

Handbook Erasmus+ for students and employees

Dear student, you found the handbook of Erasmus+ for students because you either are interested and want to apply for the Erasmus+ Grant or you are following the steps of the procedure. Read it and note important deadlines in your agenda. This online handbook will be your guide to lead you through the steps of the Erasmus+ grant procedure with ease. You are the one responsible for following the procedure and deadlines in order to receive your Erasmus+ grant.

Procedure To Do list

The steps of the procedure for studies (minor and BIP) and internships are split into three categories: **before-**, **during-** and **after** the period you are abroad (we call it **mobility**). Below you find a To Do list. This list is made for you to keep track of the steps to follow. When you make your way through this handbook you will find more detailed explanations per step.

Before the mobility period

- Step 1: Application**
Fill in the online application form. Click [here](#) to find it.
- Step 2: Online Language Assessment (not mandatory)**
Complete the assessment to determine your language level.
- Step 3: Online Learning Agreement (OLA)**
Fill in the OLA, get it signed by all three parties (= you, the receiving university/internship and the International Office of your faculty). Send the fully signed version to scholarships@hva.nl.
- Step 4: Grant Agreement (GA)**
When received, you check, sign and return the Grant Agreement to scholarships@hva.nl to get the first payment of your Erasmus+ Grant.

During the mobility period (if applicable)

- Step 5: Changes to the Online Learning Agreement**
Update your Learning Agreement online if there are changes in your mobility programme and send to scholarships@hva.nl.

After the mobility period (forms can be found on the HvA Erasmus+ webpage)

- Step 6: Transcript of Records (studies, form 1.3) / Internship Certificate (form 2.3)**
Send your Transcript of Records/Internship Certificate to scholarships@hva.nl.
Both with the official dates of mobility and signed by the receiving university/ organisation.
- Step 7: Credit Recognition Document (studies only, form 1.4)**
Fill in, get it signed and hand in your Credit Recognition Document to scholarships@hva.nl.
- Step 8: Online Participant Report**
Complete the Online Participant Report via the link that will be send to you after mobility.

Done!

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Documents and forms

On the HvA Erasmus+ webpage you will find this handbook, the online application form and the Excel forms for studies and internships. The BIP forms can be obtained via your International Office.

Who and when to reach

In this procedure you will be in contact with three parties. The first is the **International Office (IO)** of your faculty (find contact details in this handbook). The second one is the **receiving university/organisation** of your internship. These two parties are where you get your forms signed. At the IO you can also seek help regarding personal situations if the question you have is not answered by reading this handbook. The third one is team **scholarships**, where you hand in the completed forms (including all the information and signatures). They will keep track of your Erasmus+ grant procedure.

Cancelations

If you want to cancel your Erasmus+ grant send an e-mail to scholarships@hva.nl to inform that you wish to cancel your Erasmus+ grant. If you have already received your first payment, you may need to refund (part of) the payment you received.

Questions & FAQ

Since the Erasmus+ programme exists for quite some time, most questions and answers have been submitted to the FAQ below in this handbook. Please read the FAQ before sending your question to someone.

Conditions for participation in Erasmus+

The student

- The student is enrolled in a bachelor degree programme at HvA and has paid the tuition fee.
- At the time of the start of the mobility the student has obtained all 60 ECTS credits of the first year of the degree programme. In other words: the student must have fully completed the first year of the degree programme at HvA.
- The student holds a nationality different than the nationality of the destination country of the mobility. Or the student holds permanent residency of a country different than the destination country of the mobility.
- The student has been selected for participation in Erasmus+ and the Erasmus+ grant by the International Office of their HvA faculty.
- Students participating in Erasmus+ can choose from three options for student mobility: studies, internship and Blended Intensive Programme (BIP). However, during his/her studies at the HvA a student can participate in Erasmus+ no more than two times and each of the three mobility options cannot be participated in more than once. The combined total duration of the Erasmus+ mobility periods cannot exceed twelve months.
- Students who, during their studies at HvA, have already participated in either Erasmus+ for studies or Erasmus+ for internship cannot participate in Erasmus+ for a BIP.

The mobility period

- The mobility period must be part of the student's study program to complete a degree at HvA. Meaning that students can only participate in Erasmus+ for mandatory credits of their degree at HvA. It is not possible to participate in Erasmus+ for extracurricular activities.
- The mobility period takes place in one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Turkey.
- A mobility period has a minimum duration of 2 full months. The maximum duration of the mobility period is 12 months.
- (Applies only to mobility for studies): Mobility for studies takes place only within the framework of an Erasmus Inter-Institutional Agreement (IIA) established between the student's faculty at HvA and the receiving organisation. A list of IIA's is available at the International Office of the student's HvA faculty.
- (Applies only to mobility for studies): During mobility for studies the student will be a full-time student at the receiving organisation.
- (Applies only to mobility for internship): The weekly number of working hours during a mobility for internship will be equivalent to the destination country's standard for full-time employment.
- Before the start date of the mobility period the programme/activities during the mobility will be laid down in a Learning Agreement signed by the student, HvA and the receiving organisation.
- Upon successful completion of the programme/activities laid down in the Learning Agreement the awarded credits for these components will be recognised by HvA and will count towards the student's degree at HvA.

