabteilung@tuwien.ac.at

OPENING HOURS:

Mon, Tue, Thu, Fri: 10.00 - 12.00 o'clock

Wed 14.00 - 16.00 o'clock

Stipendienstelle Wien

Gudrunstraße 179a, 1100 Wien

Tel.: +43 1 601 73-0

<http://www.stipendium.at/stipendienstellen/wien>

OPENING HOURS:

Mon, Tue, Thu, Fri 9.00 – 12.00 o'clock