Updated 2025-04-16

Erasmus+
Förenar och berikar.

Student Guide
Erasmus+ and Nordlys exchange
2025-2026

Learning Agreement and Grant Agreement
in Mobility Online

International Office outexchange@lnu.se

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*Please note that there is no Erasmus+ grant for students who go to Switzerland or the UK (except University of Birmingham) during academic year 2025/2026.

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1. Contact persons at Linnaeus University

International Office

outexchange@lnu.se

Ida Willander, Andreas Poltan, Marie Karlsson

Contact with questions regarding:

- Application to host university
- Erasmus+ Grant
- Insurance
- Mobility Online
- Other related questions

Faculty coordinators

Contact with questions regarding:

- Learning Agreement
- Course selection
- Credit transfer (when your exchange is finished)

Email:
School of Business & Economics:
mobility.sbe@lnu.se
Faculty of Social Sciences:
mobility.fsv@lnu.se
Faculty of Arts and Humanities:
mobility.fkh@lnu.se
Faculty of Technology:
ftk.outexchange@lnu.se
Faculty of Health and Life sciences:
mobility.fhl@lnu.se

2. Timeline for your exchange preparations

January - April

Intern.Office nominate to host uni

- Kick off meeting and process explained: ”Roadmap to your exchange”
- Check if your passport is valid

March – June

Student applies to host university

- Application to host university
- Learning Agreement
- Grant Agreement
- Visa application?
- Apply for student funding from CSN
- Accommodation
- Plan your travel
- Event: Getting Ready to Go

August – September

Exchange semester starts

- Register in Ladok
- First Erasmus grant payment

December - February

Exchange semester ends

- Certificate of Attendance
- EU Participation report
- Final Erasmus+ Grant payment
- Application for credit transfer

3. Erasmus+ Student Charter

- The Erasmus+ Student Charter describes your rights and obligations as an Erasmus+ student. It also states what kind of support you can expect in case you encounter problems.
- Please read through the Student Charter, you can find an English and a Swedish version linked below:
- Erasmus+ Student Charter in English
- Erasmus+ Student Charter in Swedish

4.1. Learning Agreement and credit transfer

The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you can transfer the credits for the courses that you will successfully complete abroad.

A Learning Agreement is mandatory for all students that go on an Erasmus+ and Nordlys exchange and in order to receive the Erasmus+ Grant.

The Learning agreement is created digitally in Mobility Online and needs to be signed by the student, the programme/subject manager, faculty coordinator and the host university before the start of the mobility.

Talk to your programme/subject manager about which courses you can credit transfer into your programme, before you initiate your Learning Agreement in Mobility Online

Note! When you have completed your exchange semester you need to apply for a credit transfer in order to get your credits registered in Ladok. Your faculty coordinator will inform you about this process.

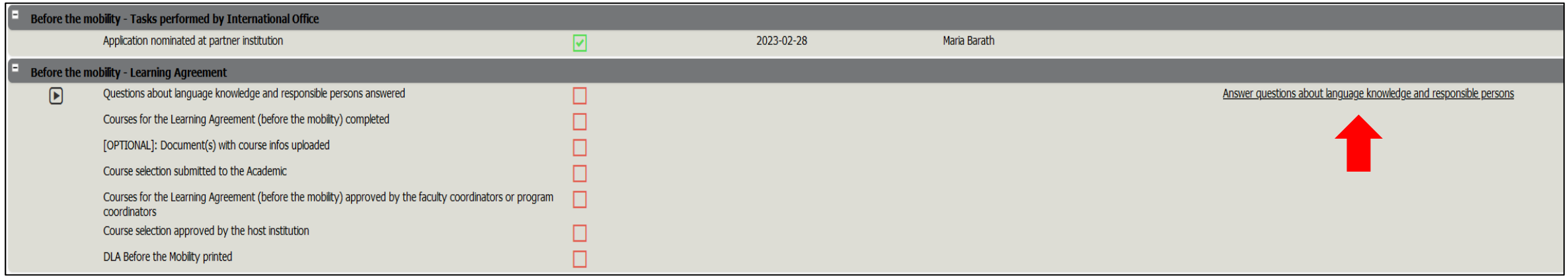
Good to know about Mobility Online

- To log into your account in Mobility Online please use the personal link you received in the confirmation email when you first applied for an exchange.
- The main view of your account in Mobility Online is called ”workflow”
- You will fill out your Learning Agreement and Grant Agreement in Mobility Online. When you have completed one step in the system, a new link will open up and make the next step available.
- Please check that your contact details are still up to date.
- Receiving institution / Host university = the university where your exchange takes place
- Sending institution / Home university = Linnaeus University

4.2. Learning Agreement in Mobility Online

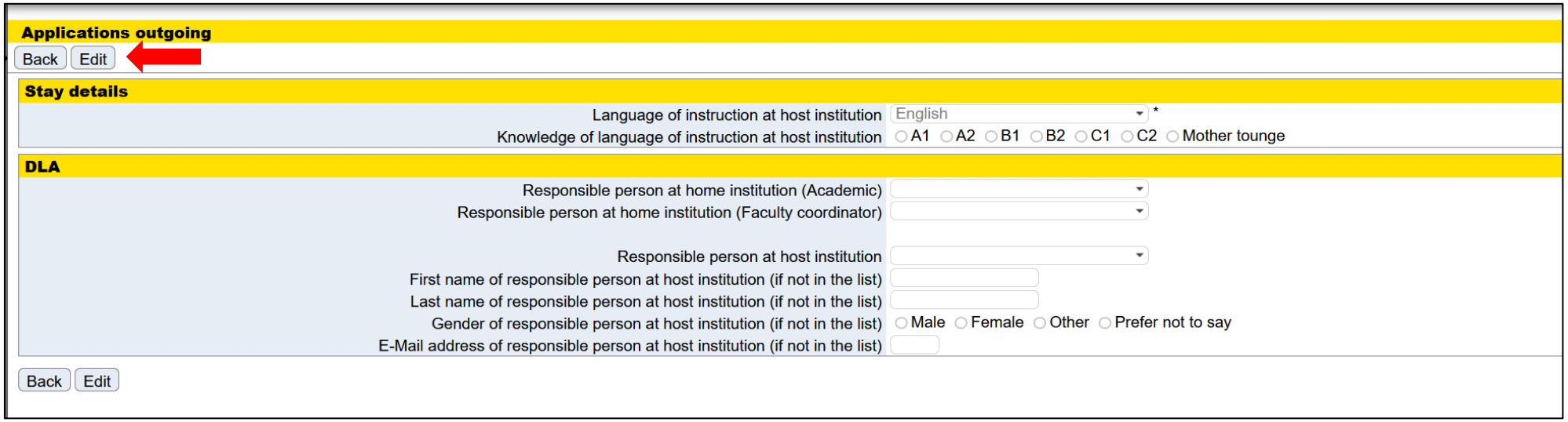
- <u>Questions about language knowledge and responsible person</u>

Once you have been nominated by the International Office, you will be able to answer the questions about language knowledge and responsible persons. In most cases you will need to receive application instructions from your host university before you can complete this step.



Before the mobility - Tasks performed by International Office				
	Application nominated at partner institution	☑	2023-02-28	Maria Barath
Before the mobility - Learning Agreement				
▶	Questions about language knowledge and responsible persons answered	☐		Answer questions about language knowledge and responsible persons
	Courses for the Learning Agreement (before the mobility) completed	☐		
	[OPTIONAL]: Document(s) with course infos uploaded	☐		
	Course selection submitted to the Academic	☐		
	Courses for the Learning Agreement (before the mobility) approved by the faculty coordinators or program coordinators	☐		
	Course selection approved by the host institution	☐		
	DLA Before the Mobility printed	☐		

Use the **EDIT** button to fill in the information and remember to save using the **SAVE** button.



