

MANUAL ERASMUS + SCHOLARSHIP

In this manual, you will find more information about the Erasmus+ scholarship. If you still have questions, please send a message to erasmus@vu.nl.

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Timeline and instructions

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 of the criteria, you will lose the Erasmus+ scholarship entirely.

Please note: steps are not always taken in this exact order

BEFORE MOBILITY		
Step	Subject	Action
1	Approval VU examination board	Request approval at the VU examination board of your study programme for the courses you plan to follow during your exchange. Ask for approval via VUnet: <i>Services > Degree programme > Optional courses</i> (NL: <i>Serviceplein > Opleidingsprogramma > Keuzeruimte</i>)
2	Online Learning Agreement (before mobility)	<ul style="list-style-type: none"> ➤ Fill out your Online Learning Agreement (OLA). See chapter How to fill out your Online Learning Agreement (OLA)? for more information about filling out the OLA. Make sure to sign and submit it, so it will be automatically sent to erasmus@vu.nl. ➤ Send the approval of the examination board to erasmus@vu.nl.
3	Grant agreement	You received the Grant agreement per e-mail. Fill out the Grant agreement as soon as the exact dates of the study period are known, sign it and email it to erasmus@vu.nl for the signature of the VU.
4	Language test 1	<p>Complete the online EU language assessment in the OLS (online linguistic support) system within the time frame as stated in the test.</p> <ul style="list-style-type: none"> ➤ The link to the test will be sent to your e-mail address by the European Commission (check your spam-box!) two months before you leave ➤ If the information in the test (i.e. language) is incorrect, please send a message to erasmus@vu.nl ➤ Native speakers of the language of instruction do not need to take a test <p><i>We will check the system, no need to send us proof of taking the test</i></p>
5	VUnet: upload OLA	Once you have obtained all the signatures on your OLA, you can download a PDF version of it. You have to submit this PDF in VUnet. See chapter How to apply for an Erasmus+ scholarship in VUnet?
6	VUnet: upload Grant agreement	Once you have received the Grant agreement, signed by us, you have to submit the document in VUnet. See chapter How to apply for an Erasmus+ scholarship in VUnet?
7	First payment	In the month before departure the grant will be awarded on the condition that all criteria* are met. 70% of the grant will be paid as an advance.

*Criteria:

- Approval of your examination board
- Signed OLA and Grant agreement uploaded in VUnet
- Language test 1 completed

DURING MOBILITY		
Step	Subject	Action
8	Certificate of Arrival and Departure	You received the Certificate of Arrival and Departure per e-mail. Once you arrive at your host university, let the host university sign the Arrival section of the Certificate of Arrival and Departure.
9	Online learning agreement	If your courses abroad change:

	(during mobility)	<ul style="list-style-type: none"> ➤ Request approval of the examination board for the new courses a.s.a.p. ➤ Once you received the approval, you can add and delete courses in your OLA dashboard under <i>Changes to learning agreement (during mobility)</i>. See What if my courses change during mobility? Submit your changed OLA. ➤ Make sure to e-mail the new approval from the examination board to erasmus@vu.nl. <p>If your courses abroad don't change during your stay, then you can skip this part.</p>
10	Date/period change	Send an e-mail to erasmus@vu.nl if your study period changes (e.g. because of re-sits) or differs from the stated period specified on your Grant agreement. Otherwise, the scholarship for these extra days will not be paid.

AT THE END OF YOUR STAY

Step	Subject	Action
11	Check your courses	Check if all courses are correct on your OLA. They have to match the approval of the examination board.
12	Certificate of Arrival and Departure	Just before departure, have the Departure section on the Certificate of Arrival and Departure completed and signed by your host university. The End date will be the date of your last class or examination. (Attention: this does not include take home exams and final papers!) <i>The dates on the Certificate of Arrival and Departure only cover the period in which you have actually studied at the host university!</i>
13	Language test 2	Complete the 2nd language test, which will be available in the OLS in the month of your return home.