Step 1: Application (+ info on deadlines and cancelations)

Before the mobility period

First, you need to discuss your plans for studies or internship abroad with the [International Office](#) of your HvA faculty before you can apply for an Erasmus+.

- If the receiving university did not confirm your studies yet, do fill in the online Erasmus+ application form before the given deadline below. That way, you avoid missing out on your Erasmus+ Grant.
- If you are unable to meet the deadline as a result of serious personal circumstances, your application can only be accepted by means of exception if you have discussed your circumstances with your student counsellor (studentendecaan) before the deadline.
- **Note for internship:** You do not yet need to know which company or which country you will go to. Your application is to show the intention of going.

Deadline for Erasmus+ application:

<p style="text-align: center;">Mobility in semester 1 (start date between: August – December)</p> <p style="text-align: center;"><u>1st of June</u></p>	<p style="text-align: center;">Mobility in semester 2 (start date between: January – May)</p> <p style="text-align: center;"><u>1st of November</u></p>
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Instructions step 1 (for studies / internship)

Note: The BIP programme application go via your [International Office](#)

- Check the deadline for handing in your application for the Erasmus+ grant (see above).
- Check if you meet all the conditions for participation in Erasmus+ (p. 3).
- To go to the right webpage click [here](#) or search for “Erasmus+” on the [HvA website](#).
- Fill in the application and use this handbook as your guide (read more about the GTG or Additional Financial Support here).

Note: *If you are unable to use the application form, inform your international office.*

- All the applications will be checked after the deadline.

Note: *In case you are eligible for an additional financial support, you will be contacted after the deadline.*

Still questions about this step? Go to [FAQ about step 1](#)

Step 2: Online Language Assessment (not mandatory)

Advised to do before mobility.

The Erasmus+ online Language Assessment serves as a self-assessment only. You cannot pass or fail the assessment and your results are to help you gain insight in your language level. The OLS platform is for students who want to learn different languages. The steps below explain how to take your online Language Assessment. Duration: roughly 10 - 45 minutes (depending on your own speed).

Instructions step 2

- a. Go to <https://academy.europa.eu/> and click on “Log in”.
- b. Enter your HvA mail address and click “Next”.
- c. Add the requested details and click “Create an account”.
- d. An e-mail will be sent to your HvA mail with a link to complete the registration process. Use the link in the e-mail to open a window to create a password.
- e. Choose a password and click “Submit”.
- f. In the next screen click “Proceed”.
- g. You are now logged in to the EU academy. In order to continue you need to accept the terms and cookies.
- h. This will bring you to a page called My dashboard. In the field marked with “What do you want to learn today” type the language of instruction/communication that you will use mostly during your studies/internship abroad. For most students this will be “English”.
- i. From the search results select the Placement Test. For example “English Placement Test”.
- j. On the next screen click “Enrol”.
- k. Click “Attempt quiz now” to start your language assessment.
- l. When finished with the language assessment, click on “Finish first attempt”.
- m. Review your answers and then click on “Finish review”.
- n. On the next page you can download a certificate with your results.

Still questions about this step? Go to [FAQ about step 2](#)

Step 3: Online Learning Agreement (OLA) for studies and internship Before the mobility period (studies & internship)

The Online Learning Agreement is the agreement between the student, the HvA (sending organisation) and the receiving university/organisation that needs to be signed by all parties before mobility. **Important:** OLA's signed after the start of mobility are not accepted which means that your application for the Erasmus+ grant will be cancelled. Keep in mind that your Grant Agreement (next step) also needs to be signed and returned before the start of mobility in order to receive the grant.

Note: We advise you to start on time since it may take some time before all parties sign your OLA.

Note: If online completion of the OLA proves impossible, please contact the [International Office](#) of your HvA faculty.

Note: The learning agreement only shows the months + the year of the start and end of your mobility. Therefore, the grant amount in your Grant Agreement (next step before mobility) will be based on whole months. Take this into consideration.

Tip: Hand in your signed Online Learning Agreement halfway through the month to receive your (the to be signed and returned) Grant Agreement between the 20th and 25th to get your first payment at the end of the next month. (Example: hand in OLA on 15-04-2024, receive Grant Agreement on 22-04-2025, sign and return it on 02-05-2024, get first payment on the last day of May / first day of June)

Instructions for students who will study abroad:

In the Online Learning Agreement for studies, the student, the sending institution (HvA) and the receiving institutions agree upon the student's planned study programme for the mobility period. The Learning Agreement for studies needs to be completed online through the Online Learning Agreement (OLA).