Stay details:

Fill in your level of language knowledge. You can use the test available on the platform **EU Academy** to determine your level. Link to tutorial on how to create an EU Login: https://academy.europa.eu/courses/welcome-to-the-eu-academy

Link to Language Placement Tests: https://academy.europa.eu/courses/learn-the-basics-of-22-languages-with-the-online-language-support/view/?fromPath=dashboard

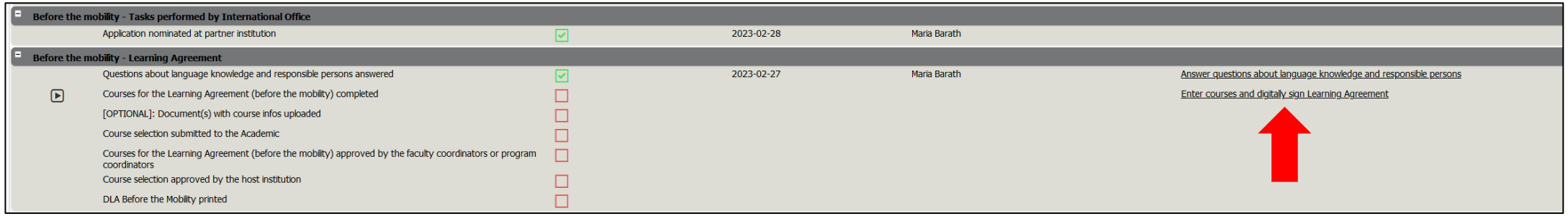
Search for the language you will study in e.g. English Placement Test or Spanish Placement Test etc.

DLA (Digital Learning Agreement):

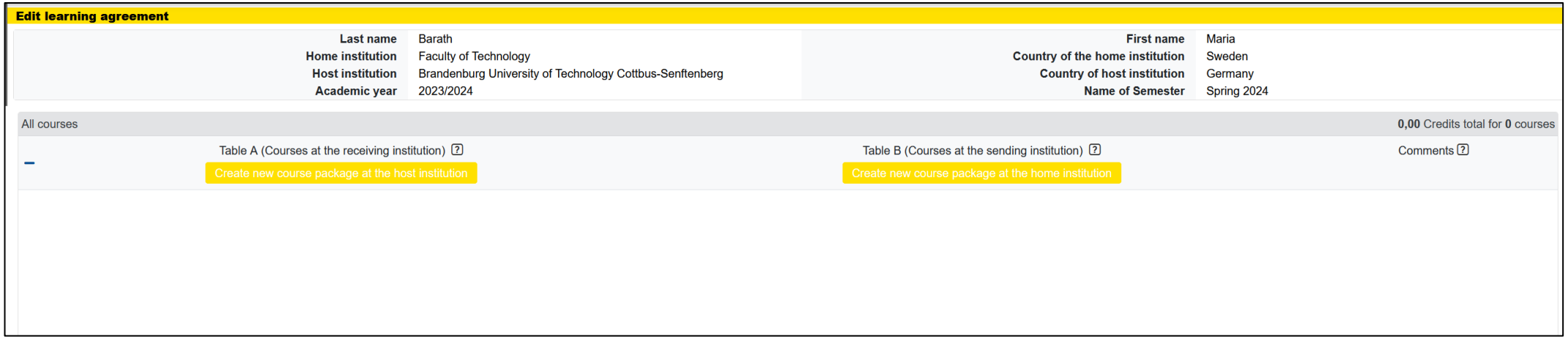
Choose the responsible persons at Linnaeus University (programme/subject manager and faculty coordinator) as well as the responsible person at your host university. If the responsible person at the host university does not come up in the drop-down list, please write the information in the text fields below. The responsible person at the host institution is often found in their application instructions.

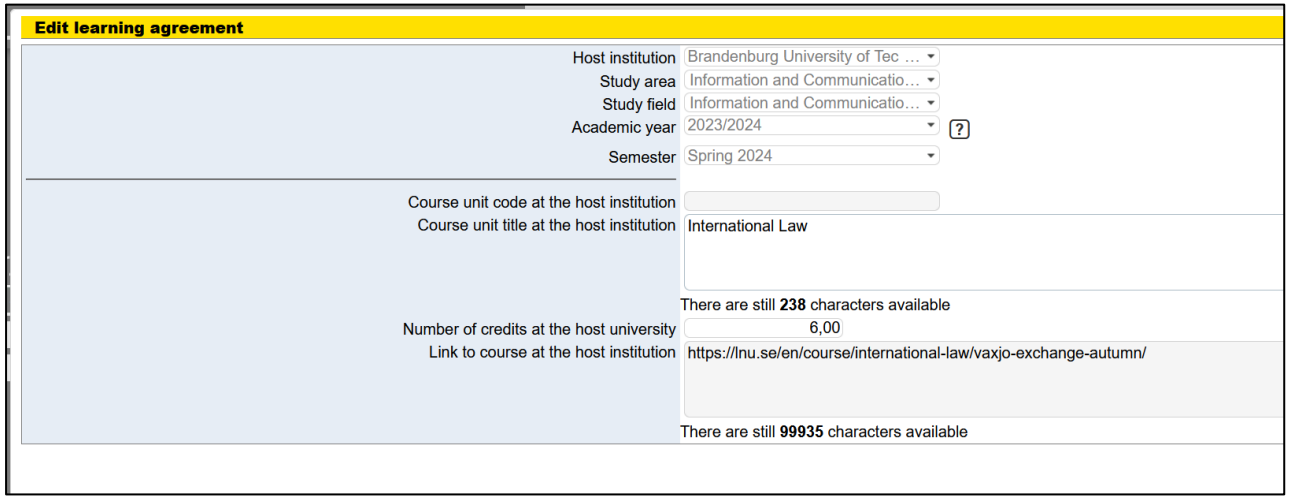
- **Enter courses**

Click on the task ”Enter courses digitally and sign Learning Agreement”



A new window will open where you can enter the courses at your host university and what those courses will be credited towards at your home institution (Linnaeus University). Please keep reading for examples!



