Handbook Erasmus+ Scholarship application Before Mobility

1. Log into Mobility Online with your NetID and password https://www.service4mobility.com/tudelft/LoginServlet

The following screen will appear:

= Be	fore the mobility - Erasmus requirements		0/9
▶	Pre-departure information submitted	Submit pre-departure information	
	Information on your eligibility and linguistic preparation provided		
	Courses at TU Delft being replaced by the study abroad		
	Courses at the Host University entered into Learning Agreement		
	Courses accepted by Faculty International Office		
	Grant calculated and confirmed		
	As soon as your grant has been confirmed, you	will receive an e-mail and you will be able to print out your Grant Agreement in the next step.	

2. Click on submit pre-departure information

The following screen will appear (download the forms you require to be signed and email them to your own faculty coordinator)

3. Click confirm, action will be confirmed and then click back the application workflow

The below pre-departure steps are opti-	onal, please mark the checkbox(es) applicable to you, if any. Forms to be signed can be submitted to your faculty's international office per mail.
	Download the form here: https://www.duo.nl/particulier/ov-vergoeding-buitenland.jsp
OV compensation form	
	Download the form here https://www.tudelft.nl/en/student/study-and-career/study-internship-abroad/safety-insurance-vaccinations
Vaccinations form	
I confirm I have read the Erasmus+	
student Charter	
Back to the application workflow	minoc

4. Click on answer the questions

Pre-departure information submitted	~	25/05/2021	Submit pre-departure information	
Information on your eligibility and linguistic preparation provided			Answer the guestions	
Courses at TU Delft being replaced by the study abroad				
Courses at the Host University entered into Learning Agreement				
Courses accepted by Faculty International Office				
Grant calculated and confirmed				
As soon as your grant has been confirmed, you	will receive	an e-mail and you will be able to print o	ut your Grant Agreement in the next step.	
Grant Agreement printed				
Signed Grant Agreement uploaded				

The following screen will appear:

5. Fill all sections in. If in doubt click on the ? for more information

Please provide further information on your Erasmu	us grant eligibility and language of instruction
Grant	
I confirm I have read the exchange disclaimer	
Is this the only EU Grant you will receive for this exchange?	O Yes O No
During the exchange period abroad you are both living and studying in the host country	O Yes O No
I will register my stay abroad on MyTUDelft	
Have you previously received any Erasmus + scholarship within your current study level?	○Yes ○No 😻
Mobility period	
Exact start date of the mobility period	The start date of the study period is the first day you have to be present at the receiving institution. This can be for example first day of courses, welcoming event organised by the host institution or language and intercultural courses (conducted in the host country).
	The end date of the study period is the last day you have been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory stitling period. The resit period isn't included in the mobility period, according to TU Delit policy.
Exact end date of the mobility period	Tel Inday.
Language	
Language of instruction at the host institution	< Please select> • @
Is this language your mother tongue?	○Yes ○No 🔮
Language lével	OA1 OA2 OB1 OB2 OC1 OC2 @
Admission letter	
Upload of admission letter at the host institution (optional)	<u>ه</u> و
Back to the application workflow	

- 6. Click confirm, action will be confirmed and then click back the application workflow
- 7. Click on enter further courses into the Learning Agreement (at TU Delft)

submitted				3/13
	~	25/05/2021	Clelia Paraluppi	Submit pre-departure information
lity and linguistic preparation	~	25/05/2021	Clelia Paraluppi	
replaced by the study abroad				Enter courses into Learning Agreement
irsity entered into Learning				Enter courses into Learning Agreement
ulty International Office				
LS) required	~			
completed irmed				
completed irmed as been confirmed, you will receiv	e an e-mail and yo	u will be able to print out you	r Grant Agreement in the next step	2.
completed irmed as been confirmed, you will receiv	e an e-mail and yo	u will be able to print out you	or Grant Agreement in the next step	λ.
	replaced by the study abroad srsity entered into Learning ulty International Office LS) required en registered in the OLS portal by	replaced by the study abroad resilve enteed hits Learning ulty International Office ULS) required en registered in the OLS portal by the International G	replaced by the study abroad risily entered hto Learning ulty International Office IS) required en registered in the OLS portal by the International Office, you will be able to ma	replaced by the study abroad replac

The following screen will appear:

