

# Grant Agreement for *Erasmus+* traineeship 2023-2024 Student

This Agreement is between the following parties:

## The Sending / Home Institution

Name institution: Vrije Universiteit Amsterdam

Erasmus code institution: NL AMSTERD02

Address: De Boelelaan 1105, 0E-68, 1081 HV Amsterdam, The Netherlands

Called hereafter "the institution", represented for the purposes of signature of this agreement by **Job Mulder**, Erasmus+ Grant Coordinator of the one part, and:

## The Trainee

Student number:	
First name(s):	
Family name(s):	
E-mail:	
Date of birth (dd/mm/yyyy):	
Gender:	
Nationality <sup>i</sup> :	
Study programme at VU:	
ISCED Field of education (see <a href="#">last page</a> )	
Study cycle (Bachelor/Master/other) <sup>ii</sup> :	
Previous participation in Erasmus+ at the same study cycle (in months):	

## Traineeship details

First working day at the host organisation [dd/mm/yyyy]:	
Last working day at the host organisation [dd/mm/yyyy]:	
Main language used during internship:	

## Host institution (abroad)

If a university:

Only mention the Erasmus code <sup>iii</sup> :	
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If it not a university, fill out the subsequent information:

Legal name:	
Legal address:	
Telephone:	
Website:	
Country:	
<u>Name sector</u> <sup>iv</sup> :	
Department/unit:	
Size of enterprise <sup>v</sup> :	

### Mobility barriers

Please tick the box(es) that fit your circumstances, according to your opinion. More than one answer is possible. *This information is solely used anonymously, to gather statistics to improve the Erasmus programme, and making it an inclusive programme for all!*

- Disability:** This includes physical, mental, intellectual or sensory impairments which, due to various barriers, may hinder someone's full and effective participation in the programme.
- Health problems:** Barriers may result from health issues including severe illnesses, chronic diseases, or any other physical or mental health-related situation that prevents from participating in the programme.
- Barriers linked to the educational system:** Individuals struggling to perform in education and training systems for various reasons. Educational difficulties can be linked to personal circumstances, but they mostly result from the structural limitations within the educational system. For instance, that the study programme does not provide sufficient elective space making it difficult for the student to participate in the programme, or that the educational system does not fully take into account the individual's particular needs.
- Cultural differences during the mobility:** Being exposed to foreign languages and cultural differences when taking part in an international mobility programme may be a barrier or it can limit the benefits from their participation. It may even prevent potential participants from applying for support through the programme, thereby representing an entry barrier. Cultural differences

can be perceived as a barrier to participate by people from any background, and can particularly affect people with fewer opportunities, especially people with a migrant or refugee background, people belonging to a national or ethnic minority, sign language users, people with linguistic adaptation and cultural inclusion difficulties, etc.

- Social barriers:** Social barriers can stem from family circumstances, for instance being the first in the family to attend higher education or being a parent (especially a single parent), a caregiver, a breadwinner, or an orphan, or having lived or currently living in institutional care. Other social barriers can stem from social marginalization or social adjustment difficulties such as limited social competences, anti-social or high-risk behaviours, (former) offenders, (former) drug or alcohol abusers.
- Economic barriers:** Economic disadvantages like a low standard of living, low income, students who need to work to support themselves, dependence on the social welfare system, in long-term unemployment, precarious situations or poverty, being homeless, in debt or with financial problems, etc., may represent a barrier to participate. Barriers may also stem from difficulties to transfer or continue to receive any (economic) support services during the participants time abroad.
- Barriers linked to discrimination:** Barriers can occur because of discriminations linked to gender, age, ethnicity, religion, beliefs, sexual orientation, disability, or as a result of the intersection between two or more of the mentioned barriers.
- Geographical barriers:** Geographical barriers can be experienced by people from remote or rural areas, people living in small islands or in peripheral regions, people from urban problem zones, people from less serviced areas (limited public transport, poor facilities).
- None of the above.**

### Inclusion top-up

The next question is only for students that ticked box 1 '**disability**' and/or box 2 '**health problems**' regarding the mobility barriers

Would you like to apply for an Erasmus+ inclusion top-up grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please include a statement from a health care provider or organization when sending your Grant Agreement to <a href="mailto:erasmus@vu.nl">erasmus@vu.nl</a>	

- **Please note:** the Erasmus+ inclusion top- up in case of disability or health problems cannot be combined with the inclusion top-up in case of economic barriers (it is the same top-up).
- Students eligible for an Erasmus inclusion top-up grant will receive an additional top-up for **individual support** of 250 euro per month.

The following question only applies to applicants that ticked **box 6 'economic barriers'** regarding the mobility barriers.

