

Erasmus SMS = Erasmus STUDY

Guideline Mobility online

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DEADLINE FOR GRANT APPLICATION ERASMUS SMS = 15/06

Application in Mobility online is only a **part** of the grant application. Do not forget to fulfill **ALL** the obligations as mentioned in the document “**GRANT PROCEDURE**” which you can find on Intranet in the file “Beursaanvraag/Grant application” of Erasmus SMS:

<https://student.ap.be/erasmus-sms-studie>

At the time of the deadline, your application in Mobility Online needs to be completed at least until the step “**Display application form**” (3.2 h).

The following is also part of the grant application procedure and needs to be completed by the deadline → make sure to send the required financial documents to STUVO erasmus.stuvo@ap.be. More information in the document “**GRANT PROCEDURE**” which you can find on Intranet in the file “Grant application” of Erasmus SMS:

<https://student.ap.be/erasmus-sms-studie>

TO DO BEFORE DEADLINE OF GRANT APPLICATION:

1 Application in Mobility online

To start, you click on this [link](#) (use another browser than internet explorer).

a) Registration

You will be asked to log in to the system. You can do this using your AP account. This means the account you use to log in to e-campus.

Email: sxxxxxxxx@ap.be + your personal password

b) Application form

After you login, you will see the **application form**. You complete the required information.

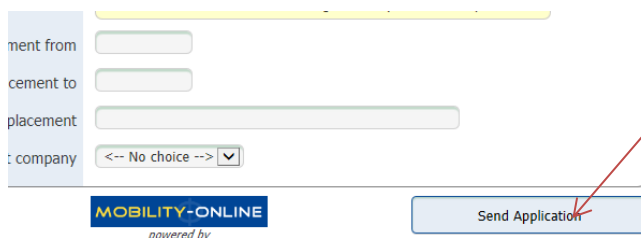
Some explanation about data you will have to fill in:

- Privacy statement: please check this box to agree with the privacy statement
- Student number: fill in your student number (not the “s” before and without possible “0” in the beginning).
- Email address: it is obligatory to use your AP email address. We only communicate to that address.
- Do you want to rent your room in Antwerp to incoming students? If you have a room (kot) in Antwerp and you want to rent it during your exchange abroad to incoming students, click “yes”. By doing this you will be able later in your workflow to print and upload the “rent-my-room-form”. The AP International office can pass this information to incoming students. Afterwards all possible communication will occur between you and the incoming student. It is your responsibility to check whether you are allowed to do this or not.
- Faculty/Department: indicate in which department of AP you are studying
- Field of study: your study programme at AP (between brackets you will find an English translation of the study programme)
- Study subject: your study programme at AP

Number of completed higher education study years (at the start of the exchange): fill in the number of years completed in your current study programme at AP at the moment when you will start your exchange (60 ECTS completed = 1 passed year). Your study programme requires a certain minimum of credits.

- Will you follow a language course in Belgium or in the host country *before* the start of your exchange period? (in the language of instruction of lessons or traineeship/in the language of the host country): if you follow a language course as a preparation to your exchange, click “yes”. Below click “yes” again if you want to apply for a financial contribution for taking this language course (for the conditions see Intranet: <https://student.ap.be/tegemoetkoming-kosten-taalcursus>). If you click “yes”, you will be able to print and upload an application form for this in your workflow later to apply for this contribution.
- Do you wish to apply for an additional support grant to finance extra costs due to a disability? If you have a disability, and as a result of that extra costs to make your exchange possible, you can apply for additional financial support for the costs that exceed the TOP-UP of the Erasmus grant awarded. Contact international@ap.be for explanation and guidelines.
- Do you receive a scholarship from the Flemish government (= studietoelage) in this current academic year and do you expect to receive one in the following academic year as well?: the answer is “yes” when you receive a Flemish scholarship from the Flemish government or probably will receive one (if you are not sure yet, also click “yes”)
- Are you a student who is an official working student (werkstudent) (see article 1.3, 78° in the codex of higher education)? Check the definition in the codex of higher education: <https://data-onderwijs.vlaanderen.be/> If the answer is “yes”, the participant is requested to send, to the AP International office (veronique.blockhuys@ap.be), a proof of this official status as defined in the codex of higher education (see link above).
- Did you complete an Erasmus study or traineeship abroad as a student during the same study cycle (at AP or elsewhere) already in the past? If yes, fill in the amount of months and days you already did an Erasmus before.
- At the bottom you will need to fill in three choices (even if your destination is already known and certain). These 3 choices are mandatory fields but can be adjusted in a later phase. You will need to fill in the language of instruction for each destination (=language of the courses you will follow abroad)
- Traineeship included: if you also do a short traineeship abroad next to the courses you take, click “yes” and provide the required information.

