

**Grant agreement for Erasmus+ traineeship mobility**

Full official name of the sending institution: Aalto University

Erasmus Code of the sending institution: SF ESPOO12

Address: P.O.Box 11000, FI-00076 AALTO, Finland

Surname and first name(s) of the student:

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address in Finland while on exchange: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field: Higher education

Academic year: 20\_\_\_/20\_\_\_

Study cycle: BSc/MSc/PhD

Subject area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code: [ISCED-F code] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of completed higher education study years: \_\_\_\_\_\_\_

The participant receives: (filled by the home university)

☐ a financial support from EU funds

☐ a zero-grant from EU funds

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

The grant will be paid to the bank account student has stated in the Moveon electronic application system.

Annex I Learning Agreement for Erasmus+ mobility for traineeships (submitted separately)

Annex II General Conditions

Annex III Erasmus Student Charter (submitted separately)

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 institution shall provide support to the participant for undertaking a mobility activity for traineeships/studies and traineeship 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/studies and traineeship 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 length of the mobility period in Erasmus+ Programme is determined as follows:

The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving organisation and the end date shall be the last day the participant needs to be physically present at the receiving organisation. Organisation to select for participants attending a language course provided by another organisation than the receiving organisation as a relevant part of the mobility period abroad: The start date of the mobility period shall be the first day of language course attendance outside the receiving organisation. If applicable, travel days shall be added to the duration of the mobility period and included in the calculation of the individual support.

2.3 The participant shall receive a financial support from EU funds according to the length of the mobility period (from start date to end date).

2.4 For long-term mobility: the total duration of the physical mobility period shall not exceed 12 months, including any zero-grant period. For short-term mobility: the total duration of the physical mobility period shall not exceed 30 days.

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 The Traineeship Certificate (or a separate statement) shall provide the confirmed start and end dates of duration of the mobility period (or statement attached to this document, e.g., Letter of Confirmation).

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 physical mobility.

3.3 The final amount for the mobility period shall be determined by multiplying the number of days/months of the mobility specified in article 2.3 with the rate applicable per day/month for the receiving country concerned. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.

Please see more information regarding financial support from EU funds at: <https://into.aalto.fi/display/enopinnot/Internship>. You can also contact the School contact person in case you need further information about the internships and funding.

The total financial support for the mobility period for long-term mobility is counted per month (30 days) and per extra days depending on the destination country. The exact amount of the Erasmus+ scholarship will be determined after the end of the internship as it depends on its actual duration.

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 and includes applicable top-ups and/or applicable travel grant. For zero-grant participants, the contribution for travel and individual support should be 0.

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 he or she carries the activities foreseen in Annex I.

3.7 When applying for internship, students commit themselves to comply with the principles set by the home university. The financial support or part thereof shall be repaid if the participant does not comply with the terms of the grant agreement or principles set by the home university. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure. Such cases shall be reported by the sending institution and accepted by the NA.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 Within 30 calendar days following the signature of the agreement by both parties, and no later than the start date of the mobility period or upon receipt of confirmation of arrival, a pre-financing payment shall be made to the participant representing between 70% - 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 organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own.

5.2 Insurance coverage shall include at minimum a health insurance.

5.3 The responsible party for taking the insurance coverage is the participant. The student understands that he/she is personally responsible for adequate insurance coverage during participation in the exchange program. Aalto University recommends those students travelling abroad to obtain independent health and medical insurance, particularly in compliance with any insurance requirements of the visa/residence permit for the destination country. In addition, not replacing proper insurance, those students staying within the European Union are advised to get the European Health Insurance Card (EHIC). Furthermore, students are reminded to research the benefits offered by the local student card if offered by the host institution. The student is aware that if hospitalization is necessary for any reason while in a foreign country during their time abroad, Aalto University does not take any responsibility for payment of such costs.

When signing this agreement, student commits him/herself to have adequate insurance coverage for the mobility period abroad. For traineeships mandatory insurances are health insurance, liability insurance and accident insurance.

Aalto University does not provide health insurance, liability insurance or accident insurance for the

participant. The student is personally responsible for adequate insurance coverage while completing

a traineeship abroad.

Information on the Aalto University statutory insurance for students: [https://into.aalto.fi/display/enopisk/Statutory+insurance+for+students](https://into.aalto.fi/display/enopisk/Statutory%2Binsurance%2Bfor%2Bstudents)

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 the 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 institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant For Aalto University

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Name / Forename Name / Forename / Function

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

place and date place and date

**Annex II**

**GENERAL CONDITIONS**

**Article 1: Liability**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his 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 institution 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 he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid.

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 his/her part, the participant shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.2. Any remaining funds shall have to be refunded, except if agreed differently with the sending organisation.

**Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions 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 institution, 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 (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the sending institution, the National Agency, or 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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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