

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 | Complete the online application form . | | |
| 2 | Print the online application form . | | |
| 3 | Submit the online application form . | At least 1 month before the start of your Erasmus+ period. | |
| 4 | Sign the printed application form and ask your International Exchange Coordinator to sign as well. | | |
| 5 | Send a scanned copy (in 1 PDF file) of the signed application form to outbound@sea.leidenuniv.nl | At least 1 month before the start of your Erasmus+ period. | |
| 6 | Fill out the 'Before the Mobility' section of the Learning Agreement for Traineeships . | | |
| 7 | Sign the Learning Agreement and ask the responsible persons at Leiden University and the receiving organisation to do the same. | | |
| 8 | If your application is approved, you will receive a decision letter and the Grant Agreement via email. Read the Grant Agreement carefully and sign it. | | |
| 9 | Take the First Language Assessment . You will receive an invitation for the assessment via email from Erasmus+ Online Linguistic Support (OLS). | As soon as possible, but within a month of receipt of the invitation. | |
| 10 | Return a scanned copy (in 1 PDF file) of the signed Grant Agreement to outbound@sea.leidenuniv.nl | At least 2 weeks before the start of your Erasmus+ period. | |
| 11 | Send a scanned copy (in 1 PDF file) of the signed Learning Agreement to outbound@sea.leidenuniv.nl | At least 2 weeks before the start of your Erasmus+ period. | |
| 12 | The grant will be transferred to your bank account. | | |

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Otherwise you run the risk that your application is refused or your grant is (partially) withdrawn.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.

DURING YOUR STAY ABROAD

| | What? | When? | Done? |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1 | Follow the OLS Language Course , if applicable. You will receive an automatic invitation for the course, if you score B1 or lower on the First Language Assessment. | | |
| 2 | Inform the Scholarships Team if any of the following changes to the original Learning Agreement occur: <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) | | |
| 3 | Fill out the ' Changes during the Mobility ' section of the Learning Agreement . | | |
| 4 | Sign this section and ask the responsible persons at Leiden University and the receiving organisation to do the same. | | |
| 5 | Send a scanned copy (in 1 PDF file) of the original Learning Agreement AND the complete and signed 'Changes during the Mobility' section to outbound@sea.leidenuniv.nl | <i>Change in your traineeship programme and/or supervisor?</i> As soon as possible. <i>Change in end date?</i> At least 1 month before the end date in your Erasmus+ Grant Agreement. | |
| 6 | Take the Final Language Assessment . You will receive an invitation for the assessment via email from Erasmus+ Online Linguistic Support on the 15th or 16th of the end month of your Erasmus+ period. You do not have to take the Final Language Assessment if you scored C2 on the First Language Assessment. | As soon as possible, but within a month of receipt of the invitation. | |

TIP: Check the website of the Erasmus+ Online Linguistic Support (OLS) for an overview of FAQs about the Language Assessment and Course: <https://support.erasmusplusols.eu/hc/en-gb>

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. | Within 1 month after your Erasmus+ period. | |
| 2 | Ask your supervisor at the receiving organisation to fill out and sign the Traineeship Certificate (page 7 & 8 of the Learning Agreement). | | |
| 3 | Send a scanned copy (in 1 PDF file) of the signed Traineeship Certificate to outbound@sea.leidenuniv.nl | Within 5 weeks after your Erasmus+ period. | |
| 4 | Based on the start and end date provided in the Traineeship Certificate, your final grant amount will be calculated. You will receive a final decision letter from the Scholarships Team via email. | | |

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

Disclaimer European Commission: Erasmus+ for Traineeships is funded with support from the European Commission. This publication (checklist) reflects the views only of the author. The European Commission cannot be held responsible for any use which may be made of the information contained in this document.