

## ERASMUS+ GRANT FOR STUDIES

### 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)). We are happy to help!

#### BEFORE YOUR STAY ABROAD

	What?	When?	Done?
1	Complete the <a href="#">online application form</a> .		
2	Save the <a href="#">online application form</a> .		
3	Submit the <a href="#">online application form</a> .	At least 2 months before the start of your Erasmus+ period.	
4	Sign the <a href="#">application form</a> and ask your International Exchange Coordinator to sign as well.		
5	Send a copy (in 1 PDF file) of the <b>signed application form</b> to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>	At least 2 months before the start of your Erasmus+ period.	
6	Create an Online Learning Agreement (OLA) on <a href="https://learning-agreement.eu/">https://learning-agreement.eu/</a> . You can create an account by clicking on 'LOG IN'. When arriving at the MyAcademicID platform, when asked 'Login with' you will need to fill out Leiden University. After your first login you are asked to complete your profile. Fill in your information and click 'Save'. You can always edit this later in 'My Account'. This information will be saved and automatically filled in when you create a new OLA.	Directly after sending in the <b>signed application form</b> .	
7	Once you are logged in, click on 'Create New' to create a Learning Agreement. Select 'Semester Mobility' as your mobility type. Fill in all the necessary information for the six steps.		
7.1	<b>Step 1: Fill in your student information</b> Your student information will be filled in based on the information in 'My Account'. IMPORTANT: Make sure that you fill in the correct academic year!		
7.2	<b>Step 2: Sending Institution Information</b> The Responsible Person is the exchange coordinator of your faculty at Leiden University. You can find their contact details on <a href="https://www.student.universiteitleiden.nl/en/study-studying/guidance-advice/study-guidance-and-advice/study-guidance-and-advisors/international-exchange-coordinators/leiden-university/advisors/international-exchange-coordinators/leiden">https://www.student.universiteitleiden.nl/en/study-studying/guidance-advice/study-guidance-and-advice/study-guidance-and-advisors/international-exchange-coordinators/leiden-university/advisors/international-exchange-coordinators/leiden</a> <a href="https://www.student.universiteitleiden.nl/en/study-studying/guidance-advice/study-guidance-and-advice/study-guidance-and-advisors/international-exchange-coordinators/leiden">https://www.student.universiteitleiden.nl/en/study-studying/guidance-advice/study-guidance-and-advice/study-guidance-and-advisors/international-exchange-coordinators/leiden</a>		

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	<p><a href="#">advisors/international-exchange-coordinators/leiden-university/university/</a></p> <p>Please make sure to also fill in the Administrative Contact Person details (name; email; phone) – note: Responsible</p>		
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	<p>Person and Administrative Contact Person can be the same person.</p>		
7.3	<p><b>Step 3: Receiving Institution Information</b></p> <p>The Name of the Receiving Institution is written in the local language. Please use Google to search for the correct name if you are unable to find them. Also be aware that it needs to be the name of the whole institution and not the name of the faculty or institute that you are doing the exchange.</p> <p>The Responsible Person is the exchange coordinator of your host university. Contact your coordinator at Leiden University if you are unsure who they are and what their email address is. Make sure to double check the email address: otherwise your OLA will not be sent properly!</p> <p>Please make sure to also fill in the Administrative Contact Person details (name; email; phone) – note: Responsible Person and Administrative Contact Person can be the same person.</p>		
7.4	<p><b>Step 4: Proposed Mobility Programme</b></p> <p>Check the course requirements from your study programme before entering your course selection. You can find the course requirements on the <a href="#">To Arrange before departure</a> page by clicking on your study programme tab.</p> <p>Click ‘Add Component to Table A’ to add courses that you will be following during your exchange. Select the semester and add the number of ECTS. The Component Code refers to the code of the course in the course catalogue. If there is no code, you can fill in a hyphen –</p> <p>Select the language of institution and your language competence.</p> <p>Click ‘Add Component to Table B’ to fill in the courses that you were supposed to follow at Leiden University, if you were not going on a study exchange. If there were no specific courses, you can simply fill in ‘Mobility Window’. Then select the semester and fill in the total number of ECTS.</p>		
7.5	<p><b>Step 5: Virtual Components</b></p> <p>You can skip this step, unless specifically virtual components were discussed with your coordinator and the partner institution.</p>		

