

FAQ List concerning Covid-19 for Erasmus+ Study and Work Placements in Programme Countries (KA103)

A) General questions:

1. Who do these rules apply to?

These rules apply only to Erasmus+ placements in **Programme Countries** (KA103). Programme Countries include all EU countries (including the UK until 31.12.2020) as well as: Iceland, Liechtenstein, Norway, Nord Macedonia, Serbia, and Turkey. All other countries are considered **Partner Countries** (KA107) to which somewhat different rules apply. Please contact your home institution in case your placement was scheduled for a Partner Country.

2. When do I need to report my status to OeAD-GmbH?

If, due to Covid-19 outbreak, your Erasmus+ placement could not take place as planned and/or you incurred exceptional non-refundable costs, you can apply for special support.

Please notify us by filling out a special support form without declaration of costs if you are taking part in e-learning or use telework by **30 April 2020**.

3. What is “special support” in relation to Covid19?

The “special support” (Sonderunterstützung) is available to Erasmus+ participants who had to bear extraordinary non-refundable costs (related to travel and/or accommodation) and whose Erasmus+ placement could not be completed in a regular manner (e.g. early termination, interruption without use of e-learning or telework).

All requests should be submitted by email to: erasmus-corona@oead.at and in copy to the International office of your home institution in Austria.

Important: The special support, including the calculated regular Erasmus+ grant entitlement, may not exceed the grant amount awarded as specified in your Erasmus+ agreement with OeAD. The special support, therefore does not constitute extra funding in addition to the regular Erasmus+ grant, but allows the funding of costs which would otherwise not be covered.

4. What is the level of special support?

The special support is based on the exceptional costs you reported. As a general rule, a grant may be awarded for the amount of 30 days’ stay. The **maximum** amount that can be awarded is the sum of your initially planned and awarded Erasmus+ grant.

Please understand that given the large number of requests, the processing of your application can take longer and that no information can be provided on the exact amount of special support you will receive before the processing of your request is completed.

5. How do I apply for special support?

The request for special support can be found [here](#). **Only one application for special support may be submitted.**

6. Where should I send my application for special support?

All applications should be sent by e-mail only to: erasmus-corona@oead.at and in copy the International office of your home institution in Austria.

7. How should I sign the application?

Please sign the form and send it scanned.

8. Do I have to send invoices for my incurred costs to OEAD-GmbH?

No. However, it is essential to keep all invoices and supporting documents for ten years. Only verifiable costs can be submitted for the special support. For the time being, you only need to complete the form truthfully and send it to OEAD-GmbH by e-mail.

Important: Please keep all invoices and supporting documents for incurred costs for ten years. OEAD-GmbH reserves the right to check approved cases on random sample basis. This means that individual Erasmus+ participants will have to present their supporting documents for special support (invoices, emails, receipts). In doing so, OEAD-GmbH monitors the proper implementation of the Erasmus+ programme for the European Commission.

9. When can I no longer apply for special support?

If you did not have extraordinary costs related to your Erasmus+ mobility.

If you have already submitted your **Confirmation of Attendance** to the Erasmus Office (Erasmus Referat at OeAD) and completed your EU Survey and the Erasmus+ stay has been processed by OeAD-GmbH.

10. Which costs can be reported?

Only costs **actually incurred** as a result of the situation around Covid-19 can be claimed. These include, for example: re-booking or cancellation costs for air or train travel, rent at the place of the host institution or traineeship. Regular travel expenses (which would have incurred anyway) or mileage cannot be considered. Please keep all receipts and evidence in case of check.

As a general rule, only costs which are in no way refunded from other sources (cancellation insurance etc.) and which can be justified may be claimed.

B) You did not start your Erasmus+ placement

1. I did not start my placement abroad. I did not have any increased costs. I would like to cancel the placement. What should I do?

Please write to responsible Erasmus Office at OeAD that you did not start your placement. Your mobility will be cancelled. You will have to pay back the full amount of the grant you received.

2. I did not start my placement abroad. I have already had very high costs associated with my planned Erasmus+ placement. I would like to cancel the placement. What should I do?

You can **submit a request for special support** (see points A.3-6.). Please submit your request only at: erasmus-corona@oead.at.