Once you completed the application form, click “**send application**”.



The screenshot shows a web form with the following fields:

- ment from:
- cement to:
- placement:
- company:

At the bottom of the form, there is a blue button labeled "Send Application". A red arrow points from the text above to this button. The logo "MOBILITY-ONLINE powered by" is visible at the bottom left of the form area.

2 Confirmation email

You will receive now a confirmation email of your registration. At the bottom of the email you can find a link to the login page where you can login to Mobility online using your AP account.

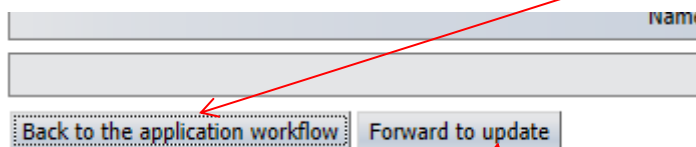
KEEP THIS E-MAIL WELL. YOU WILL NEED THE LINK ANY TIME YOU WANT TO ACCESS THE SYSTEM.

3 Complete your workflow in Mobility online – mandatory Erasmus administration

3.1 General information about certain buttons in the system

To go back to the workflow, if not automatically done in the system:

- Click “back to the workflow” at the bottom if this button is available:



- Click “Reload application workflow” in the left upper corner. This button is also useful when the workflow is not refreshing properly.



a) How to change information

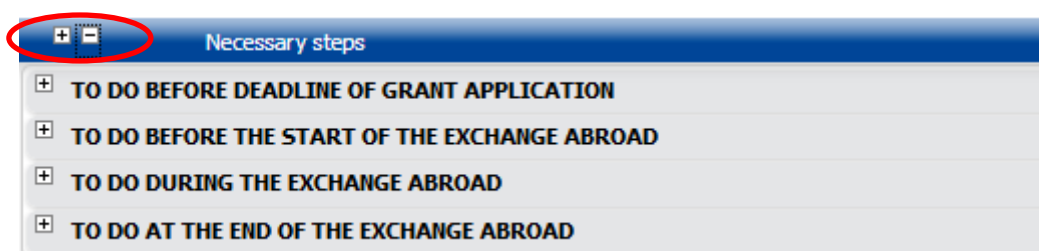
If you have to change entered information, you can do this yourself by clicking the step in your workflow in which you want to change information, f.e. the step “display/edit application data”. Then click the button “Click to make changes” below, make the changes and then click “Save” to save.

If it is not possible to change the information yourself, because the information is locked, contact your international co-ordinator or AP International office immediately to make the changes.

It is your responsibility to keep everything up-to-date.

3.2 First part of administration - complete workflow until the step “display application form” – before deadline of grant application AND before the start of your study

Now that you are logged in, you are really in the system. What you see right now, we call your workflow. Your workflow is divided into different subgroups:



By using the + and – above (see red circle), you can open or close the subgroups. On this printscreen they are closed.
To open, click the “+”.

Then, you will see the workflow in detail:

Necessary steps	Done	Done on	Done by	Direct access via following link
BEFORE DEADLINE OF GRANT APPLICATION				
Online-Application	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMS	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	16.02.2018	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMS	
Personal details completed	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Complete personal data
Passport photo uploaded	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Upload passport photo
Checklist - international exchange printed	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Print Checklist - international
Application form "Contribution costs language course" printed (Optional)	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Print Application form "Contribution costs language course"
Application form Contribution costs language course and attachments uploaded (Optional)	<input type="checkbox"/>			
Rent my room-form printed (Optional)	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Print Rent my room-form
Rent my room-form uploaded (Optional)	<input type="checkbox"/>			Upload Rent my room-form
ICE-file completed	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Complete ICE-file (ICE=in case of emergency)
Emergency card printed	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Print Emergency card (take it with you)
Optional documents uploaded (if asked by your international co-ordinator in your study programme)	<input type="checkbox"/>			Upload optional documents (if asked)
Application form displayed	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Display application form
BEFORE THE START OF THE EXCHANGE ABROAD				
Complete this "reconfirm step" once your destination etc. is known . Your application will not be approved by your international co-ordinator as long as this information about your destination is not completed. A destination "unknown" is NOT accepted.				
Reconfirm Study/Traineeship information (destination, city ...)	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Reconfirm Study/Traineeship information
Application approved (by international co-ordinator in your study programme at AP)	<input checked="" type="checkbox"/>	16.02.2018	Véronique Blockhuys	
Destination (country and host institution) approved by international co-ordinator in your study programme at AP	<input checked="" type="checkbox"/>	16.02.2018	Véronique Blockhuys	
LA digitally signed by international co-ordinator in your study programme at AP	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Download LA
Application checked by AP International office (central office)	<input checked="" type="checkbox"/>	16.02.2018	Véronique Blockhuys	
Reconfirm study/traineeship AND travel dates	<input checked="" type="checkbox"/>	16.02.2018	Test1819 TestSMSstesttse	Reconfirm study/traineeship AND travel dates
The travel and assistance insurance has been arranged by AP	<input type="checkbox"/>			

