



Erasmus+ CHECKLIST part 1

CHECKLIST Part 1: Steps to be completed DURING your exchange.

CHECKLIST	
<input type="checkbox"/>	Grant Agreement
<input type="checkbox"/>	Revised Learning Agreement
<input type="checkbox"/>	Prepare Report Documents

Please note: If you fail to complete all the necessary steps for your Erasmus+ Grant process, you could retroactively lose your right to the grant and you would have to repay the entire grant amount to the university.

Deadlines	
Grant Agreement	Within one week from receiving the Grant Agreement
Revised Learning Agreement	Within 6 weeks from the start date of your exchange
Changes in duration of stay	Two months before your original end date
Prepare Report Documents	Two weeks before your end date



INSTRUCTIONS

Grant Agreement

You will receive your Grant Agreement by e-mail soon after the Erasmus+ Grant has been conditionally awarded to you. You need to do the following:

- **Sign** the Grant Agreement, and don't forget the date and location of signing.
- **Upload** the Grant Agreement (all 4 pages) in Osiris in the 'Grant Agreement upload' section of your Erasmus+ Grant application.

Revised Learning Agreement

After you have arrived abroad, the Erasmus Office needs to know if anything has changed in the courses or total amount of ECTS you plan to complete abroad.

- **Answer the question in Osiris** about changes to your programme, in the DURING tab of your Erasmus+ Grant application.
- If there are changes to your courses, then you must also **complete a Revised Learning Agreement**.

How to complete your Revised Learning Agreement:

You can create and fill out a Revised Learning Agreement in Osiris Student. This is done in the same way that you created your original Learning Agreement.

- For the exact instructions, we refer you to the document 'STU_Instructions LA'. You can find this document in your e-mail, or on the [Erasmus+ grants](#) webpage, under 'How to apply' on the page for [studies](#).
- Keep in mind, the **ECTS requirement for the grant is 30 ECTS per full semester** (with an absolute minimum of 22.5 ECTS in exceptional cases).



Prepare Report Documents

Before you leave your host university, you need to make sure you return home with the correct Report Documents to complete your Erasmus+ Grant process later.

- Make sure to follow any procedures to receive an official **Transcript of Records** (*cijferlijst*) from the receiving institution. Do you need to do anything before you leave in order to receive this document later? The Transcript needs to include the grades and credits of all courses taken, also failed ones.
- You will receive a **Certificate of Attendance** from the UU Erasmus Office. This will be sent to your UU e-mail address before the end of your exchange. If you have not received this document two weeks before you leave your host university, send an e-mail to erasmus@uu.nl. The Certificate of Attendance will need to be signed by your host university before you leave.

Want to stay longer than indicated on your Grant Agreement?

If it turns out that your period abroad will be longer than the period indicated on your Grant Agreement, you need to communicate this to the Erasmus+ Office **at least 2 months before your original end date**. Send your new start and end date to erasmus@uu.nl. The Erasmus+ Office will advise you on the next steps.

If you do not inform the Erasmus+ Office of a longer Grant Period before this deadline, your grant amount cannot be adjusted to the longer period. Please note that an extension of your grant is not guaranteed. Approval of your extension will depend on available budget, among other things.

Also note that due to budgetary reasons, the Erasmus+ Office can only give a grant for a maximum duration of 1 semester.

Erasmus+ CHECKLIST Part 2

Near the end of your exchange you will receive the **Erasmus+ CHECKLIST part 2** describing the steps you need to complete after your exchange, namely:

- Upload - Certificate of Attendance
- Upload - Transcript of Records
- Upload - Language course certificate (if applicable)
- Complete online - Participant Report