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7.6	<p><b>Step 6: Sign your OLA</b></p> <p>Create your signature in the Signature field and click on ‘Sign and send the Online Learning Agreement’</p> <p>After signing, your coordinator will review the document. If they reject it you will receive an email with a link to your learning agreement. Please click to the last page of the learning agreement (under the signature) to find the reason for rejection. Adjust your OLA and send it again.</p> <p><i>Note: If your host institution is not connected to the Online Learning Agreement please send an email to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a> to request a learning agreement.</i></p>		
8	<p>When the OLA is signed by the coordinator of the receiving institution, the status will change to “signed by both coordinators”. You will also receive an email about this.</p> <p>You can now download your OLA as a pdf file. Send the pdf to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>.</p> <p>Please notice that you send the OLA that is signed by both coordinators. OLAs that are not signed by both coordinators will not be approved.</p>	At least 2 weeks before the start of your Erasmus+ period.	
8.1	Optional: Download the Erasmus+ App ( <a href="https://www.erasmusapp.eu">erasmusapp.eu</a> ) to track your OLA and other useful information.		
9	If your application is approved, you will receive a <b>decision letter</b> and the <b>Grant Agreement</b> via email. Read the <b>Grant Agreement</b> carefully and sign it.		
10	Take the <b>Language Assessment</b> . 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.	
11	Return a copy (in 1 PDF file) of the signed <b>Grant Agreement</b> to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>	At least 2 weeks before the start of your Erasmus+ period.	
12	The <b>grant</b> will be transferred to your bank account if the travel colour is green or yellow.	Approximately 1 - 2 weeks before the start of your Erasmus+ period.	

**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.

## DURING YOUR STAY ABROAD

	What?	When?	Done?
1	Follow the <b>OLS Language Course</b> , 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 <b>changes to the original (Online) Learning Agreement</b> occur: <ul style="list-style-type: none"> <li>• a change in your proposed study programme</li> <li>• a change in the end date of your Erasmus+ period (you want to extend your study period abroad)</li> </ul>		
3	If you want to adjust courses after the OLA has been signed by all parties, an additional field will appear: Final LA Table A2, as well as Table B2.		
4	Create your signature in the Signature field and click on 'Sign and send the Online Learning Agreement' After signing, your coordinator will review the document. If they reject it you will receive an email with a link to your learning agreement. Please click to the last page of the learning agreement (under the signature) to find the reason for rejection. Adjust your OLA and send it again.  When the OLA is signed by the coordinator of the receiving institution, the status will change to "signed by both coordinators". You will also receive an email about this.		
5	You can now download your updated OLA as a pdf file and send this to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>	<i>Change in your study programme?</i> Within 7 weeks after the start of your Erasmus+ period.  <i>Change in end date?</i> At least 1 month before the end date on your Erasmus+ Grant Agreement.	

**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 <b>Online Participant Report</b> for Erasmus+ students. You will receive an automatic invitation for the report via email.	Within 1 month after your Erasmus+ period.	
2	Ask the Erasmus+ coordinator at your receiving university to fill out and sign the <b>Statement of the Host Institution</b> (you will receive this by email from the Scholarships Team).		

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3	Send a copy (PDF file) of the <b>Statement of the Host Institution</b> to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>	Within 5 weeks after your Erasmus+ period.	
4	Send a copy (PDF file) of the <b>Transcript of Records</b> from the receiving university to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>	Within 5 weeks after your Erasmus+ period.	
5	Based on the start and end date provided in the <b>Statement of the Host Institution</b> , your final grant amount will be calculated. You will receive a <b>final decision letter</b> from the Scholarships Team via email.		

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