Proceed immediately with the following:

a) Personal data

The next step is to complete your “personal data”.

You click on the step “**complete personal data**” and you fill in the required information.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	09.04.2015	Véronique Blockhuys	Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	09.04.2015	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	09.04.2015	Véronique Blockhuys	
Personal details completed	<input checked="" type="checkbox"/>	22.11.2013	SOP Administrator	Complete personal data
Passport photo uploaded	<input checked="" type="checkbox"/>	09.04.2015	Véronique Blockhuys	Upload passport photo

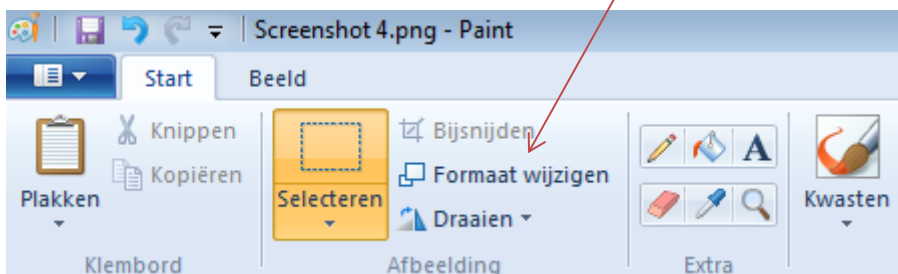
Explanation :

- Social insurance number: see identity card (rijksregisternummer)
- Permanent address details: your home address (where you are domiciled)
- Current address details: when you have a room in Antwerp. If you do not have a room (kot), fill in your home address
- Foreign address: your address abroad – during your exchange – if already known. If not known at this time, please remember to complete this at a later stage.
- BIC: it is a unique code per bank. You can find this on the website of your bank.
IBAN: your bank account number starting with BExx . You can find it on your bank card, on the website of your bank or using the tool on <http://www.ibanbic.be/>. Fill in your bank account number without interspace.

b) Upload passport photo

The next step is to **upload a photo**. This can be any picture as long as we can recognise you. If the picture is too big, you can easily make it smaller in the programme “Paint”. You open the picture in “Paint” and you click in the menu on “Formaat wijzigen”. You reduce the pixels and save the picture.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	09.04.2015	Véronique Blockhuys	▸ Display/Edit Application Data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	09.04.2015	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	09.04.2015	Véronique Blockhuys	
Personal details completed	<input checked="" type="checkbox"/>	22.11.2013	SOP Administrator	▸ Complete personal data
Passport photo uploaded	<input checked="" type="checkbox"/>	09.04.2015	Véronique Blockhuys	▸ Upload passport photo
Print Checklist - international exchange	<input checked="" type="checkbox"/>	09.04.2015	Véronique Blockhuys	▸ Print Checklist - international exchange
Application form "Contribution costs language course" printed (Optional)	<input checked="" type="checkbox"/>	09.04.2015	Véronique Blockhuys	▸ Print Application form "Contribution costs language course"



c) Print checklist – international exchange

You will arrive in the step “**Print Checklist - international exchange**”. By printing this checklist, you declare to have read the document and know the information.