AFTER MOBILITY (BACK HOME)

Step	Subject	Action
14	Participant report	Complete the online participant report that you will receive one day after the (registered) end date of your Erasmus+ period via a link to the Mobility Tool (directly from the European Commission).
15	VUnet: upload OLA	If your OLA changed during exchange, upload the final version in VUnet.
16	VUnet: upload transcript of records	Upload the transcript of records (list of grades) of your host uni in VUnet.
17	Second payment	If all submitted documents are received in good order via VUnet, the remaining part of the grant will be transferred within 4 weeks. Keep in mind that the final amount for the mobility period shall be determined by multiplying the number of days/months of the mobility specified on the certificate of Arrival and Departure with the rate applicable per day/month for your host country.

How to fill out your Online Learning Agreement (OLA)?

At the end of May, you will receive an e-mail in your VU e-mail account from support@erasmusapp.eu. Please also check your spam folder! The subject of the e-mail is: *Finish the registration of your Erasmus+ account* and the e-mail looks like this:

Dear Your name

Your institution added you as an Erasmus+ mobile student on Online Learning Agreement platform. A pre-filled Learning Agreement has been prepared for you there and the platform will allow you to finalise the document and collect all the necessary signatures online. You only have to setup your password to finish the registration.

[FINISH REGISTRATION](#)

Step 1: click on FINISH REGISTRATION in the e-mail you received. We advise you to do this on a computer (not in Internet Explorer, please choose a different browser). Before you start, you need to have approval of your examination board!

You now get directed to the website of the Erasmus+ App:

Erasmus+ App

Expand your world

Setup your password

Password, 8+ chars + Capital + number

Done

Step 2: create a password and click on Done

You can now see a login screen:

STUDENT platform[REGISTER](#) [LOGIN](#)

Student login form (For HEI and Erasmus+APP users)

Email

Password

[LOGIN](#)

I don't remember password send me reminder

[Sign In with Google](#)

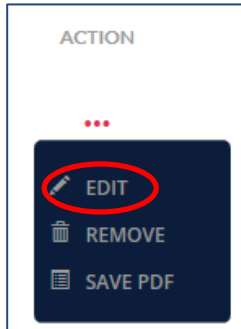
Google login is for registered users only!

Step 3: Fill out your VU e-mail address and the password you just created.

You will now see your Learning Agreement (before mobility) dashboard:

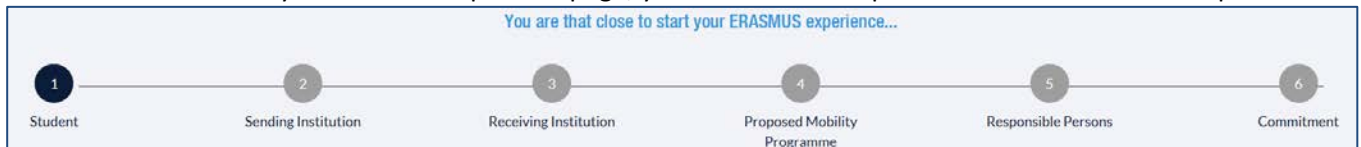
STUDENT platform							Hello, Marleen Hemmes m.hemmes@vu.nl	HOME	LOGOUT
Learning Agreement (before mobility)							NEW LEARNING AGREEMENT		
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION			
KOC UNIVERSITY	Turkey		09/2019	01/2020	Ready to edit	...			

Step 4: on the right, below *Action*, click on the 3 red dots.



Step 5: Click on EDIT

You have now entered your OLA. On top of the page, you see all the components that need to be completed:



The OLA starts with your information (*Student Information*):

Student Information

Nationality *

Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth *

Sex *

Male Female

Student ID number

Phone Number

At student's home/sending institution. Numbers, spaces and '+' symbol are accepted

Study cycle *

Academic Year *

Field of education *

The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

Step 6: fill out all the fields with a *. Some tips:

- Academic Year: fill out 2019/2020
- Field of education: search for the field that describes your study programme best. If you cannot find anything suitable, please choose “Interdisciplinary programmes involving broad field” under the field that’s closest to your study programme. For instance Health sciences students can go to field “09 Health and welfare” and choose “0988 – Interdisciplinary programmes involving broad field 09”.

Click on SAVE and then on NEXT STEP.

