

# ERASMUS+ SCHOLARSHIP

## APPLICATION AND PROCEDURE



JÖNKÖPING UNIVERSITY

### About the scholarship

- For physical mobilities (on-campus)
- For min. 60 and max. 360 days each cycle (Bachelor/Master)
- Travel allowances apply
- The scholarship is paid in two instalments (before & after the mobility)

### APPLICATION

- The application is submitted in your MOA workflow
- You receive a confirmation mail on successful submission of the application
- The application periods  
Autumn semester: **1<sup>st</sup> of April – 1<sup>st</sup> of May**  
Spring semester: **1<sup>st</sup> of October – 1<sup>st</sup> of November**
- Decisions announced  
Autumn semester: **15<sup>th</sup> of May** via e-mail  
Spring semester: **15<sup>th</sup> of November** via e-mail

### MANDATORY DOCUMENTATION

To receive the scholarship, you must submit the following documentation. All documentation will be provided by the International Office.

Before the mobility: Grant Agreement

During the mobility: Learning Agreement

After the mobility:

- Certificate of Attendance
- Submit the EU survey (participant report)

### OTHER THINGS TO CONSIDER

Extra support and top-ups:

- Extended travel allowance for travels by bus, train or carpooling from/to Jönköping University to/from the Partner University (read [terms and conditions](#))
- 250€/month for students with pedagogical support for functional diversity and disabilities and students with children (read [terms and conditions](#))

Participating countries:

- Members of the EU, North Macedonia, Iceland, Liechtenstein, Norway, Turkey and Serbia. Switzerland and the UK are **not** a part of Erasmus+

Optional Language Test:

- The OLS test assists you in improving your language so that you can make the most out of your experience abroad



Find more information on the [Erasmus page](#) on the student web.

For questions, you can contact the International Office by opening a case (choose “outgoing exchange”): <http://exchange.ju.se>

# ERASMUS+ SCHOLARSHIP

## PROCEDURE BEFORE THE MOBILITY



JÖNKÖPING UNIVERSITY

### Mandatory Documentation

To receive the first payment, you must submit the following documentation. The document will be provided by the International Office once your scholarship is approved.

Before the mobility: Grant Agreement

### THE GRANT AGREEMENT

- Once the scholarship has been approved, enter your bank details in your MOA workflow
- Download your Grant Agreement in MOA
- Read through it carefully as it is a binding contract
- Sign your Grant Agreement in your MOA workflow
- The International Office will review the signature and sign the document too
- Once it is signed by the International Office you can view/download it

#### The Grant Agreement contains:

- What kind of funding you are to receive
- Your semester dates indicated in your scholarship application
- Your calculated scholarship amount
- Payment information
- Insurance information

#### Important to know

- The scholarship amount stated in your Grant Agreement is a preliminary funding amount
- Should your dates of stay change, the scholarship will be re-calculated according to the dates on your Certificate of Attendance (document to submit after the exchange) – see Article 2.5

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# ERASMUS+ SCHOLARSHIP

## DIGITAL LEARNING AGREEMENT



JÖNKÖPING UNIVERSITY

### Mandatory Documentation

During the mobility: Digital Learning Agreement (DLA)

The DLA is an Agreement on your choice of courses at the Partner University and is to be signed by you, the International Office at JU and your Partner University.

### THE DIGITAL LEARNING AGREEMENT

- The basis of the DLA is your course selection in MOA
- Upload your courses there and wait for approval by the Accreditors at JU
- Once you have all courses approved that you need, you transfer them to your DLA in your MOA workflow
- Only approved courses will be displayed in your DLA
- Before you can sign it, you must indicate your language level (B2 for Bachelor / C1 for Master) and add your contact person at your Partner University
- After you sign it, it will automatically be sent to the International Office and once it is signed there, it is automatically sent to your Partner University
- You can follow the approval status in your MOA workflow
- You can save a PDF version of the DLA by clicking on the  button in the top right corner of the DLA
- Should your Partner University not sign Learning Agreements digitally, you can use the PDF and send it to your Partner University for signature. Don't forget to upload the signed PDF in your MOA workflow

### Important to know

- Changes to your course selection in MOA require a new version of your DLA
- You can add or delete courses during the mobility
- Courses will not disappear in your course overview but added courses are marked with an A and deleted courses marked with a D

6783 (G1F)	PUBLIC SPEAKING (Gruppo 1)	6,00	A
Approved 			
8586 (G1F)	Influencer marketing strategies	6,00	D
Approved 			

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# ERASMUS+ SCHOLARSHIP

## PROCEDURE AFTER THE MOBILITY



JÖNKÖPING UNIVERSITY

### Mandatory Documentation

To receive the second and final payment, you must submit the following documentation. All documentation will be provided by the International Office after your exchange.

After the mobility:

- Certificate of Attendance
- EU survey (participant report)

#### THE CERTIFICATE OF ATTENDANCE

- Upload your Certificate of Attendance (CoA) in MOA
- The CoA must state the first and last date of your physical participation in education on campus at the partner university. Not the end of semester date, re-examination date or online educational activities (exams/assignments) participated in outside the partner university's city
- This document needs to be signed by your host university not earlier than 5 days before departure

#### THE EU SURVEY (PARTICIPANT REPORT)

- The survey from the EU commission will be sent to your JU mail (check even junk mail)
- It will be sent to you on your final date of stay (check your Grant Agreement for the end date)

#### GREEN TRAVEL ALLOWANCE

- If you were travelling more environmentally friendly (bus, train, carpooling) in your application, you need to confirm this in your MOA workflow
- Upload your travel receipts/tickets in MOA
- For carpooling, a declaration of honor is required (can be downloaded in MOA or the student web)
- You can also apply for Green Travel after your exchange if you have not done it on your application

#### Deadline to submit all documentation

(Learning Agreement, Certificate of Attendance, EU survey)

Autumn semester: 15<sup>th</sup> of February

Spring semester: 15<sup>th</sup> of August



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