**GRANT AGREEMENT FOR ERASMUS+**
**HIGHER EDUCATION STUDIES AND/OR TRAINEESHIPS**

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| **FILL THIS FORM ELECTRONICALLY AND ATTACH IT TO YOUR SOLEGRANT APPLICATION.** |
| **ACADEMIC YEAR 20****/20** |
| **THE SENDING INSTITUTION** | Full official name of the sending institution:Lapin yliopisto - University of Lapland, SF ROVANIE01 |
| Address:Internationalisation ServicesYliopistonkatu 8, 96300 Rovaniemi, FINLAND |
| Called hereafter “the institution”, represented for the purposes of electronic signature of this agreement by the student affairs officer of the University of Lapland Internationalisation Services, of the one part, and |
| **THE PARTICIPANT** | First name(s)      | Last name(s)      |  |
| Address:       | Date of birth      |
| Nationality: (in ID/Passport)      |
| Phone:      | Email:      |
| Study cycle:[ ]  1st cycle (Bachelor) [ ]  2nd cycle (Master) | Subject area: (click and choose from the list)Choose an item. |
| Code: (click and choose from the list)Choose an item. |
| Number of completed higher education study years:       |
| The participant receives: (tick the right box)[ ]  a financial support from Erasmus+ EU funds (Erasmus+ grant for the whole duration of the exchange)[ ]  a zero-grant from Erasmus+ EU funds (no Erasmus+ grant)[ ]  a partial financial support from Erasmus+ EU funds (Erasmus + grant not paid for the whole duration of the exchange)**Total amount includes:**[ ]  Base amount for individual support for long-term physical mobility[ ]  Base amount for individual support for short-term physical mobility[ ]  Top-up amount for students with fewer opportunities on long-term mobilities, 250 EUR\*[ ]  Top-up amount for students with fewer opportunities on short-term mobilities, 100 EUR or 150 EUR\*[ ]  Top-up amount for traineeships[ ]  Green travel top-up (single contribution), 50 EUR\*[ ]  Erasmus+ Travel support (standard travel or green travel)[ ]  Travel days (additional individual support days) [ ]  Exceptional cost for expensive travel (based on real costs)[ ]  Inclusion support (based on real costs)\***\*TICK THE BOX, IF YOU MEET THE REQUIREMENTS BELOW:*** A student with fewer opportunities. The participant must prove this by attaching the Declaration of Fewer Opportunities document into the grant application.
* Green travel: If you travel by using an environment-friendly means of transportation (bus, train, car-pool or bike) over half of the journey. The participant must prove this by attaching the Declaration of Green Travel document into the grant application.
* Inclusion support: A participant whose individual physical, mental or health-related situation is such that his/her participation in the mobility action would not be possible without extra financial support. In this case, please contact the International Services as soon as possible for further information.
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| **BANK ACCOUNT WHERE THE FINANCIAL SUPPORT SHOULD BE PAID** | Bank account holder (if different than student):      |
| Bank name:      |
| Clearing/BIC/SWIFT number:      | Account/IBAN number:      |
| 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** Choose an item.**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.**  |
| ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT **1.1**. The organisation shall provide support to the participant for undertaking a mobility activity under the Erasmus+ Programme.**1.2** The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity 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 sign electronically in SoleGrant.**2.2** The physical mobility period shall start on      /     /20      at the earliest and end on      /     /20      at the latest. **The start date of the physical mobility period shall be the first day that the participant needs to be physically present at the receiving organisation and the end date of the period abroad 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 EU funds for       months and       days.       travel days are added to the duration of the mobility period and included in the calculation of the individual support.**2.5**. The participant may submit a request concerning the extension of the mobility period within the limit set outset out in the Erasmus+ Programme guide. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.**2.6** The Transcript of Records/Certificate of Attendance (Letter of Confirmation) or Traineeship Certificate shall provide the confirmed start and end dates of duration of the mobility period, including the virtual component. |
| ARTICLE 3 – FINANCIAL SUPPORT **3.1** The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide.**3.2** The organisation shall provide the participant **the total financial support from Erasmus+ funds for the mobility period EUR       .****3.3.** The contribution towards costs incurred in connection with travel or inclusion needs (choose what is applicable): [ ]  top-up for fewer opportunities[ ]  green travel top-up[ ]  travel support[ ]  inclusion support[ ]  exceptional costs for expensive travelshall be based on the supporting documents provided by the participant. The documents must be attached to the grant application in SoleGRANT.If the length of the mobility period shortens from the time mentioned in the article 2.2, the EU financial support can be reduced to correspond to the actual length of the mobility.**3.4** The financial support may not be used to cover similar costs already funded by EU funds. **3.5** Notwithstanding article 3.4, the grant is compatible with any other source of funding. This includes a salary that the participant could receive for their traineeship or teaching activities, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex I.**3.6** The financial support or part thereof shall be repaid if the participant does not comply with the terms of the agreement. The participant has to return the Letter of Confirmation to SoleMove. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending institution. However, when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure, he/she 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, except if agreed differently with the sending institution. Such cases shall be reported by the sending institution and accepted by the NA.  |
