

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)
- This information is about a new possibility within the funding possibilities of Erasmus+ for short-term projects abroad.

APPLICATION

- This manual will explain you step-by-step what to do.
- You have to apply for the Erasmus+ Short-Term Blended Mobility (STBM) 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](#)
 1. Start with the basic application details. Make sure you choose the correct academic year and semester you are travelling in, this often goes wrong!
 2. Continue to enter your personal data.
 3. Choose the [Fontys Cluster of Internationalisation](#) your Fontys School belongs to, select your Fontys School and Bachelor Program and complete other details
 4. Select the university that is hosting your STBM in the country you are going to
 5. Enter the contact person we can reach out to in case of emergency.
 6. Select your languages and proficiency (this does not impact your scholarship).
 7. Accept the terms and conditions and send your application (step 1 is herewith completed)
- 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](#).

APPLICATION (step 3/10)

- Create Learning Agreement.
 - Title/course title: the title of your STBM project
 - Content/course: description of the **virtual** component of the STBM
 - 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 STBM will be provided by your teacher.
- The system might use the word “course”, but with this they mean STBM.
- 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 Short-term Blended Mobility abroad (excl. 2 travel days, these will be added after mobility)*

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 documents 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: €79 per day
 - Day 15 – 30: €56 per day

You get 2 travel days, also against the day-rate above

Information about amount

- Travel support according to table:

Travel distance	Green travel	Non-Green travel
10 - 99 km	€ 56	€ 28
100 - 499 km	€ 285	€ 211
500 - 1999 km	€ 417	€ 309
2000 - 2999 km	€ 535	€ 395
3000 - 3999 km	€ 785	€ 580
4000 - 7999 km	€ 1188	€ 1188
8000 km or more	€ 1735	€ 1735

Information about amount

- Additional scholarship for 2 groups of students:
 - [Health circumstance](#)
 - [Economic circumstance](#)
- Students with additional scholarship get:
 - €100 extra in case of a duration of max. 14 days
 - €150 extra in case of a duration of 15 - 30 days

AT THE END (step 7/10)

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

AT THE END (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.

AT THE END (step 9/10)

- Complete the Erasmus+ participant survey (you will get an email with the invitation).

AT THE END (step 10/10)

- Select if you used green travel.
- Every student gets 2 travel days, also when your travel time was shorter or longer.
- 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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