

# 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](mailto: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 <a href="http://vu.nl">VU.nl</a> . For SBE, VUmc and AUC there is a slightly different procedure, please follow the instructions that you received earlier.                                                                                                                                                                |
| 2               | Online Learning Agreement (before mobility) | <ul style="list-style-type: none"> <li>➤ Fill out your <b>Online Learning Agreement (OLA)</b>. See chapter <a href="#">How to fill out your Online Learning Agreement (OLA)?</a> for more information about filling out the OLA. Make sure to sign and submit it, so it will be automatically sent to <a href="mailto:erasmus@vu.nl">erasmus@vu.nl</a>.</li> <li>➤ Send the approval of the examination board to <a href="mailto:erasmus@vu.nl">erasmus@vu.nl</a>.</li> </ul> |
| 3               | Grant agreement                             | You will receive the <b>Grant agreement</b> 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 <a href="mailto:erasmus@vu.nl">erasmus@vu.nl</a> for the signature of the VU.                                                                                                                                                                                                                          |
| 4               | VU.nl: 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 VU.nl. See chapter <a href="#">How to apply for an Erasmus+ scholarship in VU.nl?</a>                                                                                                                                                                                                                                                             |
| 5               | VU.nl: upload Grant agreement               | Once you have received the Grant agreement, signed by us, you have to submit the document in VU.nl. See chapter <a href="#">How to apply for an Erasmus+ scholarship in VU.nl?</a>                                                                                                                                                                                                                                                                                            |
| 6               | 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 VU.nl

## DURING MOBILITY

| Step | Subject                                     | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7    | Certificate of Arrival and Departure        | You received the <b>Certificate of Arrival and Departure</b> per e-mail. Once you arrive at your host university, let the host university sign the <b>Arrival</b> section of the Certificate of Arrival and Departure.                                                                                                                                                                                                                                                                                                                                                                                        |
| 8    | Online learning agreement (during mobility) | <p>If your courses abroad change:</p> <ul style="list-style-type: none"> <li>➤ Request approval of the examination board for the new courses a.s.a.p.</li> <li>➤ Once you received the approval, you can add and delete courses in your OLA dashboard under <i>Appy Changes</i>. See <a href="#">What if my courses change during mobility?</a> Submit your changed OLA.</li> <li>➤ Make sure to e-mail the new approval from the examination board to <a href="mailto:erasmus@vu.nl">erasmus@vu.nl</a>.</li> </ul> <p>If your courses abroad don't change during your stay, then you can skip this part.</p> |
| 9    | Date/period change                          | Send an e-mail to <a href="mailto:erasmus@vu.nl">erasmus@vu.nl</a> if your study period changes (e.g. because of re-sits) or differs from the stated period specified on your Grant agreement. Please send an e-mail about the extra days one month in advance. Otherwise, the scholarship for these extra days will not be paid.                                                                                                                                                                                                                                                                             |

## AT THE END OF YOUR STAY

| Step | Subject                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10   | Check your courses                   | Check if all courses are correct on your OLA. They have to match the approval of the examination board.                                                                                                                                                                                                                                                                                                                                                            |
| 11   | Certificate of Arrival and Departure | <p>Just before departure, have the <b>Departure</b> section on the <b>Certificate of Arrival and Departure</b> completed and signed by your host university. The End date will be the date of your last class or examination. <b>(Attention: this does not include take home exams and final papers!)</b></p> <p><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></p> |

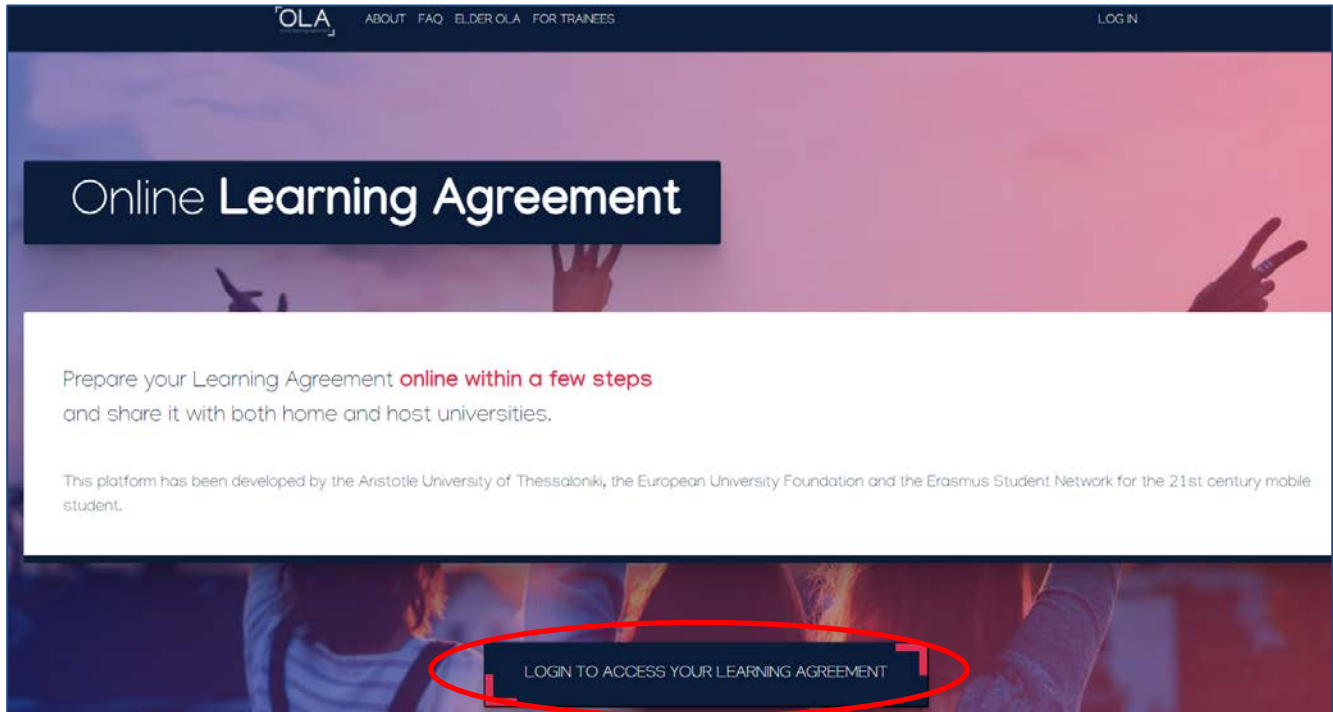
## AFTER MOBILITY (BACK HOME)