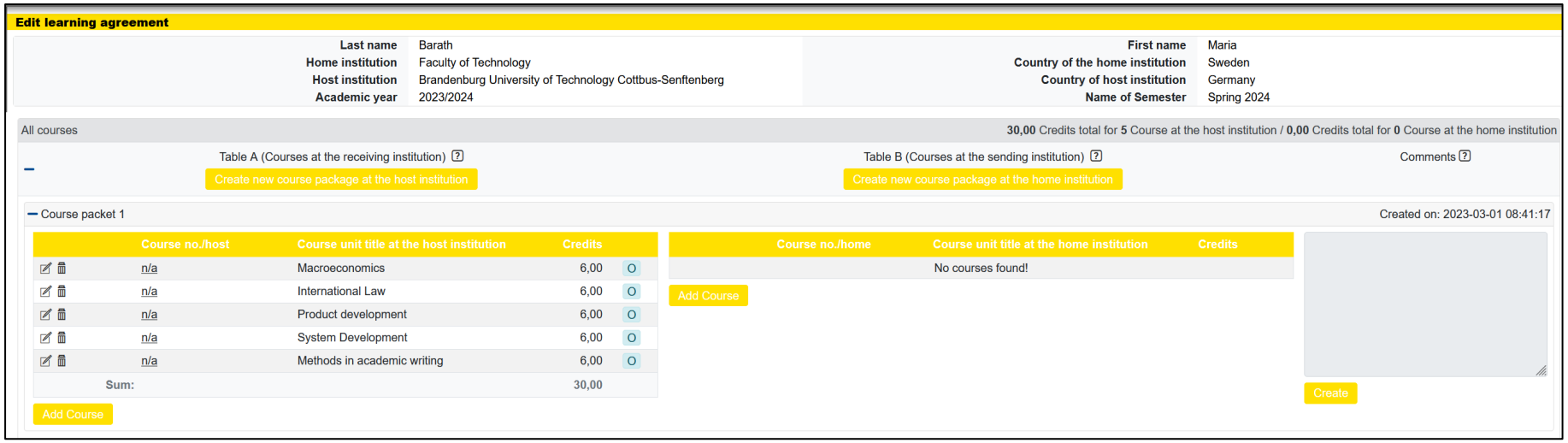


- **<u>Enter courses at the host institution</u>**

✓ You start by entering the courses that you will study at your host university. If there is no course code available you can leave the *Course unit code* field blank.

✓ Make sure you enter the link to the course description. If you do not have a link, documents can be added in a separate step of your workflow.

✓ You add course by course until the list of courses is complete.



- **Enter courses at the home institution**

The courses at the home institution (Linnaeus University) are entered in the same way. Please discuss with your faculty coordinator and/or your programme manager before you fill out what your exchange studies will be credited towards.

Example 1 - elective courses:

If you have 30 credits of electives courses, you can write *Exchange Studies*, 30 credits in the course section. Keep in mind that the amount of credits at the host institution (table A) needs to match the amount of credits at Linneaus University (table B).

Edit learning agreement

Last name	Barath	**First name**	Maria
Home institution	Faculty of Technology	**Country of the home institution**	Sweden
Host institution	Brandenburg University of Technology Cottbus-Senftenberg	**Country of host institution**	Germany
Academic year	2023/2024	**Name of Semester**	Spring 2024

All courses — **30,00** Credits total for **5** Course at the host institution / **30,00** Credits total for **1** Course at the home institution

Table A (Courses at the receiving institution) — Create new course package at the host institution

Table B (Courses at the sending institution) — Create new course package at the home institution

Comments

Course packet 1 — Created on: 2023-03-01 08:41:17

	Course no./host	Course unit title at the host institution	Credits	
	n/a	Macroeconomics	6,00	O
	n/a	International Law	6,00	O
	n/a	Product development	6,00	O
	n/a	System Development	6,00	O
	n/a	Methods in academic writing	6,00	O
Sum:			30,00	

Add Course

	Course no./home	Course unit title at the home institution	Credits	
	n/a	Exchange studies	30,00	O
Sum:			30,00	

Add Course

Create

Example 2 - mandatory courses:

If you have mandatory courses that you need to credit your exchange studies towards, you have the option to divide your course list into different *course packages*. You can have one or more courses at the host institution that match a specific course at Linnaeus University.

If you are unsure about how your courses will be credited, please contact your faculty coordinator and/or programme manager.

Edit learning agreement

Last name	Barath	**First name**	Maria
Home institution	Faculty of Technology	**Country of the home institution**	Sweden
Host institution	Brandenburg University of Technology Cottbus-Senftenberg	**Country of host institution**	Germany
Academic year	2023/2024	**Name of Semester**	Spring 2024

All courses — **30,00** Credits total for **5** Course at the host institution / **30,00** Credits total for **2** Course at the home instituti

Table A (Courses at the receiving institution) — Create new course package at the host institution

Table B (Courses at the sending institution) — Create new course package at the home institution

Comments

Course packet 1 — Created on: 2023-03-01 08:41:17

	Course no./host	Course unit title at the host institution	Credits	
	n/a	Macroeconomics	6,00	O
	n/a	International Law	6,00	O
	n/a	Product development	3,00	O
Sum:			15,00	

Add Course

	Course no./home	Course unit title at the home institution	Credits	
	n/a	Business studies	15,00	O
Sum:			15,00	

Add Course

Create

Course packet 2 — Created on: 2023-03-01 12:38:40

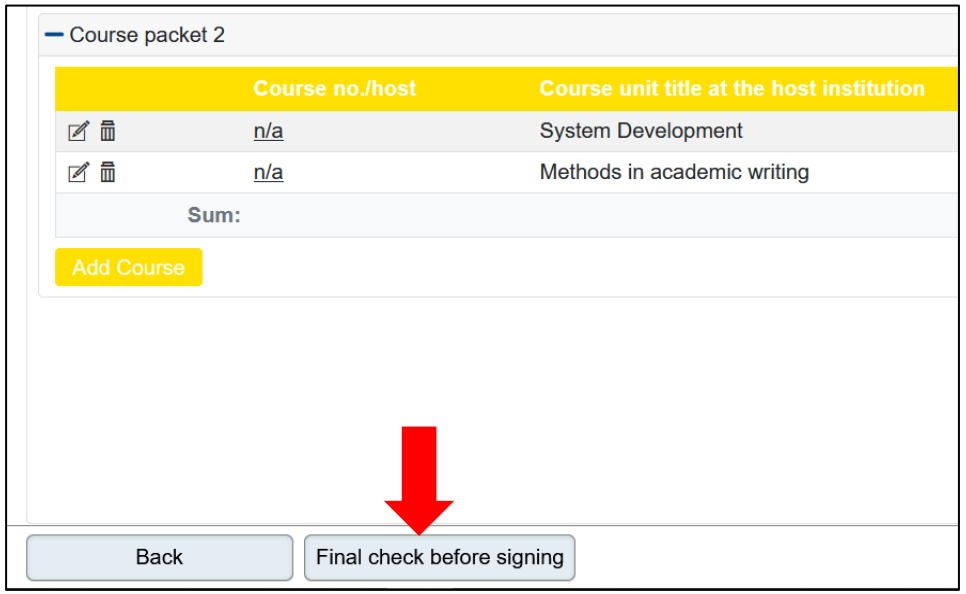
	Course no./host	Course unit title at the host institution	Credits	
	n/a	System Development	5,00	O
	n/a	Methods in academic writing	10,00	O
Sum:			15,00	

Add Course

	Course no./home	Course unit title at the home institution	Credits	
	n/a	Methodology	15,00	O
Sum:			15,00	

