

Checklist and steps to follow within the Erasmus+ programme



Checklist

Before Mobility

- Traineeship **Learning Agreement** completed, signed and sent to Erasmusgrant@tudelft.nl
- Grant Agreement** is received, read, signed and sent to erasmusgrant@tudelft.nl
- Received **Definitive Grant Agreement**,
- Completed the optional **Online Language Assessment (OLS)**
- Registered my stay in **Osiris – Stay abroad**
- Have attended a **Travel Safety Session**
- Read, signed and sent the **Disclaimer** to my Faculty Internship coordinator

During Mobility

- Sent the **Changes to the learning Agreement** to Erasmusgrant@tudelft.nl

Before My Return to TU Delft

- Traineeship Certificate** completed and signed from the Host organisation

After Mobility

- Sent **Traineeship certificate**, optional **Green Travel form** to erasmusgrant@tudelft.nl
- Completed and submitted the **EU Survey**
- Have sent my **TU Delft Transcript of records**, completing my exchange programme

Steps to follow for the Erasmus+ Traineeship Grant

Before Mobility

Step 1.1. The Faculty Internship Coordinator will provide you with a **Traineeship Agreement (TA)** and the [Student Charter](#) or you can download it from the [website](#)

6 weeks before departure

Learning Agreement

Step 1.2. Provide the Education Student Affairs (ESC) Mobility Team with the Traineeship Agreement by e-mail (erasmusgrant@tudelft.nl). Make sure it is complete and signed by all the three parties involved. If you wish to apply for a **top up grant** due to economical and/or health reasons email the required documentation. Having problems with the approaching deadline? Still missing a signature? Please contact: erasmusgrant@tudelft.nl.

2 weeks before departure

Grant Agreement

Step 1.3. Education Service Center will issue your 'Grant Agreement for Erasmus+ Traineeships' Check if the start and end dates of the agreed traineeship programme are correct, check whether you agree with the terms and conditions of the grant agreement and fill in bank account details. Sign the agreement and **return** it within **5 working days** by e-mail. Failing to return the grant agreement before this deadline can lead to the cancellation of your grant application.

Online Linguistic Support (OLS)

Step 1.4 Complete and submit the optional online language assessment*

*if the language of instruction is Bulgarian, Croatian, Czech, Danish, English, French, German, Dutch, Italian, Hungarian, Spanish, Polish, Greek, Portuguese, Romanian, Slovak, Finnish and Swedish at the receiving institution.

Step 1.5. The Mobility team will check your '**Grant Agreement**' and pay the first part (70%) of your grant within four weeks. You will receive a definitive grant agreement with documents that you will need to complete the after mobility requirements. Do not delete this email as it contains important documents.

During the Mobility

If there are any **modifications** in the original traineeship programme including changes to the responsible persons, you have to provide ESC with the document '**Changes to the original Learning Agreement**' signed by the three parties immediately.

- If the change concerns an **extension** of the duration of the mobility programme abroad, the request has to be made **at the latest one month before the expected end date**.
- If you travelled to your destination sustainably and plan to return sustainably, complete the changes to the traineeship agreement with your signature only.

Before returning to the Netherlands

Step 2.1. Ask the receiving organization/enterprise to provide you with a completed Traineeship certificate within 5 weeks after the completion of your internship (attached to the email you have received)

After the Mobility

Within 4 weeks of ending your mobility

Traineeship Certificate
Green Travel Declaration (If applicable)
EU survey

Step 3.1. Provide the **Traineeship certificate and Green Travel declaration** by e-mail (erasmusgrant@tudelft.nl).

Step 3.2. Start the application procedure for the **recognition and registration of your results** obtained abroad according to your faculty procedure immediately after the receipt of your Traineeship certificate.

Step 3.3. Complete and submit the online **EU survey** within 4 weeks after the end of your traineeship abroad period. You will receive an invite from the system of the European Commission.

Within 10 weeks of ending your mobility

TU Delft Transcript of Records

Step 3.4 Provide your **TU Delft certified transcript of records** (i.e. with TU stamp, signature of *Delft transcript of records from the service desk at your faculty or via the Contact Centre ESA* (contactcentre-esa@tudelft.nl))

Conclusion of Erasmus + Traineeship Mobility Programme

ESA will pay you the last part (30%) of your grant after you have completed the:

Erasmus Survey

And when we have received the following documents:

Traineeship Certificate

Green Travel Declaration (If applicable)

