

## Steps to apply for the Erasmus+ Traineeship Grant

### Before Mobility

**Step 1.1.** The Faculty Internship Coordinator will provide you with a **Traineeship Agreement (TA)** and the [Student Charter](#)

#### 6 weeks before departure

Learning Agreement

**Step 1.2.** Send the Traineeship Agreement '**Section to be completed BEFORE THE MOBILITY**' to the Education Service Centre (ESC) by e-mail ([erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)) Make sure it is complete and signed by all the three parties involved, without these signatures the application is invalid. Having problems with the approaching deadline? Still missing a signature? Please contact: [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl).

#### 2 weeks before departure

Grant Agreement

**Step 1.3.** Education Service Center will issue your 'Grant Agreement for Erasmus+ Traineeships' Check if the start and end dates of the agreed traineeship programme are correct and check whether you agree with the terms and conditions of the grant agreement. If you agree, sign the agreement and **return** it within **5 working days** by e-mail. Failing to return the grant agreement before this deadline can lead to the cancellation of your grant application.

Online Linguistic Support (OLS)

**Step 1.4** Complete and submit the mandatory online language assessment\* (OLS) Within **5 working days** after you have been invited. You will receive an invite for the OLS after we have received your documents from step 1.2.

\*if the language of instruction is Bulgarian, Croatian, Czech, Danish, English, French, German, Dutch, Italian, Hungarian, Spanish, Polish, Greek, Portuguese, Romanian, Slovak, Finnish and Swedish at the receiving institution.

**Step 1.5.** ESC will check your '**Grant Agreement**' and your first '**OLS language assessment**' and pay the first part (70%) of your grant within four weeks.

### During the Mobility

If there are any **modifications** in the original traineeship programme including changes to the responsible persons, you have to provide ESC with the document '**Changes to the original Learning Agreement**' signed by the three parties immediately.

In case the change concerns an **extension** of the duration of the mobility programme abroad, the request has to be made **at the latest one month before the expected end date**.

#### Before returning to the Netherlands

**Step 2.1.** Ask the receiving organization/enterprise to provide you with a completed Traineeship certificate within 5 weeks after the completion of your internship (attached to the email you have received)

## After the Mobility

### Within 4 weeks of ending your mobility

OLS  
EU survey

**Step 3.1.** Complete and submit the **second online language assessment** within 4 weeks after the end of your study abroad period, only if Step 1.3 applied to you.

**Step 3.2.** Complete and submit the online **EU survey** within 4 weeks after the end of your traineeship abroad period. You will receive an invite from the system of the European Commission

### Within 5 weeks of ending your mobility

Traineeship Certificate

**Step 3.3.** Start the application procedure for the **recognition and registration of your results** obtained abroad according to your faculty procedure immediately after the receipt of your Traineeship certificate.

**Step 3.4.** Provide the **Traineeship certificate** to the ESA ([erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)) by e-mail.

### Within 10 weeks of ending your mobility

TU Delft Transcript of Records

**Step 3.5** Provide your **TU Delft certified transcript of records** (i.e. with TU stamp, signature of *Delft transcript of records from the service desk at your faculty or via the Contact Centre ESA* ([contactcentre-esa@tudelft.nl](mailto:contactcentre-esa@tudelft.nl)))

## Conclusion of Erasmus + Traineeship Mobility Programme

ESA will pay you the last part (30%) of your grant after you have completed:  
**Erasmus Survey**

And we have received the following document:

**Traineeship Certificate**