All courses				0,00 Credits total for 0 courses
		No bulk action	Search	Reset all filters
Search	Search	< Select all>	Select all>	Search
Course unit title at the host institution	Course no./host	Acad.year	Semester	Credits
	No data a	vailable in table		
				李 李
Show 10 r entries Display all records	Showing	0 to 0 of 0 entries		First Previous Next Last
Back Click here to enter further courses				

- 8. Click here to enter further courses
- 9. **Bachelor students** please select Free Minor. **Master students** please select Master Specialization- Free Electives

Study area < Ple	lease select>	
Study field < Ple	lease select>	
Academic year 2021/2	2022 🔹	. 3
Semester Autum	nn 2021 🔹	
arse unit code at the nome institution 12345	30	
ourse unit title at the home institution Free N	Minor abroad (BSc students)	
There a	are still 255 characters available	

10. Click create and close

The following screens will appear showing your (Bachelor or Master) selected choice

All courses					0,00 Credits total for 1 courses
Show further	r search fields	No bulk action	•	Search	Reset all filters
	Search	< Select all>	\$	< Select all>	•
	Course unit title at the home institution	Acad.year		Semester	
🗹 🖬 🗊	Free Minor abroad (BSc students)	2021/2022		Autumn 2021	
🛛 🔁 🛤					▼ 幸 (
Show 10	 entries <u>Display all records</u> 	Showing 1 to 1 of 1 entries			First Previous 1 Next Last
	Back Click here to enter further courses				

11. Click back

The following screen will appear

	e the mobility - crasmus requirements	_	25/05/2024	Cielia Basaluani	4 / 13
	Pre-departure information submitted	~	20/00/2021	Ciella Falaluppi	Sourin: pre-departure information
	Information on your eligibility and linguistic preparation provided	4	25/05/2021	Clelia Paraluppi	
	Courses at TU Delft being replaced by the study abroad		25/05/2021	Clelia Paraluppi	
	Courses at the Host University entered into Learning Agreement				Enter courses into Learning Agreement
	Courses accepted by Faculty International Office				Enter courses into Learning Agreement
	Language assessment (OLS) required	~			
	OLS assesment done				Confirm completion of OLS assessment
	OLS validated				
	Scholarship requirements completed				
)	Grant calculated and confirmed				
	As soon as your grant has been confirmed, you will rec Grant Agreement printed	eive an e-mail	and you will be able to prir	nt out your Grant Agreement in I	he next step.
		percent of the second s			

- 12. Click on enter courses into the Learning Agreement (at the Host University)
- 13. Click here to enter further courses

		₹ ⊉
Show 10 • entries Display all records	Showing 0 to 0 of 0 entries	First Previous Next Last
Back Click here to enter further courses		

- 14. Fill in all mandatory fields
- 15. You must enter each course you are planning on following at the host institute individually (and have received approval for)

Edit learning agreement				Insert (?
Host institution	TECHNISCHE UNIVERSITÄT GRAZ	•]		
Study area	All study fields	•		
Study field	Bachelor Applied Mathematics - B-TW	•		
Academic year	2021/2022	· ?		
Semester	Autumn 2021	·		
Course unit code at the host institution				
Course unit title at the host institution	Course unit title at the host institution mu	t be filled in.	Ð	
1	There are still 255 characters available		 ß	
Number of credits at the host university	Number of credits at the			
Link to course at the host institution	Link to course at the host institution mus	oe filled in.	Ø	
	There are still 100000 characters available	5	 A	

- 16. Click create and close for each course and enter a new course by repeating steps 13 through to 16
- 17. Once you have entered all courses Click back
- 18. <u>The Faculty international office has now automatically received your Learning Agreement</u>, you don't need to send it per email. They will be checking the courses you entered and once they are approved you will receive an email notification

	Agreement				
	Courses accepted by Faculty International Office	V	25/05/2021		
	Learning Agreement downloaded	La		Download Learning Agreement	
	Upload signed Learning Agreement			Upload Learning Agreement with 3 signatures	
	Language assessment (OLS) required	✓			
	OLS assesment done			Confirm completion of OLS assessment	
Þ	OLS validated				
	Scholarship requirements completed				
	Grant calculated and confirmed				
	As soon as your grant has been confirmed, you will receive an e-mail and you will be able to print out your Grant Agreement in the next step.				
	Grant Agreement printed				

Then language assessment (OLS) step will appear:

Courses accepted by Faculty International Office			
Language assessment (OLS) required			
OLS assesment done			
As soon as you have been registered in the OLS portal by the International Office, you will be able to mark your test as done.			