| Step | Subject                                                    | Action                                                                                                                                                                                                                                                                                                                                                                                           |
|------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12   | 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 Beneficiary Module (directly from the European Commission).                                                                                                                                                                                       |
| 13   | VU.nl: upload OLA and Certificate of Arrival and Departure | If your OLA changed during exchange, upload the final version in VU.nl.                                                                                                                                                                                                                                                                                                                          |
| 14   | VU.nl: upload transcript of records                        | Upload the transcript of records (list of grades) of your host university in VU.nl.                                                                                                                                                                                                                                                                                                              |
| 15   | VU.nl: upload Certificate of Arrival and Departure         | Upload the Certificate of Arrival and Departure completed and signed by your host university in VU.nl                                                                                                                                                                                                                                                                                            |
| 16   | Second payment                                             | If all submitted documents are received in good order via VU.nl, 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)?

**Step 1:** go to [www.learning-agreement.eu](http://www.learning-agreement.eu). 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 courses by your examination board!

You will see this screen:



**Step 2:** click on *LOGIN TO ACCESS YOUR LEARNING AGREEMENT*. You will now see the following screen:

# My account

Log in with MyAcademicID

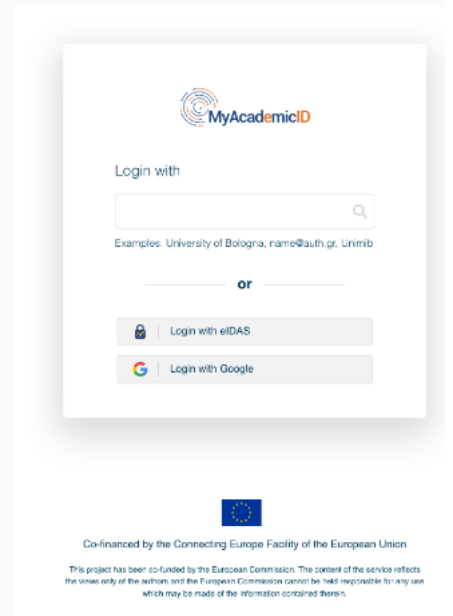


Your OLA just a click away!

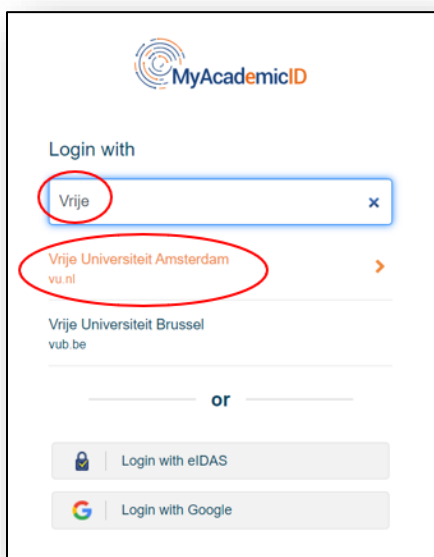
The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!



**Step 3: Click on the button *Log in with MyAcademicID*. You now end up at MyAcademicID:**








Step 4: type *Vrije* in the search bar and click on *Vrije Universiteit Amsterdam* (Medicine students: please choose Vrije Universiteit Amsterdam, not VU medisch centrum!). You will now see your personal details:


Login via SURFconext


Review your information that will be shared.


### MyAcademicID IAM Service will receive

|               |                |                                                                                    |
|---------------|----------------|------------------------------------------------------------------------------------|
| Display Name  |                |   |
| Full Name     |                |   |
| First name    |                |   |
| Surname       |                |   |
| Email address | @student.vu.nl |  |

[Show more information](#) ▾

 provided by Vrije Universiteit [Something incorrect?](#)

 **MyAcademicID IAM Service** (offered by GEANT) needs this information to function properly (read their [privacy policy](#)).

 **SURFconext** is being used by your institution to securely send your information to MyAcademicID IAM Service (read more about [SURFconext](#)).

[Proceed to MyAcademicID IAM Service](#)

Step 5: if your information is correct, click on *Proceed to MyAcademicID IAM Service*.

You will now see another screen from MyAcademicID:



The MyAcademicID IAM Service is used to access all Erasmus mobility services. Since November 2020 all users are required to complete the registration on the MyAcademicID IAM Service in order to continue.

You will have to complete the following steps:

1. Click on "Proceed to register on the MyAcademicID IAM Service"
2. Fill in the registration form. To be able to view and process your previous OLA, use the email that you had used before.
3. You will receive an e-mail to verify your e-mail address.
4. Click on the verification link in that email to complete the registration.

[Proceed to register on the MyAcademicID IAM Service](#)

Step 6: click on *Proceed to register on the MyAcademicID IAM Service service*. The following screens will pop up:



Login with

 Vrije Universiteit Amsterdam   
vu.nl

 Add another institution  Edit

## MyAcademicID Registration

Name\*

Item can't be empty!

E-mail\*

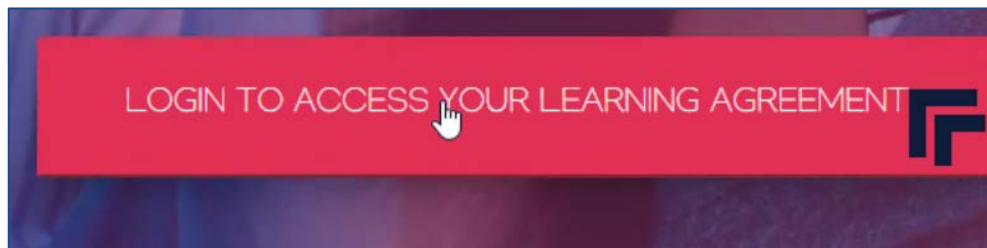
Item can't be empty!

### Acceptable Use Policy

I have read and agreed  
with the MyAcademicID  
Acceptable Use Policy\*

 Confirm

Step 7: Your name and e-mail address are already filled out. Check the box and click on **Submit**.



