# Eligibility criteria and honorary declaration for additional funding for students with fewer opportunities and for “green travel”

**This document is a translation and is provided for information purposes only. It is not legally binding.**

**Target groups:**

* Students with disabilities or chronic illness
* Students with children
* Students from a non-academic background
* Working students
* Students using low-emission means of transport

**Type of funding:**

* Top-up amount; for all target groups
* Real costs; for students with disabilities or chronic illness and students with children

**Supporting documents/honorary declaration:**

* Top-up amount: honorary declaration, in which the student confirms that they meet all of the corresponding criteria eligible for funding.
* Real costs: the guidelines defined in this catalogue shall apply; originals of receipts must be submitted.

**General information:**

* The top-up amount for students with fewer opportunities and the “green travel” grant can be combined.
* If a participant falls into more than one target group category within the scope of funding for students with fewer opportunities (e.g. students with children and students from a non-academic background), funding can only be received for one target group category; supporting documents only need to be provided for one target group category.
* Top-up in combination with zero-grant funding: Top-ups and real costs funding may be granted for funded periods only. Non-funded (zero-grant) periods, either complete zero-grant mobilities or partial zero-grants, cannot be funded with top-ups and real costs funding.

1. **Top-up amount for stays abroad**
   1. Target group: working students

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * Employment must have been held continuously for at least six months in the twelve-month period prior to the start of the stay abroad. Employment for a longer period of time prior to the start of the stay abroad is not a criterion for exclusion. * Employment in the country of the sending institution shall not be continued during the stay abroad. Employment does not have to terminated, the employment contract can be paused. * During the minimum period of employment (six months), a monthly income of more than €450 but less than €850 (total monthly net income from all gainful employment) should be earned. * Employment should be subject to social security contributions. Self-employment and dual/part-time degree programmes with a fixed salary are excluded. | Compulsory:   * Honorary declaration ([below](#_Honorary_declaration:_additional)), confirming eligibility and existence of supporting documents, in addition to agreement to produce these documents at the request of the sending higher education institution.   Optional:   * Provision of supporting documents (e.g. payslips, tax documents) | * Long-term stays: €250 per month * Short-term stays: 5-14 days: single contribution of €100 15-30 days: single contribution of €150 |

* 1. Target group: students from a non-academic background

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * The parents or guardians do not hold a degree or higher education qualification. * The qualification obtained at a vocational higher education institution (“Berufsakademie”) leading to a qualification comparable to a university degree is considered to be an academic qualification. A “Meisterbrief” – awarded in the skilled trades profession – does not qualify as an academic degree in this context.  |  | | --- | | * Degree programmes completed abroad by parents or guardians that are not recognised in Germany (e.g. physiotherapy), are regarded as academic qualifications within the scope of the eligibility criteria, so that there is no entitlement to receive a top-up amount. | | Compulsory:   * Honorary declaration ([below](#_Honorary_declaration:_additional)), confirming eligibility and existence of supporting documents, in addition to agreement to produce these documents at the request of the sending higher education institution.   Optional:   * Information on parents’/guardians’ education; honorary declaration by the parents/guardians | * Long-term stays: €250 per month * Short-term stays: 5-14 days: single contribution of €100 15-30 days: single contribution of €150 |

* 1. Target group: students with children

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * At least one child accompanies you for the entire duration of your stay abroad * The funding amount is not determined by the number of children accompanying you * Application is also possible if a partner/spouse accompanies you too; funding not awarded twice for one child * If both parents travel accompanied by at least two children, both can receive the subsidy | Compulsory:   * Honorary declaration ([below](#_Honorary_declaration:_additional)), confirming eligibility and existence of supporting documents, in addition to agreement to produce these documents at the request of the sending higher education institution.   Optional:   * Child’s/children’s birth certificate(s) * Child’s/children’s travel documents | * Long-term stays: €250 per month * Short-term stays: 5-14 days: single contribution of €100 15-30 days: single contribution of €150 |

* 1. Target group: students with chronic illness

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * Chronic illness with additional financial needs whilst abroad | Compulsory:   * Honorary declaration ([below](#_Honorary_declaration:_additional)), confirming eligibility and existence of supporting documents, in addition to agreement to produce these documents at the request of the sending higher education institution.   Optional:   * Medical certificate confirming additional financial needs whilst abroad due to chronic illness * The type of illness and amount/scope of additional needs do not need to specified | * Long-term stays: €250 per month * Short-term stays: 5-14 days: single contribution of €100 15-30 days: single contribution of €150 |

