



ERASMUS+ TRAINEESHIP timeline and instructions 2018-2019

To receive and keep the awarded grant you need to take several steps **BEFORE**, **DURING** and **AFTER** your Erasmus+ period abroad, according to the regulations of the Erasmus+ programme. If you fail to meet any one of the criteria for a complete Erasmus+ file, you will lose the grant entirely.

COMPLETE ERASMUS+ TRAINEESHIP FILE means

all online requirements and documents complete with all signatures before the deadlines!			
BEFORE	how to submit	deadline	see step
<input checked="" type="checkbox"/> Learning agreement	as upload in Osiris	included in application in Osiris	1
<input type="checkbox"/> Language assessment BEFORE (1 st)	in Online Linguistic Support system (OLS)	within month after 1 st invitation	2
<input type="checkbox"/> Grant agreement	as upload in Osiris* (all pages!)	within one week from date of receipt	3
DURING			
<input type="checkbox"/> Revised Learning agreement	as upload in Osiris (if applicable)	within 6 weeks after arrival abroad	4
AFTER			
<input type="checkbox"/> Language assessment END (2 nd)	in Online Linguistic Support system (OLS)	within two weeks after it becomes available in OLS	7
<input type="checkbox"/> Participant report	online in Mobility Tool	as stated in Mobility tool	8
<input type="checkbox"/> Traineeship certificate	as upload in Osiris	March 1 / July 1 (see below)	6 & 9
<input type="checkbox"/> copy of Language course certificate	as upload in Osiris (if applicable)	March 1 / July 1 (see below)	10

* For each additional step in Osiris, a new question or upload option will be opened. You will receive an e-mail notification. After a new upload you need to re-submit the grant request.

March 1 / July 1 deadlines

if your stay abroad ends	Erasmus+ documents (2) as stated above, complete and submitted before
February 1 of before	March 1, 2019
between February 1 and July 1	July 1, 2019
<i>if your stay ends after July 1, you must send a message to erasmus@qdesk.uu.nl before July 1 to ask for an individual deadline!</i>	

ADDITIONAL INFORMATION STEP BY STEP

All **steps in red** are obligatory, 4, 5 & 10 only if applicable!

In *blue* are the process steps taken by the Erasmus+ staff at UU Student Services - International Office (UU-IO).

[Link to UU Erasmus+ webpage](#), where you will find:

Required downloadable formats and more information **BEFORE** and **DURING** under **Application and deadlines**

Required downloadable formats **END** and **AFTER** under **Report requirements at the end of your Erasmus+ period**

Please note: steps are not always & necessarily taken in this exact order

BEFORE			
step			status/decision in Osiris
1	online application in Osiris	• upload Learning agreement for TRAINEESHIPS	submitted
	<i>review of application</i>	<i>if anything is incorrect you will be asked to make adjustments</i>	in progress
	conditional grant award	<i>(preferably) in the month before departure the grant will be awarded on the <u>condition</u> that all criteria are met at the end of the Erasmus+ period; Grant agreement will be prepared</i>	conditionally approved



	<i>first payment</i>	<i>80 % of the total grant amount will be paid as an advance</i>	conditionally approved
2	Language test 1 if your main language of communication at the work place is Bulgarian, Croatian, Czech, Danish, Dutch, English , Finnish, French , German , Greek, Hungarian, Italian , Polish, Portuguese , Romanian, Slovak, Spanish or Swedish	<ul style="list-style-type: none"> • you <u>must</u> complete an online EU language assessment before and at the end of your stay abroad in the OLS (online linguistic support) system • comply with the time frame as stated in the test <ul style="list-style-type: none"> ➢ the link to the test will be sent to your UU e-mail address by the European Commission (check your spam-box!) ➢ if the information in the test (i.e. language) is incorrect, please send a message to erasmus@gdesk.uu.nl ➢ native speakers do not need to take the test <p><i>UU-IO will check the system, no need to send proof of taking the test</i></p>	conditionally approved
3	Grant agreement	<ul style="list-style-type: none"> • you will receive your Grant agreement by e-mail <p><u>within one week:</u></p> <ul style="list-style-type: none"> • tick the appropriate boxes and sign, with date and place • upload Grant agreement (4 pages!) in Osiris > section Uploads BEFORE 	conditionally approved

DURING			
step		within 6 weeks after arrival	status/decision
4	Changes to the original Learning agreement if your programme abroad changes	<p><u>only</u> if your traineeship programme changes:</p> <ul style="list-style-type: none"> • state which part of the programme has changed, in Table A2 of the Learning agreement • collect all signatures for approval • upload Revised Learning agreement in Osiris > section Uploads DURING 	conditionally approved
		at least one month before the original end date	
5	<u>optional</u> if you wish to prolong your stay for more than 1 month	<ul style="list-style-type: none"> • ask for the approval of both institutions by e-mail 	conditionally approved
		<ul style="list-style-type: none"> • request the extension of your traineeship period by sending both approvals plus the new end date to erasmus@gdesk.uu.nl 	
	<i>review of extension</i>	<i>due to the limited budget for 2018-2019 your grant period cannot be prolonged; you will keep the Erasmus+ (zero-grant) status, but without additional funding</i>	conditionally approved
AT THE END OF YOUR STAY			
step		before you leave your host country	status/decision
6	Traineeship certificate*	<ul style="list-style-type: none"> • have the certificate completed and signed by your contact person abroad (Receiving organisation) 	conditionally approved
7	Language test 2	<ul style="list-style-type: none"> • complete the online EU language assessment once more • the 2nd test will be available in the OLS from halfway the month of departure, as stated by you when you registered the 1st time; you can find the exact date at your Welcome page in the OLS • only if your score on the first test was C2 (the highest), you do <u>not</u> need to take a second test <p><i>UU-IO will check the system, no need to send proof of taking the test</i></p>	

*See [link to downloads](#) END and AFTER on page 1



AFTER			
		after returning home - see deadlines above	status/decision
8	Participant report	<ul style="list-style-type: none"> one day after the (registered) end date of your Erasmus+ period you will receive a link to the Mobility Tool -directly from the European Commission- to complete the online report; please follow the instructions! <p><i>UU-IO will check the system, no need to send proof of submitting the report</i></p>	conditionally approved
9	Traineeship certificate*	<ul style="list-style-type: none"> complete the Trainee part of the Certificate (UU format!) and sign have your supervisor abroad complete and sign the Certificate collect your UU International Officer's signature upload a scanned version of the complete Traineeship certificate in Osiris > section Uploads Report file AFTER 	
10	copy of Language course certificate <i>if applicable</i>	<p>if you took a language course before the start of the semester, of which the start date is not included in the Traineeship certificate:</p> <ul style="list-style-type: none"> upload a scanned copy of the Language certificate in Osiris > section Uploads Report file AFTER 	

*See [link to downloads](#) END and AFTER on page 1

DEFINITIVE GRANT AWARD - decision Approved

After the deadline(s) the definitive Erasmus+ grant will be awarded to students with complete files. If applicable, additional payments will be processed within 6 weeks after the deadline. Based on the Traineeship Certificate the definitive grant period will be re-calculated and the remaining 20% payment will be determined accordingly.

If the advance payment exceeds the definitive grant award -e.g. due to shorter stay abroad- you will receive an invoice for the surplus amount.

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