| ARTICLE 4 – PAYMENT ARRANGEMENTS**4.1** For outgoing students: Payment shall be made to the participant no later than (whichever comes first):- 30 calendar days after the signature of the agreement by both parties- the start date of the mobility periodFor incoming students: The participant shall receive individual and travel support, if applicable, in a timely manner after the arrival of the participant.The payment shall be made to the participant representing 80% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the funding 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 EU Survey tool shall be considered as the participant's request for payment of the balance of the financial support. The institution shall have 45 calendar days for outgoing students and 20 calendar days for incoming students 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 studies mandatory insurance coverage is: health insurance** **For traineeships mandatory insurances are: health insurance, liability insurance and accident insurance****5.2** **Health insurance coverage (**mandatory for studies and traineeships). Health insurance has been provided in the following way(s):[ ]  Through the European Health Insurance Card[ ]  Through private insurance taken by the student:Name of the insurance company:      The insurance number:      **5.3** **Liability insurance coverage** (covering damages caused by the student at the workplace; mandatory for traineeships).Liability insurance has been provided in the following way(s):[ ]  Through the receiving organization (in this case, a specific document shall be attached to this grant agreement defining the conditions of the insurance provision and including the consent of the receiving organisation.)[ ]  Through the sending higher education institution:**Liability insurance at work: University of Lapland cover: educational establishment’s liability insurance on students (not valid in Canada and USA): insurance number** SP2029284**.**[ ]  Through private insurance taken by the student:Name of the insurance company:      The insurance number:      **5.4** **Accident insurance coverage** (covering damages caused to the student at the workplace; mandatory for traineeships).Accident insurance has been provided in the following way(s):[ ]  Through the receiving organization[ ]  Through the sending higher education institution:**Accident insurance: University of Lapland cover:** SP2029284[ ]  Through private insurance taken by the student:Name of the insurance company:      The insurance number:       |
| ARTICLE 6 – ONLINE LANGUAGE SUPPORT *[Only applicable for mobilities for which the main language of instruction or work is available* *in the Online Language Support (OLS) tool), with the exception of native speakers]***6.1.** [Only for students whose mobility lasts 14 days or more]The participant must carry out the **OLS language assessment** in the language of study (if applicable) before the mobility period. The completion of the online assessment before departure is a pre-requisite for the mobility, expect 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.**6.3.** [Only applicable to participants who need to follow an OLS language course to improve their level] The participant can follow OLS language courses, starting as soon as they receive access and making the most out of the service. |
| 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 (for incoming long-term student mobility within 10 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 on-line survey may be sent to the participant allowing for full reporting on recognition issues. |
| ARTICLE 8 – DATA PROTECTION**8.1** The funding 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 national law of Finland.**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. |
| **By submitting this Erasmus+ grant agreement and making the Erasmus+ SoleGrant application student electronically signs the agreement. By accepting the Erasmus+ grant application in SoleGrant University of Lapland Internationalisation Services representative signs this agreement electronically. Student can print out the Erasmus+ grant certificate from SoleGrant.** |

**Annex I:**

**Erasmus+ learning agreement for student mobility for studies OR**

**Erasmus+ learning agreement for student mobility for traineeships**

**Annex II**

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| **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 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 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 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 (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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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>