3. I did not start my placement abroad. I am currently participating in the host institution's e-learning offer (study placements) or am working from home (work placements) and plan to travel (if/when possible) to the host country. Can I keep the grant?

In any case, please send us the filled out **form** (without declaration of costs) to: erasmus-corona@oead.at

If you start your placement abroad later, the time in Austria /your home country will be eligible for Erasmus+ grant as long as you can prove that you have participated in the host institution's e-learning offer or have worked from home. The mobility period will be calculated on the basis of the **Confirmation of Attendance** of the host institution/company. Costs in excess of the amount of the grant awarded may not be submitted for special support.

If you do not start your placement abroad later, this cannot be **considered as an Erasmus+ mobility**. You are not eligible to receive an Erasmus+ grant. However, your university in Austria can recognize your achievements as stated in the Learning Agreement.

If you have incurred very high costs related to the planned but not carried out mobility abroad, you **may submit an application for special support** (see B.2. above).

C) You did start your Erasmus+ placement

1. I have remained in the host country and I take part e-learning offer (study placements) or use telework (work placements). Will I be able to keep my grant?

Yes, e-learning and telework are exceptionally allowed for placements affected by Covid-19. Please notify us by filling out the form for special support (without declaration of costs). Please make sure that you can obtain corresponding confirmation from the host institution or company. Your grant entitlement will be calculated according to the **Confirmation of Attendance**, including periods of e-learning or telework. Please find the modified_Confirmation of Attendance template [here](#).

2. I have returned to Austria/my home country and I take part e-learning offer (study placements) or use home-office (work placements). Will I be able to keep my grant?

Yes, e-learning and home-office are exceptionally allowed for placements affected by Covid-19. Please notify us by filling out the form for special support (without declaration of costs). Please make sure that you can obtain corresponding confirmation from the host institution or company. Your grant entitlement will be calculated according to the **Confirmation of Attendance**, including periods of e-learning or telework. Please find the modified_Confirmation of Attendance template [here](#).

3. I have interrupted my stay abroad and I would like to continue at a later time. Is that possible?

An interruption without activities (no e-learning and no telework) is possible. If you have incurred exceptional costs, you can apply for special support for these costs, which is normally financed up to 30 days.

A longer interruption is possible, but will not be financed. Similarly, no special support is possible if you have not incurred exceptional costs as a result of the interruption.

4. I suspended my stay abroad. I have not reached the minimum duration of 2 months (work placements) or 3 months (study placements). Can I keep the grant?

If the placement has been terminated due to the Covid-19 outbreak, this will be considered as "force majeure" and you will be allowed to keep the grant for the confirmed duration. You may also submit a **request for special support**.

5. I suspended my stay abroad. I have already reached the minimum duration of 2 months (work placements) or 3 months (study placements). Can I keep the grant?

If the placement has been terminated due to the Covid-19 outbreak, this will be considered as "force majeure" and you will be allowed to keep the grant for the confirmed duration. You may also submit a **request for special support**.

6. I am in Austria/my home country. My placement will take longer as a result of e-learning or telework. Can I extend my stay?

No. Only placements that take place at host country can be extended.

7. I am in the host country. My stay will take longer as a result of e-learning or telework. Can I extend my stay?

Yes. Conditioned on the regular rules of the Erasmus+ programme (currently: application at least 4 weeks before the intended end of the placement). In this case, please contact your home institution in Austria and adhere to the travel warnings and notices issued by the Austrian Ministry of Foreign Affairs.

8. My working hours have been reduced due to Covid-19. Will I still receive the full grant?

If the employer reduces the working hours and the student remains employed and that constitutes the financial part of the work placement, the mobility would remain eligible for the Erasmus+ grant.

9. I want to postpone my work placement as a recent graduate. Is it possible?

Yes. Work placements of recent graduates may be postponed under the following conditions: the original work placement was nominated in accordance with the Erasmus+ rules and the postponed placement will have ended no later than 18 months after the graduation date.

D) Regular Erasmus+ placement

1. My Erasmus+ placement will expire without restrictions. Do I have to do something?

No, you don't have to contact us. Please follow the normal procedure at the end of mobility (confirmation of stay and EU survey). Please follow the travel warnings and information from the Austrian Ministry of Foreign Affairs.