Do you receive a <u>supplementary grant</u> (Aanvullende beurs) from DUO in recent years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, would you like to apply for an Erasmus+ inclusion top-up grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , please include the most recent official statement from DUO (normally sent in October) with the confirmation of your supplementary grant when sending in the Grant Agreement to <a href="mailto:erasmus@vu.nl">erasmus@vu.nl</a>	

- **Please note:** the Erasmus+ inclusion top-up in case of disability or health problems cannot be combined with the inclusion top-up in case of economic barriers (it is the same top-up).
- Students eligible for an Erasmus inclusion top-up grant will receive an additional top-up for **individual support** of 250 euro per month.

### Green Travel top-up

What is the direct distance in kilometres (KM) from the VU to your workplace of the internship?	_____ (Use <a href="#">Distance Calculator Erasmus+</a> )		
What is your <b>main means of transportation</b> for the international travel day to and from your host country?	<input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Carpooling <input type="checkbox"/> Bike	<input type="checkbox"/> Plane <input type="checkbox"/> Car <input type="checkbox"/> Motorbike <input type="checkbox"/> Ship	<input type="checkbox"/> Other_____
Have you travelled by train, bus, carpooling, bike, or any other <b>sustainable means of transportation</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is <b>yes</b> , would you like to apply for the <b>Green Travel</b> individual support top-up of €50?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please include the <b>Statement Green Travel</b> when sending in the Grant Agreement to <a href="mailto:erasmus@vu.nl">erasmus@vu.nl</a>			
Do you need additional travel days for your <b>Green Travel</b> ?	Yes / No		
If <b>yes</b> , how many days?	_____ days (range 0 – 4 days)		

### VU travel policy , registration and scholarship application

- I. I agree with the VU travel policy ([see under Step 2 of this webpage](#))
- II. I will **register my internship** through My dashboard in VU.nl
- III. I will **apply for the Erasmus+ scholarship** through My dashboard in VU.nl

<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No

[Click here if you like to go to the Signatures page directly](#)

**To be completed by VU International Office:**
**Erasmus grant**

The participant shall receive (tick box):	<input type="checkbox"/>	a financial support from Erasmus+ EU funds	For ___ days
			€
	<input type="checkbox"/>	a zero-grant	
	<input type="checkbox"/>	a financial support from Erasmus+ EU funds combined with zero-grant	For ___ days
			€

**Additional support / grant**

Total amount includes:	<input type="checkbox"/>	Erasmus Inclusion top-up grant	€
	<input type="checkbox"/>	Erasmus Inclusion individual Support	€
	<input type="checkbox"/>	Green Travel individual support top-up (€ 50)	€
	<input type="checkbox"/>	Additional Green Travel days	€
	<input type="checkbox"/>	Special needs support	€

**Total amount**

Based on the data provided, your <b>provisional calculated Erasmus grant</b> is:	€
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## The Grant Agreement

The parties referred to above have agreed to enter into this Agreement.

The Agreement is composed of:

Terms and Conditions (see below)

Annex 1: Erasmus+ learning agreement for student mobility for traineeships (separate document)

Annex 2: Erasmus Student Charter (see below)

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.

## TERMS AND CONDITIONS

### **ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT**

- 1.1 The Vrije Universiteit Amsterdam shall provide support to the participant for undertaking a mobility activity for traineeship under the Erasmus+ Programme.
- 1.2 The participant accepts the financial support in the amount specified in article 3.1 and undertakes to carry out the mobility activity for traineeship as described in Annex I.
- 1.3 Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

### **ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY**

- 2.1 The agreement shall enter into force on the date when the last party of the two parties signs the agreement.
- 2.2 The mobility period shall start on the start date at the earliest and end on the end date at the latest (see page 1). The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation or the first day of language course attendance outside the receiving organisation. The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
- 2.3 The participant shall receive a financial support from EU funds for the number of days mentioned on page 2.
- 2.4 The total duration of the mobility period, including previous participation in the Lifelong Learning Programme Erasmus sub-programme, shall not exceed 12 months for a study cycle for long-term mobility.
- 2.5 The participant may submit a request concerning the extension of the mobility period within the limit set out in article 2.4. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.
- 2.6 The certificate of Arrival and Departure shall provide the confirmed start and end dates of duration of the mobility period.

### **ARTICLE 3 – FINANCIAL SUPPORT**

- 3.1 The certificate of Arrival and Departure shall provide the confirmed start and end dates of duration of the mobility period.
- 3.2 For long-term mobility 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 (Learning

agreement, part 3) with the rate applicable per day/month for the receiving country concerned. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.

