

ABOUT ERASMUS+

You might know Erasmus+ as programme for:

- Scholarships for Fontys students that go abroad for at least 2 months (minor study abroad, internship abroad, graduation project abroad)
- From 2022 the BIPs is a new possibility within the funding possibilities of Erasmus+ for short-term projects abroad.



Erasmus+

This project is funded by the European Union.

APPLICATION

- This manual will explain you step-by-step what to do.
- You have to apply for the BIP Erasmus+ Scholarship in Mobility Online.
- We try to make it as short and easy as possible, but still you will see that we ask your input in various steps.
- This is necessary to collect data that are required for the European funding to make sure we apply the regulation correctly and to correctly pay your scholarship.

APPLICATION (step 1/10)

- Start with the basic application form: [Start application](#)
 - Choose the [Fontys Cluster of Internationalisation](#) your Fontys School belongs to and select your Fontys School and Bachelor Program
 - Select the university that is hosting your BIP in the country you are going to
 - Note that Mobility Online will by default show start/end dates of a whole semester. Later you can add the exact dates you go abroad.
 - After submitting the application you will receive an email.

APPLICATION (step 2/10)

- Login to Mobility Online with the link you received in your email. From there you can right away:
 - Complete the step: personal details
 - Complete the risk analysis. Find the current travel advice [here](#). (status jan 23: all European destinations are green)

APPLICATION (step 3/10)

- Create Learning Agreement.
 - Title/course title: the title of your BIP project
 - Content/course: description of the **virtual** component of the BIP
 - Your Fontys teacher will provide you with this content. You can copy that into this form.
 - The number of ECTS you will get for this BIP will be provided by your teacher.
- The system might use the word “course”, but with this they mean BIP.
- In a later step you can submit your signed learning agreement.

APPLICATION (step 4/10)

- Complete the Erasmus+ application form. Answer all questions and submit the application. *In this form you can also adjust the dates: enter the start and end dates you are physically attending the Blended Intensive Programme abroad (excl. travel days, these will be added after mobility)*
- Enter bank details where the scholarship should be paid to.

APPLICATION (step 5/10)

- Soon after submitting the Erasmus Application form you will get an email that you are selected, this takes max. 5 days.
- Please enter bank details where the scholarship should be paid to.
- Afterwards you can print the learning agreement, have it signed and upload it.

APPLICATION (step 6/10)

- If this applies to you: you can now upload the declaration on honour for the additional scholarship (which will be checked within 5 days).
- Print, sign and upload the Grant Agreement and submit all documents.
- Now your files will be checked (within 5 days) and we will prepare the payment.

Information about payment

- First payment:
 - 70% of scholarship is paid upon approval of first documents
- Final payment:
 - 30% (or remaining amount if number of days are different) are paid after you handed in all documents
- If you use green travel the extra amount for this is also paid in the final payment

Information about amount

- Budget for Fontys students when Fontys has sending role:
 - Day 1 – 14: €70 per day
 - Day 15 – 30: €50 per day

! The max. 2 travel days should be counted as a day and are included in the above !

- Travel support: €50 in case of [“green travel”](#)
- Extra days: 1 to 4 **extra** days, in case of green travel

Information about amount

- Additional scholarship for 2 groups of students:
 - [Health circumstance](#)
 - [Economic circumstance](#)
- These students get:
 - €100 extra in case of a duration of max. 14 days
 - €150 extra in case of a duration of 15 - 30 days
 - Additional travel support scholarship (around €180 - €360)
 - In case of additional scholarship you do not get the Green Travel support and extra days for Green Travel

APPLICATION (step 7/10)

- After your stay abroad you have to enter the start and end dates you are physically attending the Blended Intensive Programme abroad (excl. travel days, these will be added in a later step)

APPLICATION (step 8/10)

- The Transcript of Records and possible Statement of Host University can be created, signed and uploaded now.
- It is very well possible that the host university will provide you with their own signed document, you can use that to upload in Mobility Online. In that case, click the create/print steps, but you don't use the created version.

APPLICATION (step 9/10)

- Complete the Erasmus+ participant survey (you will get an email with the invitation).
- However, this survey is not available at the moment. You will receive it later this year to complete it then. Now you can just say you did the survey and move on to the next step.

APPLICATION (step 10/10)

- Count the number of travel days (max. 2). These are days outside the days you had to be present for the start and end of the physical part of the project.
- If you used green travel you can indicate this. Choose the right means of transportation and number of extra travel days (max. 4).
- Add the total number of travel days (max. 6) and submit this step.
- In the next step sign the declaration for green travel and confirm you entered all documents for the final check. We will check all documents and prepare your final payment.

QUESTIONS

Contact Fontys team Erasmus+
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