

**Grant agreement for HE Erasmus+ Traineeships**

Full official name of the sending organisation: University of Vaasa

Erasmus Code of the sending organisation: SF VAASA01

Address: P.O. Box 700, FI-65101, Vaasa

Called hereafter "the organisation", represented for the purposes of signature of this agreement by Minna Kari, Specialist, Mobility Services of the one part, and

**Name of student: Date of birth:
Gender: Nationality:**

**Address: Email:
Phone:**

**Current study cycle: Bachelor 🞏, Master 🞏, Doctorate 🞏**

**Subject area / Major:**

**Code: 02 Humanities 🞏, 03 Administration 🞏, 04 Business 🞏, 07 Technology 🞏**

**Number of completed higher education study years:**

**Traineeship destination (Organization & Country):**

**Traineeship period (dates):**

**Academic year:**

Bank account where the financial support should be paid

**Bank account holder:**

**Bank name:**

**BIC/SWIFT number: IBAN account number:**

Student receives (University of Vaasa fills in):

The participant receives:

☐ a financial support from Erasmus+ EU funds

☐ a zero-grant

☐ a financial support from Erasmus+ EU funds combined with zero-grant

Total amount includes:
☐ Individual support for short-term physical mobility

☐ Top-up support for students with fewer opportunities on short-term mobilities
☐ Inclusion support
☐ Green travel individual support top-up
☐ Travel support (standard travel or green travel)

☐ Additional travel days (additional individual support days)

Called hereafter “the participant” of the other part, have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I Learning Agreement for Erasmus+ mobility for traineeships

Annex II General Conditions

Annex III Erasmus Student Charter

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The organisation shall provide support to the participant for undertaking a mobility activity for traineeships under the Erasmus+ Programme.

1.2 The participant accepts the financial support in the amount specified in article 3.1 and undertakes to carry out the mobility activity for traineeships as described in Annex I.

1.3. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2 The physical mobility period shall start on \_\_\_\_\_\_\_\_ at the earliest and end on \_\_\_\_\_\_ at the latest. The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving organisation. The end date of the mobility period shall be the last day the participant needs to be physically present at the receiving organisation.

2.3 The participant shall receive a financial support from Erasmus+ EU funds for \_\_\_\_ days. University of Vaasa finances only traineeship mobility of minimum 2 months.

2.4 The total duration of the physical mobility period shall not exceed 12 months, including any zero grant period.

2.5 The participant may submit a request concerning the extension of the mobility period within the limit set out in article 2.4. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.

2.6 Traineeship Certificate shall provide the confirmed start and end dates of duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide.

3.2 The participant shall receive financial support from Erasmus+ EU funds for \_\_\_\_ days of physical mobility

3.3 The total financial support for the mobility period is EUR \_\_\_\_, corresponding to EUR \_\_\_\_ per month and EUR \_\_\_\_\_ per extra days.

3.4 The reimbursement of costs incurred in connection with inclusion needs, when applicable, shall be based on the supporting documents provided by the participant.

3.5 The financial support may not be used to cover similar costs already funded by EU funds.

3.6 Notwithstanding article 3.5, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond its studies/traineeship as long as they carry out the activities foreseen in Annex I.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 Within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period, a pre-financing payment shall be made to the participant representing between 70% and 100% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.

4.2 If the payment under article 4.1 is lower than 100% of the financial support, the submission of the participant final report via the online EUSurvey tool shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

ARTICLE 5 – INSURANCE

5.1 The participant shall have adequate insurance coverage.

 For traineeships mandatory insurances are: health insurance, liability insurance and accident insurance

 **The student is responsible for arranging these insurances either with the receiving organisation/organisation or with their insurance company.**

5.2 Acknowledgement that **health insurance coverage** has been organised shall be included in this agreement.

5.3 Acknowledgement that **liability insurance coverage** (covering damages caused by the student at the workplace has been organised and of how it has been organised shall be included in this agreement.

5.4 Acknowledgement **accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace) has been organised and of how it has been organised shall be included in this agreement.

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT

6.1. The participant must carry out the OLS language assessment in the language of mobility (if available) before the mobility period. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.

ARTICLE 7 – FINAL PARTICIPANT REPORT (EU SURVEY)

7.1. The participant shall complete and submit the participant report (via the online EU Survey tool) after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online final report may be required by their organisation to partially or fully reimburse the financial support received.

7.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

ARTICLE 8 – DATA PROTECTION

8.1 The sending organisation shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities.

 <https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool>

ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

9.1 The Agreement is governed by Finnish Law.

9.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

**10. SIGNATURES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For the participant (i.e. student) For the University of Vaasa

(signature)

Done at\_\_\_\_\_\_\_\_\_ on \_\_\_.\_\_\_. 20\_\_\_\_ Done at Vaasa, on \_\_\_.\_\_\_. 20\_\_\_\_

**Annex I**

**Learning Agreement for Erasmus+ mobility for traineeships**

**Annex II**

**GENERAL CONDITIONS**

**Article 1: Liability**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Finland, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Finland or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

**Article 2: Termination of the agreement**

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the organisation is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if they fail to follow the agreement in accordance with the rules, they shall have to refund the amount of the grant already paid, except if agreed differently with the sending organisation.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on their part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded..

**Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU organisations and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending organisation, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation[[1]](#footnote-1) (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

**Article 4: Checks and Audits**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Finland or by any other outside body authorised by the European Commission or the National Agency of Finland to check that the mobility period and the provisions of the agreement are being properly implemented.

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 **Erasmus Student Charter**

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| *This Student Charter highlights your rights and obligations and informs you about what you can expect from your sending and receiving organisation at each step of your mobility.* |

* Higher education organisations participating in Erasmus+ have been awarded an Erasmus Charter for Higher Education by the European Commission where they commit to support, facilitate and recognise your mobility activities.
* On your side, you commit to respect the rules and obligations of the Erasmus+ grant agreement that you have signed with your sending organisation.

#### **Before your mobility period**

* Once you have been selected as Erasmus+ student, you are entitled to guidance regarding the partner organisations or enterprises where you can carry out your mobility period and the activities that you can undertake there.
* You have the right to receive information on the distribution of grades at the receiving organisation and to receive information in securing a visa, obtaining insurance and finding housing by your sending and receiving organisation/enterprise. You can find the respective contacts points and information sources in the inter-organisational agreement signed between your sending and receiving organisations.
* You will sign a Grant Agreement with your sending organisation (even if you do not receive a financial support from EU funds), and a Learning Agreement with your sending and receiving organisation/enterprise. A good preparation of your Learning Agreement is key for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the details of your planned activities abroad (including the credits to be earned and that will count towards your home degree).
* After you have been selected, you will undertake an on-line language assessment (if available in your main language of instruction/work abroad) that will allow your sending organisation to offer you the most appropriate linguistic support, if necessary. You should take full advantage of this support to improve your language skills to the recommended level.

#### **During your mobility period**

* You should take full advantage of all the learning opportunities available at the receiving organisation/enterprise, while respecting its rules and regulations, and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.
* You can request changes to the Learning Agreement only in exceptional situations and within the deadline decided by your sending and receiving organisations. In that case, you must ensure that these changes are validated by both the sending and receiving organisations/enterprise within a two-week period after the request and keep copies of their approval by e-mail. Changes due to an extension of the duration of the mobility period should be made as timely as possible as well.
* Your receiving organisation/enterprise commits to treat you in the same way as their home students/employeesand you should make all necessary efforts to integrate in your new environment.
* Your receiving organisation will not ask you to pay fees for tuition, registration, examinations, access to laboratory and library facilities during your mobility period. Nevertheless, you may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.
* You are invited to take part in associations existing at your receiving organisation/enterprise, such as networks of mentors and buddies organised by student organisations such as "Erasmus Student Network".
* Your student grant or student loan from your home country must be maintained while you are abroad.

**III. After your mobility period**

* You are entitled to receive full academic recognition from your sending organisation for satisfactorily completed activities during your mobility period, in accordance with the Learning Agreement.
* If you are studying abroad, your receiving organisation will give you a Transcript of Records recording your results with the credits and grades achieved (normally in less than five weeks after the end of your evaluation). Upon reception of this document, your sending organisation will provide you all the information on their recognition in a maximum period of five weeks. The recognised components (for example, courses) will appear in your Diploma Supplement.
* If you are doing a traineeship, your enterprise will give you a Traineeship Certificate summarising the tasks carried out and an evaluation and, when it was foreseen in your learning agreement, your sending organisation will also give you a Transcript of Records. If the traineeship was not part of the curriculum, the period will at least be recorded in your Diploma Supplement and, if you wish, in your Europass Mobility Document. If you are a recent graduate you are encouraged to request the Europass Mobility Document.
* You should undergo an on-line language assessment, if available in your main language of instruction/work abroad, to monitor linguistic progress during your mobility.
* You must fill in a questionnaire to provide feedback on your Erasmus mobility period to your sending and receiving organisation, the National Agency of the sending and receiving country and the European Commission.
* You are invited to join the "Erasmus+ student and alumni association" and you are encouraged to share your mobility experience with your friends, other students, staff in your organisation, journalists and let other people benefit from your experience, including young pupils.

*If you have a problem, at any time:*

* *You should identify the problem clearly and check your rights and obligations according to your grant agreement.*
* *Several people work in your sending and receiving organisations to help Erasmus students. Depending on the nature of the problem and when it occurs, the contact person or the responsible person at your sending or receiving organisation (or receiving enterprise in case of a traineeship) will be able to help you. Their names and contact details are specified in your Learning Agreement.*
* *Use the formal appeal procedures in your sending organisation if necessary.*
* *If your sending or receiving organisation fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your grant agreement, you can contact the related National Agency.*
1. Additional information on the purpose of processing your personal data, what data we collect, who has access to it and how it is protected, can be found at:

<https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool> [↑](#footnote-ref-1)