- 3.3 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.4 The financial support may not be used to cover similar costs already funded by Union funds.
- 3.5 Notwithstanding article 3.4, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond its traineeship as long as he or she carries the activities foreseen in Annex I.
- 3.6 The financial support or part thereof shall be repaid if the participant does not comply with the terms of the agreement. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure. Such cases shall be reported by the sending institution and accepted by the NA.

The financial support for the **long-term mobility period** has an amount of € 540, € 480, or € 420 per month, **depending on location** (see below):

Country group	Receiving country	Amount per month	Amount per day
<b>Group 1: Countries with higher living costs</b>	Denmark, Finland, Ireland, Iceland, Luxembourg, Liechtenstein, Norway, Sweden	€ 540	€ 18
<b>Group 2: Countries with medium living costs</b>	Austria, Belgium, Germany, Cyprus, France, Greece, Italy, Malta, Portugal, Spain	€ 480	€ 16
<b>Group 3: Countries with lower living costs</b>	Bulgaria, Croatia, Estonia, Hungary, Czech Republic, Latvia, Lithuania, Poland, Turkey, Slovenia, Romania, Slovakia, North Macedonia, Serbia	€ 420	€ 14

#### **ARTICLE 4 – PAYMENT ARRANGEMENTS**

- 4.1 Before departure a pre- financing payment shall be made to the participant representing 70% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time according to the sending institution timeline, a later payment of the pre-financing can be exceptionally accepted.
- 4.2 If the payment under article 4.1 is lower than 100% of the maximum grant amount, the submission of the on-line EU survey and complete learning agreement (including the Traineeship Certificate) shall be considered as the participant's request for payment of the balance of the financial support. The institution shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

#### **ARTICLE 5 – RECOVERY**

- 5.1 The financial support or part thereof shall be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, the participant shall have to return the amount of the grant already paid, except if agreed

differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

#### **ARTICLE 6 – INSURANCE**

- 6.1 The participant shall have adequate insurance coverage.  
Acknowledgement that **health insurance coverage** has been organised shall be included in this agreement. Usually, basic coverage is provided by the national health insurance of the participant as well during his/her stay in another EU country through the European Health Insurance Card. However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the sending institution of the student to ensure that the participant is aware of health insurance issues.
- 6.2 Acknowledgement that **liability insurance coverage** (covering damages caused by the student at the workplace has been organised and of how it has been organised shall be included in this agreement. *[VU Amsterdam has a corporate liability insurance (except for medical internships) covering liability at the work place. The trainee needs to have a personal liability insurance for coverage outside the work place.]*
- 6.3 Acknowledgement **accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace has been organised and of how it has been organised shall be included in this agreement.

#### **ARTICLE 7 – ONLINE LINGUISTIC SUPPORT (OLS)**

- 7.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.

#### **ARTICLE 8 – PARTICIPANT REPORT**

- 8.1 The participant shall complete and submit the participant report (via the online EU Survey tool) after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online final report may be required by their organisation to partially or fully reimburse the financial support received.

#### **ARTICLE 9 – ETHICS AND VALUES**

- 9.1 Ethics: *The mobility activity must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.*
- 9.2 Values: The participant must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).
- 9.3 If a participant breaches any of its obligations under this Article, the grant may be reduced.

#### **ARTICLE 10 – DATA PROTECTION**

- 10.1 The funding organisation shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>
- 10.2 All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU organisations and bodies and on the free



movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending organisation, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

- 10.3 The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. The participant should address any questions regarding the processing of his/her personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of his personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

#### **ARTICLE 11 – TERMINATION OF THE AGREEMENT**

- 11.1 In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the organisation is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.
- 11.2 In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on their part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded.

#### **ARTICLE 12 – CHECKS AND AUDITS**

- 12.1 The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of the Netherlands or by any other outside body authorised by the European Commission or the National Agency of the Netherlands to check that the mobility period and the provisions of the agreement are being properly implemented.

#### **ARTICLE 13 – LIABILITY**

- 13.1 Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.
- 13.2 The National Agency of the Netherlands the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of the Netherlands or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

#### **ARTICLE 14 – APPLICABLE LAW AND COMPETENT COURT**

- 14.1 The Agreement is governed by Dutch law
- 14.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

**I. For the participant**

The participant (full name):

Place and date:

Signature:

**II. For Vrije Universiteit Amsterdam**

Erasmus+ Grant Coordinator:

Place and date:

Signature:

<sup>i</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>ii</sup> **Study cycle:** Short 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).

<sup>iii</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. Search on internet with the name the name of your host university.

<sup>iv</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) 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 trainee by the sending institution.

<sup>v</sup> The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees.