Step 8: You will automatically be transferred to another screen. If not, go to [www.learning-agreement.eu](http://www.learning-agreement.eu) and click on **LOGIN TO ACCESS YOUR LEARNING AGREEMENT**:

You now see your personal information:

Fill out the required fields to complete your profile. ×

## My account

VIEW EDIT

### My Personal Information

|                                         |                                                 |                      |
|-----------------------------------------|-------------------------------------------------|----------------------|
| Firstname *                             | Lastname *                                      |                      |
| <input type="text"/>                    | <input type="text"/>                            |                      |
| Date of birth *                         | Gender *                                        | Nationality *        |
| <input type="text" value="dd-mm-yyyy"/> | <input type="text" value="- Select a value -"/> | <input type="text"/> |
| Field of education *                    | Study cycle *                                   |                      |
| <input type="text"/>                    | <input type="text"/>                            |                      |

I have read and agree to the Terms and Conditions and Privacy Policy \*  
[Terms and Conditions](#) and [Privacy Policy](#)

Step 9: fill out all missing information.



- **Nationality:** fill out your country of birth (e.g. *Netherlands*, so not *Dutch*).
- **Field of education,** please find a table with all of VU's study programmes and the matching field of education [at the end of this document](#). Please choose the exact field of education that is mentioned in this table for your study programme.
- **Study cycle:** type *Bachelor* and select *Bachelor or equivalent first cycle (EQF level 6)* if you are a Bachelor's student. Type *Master* and select *Master or equivalent second cycle (EQF level 7)* if you are a Master's student.
- Check the box once you've read the Terms and Conditions and Privacy Policy and click on *Save*.

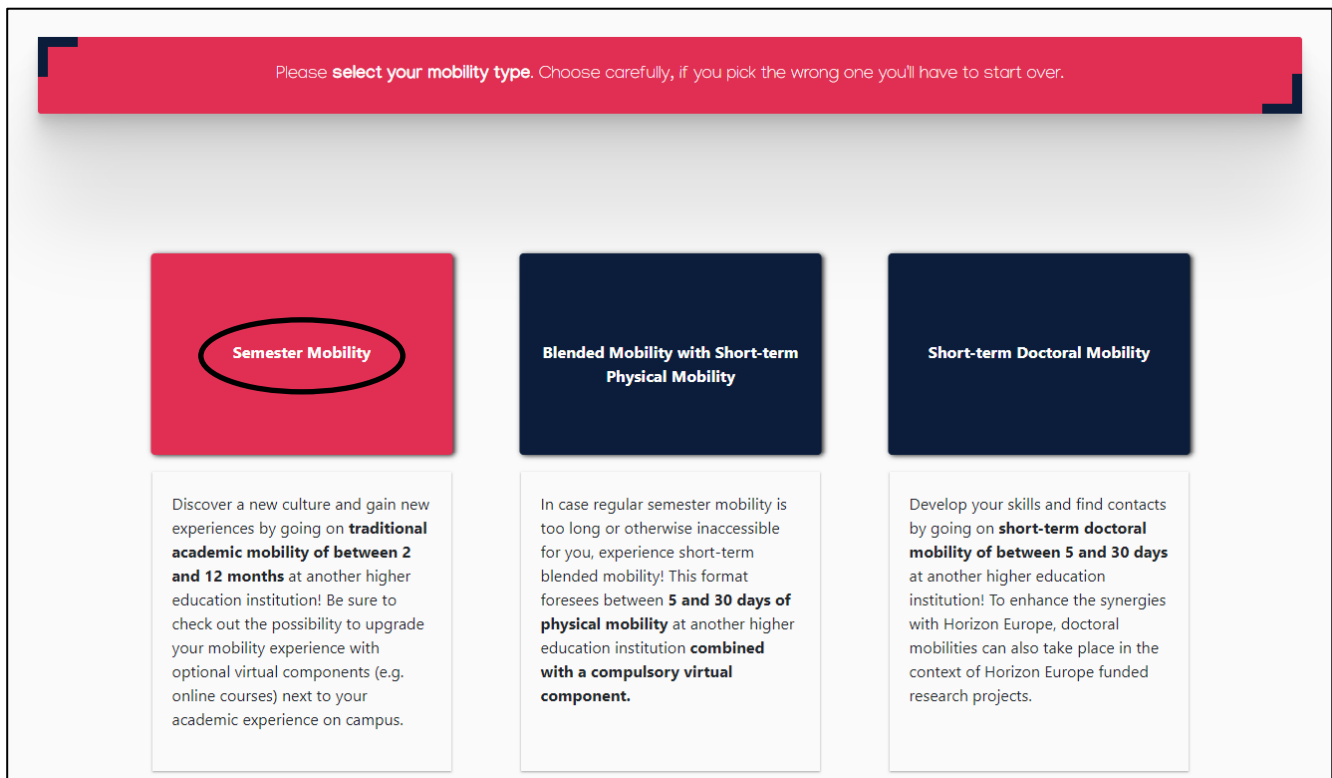
Now we are going to create the actual learning agreement.



**Step 10:** click on *MY LEARNING AGREEMENTS* at the top of the page.

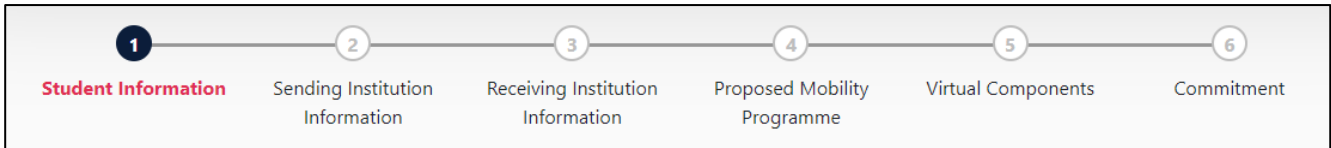


**Step 11:** click on *Create New*.



**Step 12:** click on *Semester Mobility*

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



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

Academic year \*  
2023/2024

**Student**

First name(s) \*    Last name(s) \*  
Peter    Quinn

Email \*  
p.quinn@student.vu.nl

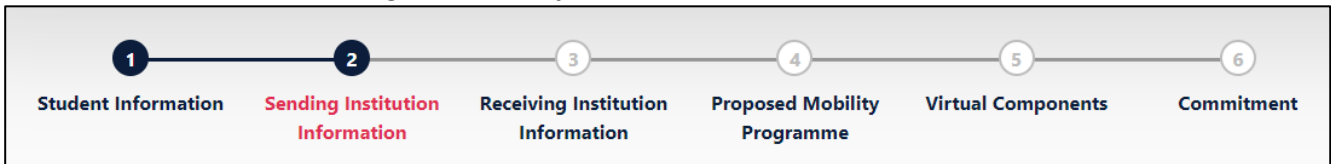
Date of birth \*    Gender \*    Nationality \*  
19-03-2000    Male    Netherlands (359)  
Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education \*    Field of Education Comment    Study cycle \*  
Law (0421) (778)       Bachelor or equivalent first cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).  
Field of education: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](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.

