

ERASMUS+ GRANT FOR TRAINEESHIPS

Checklist administrative procedure Before, during and after your stay abroad

TIP: If you have any questions or concerns about your Erasmus+ grant, do not hesitate to contact the Scholarships Team. Send us an email (outbound@sea.leidenuniv.nl) or give us a call. We are happy to help!

BEFORE YOUR STAY ABROAD

	What?	When?	Done?
1	Go to the Study Abroad Portal .		
2	Select your application .		
3	Go to the scholarship tab .		
4	Select Erasmus+ for Traineeships .		
5	Follow the instructions on <i>both</i> the Request Scholarships tab and the Information Scholarships tab to submit your scholarship application.	At least <u>1 month</u> before the start of your Erasmus+ period.	
6	If your scholarships application is approved, you will receive a notification via email. Within this email you will find instructions to log in to the Study Abroad Portal where you will see the Acceptance tab in the Scholarships section. Here you can download the Grant Agreement , read it carefully and sign it.		
7	On the same Acceptance tab you can download the Learning Agreement for Traineeships . Fill out the 'Before the Mobility' section of this document.		
8	Sign the Learning Agreement and ask the responsible persons at Leiden University and the receiving organisation to do the same. Save this document as a PDF file.		
9	After signing your Grant Agreement and completing your Learning Agreement , you can upload both documents on the Acceptance tab . Be sure to click on <i>Submit!</i> Please notice that you upload the Learning Agreement that is signed by <i>both</i> coordinators. Learning Agreements that are not signed by both coordinators will not be approved. <i>Please be aware that for the grant to be paid, both the Grant Agreement AND the Learning Agreement need to be signed and uploaded on the Acceptance tab. Without those documents there will be no payments made.</i>	At least <u>2 weeks</u> before the start of your Erasmus+ period.	

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11	After accepting your Erasmus+ for Traineeships, your uploaded documents will be checked by Team Scholarship.		
12	After approval, you will be asked via email to provide us with your bank account details on the Bank Information tab within the Scholarships section of the Study Abroad Portal .	At least <u>2 weeks</u> before the start of your Erasmus+ period.	
13	After providing your bank account details the grant will be transferred to your bank account within two weeks.		

TIP: If you cannot meet the deadline(s) for one or more of the required documents, due to circumstances beyond your control, please inform the Scholarships Team as soon as possible and before the applicable deadline.

Otherwise you run the risk that your application is refused or your grant is (partially) withdrawn. Send an email to outbound@sea.leidenuniv.nl in which you clearly indicate which document(s) you cannot submit on time and why.

Note that it is at all times the responsibility of the student to

- (1) ensure that all the required documents are complete, signed and submitted within the timelines given and
- (2) inform the Scholarships Team of any delays in submitting the required documents.

For 'During your stay abroad' section, see next page.

DURING YOUR STAY ABROAD

	What?	When?	Done?
1	<p>Inform the Scholarships Team as soon as possible if any of the following changes to the original Learning Agreement occur:</p> <ul style="list-style-type: none"> • a change in your proposed traineeship programme • a change in your supervisor at the receiving organisation • a change in the end date of your Erasmus+ period (you want to extend your traineeship) 		
2	<p>Fill out the 'Changes during the Mobility' section of the Learning Agreement. You can download this document on the During Stay tab within the Scholarships section of the Study Abroad Portal.</p>		
3	<p>Sign this section and ask the responsible persons at Leiden University and the receiving organisation to do the same.</p>		
4	<p>Upload your updated Learning Agreement as a pdf file on the During Stay tab within the Scholarship Section of the Study Abroad Portal. Be sure to click on <i>Submit!</i></p>	<p><i>Change in your traineeship programme and/or supervisor?</i> <u>As soon as possible.</u></p> <p><i>Change in end date?</i> At least <u>1 month</u> before the end date in your Erasmus+ Grant Agreement.</p>	

TIP: Check the website of the [Erasmus+ Online Linguistic Support \(OLS\)](#)

For 'After your stay abroad' section, see next page.

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AFTER YOUR STAY ABROAD

	What?	When?	Done?
1	Fill out and submit the Online Participant Report for Erasmus+ students. You will receive an automatic invitation to fill out the report via email. Make sure to download your Online Participant Report because you will have to upload this in the Study Abroad Portal (see point 3).	Within <u>1 month</u> after your Erasmus+ period.	
2	Ask your supervisor at the receiving organisation to fill out and sign the Traineeship Certificate (you can download this document on the Upon Return tab within the Scholarships section of the Study Abroad Portal).		
3	Upload the signed Traineeship Certificate and the Online Participant Report on the Upon Return tab within the Scholarships section of the Study Abroad Portal . Be sure to click on <i>Submit!</i>	Within <u>5 weeks</u> after your Erasmus+ period.	
4	<p>Please be aware that the final calculation of your Erasmus+ grant is based on a comparison between the dates in the Grant Agreement and the Traineeship Certificate.</p> <p>Start date earlier <i>If your start date on the Traineeship Certificate is earlier than the start date in your Grant Agreement we will take the start date from your Grant Agreement as your start date.</i></p> <p>Start date later <i>If your start date on the Traineeship Certificate is later than the start date in your Grant Agreement we will take the start date on the Traineeship Certificate as your start date.</i></p> <p>End date earlier <i>If your end date on the Traineeship Certificate is earlier than the end date in your Grant Agreement we will take the end date on the Traineeship Certificate as your end date.</i></p> <p>End date later <i>If your end date on the Traineeship Certificate is later than the end date in your Grant Agreement but you did not ask for an extension we will take the end date from the Grant Agreement as your end date.</i></p> <p>If the final grant amount differs from the initial grant amount, you will receive an email from the Scholarships Team.</p> <p>If you handed in all documents and the final grant amount is equal to the initial grant amount you will receive an email that your file will be closed.</p>		

TIP: Save a copy of all the signed Erasmus+ documents for your own administration.






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TIP: When logging into the [Study Abroad Portal](#), please be aware that **all** Scholarships related uploads and request should be made within the Scholarships Section!

Overview

Via this screen you can work on your application/registration and check which steps you still need to complete.

Submit your application/registration on time! Click on the question mark text at the top of the screen for information on deadlines.

	Application	View
	Acceptance	View
	Scholarships	Submit
	During your stay	Submit
	Upon return	Submit

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