- 19. You will have received /should receive shortly a separate email invite to complete the mandatory language assessment called OLS.
- 20. Complete the OLS test invite as soon as possible and click on Confirm completion of OLS assessment

	Language assessment (OLS) required	~			
	OLS assesment done		Confirm completion of OLS assesment		
	OLS validated		Confirm completion of OLS assessment		
	Scholarship requirements completed				
►	Grant calculated and confirmed				
	As soon as your grant has been confirmed, you will receive an e-mail and you will be able to print out your Grant Agreement in the next step.				

- 21. Once the Faculty has approved your courses, you will be notified by email that the Learning Agreement signed by your Faculty Exchange Coordinator is available for download in Mobility Online
- 22. Log in to Mobility Online and Click on Download Learning Agreement

Necessary steps	Done	Done on	Done by	Direct access via following link	27 / 43
Pre-departure information submitted	~	25/05/2021		Submit pre-departure information	e contrates
Information on your eligibility and linguistic preparation provided		25/05/2021			
Courses at TU Delft being replaced by the study abroad	~	25/05/2021		Enter courses into Learning Agreement	
Courses at the Host University entered into Learning Agreement	~	25/05/2021			
Courses accepted by Faculty International Office	~	25/05/2021		Download Learning Agreement	
Learning Agreement downloaded	~	25/05/2021			
Upload signed Learning Agreement	~	25/05/2021			
Language assessment (OLS) required	1				
OLS assesment done	~	25/05/2021			
010 1111	-				

- 23. Sign your Learning Agreement
- 24. Send the Learning Agreement per email to your host institution contact person asking them to sign it and return it to you per email
- 25. Click on upload signed Learning Agreement with 3 signatures

Learning Agreement printed	 	01/06/2021	Print Learning Agreement
Signed Learning Agreement uploaded			Upload Learning Agreement with 3 signatures
Language assessment (OLS) required	 Image: A set of the set of the		
OLS assesment done			

Reminder: Beware that your Learning Agreement with 3 signatures will have to be filled in and uploaded in Mobility Online at **least 6 weeks before your departure**. If you fail to meet this deadline, TU Delft reserves the right to decline your application for the E+ scholarship. If you experience any delay please contact: erasmusgrant@tudelft.nl

- 26. When returning to the Application workflow you should see all checkboxes green.
- 27. This means that your Learning Agreement has now been submitted correctly to Mobility Team ESA to be assessed for an Erasmus+ scholarship
- 28. You don't need to send the PDF signed Learning Agreement per email, we will process your request within 3 weeks
- 29. Please ensure all checkboxes are green up to and including scholarship requirements completed

Necessary steps	Done	Done on	Done by	Direct access via following link
Courses at the Host University entered into Learning Agreement	1	25/05/2021		
Courses accepted by Faculty International Office	1	25/05/2021		
Learning Agreement downloaded	~	25/05/2021		Download Learning Agreement
Upload signed Learning Agreement		25/05/2021		
Language assessment (OLS) required				
OLS assesment done		25/05/2021		
OLS validated	~	25/05/2021		
Scholarship requirements completed		13/12/2020		

30. Once your scholarship is approved you will receive an <u>email notification</u> containing your Grant Agreement

Reminder: Beware that your Grant Agreement will have to be signed and returned within **5 working days**. If you fail to meet this deadline, TU Delft reserves the right to decline your application for the E+ scholarship.

If you experience any delay please contact: erasmusgrant@tudelft.nl

31. Return your signed Grant Agreement in Mobility Online to erasmusgrant@tudelft.nl

32. Mobility Team- ESA will receive this and will place the Erasmus+ Institutional Coordinator signature on your Grant Agreement and email it to you

The 1st scholarship instalment will be paid out into your selected bank account within 30 days

Your Erasmus+ Scholarship application is complete

Student flow		
Pre-departure information		Creating your Learning agreement
Eligibility		
Courses		
OLS	}-	Take the Online learning Assessment
Receive Grant agreement		
Read & Sign Grant Agreement		Creating a Grant Agreement
Return Grant Agreement		
Receive final Grant Agreement		
Scholarship 1 st payment paid	}-	Erasmus + scholarship awarded