You will now see a page with details about the *Sending institution* (that’s VU):

Sending institution

Sending institution name *

STICHTING VU

CHOOSE

Address **Country** **Erasmus Code**

DE BOELELAAN 1105 Amsterdam 1081 HV Netherlar

Netherlands

NL AMSTERD02

Faculty/Department *

Contact person name *

Sandra Wensveen

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email * **Contact person phone**

erasmus@vu.nl

+31205988257

Numbers, spaces and '+' symbol are accepted

Step 7: fill out all the fields with a *. Some tips:

- Sending Institution name: has already been filled out: STICHTING VU.
- Faculty/Department: fill out your VU faculty
- Contact person name: has already been filled out: Sandra Wensveen
- Contact person email: has already been filled out: erasmus@vu.nl

Click on SAVE and then on NEXT STEP.

You will now see a page with details about the *Receiving institution* (that’s your host university):

Receiving institution

Receiving institution name *

Groupe ESSCA CHOOSE

Address Country Erasmus Code

1 rue Lakanal, Angers, 49003, France France FANGERS10

Faculty/Department *

Contact person name *

Person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Contact person email * Contact person phone

Numbers, spaces and '+' symbol are accepted

Step 8: fill out all the fields with a *. Some tips:

- Receiving Institution name: in most cases this should be filled out already. If not, please look up the university that you will be studying at. Make sure you choose the right university! Most of the time, you will see the local name of the university. When in doubt: please send an email to outgoing@vu.nl.
- Faculty/Department: fill out the faculty where you will take the majority of your courses.
- Contact person name: look up the name of your contact person at the host university.
- Contact person email: fill out the e-mail address of this person (or a general e-mail address of their international office, such as incoming@hostuni.dk). Important: double check the e-mail address that you fill out here! The OLA will be automatically sent to this e-mail address.

Click on **SAVE** and then on **NEXT STEP**.

Now you have to fill out the courses you would like to follow at your host university and for **which you received approval of the VU examination board**. We go to TABLE A on the page:

TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS
			Total: 0

Link to course catalogue

Web link to the course catalogue at the receiving institution describing the learning outcomes.

Step 9: TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION

- Click on **ADD SUBJECT**.
- Fill out the course code, course name, semester and the number of ECTS credits that you get for this course. Click on **SUBMIT**.
- Important: click on **ADD SUBJECT** for each course that you will take at the host university. It should now more or less look like this:

▼ **TABLE A: STUDY PROGRAMME AT THE RECEIVING INSTITUTION** + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS		
HIS-203	History of Denmark	First semester (Winter/Autumn)	5	<input type="button" value="edit"/>	<input type="button" value="delete"/>
HIS-356	War and peace: conflicts in European history	First semester (Winter/Autumn)	7.5	<input type="button" value="edit"/>	<input type="button" value="delete"/>
HIS-355	War and peace: conflicts in the Middle East	First semester (Winter/Autumn)	12.5	<input type="button" value="edit"/>	<input type="button" value="delete"/>
HIS-205	History of Scandinavia	First semester (Winter/Autumn)	5	<input type="button" value="edit"/>	<input type="button" value="delete"/>
			Total: 30		

Now we go to TABLE B on this page:

▼ **TABLE B: RECOGNITION AT THE SENDING INSTITUTION** + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS		
			0	<input type="button" value="edit"/>	<input type="button" value="delete"/>
			Total: 0		

Step 10: TABLE B: RECOGNITION AT THE SENDING INSTITUTION

- Click on **ADD SUBJECT**. You will now see a screen called *Sending institution component*.
- Component title: fill out "Minor"
- Semester: fill out the semester in which you will go on exchange (most of the time: First semester)
- Number of ECTS credits: if you are a bachelor student, fill out 30 ECTS. If you are a master's student or a Medicine student, fill out 24 ECTS. Click on **SUBMIT**. It should now look like this:

▼ **TABLE B: RECOGNITION AT THE SENDING INSTITUTION** + ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS		
	Minor	First semester (Winter/Autumn)	30	<input type="button" value="edit"/>	<input type="button" value="delete"/>
			Total: 30		

Now we move on to the *Planned period of the mobility and Language competence*:

Planned period of the mobility

From * 09/2019 To * 01/2020

Language competence of the student

The level of language competence in **No Language set** [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: **No Level set**

Language * Level *

--- ---

Step 11: Planned period of the mobility/Language competence:

- Planned period of mobility: fill out your exchange period (month and year)

- Language competence of the student: fill out the language in which you will take the majority of your courses. Also indicate your Level of this language (A1 is the lowest, C2 the highest).