Print Checklist - international exchange	<input checked="" type="checkbox"/>	15.04.2015	Véronique Blockhuys	▸ Print Checklist - international exchange
Application form "Contribution costs language course" printed (Optional)	<input checked="" type="checkbox"/>	15.04.2015	Véronique Blockhuys	▸ Print Application form "Contribution costs language course"
Application form "Contribution costs language course" uploaded (Optional)	<input checked="" type="checkbox"/>	15.04.2015	Véronique Blockhuys	▸ Upload Application form "Contribution costs language course"
ICE-file completed	<input type="checkbox"/>			▸ Complete ICE-file (ICE=in case of emergency)

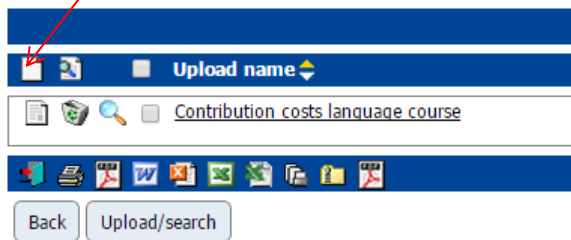
In this document you can find an overview of a lot of administration and important things to take care of. Read the document well.

d) Application form “Contribution costs Language course”

If you have indicated in the application data that you will follow a language course in preparation for your exchange and you want to ask for a contribution in the registration costs, you will be able to print in your workflow the application form to apply for this contribution (under certain conditions only). If you did not indicate this in the application data, you will not be able to print this and you will not see this step.

You can print this document, complete the word-file and upload the signed document **with** required attachments in your workflow in the “upload-step”.

You can upload several documents there (= application form + attachments). By using the “white page icon” you can upload a new document:



e) Rent-my-room-form

If you have indicated in the application data that you want to rent your room (= kot) in Antwerp to incoming students, you will be able to print in your workflow the “Rent-my-room-form”. If you did not indicate this in the application data, you will not be able to print this and you will not see this step.

You can print this document, complete the word-file and upload the signed document in your workflow in the “upload-step”. The AP International office will pass this information to incoming students. The incoming students will contact you afterwards. It is your own responsibility to check whether you are allowed to rent your room to others.

f) “Complete ICE-file” (= in case of emergency) and “Print Emergency card” – VERY IMPORTANT AND OBLIGATORY

Another important step in between is the step “Complete ICE-file”. Here you have to fill in some information that might be important “in case of emergency”. If you are not able to complete certain information right now, you will have to do this later. Do not forget this. It is very important and obligatory.

After completing you click “create” (there are two pages to complete). To return to the workflow you click “back to the workflow” and to change the entered information later you click “Click to make changes”.

Once you have completed the ICE-file, you will be able to click the step “Print Emergency card”. Do this and take this document with you on exchange so that you have all information “in case of emergency” with you.

g) Upload optional documents (if asked by your international co-ordinator in your study programme)

The step “**Upload optional documents for selection**” makes it possible for the student to upload the documents you needed for nomination or later, f.e. CV, motivation letter, other files like a sound file etc. Like this your exchange file is complete.

h) Display application form

You arrive at the step “**Display application form**”. Click on this step and open the document in order to be able to proceed in your workflow.



On the deadline of the Erasmus grant application (15/06), you need to have completed all steps MINIMUM until here.

Pay attention: Application in Mobility online is only 1 part of the grant application.

The following is also part of the grant application procedure and needs to be completed BEFORE the deadline (15/06) → make sure to send the required financial documents to STUVO erasmus.stuvo@ap.be. More information in the document “**GRANT PROCEDURE**” which you can find on Intranet in the file “Grant application” of Erasmus SMS: <https://student.ap.be/erasmus-sms-studie>

TO DO BEFORE THE START OF THE EXCHANGE ABROAD:

i) Reconfirm Study/Traineeship information (destination, city ...)

At the moment of Grant application you might not be sure about your destination yet. That is not a problem. However, as soon as you have certainty about where you will study or do a traineeship, you will have to complete this step immediately. As long as this information is not completed with CORRECT information, your international co-ordinator will not be able to provisionally approve your application and you will not be able to proceed in your workflow. So complete this step as soon as you can with the correct information about your destination. This is very important.

How?

- Click the step “Reconfirm study/traineeship information (destination, city ...)”
- **Click “Click to make changes”**
- Check the entered information
- Change and complete where necessary
- Tick the box to confirm the entered information is correct
- Click “Save” to save the information
- Click “Cancel/Back to workflow” to go back to your workflow and proceed with the following steps

3.3 Approval (or disapproval) by your international co-ordinator in your study programme at AP – before the start of your study

After you have “Reconfirmed the study/traineeship information”, before continuing your workflow, your application will first have to be approved by the international co-ordinator, after internal decision of which student can go to which destination. The co-ordinator will approve your application to confirm this. Feel free to contact your co-ordinator about the exact timing: <https://student.ap.be/internationale-coordinator-opleiding>

IMPORTANT: this is a provisional approval. This approval means that your co-ordinator allows you to proceed with your application for the destination entered in the system. The official approval to go abroad depends on your results at the end of the academic year.

