



**Amsterdam University
of Applied Sciences**

Erasmus meeting

7 May 2018

Annelies de Koning

International office – Sports and Nutrition

Erasmus scholarship - 1

- EU programme
- Scholarship for minor (studies) or internship
- Central Erasmus office HvA: erasmus@hva.nl
- Contact person FBSV: Annelies de Koning/Suzan van der Hout (sn-international@hva.nl)

Erasmus scholarship - 2

- Complete forms before, during and after your time abroad
- What do you need?
 - Excel document with the Erasmus forms
 - Study: forms starting with number 1
 - Internship: forms starting with number 2
 - Erasmus handbook HvA
 - Information sheet FBSV

1.1 Application form

- Complete the form digitally
- Print and sign it manually
- Hand in the hard copy at office A3.08 or put it in the International office mailbox (on the ground floor)

- Deadline: Friday 1 June at 13.00!
- At the end of June you will hear whether you are selected

Erasmus – before you go abroad

- 1.2 Learning agreement
 - Should be signed by the ‘responsible person’ of the HvA as well as by the ‘responsible person’ of the partner institute
 - Deadline: 14 days before the start of the programme
- Language assessment – part 1
 - You will receive an email from the Erasmus programme, which includes the deadline
- Grant agreement
 - You will receive an email from the HvA Erasmus office, which includes the deadline

Once you have handed in all of these forms, you will receive 70% of the scholarship

Erasmus – tijdens en na periode buitenland

1.2B Changes to Learning agreement

- Complete this form when you change your courses
- Should be signed by the ‘responsible person’ of the HvA as well as by the ‘responsible person’ of the partner institute
- Deadline: 4 weeks after the start date of the programme

1.3 Statement of receiving organisation and Transcript of records

- Should be signed by the ‘responsible person’ of the partner institute
- Deadline: 8 weeks after the end date of the programme abroad

1.4 Credit recognition document

- Should be signed by the ‘responsible person’ of the HvA
- Deadline: 8 weeks after the end date of the programme abroad

Erasmus – na periode buitenland

- Language assessment – part 2
 - You will receive an email from the Erasmus programme, which includes the deadline
- Online Participant Report:
 - You will receive an email from the Erasmus programme, which includes the deadline

Once you have handed in all of these forms, you will receive the remaining 30% of the scholarship

Erasmus - other

- Keep a close eye on each of the deadlines and prepare the forms on time! Everything concerning the Erasmus grant is your own responsibility.
- Make sure that the forms are completed entirely and that all signatures are made manually
- Apart from the 1.1 application form, you can send all forms to erasmus@hva.nl directly
- Questions? Contact the Sports & Nutrition International office
- You can find all the documents and information on the AZ-page 'Study & Internship Abroad' (ISMB) or 'Buitenland stage & studie' (Dutch programmes)!

QUESTIONS?