Add Course

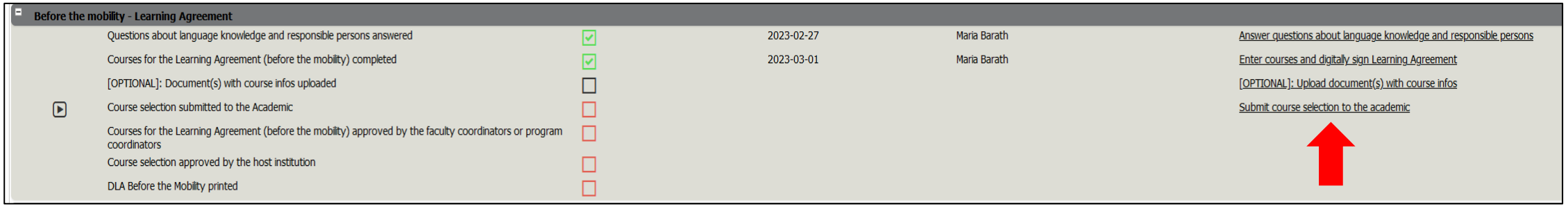
Create

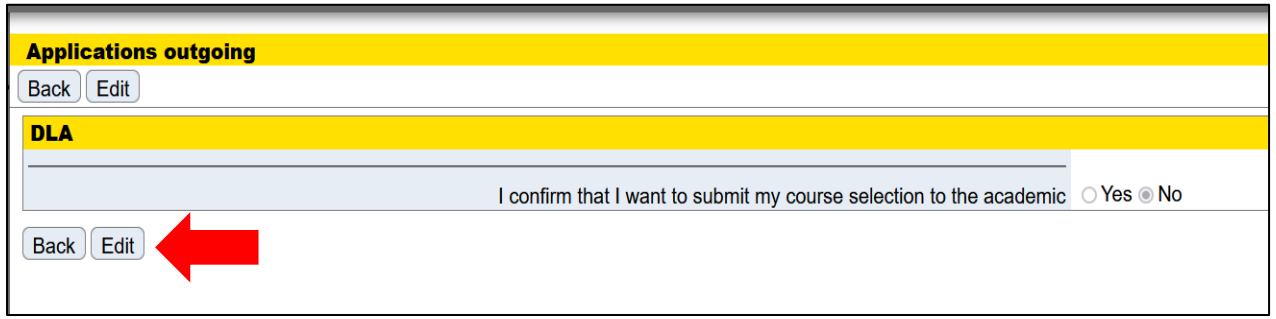


- **<u>Sign and send the Learning Agreement</u>**

✓ Click on ”Final check before signing” and read through the document. If everything is correct you click on ”Sign and Transfer” to sign your Learning Agreement.

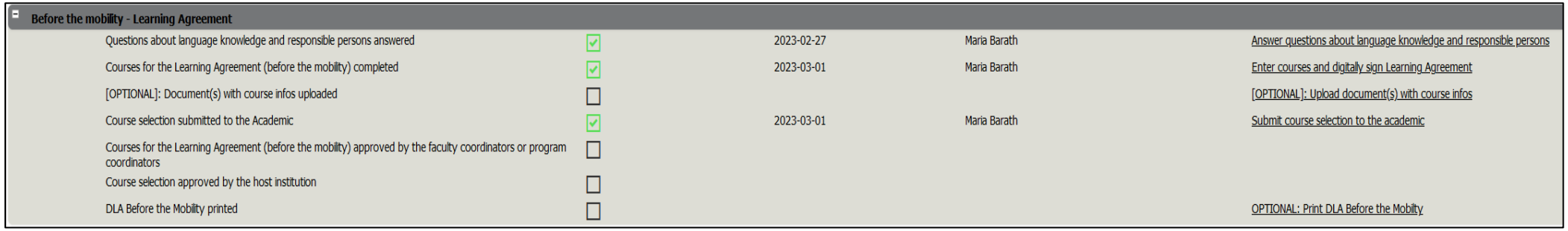
✓ To send the Learning Agreement to the programme manager (academic), you have to go back to your workflow and click on ”Submit course selection to the academic”.





Don´t forget to click on **EDIT** to confirm the submission.

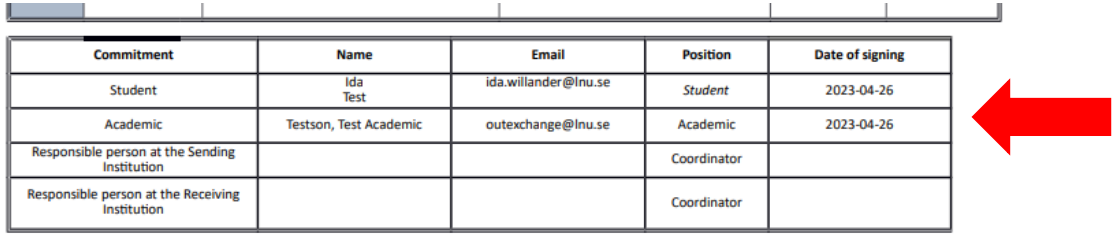
You can monitor the progress of your Learning Agreement in your workflow and you have the option to print your LA as a pdf. This is useful if you are required to upload your LA with the application to your host university.



Before the mobility - Learning Agreement

Questions about language knowledge and responsible persons answered	☑	2023-02-27	Maria Barath	Answer questions about language knowledge and responsible persons
Courses for the Learning Agreement (before the mobility) completed	☑	2023-03-01	Maria Barath	Enter courses and digitally sign Learning Agreement
[OPTIONAL]: Document(s) with course infos uploaded	☐			[OPTIONAL]: Upload document(s) with course infos
Course selection submitted to the Academic	☑	2023-03-01	Maria Barath	Submit course selection to the academic
Courses for the Learning Agreement (before the mobility) approved by the faculty coordinators or program coordinators	☐			
Course selection approved by the host institution	☐			
DLA Before the Mobility printed	☐			OPTIONAL: Print DLA Before the Mobilty

The signature in the pdf version is shown as a date in the column ”Date of signing”



Commitment	Name	Email	Position	Date of signing
Student	Ida Test	ida.willander@lnu.se	*Student*	2023-04-26
Academic	Testson, Test Academic	outexchange@lnu.se	Academic	2023-04-26
Responsible person at the Sending Institution			Coordinator	
Responsible person at the Receiving Institution			Coordinator	

- **If your Learning Agreement is not approved**

If the Learning Agreement is not approved by your programme/subject manager, you will be notified by email but it will also be visible in your workflow in Mobility Online.

Follow the instructions from your programme manager and once you have made the necessary changes, repeat the sign-and-send steps in Mobility Online.

When your Learning Agreement has been signed and approved by your faculty at Linnaeus University, it will be automatically sent to your host university. In case your host university wants you to change/update anything in your Learning Agreement, you will be notified by email and it will also be visible in your Mobility Online workflow. If that is the case, please make the necessary changes and then repeat the sign-and-send steps in Mobility Online.

If your host university informs you they cannot sign your Learning Agreement digitally (via EWP), please inform the International Office at outexchange@lnu.se so that we can send the Learning Agreement via email instead.

- **<u>Changes to Learning Agreement, during the mobility</u>**

If your Learning Agreement has been approved, but you later need to make changes e.g. add or remove a course, you can do that in Mobility Online.

The step “Request changes to the Learning Agreement” will be available once the first version of your Learning Agreement has been approved by both sending and receiving institution. In this step you can add/remove the courses that needs to be changed from your original version of the LA.

Once the changes have been made the sign-and-send steps are repeated again.

5. Erasmus+ grant

Students who are nominated for a study exchange through the Erasmus+ programme or the Nordlys programme are entitled to the Erasmus+ grant financed by the European Commission*.

In order to receive the Erasmus+ grant you need to:

- ✓ Study at least 2 months full time at your host university and have your exchange studies credit transferred to Linnaeus University (regulated in the Learning Agreement)
- ✓ Complete your Learning Agreement before the start of your exchange
- ✓ Complete and sign the Grant Agreement in Mobility Online before the start of your exchange
- ✓ Ask your host university to sign a Certificate of Attendance at the end of your exchange (we will provide a template)
- ✓ Fill out the Erasmus Participation Report from the EU Commission at the end of your exchange (you will receive a link via email).

*Please note that students who go on exchange to Switzerland or the UK (except University of Birmingham) are not eligable for the Erasmus+ grant in academic year 2025/2026.