**Next**

**Step 13:** check if all the fields with a \* are filled out. Click on Next.

We will now move to the *Sending Institution Information*.



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

Academic year \*  
2023/2024

**Sending**

**Sending Institution**

Country \*  
Netherlands x

Name \*  
STICHTING VU x

Faculty/Department \*  
Faculty of Law

Address \*  
Amsterdam

Erasmus Code \*  
NL AMSTERD02

**Sending Responsible Person**

First name(s) \*  
Sandra

Last name(s) \*  
Wensveen

Position \*  
Erasmus+ Grant Coordinator

Email \*  
erasmus@vu.nl

Phone number  
+

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

**Sending Administrative Contact Person**

First name(s)

Last name(s)

Position

Email

Phone number  
+

Administrative contact person: 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.

Previous **Next**

**Step 14: fill out all the fields with a \* . Please use the information from the above screenshot:**

**Sending Institution:**

*Country:* Netherlands

*Name:* STICHTING VU

*Faculty/Department:* please fill in your own faculty at VU.

**Sending Responsible Person:**

First name(s): Sandra  
Last name(s): Wensveen  
Position: Erasmus+ Grant Coordinator  
Email: erasmus@vu.nl

You can leave Sending Administrative Contact Person empty. Click on *Next*.

We will now move to the *Receiving Institution Information*.



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

### Receiving Institution

Country \*  
France x

Name \*  
UNIVERSITE PARIS I PANTHEON-SORBONNE x

Faculty/Department

Address \*  
Paris

Erasmus Code \*  
F PARIS001

### Receiving Responsible Person

First name(s) \*  
Julie

Last name(s) \*  
Dupré Latour

Position \*  
Incoming Exchange Officer

Email \*  
incoming@pantheonsorbonne.fr

Phone number

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 at the top of the document.

### Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

previous **Next**

**Step 15: fill out all the fields with a \* . Some tips:**


- *Receiving Institution Country and Name*: search for 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](mailto:outgoing@vu.nl).
- *Faculty/Department*: please fill out the faculty where you will take the majority of the courses.
- *Receiving Responsible Person Name*: Look up the name of your contact person at the host university in the e-mails that you received from your host university.
- *Receiving Responsible Person Email*: please fill out the e-mail address of this person (or a general e-mail address of their international office, such as [incoming@hostuni.fr](mailto:incoming@hostuni.fr)). Important: double check the e-mail address that you fill out here! The OLA will be automatically sent to this e-mail address. You cannot change this after you've signed your OLA.


Click on **Next**.



It's time to fill out the courses (finally)!

Preliminary LA

Planned start of the mobility \*  

Planned end of the mobility \*  

**Step 16: fill out the dates of your exchange period (day, month and year)**

You will now have to fill out the courses that you would like to follow at your host university and **for which you received approval of the VU examination board**. You have to list these courses under Table A:

**Table A - Study programme at the Receiving institution \***

*No Component added yet.*

[Add Component to Table A](#)

**Step 17: click on *Add Component to Table A*.**

Here, you have to fill out:

- *Component title at the Receiving Institution*: name of the course
- *Component Code*: code of the course
- Number of ECTS credits
- Semester

Then click on *Add Component to Table A*.

**Table A - Study programme at the Receiving institution \***

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) \*

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code \*

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

Semester \*

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

**Add Component to Table A**

Do this for every course. Once you've added all courses, you can go to the next section:

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as <http://example.com>.

The main language of instruction at the Receiving Institution \*

The level of language competence \*

Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**Step 18: fill out the following information:**

- *Web link to the course catalogue*: you can leave this empty
- *Main language of instruction*: fill out the language in which you will take the majority of your courses.
- *Level of language competence*: indicate your level of this language (A1 is the lowest, C2 the highest).

You will now have to fill out the courses that you would take at VU if you would stay home. You will make a fictious minor under Table B. 😊

**Table B - Recognition at the Sending institution \***

No Component added yet.

**Add Component to Table B****Step 19: Table B: Recognition at the Sending institution. Click on *Add Component to Table B*.**

Fill out the following information:

- Component title: fill out "Minor"

- Component Code: fill out "VU-MINOR"
- 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.
- Semester: fill out the semester in which you will go on exchange (most of the time: First semester)

It should now look like this:

**Table B - Recognition at the Sending institution \***

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) \*

Minor

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code \*

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution \*

Semester \*

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Automatically recognised towards student degree

Automatic recognition comment

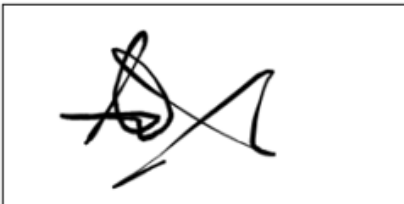
Scroll down and click on *Next* (you don't have to fill out the two boxes with *Provisions* and *Web link to the course catalogue*). We will now see the following step: Virtual Components:



This is easy, you can skip this part and click on *Next*. You will now see the last part of your OLA, the signature page, called *Commitment Preliminary*:

## Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.