Click on **SAVE** and then on **NEXT STEP**.

You will now see a screen with *Responsible Persons*:

Responsible Persons

Responsible person at the Sending institution

Responsible person at the Sending Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 2.

Name *	Position *
<input type="text" value="Sandra Wensveen"/>	<input type="text" value="Erasmus+ Grant Coordinator"/>
Email *	Phone Number
<input type="text" value="erasmus@vu.nl"/>	<input type="text"/>

Numbers, spaces and '+' symbol are accepted

Responsible person at the Receiving institution

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned in Step 3.

Name *	Position *
<input type="text"/>	<input type="text"/>
Email *	Phone Number
<input type="text"/>	<input type="text"/>

Numbers, spaces and '+' symbol are accepted

Step 12: fill out the contact details of the sending and receiving institution

Responsible person at the Sending institution:

- The fields *Name*, *Email* and *Position* are already filled out, don't change these.

Responsible person at the Receiving institution:

- The fields *Name* and *Email* are already filled out, don't change these.
- For *Position*, fill out the position that the contact person at your host university has. If you don't know it, fill out: Exchange coordinator.

Click on **SAVE** and then on **NEXT STEP**.

You will now see the signature page, called *Commitment of the three parties*:

Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signatures!

SIGN ONLINE

STUDENT'S SIGNATURE

Date:

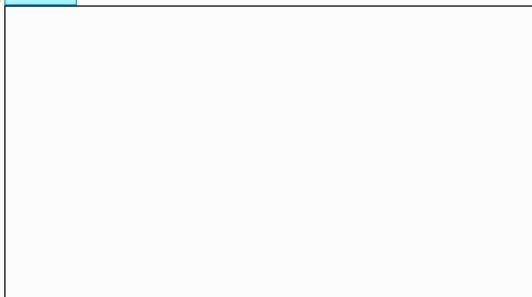
Step 13: click on SIGN ONLINE. You will now see this screen:

Signature field

This field works best on touch screen (ex. on mobile phones or laptop with touch screen)

If you experience difficulties signing please use other browser (i.e. Google Chrome)

Clear



Sign Document

You can now add your signature with a touch screen or with your mouse. Then click on **Sign Document**.

Step 14: Click on SEND TO INST. COORDINATOR.

You will now get redirected to your Learning Agreement dashboard and see this message:

Learning Agreement signed successfully

Message sent to sending institution coordinator with email: erasmus@vu.nl

Take a deep breath, you are now done with your part of the OLA process! 😊 Please check what happens now on the next page.

What happens next?

- 1) Your OLA will be automatically sent to Sandra Wensveen, our Erasmus+ Grant Coordinator here at VU. Please send the approval of your examination board by e-mail to erasmus@vu.nl. Sandra will only sign your OLA if the OLA corresponds to the approval of your examination board. You will get a confirmation by e-mail from the once she has signed your OLA.
- 2) Then your OLA will be automatically sent to your host university. You don't have to do anything for this. You will get an e-mail from Erasmus Dashboard once your host university has signed your OLA.
- 3) Once the host university has signed, your OLA is complete. It now says *Signed by both coordinators*. Download the PDF version of your OLA on [the dashboard](#):

Learning Agreement (before mobility)							NEW & EXISTING MOBILITY
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION	
KOBENHAVNS UNIVERSITET	Denmark	Bachelor or equivalent first cycle (EQF 6)	09/2019	12/2019	Signed by both coordinators		