- a. Go to the OLA at www.learning-agreement.eu and click on "Login to access your Learning Agreement".
- b. Under My account click on "Log in with MyAcademicID".
- c. Use your HvA credentials to log in and follow the steps to register on the MyAcademicID Service.
- d. Select the "Edit" tab and complete your data
 - *Field of education*
 - *Study cycle: "Bachelor"*.
- e. Agree to the terms and conditions and click on "Save". Then click on "My Learning Agreements" (top right).
- f. Click on "Create new".
- g. Select the correct type of mobility:

- For full semester/minor abroad select: “Semester Mobility”
- For BIP-participation select : “Blended Mobility with Short-term Physical Mobility”

This will bring you to the actual content of the OLA. Fill in only the fields that are marked as required.

1. Student Information:

- Check your personal data.

2. Sending Institution Information:

- Enter the data of your sending institution: i.e. “Netherlands” and “Hogeschool van Amsterdam”. Under “Sending Responsible Person” enter the details of the contact person at the International Office of your HvA faculty.

3. Receiving Institution Information:

- Enter the data of your receiving institution. Under “Receiving Responsible Person” enter the details of the contact person at the receiving institution.

4. Proposed Mobility Programme:

- Enter the planned start and end dates of your mobility period.
- Enter your study programme abroad in Table A.
- Enter the language of instruction and the required language level (example: “B2”).
- In Table B enter the details of how the credits will be listed in your HvA credit overview (example: “Minor” or “Mobility window”).
Note: Use a point for decimal numbers: e.g. “7.5” instead of “7,5”.
Note: If no component code is available, you can fill in “Unknown” or “Not applicable”.

5. Virtual components:

- Check the academic year.
- Table C can be left blank. This table does not apply to semester mobility.

6. Commitment:

- Sign your Learning Agreement and click on “Sign and send...”. Your OLA will now be forwarded to the sending and receiving organisations (the e-mail addresses you entered in your OLA) for approval and signature.

- h. We advise you to notify the [International Office](#) of your HvA faculty once you have submitted your OLA.
- i. Once your OLA has been approved and signed by the sending and receiving organisations it will be returned to you. Login to your OLA and download the pdf of your fully completed and signed OLA.
- j. Send the pdf of your fully completed and signed OLA as an e-mail attachment to scholarships@hva.nl.

Instructions for students who will participate in an internship:

For the OLA of the internship follow the following steps.

Instructions

- a. Use form 2.2 for the Learning Agreement for internship. To find the correct form, go to the [HvA Erasmus+ webpage](#).
- b. In consultation with your HvA study programme and the receiving organisation (internship company) fill in your Learning Agreement for internship.
- c. Sign your Learning Agreement for internship.
- d. Have the sending institution **and** the receiving organisation approve and sign your Learning Agreement.
- e. Once your Learning Agreement has been fully completed and signed by all three parties, send the fully completed and signed document as an e-mail attachment to scholarships@hva.nl.

Still questions about this step? Go to [FAQ about step 3](#)

Step 4: Grant Agreement (GA) for studies and internships

Before the mobility period

After you have completed the first 3 steps, team scholarships will send you your Grant Agreement (GA). This is the formal confirmation of the award of the Erasmus+ grant. After you have signed and returned your Grant Agreement you will receive an advance payment on your Erasmus+ grant.

Note: New GA's are send out once every month between the 20th and the 26th. Your GA will be sent to your HvA mail address. This e-mail mentions a deadline for return of the signed GA (+- 1 week after receiving the e-mail).

Instructions step 4

- a. Read the GA and check your personal details (e.g. your IBAN number, student number or birthday). Reply on the email if details need to be changed.
- b. Sign your GA (handwritten and electronic signatures both allowed) and return a scan of the document to scholarships@hva.nl within the given time frame.
- c. A few weeks after we have received your signed GA you will receive the advance payment of your Erasmus+ grant (most likely end of the month).

Example of the payment timespan: You receive your GA end of February. You sign it before the deadline that is set on the beginning of March, your advance payment will be transferred at the end of March.

➤ [Find more information about the approximate date of the advance payment](#)

Note: Take into account that it can take up to one month before you receive the advance payment. Check the FAQ in this handbook for more information.

Important: After you handed in your signed Grant Agreement, you have finished the mandatory steps **before** the mobility. Note that it is mandatory to follow the steps **after** mobility to complete your Erasmus+ dossier. An incomplete dossier will lead to cancellation of your Erasmus+ grant and a refund of the received advance payment to the HvA.

Still questions about this step? Go to [FAQ about step 4](#)

Step 5: Changed Learning Agreement for studies and internship

During the mobility period

When you arrive at the receiving institution/organisation it may occur that some elements of your programme need to be changed (for instance if a study course has been cancelled or there is an overlap). If this is the case it is important that you contact the [International Office](#) of your HvA faculty as soon as possible to discuss a change of the Learning agreement.

Note: Make sure that any changes to your Learning Agreement are approved by all three parties within 6 weeks after the start of your mobility period.