* 1. Target group: students with disabilities

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * Degree of disability of 20 or more | Compulsory:   * Honorary declaration ([below](#_Honorary_declaration:_additional)), confirming eligibility and existence of supporting documents, in addition to agreement to produce these documents at the request of the sending higher education institution.   Optional:   * Disability certificate (“Schwerbehindertenausweis”) * Confirmation letter from the state social welfare office * Medical certificate | * Long-term stays: €250 per month * Short-term stays: 5-14 days: single contribution of €100 15-30 days: single contribution of €150 |

* 1. Target group: students using low-emission means of transport (“green travel”)

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * Low-emission transport is used for the majority of the journey * Low-emission transport includes: * bus * train * carpooling * bicycle * ferry * If use of low-emission transport extends travel duration, up to four additional days can be funded. The travel duration must be 24 hours or longer. | Compulsory:   * Honorary declaration ([below](#_Honorary_declaration:_additional)), confirming eligibility and existence of supporting documents, in addition to agreement to produce these documents at the request of the sending higher education institution.   Optional:   * Tickets (including date and duration of travel) * Comparison of travel duration with and without low-emission transport | * Up to six days according to the daily rate for the applicable group for the destination country |

1. **Real costs application for stays abroad**
   1. Target group: students with children

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * At least one child accompanies you for the entire duration of your stay abroad * Intended to cover additional costs abroad during mobility in the form of real costs for the child/children | Proof of eligibility for funding   * Child’s/children’s birth certificate(s) * Child’s/children’s travel documents   Proof of expenses:   * See “Real cost application” | * €15,000 maximum per semester and mobility or €30,000 per academic year and mobility * Not determined by the number of children |

* 1. Target group: students with disabilities or chronic illness

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * Degree of disability of 20 or more * Chronic illness with additional financial needs whilst abroad * Intended to cover additional costs abroad during mobility in the form of real costs due to a disability or chronic illness * Funding can be provided for an accompanying person (see “Real costs application" for information regarding funding) | Proof of eligibility for funding:   * Disability certificate (“Schwerbehindertenausweis”) * Confirmation letter from the state social welfare office * Medical certificate   Proof of expenses:   * See “Real costs application” | * As a rule, €15,000 maximum per semester and mobility or €30,000 per academic year and mobility |

1. **Real costs application for preparatory trips**
   1. Target group: students with children

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * Students that will be accompanied by their child/children during planned mobility * Intended to cover the costs for determining the circumstances abroad in preparation for an approved mobility application | Proof of eligibility for funding:   * Notification regarding intent to take your child/children with you during mobility * Child’s/children’s birth certificate(s)   Proof of expenses:   * See “Real costs application” | * €15,000 maximum per mobility |

* 1. Target group: students with disabilities or chronic illness

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| **Eligibility criteria** | **Supporting documents** | **Type of funding** |
| * Degree of disability of 20 or more * Chronic illness with additional financial needs whilst abroad * Intended to cover the costs for determining the circumstances abroad in preparation for an approved mobility application * Funding can be provided for an accompanying person (see “Real costs application" for information regarding funding) | Proof of eligibility for funding:   * Disability certificate (“Schwerbehindertenausweis”) * Confirmation letter from the state social welfare office * Medical certificate   Proof of expenses:   * See “Real costs application” | * €15,000 maximum per mobility |

# Honorary declaration: additional funding (top-ups) for students with fewer opportunities and for funded travel days “green travel”

I,       (student ID number:      ), wish to apply for additional Erasmus+ mobility funding for my planned stay abroad during the academic year  at the higher education institution (name of host institution)      .

I would like to apply for the following top-up for students with fewer opportunities (select one option):

top-up for working students

top-up for students from a non-academic background

top-up for students with children

top-up for students with chronic illness

top-up for students with disabilities

I would (additionally) like to apply for the top-up for “green travel” and will use low-emission means of transport for the majority of my journey:

additional   travel days (6 max.)

I certify that,

1. I fulfil the eligibility criteria defined in this catalogue for additional funding for students with fewer opportunities and for “green travel”,
2. I can provide proof of eligibility for funding,
3. I shall produce the original supporting documents at the request of Leibniz University Hannover (retention period: 10 years from termination of funding) and,
4. that all information provided is true and correct to the best of my knowledge. Should any information provided be false, some or all of the funding shall be repaid to Leibniz University Hannover.

Two original copies of the declaration must be submitted. Both copies must feature a handwritten signature.

Participant: Leibniz University Hannover:

      Andree Klann

First name surname Erasmus+ Institutional Coordinator

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Signature Signature

     ,       Hannover, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, date Place, date