

ERASMUS+ STUDIES 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+ STUDIES 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	8
<input type="checkbox"/> Participant report	online in Mobility Tool	as stated in Mobility tool	9
<input type="checkbox"/> Certificate of Attendance	as upload in Osiris	March 1 / July 1 (see below)	6 & 10
<input type="checkbox"/> UU report Erasmus+ (in .doc(x))	as upload in Osiris	March 1 / July 1 (see below)	11
<input type="checkbox"/> copy of Transcript of records	as upload in Osiris	within one week from date of receipt	7 & 12
<input type="checkbox"/> copy of Language course certificate	as upload in Osiris (if applicable)	March 1 / July 1 (see below)	13

*** 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 (3) as stated above, complete and submitted before
February 1 of before	March 1, 2020
between February 1 and July 1	July 1, 2020
As stated above these <u>deadlines do not apply to</u> the online test&report and the Transcript of records upload.	
<i>if your stay ends after July 1, you must send a message to erasmus@uu.nl before July 1 to ask for an individual deadline!</i>	

ADDITIONAL INFORMATION STEP BY STEP - next pages

ADDITIONAL INFORMATION STEP BY STEP

All **steps in red** are obligatory, 4, 5 and 13 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	<ul style="list-style-type: none"> upload completely signed Learning agreement for STUDIES 	submitted
	<i>review of application</i>	<i>if anything is incorrect you will be asked to make adjustments [status incomplete]</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 <u>academic classes</u> abroad are taught in 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@uu.nl native speakers of language of instruction do not need to take a 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 location upload Grant agreement (all 4 pages!) in Osiris > section Uploads BEFORE 	conditionally approved



DURING			
step		within 6 weeks after arrival	status/decision
	<i>Note: Certificate of arrival</i>	<i>in NL we do not use this format; if your host institution offers this document, we do <u>not</u> need it for your Erasmus+ file; instead we use a Certificate of Attendance (see step 6 & 10)</i>	
4	Changes to the original Learning agreement if your study programme abroad changes	<p><u>within 6 weeks after arrival</u> at the receiving institution:</p> <ul style="list-style-type: none"> state all deleted, added and unchanged courses including ECTS 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 with another semester	<ul style="list-style-type: none"> ask for the approval of both universities by e-mail 	conditionally approved
		<ul style="list-style-type: none"> request the extension of your Erasmus+ study period by sending both approvals plus the new end date to erasmus@uu.nl 	
	Learning agreement	<ul style="list-style-type: none"> upload additional Learning agreement for the extension in Osiris <p>> section Uploads DURING</p>	
	<i>review of extension</i>	<i>Prolongations will be put on a waiting list until any remaining budget can be calculated; you will keep the Erasmus+ (zero-grant) status in any case, but perhaps without additional funding</i>	conditionally approved
AT THE END OF YOUR STAY			
step		before you leave your host country	status/decision
6	Certificate of attendance*	<ul style="list-style-type: none"> have the certificate (UU format!) completed and signed by your contact person abroad (Receiving institution) 	conditionally approved
7	Transcript of records	<ul style="list-style-type: none"> make sure to follow any procedures to receive an official Transcript of records (<i>cijferlijst</i>) from the Receiving institution in time, bearing university logo/stamp and including grades and credits of <u>all</u> courses taken, also failed ones. This can be more complicated to arrange once you have returned home 	
8	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 2



AFTER			
step		after returning home - see deadlines above	status/decision
9	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
10	Certificate of attendance*	<ul style="list-style-type: none"> complete the Student part of the Certificate and sign make sure all appropriate boxes are ticked! have your International Officer at UU complete and sign upload a scanned version of the complete Certificate of attendance in Osiris > section Uploads Report file AFTER 	
11	UU report Erasmus+*	<ul style="list-style-type: none"> complete the UU report Erasmus+ (minimum of 30 words per section!) and upload in Osiris > section Uploads Report file AFTER 	
12	copy of Transcript of records	<ul style="list-style-type: none"> upload a copy of your Transcript of records in Osiris (see step 7) > section Uploads Report file AFTER 	
13	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 Certificate of attendance:</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 Certificate of Attendance 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.

NOTE on registration of credits & grades in Osiris:

You need to hand in the (original) Transcript of records at the Studiepunt/registrar of your faculty or department to have the results of your study abroad registered in Osiris. This is not part of the Erasmus+ grant procedure.

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