Instructions step 5 for studies

- a. Login to your OLA at www.learning-agreement.eu.
- b. Make the necessary adjustments and re-submit your OLA for approval by the sending and receiving institutions.
- c. Once the new OLA has been approved and signed by all three parties, download the pdf of the document and send it as an e-mail attachment to scholarships@hva.nl.

If your Learning Agreement could not be drafted and signed online, follow the following steps:

- a. Contact the [International Office](#) of your HvA faculty to request an alternative form for the approval of the changes to your Learning Agreement (form 1.2b).
- b. Fill in the form and have it signed by all three parties (similar to the original Learning Agreement).
- c. Once the form has been signed by all three parties, send the fully completed and signed document as an e-mail attachment to scholarships@hva.nl.

Instructions step 5 for internship

- a. To download the correct form search for “Erasmus+” on the [HvA website](#).
 - Use form 2.2 for the Learning Agreement for internship
- b. Fill in the form and have it signed by all three parties (similar to the original Learning Agreement).
- c. Once the form has been signed by all three parties, send the fully completed and signed document as an e-mail attachment to scholarships@hva.nl.

Still questions about this step? Go to [FAQ about step 5](#)

Step 6: Transcript of Records for students who study abroad

End of / After the mobility period

The Transcript of Records (ToR) is an overview of your study results during the mobility period at the receiving institution. After your mobility period you should receive your ToR from the receiving institution (if not communicated when, you may contact them).

Important: If the ToR does not mention the exact start and end dates of your mobility period, you fill in the 1.3 form and get it signed by the receiving university. We also accept a Certificate of Attendance provided and signed by the receiving university.

Note: If you haven't received your ToR from the receiving institution, contact the [International Office](#) of your HvA faculty.

Instructions step 6

If your Transcript of Records (ToR) mentions the exact start and end dates of your mobility period:

- a. Send an email with the ToR to both the international office of your faculty and scholarships@hva.nl

*If your Transcript of Records (ToR) does **not** mention the exact start and end dates of your mobility period you will need to add a document with the formal confirmation by the receiving institution of the exact start and end dates of your mobility period:*

- a. To download the correct form search for "Erasmus+" on the [HvA website](#).
 - Use form 1.3 Statement of Receiving Institution
- b. In the final week of your mobility period have your receiving institution fill in and sign form 1.3.
- c. Send the fully completed and signed form 1.3 and a copy of your ToR as an e-mail attachment to scholarships@hva.nl.

Still questions about this step? Go to [FAQ about step 6](#)

Step 6: Certificate for students who do an internship

En of / After the mobility period

In the Internship certificate the internship company confirms that the student has completed the internship. Moreover, in the certificate the internship company confirms the actual start and end date of the internship.

Instructions step 6

- a. To download the correct form search for “Erasmus+” on the [HvA website](#).
 - Use form 2.3 Internship certificate
- b. Have your internship company fill in and sign the form.
- c. Send the fully completed and signed document as an e-mail attachment to scholarships@hva.nl.

Step 7: Credit Recognition Document for students who study abroad

End of / After the mobility period

In the Credit Recognition Document (form 1.4) your HvA study programme (i.e. the international office or responsible person who also signed your OLA and has the right authority) confirms that the credits you gained at the receiving institution will be recognized on your HvA diploma.

Note: If this person is not available anymore at that moment, you ask their replacement to sign.

Instructions step 7

- Download the excel document 'Formulieren studie' on the [HvA website](#) (search for "Erasmus+") and use form 1.4 Credit Recognition Document.
- Have the responsible person of your HvA study programme fill in and sign the form.
- Send the fully completed and signed document as an e-mail attachment to scholarships@hva.nl.

How to fill in form 1.4:

Erasmus+ KA103 / KA131 Mobility for Studies or Blended Intensive Programmes 2022-2023 1.4 Credit recognition document - AFTER THE MOBILITY			
IMPORTANT NOTE			
<ul style="list-style-type: none"> • USE MS EXCEL FOR WINDOWS TO FILL IN AND PRINT THIS FORM • ALL TABLES MARKED WITH * ARE OBLIGATORY (NOTE: INCOMPLETE FORMS CAN'T BE PROCESSED) • DO NOT MAKE ANY DIGITAL OR HAND-WRITTEN CHANGES IN THIS FORM AFTER SIGNATURE • SEND A SCAN OF THE COMPLETED AND SIGNED FORM TO SCHOLARSHIPS@HVA.NL WITHIN 8 WEEKS AFTER THE END OF THE MOBILITY AND NO LATER THAN 30 SEPTEMBER 2023 			
STUDENT *			
Name	HvA Student number		
SENDING ORGANISATION *			
Erasmus code and name	NL-AMSTERD05 - HOGESCHOOL VAN AMSTERDAM		
Faculty of			
Responsible person **			
** Responsible person in the sending organisation: an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.			
MOBILITY PERIOD *			
Receiving organisation			
Number of credits the student has successfully completed during the mobility period (see ToR)	1		
Number of ECTS credits the sending organisation will award to the student for the mobility period	2		
IMPORTANT NOTE: If the number of completed credits at the receiving organisation is higher or lower than the number of awarded ECTS credits at the sending organisation, use the field for remarks (below) to explain the difference.			
TABLE D * Recognition outcomes at the sending organisation			
Use this table to indicate how the awarded credits will be listed in the student's diploma / credit overview at the sending organisation. Refer to Table B in the original Learning Agreement (form 1.2). Select from: "Minor (or part thereof)", "Mobility window" or "Extracurricular credits".			
Component code (if)	Component title (as indicated in the course catalogue) at the sending organisation	Number of ECTS credits	Sending organisation grade (if applicable)
	3		
REMARKS			
4			
(Use Alt + Enter to insert a line break in this field)			
SIGNATURE *			
Signed on behalf of the sending organisation:			
Responsible person			Signature
Date (dd-mm-yyyy)	16-11-2022		
Place	Amsterdam		