3.4 Administration BEFORE start – Reconfirm dates/OLS language test/Learning Agreement/Grant agreement – before the start of your study

a) Reconfirm study/traineeship dates and travel dates

Before having access to proceed with the following administration BEFORE start (such as Learning agreement and Grant agreement) you have to complete the step “Reconfirm study/traineeship AND travel dates” AS SOON AS possible. In this step you confirm your start and end date of your study/traineeship + your travel dates.

This is very important for our financial department to arrange the “travel and assistance insurance” for your exchange abroad. And we also need these dates to be able to proceed with your Learning and Grant agreement.

Make sure to complete this step WELL in advance so that the insurance and your administration can be arranged in time = BEFORE START.

How to do this?

- You click on the step “Reconfirm study/traineeship AND travel dates”
- **Click “Click to make changes”**
- Adjust the entered start and end dates if necessary + fill in your travel dates
- Tick the box to confirm the entered information is correct and complete
- Click “Save” to save
- Click “back to the workflow” to proceed with the following steps.

For more information about “insurances”, read the information on Intranet:

<https://student.ap.be/verzekering>

b) Mandatory OLS-language assessment before departure

This part of the procedure is handled outside Mobility online.

All students going on Erasmus (including Erasmus zero grant students = students who do not receive a grant), are obliged to perform a language assessment BEFORE the start of their exchange abroad. You will need to perform the assessment in the language of instruction during your study (this means the language in which you will take the courses), on condition that this is one of the following languages: Czech, Danish, Greek, English, French, German, Italian, Spanish, Dutch, Polish, Portuguese or Swedish (or additional languages once they become available on the Online Linguistic Support (OLS) platform), with the exception of native speakers.

In order to be able to send you an invitation for the language assessment, we will base ourselves on the instruction language **entered by you** for your approved destination in the application data in Mobility online. You will receive an invitation for a language assessment for that particular language (if any of the above mentioned) from the OLS-platform.

The same instruction language will be mentioned on the Learning agreement.

It is very important that this assessment is completed BEFORE the start, if not your grant application is subject to cancellation.

Every student not reaching level C2 (highest level), will receive afterwards an invitation for an online course, to improve the language knowledge.

At the end of the mobility period, you can complete a second assessment to measure if your language level has improved (see end administration) (if the student obtained a level lower than C2 with the first assessment). There are no further consequences linked to the result of the assessments.

c) Complete questionnaire Learning agreement - Learning agreement for studies

After you have confirmed your dates, you will have access to a questionnaire LA where you will be asked to answer questions necessary for completion of the **learning agreement**.

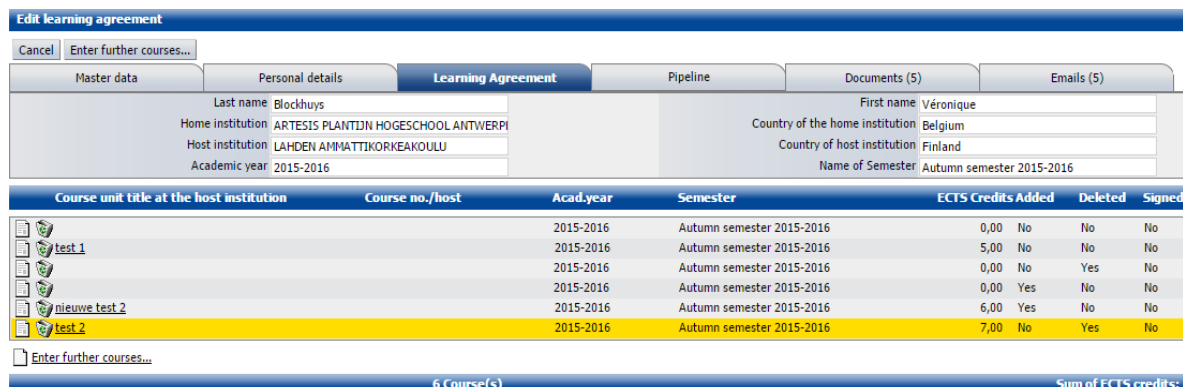
Once you completed this questionnaire you will have access to the 4 steps to arrange your Learning agreement.

You need to follow the deadlines as set by your study programme at AP. In any case the learning agreement has to be completed, signed and uploaded **BEFORE** the start of your study.







