

Student Grant Application Guidelines – please read these prior to completing your application

Please note by completing an application for a grant you are only completing an application. Your application must be assessed to determine your eligibility for funding. Submission of an application does not guarantee a grant award.

Further information is available on our [website](#)

Erasmus Regulations

- If we receive more applications than the funding that we have been allocated, then partial funding will be awarded. All eligible applicants would then receive partial funding for their time abroad.
- Grants awarded are meant to be a contribution towards the cost of your time abroad and are not meant to cover all costs. Successful applicants will need to find additional funding where needed. There are also maximum and minimum durations of study (2 months traineeship/3 months study and a maximum of 12 months in any study cycle e.g. UG, PG)
- The University of Westminster is contractually required to comply with the guidelines issued by the UK National Agency on behalf of the European Commission. You must therefore comply with all guidelines to remain eligible for any grant.

University of Westminster Regulations

- Students doing a Year Abroad are required to progress on to the Year Abroad as defined by the Department/School. The Progression Board will inform the Student Mobility Team of any students who have not progressed as they will no longer be eligible for the Erasmus+ grant.
- If you are approved for a grant, you will first be informed that you have been successful. The exact amount of funding will be confirmed at a later date, once we have calculated your grant. Grants are based on rates defined by the European Commission.
- It is your responsibility to speak to your Academic Exchange Coordinator regarding module choices and course requirements (including how the period abroad will be assessed), before your mobility. This must be documented on your Learning Agreement.
- You are required to participate fully in classes, and complete all assessments (including exams) in relation to the modules or training listed on your Learning Agreement. You must pass your mobility as defined by your Department/School in order to remain eligible for the grant award. Information regarding the recognition of your mobility must be included on your Learning Agreement.

Paperwork Requirements

- If you are successful, **you will need to complete the following documents**. You must submit these by the **deadlines** we will specify to you. If you do not return the documents as instructed with the correct signatures and within the specified deadlines **you will become ineligible for funding and may be required to repay** any funding you have had to date:
 - Student Mobility Grant Agreement – should be signed prior to departure
 - Learning Agreement (signed by yourself, your Academic Exchange Co-ordinator or your Placement Tutor and your host institution/placement provider) – this needs to be signed prior to departure ('Before' section), and any changes need to be signed with 2 months of your arrival ('During' section)
 - Certificate of Arrival – needs to be returned to the Student Mobility Team within one month of arrival
 - Learning Agreement – 'After' Section needs to be completed by host institution upon completion of programme and returned within one week of this date
 - Grant Acknowledgements for both initial and final payments
 - Transcript/Work Evaluation once finished (traineeships/work placements only)
 - Online Report – you will receive a link to complete this mandatory report from the EUs online mobility tool once we are in receipt of confirmation of the completion of your mobility
 - Online Linguistic Assessments (if applicable)

Language Requirements

- If English is not the language of instruction at your study or work placement, it is your Department/School's responsibility to ensure you have been adequately prepared for your time abroad and that you meet the host institution's language requirements. Please discuss this with your Academic Exchange Coordinator.
- If you will be studying or working in another language, you may need to complete an **Online Linguistic Assessment**. It is a compulsory part of Erasmus+ that any students studying or working in certain languages¹, take a language assessment before and after their mobility. The result of these assessments does not affect your grant eligibility or your ability to study or work in Europe. You can however use the Online Linguistic Support while you are away to help you try and improve your language.

¹ OLS is available for all European official languages: Bulgarian, Czech, Danish, German, Greek, English, Estonian, Spanish, Finnish, French, Irish Gaelic, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian and Swedish.