1: How many ECTS has the student gained at the receiving institution.

This number should be equal to the number of ECTS in the Transcript of Records.

2: How many of the ECTS gained abroad will be recognized and included in the student's HvA diploma?

This number (2) can not be higher than the number of ECTS gained (1).

3: Under which title(s) will the recognized ECTS (2) be included in the student's HvA diploma?

The total number of ECTS in this table (3) should be equal to the number of recognized ECTS (2).

4: If the number of ECTS gained (1) is higher than the number of recognized ECTS (2), an explanation for the difference has to be provided in this field.

For instance: "On top of the mandatory programme the student has completed an extra study module".

Still questions about this step? Go to [FAQ about step 7](#)

Step 8: Online Participant Report for all students

End of / After the mobility period

The Participant Report (PR) is an online survey provided by the European Commission about your experiences during your Erasmus+ mobility. All participants in Erasmus+ are required to complete this survey. At the end of your mobility period the invitation/link for the Participant Report will be sent to your HvA mail address.

Note: *The invitation/link will be sent to you one day after the end date of your mobility period as indicated in your Learning Agreement and Grant Agreement (check your Learning Agreement/Grant Agreement for the exact date). **Keep an eye on your spam folder.** The automatic invitation/link often ends up in the spam folder of student's HvA mail.*

Instructions step 8 (studies / internship)

- a. Open your (spam) mailbox and click on the link.
- b. Make sure that you fully complete the online Participant Report.

The completed report will be submitted to HvA automatically, so there is no need to save and send a pdf of your Participant Report.

Still questions about this step? Go to [FAQ about step 8](#)

Erasmus+ grant amount

The regular Erasmus+ grant is available for all students who meet the conditions and have been selected for Erasmus+ by the International Office of their HvA faculty. Besides the regular grant Erasmus+ offers additional grants for [student with fewer opportunities](#) and for [green travel](#).

The amount of the regular Erasmus+ grant is calculated according to three variables:

- Activity: different grant amounts for studies, internship or Blended Intensive Programme (BIP)
- Destination country / country group
- Duration of the mobility

Country group

1. Denmark, Finland, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden
2. Austria, Belgium, Cyprus, France, Greece, Italy, Malta, Portugal, Spain
3. Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

Country group	Studies		Internship		BIP	
	Grant per month / day	Estimated grant for semester (example) *	Grant per month / day	Estimated grant for semester (example) *	Per day (up to two weeks)	Per day (3 rd and 4 th week) max.
3. BG, HR, CZ, EE, HU, LV, LT, MK, PL, RO, RS, SK, SI, TR	€ 330 / € 11	€ 1.496	€480 / € 16	€ 2.176	€ 79	€ 56
2. AT, BE, CY, FR, GR, IT, MT, PT, ES	€ 330 / € 11	€ 1.496	€ 480 / € 16	€ 2.176	€ 79	€ 56
1. DK, FI, IS, IE, LI, DE, LU, NO, SE	€ 390 / € 13	€ 1.768	€ 540 / € 18	€ 2.448	€ 79	€ 56

* Estimation based on a mobility period of 4 months and 16 days.

Example calculation of the regular Erasmus+ grant for studies or internship (without travel costs)

Before the mobility

- A mobility period for internship in Germany (grant per month: € 540, grant per day € 18)
- Planned duration (in Learning Agreement): September - December → 4 months (rough estimation for the purpose of the calculation of the advance payment).
- Provisional grant calculation: 4 months x 540 = € 2.160
- First payment (advance payment = 70%): € 1.714 | [approximate payment date](#)

After the mobility

- Actual duration of the mobility period (as confirmed in the documents for step 6 of the procedures): 5 September - 15 November → 3 months and 11 days
- Actual/final grant amount: 3 months x 540 + 11 days x 18 = € 1.818
- Final payment: € 104 (€ 1.818 minus advance payment of € 1.714) | [approximate payment date](#)

Still questions about this step? Go to [FAQ about payments and refunds](#)

Erasmus+ Top-Up for students in disadvantaged circumstances

Besides the regular grant the Erasmus+ programme provides an additional top-up grant for students in particular disadvantaged circumstances. The Erasmus+ Top-Up is available for students who meets one or more of the following conditions:

- The student receives or has received Wajong benefits (Wet arbeidsongeschiktheidsvoorziening jonggehandicapten).
- The student receives or has received the study benefits for students with special needs from their municipality (studietoelage voor studenten met een medische beperking).
- The student is in possession of a formal decision of extension of the DUO student grant (beschikking verlenging studiefinanciering).
- The student is in possession of a formal confirmation special test provisions (besluit tot extra examentijd).
- The student receives or has received the supplementary grant from DUO (aanvullende beurs). This does **NOT** include the student loan, basisbeurs or collegegeldkrediet.
- The student is a single parent and receives the single parent support from DUO (eenoudertoeslag).

Note: *If you hold a non-EU nationality only you may not be eligible for the supplementary grant (aanvullende beurs) from DUO. If you hold a non-EU nationality only you can find out if you would qualify for the supplementary grant through the DUO [Calculation Tool Student Finance](#).*

Instructions

- a. In your application form you indicate whether you belong to one of the eligible categories for the Erasmus+ Top-Up.
- b. After the application deadline, you will receive an email from scholarships@hva.nl with the request to hand in official proof that confirms your eligibility for the Erasmus+ Top-up.
- c. If you meet the conditions, the amount for the Top-Up will be added to the grant amount that you can find in your Grant Agreement (which will be send after receiving the OLA).

Erasmus+ Travel Costs & Erasmus+ Green Travel Grant

Students get a contribution to the travel costs from their place of origin (Amsterdam) to the venue of the activity and return. Below 500 KM, participants will, as a general rule, travel with low-emissions means of transport. The applicant must indicate the distance between the place of origin and the venue of the activity by using [the distance calculator](#) supported by the European Commission. The Erasmus+ Travel Costs are automatically applied to your grant. If you are planning on traveling green (back by other means than airplane or car) you are eligible for a Green Travel Grant.

Note: *Only the journeys at the beginning and end of the mobility period are eligible for Green Travel Grant. The GTG cannot be awarded for travel for temporary return to the Netherlands during the mobility period.*

Travel distance	Green Travel Grant	Non-Green Travel Grant
10 – 99 km	56 EUR	28 EUR
100 – 499 km	285 EUR	211 EUR
500 – 1999 km	417 EUR	309 EUR
2000 – 2999 km	535 EUR	395 EUR
3000 – 3999 km	785 EUR	580 EUR

Instructions Green Travel Grant

- a. Use the official [Erasmus+ distance calculator](#) to calculate the distance between Amsterdam and your destination city.
- b. In your online application form, confirm that you will make the full journey to your Erasmus+ destination and back by other means than airplane or car and that you wish to apply for the GTG.
- b. After completion of a journey (outbound or return) send scan(s) to scholarships@hva.nl of the ticket(s) proving that the full journey has been made by other means than airplane. The ticket(s) must mention the validity period/the date(s) and the name of the traveller – the name of the traveller has to be the same as the grant recipient.
- c. When tickets from outbound and return are send to scholarships and approved, the amount of the Green Travel Grant will be added to your remaining grant amount that will be transferred after completion of the Erasmus+ procedure.

Note: *It is the student's responsibility to ensure adequate insurance coverage for the full duration of a journey (note: longer stop-overs may require additional insurance).*

Payments and refunds

The total amount of the Erasmus+ grant will be transferred in **two payments**:

Payment 1: Advance payment (before/during mobility period)

When:

After you have completed steps 1 through 4 of the procedures you will receive an advance payment of the Erasmus+ grant.

The approximate date of the advance payment depends on when you return your signed Grant Agreement ([step 4](#)) to scholarships@hva.nl. **If you return your signed GA before the 3rd of the month you will receive your advance payment at the end of the calendar month.** If you return your GA after the 3rd of the month your advance payment will be transferred at the end of the next calendar month.

Example scenarios for the advance payment:

You receive your GA on...	You return your signed GA on...	You receive your advance payment at the...
20 - 26 January	26 January	End of February
20 - 26 January	2 February	End of February
20 - 26 January	4 February	End of March
20 - 26 January	4 March	End of April

Amount:

The amount of your advance payment is mentioned in your Grant Agreement.

Payment 2: Final payment (after mobility period)

When:

After you have completed all the steps of the procedures (steps 1 through 8) you will receive the final payment of the Erasmus+ grant.

The approximate date of the final payment depends on when you complete the final step(s) of the procedures. **If you complete the final step(s) before the 3rd of the month you will receive your final payment at the end of the calendar month.** If you complete the final step(s) after the 3rd of the month your final payment will be transferred at the end of the next calendar month.

Example scenarios for the final payment:

You completed the final step(s) on...	You will receive your final payment at the...
28 May	End of June
2 June	End of June
4 June	End of July

Amount:

The actual start and end dates of your mobility period have been confirmed in the documents you handed in at step 6 of the procedures. Based on these dates we will make the final calculation of your Erasmus+ grant. The final payment equals the actual grant amount minus the advance payment you already received.

