**Grant Agreement for Erasmus+ traineeship mobility**

Field: Higher Education

UNIVERSITY of GREIFSWALD [D GREIFS01]

*International Office, Domstr. 8, D- 17489 Greifswald*

Called hereafter "the institution", represented for the purposes of signature of this agreement by *Nadine Voigt/ Erasmus+ Coordinator*, of the one part, and

**Name of the participant:** Klicken Sie hier, um Text einzugeben.

**Date of birth:** Klicken Sie hier, um ein Datum einzugeben. **Nationality:** Klicken Sie hier, um Text einzugeben.

**Sex:** Unknown

**Address** (associated with specified bank account): Klicken Sie hier, um Text einzugeben.

**Phone:** Klicken Sie hier, um Text einzugeben. **E-mail:** Klicken Sie hier, um Text einzugeben.

**Current study cycle:** Wählen Sie ein Element aus.

**Subject area:** Klicken Sie hier, um Text einzugeben. **Code:** Wählen Sie ein Element aus.

**Number of completed higher education study years:** Klicken Sie hier, um Text einzugeben.

Host country: Klicken Sie hier, um Text einzugeben. **Name of the host institution:** Klicken Sie hier, um Text einzugeben.

for the **academic year:** 2022/2023 [ ] winter term [ ] summer term

**Duration of Mobility** (see article 2)**:**

**Physical Mobility:** from Klicken Sie hier, um ein Datum einzugeben. to Klicken Sie hier, um ein Datum einzugeben.

[ ]  **Virtual phase from the home country, if applicable:** vom Klicken Sie hier, um ein Datum einzugeben. bis Klicken Sie hier, um ein Datum einzugeben.

 [ ]  **Virtual phase from the host country, if applicable:** vom Klicken Sie hier, um ein Datum einzugeben. bis Klicken Sie hier, um ein Datum einzugeben.

**Possibly participation in the Language Course[[1]](#footnote-1):** from Klicken Sie hier, um ein Datum einzugeben.to Klicken Sie hier, um ein Datum einzugeben.

Bank account where the financial support should be paid:

**Bank account holder** (if different than student): Klicken Sie hier, um Text einzugeben.

**Bank name:** Klicken Sie hier, um Text einzugeben.

**IBAN number:** Klicken Sie hier, um Text einzugeben.

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 traineeship** (To be submitted to the International Office)

Annex II General Conditions

Annex III Erasmus+ Student Charta

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

**The participant receives:**

[x]  a financial support from Erasmus+ EU funds

[ ]  a zero-grant

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

**Total amount includes:**

(To be completed by the International Office)

[x]  Individual support for long-term physical mobility

[ ]  Individual support for short-term physical mobility

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 support specified in article 3 and undertakes to carry out the mobility activity for traineeships as described in Annex I.

**1.3. Amendments to the agreement, including to the start and end dates, 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 **(To be completed by the International Office)**

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 Klicken Sie hier, um ein Datum einzugeben. and end on Klicken Sie hier, um ein Datum einzugeben.. The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving organisation (including welcome events) and the end date shall be the last day the participant needs to be physically present at the receiving organisation. If a language course is completed in advance (including outside the receiving organisation) or a quarantine must be conducted as part of the Corona pandemic, the first day of the language course/quarantine represents the start of the mobility period. If applicable, **Klicken Sie hier, um Text einzugeben.** **travel days** shall be added to the duration of the mobility period and included in the calculation of the individual support (max. 4 days).

2.3 The participant shall receive a financial support from Erasmus+ EU funds for:

a) long-term mobility: **Klicken Sie hier, um Text einzugeben.** **months** **and** **Klicken Sie hier, um Text einzugeben.** **days**.

b) short-term mobility: **Klicken Sie hier, um Text einzugeben.** **days**.

2.4 a) long-term mobility: The total duration of the physical mobility period shall not exceed 12 months.[[2]](#footnote-2)

b) short-term mobility: The total duration of the physical mobility period shall not exceed 30 days.

2.5 Requests to the sending institution to extend the duration of stay must be submitted at least one month before the end of the mobility phase. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.

2.6 The **Traineeship Certificate** (to be submitted to the International Office after the stay abroad has been completed) shall provide the confirmed start and end dates of duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT **(To be completed by the International Office)**

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 **Klicken Sie hier, um Text einzugeben. days**[[3]](#footnote-3) of physical mobility.