Erasmus+ grant, base amount

Country	Amount per month in EUR
Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, and Uni of Birmingham in the UK	560 EUR
Group 2: Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	510 EUR
Group 3: Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye	510 EUR

- The base amount of the grant is determined by which country you will study in and how long your semester is.
- You will receive the Erasmus+ grant in two instalments:
  - The first payment will be 70 % of the total amount and will be paid out around the start of your exchange (as long as the necessary documents have been completed).
  - The additional 30 % will be paid out when we have received and approved your Certificate of Attendance and you have completed the Erasmus+ Participation report (when the exchange has been finished) → Please see page 32!
- Detailed information about the grant and the payment is found in your Grant Agreement
- The Erasmus+ grant is paid in Euro to all accounts.

5.1 Additional top-ups to the Erasmus+ grant

Travel support and Green travel

All students going on an Erasmus exchange will receive Travel support based on the distance from Linnaeus University to the host university. The amount of the travel support will differ depending on the distance according to the Erasmus Distance Calculator, and if travel is done with a sustainable means of transport (i.e train, bus, bike or car-pooling, not flying or traveling by ferry). On page 24 in this guide you find a table showing the amounts and the distance bands.

Top-up for fewer opportunities:

If you fit into any of the below mentioned categories you are eligible for an extra top-up of 250 EUR/month to your Erasmus+ grant:

- Students with children under 18 years (the child does not have to accompany you on the exchange).
- Students who have a permanent disability, physical or mental health issues (also includes dyslexia & neuropsychiatric disabilities).
- Students who have a previous or ongoing refugee status in Sweden.

Erasmus+ Inclusion support:

The inclusion support aims to ensure that individuals with fewer opportunities can participate in the program on an equal footing with others. So, students with fewer opportunities who incur additional costs during their exchange due to physical, mental, intellectual, or sensory impairments, health issues, or other barriers can receive extra funding based on actual needs. The funding can for example be used for transportation, accommodation, personal assistance, or specialized equipment.

There is no fixed amount; instead, the additional funding will be tailored to the student's individual needs.

Please contact us on outexchange@lnu.se for more information.

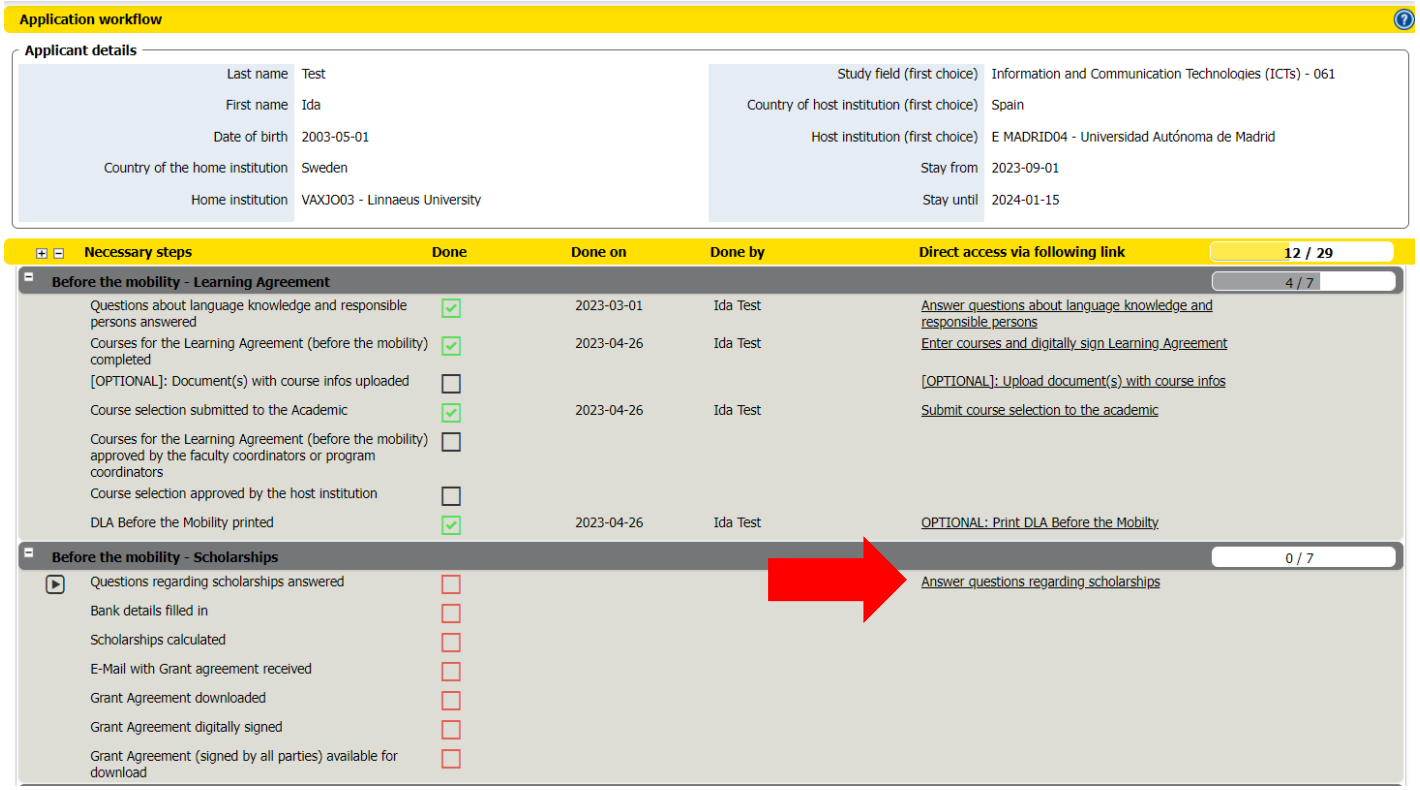
Keep reading for more information about the top-ups and which documentation that is needed for each category!

5.2 Grant Agreement in Mobility Online

Answer questions regarding scholarship

The section below the Learning Agreement in Mobility Online is where you fill out information for the Erasmus+ Grant Agreement.

You are first asked to answer a few questions for the grant.



Application workflow

Applicant details

Last name	Test	Study field (first choice)	Information and Communication Technologies (ICTs) - 061
First name	Ida	Country of host institution (first choice)	Spain
Date of birth	2003-05-01	Host institution (first choice)	E MADRID04 - Universidad Autónoma de Madrid
Country of the home institution	Sweden	Stay from	2023-09-01
Home institution	VAXJO03 - Linnaeus University	Stay until	2024-01-15

