

Roadmap Erasmus+ scholarship for internships



Erasmus+

Before the start of your internship

1. At least one month before the start of your internship, send an email to Erasmus@vu.nl to announce your intention to apply for an Erasmus+ scholarship for internships. Please indicate the start date of your internship. Please mention as subject of the email: Internship scholarship application.
2. Read the information about the [International Travel Policy](#) of the VU. It is crucial to check the [travel advice](#) (in Dutch) of the Ministry of Foreign Affairs for your host country. Only if it is green, you are allowed to leave for your internship. If it is not green, please send an email to erasmus@vu.nl to discuss the situation.
3. Download the scholarship forms (Grant Agreement, the Learning Agreement and Green Travel Statement) from VU.nl.
4. Fill out and sign the Grant Agreement and – if relevant – the Green Travel Statement and send them to erasmus@vu.nl. They will be completed and signed by the Erasmus+ officer in charge and returned to you by email. Please mention as subject of the email: Internship Grant Agreement.
5. Fill out the Learning Agreement in consultation with your VU supervisor and your on-site supervisor abroad. All three parties involved have to sign the completed Learning agreement.
6. When your Grant Agreement and Learning Agreement are completely filled out and signed, register your internship through your dashboard in VU.nl. (See instruction below). After registration another button (Apply for a scholarship) appears in this dashboard section. Apply for the scholarship and upload the forms. Note: it is not necessary to upload the Green Travel Statement.
7. Send an email to erasmus@vu.nl before the start of your internship to indicate that you have completed the steps above. Please mention as subject of the email: Internship application completed
8. If all steps are taken, the first installment of your scholarship of 70% will be transferred to your account.

During your internship

If there are changes in the duration, content or supervisors of your internship, please send the section *During the mobility* of your Learning Agreement to erasmus@vu.nl as soon as possible. Make sure to add your VU supervisor and your on-site supervisor in the Cc. The deadline for a prolongation of your internship scholarship is one month before the originally planned end date. Approval for the prolongation has to be given by the VU International Office. Please mention as subject of the email: Internship change during mobility

At the end of your internship

You have 1 month after the end of your internship to complete the following steps:

1. Before the end date of your scholarship, request your on-site supervisor to fill out and sign the Traineeship Certificate. You find the form in the [Dutch section](#) or [English section](#) on VU.nl. Please make sure that the same start date and end date are used as mentioned on the Grant Agreement.
2. Mail the completed Traineeship Certificate to erasmus@vu.nl. Please mention as subject of the email: Internship Traineeship Certificate
3. Fill out the Participant Survey. You get an invitation by email from the Erasmus+ programme around two weeks after the end date you mentioned on your Grant Agreement. The invitation will be sent to the email address you mentioned on your Grant Agreement. Please check your spam folder.

4. Send an email to erasmus@vu.nl to indicate you have taken all steps to meet the requirements of your scholarship. Please mention as subject of the email: Internship all requirements completed
5. If all is completed, the second installment of your scholarship of 30% will be transferred.

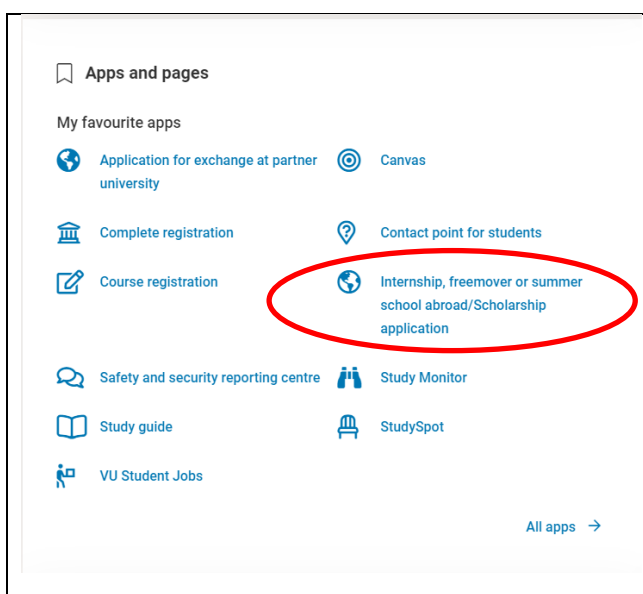
Note: if you do not meet all requirements, your entitlement to the Erasmus+scholarship will expire and you will have to refund the first installment.