3.3 The total financial support for the mobility period is **EUR** **Klicken Sie hier, um Text einzugeben.**, corresponding to

[x]  for long-term mobility: EUR Klicken Sie hier, um Text einzugeben. per month and EUR Klicken Sie hier, um Text einzugeben. per extra days and travel days of the country group Klicken Sie hier, um Text einzugeben..

[ ]  for short-term mobility: EUR 70 per day up to the 14th day of physical activity and EUR 50 per day from the 15th day.

plus:

[x]  Top-up support for traineeship activity, EUR 150 per month

[ ]  Top-up support for students with fewer opportunities[[4]](#footnote-4) on long-term mobilities, EUR 250 per month

[ ]  Top-up support for students with fewer opportunities[[5]](#footnote-5) on short-term mobilities, EUR 100 or EUR 150

[ ]  Green travel individual support top-up (single contribution), EUR 50[[6]](#footnote-6)

[ ]  Travel support (standard travel or green travel)

[ ]  Additional travel days (additional individual support days)

[ ]  Expensive travel support (based on real costs)

[ ]  Inclusion support (based on real costs)

The Erasmus+ grant is based on the respective destination country. The target countries have been divided into three groups by the EU Commission:

|  |  |
| --- | --- |
| **Country category** | **Grant** |
| **Group 1** CH, DK, FI, IE, IS, LI, LU, NO, SE, UK | EUR 20 per day |
| **Group 2** AT, BE, CY, ES, FR, GR, IT, MT, NL, PT | EUR 18 per day |
| **Group 3** BG, CZ, EE, FYROM, HU, HR, LT, LV, PL, RO, RS, SI, SK, TR | EUR 16,33 per day |

3.4 **The final amount of Erasmus+ EU funds for the mobility period shall be determined by multiplying the number of months of the mobility covered by Erasmus+ EU funds specified in article 2.3 with the rate applicable per month for the receiving country concerned.** In the case of incomplete months, the financial support from Erasmus+ EU funds is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month. A full month is calculated with 30 days.

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

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

3.7 Notwithstanding article 3.6, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studies as long as he/she carries out the activities foreseen in Annex I.

3.8 **The financial support or part thereof shall be repaid if the participant does not carry out the mobility activity in compliance with the terms of the agreement**. Should the participant terminate the agreement prematurely, he/she must partially repay the grant received up to that point. If the participant is prevented from completing his/her mobility activities as described in Annex I due to "force majeure", he/she is entitled to receive at least the updated grant of the actual duration (academically relevant start/end) of the mobility period. Portions of the grant in excess of this must be repaid to the sending institution. This does not apply if otherwise agreed with the sending institution. Cases of force majeure approved by the National Agency must be reported by the project sponsor.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 The participant will receive a pre-financing of 80% of the amount mentioned in Article 3 at the latest (whichever comes first):

* within 30 days after the signing of the agreement by both parties
* the date of the beginning of the mobility period

If the participant does not submit the relevant evidence in time according to the schedule of the sending institution, a later payment of the pre-financing is exceptionally possible, but this cannot be paid retroactively.

The second instalment is calculated according to the actual duration of stay (in days).

The Erasmus+ grant will be paid in instalments and is linked to the submission of the following documents:

|  |  |
| --- | --- |
| **Payment:** | **Documents to be submitted to the International Office:** |
| First rate | Grant Agreement, Learning Agreement (Section 1 “Before the Mobility”), if necessary OLS Language Assessment. Payment ideally before departure. |
| Second rate | Traineeship Certificate, Experience Report, Final Participant Report (EU-Survey) |

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 EU Survey 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 must have sufficient insurance coverage (at least health insurance, liability and accident insurance, if applicable) for the host country (especially if the stay will take place in areas with a travel warning)** and agrees to provide sufficient insurance coverage himself/herself, as no additional insurance coverage is associated with the program.[[7]](#footnote-7)

5.2 The participant declares that he/she has health insurance cover for the stay in the above-mentioned host country and that this also applies in the event of a pandemic.[[8]](#footnote-8)

5.3 A confirmation that **liability insurance cover** (covering damage caused by the participant at the workplace) is in place and a designation of the contract must be included in this contract.