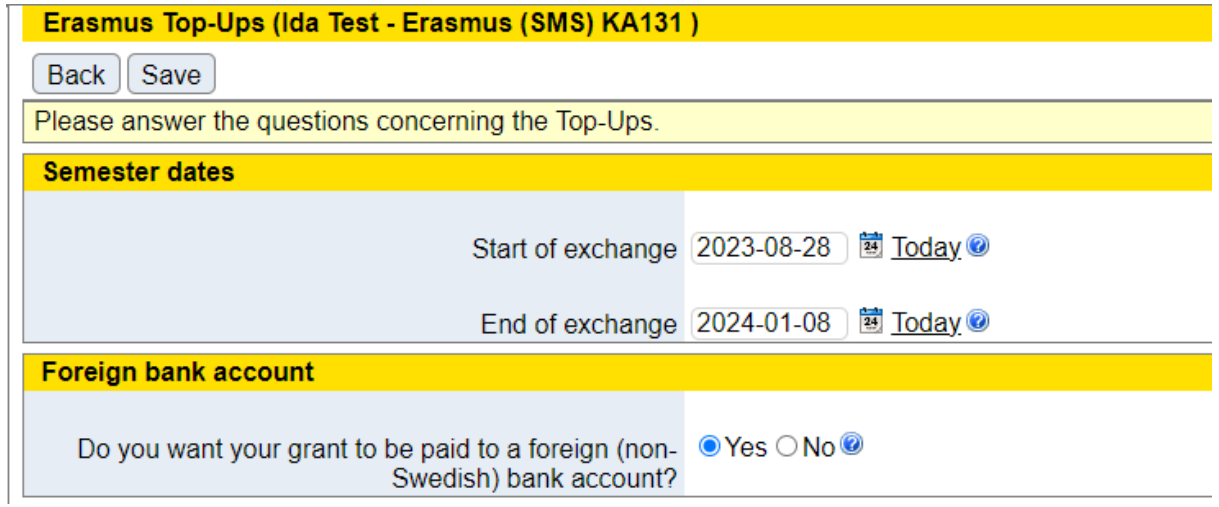
Necessary steps	Done	Done on	Done by	Direct access via following link	12 / 29
Before the mobility - Learning Agreement					4 / 7
Questions about language knowledge and responsible persons answered	☑	2023-03-01	Ida Test	Answer questions about language knowledge and responsible persons	
Courses for the Learning Agreement (before the mobility) completed	☑	2023-04-26	Ida Test	Enter courses and digitally sign Learning Agreement	
[OPTIONAL]: Document(s) with course infos uploaded	☐			[OPTIONAL]: Upload document(s) with course infos	
Course selection submitted to the Academic	☑	2023-04-26	Ida Test	Submit course selection to the academic	
Courses for the Learning Agreement (before the mobility) approved by the faculty coordinators or program coordinators	☐				
Course selection approved by the host institution	☐				
DLA Before the Mobility printed	☑	2023-04-26	Ida Test	OPTIONAL: Print DLA Before the Mobilty	
Before the mobility - Scholarships					0 / 7
Questions regarding scholarships answered	☐			Answer questions regarding scholarships	
Bank details filled in	☐				
Scholarships calculated	☐				
E-Mail with Grant agreement received	☐				
Grant Agreement downloaded	☐				
Grant Agreement digitally signed	☐				
Grant Agreement (signed by all parties) available for download	☐				

Answer questions regarding scholarship

Semester dates:

Fill out the expected semester dates of your exchange (you need to change the pre-filled dates). Check the information you have received from your host university or their website.

The **preliminary** calculation of your grant will be based on these dates.



If you later find out that your semester will be longer than the expected semester dates, you need to contact International Office and make an amendment. The total amount of your grant cannot be increased unless an amendment has been made and approved *during* your mobility.

Erasmus+ Green Travel

Students who choose to travel green for the majority of their round trip will receive a higher travel support and additional grant for travel days.

Green travel includes for example train, bus, bike, or carpooling at least 2 people. Please refer to the table on the right for specific amounts.

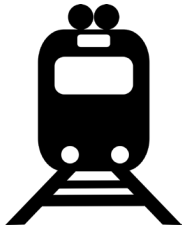
All students who travel green will automatically receive two funded travel days in addition to their semester dates (base amount).

If you answer "yes" on the question about green travel (see picture below) you will also be asked to specify your means of transport.

Students must be able to provide proof of their sustainable travel upon request, make sure to save tickets and receipts.

Top-Up Green Travel

Are you going to travel sustainably to your host university?	◉ Yes ○ No
Please select your mean of transport.	Train



1. Travel support

Travel distances	Green travel - Amount	Non-green travel - Amount
Between 10 and 99 KM:	56 EUR per participant	28 EUR per participant
Between 100 and 499 KM:	285 EUR per participant	211 EUR per participant
Between 500 and 1999 KM:	417 EUR per participant	309 EUR per participant
Between 2000 and 2999 KM:	535 EUR per participant	395 EUR per participant
Between 3000 and 3999 KM:	785 EUR per participant	580 EUR per participant
Between 4000 and 7999 KM:	1188 EUR per participant	1188 EUR per participant
8000 KM or more:	1735 EUR per participant	1735 EUR per participant

The travel distance represents the distance between the place of origin and the venue, whereas the amount covers the contribution to the travel costs both to and from the venue.]

The travel distance is determined by the Erasmus+ Distance Calculator, https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator

More ideas and information about green travel and sustainable living during your exchange on this link (in Swedish):
Grön hållbarhet

Top-Up Fewer Opportunities

If you are eligible for a top-up for fewer opportunities (please see page 20) you can receive an extra 250 EUR/month.

If you apply for the top-up you will be required to show supporting documents. This could for example be:

- a certificate confirming that you have study support at Linnaeus University.
- a certificate from the Swedish Tax Agency (Skatteverket) that you are the caregiver of your child.
- Documentation from the Swedish Migration Agency confirming your refugee status

Top-Up Fewer Opportunities

Would you like to apply for a Top-Up for students with fewer opportunities?	Yes No
Are you the caregiver of a child/children?	Yes No
Do you have an abiding disability that requires extra support during your studies?	Yes No

Top-up Real Costs

Would you like to request a top-up for real costs?	Yes No

Back Save

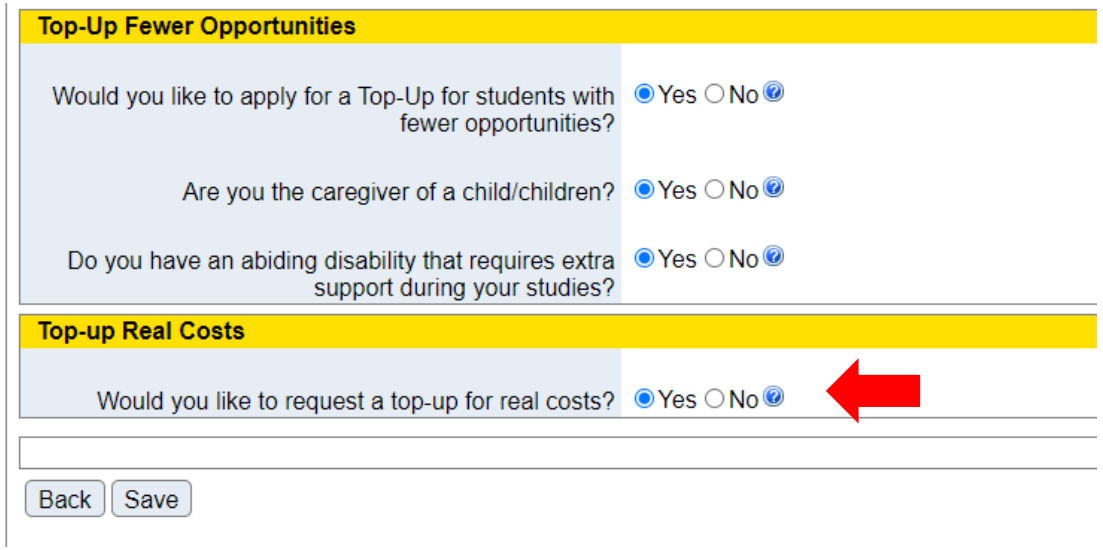
Please do not send sensitive information or medical records to us on email! International Office will contact those students who indicate that they want to apply for a Top-Up.

Inclusion support based on real costs

Students with fewer opportunities, who incur **additional** costs during their exchange exceeding the top-up of 250 EUR/month, can also receive inclusion support based on actual costs.

The funding can for example be used for transportation, accommodation, personal assistance, or specialized equipment.

There is no fixed amount; instead, the additional funding will be tailored to the student's individual needs.



If you answer "yes" and request a top-up for real costs International Office will contact you to prepare the application for additional funding.