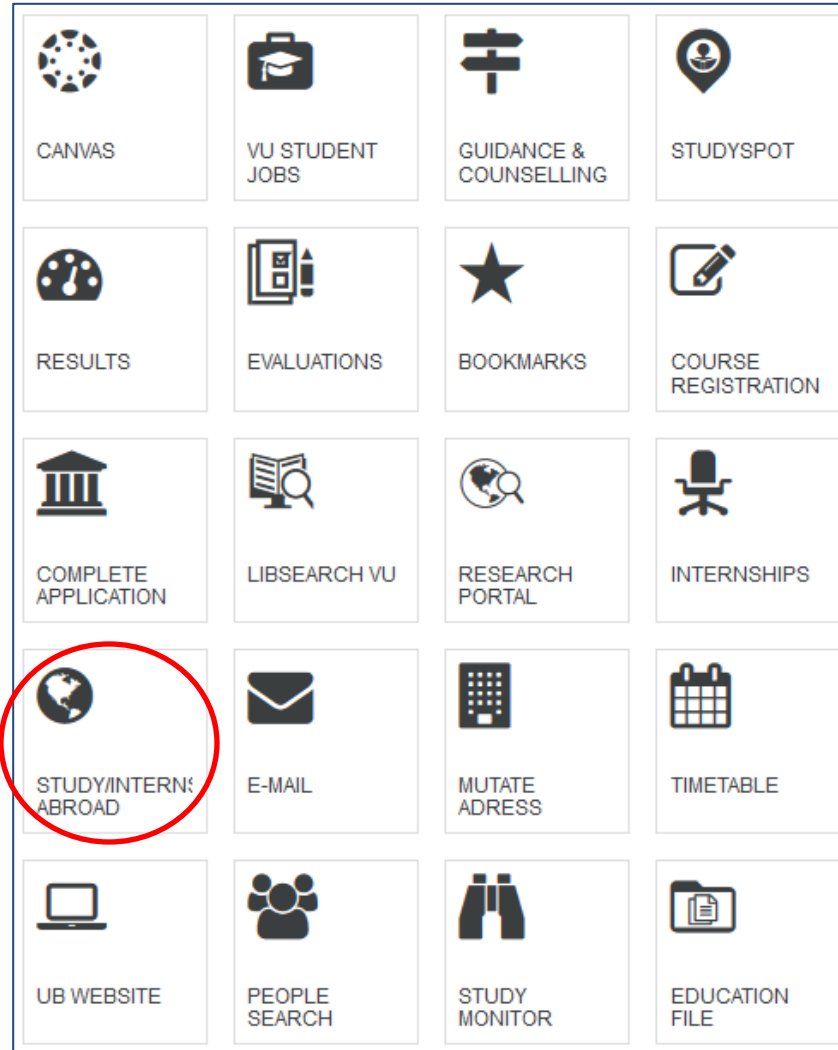
Click on the red dots below **ACTION** and then on **SAVE PDF**.

You will need the PDF version of your OLA to apply for your Erasmus+ scholarship in VUUnet. See [next pages](#) for this step!

How to apply for an Erasmus+ scholarship in VUnet?

Step 1

Go to the home page of VUnet and click on *Study/Internship abroad*:



Step 2

Now you see *Apply for a scholarship (again)* (in Dutch: *Vraag beurs (opnieuw) aan*). Click on *Apply* (in Dutch: *Aanvragen*).

B Philosophy, Politics and Economics		Application exchange	Registration internship / freemover
Type	Application date	Status	Edit
Exchange	31-12-2018	Approved	View
	Apply for a scholarship (again)	-	Apply

Step 3

Please fill out all the boxes and upload the documents. We only accept complete documents (with all the signatures on it).

SCHOLARSHIP REQUEST		
Progress of your registration	Scholarship application	Help information
<div>20%</div> <div> <div>✓ The scholarship application is for this stay abroad</div> <div>! Please indicate your exact departure and return date</div> <div>! Scholarship type</div> <div>! Bank account number</div> <div>! Agree to the conditions and submit</div> </div>	<div> <div>✓ THE SCHOLARSHIP APPLICATION IS FOR THIS STAY ABROAD</div> <div>WIRTSCHAFTSUNIVERSITÄT WIEN</div> <div>! PLEASE INDICATE YOUR EXACT DEPARTURE AND RETURN DATE</div> <div> Departure date <input type="text"/> Arrival date <input type="text"/> </div> <div>! SCHOLARSHIP TYPE</div> <div> Which scholarship are you applying for? <div> Erasmus+ Internship 2018-2019 Erasmus+ Study 2018-2019 Fondsendesk GLOBE Holland Scholarship Programme (HSP) </div> </div> <div>! BANK ACCOUNT NUMBER</div> <div> Select bank account number (if applicable) or enter new bank details Name of account holder <input type="text"/> </div> </div>	<div>More information</div> <div>VUnet: Services > Studying abroad</div> <div>Scholarship type</div> <div>Check VUnet to see for which scholarships and grants you would be eligible</div>