## Erasmus student charter

The Erasmus+ programme aims to support the educational, professional and personal development of the participating students and graduates. It also seeks to promote equal opportunities and access, inclusion, diversity and fairness across all its actions. Finally, the programme contributes to achieving the EU's goals related to digital transformation, sustainable development and active citizenship. The Erasmus Student Charter reflects the above-mentioned values and priorities, aiming to adequately inform participants about their entitlements and obligations and ensure the successful implementation of their mobility.

**Erasmus+**  
programme

**Enriching lives,  
opening minds.**

### BEFORE THE MOBILITY PERIOD

#### YOUR ENTITLEMENTS

You are entitled to receive guidance on the application process and information on the receiving institution/organisation, as well as on activities available for the mobility period abroad.

You are entitled to receive a pre-financing payment within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period.

If you are engaging in student mobility for studies, you should be able to sign a digital online learning agreement

setting out the details of the activities abroad. If agreed with your institution, you may sign the online learning agreement via the Erasmus+ Mobile Application.

You are entitled to receive information on the automatic recognition procedures and grading system used by the receiving institution.

You are entitled to receive information on obtaining insurance, finding housing, securing a visa (if required), and facilities/support available for those with special needs.

#### YOUR OBLIGATIONS AND DUTIES

You must sign a grant agreement with the sending institution and a learning agreement with the sending and the receiving institution, setting out the details of the activities abroad, which is the basis for ensuring the automatic recognition of your mobility period abroad (through spelling out the credits you are expected to earn and counting them towards your home degree).

You need to undergo an online language assessment free of charge through the Online Language Support after being selected (provided this is available in the main language of instruction / work abroad), so as to evaluate

your level and get opportunities to access specific features fitting your language learning needs to make the most of your learning period abroad.

Upon receiving the information and guidance on obtaining insurance from your Higher Education Institution, you should ensure that you have health insurance coverage for your stay abroad. In the case of student mobility for traineeships, you should ensure, together with your traineeship host, that you take up also liability and accident insurance coverage.

## DURING THE MOBILITY PERIOD

### YOUR ENTITLEMENTS

You are entitled to be treated equally to the home students/employees and not be discriminated against on the basis of your age, ethnic origin, race, nationality, membership of a national minority, culture, language, gender, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, socio-economic background, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, or any other irrelevant distinction.

You are entitled to academic freedom in communicating or sharing ideas and facts, as well as in any potential research you might carry out throughout your mobility period.

You are entitled to benefitting from networks of mentors and buddies where available at the receiving institution/organisation.

You are entitled to be heard in and informed about student organisations on campus, the governance and quality

assurance systems of the receiving institution, as well as any relevant student support services (e.g. student unions and student representatives, ombudspersons).

You are entitled to continue receiving the same student grants or loans from your sending country while abroad.

You are entitled to additional financial support, in the form of top-ups, if you are a participant with fewer opportunities or if you choose to travel with green means of transport.

You must not be charged fees for tuition, registration, examinations or for accessing laboratory and library facilities during the mobility period.

You are entitled to request changes to the learning agreement within the deadline decided by the sending and receiving institutions. You are entitled to submit a request for extending the duration of the mobility period to your sending institution.

### YOUR OBLIGATIONS AND DUTIES

You must respect the rules and regulations of the receiving institution/organisation and of the hosting country, including, among others, conduct, health and safety regulations.

You must respect the code of conduct of your receiving institution, by recognising the diversity of the community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, gender, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, socio-economic background, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, or any other irrelevant distinction.

You must act responsibly and respectfully towards your local and academic community. Behaving in a respectful manner towards others implies respecting the law and, among others, that you do not harass or bully others.

You must engage in a behaviour that does not pose any health or safety risk to yourself or others. You must

respect the health and safety standards of your institutions/organisations and of the hosting country.

You must respect the principle of academic integrity and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.

You are encouraged to take full advantage of all the learning opportunities available at the receiving institution/organisation, as well as maximising the benefits of your time abroad by taking an active part in the local society through intercultural or civic engagement activities/projects.

You may be charged a small fee (on the same basis as local students) for costs such as insurance, student unions membership or the use of study-related materials and equipment.

You must submit any request to possibly extend the duration of the mobility period at least one month before the end of the originally planned period.

Together with the sending and the receiving institutions, you must ensure that the changes to the learning agreement are validated after the request has been submitted.

AFTER THE MOBILITY PERIOD

## YOUR ENTITLEMENTS

You are entitled to receive full automatic academic recognition from the sending institution for the activities satisfactorily completed during your mobility period, in accordance with the learning agreement.