How to make the Original Learning agreement (LA) for studies?

STEP 1/4: To start, enter the courses you will follow in the host institution by clicking on the button “**Create courses of HOST institution**” in your workflow. You will need to do this course by course. A course can be added by clicking on the ‘white page’ icon:

 Enter further courses...



The screenshot shows the 'Edit learning agreement' interface with the 'Learning Agreement' tab selected. It displays personal details for the student and the host institution. Below this is a table of courses added to the host institution.

Course unit title at the host institution	Course no./host	Acad.year	Semester	ECTS Credits Added	Deleted	Signed
 test 1		2015-2016	Autumn semester 2015-2016	0,00	No	No
 test 1		2015-2016	Autumn semester 2015-2016	5,00	No	No
 test 1		2015-2016	Autumn semester 2015-2016	0,00	No	Yes
 nieuwe test 2		2015-2016	Autumn semester 2015-2016	0,00	Yes	No
 test 2		2015-2016	Autumn semester 2015-2016	6,00	Yes	No
 test 2		2015-2016	Autumn semester 2015-2016	7,00	No	Yes

At the bottom of the table, it shows '6 Course(s)' and 'Sum of ECTS credits:'.

Click on this icon.

Then fill in under “Course unit title at the host institution” the name of course 1 that you will follow in the host institution.

Under “Number of ECTS Credits at the host institution” fill in the number of credits for that course at the host institution.

Under “Information about/Link to course at the host institution” fill in a link referring to the course catalogue of the host institution (= link to the website of host institution where you can find information about that course).

Click on “create”, continue the same way for each course you will follow abroad.

STEP 2/4: Once all courses at the host institution have been added, go back to your workflow and click on the next step “**Create courses of AP**” underneath. You will now have to fill in all courses you would be taking up at AP if not going abroad. So you need to fill in the courses you will be skipping by going on exchange. You will be earning the amount of credits for these home courses when successfully completing all courses abroad. The courses are entered the same way as described above.

If you are uncertain about the courses to add, you can check with your international co-ordinator in your study programme at AP.

STEP 3/4: Once this has been completed, you can **print the document in WORD** by clicking the corresponding step “**Print learning agreement**” in your workflow. The document will almost be completely filled in. Check whether everything mentioned is correct.

Make sure to check whether information is missing, complete it where necessary and do not forget to fill in **Annex I** (you can find this at the end of the document) in the LA for studies. Your AP co-ordinator in your study programme can help you with this. In the Annex I is determined which course to redo at AP if you do not succeed for a certain course at the host institution. The courses will have to be linked to each other.

The amount of credits in table B (right side of Annex I) has to be equal or lower than the amount of credits in table A (left side of Annex I).

The language of instruction in which you will follow courses at the host institution is automatically filled in based on what you completed in Mobility online. Make sure to change if not correct OR if it is still blank in the document. This is the language in which you will have to do the online OLS language assessment. If not correct ALWAYS inform the AP International office: <https://student.ap.be/ap-international-office>.

Once the document is completed, the document needs to be signed by all 3 parties. You have to co-ordinate this. This means that the following persons have to sign the LA: first the host institution, then yourself, and finally the international co-ordinator in your study programme (or the person assigned by your co-ordinator) at AP.

STEP 4/4: Scanned signatures are allowed. Once your learning agreement is completely approved and signed, upload a scan in your workflow in mobility online in the step “**Upload completed and signed Learning agreement with all 3 signatures**”. Inform your co-ordinator about this, so that he or she can digitally sign (=approve) the uploaded learning agreement in Mobility online.

The LA has to be uploaded and digitally signed in Mobility online by the deadline as asked by your international co-ordinator AND in any case BEFORE THE START OF

YOUR STUDY – ask your international co-ordinator for the correct deadline of your study programme.

d) Result ranking grant / Complete questionnaire Grant agreement – Erasmus Grant agreement

Approximately half of July AP International office will send you the result of the ranking and will let you know whether you receive a grant or will be on the waiting list (Erasmus zero grant). You will receive a message of this automatically from Mobility online.

Later, once your application is approved by your international co-ordinator, AP International office will give you access to the step “Complete questionnaire Grant agreement (GA)”. In this very short questionnaire you confirm that all information entered in the system MO is **final, correct and complete**. This information will be used to complete your Grant agreement.