Clear

*By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.*

Previous **Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review**

**Step 20: sign (in the box) and click on *Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review*.**

You will now see an overview of your OLA:

| Sending Institution | Receiving Institution                | Status                                        | Created ▼               | View or Edit                                                                    |
|---------------------|--------------------------------------|-----------------------------------------------|-------------------------|---------------------------------------------------------------------------------|
| STICHTING VU        | UNIVERSITE PARIS I PANTHEON-SORBONNE | Signed by Student and sent to the Sending HEI | Tue, 05/25/2021 - 18:25 | <a href="#">View</a><br><a href="#">Download PDF</a><br><a href="#">History</a> |

Take a deep breath! For now, you are now done with this 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](mailto: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 Erasmus Dashboard 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](#):

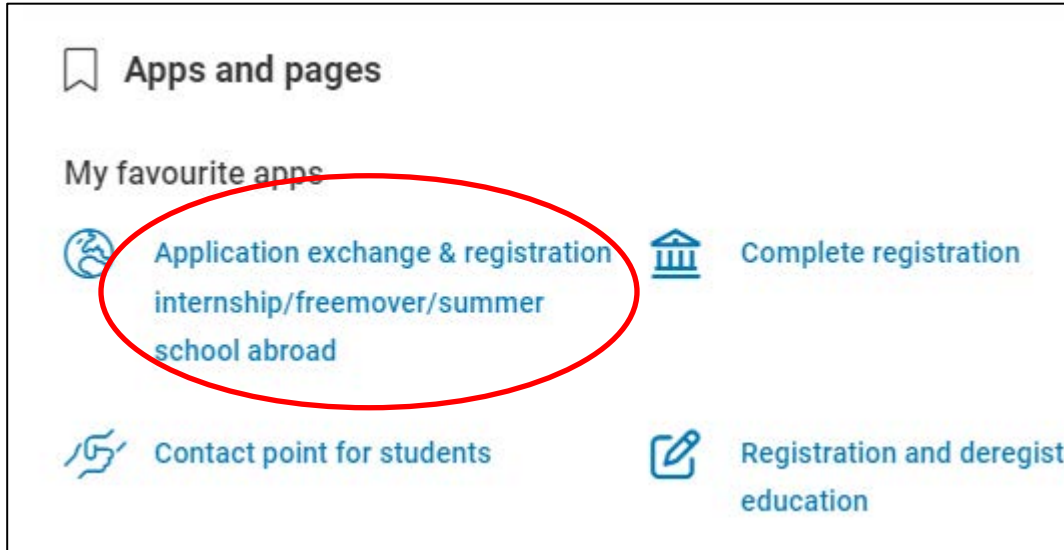
| Create New          |                            |                             |                         |                                                                                          |
|---------------------|----------------------------|-----------------------------|-------------------------|------------------------------------------------------------------------------------------|
| Sending Institution | Receiving Institution      | Status                      | Created ▾               | View or Edit                                                                             |
| STICHTING VU        | COPENHAGEN BUSINESS SCHOOL | Signed by both coordinators | Thu, 05/27/2021 - 14:11 | <a href="#">Apply Changes</a><br><a href="#">Download PDF</a><br><a href="#">History</a> |

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

## How to apply for an Erasmus+ scholarship in vu.nl?

### Step 1

Go to your [dashboard on VU.nl](#) click on *Application exchange & registration internship/freemover/summer school abroad*:



The screenshot shows a dashboard titled 'Apps and pages'. Under 'My favourite apps', there are four items: 'Application exchange & registration internship/freemover/summer school abroad' (circled in red), 'Complete registration', 'Contact point for students', and 'Registration and deregistr education'.

(if you don't see this, please click on All apps)

### Step 2

Now you see your Exchange overview. Here you will find *Apply for a scholarship (again)* (in Dutch: *Vraag beurs (opnieuw) aan*). Click on *Apply* (in Dutch: *Aanvragen*).

| Study or internship abroad              |                                 |          |                                     |
|-----------------------------------------|---------------------------------|----------|-------------------------------------|
| 2023 - 2024                             |                                 |          |                                     |
| B International Business Administration |                                 |          | Registration internship / freemover |
| Type                                    | Application date                | Status   | Edit                                |
|                                         | 05-04-2024                      | Approved | <a href="#">View</a>                |
|                                         | Apply for a scholarship (again) | -        | <a href="#">Apply</a>               |

### Step 3

You will now see the following screen. Please fill out all the boxes. Make sure to select **Erasmus+ Study 2023-2025!** Upload your Grant agreement and a PDF of your OLA. You need to upload the OLA under *Learning agmt. Before mobility (part 1)*. We only accept complete documents (with all the signatures on it).



 THE SCHOLARSHIP APPLICATION IS FOR THIS STAY ABROAD

LUISS ROME

 PLEASE INDICATE THE PERIOD OF STUDY/INTERNSHIP ABROAD

First day of study/internship


Last day of study/internship

 SCHOLARSHIP TYPE

Which scholarship are you applying for?

Erasmus+ Study 2023-2025

 UPLOAD DOCUMENTS

Grant agreement 

You have made no choice yet.  
[Edit your choice](#)



Learning agmt. before mobility (part 1)

You have made no choice yet.  
[Edit your choice](#)



 BANK ACCOUNT NUMBER

Select bank account number (if applicable)  
or enter new bank details

Other...

Name of account holder

BIC

IBAN account number

Save

 SUBMIT REQUEST

I declare that I have completed this application truthfully.

Send

The grant will be awarded on the condition that all criteria are met. 70% of the grant will be paid as an advance. You can expect the payment within one month once all criteria are met.

## What if my courses change during mobility?

Sometimes, your courses change during your semester abroad. There are many reasons why this can happen, such as:

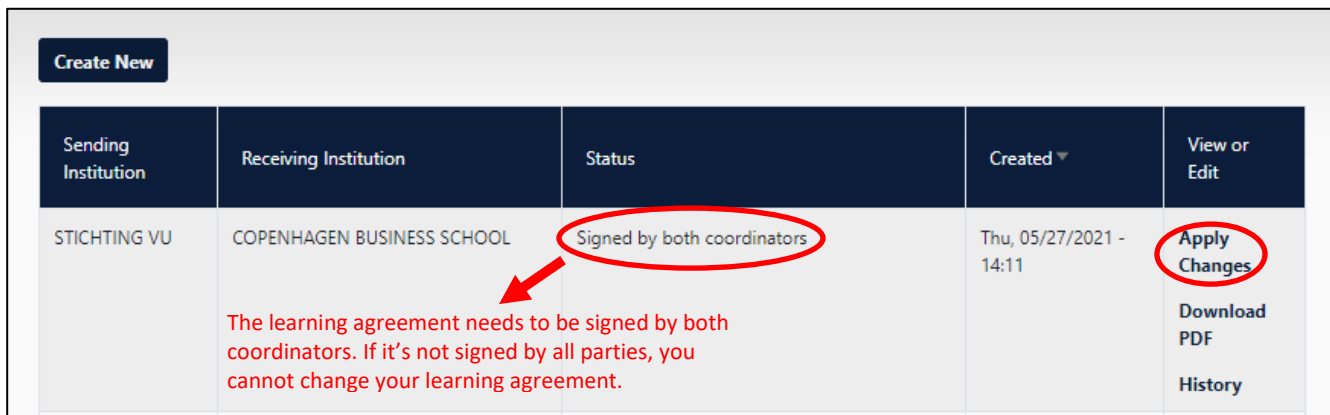
- The examination board at VU disapproved a course
- There's a timetable clash
- The course is not offered anymore
- The course is offered in a language that you don't speak
- The course doesn't appeal to you anymore (too hard/too easy)

If your courses change during mobility, you need to ask for approval for your new course(s) at your examination board. Please inform the examination board about the change of courses. If you don't do this, then the credits obtained abroad will not be added to your VU grading list.