**Liability insurance** for damage caused by the participant at the workplace taken out by (conclusion of contract is obligatory):

|  |  |
| --- | --- |
| Host institution |  |[ ]
| Participant |  |[ ]

Name of the insurance and designation of the contract: Klicken Sie hier, um Text einzugeben.

5.4 Include in this contract a confirmation that **accident insurance cover** exists for the participant's tasks (covering at least damage at the participant's expense at the workplace) and a description of the contract.

**Accident insurance** for accidents of the participant at the workplace concluded by (conclusion of contract is obligatory):

|  |
| --- |
| Host institution |[ ]
| Participant |[ ]

Name of the insurance and designation of the contract: Klicken Sie hier, um Text einzugeben.

ARTICLE 6 – ONLINE LINGUAGE SUPPORT

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

6.2 *Only applicable to participants following an OLS language course:* The participant will follow the OLS language course of their choice, starting as soon as they receive access and making the most out of the service. The participant will immediately inform the organisation if he/she is unable to carry out the course, before accessing it.

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 personal data of the participant are collected and processed in the International Office of the University of Greifswald only for the purpose of detecting and managing the application for an exchange. Stored data will not be disclosed to third parties without the consent of the participant. Statistical evaluations may take place only in anonymous form. The participant also has the right to revoke in writing to the Universität Greifswald, International Office, Domstr. 8, 17489 Greifswald his/her consent to collecting and processing his/her personal data with effect for the future at any time and without giving reason.

8.2 By signing the Grant Agreement, the participant confirms that he/she has taken note of the European Commission's privacy statement: <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 German 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.

**SIGNATURES**

Participant University of Greifswald

Klicken Sie hier, um Text einzugeben. Nadine Voigt/ Erasmus+ Coordinator

Done at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Done at Greifswald, date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The participation on an intensive language course before the official mobility is also financially supported (also at external institutions in the host country) (interruption between the end of the course and the start of the mobility up to a maximum of 7 days). [↑](#footnote-ref-1)
2. Students of state examination programs have a total Erasmus quota of 24 months at their disposal, with a maximum mobility period of 12 months at one institution. [↑](#footnote-ref-2)
3. Includes, if applicable, travel days and days for green travel and are considered in addition to the days of stay or funding specified in Article 2.3. [↑](#footnote-ref-3)
4. Traveling with your own child, degree of disability of at least 20, chronic illnesses (proof by identity card, decision of the state social welfare office or medical certificate), first-time graduates, employed students. If at least one of these points applies to you, please also submit the completed Declaration of Honor to the Erasmus Office. The template can be found on the form website. [↑](#footnote-ref-4)
5. Traveling with your own child, degree of disability of at least 20, chronic illnesses (proof by identity card, decision of the state social welfare office or medical certificate), first-time graduates, employed students. If at least one of these points applies to you, please also submit the completed Declaration of Honor to the Erasmus Office. The template can be found on the form website. One-time 100 EUR for stays of less than 15 days, for stays of 15 days or more one-time 150 EUR. [↑](#footnote-ref-5)
6. Please attach Declaration of Honor (digital form/scan sufficient). The template can be found on the website. [↑](#footnote-ref-6)
7. There is the possibility of taking part in the group insurance of the DAAD at the participant's own expense. Health / accident and liability insurance are included. More information from the DAAD, insurance office Tel: +49 228 882 294 or <https://www.daad.de/versicherung/allgemein/bedingungen/de/14380-daad-versicherung-zielland-ausland/> [↑](#footnote-ref-7)
8. Note: In case of mobility within the EU, the participant's national health insurance with the European Health Insurance Card also provides basic insurance coverage for the stay in another EU country. However, this basic insurance coverage may be insufficient, especially if repatriation or special medical interventions are required or in case of international mobility. Supplementary private health insurance may be required for such cases. Liability and accident insurances cover damages caused or suffered by the participant during the stay abroad. Different regulations apply for these insurances in the individual countries. The participant therefore runs the risk of not being covered by the standard conditions if, for example, he/she is not considered an employee or is not formally enrolled at the host institution. In addition to the above mentioned insurances, insurance against loss or theft of documents, tickets and luggage is recommended. [↑](#footnote-ref-8)