Application workflow

Applicant details

Last name	Test	Study field (first choice)	Information and Communication Technologies (ICTs) -
First name	Ida	Country of host institution (first choice)	Spain
Date of birth	2003-05-01	Host institution (first choice)	E MADRID04 - Universidad Autónoma de Madrid
Country of the home institution	Sweden	Stay from	2023-08-28
Home institution	VAXJO03 - Linnaeus University	Stay until	2024-01-08

Necessary steps	Done	Done on	Done by	Direct access via following link
General				
Before the mobility - Application and registration				
Online application	☑	2023-03-01		
Confirmation e-mail online application	☑	2023-03-01	Automatically generated	
Online registration	☑			
Application marked as complete by International Office	☑	2023-03-02	Åsa Dahlberg	
Application allocated to partner institution	☑	2023-03-02	Åsa Dahlberg	
Allocation accepted or declined	☑	2023-03-01	Ida Test	
Personal data completed	☑	2023-03-10	Ida Test	Complete personal data
Before the mobility - Tasks performed by International Office				
Before the mobility - Learning Agreement				
Questions about language knowledge and responsible persons answered	☑	2023-03-01	Ida Test	Answer questions about language knowledge and responsible persons
Courses for the Learning Agreement (before the mobility) completed	☑	2023-04-26	Ida Test	Enter courses and digitally sign Learning Agreement
[OPTIONAL]: Document(s) with course infos uploaded	☐			[OPTIONAL]: Upload document(s) with course infos
Course selection submitted to the Academic	☑	2023-04-26	Ida Test	Submit course selection to the academic
Courses for the Learning Agreement (before the mobility) approved by the faculty coordinators or program coordinators	☐			
Course selection approved by the host institution	☐			
DLA Before the Mobility printed	☑	2023-04-26	Ida Willander	OPTIONAL: Print DLA Before the Mobilty
Before the mobility - Scholarships				
Questions regarding scholarships answered	☑	2023-04-26	Ida Test	Answer questions regarding scholarships
Bank details filled in	☑	2023-04-26	Ida Test	Fill in bank details
Documents for Top-Ups uploaded	☑	2023-04-26	Ida Test	Upload documents for Top-Ups
Scholarships calculated	☑	2023-04-26	Ida Willander	
E-Mail with Grant agreement received	☐			
Grant Agreement downloaded	☐			
Grant Agreement digitally signed	☐			
Grant Agreement (signed by all parties) available for download	☐			
During the mobility - Extension of stay				
[OPTIONAL] Information on prolongation filled in	☐			
After the mobility				

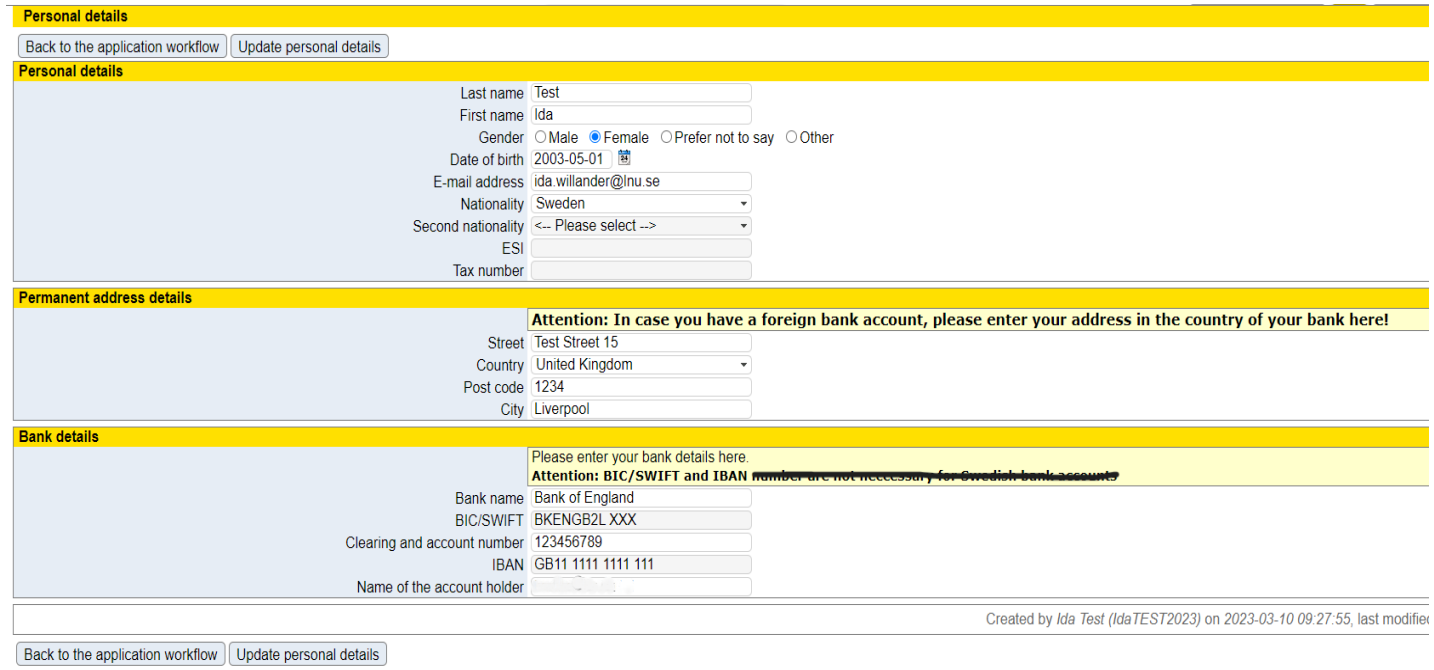
Bank details

Permanent address details:

- Enter your permanent home address. If you are using a foreign account, please enter your address in the same country as your bank (e.g. if you have a German account, enter your address in Germany).

Bank details:

- Enter the name of your bank, BIC/Swift, IBAN-number and name of the account holder.
- Clearing and account number can be left empty (if necessary, please add “1” in order to be able to save and continue)



Personal details

Back to the application workflow | Update personal details

Personal details

Last name	Test
First name	Ida
Gender	○ Male ◉ Female ○ Prefer not to say ○ Other
Date of birth	2003-05-01
E-mail address	ida.willander@lnu.se
Nationality	Sweden
Second nationality	<-- Please select -->
ESI	
Tax number	

Permanent address details

Attention: In case you have a foreign bank account, please enter your address in the country of your bank here!

Street	Test Street 15
Country	United Kingdom
Post code	1234
City	Liverpool

Bank details

Please enter your bank details here.
Attention: BIC/SWIFT and IBAN ~~number are not necessary for Swedish bank accounts~~

Bank name	Bank of England
BIC/SWIFT	BKENGB2L XXX
Clearing and account number	123456789
IBAN	GB11 1111 1111 111
Name of the account holder	

Created by *Ida Test (IdaTEST2023)* on *2023-03-10 09:27:55*, last modifie

Back to the application workflow | Update personal details

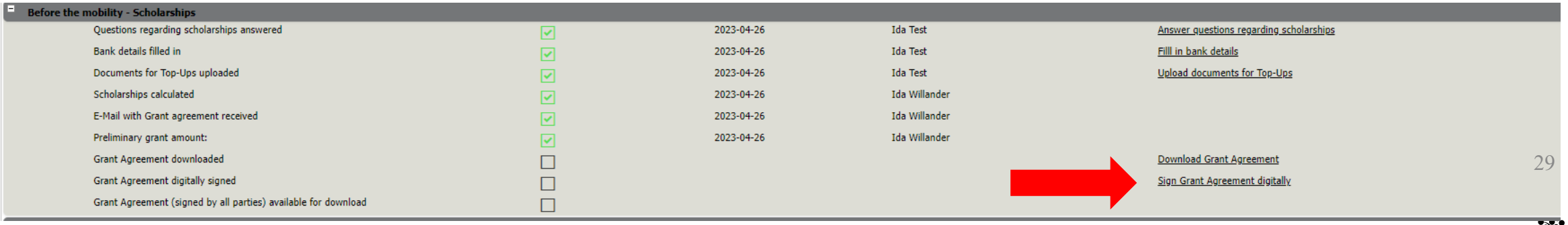
Signing the Grant Agreement

You have now answered the questions for the grant and filled in your bank details.