Once you received the approval of your examination board again, you also have to change your OLA. You can only change your OLA if all parties have signed your first OLA!

If you want to add or delete a course, you need to take the following steps:

Go to [your OLA dashboard](#) and log in. In your dashboard, you will see your learning agreement:



| Sending Institution | Receiving Institution      | Status                      | Created                 | View or Edit                             |
|---------------------|----------------------------|-----------------------------|-------------------------|------------------------------------------|
| STICHTING VU        | COPENHAGEN BUSINESS SCHOOL | Signed by both coordinators | Thu, 05/27/2021 - 14:11 | Apply Changes<br>Download PDF<br>History |

The learning agreement needs to be signed by both coordinators. If it's not signed by all parties, you cannot change your learning agreement.

Click on *Apply Changes*. Then click on [Next](#) at the bottom of the page, so you will see your Learning agreement with the courses in Table A.

On the next pages you can see how you can [add](#) and [delete](#) a course.

## Adding a course

If you want to add a course, click on *Add Component Final Table A2* (below your table with courses):

**Final LA Table A2**  
*No Component added yet.*

[Add Component Final Table A2](#)

You now can add a new course:

### Final LA Table A2

Component Final Table A2 [Remove](#)

Component Added or Deleted \*  
Added

Reason Change Added  
Substituting a deleted component  
Extending the mobility period  
Other (please specify)

Component Code \*

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

Semester \*  
- Select a value -

Fill out the following information:

- For *Component Added or Deleted*, choose *Added*
- For *Reason Change Added*, please choose *Substituting a deleted component*.
- Fill out the *Component Code* (course code), number of ECTS and semester.
- If you want to add another course, you have to click on [Add Component Final Table A2](#) and follow the same steps.

## Deleting a course

If you want to delete a course, click on *Add Component Final Table A2* (below your table with courses):

**Final LA Table A2**  
*No Component added yet.*

**Add Component Final Table A2**

You now can delete a course:

**Final LA Table A2**

Component Final Table A2 Remove

Component Added or Deleted \*  
**Deleted**

Reason Change Deleted  
**None -**  
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)

Component Code

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \*

Semester \*  
- Select a value -

Fill out the following information:

- For *Component Added or Deleted*, choose *Deleted*
- For *Reason Change Deleted*, choose a reason that fits.
- Fill out the *Component Code* (course code), number of ECTS and semester.
- If you want to delete another course, you have to click on **Add Component Final Table A2** and follow the same steps.

When you're done with deleting and adding courses, you will see the following overview. In this example, you see one added course and one deleted course:

| Final LA Table A2                                                                                              |                         |
|----------------------------------------------------------------------------------------------------------------|-------------------------|
| Component Final Table A2                                                                                       | <a href="#">Remove</a>  |
| Component Added or Deleted *                                                                                   | → <b>Added course</b>   |
| Added                                                                                                          | ⌵                       |
| Reason Change Added                                                                                            |                         |
| Substituting a deleted component                                                                               | ⌵                       |
| Component title at the Receiving Institution (as indicated in the course catalogue) *                          |                         |
| Theories of Modern Society                                                                                     |                         |
| Component Code *                                                                                               |                         |
| BSOCO2022U                                                                                                     |                         |
| Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * |                         |
| 10                                                                                                             |                         |
| Semester *                                                                                                     |                         |
| First semester (Winter/Autumn)                                                                                 | ⌵                       |
| Component Final Table A2                                                                                       | <a href="#">Remove</a>  |
| Component Added or Deleted *                                                                                   | → <b>Deleted course</b> |
| Deleted                                                                                                        | ⌵                       |
| Reason Change Deleted                                                                                          |                         |
| Timetable conflict                                                                                             | ⌵                       |
| Component title at the Receiving Institution (as indicated in the course catalogue) *                          |                         |
| U, the Internal Market and Business Strategy - A Case Based Approach                                           |                         |
| Component Code *                                                                                               |                         |
| BHAAV1812U                                                                                                     |                         |
| Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion * |                         |
| 10                                                                                                             |                         |
| Semester *                                                                                                     |                         |
| First semester (Winter/Autumn)                                                                                 | ⌵                       |

[Next](#)

Click a few times on [Next](#), until you end up at the *Commitment Final* part. Sign and click on the Send button.

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 all parties have signed, you can download the changed OLA in your dashboard.



## 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/October for the 1st 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 VU.nl.

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

| 2024-2025                                          | Host country                                                                                    | Amount per month | Amount per day |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------|----------------|
| <b>Group 1: Countries with higher living costs</b> | Denmark, Finland, Ireland, Iceland, Norway, Sweden                                              | € 390            | € 13           |
| <b>Group 2: Countries with medium living costs</b> | Austria, Belgium, Germany, France, Greece, Italy, Portugal, Spain                               | € 330            | € 11           |
| <b>Group 3: Countries with lower living costs</b>  | Croatia, Estonia, Hungary, Czech Republic, Lithuania, Poland, Turkey, Slovenia, Romania, Serbia | € 270            | € 9            |

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

There will be an extra opportunity for funding (top-up) for students who are eligible for an Erasmus+ scholarship AND a supplementary grant from DUO. The amount is €250 per month, on top of the existing Erasmus+ scholarship. In order to be eligible for this extra top-up you need to comply with the conditions of the Erasmus+ scholarship and have an official statement from DUO with the confirmation of being awarded the supplementary grant for the calendar year in which you will study a semester in Europe. On your Grant Agreement you can apply for the extra funding.

