



Information

Erasmus+ 2017-2018

Erasmus+ Grant for Study and/or Internship Abroad

INTERNATIONAL OFFICE
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GENERAL INFORMATION

Erasmus+ grants for Study and Internship are intended as a contribution for the student's additional mobility expenses, namely: insurance, possibly higher costs of living in the host country and other extra costs.

A certain budget will be made available by the European Commission and within these frameworks the grants are assigned to HZ by the National Agency EP Nuffic. These amounts are administered by HZ. This means that the Erasmus+ grants are exclusively granted when all EC-conditions and the additional terms stipulated by HZ are met and sufficient funds have been received from the EC / National Agency EP Nuffic.

HZ sees that all Erasmus+-students are in the possession of the Erasmus Student Charter.

1. FOR WHOM?

The Erasmus grant may be applied for if:

- The student is going to one of the participating countries such as under 3 for study or an internship;
- For **studies**: the student stays abroad for **a minimum of 3 months**;
- For **internships**: the student stays abroad for a **minimum of 2 months**;
- The student meets the 'Terms' as mentioned under 2;
- **Students originally from another country than the Netherlands can return to their home country but priority must be given to other students.**

2. TERMS

- The student must be enrolled at HZ University of Applied Sciences and follow a Bachelor's programme that is completed with a recognised higher education diploma (certificate);
- The student will remain enrolled at HZ University of Applied Sciences during the period abroad and continue to pay the regular tuition fees to HZ University of Applied Sciences;
- **the student actually lives in the host country throughout the Erasmus+ period.** For students who are planning to study or do an internship in Belgium, this needs to be proved by e-mailing a lease agreement to grants@hz.nl ;
- in case of a study abroad both HZ and the Partner Institution must have signed the Erasmus+ Institutional Agreement;
- The grant can only be granted for a full-time study and internship abroad, for which **the number of hours for the internship should be between 36 and 40 hours per week.**
- The maximum total period of time including both internships and studies may not exceed 12 months;
- Students who receive an **internship remuneration of above € 799 per month** are not eligible to receive the Erasmus+-grant.

3. PARTICIPATING COUNTRIES

Mobility will take place between the following countries and the associated overseas areas and territories:

- The 28 Member States of the European Union: Belgium, Bulgaria, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Croatia, Latvia, Lithuania, Luxembourg, Malta, Austria, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Check Republic, United Kingdom, Sweden;
- The 5 non-European Union programme countries: Macedonia, Iceland, Liechtenstein, Norway and Turkey.

The countries are divided in the following three groups:

Group 1:

Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden and the UK.

Group 2:

Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, Portugal, Slovenia, Spain and Turkey.

Group 3:

Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Macedonia.

Calculation will be based on daily amounts:

Group	STUDY daily amount in €	INTERNSHIP daily amount in €
Group 1	9	13
Group 2	7	11
Group 3	5	9

For the European Commission a month is always 30 days (whether February, March or April) and the monthly amounts are the above-mentioned amounts per day: daily amount x 30. The period is calculated from start till end, i.e. the exact number of days including the end date.

4. DURATION OF STUDY MOBILITY

Erasmus+ mobility for study must be between a minimum of three months (or one academic term) and a maximum of 12 months, per cycle.

The period of time between the start and the end date of the mobility, without any rounding up or down, will be considered to be the duration of the mobility. The duration should be based on full months (regardless of whether the months are of 28, 29, 30 or 31 days), plus any remaining days. A year is seen as 360 days.

The duration is calculated from the first day the student is required to be at their place of study or internship. For example, this could be the start date of a language and intercultural course organised either by the host institution or other organisations (if the sending institution considers it relevant for the mobility) the start date of the first course, a welcoming event organised by the host institution, an information session for students with special needs,).

The end date is the last date they need to be present and is not the actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Extension to original mobility period

- An extension to the original mobility period may be agreed between the home Higher institution and the host **only if a request has been done in writing at least one month before the original end date of the study or internship.**

For students who are participating in an intensive languages course at the destined country of their study/internship there is a possibility to ask for a contribution to the fees of max. € 200.

5. MULTIPLE ERASMUS PERIODS

During the Bachelor study the student can do an exchange programme up to 12 months, regardless of the number of months and type (of study/internship).

- This may, for example, be a study period of 4 months and an internship period of 6 months;
- Or an internship of 12 months.

Note: Earlier mobility periods that took place under the Erasmus “Life Long Learning Programme” in 2013-2014 and Erasmus+ in 2014-2015 and 2015-2016 count towards the 12 months per Bachelor study.

6. ZERO GRANT STUDENTS: ERASMUS+ STATUS WITHOUT GRANT

- In the framework of Erasmus+ there are so-called zero grant students. These students meet all the terms and under these terms participate in Erasmus+ without actually receiving an Erasmus+ grant. All the rules that apply to the students Erasmus+ with a grant, are also applicable to the zero grant students Erasmus+, with the exception of the rules regarding the granting of the grant. For example, all the required forms must be handed in and the months as zero grant student count towards the total number of months per bachelor study.
- The months as zero grant student (the zero grant period) count towards the 12 months per bachelor study.
- Previous periods of mobility under the Erasmus “Life Long Learning Programme” Erasmus+ in 2014-2015 and 2015-2016 count towards the 12 months per bachelor study.

