**Grant agreement for Erasmus+ traineeship within Programme Countries**

Instruction for the Student: Fill in the document electronically, save in PDF form and upload it into the SoleGRANT system.

**University of Lapland**

**SF ROVANIE 01**

Address: Yliopistonkatu 8, 96300 Rovaniemi, Finland

Called hereafter "the institution", represented for the purposes of signature of this agreement by Päivi Martin and/or Minna Nousiainen and/or Jenni Sjöman, of the one part, and

**Mr/Ms [insert your name and forename]**

Date of birth: Nationality:

Address: [official address in full]

Phone: E-mail:

Sex: [M/F] Academic year: 20.. /20..

Number of completed higher education study years:

Subject area/degree in sending institution:

Code: [click below]

|  |  |  |
| --- | --- | --- |
| [ ]  | 0313 | Applied Psychology |
| [ ]  | 0210 | Art Education, Audiovisual Media Culture, Applied Visual Arts |
| [ ]  | 0212 | Design (Clothing, Graphic, Interior and Textile, Industrial, Service) |
| [ ]  | 0110 | Education |
| [ ]  | 0421 | Law |
| [ ]  | 0413 | Management and Administration |
| [ ]  | 0312 | Political Sciences |
| [ ]  | 0923 | Social Work |
| [ ]  | 0314 | Sociology |
| [ ]  | 0113 | Teacher Training without subject specialisation |
| [ ]  | 1015 | Tourism Research |

Student with:

[x]  A financial support from Erasmus+ EU funds

[ ]  A zero-grant

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

The financial support includes:

[ ]  Special needs support

[ ]  Financial support to student with children

Called hereafter “the participant”, of the other part,

Have agreed to the Special Conditions below and Annexes in SoleMOVE mobility system, which form an integral part of this agreement ("the agreement"):

Annex I Learning Agreement for Traineeship

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 institution shall provide support to the participant for undertaking a mobility activity for traineeship under the Erasmus+ Programme.

1.2 The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity for traineeship 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

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

2.2 The mobility period shall start on [date] and end on [date].

 The dates must be equal to the Acceptance Letter from the Receiving Institution.

* The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation (first course/first day at work, first day of welcoming event or language and intercultural courses).
* The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation (last day of the exam period/course/work /mandatory sitting period).

2.3 The participant shall receive a financial support from Erasmus+ EU funds for the mobility period stated in the article 2.2 according to the Mobility Tool+ calculation.

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

2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period.

2.6 The Learning Agreement for Traineeship after mobility shall provide the confirmed start and end dates of duration of the mobility period. These dates should be equal to the dates in the Article 2.2. In case of changes in the dates, the final mobility grant will be recalculated after the mobility.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The financial support for the mobility is based on the mobility period stated in the article 2.2. according to the Mobility Tool+ calculation. The participant will receive the official SoleGRANT decision with the exact amount of the grant (EUR). Below the participant can get familiar with the amounts of the grants and the grounds for grant calculation.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Receiving country | Amount per month | Amount per day |
| Group 1Programme Countries with higher living costs | Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway | 510 € | 17,00 € |
| Group 2Programme Countries with medium living costs | Belgium, Bulgaria Czech Republic, Croatia, Cyprus, Estonia, Germany, Greece, Hungary, Latvia, Lithuania, Malta, Spain, Luxembourg, Netherlands, Portugal, Slovenia, Iceland , Turkey, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia | 460 € | 15,33 € |

3.2 The amount for the mobility period shall be determined by multiplying the number of months of the mobility 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 is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.

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

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 including revenue that the participant could receive working beyond its traineeship as long as he/she carries 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. 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 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 National Agency.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 A pre-financing 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 period

representing 80% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending institution's timeline, a later payment of the pre-financing can be exceptionally accepted.

4.2 If the payment under article 4.1 is lower than 100% of the financial support, the submission of the online EU survey shall be considered as the participant's request for payment of the balance of the financial support. The institution 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. During an Erasmus+ traineeship period health insurance, liability insurance and accident insurance are mandatory for the participant.

5.2 It is the responsibility of the participant to obtain a health insurance policy and have appropriate documentation of the validity of the insurance.

**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, optional but recommended)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the insurance number, optional but recommended)

5.3 A trainee is covered by the liability insurance of the University of Lapland with the following conditions: The insurance covers traineeship in connection with studies, of which a traineeship agreement or a contract of on-the-job learning is made. The University’s liability insurance covers loss or damage occurring at the traineeship or on-the-job learning site abroad, when the loss or damage is on the sole responsibility of the student and in which case the student is personally liable for any compensation required. Liability insurance is only valid for degree students, not for recent graduates.

**Liability insurance has been provided in the following way(s)**:

[x]  **Through the sending higher education institution**

 [ ]  Through the receiving organisation

[ ]  Through private insurance taken by the student:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the insurance company, optional but recommended)

 \_SP1308001.2.1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the insurance number, optional but recommended)

5.4 A trainee is covered by the accident insurance of the University of Lapland, which is valid in Finland and abroad with the same terms and conditions. To cover free-time accidents during the work practice period, the trainee must personally get a separate insurance.

**Accident insurance has been provided in the following way(s)**:

[x]  **Through the sending higher education institution**

 [ ]  Through the receiving organisation

[ ]  Through private insurance taken by the student:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the insurance company, optional but recommended)

 \_\_ SP1308001.2.1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the insurance number, optional but recommended)

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT

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

6.3 The participant shall follow the OLS language course, if the result of the assessment is lower that CEFR B2 –level. The participant shall immediately inform the institution if he/she is unable to carry out the course, before accessing it.

6.4 The payment of the final instalment of the financial support is subject to the completion of the compulsory OLS language assessment at the end of the mobility.

ARTICLE 7 – EU SURVEY

7.1. The participant shall complete and submit the online EU Survey 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 EU Survey may be required by their institution 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 – LAW APPLICABLE AND COMPETENT COURT

8.1 The Agreement is governed by the Finnish Law.

8.2 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**

By submitting the Erasmus+ Grant Agreement and the Erasmus+ SoleGRANT application, the participant electronically signs and approves the Agreement. By accepting the Erasmus+ Grant Application in SoleGRANT, University of Lapland Internationalisation Services representatives sign and approve this agreement electronically. The participant can print out an Erasmus+ grant certificate from SoleGRANT.