Once the AP International office completed the document afterwards with missing data and the director has signed the GA, you will receive an email with the Grant agreement attached. You now have to confirm in the workflow step “Approve and sign Erasmus Grant agreement digitally” that you approve and sign the sent Grant agreement and that you agree with everything mentioned in it. You do this by executing this workflow step.

You will be asked to fill in the date, place of signature (f.e. Antwerp; location where you are at that time) and tick a checkbox which counts as your signature.

After that, AP International office has to approve you again and then you will be able to download the Grant agreement from your workflow at any time.

3.5 Application checked by AP International office (central office)

AP International office will check your application once your learning agreement is arranged completely (=signed version uploaded AND digitally signed by your international co-ordinator) and once your Grant agreement is completely arranged.

TO DO DURING THE EXCHANGE ABROAD:

3.6 Changes to the original LA/Changes to the Grant agreement – during the study

a) Changes to the original LA for studies = changed LA

These steps only become visible once the previous steps have been done properly.

Once your study period abroad has started, and in case you need to make **changes to your original LA**, you will have until **5 weeks after the start of your exchange** to process the changes and have them approved.

In your workflow you will see the **step “Do you have to make changes to your original Learning Agreement for studies (click this step to answer "yes" or "no")?”**

Click this step and answer the question.

Click “yes” if you have to make changes to the learning agreement you uploaded before the start. Click “no” if nothing has to change and the uploaded LA is completely correct and corresponds with the courses you actually take.

If you clicked “yes” the steps to make the changes will appear in your workflow.
If you clicked “no” the steps to make changes will stay invisible.

If you have changes:

The changed LA has to be filled in **COMPLETELY** once there is **any** change to the original LA and its content.

The tables on the changed LA (overview of deleted, added and unchanged courses, possible for both courses abroad (table A) as courses at AP (table B)) will replace the tables on the original LA. That is why both tables on the changed LA always have to be completed. This document also needs to be approved again by all parties that have signed the original LA. Scanned signatures are allowed.

How to do make a changed LA?

You will see the steps “**Make changes to courses at HOST institution (only in case of changes)**” and the step “**Make changes to courses at AP (only in case of changes)**” in your workflow.

By clicking on these steps, you will get an overview of the courses originally filled in.

You can now:

- delete courses by clicking on the dust bin in front of the course
- add courses by clicking on “enter further courses”.
 - when deleting or adding a course a “reason for change must be filled in”

Host institution	UNIVERSITAT POLITÈCNICA DE CATALUÑAEP
Academic year	2015-2016

Course unit title at the host institution	Course no./host	Acad.year	Semester
 EPS		2015-2016	Spring semester 2015-2016
 Enter further courses...			

1 Course(s)

Back to the application workflow Enter further courses...

Do this for the courses at the HOST institution and/or for the courses at AP for which changes are required.

Then print your changed LA through the step “Print changed Learning agreement (only in case of changes)”. You need to complete the word-document where required. Both tables (A **and** B) have to be completed with the “added”, “deleted” and/or “unchanged courses”. Check whether everything which is mentioned there is correct. If a table is not changed, it still has to be completed with ALL unchanged courses.

Make sure to check the amount of the credits of both tables (= sum of added and unchanged courses) and have all parties signing the document. Afterwards you upload a scan in Mobility online under the step “**Upload completed and signed changed Learning agreement (only**

in case of changes)". Inform your international co-ordinator that you uploaded the document, so that he or she can digitally sign (=approve) the changed LA.

b) Changes to the Grant agreement

In case your period (start and end date) mentioned on the grant agreement or other information needs to change at a later moment (f.e. during the exchange), this always has to be approved by the AP International office and the international co-ordinator at AP. You have to send a formal request for this change per email to Véronique Blockhuys (AP International office) – responsible for outgoing students (veronique.blockhuys@ap.be). Your question will be discussed and you will receive an answer as soon as possible. No changes to the period are allowed later than 1 month before the initially mentioned end date on the grant agreement.

If the change is approved, an amendment to the Grant agreement will be made, if necessary.

TO DO AT THE END OF THE EXCHANGE ABROAD:

3.7 Obligations and necessary end administration - at the end of your study

At the **end of your study period abroad** you will need to arrange some end administration.

a) Reconfirm study dates

Through a step in Mobility online "Link to reconfirm start and end date", you will have to enter your correct start and end date of your study abroad (=first day (introduction or lesson day) AND last day (lesson or exam day)) (**not** your travelling dates). Do this in **your last week** of the study abroad.

Click the step in your workflow (you will see your initially entered dates) – then click "Click to make changes", also if the initial entered dates are still correct.