Note: *If the confirmed duration of your mobility period is shorter than the duration in your Grant Agreement, the calculation of the final payment may come down to a number equal to or below zero. If this is the case you will not receive a final payment and you may have to pay back part of your advance payment.*

➤ [More information about the calculation](#)

Refunds

! Do not refund any amount before receiving instructions from HvA scholarships.

In some instances you may need to pay back (part of) the Erasmus+ grant. For example:

- If you have cancelled your mobility period
- If the duration of your mobility period was shorter than previously planned

The award of the Erasmus+ grant does not rely on the number of ECTS you successfully complete during your mobility period. So you can keep your Erasmus+ grant, regardless of whether you have passed all the exams/ECTS during your mobility period. However, you do need to complete all steps of the [procedures](#) for the Erasmus+ grant.

If you have to pay back (part of) the Erasmus+ grant you will be notified by scholarships@hva.nl. You will receive an e-mail with instructions on the amount and the bank details for the refund.

Still questions about this step? Go to [FAQ about payments and refunds](#)

Contact details

Please note, many questions about the Erasmus+ grant for students are answered in the [Frequently Asked Questions](#). For other questions and for assistance with the procedures and documents of the Erasmus+ programme students can contact the International Office of their HvA faculty:

Faculty of Applied Social Sciences and Law (Maatschappij en Recht)	international-fassl@hva.nl
Faculty of Business and Economics (Business en Economie)	outgoing.fbe@hva.nl
Faculty of Digital Media and Creative Industries (Digitale Media en Creatieve Industrie)	AMFI: ofp-amfi@hva.nl ICT: international.it@hva.nl CMD: international-cmd@hva.nl CO / CB: international-co-cb@hva.nl
Faculty of Education (Onderwijs en Opvoeding)	internationaloffice-education@hva.nl
Faculty of Health (Gezondheid)	internationalofficehealth@hva.nl
Faculty of Sports and Nutrition (Bewegen, Sport en Voeding)	sn-international@hva.nl
Faculty of Technology (Techniek)	internationalofficeft@hva.nl

Frequently Asked Questions (FAQ)

Step 1: Application

FAQ 1a: Which option do I choose from the Study field / subject drop down menu?

Some International Offices will provide you which one you have to choose.

When in doubt which one to choose, choose the one that is most closely related to your study.

FAQ 1b: When/How will I know if my application has been received?

After you send in the online application form, you will receive an email with the confirmation.

FAQ 1c: What is the next step after the online application form?

You may now start with the Online Learning Agreement.

Step 2: Online language assessment

FAQ 2a: How can I do the online language assessment?

The Erasmus+ language assessment can be completed online at the [EU Academy](#). Read [step 2](#).

Step 3: Learning Agreement

FAQ 3a: The receiving university uses its own Learning Agreement. Can I use this Learning Agreement instead of the Online Learning Agreement?

Yes, you may use the receiving university's Learning Agreement instead of the Online Learning Agreement (OLA).

FAQ 3b: I'm having trouble getting my Learning Agreement drafted and signed before the start of my mobility period. What should I do?

Contact the [International Office](#) of your HvA faculty immediately to inform them about your situation and ask for assistance.

Step 4: Grant Agreement

FAQ 4a: When will I receive my Grant Agreement?

After you have completed step 1 through 3 of the procedures HvA will draft your Grant Agreement and send it to your HvA mail address. New Grant Agreements are sent out every month on weekdays between the 20th and the 26th and the deadline to sign will be in the beginning of the following month.

FAQ 4b: The start and/or end date in my Grant Agreement is/are incorrect. What should I do?

The dates in the Grant Agreement have been taken from the dates that have been agreed upon in your Learning Agreement. In order to change the dates in your Grant Agreement you will need a new Learning Agreement with the correct dates. The new Learning Agreement needs to be signed by all three parties. Send a copy of the new Learning Agreement with all the required signatures to scholarships@hva.nl.

[Step 5: Changes to the Learning Agreement](#)

FAQ 5a: How can I make changes to my Learning Agreement?

- Studies: If your Learning Agreement has been drafted and signed online through OLA, you need to make the changes in your OLA at www.learning-agreement.eu.
- Studies: If your Learning Agreement could not be drafted and signed online through OLA, you can contact the [International Office](#) of your HvA faculty to request an alternative form for the approval of the changes to your Learning Agreement (form 1.2b).
- Internship: For Internships, you can use form 2.2b.

[Step 6: Transcript of Records](#)

FAQ 6a: The receiving university refuses to complete and sign my form 1.3 for studies. What should I do?

If desired, the receiving university can use its own Certificate of Attendance to confirm the duration of the mobility period. As long as the document includes your name, the start and end dates of the mobility period and the signature of the authorised representative of the university.

[Step 7: Credit Recognition Document \(only applies to Erasmus+ for studies\)](#)

FAQ 7a: How do I need to fill in the Credit Recognition Document (form 1.4)?