There is also an extra opportunity for an inclusion top-up in case of disability or health problems. This amount is also €250 per month, on top of the existing Erasmus+ scholarship but can't be combined with the 'DUO'-top-up grant. In order to be eligible for this extra top-up you need to comply with the conditions of the Erasmus+ scholarship and have an official statement from a health care provider or organization.

For the Erasmus+ students that travelled 'green' to their host university there is a green travel top-up of €50,-. That means you travelled for example by train, bus or shared car (carpooling). When you travel by **train** you will also receive the **VU Green Travel Grant** based on the distance of the partner university (for information about the amount and conditions have a look at [Green Travel Guide - Vrije Universiteit Amsterdam \(vu.nl\)](https://www.vu.nl/green-travel-guide))

In order to be eligible for this top-up you have to fill out the 'Statement Green Travel'.

### 2. When will I receive the scholarship amount?

You will receive 70% of your scholarship in September/October (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.

### **3. What is this language test I can take?**

To support you, Erasmus+ has implemented the Online Linguistic Support (OLS). As a mobility participant, you have the opportunity to assess and improve your skills in the foreign language you will use to study, as well as the local language(s).

It is possible to receive **free online language support** (language course) during your stay and make the best of improving your language skills. You can even learn two languages in OLS. This will help you when you need to conduct your studies in one language, but you live in a community which speaks a different language. Take the chance to improve your skills! There is even an opportunity for live coaching via forum, tutoring sessions and MOOCs. More information: <https://academy.europa.eu/>

### **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/dashboard>.

### **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](mailto: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.

## Annex 1: Field of education for OLA

| Study programme at VU                               | Field of education (ISCED code)                                                    |
|-----------------------------------------------------|------------------------------------------------------------------------------------|
| B Aarde, Economie en Duurzaamheid                   | 0532 - Earth sciences                                                              |
| B Aardwetenschappen                                 | 0532 - Earth sciences                                                              |
| B Archeologie                                       | 0222 - History and archaeology                                                     |
| B Artificial Intelligence                           | 0619 - Information and Communication Technologies (ICTs), not elsewhere classified |
| B Bedrijfskunde                                     | 0410 - Business and administration, not further defined                            |
| B Bestuurs- en Organiseringswetenschap              | 0413 - Management and administration                                               |
| B Bewegingswetenschappen                            | 0915 - Therapy and rehabilitation                                                  |
| B Biologie                                          | 0511 - Biology                                                                     |
| B Biomedical Sciences                               | 0512 - Biochemistry                                                                |
| B Business Analytics                                | 0613 - Software and applications development and analysis                          |
| B Communicatie- en Informatiewetenschappen          | 0388 - Social sciences, journalism and information, interdisciplinary programmes   |
| B Communicatiewetenschap                            | 0321 - Journalism and reporting                                                    |
| B Computer Science                                  | 0613 - Software and applications development and analysis                          |
| B Criminologie                                      | 0421 - Law                                                                         |
| B Culturele Antropologie en Ontwikkelingssociologie | 0314 - Sociology and cultural studies                                              |
| B Econometrie en Operationele Research              | 0311 - Economics                                                                   |
| B Economie en Bedrijfseconomie                      | 0413 - Management and administration                                               |
| B Farmaceutische Wetenschappen                      | 0512 - Biochemistry                                                                |
| B Filosofie                                         | 0223 - Philosophy and ethics                                                       |
| B Geneeskunde                                       | 0912 - Medicine                                                                    |
| B Geschiedenis                                      | 0222 - History and archaeology                                                     |
| B Gezondheid en Leven                               | 0588 - Natural sciences, mathematics and statistics, interdisciplinary programmes  |
| B Gezondheidswetenschappen                          | 0588 - Natural sciences, mathematics and statistics, interdisciplinary programmes  |
| B Griekse en Latijnse Taal en Cultuur               | 0231 - Language acquisition                                                        |
| B Information Sciences                              | 0613 - Software and applications development and analysis                          |
| B International Business Administration             | 0410 - Business and administration, not further defined                            |
| B Law in Society                                    | 0421 - Law                                                                         |
| B Liberal Arts and Sciences (joint degree)          | 0588 - Natural sciences, mathematics and statistics, interdisciplinary programmes  |
| B Literatuur en Samenleving                         | 0232 - Literature and linguistics                                                  |
| B Mathematics                                       | 0541 - Mathematics                                                                 |
| B Media, Kunst, Design en Architectuur              | 0288 - Arts and humanities, inter-disciplinary programmes                          |
| B Medische Natuurwetenschappen                      | 0512 - Biochemistry                                                                |
| B Natuur- en Sterrenkunde (joint degree)            | 0533 - Physics                                                                     |
| B Notarieel Recht                                   | 0421 - Law                                                                         |

|                                                         |                                                                                         |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------|
| B Oudheidwetenschappen                                  | 0222 - History and archaeology                                                          |
| B Pedagogische Wetenschappen                            | 0313 - Psychology                                                                       |
| B Philosophy, Politics and Economics                    | 0288 - Arts and humanities, inter-disciplinary programmes                               |
| B Politicologie                                         | 0312 - Political sciences and civics                                                    |
| B Psychologie                                           | 0313 - Psychology                                                                       |
| B Rechtsgeleerdheid                                     | 0421 - Law                                                                              |
| B Scheikunde (joint degree)                             | 0531 - Chemistry                                                                        |
| B Science, Business & Innovation                        | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes      |
| B Sociologie                                            | 0314 - Sociology and cultural studies                                                   |
| B Tandheelkunde                                         | 0911 - Dental studies                                                                   |
| B Theologie / Theology and Religious Studies            | 0221 - Religion and theology                                                            |
| M Accounting and Control                                | 0411 - Accounting and taxation                                                          |
| M Archeologie                                           | 0222 - History and archaeology                                                          |
| M Artificial Intelligence                               | 0619 - Information and Communication Technologies (ICTs), not elsewhere classified      |
| M Beleid, Communicatie en Organisatie                   | 0488 - Business, administration and law, inter-disciplinary programmes                  |
| M Bestuurskunde                                         | 0413 - Management and administration                                                    |
| M Bioinformatics and Systems Biology (joint degree)     | 0688 - Information and Communication Technologies (ICTs), inter-disciplinary programmes |
| M Biomedical Sciences                                   | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes      |
| M Biomedical Technology and Physics                     | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes      |
| M Biomolecular Sciences                                 | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes      |
| M Business Administration                               | 0410 - Business and administration, not further defined                                 |
| M Business Analytics                                    | 0613 - Software and applications development and analysis                               |
| M Business Data Science (research) (joint degree)       | 0488 - Business, administration and law, inter-disciplinary programmes                  |
| M Cardiovascular Research (research)                    | 0912 - Medicine                                                                         |
| M Chemistry (joint degree)                              | 0531 - Chemistry                                                                        |
| M Clinical and Developmental Psychopathology (research) | 0313 - Psychology                                                                       |
| M Cognitive Neuropsychology (research)                  | 0313 - Psychology                                                                       |
| M Communicatie- & Informatiewetenschappen               | 0388 - Social sciences, journalism and information, inter-disciplinary programmes       |
| M Communicatiewetenschap                                | 0321 - Journalism and reporting                                                         |
| M Computational Science (joint degree)                  | 0613 - Software and applications development and analysis                               |
| M Computer Science (joint degree)                       | 0613 - Software and applications development and analysis                               |
| M Criminologie                                          | 0421 - Law                                                                              |
| M Culture, Organization and Management                  | 0488 - Business, administration and law, inter-disciplinary programmes                  |