Then change the dates or do not change if not necessary – then click "Save" to save.

The start date = the first day a student needs to be present = the first introduction/lesson day.

The end date = the last day a student needs to be present = the last lesson/exam day.

You need to do this when you know your exact first day and your exact last day. Fill in the correct period. These dates have to correspond with the dates mentioned on your **Transcript of records**.

b) Proof of stay

The **Proof of stay** is a document which you can print from mobility online **IN THE LAST WEEK OF YOUR ERASMUS PERIOD**, after reconfirming your effective erasmus dates in your workflow (see step above "Reconfirm dates"). This document proves your start date (first lesson/introduction day) and your end date (last lesson/exam day).

YOU need to sign this document.

THE HOST INSTITUTION needs to sign and stamp the document and fill in the **responsible persons name**. They can only sign this at the earliest a couple of days before your end date. The signed scan of this document needs to be uploaded in Mobility online in the step "Upload Proof of stay".

This document is an annex to the Grant agreement (erasmusbeurscontract). At the end of your Erasmus exchange the actual grant amount will be recalculated (in case you have been awarded a grant) according to the following rules:

The proof of stay at the end of the mobility period will always be attached to the grant agreement and will also count as an amendment to the agreement if the mobility period has changed to a shorter period. Shorter means if the dates on the proof of stay lie between the dates on the grant agreement. In that case the financial support will be reduced according to that shorter period. That shorter period still has to be a minimum period of 3 months (=90 days) for SMS in order to be valid for Erasmus. If the period of stay mentioned on the Proof of stay is longer than the period mentioned in the grant agreement, no extra grant will be paid to the participant. Longer means if the start date on the proof of stay is earlier and/or the end date is later than the dates on the grant agreement. In that case the start date and/or end date mentioned on the grant agreement are/is used for calculation of the financial support. If possible, try to have the dates on your proof of stay match with the dates on your **Transcript of records**.

c) Erasmus online participant report

You will receive an e-mail from the EPOS system, the government, to complete an online questionnaire (Erasmus online participant report) about your Erasmus experience. This questionnaire is MANDATORY. We will check if you have completed it. You will receive an invitation at the end of your stay abroad.

d) Second language assessment (OLS-platform)

You can complete a **second language assessment** (if you had to do a first test before departure AND if the level obtained after the first assessment was lower than C2) at the end of your exchange: you will automatically receive an email from the OLS-platform. The date of invitation for the second language assessment is based on the end month you entered in the OLS platform before making the first language assessment. **Make sure to adjust this end date (month)** in the OLS platform, once you know your exact Erasmus period. If you keep this up-to-date you will receive the invitation on time. Normally the invitation for the assessment is sent on the 15th or 16th of the end month of your mobility you entered in the OLS-platform.

If you do not receive the invitation automatically – just login to the OLS platform and you will have access to the second language test if you have passed the 15th or 16th of the end month you entered in the OLS platform.

For problems regarding the assessment, contact: support@erasmusplusols.eu.

e) Financial questionnaire

As last step in your workflow we want to ask you to complete a short financial questionnaire concerning your exchange. This questionnaire contains questions about the financial side of your exchange, useful for future students going abroad to the same

country/destination/institution.

We also ask you to upload a picture there about your exchange, which we can use for communication.

This end administration is **obligatory** for ALL Erasmus students (with or without a grant) and needs to be **DONE within 2 weeks after your end date** of your Erasmus period (with exception of the Transcript of records, which needs to be available within 5 weeks after your end date).

f) Transcript of records

The Transcript of records is a document which the host institution is obliged to deliver to you (make sure to ask for it) and which mentions your results of the courses abroad. The host institution usually sends the document to AP, but it is best to inform about their procedure before departure. Make sure that the courses mentioned on the Transcript of records correspond with the courses taken abroad as mentioned on your final Learning agreement (original and changed if applicable). The host institution normally has about 5 weeks to send this document. The international co-ordinator at AP needs to receive the original and a scan of the document needs to be uploaded in the step "Upload Transcript of records (after the mobility)" in your workflow in Mobility online.

4 Helpdesk

Please, always keep an eye on your workflow and complete all the steps in time.

For questions, do not hesitate to contact the AP International office – responsible for outgoing students – veronique.blockhuys@ap.be / +32 3 220 57 37.

For questions about the content of your exchange – contact your international co-ordinator at AP - <https://student.ap.be/internationale-coordinator-opleiding>.