You are entitled and encouraged to request the Europass Mobility document if you are a recent graduate from a higher education institution located in a Programme Country.

You are entitled to receive a transcript of records, if possible in a digital format, from the receiving institution within five weeks of the publication of your results, showing the credits and grades achieved. Upon receipt of the transcript of records, the sending institution will provide you with complete information on the recognition of your achievements.

If enrolled in a higher education institution located in a Programme Country, you are entitled to have the recognised components included in the Diploma Supplement. You are entitled to receive the Diploma Supplement, if possible, in a digital format, also in its original language version.

When doing a traineeship, you are entitled to receive a traineeship certificate, if possible, in a digital format, from the receiving organisation/institution, summarising the tasks carried out and providing an evaluation. The sending institution will also give you a transcript of records, if specified in the learning agreement. If the traineeship was not part of the curriculum, you may request to have it recorded in the Europass Mobility document and if you are enrolled in a higher education institution located in a member country of the Bologna Process, the mobility period should be additionally recorded in your Diploma Supplement.

## YOUR OBLIGATIONS AND DUTIES

You must fill in a participant report to provide feedback on your Erasmus+ mobility period to your sending and receiving institutions, to the relevant Erasmus+ National Agency and to the European Commission.

Based on your experiences, the European Commission and the Erasmus+ National Agencies can then assess how to improve and enrich the Erasmus+ Programme for future generations.

You are encouraged to share your mobility experience with friends, fellow students, staff in the home institution, journalists etc. to let other people know and benefit from the experience. To this end, you are encouraged to use

the Erasmus+ Mobile Application and share your tips with future students.

You are encouraged to join local and national alumni communities and Erasmus+ Alumni Associations, student organisations and projects that promote Erasmus+ and its values, as well as mutual understanding between people, cultures and countries and internationalisation at home.



## THROUGHOUT THE MOBILITY PERIOD

### YOUR ENTITLEMENTS

You are entitled to equal and equitable access and opportunities under the Erasmus+ programme, as well as to fair, inclusive and transparent procedures at all stages of your mobility

In case you encounter a problem or believe your rights are not respected, you may first contact your sending or receiving institution/organisation and seek a solution with them. You should identify the problem clearly and contact the relevant responsible person, according to the nature of the problem. Their names and contact details should be mentioned in the learning agreement. If necessary, you should go through the formal appeals procedures

established at the sending or receiving institution/organisation. If your sending or receiving institution/organisation fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your grant agreement, you may contact the relevant Erasmus+ National Agency.

Student unions and student representatives, both of your sending and receiving institutions, can be of assistance to you. The sending and receiving institutions can indicate to you where to find the contacts of the local student unions and representatives.

### YOUR OBLIGATIONS AND DUTIES

To support you through every step of your mobility, you are encouraged to download the Erasmus+ Mobile App, which is your first entry point to the relevant services, tips and opportunities for your mobility period abroad.

You are also invited to make use of the Online Language Support designed for the Erasmus+ programme participants, so as to get access to language learning specific features which will help you master the languages you wish to talk in your daily life or mobility activities.

You are encouraged to be mindful about the impact of your mobility on the environment, for instance by taking actions that would reduce the carbon footprint of your travels.

Please get in touch with your sending and receiving institutions/organisation on what are the options available to you to make your Erasmus+ experience more environmentally friendly.

#### WHAT IF YOU DO NOT RESPECT THIS CHARTER?

Your sending and/or receiving institution may decide to end your mobility period abroad.

## Frequently used ISCED codes

### VU Programme

### Field of education

PPE	0288 Inter-disciplinary programmes and qualifications involving arts and humanities
Political science	0312: Political sciences and civics
Social Psychology	0313: Psychology
International migration and refugee law	0421: Law
Neurosciences	0510 Biological and related sciences not further defined
Biomolecular Sciences	0510 Biological and related sciences not further defined
Oncology	0510 Biological and related sciences not further defined
Bioinformatics and Systems Biology	0510 Biological and related sciences not further defined
Biology	0511 Biology
Ecology and Evolution	0529 Environment, not elsewhere classified
Earth Sciences	0532: Earth Sciences
Artificial Intelligence	0688: Information and Communication Technologies (ICTs), interdisciplinary programmes
Health Sciences	0910 Health not further defined
Medicine	0912: Medicine
Drug Discovery and Safety	0916 Pharmacy
Management, Policy Analysis and Entrepreneurship in the Health and Life Sciences	0919 Health, not elsewhere classified
Gezondheid & Leven	0919 Health, not elsewhere classified
International Public Health	0919: Health, not elsewhere classified

**For a list of all ISCED codes see:**

[ISCED 2013](#)