

## 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](mailto: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 <a href="#">Study Abroad Portal</a> .		
2	Select your <b>application</b> .		
3	Go to the <b>scholarship tab</b> .		
4	Select <b>Erasmus+ grant for Traineeships</b> .		
5	Follow the instructions on <i>both</i> the <b>Request Scholarships tab</b> and the <b>Information Scholarships tab</b> 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 <a href="#">Study Abroad Portal</a> where you will see the <b>Acceptance tab</b> . Here you can download the <b>Grant Agreement</b> , read it carefully and sign it.		
7	On the same <b>Acceptance tab</b> you can download the <b>Learning Agreement for Traineeships</b> . Fill out the 'Before the Mobility' section of this document.		
8	Sign the <b>Learning Agreement</b> 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 <b>Grant Agreement</b> and completing your <b>Learning Agreement</b> , you can upload both documents on the <b>Acceptance tab</b> . Be sure to click on <i>Submit!</i>  Please notice that you upload the <b>Learning Agreement</b> that is signed by <i>both</i> coordinators. Learning Agreements that are not signed by both coordinators will not be approved.	At least <u>2 weeks</u> before the start of your Erasmus+ period.	
11	After accepting your Erasmus+ grant for Studies, you will be asked via email to provide us with your bank account details on the <b>Bank Information tab</b> within the <a href="#">Study Abroad Portal</a> . After doing so in a timely manner the <b>grant</b> will be transferred to your bank account.	At least 2 weeks before the start of your Erasmus+ period.	

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**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](mailto: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 if any of the following <b>changes to the original Learning Agreement</b> occur:</p> <ul style="list-style-type: none"> <li>• a change in your proposed traineeship programme</li> <li>• a change in your supervisor at the receiving organisation</li> <li>• a change in the end date of your Erasmus+ period (you want to extend your traineeship)</li> </ul>		
2	<p>Fill out the 'Changes during the Mobility' section of the <b>Learning Agreement</b>. You can download this document on the <b>During Stay tab</b> of the <a href="#">Study Abroad Portal</a>.</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 <b>Learning Agreement</b> as a pdf file on the <b>During Stay tab</b> within the <a href="#">Study Abroad Portal</a>. Be sure to click on <i>Submit!</i></p>	<p><i>Change in your traineeship programme and/or supervisor?</i> As soon as possible.</p> <p><i>Change in end date?</i> At least 1 month before the original end date in your Erasmus+ Grant Agreement.</p>	

**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>

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

## AFTER YOUR STAY ABROAD

	What?	When?	Done?
1	Fill out and submit the <b>Online Participant Report</b> for Erasmus+ students. You will receive an automatic invitation to fill out the report via email.	Within <u>1 month</u> after your Erasmus+ period.	
2	Ask your supervisor at the receiving organisation to fill out and sign the <b>Traineeship Certificate</b> (you can download this document on the <b>Upon Return tab</b> within the <a href="#">Study Abroad Portal</a> ).		
3	Upload the signed <b>Traineeship Certificate</b> on the <b>Upon Return tab</b> within the Study Abroad Portal. Be sure to click on <i>Submit!</i>	Within <u>5 weeks</u> after your Erasmus+ period.	
4	Based on the start and end date provided in the <b>Traineeship Certificate</b> , your final grant amount will be calculated. If the final grant amount differs from the initial grant amount, you will receive an email from the Scholarships Team. 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.		

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

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