|                                                                                    |                                                                                    |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| M Digital Business and Innovation                                                  | 0488 - Business, administration and law, inter-disciplinary programmes             |
| M Drug Discovery and Safety                                                        | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes |
| M Earth Sciences                                                                   | 0532 - Earth sciences                                                              |
| M Ecology                                                                          | 0532 - Earth sciences                                                              |
| M Econometrics and Operations Research                                             | 0311 - Economics                                                                   |
| M Economics                                                                        | 0311 - Economics                                                                   |
| M Educatie in de Mens- en Maatschappijwetenschappen                                | 0114 - Teacher training with subject specialization                                |
| M Educatie in de Taal- en cultuurwetenschappen                                     | 0114 - Teacher training with subject specialization                                |
| M Entrepreneurship (joint degree)                                                  | 0413 - Management and administration                                               |
| M Environment and Resource Management                                              | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes |
| M Erfgoedstudies                                                                   | 0222 - History and archaeology                                                     |
| M Filosofie                                                                        | 0223 - Philosophy and ethics                                                       |
| M Filosofie van Cultuur en Bestuur                                                 | 0288 - Arts and humanities, inter-disciplinary programmes                          |
| M Finance                                                                          | 0412 - Finance, banking and insurance                                              |
| M Fiscaal Recht                                                                    | 0421 - Law                                                                         |
| M Geneeskunde                                                                      | 0912 - Medicine                                                                    |
| M Genes in Behaviour and Health (research)                                         | 0313 - Psychology                                                                  |
| M Geschiedenis                                                                     | 0222 - History and archaeology                                                     |
| M Global Health (research)                                                         | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes |
| M Health Sciences                                                                  | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes |
| M Human Movement Sciences: Sport, Exercise and Health                              | 0988 - Health and Welfare, inter-disciplinary programmes                           |
| M Humanities (research)                                                            | 0220 - Humanities (except languages), not further defined                          |
| M Hydrology                                                                        | 0532 - Earth sciences                                                              |
| M Information Sciences                                                             | 0613 - Software and applications development and analysis                          |
| M International Business Law                                                       | 0488 - Business, administration and law, inter-disciplinary programmes             |
| M International Crimes, Conflict and Criminology                                   | 0421 - Law                                                                         |
| M Kunst- & cultuurwetenschappen                                                    | 0213 - Fine Arts                                                                   |
| M Law and Politics of International Security                                       | 0488 - Business, administration and law, inter-disciplinary programmes             |
| M Leraar Voorbereidend Hoger Onderwijs                                             | 0114 - Teacher training with subject specialization                                |
| M Letterkunde                                                                      | 0232 - Literature and linguistics                                                  |
| M Management, Policy Analysis and Entrepreneurship in the Health and Life Sciences | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes |
| M Marketing                                                                        | 0414 - Marketing and advertising                                                   |
| M Mathematics                                                                      | 0541 - Mathematics                                                                 |
| M Musculoskeletal Physiotherapy Sciences                                           | 0915 - Therapy and rehabilitation                                                  |

|                                                                    |                                                                                    |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------|
| M Neurosciences (research)                                         | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes |
| M Notarieel Recht                                                  | 0421 - Law                                                                         |
| M Oncology                                                         | 0912 - Medicine                                                                    |
| M Ondernemingsrecht                                                | 0421 - Law                                                                         |
| M Oudheidstudies                                                   | 0288 - Arts and humanities, inter-disciplinary programmes                          |
| M Parallel and Distributed Computer Systems                        | 0613 - Software and applications development and analysis                          |
| M Pedagogische Wetenschappen                                       | 0313 - Psychology                                                                  |
| M Physics and Astronomy (joint degree)                             | 0533 - Physics                                                                     |
| M Political Science                                                | 0312 - Political sciences and civics                                               |
| M Psychologie                                                      | 0313 - Psychology                                                                  |
| M Rechtsgeleerdheid                                                | 0421 - Law                                                                         |
| M Science, Business and Innovation                                 | 0588 - Natural sciences, mathematics and statistics, inter-disciplinary programmes |
| M Social and Cultural Anthropology                                 | 0314 - Sociology and cultural studies                                              |
| M Social Psychology: Regulation of Social Behaviour (research)     | 0313 - Psychology                                                                  |
| M Societal Resilience (research)                                   | 0314 - Sociology and cultural studies                                              |
| M Sociologie                                                       | 0314 - Sociology and cultural studies                                              |
| M Spatial, Transport and Environmental Economics                   | 0311 - Economics                                                                   |
| M Taalwetenschappen                                                | 0232 - Literature and linguistics                                                  |
| M Tandheelkunde                                                    | 0911 - Dental studies                                                              |
| M Theologie & Religiewetenschappen                                 | 0221 - Religion and theology                                                       |
| M Tinbergen Institute Master of Philosophy in Economics (research) | 0311 - Economics                                                                   |
| M Transport and Supply Chain Management                            | 0413 - Management and administration                                               |