If you expect that you will not be able to meet the deadline of 1 month, you can request for an extension by email at erasmus@vu.nl. Please indicate the reasons for the delay. Please mention as subject of the email: Internship completion delayed.

How to apply for an Erasmus+ scholarship for internship on VU.nl?

Step 1

Go to your [dashboard on VU.nl](#) click on *Scholarship application*:



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

Step 2

Now you see your Exchange overview. Here you click on *Registration internship/freemover*

Study or internship abroad			Applying for an exchange or internship. How does it work?
2022 - 2023			<p>If you wish to study abroad during your study programme, there are different ways to proceed. You can study for a semester at a partner university of Vrije Universiteit. In this case you can choose the option <i>Application Exchange</i>. You could also do an internship abroad, or decide to go as a so-called freemover, i.e. to study abroad at a university that does not have an agreement with VU. You must arrange your stay abroad yourself and then register this in VUNet via the button: <i>Registration internship/ freemover</i>. For more information, see VUNet (<i>Studying abroad</i>). If you are following 2 study programmes, you have to choose for which one you wish to submit your study abroad application, as you cannot apply through both programmes at the same time.</p>
Type	Application date	Status	
Research	03-10-2022	Registered	
Research	05-10-2022	Registered	

Step 3

Please fill out all the boxes and submit the form.

Progress of your registration

20%

✓ Registration internship, free mover or summer school abroad (no exchange)

- ❗ Choose period and reason of stay
- ❗ Contact details supervisor
- ❗ Information foreign company or institution
- ❗ In case of emergency and insurance

Submit

Registration internship abroad, free mover or summer school Cancel

✓ REGISTRATION INTERNSHIP, FREE MOVER OR SUMMER SCHOOL ABROAD (NO EXCHANGE)

M HUMAN MOVEMENT SCIENCES (RESEARCH)

❗ CHOOSE PERIOD AND REASON OF STAY

Start date

End date

What is the reason of your stay abroad?

❗ CONTACT DETAILS SUPERVISOR

Name Supervisor

Email Supervisor

❗ INFORMATION FOREIGN COMPANY OR INSTITUTION

Name company or institution

City

Country

❗ IN CASE OF EMERGENCY AND INSURANCE

Yes, I agree to the terms and conditions of Vrije Universiteit Amsterdam concerning emergencies and I confirm that I will arrange a sufficient insurance cover for the country of my destination.

SUBMIT

Status: Send

Note: if you fill out this form only after the start use the current date as start date. Past dates cannot be registered.

Step 4

After the registration you go back and you will find *Apply for a scholarship (again)* (in Dutch: *Vraag beurs (opnieuw) aan*). Click on *Apply* (in Dutch: *Aanvragen*).

Study or internship abroad			
2022 - 2023			
B Philosophy, Politics and Economics			Registration internship / freemover
Type	Application date	Status	Edit
Internship	12-08-2022	Registered	View
			Edit
	Apply for a scholarship (again)	-	Apply

Step 5

Please fill out all the boxes, apply for the *Erasmus+ internship* and upload your *Grant agreement* and *Learning agreement*. We only accept complete documents (with all the signatures on it).

80%

- ✓ The scholarship application is for this stay abroad
- ✓ Please indicate your exact departure and return date
- ✓ Scholarship type
- ✓ Upload documents
- ✓ Bank account number
- ✓ Agree to the conditions and submit
- ❗ Complete application: Upload documents

THE SCHOLARSHIP APPLICATION IS FOR THIS STAY ABROAD

AARHUS UNIVERSITEIT

PLEASE INDICATE YOUR EXACT DEPARTURE AND RETURN DATE

Departure date: 17-08-2022
Arrival date: 30-06-2023

SCHOLARSHIP TYPE

Which scholarship are you applying for? Erasmus + Internship 2021-2023

UPLOAD DOCUMENTS

Grant agreement (1) You uploaded the following document: Grant agreement for Erasmus Completed.docx ✓

Learning agmt. before mobility (part 1) You uploaded the following document: Learning agreement for Erasmus plus internships Completed_VU version_JMK.doc ✓

BANK ACCOUNT NUMBER

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

AGREE TO THE CONDITIONS AND SUBMIT

I agree with the to the condition conditions

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.