7. PROVISIONAL AND DEFINITIVE GRANT AMOUNT

The provisional amount of the Erasmus+ grant that is granted is based on the planned number of days abroad as indicated by the student specified in the Grant Agreement. Only at the conclusion of the Erasmus+ period, when the student has met all the administrative requirements of the Erasmus+ programme, the definitive grant amount is determined on the basis of the then available data by the International Office. (see Section 8). If subsequently becomes clear that incorrect information was provided by the student, the grant may still be adapted and possibly overpaid grant amounts be recovered by HZ .

8. DEADLINES

The deadlines for submitting an application for the Erasmus+ grant for the study year 2017-2018 are:

Study

30 June 2017 : application for semester 1 and 2

Internship

15 November 2017 : application for semester 1

15 April 2018 : application for semester 2

9. APPLICATION = NOT AUTOMATICALLY A GRANT!

If a student applies for a grant, it does not automatically lead to the awarding of an Erasmus+ grant. After submitting your application we will review it to see whether you meet all requirements. After that we will check the annually allotted budget by Nuffic to see whether the funding is sufficient to award the grant. HZ-International Office therefore unfortunately cannot give guarantees for the grants, even though the student has submitted the application (well) before the deadline.

10. PROCEDURE OF AWARDING

A. STUDY

- Up to the deadline no promises can be made;
- after the expiry of the deadline the International Office reviews how many complete(!) applications were received;
- if the number of applications received for the Erasmus+ study grant falls within the Erasmus+ budget for study, then all Erasmus+ study grant applications will be approved;
- if the number of applications received for the Erasmus+ study grant does not fall within the Erasmus+ budget for study, the grant will be awarded for less than the whole study abroad. For example: if a study abroad is 5 months, the grant can be awarded for 4 months and the remaining month will count as a zero grant. (see chapter 6, page 4)

B. INTERNSHIP

- Up to the deadline no promises can be made;
- after the expiry of the deadline the International Office reviews how many complete(!) applications were received;
- if the number of applications received for the Erasmus+ internship grant falls within the Erasmus+ budget for internship, then all Erasmus+ internship grant applications will be approved, apart from those where the remuneration exceeds € 800 per month.;
- if the number of applications received for the Erasmus+ internship grant does not fall within the Erasmus+ budget for internship, the following applies:
 - Students who receive an **internship remuneration of € 0 - 400 per month** will have the highest priority in being awarded the grant for the full period of their planned stay;
 - If the number of applications received for the Erasmus+ internship grant does not fall within the Erasmus+ budget for internships, the grant will be awarded for less

than the whole internship abroad. For example: if an internship is 5 months, the grant can be awarded for 4 months and the remaining month will count as a zero grant. (see chapter 6, page 4) **This applies to students who receive an internship remuneration of € 401 - 800 per month.** They are eligible to receive the grant for 4 months.

11. PAYMENT OF THE GRANT

Payment of the grant takes place in two stages:

1. A pre-financing payment of **70%** of the total awarded amount shall be made to the participant no later than (whichever comes first):
 - 30 calendar days after the signature of the Grant agreement by both parties and receipt by HZ.
 - the start date of the mobility period or upon receipt of confirmation of arrival by the beneficiary
 - completing the 1st on-line Language Assessment that will be assigned to you after your grant-application has been approved.
2. Completing the online EU survey shall be considered as the participant's request for payment of the balance of the financial support. In addition the 2nd on-line Language Assessment should be completed and all required documents should be received by HZ.
The balance will be based on the definitive period of stay based on the submitted Erasmus+-documents. The institution shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

12. RECLAIMING AN ERASMUS GRANT

One of the obligations the student has when submitting the Erasmus forms is that he/she has to refund the amount of paid grant fully or partially if he/she has imputably failed to fulfil the terms of the agreement. Examples of this are incorrectly filled in start and end dates of the Erasmus+ period, or the withholding of an internship fee. Not attributable shortcomings are also possible. It is certainly not an imputable shortcoming if there are conditions, in which it cannot reasonably be expected of the student that he/she will continue the stay abroad and if these circumstances ('force majeure') have also been reported to the contact person at the home institution and have been accepted (in writing) both by the institution and by the Nuffic.

13. ERASMUS+ LANGUAGE SUPPORT

The promotion of language learning and linguistic diversity is one of the objectives of Erasmus+. The EC has provided an Online Linguistic Support (OLS) system that is designed to assess the competence in the language of study or work before and after the mobility. The assessment is mandatory for those undertaking a mobility for a period of two months or longer in one of the following 12 languages where it is not the student's native language: English, Spanish, Italian, French, German, Dutch, Czech, Danish, Greek, Polish, Portuguese and Swedish.

The results of the language assessment test carried out by participants before their departure will not stop them from taking part in the mobility activity, whatever the result. The results are only known with the student and the HZ.

14. ERASMUS+ STUDENT CHARTER

The HEI must issue each student with an Erasmus+ Student Charter before the mobility period commences, as an annex to the Grant Agreement.

15. STUDENTS WITH A DISABILITY

Students who need specific disability support for their education can possibly be awarded an additional grant, which is higher than the individual grant, provided that such additional costs cannot be financed by other funds.