If you submitted all signed documents before mid-August, you will receive the first part of your Erasmus+ scholarship by the end of September.

What if my courses change during mobility?

If your courses change during mobility, you need to ask for approval for your new courses at your examination board. You now also have to change your OLA. You can only change your OLA if all parties have signed your first OLA!

Step 1: Go to <https://www.learning-agreement.eu/student/home/menu.php> and log in.

In your dashboard, you will see *Changes to learning agreement (during mobility)*:

Changes to learning agreement (during mobility)						
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO	STATUS	ACTION
Groupe ESSCA	France	Bachelor or equivalent first cycle (EQF 6)	09/2020	12/2020	Signed by Sending inst. and sent to Receiving inst.	NEW LEARNING AGREEMENT WITH CHANGES

Step 2: on the right, click on **NEW LEARNING AGREEMENT WITH CHANGES**.

You now see this screen:

Select base agreement for creating changes agreement						
RECEIVING INSTITUTION	COUNTRY	LEVEL	FROM	TO		ACTION
KOBENHAVNS UNIVERSITET	Denmark	Bachelor or equivalent first cycle (EQF 6)	09/2019	12/2019		CREATE

Step 3: on the right, click on **CREATE**

You now see this screen:

1

Changes in Mobility Programme

2

Commitment

During the Mobility

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY

+ ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS	
HIS-203	History of Denmark		-		5	<div>set as deleted</div> <div>unset</div>
HIS-356	War and peace: conflicts in European history		-		7.5	<div>set as deleted</div> <div>unset</div>
HIS-355	War and peace: conflicts in the Middle East		-		12.5	<div>set as deleted</div> <div>unset</div>
HIS-205	History of Scandinavia		-		5	<div>set as deleted</div> <div>unset</div>

Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!

Step 4: If you want to add a course, please click on ADD SUBJECT on the right:

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY

+ ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS
HIS-203	History of Denmark		-		5

set as deleted

unset

You now can add your new course(s) one by one. For *Reason for adding a component*, please choose *Substituting a deleted component*:

Reason for adding a component *

Substituting a deleted component

Step 5: If you want to delete a course, please click on *set as deleted*:

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY

+ ADD SUBJECT

CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS
HIS-203	History of Denmark		-		5

set as deleted

unset

Step 6: You now have to select a reason why want to delete this course:

Receiving institution component

Reason for deleting a component *

Previously selected educational component is not available at the Receiving Institution

Component is in a different language than previously specified in the course catalogue

Timetable conflict

Other (please specify)

Choose one and click on **SUBMIT**. Do this for every course you want to delete.

When you're done with deleting and adding courses, you will see the following overview:

EXCEPTIONAL CHANGES TO TABLE A - DURING THE MOBILITY						+ ADD SUBJECT	
CODE	TITLE	IS DELETED	IS ADDED	REASON FOR CHANGE	ECTS		
HIS-203	History of Denmark	X	-	Previously selected educational component is not available at the Receiving Institution	5	set as deleted	unset
HIS-356	War and peace: conflicts in European history	-	-		7.5	set as deleted	unset
HIS-355	War and peace: conflicts in the Middle East	-	-		12.5	set as deleted	unset
HIS-205	History of Scandinavia	-	-		5	set as deleted	unset
Components above this notice are pulled from Learning Agreement you selected as base for Changes Agreement!							
HIS-321	Conflicts in medieval times	-	X	Substituting a deleted component	5	edit	delete

Deleted course

Added course

Step 7: Now click on [NEXT STEP](#) on the bottom of the page.

