



## ERASMUS+ TRAINEESHIP timeline and instructions 2019-2020

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 <sup>st</sup> )	in Online Linguistic Support system (OLS)	within month after 1 <sup>st</sup> 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 <sup>nd</sup> )	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, 2020
between February 1 and July 1	July 1, 2020
<i>if your stay ends after July 1, you must send a message to <a href="mailto:erasmus@uu.nl">erasmus@uu.nl</a> 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
	<b>conditional grant award</b>	<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, <b>English</b> , Finnish, <b>French</b> , <b>German</b> , Greek, Hungarian, <b>Italian</b> , Polish, <b>Portuguese</b> , Romanian, Slovak, <b>Spanish</b> or Swedish	<ul style="list-style-type: none"> <li>• 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</li> <li>• comply with the time frame as stated in the test               <ul style="list-style-type: none"> <li>➢ the link to the test will be sent to your UU e-mail address by the European Commission (check your spam-box!)</li> <li>➢ if the information in the test (i.e. language) is incorrect, please send a message to <a href="mailto:erasmus@uu.nl">erasmus@uu.nl</a></li> <li>➢ native speakers do not need to take the test</li> </ul> </li> </ul> <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"> <li>• you will receive your Grant agreement by e-mail</li> </ul> <p><u>within one week:</u></p> <ul style="list-style-type: none"> <li>• tick the appropriate boxes and sign, with date and place</li> <li>• upload Grant agreement (4 pages!) in Osiris &gt; section Uploads BEFORE</li> </ul>	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"> <li>• state which part of the programme has changed, in <b>Table A2</b> of the Learning agreement</li> <li>• collect all signatures for approval</li> <li>• upload Revised Learning agreement in Osiris &gt; section Uploads DURING</li> </ul>	conditionally approved
		<b>at least one month before the original end date</b>	
5	<u>optional</u> if you wish to prolong your stay for more than 1 month	<ul style="list-style-type: none"> <li>• ask for the approval of both institutions by e-mail</li> </ul>	conditionally approved
		<ul style="list-style-type: none"> <li>• request the extension of your traineeship period by sending both approvals plus the new end date to <a href="mailto:erasmus@uu.nl">erasmus@uu.nl</a></li> </ul>	
	<i>review of extension</i>	<i>due to the limited budget for 2018-2019 your <b>grant</b> 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"> <li>• have the certificate completed and signed by your contact person abroad (Receiving organisation)</li> </ul>	conditionally approved
7	Language test 2	<ul style="list-style-type: none"> <li>• complete the online EU language assessment once more</li> <li>• the 2<sup>nd</sup> test will be available in the OLS from halfway the month of departure, as stated by you when you registered the 1<sup>st</sup> time; you can find the exact date at your Welcome page in the OLS</li> <li>• only if your score on the first test was C2 (the highest), you do <u>not</u> need to take a second test</li> </ul> <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"> <li>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!</li> </ul> <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"> <li>complete the Trainee part of the Certificate (UU format!) and sign</li> <li>have your supervisor abroad complete and sign the Certificate</li> <li>collect your UU International Officer's signature</li> <li>upload a scanned version of the complete Traineeship certificate in Osiris &gt; section Uploads Report file AFTER</li> </ul>	
10	copy of Language course certificate if applicable	<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"> <li>upload a scanned copy of the Language certificate in Osiris &gt; section Uploads Report file AFTER</li> </ul>	

\*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.

**Disclaimer:** This project has been funded with support from the European Commission. This publication (communication) reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.