International Office will go through your application and calculate the preliminary amount of your Erasmus+ grant.

Once the calculations have been completed you will receive an email with the Grant Agreement (GA) as a pdf-document (also available for download in Mobility Online). You are required to read through the GA and make sure the details you provided are correct and that you agree to the terms and conditions of the Erasmus+ grant.

If so, you then sign the Grant Agreement digitally and confirm that you have read and understood the conditions of the grant.



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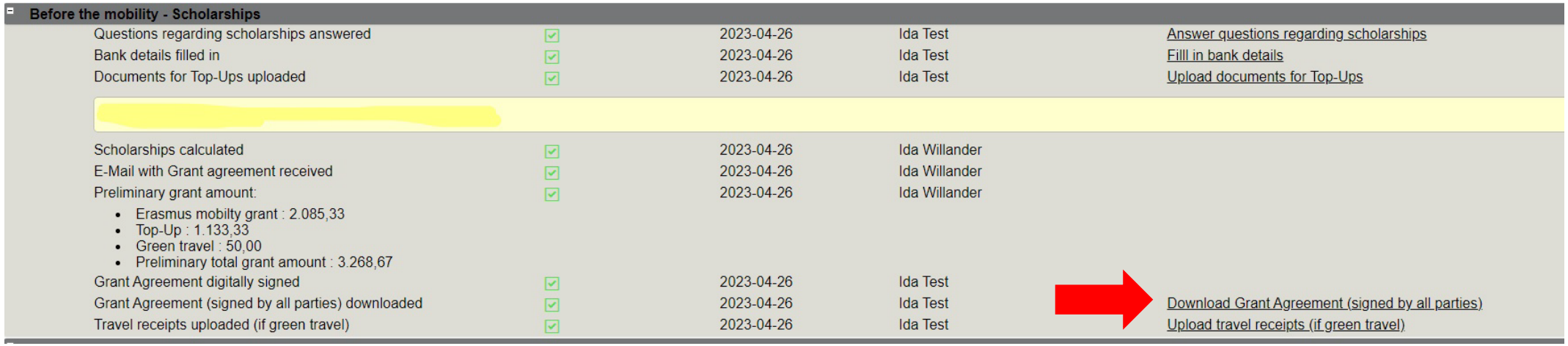
E-Mail with Grant agreement received	☑	2023-04-26	Ida Willander	
Preliminary grant amount:	☑	2023-04-26	Ida Willander	
Grant Agreement downloaded	☐			Download Grant Agreement
Grant Agreement digitally signed	☐			Sign Grant Agreement digitally
Grant Agreement (signed by all parties) available for download	☐			

Grant Agreement and travel receipts

- When International Office has signed your Grant Agreement the final version will be available for download in Mobility Online
- By signing the Grant Agreement students who will travel sustainably confirm that they will travel sustainably the majority of the round-trip to the host university. Students can be asked to show proof of travel upon request, so make sure to save your tickets and receipts.



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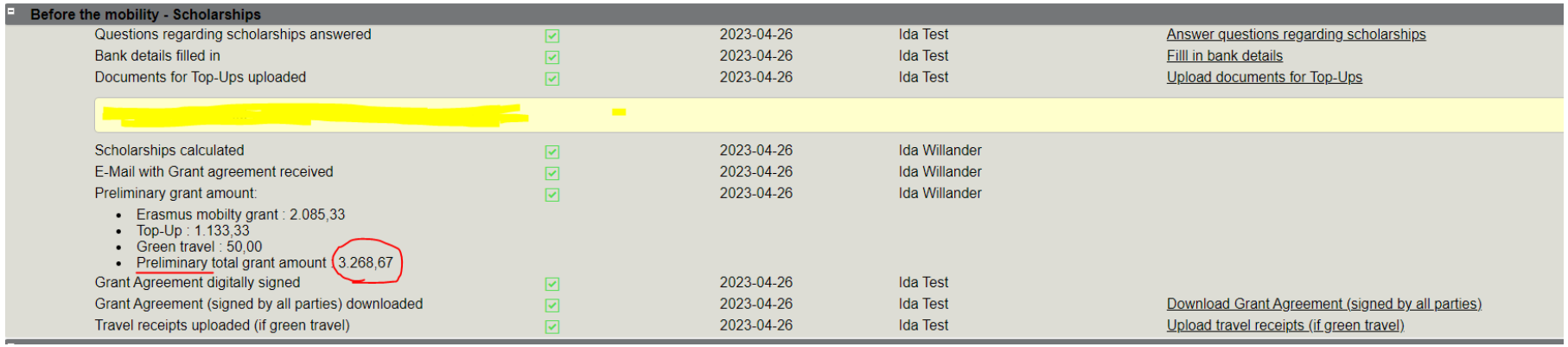
E-Mail with Grant agreement received	☑	2023-04-26	Ida Willander	
Preliminary grant amount: • Erasmus mobilty grant : 2.085,33 • Top-Up : 1.133,33 • Green travel : 50,00 • Preliminary total grant amount : 3.268,67	☑	2023-04-26	Ida Willander	
Grant Agreement digitally signed	☑	2023-04-26	Ida Test	
Grant Agreement (signed by all parties) downloaded	☑	2023-04-26	Ida Test	Download Grant Agreement (signed by all parties)
Travel receipts uploaded (if green travel)	☑	2023-04-26	Ida Test	Upload travel receipts (if green travel)

Erasmus+ grant, first payment of preliminary amount

- When your grant has been calculated you will be able to see your total preliminary grant amount in your workflow (picture below)
- The preliminary amount is based on the semester dates you added in your Grant Agreement in Mobility Online (see page 23)
- The first payment will be 70% of the total preliminary amount and is paid out in the beginning of your semester at the host univeristy as long as the LA and GA has been completed.
- When the payment is processed you will receive an email with your preliminary grant amount.
- All payments are made in Euros according to Erasmus+ guidelines. Linnaeus University cannot impact the exchange rate or fees charged by your bank.



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Travel receipts uploaded (if green travel)	☑	2023-04-26	Ida Test	Upload travel receipts (if green travel)

Erasmus+ grant, final payment and recalculation of amount

- When your exchange has ended and we have received and approved your Certificate of Attendance (CoA), we will recalculate the total grant amount based on the dates confirmed by your host university.
- Note! If you notice that your exchange semester will be longer than the dates specified in your Grant Agreement, you can amend the dates while the exchange is still ongoing. If the extra days are approved, the grant amount will be updated for your final payment. However, if an amendment has not been made during the exchange, your total amount cannot be increased.
- If your exchange semester is shorter than expected, your total grant amount will decrease according to the dates confirmed in your CoA.
- The second and final payment will be processed when we have received your CoA and you have completed the Erasmus Participation Report sent to you via email.

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