Step 8: You now have to sign your OLA again. Click on [SIGN ONLINE](#). Sign the OLA, click on [Sign Document](#).

Last step: click on [SEND TO HOME INST. COORDINATOR](#).

Your OLA will now be automatically sent to Sandra Wensveen again. Once Sandra has signed, your OLA will be automatically sent to your host university.

Important: once everyone has signed, you can download the changed OLA in your dashboard below *Changes to learning agreement* by clicking on the red dots below **ACTION**.

Frequently asked questions

1. What scholarship amount will I receive?

The amount of your grant depends on the country you go to. The grant will be paid in two instalments, 70% in September (February for the 2nd semester) and 30% one month after you handed in all forms you have to hand in after your return. We will only consider complete applications in VUnet.

Below you can see the different country groups and the amount you will receive:

2019-2020	Host country	Amount per month	Amount per day
Group 1: Countries with higher living costs	Denmark, Finland, Ireland, Iceland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom*	€ 360	€ 12
Group 2: Countries with medium living costs	Austria, Belgium, Germany, Cyprus, France, Greece, Italy, Malta, Portugal, Spain	€ 300	€ 10
Group 3: Countries with lower living costs	Bulgaria, Croatia, Estonia, Hungary, Czech Republic, Latvia, Lithuania, Poland, Turkey, Slovenia, Romania, Slovakia, FJR of Macedonia	€ 240	€ 8

* Subject to change, due to the Brexit negotiations.

You will receive a scholarship from the starting day of your exchange (including introduction) until and including your last exams.

2. When will I receive the scholarship amount?

You will receive 70% of your scholarship end September (if you handed in all of the documents before mid-August). You will receive the remaining 30% of the scholarship after your return, one month after you have handed in all documents.

For students that will leave in the Spring semester: you will receive 70% in February and the remaining 30% after your return, one month after you have handed in all documents.

3. What is this language test I have to take?

Before your exchange starts and after your return you are obliged to take the Online Language Test. Normally, you will do this test in English, since most students follow courses taught in English. However, if you are going to take courses in German, French, Spanish, Italian, Portuguese, Czech, Danish, Polish or Swedish, you should inform us at erasmus@vu.nl. In that case, you can take the test in the language of instruction. That way you can receive free online language support during your stay and make the best of improving those language skills.

You will receive an e-mail from the European Commission with information about the test. Take the test before departure. You will have to do a second language test after your return. When you make the first test, you need to fill out your departure date. By that date the European Commission will send you the invitation to make the second language test. When you obtained already the highest score of C2 in the first language assessment you will not receive an invitation for the second language test.

We (VU) will not receive the results of the test, and neither does the host university. Only the European Commission uses the results, to see if an exchange improves your language knowledge. If you make a really bad test, this therefore does not mean the end of your exchange. You will still get the Erasmus+ scholarship (if you hand in all the necessary documents).

4. *I received approval from the examination board based on courses that were given last year in the host institution. Do I have to wait for the final course list before I can complete the learning agreement?*

No, you do not have to wait. You can already fill in the approved courses on your OLA and submit it. If it becomes apparent that courses abroad change, you state all deleted and added courses in the *Changes to learning agreement (during mobility)* part of the OLA. See [What if my courses change during mobility?](#) Don't forget to request approval at the examination board for the new courses.

5. *What is the web address of the OLA dashboard?*

It's <https://www.learning-agreement.eu/student/home/login.php>

6. *The Erasmus+ coordinator of VU has declined my OLA, what should I do?*

When your OLA has been declined, you probably have made a mistake. All courses should correspond to the approval of the examination board. You can adjust your OLA in the dashboard.

7. *The host university hasn't signed my OLA, what should I do?*

Please contact the host university about this.

8. *The host university doesn't want to sign my OLA, what should I do?*

Please contact erasmus@vu.nl.

9. *I already handed in a VU Learning agreement as part of my application at the host university. Do I have to fill in the OLA as well?*

Yes. The OLA is meant for your Erasmus+ scholarship application. The Learning agreement you handed in at the host university was only part of your application process.