

ERASMUS+ GRANT 2017-2018 TRAINEESHIP

The Erasmus+ grant covers a part of the additional expenses you will make while going on traineeship abroad. You can apply for an Erasmus+ grant to support your traineeship in **Europe** (outside of the Netherlands).

Criteria

- You are enrolled at Stenden University
- You have successfully completed the first year at Stenden University
- The traineeship takes place in the academic year 2017-2018 (from 01/08/2017)
- The traineeship will have a duration between 2 and 12 months
- Your nationality to receive an Erasmus grant is not relevant.
- Placements in the country of origin of the student will also be granted.
- Placements in the Netherlands are not eligible.
- The internship is full time (35-40 hrs).
- You may receive Erasmus+ grants for mobility up to 12 months during the Bachelor phase, please note: this is for the number of months of both exchange and traineeships.
- You will receive full recognition for the traineeship in the form of credits
- The traineeship is not funded by other European funds.
- The traineeship period may be extended only if the arrangements for an extension are made before the expiration of the initial period
- The host organisation is a companies in both the public and private sector, regardless size, legal structure and economic sector. Excluded are: European institutions (http://europa.eu/institutions/inst/index_en.htm) and organisations managing EU-funding like National Agencies
- A combination of traineeship and exchange is possible, in the cases simultaneously study/traineeship a grant for study is awarded.
- The traineeship takes place in the following countries:
 - 27 member states, except for the NL: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden, United Kingdom;
 - The European Free Trade Association (EFTA): Iceland, Norway, Liechtenstein and Switzerland;
 - Candidate countries: Turkey and Macedonia
- In case you fail to meet the criteria, you will have to pay back (part of) the grant
- You have to hand in required documents, language assessments (if applicable) and questionnaires in time

If you are unsure whether you meet the criteria, please contact SMC at erasmus@stenden.com.

Process

- After your Placement Contract has been signed by the 3 parties; you, Stenden and the host company, you can send it to erasmus@stenden.com.
- You will then receive an e-mail with an application link from SMC to start your Erasmus+ application. Because of the fact that some steps in the process have to be taken before starting the traineeship, please make sure to contact SMC if you did not receive an invitation to apply for the Erasmus+ grant one month before start of the traineeship.

- To account for the grant, you will have to fill out and hand in a number of documents at two moments: prior to and immediately after your traineeship. An overview of these documents and actions is listed in the table below.
- Prior to and after the internship language assessments needs to be taken, you will receive an invitation by e-mail for this. You can find a full explanation and tutorials on the site of OLS (Online Linguistic Support) <http://erasmusplusols.eu>.

Document	Deadline	Action
Learning Agreement*	If possible prior to the internship and no later than in the first two weeks of the traineeship	To be completed by the student, the placement coordinator of your own institution and the mentor at the internship company, send scanned version to erasmus@stenden.com
Grant Agreement	If possible prior to the traineeship and no later than in the first two weeks of the traineeship (please double-check your details!)	To be completed by the student, send scanned version to erasmus@stenden.com
Language assessment	Invitation by e-mail generated from the OLS website (if possible) prior to the traineeship and no later than in the first two weeks	To be filled in online by the student
Traineeship certificate**	< 2 weeks after ending traineeship	To be completed by the host institution, send scanned version to erasmus@stenden.com
Participant report	< 2 weeks after ending traineeship	To be completed through an online link, you will receive this by e-mail after one day after ending your internship period
Final language test	Invitation by e-mail when the traineeship period has ended.	To be filled in online by the student

* From SMC you will receive a new version of the Learning Agreement, with the logo of Stenden and Erasmus. Please use this new version, because some old versions have errors.

** The data on this document are used to calculate the definite Erasmus grant.

In the Learning Agreement a number of conditions and obligations are specified. The Erasmus Student Charter lists rights and duties of the student as well. A copy will be sent within the first e-mail from the Erasmus desk or can be downloaded from iStenden, under Student, Study Abroad, Grants.

Please note:

- You are responsible for handing in all documents.
- You have to hand in fully completed documents, with appropriate signatures.
- Students who do not hand in documents on time to SMC, can be excluded from participation: the Erasmus+ grant will not be paid or has to be paid back.

Payments

- You will receive an amount twice. The first payment at the beginning of your traineeship and the second payment when you finished the traineeship and the Erasmus file is complete.
- The first payment is 70% of the (provisionally calculated) total grant amount. This will be paid when the first documents are handed in and the first language test has been taken. When all

required documents are submitted including the online participants report, the remaining amount will be transferred to your account.

- Payments (of the 70% amount and the finals amounts) can take place at the end every month, except in August and January. You will receive an e-mail if your payment is processed

The grant amount depends on the destination, grant calculation is per day and a month has max 30 days.

Destination	Monthly amount in euro's	Daily amount in euro's
Austria, Denmark, Ireland, France, Italy, Finland, Sweden, United Kingdom, Liechtenstein, Norway, Switzerland	390	13
Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxemburg, Netherlands, Portugal, Slovenia, Iceland, Turkey	330	11
Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia	270	9

Changes

- When there are changes in the traineeship, please inform SMC immediately.
- If your traineeship will be extended, you can apply for an extended grant. The grant can be extended only if the arrangements for extension of the traineeship are made before one month before the expiry of the initial period. An email with approval from your placement coordinator is sufficient as an appendix to your Grant agreement.
- Should any changes occur in the Learning Agreement, have it approved by home and host organisation as soon as possible (section 'During Mobility'); ultimately, the content of the Learning Agreement has to be consistent with your Traineeship certificate.