Detailed instructions on how to fill in the form 1.4 are described in [step 7](#).

[Step 8: Participant Report](#)

FAQ 8a When will I receive the invitation/link for the Participant Report?

One day after the end date of your mobility as mentioned in your Grant Agreement.

Note: at the moment the Participant Report is under construction and will be send as soon as possible. Therefore, if you handed in all the forms after the mobility, you will receive the remaining amount.

FAQ 8c: The link in the invitation for the Participant Report does not work. What should I do?

Contact scholarships@hva.nl to request for a new invitation/link to be sent to your HvA.

[Payments an refunds](#)

FAQ 9a: How many grant payments will I receive?

The total Erasmus+ grant is transferred to the student's bank account in two payments.

- Payment 1 (advance payment): before/during the mobility, after completion of steps 1 through 4 of the procedures.
- Payment 2 (final payment): after the mobility, after completion of all the steps of the procedures (steps 1 through 8).

Note: *Students participating in a Blended Intensive Programme (BIP) receive only one payment.*

FAQ 9b: When will I receive my advance payment?

The advance payment of your Erasmus+ grant will be transferred after you have completed steps 1 through 4 of the procedures.

The approximate date of the advance payment depends on when you return your signed Grant Agreement (GA) to scholarships@hva.nl. If you return your signed GA before the 3rd of the month you will receive your payment at the end of the calendar month. If you return your GA after the 3rd of the month your payment will be transferred at the end of the next calendar month.

FAQ 9c: How is the advance payment calculated?

The planned duration of your mobility period is noted in the Learning Agreement. Based on these dates and the country you go to, a calculation is made. For studies or internship the advance payment is 70% of this (max.) grant calculation. For participation in a Blended Intensive Programme (BIP) the advance payment is 100%.

FAQ 9d: I'm doing my studies/internship together with another HvA student, but their advance payment is higher/lower than mine. How can this be?

The calculation of the Erasmus+ grant is based on the duration of the mobility period as laid down in the student's individual Learning Agreement. Compare the start and end dates in your Learning Agreements. If there is a difference in the duration of the mobility period in the Learning Agreement this may affect the amounts of the total Erasmus+ grant and the advance payment.

FAQ 9e: I have not (yet) received my advance payment. What should I do?

Make sure that you have completed steps 1 through 4 of the procedure and that you have checked and returned your signed Grant Agreement (step 4) within the given time frame.

FAQ 9f: When will I receive my final payment (studies/internship only)?

The final payment of the Erasmus+ grant will be transferred after your mobility period and after you have completed all the steps of the procedures (steps 1 through 8). Erasmus+ payments are processed once per month. If you have completed the final step(s) of the procedures for the Erasmus+ grant before the 3rd of the month, the final payment will be transferred at the end of the same month. Otherwise your final payment will be delayed a month.

FAQ 9g: How is the final payment calculated (studies/internship only)?

The actual start and end dates of your mobility period have been confirmed in the documents you handed in for step 6 of the procedures. Based on these dates we will make the final calculation of your Erasmus+ grant. The final payment equals the actual grant amount minus the advance payment you already received.

FAQ 9h: I haven't received a final payment... or My final payment is lower than I expected. How can this be (studies/internship only)?

After the end of your mobility period HvA uses the information in the documents for step 6 of the procedures to calculate your actual/final grant amount. If the duration of the mobility period as indicated in these documents is shorter than the duration of the mobility period as indicated in your Learning Agreement this may affect the total amount of your grant and the final payment. If the duration in your Statement of Receiving Organisation is incorrect, contact the Receiving Organisation to request them to draft and sign a new Statement with the correct start and end dates of your mobility period. Send a scan of the new Statement to scholarships@hva.nl.

FAQ 9i: I did my studies/internship together with another HvA student, but their final payment is higher/lower than mine. How can this be? See FAQ9d

FAQ 9j: I have not passed all the exams/ECTS during my mobility period. Do I need to refund the Erasmus+ grant?

No, the award of the Erasmus+ grant does not rely on the number of ECTS you successfully complete. However, you will need to complete all steps (1-8) of the procedures for Erasmus+.

FAQ 9k: I have to pay back (part of) my Erasmus+ grant. What should I do?

If you have to pay back (part of) the Erasmus+ grant you will be notified by scholarships@hva.nl. You will receive an e-mail with instructions for the refund. It is important that you follow these instructions: do not refund any amount before receiving the instructions.

Other questions**FAQ 10a: My question is not listed. What should I do?**

For all other questions related to Erasmus+ contact the [International Office](#) of your HvA faculty.

FAQ10b: I already had an Erasmus+ Grant. Can I apply for another one for my second minor/internship abroad? It depends for how many month you got your Erasmus+ Grant. The maximum amount you can get is for a total of 12 months.

We hope this handbook was of good use to you. If you have any ideas on how it improve this document for future readers, send your feedback to scholarships@hva.nl. Thank you.