

# Grant Agreement Erasmus+ Student Mobility for Studies 2020/2021

Please fill in this form **digitally** and keep a copy for your own reference.

Before filling in and submitting the Grant Agreement, please **check** the main conditions and instructions below:

You are registered as a full-time student at Södertörn University/Södertörns högskola	<input type="checkbox"/>
You are qualified to participate in <i>Erasmus+ exchange programme</i> - <a href="#">Studies (read conditions carefully)</a> and/or <i>Erasmus+ Exchange programme</i> - <a href="#">Traineeships (read conditions carefully)</a>	<input type="checkbox"/>
You have been offered: 1. a place at one of Södertörn University's partner universities within the Erasmus+ programme and you have accepted that place and/or 2. a traineeship placement in an Erasmus+ programme country	<input type="checkbox"/>
It is obligatory to include <b>official start and end dates</b> of the semester/exchange period at the host institution/organisation. This can only be done by providing: A. a link to a university's official Academic Calendar or B. the dates are mentioned in an email from the host university/organisation (e.g. official Letter of Acceptance) Please submit one of the above together with the Grant Agreement	<input type="checkbox"/>
The following <b>completely filled</b> Grant Agreement should be sent together with or after the provision of a completed <b>Learning Agreement</b> which is signed by: • you • sending institution (i.e. your School at Södertörn University) • receiving institution/organisation/enterprise	<input type="checkbox"/>
You have completed the 1 <sup>st</sup> OLS language assessment	<input type="checkbox"/>

## How to fill in the following Grant Agreement (GA):

Parts that should be filled in by students are marked yellow and parts that are meant to be filled in by the International office are marked blue.

1. In the first step fill in **all the parts marked yellow** (also "[...]") of the GA but **leave the space for signature blank**.
2. **Upload** the GA in **Word format** in Mobility Online.
3. The GA will be completed by the International Office and **returned to you for a signature**.
4. **Send** the signed GA to the International Office in **PDF format**.

**N.B.** The Grant Agreement must be submitted in **Word format** the first time that you send it in! No photos or scanned versions of the GA will be accepted unless mentioned otherwise by the International Officers.

## Payment:

The whole payment will be divided into two parts 70:30 – from which:

- First part (70%) will be paid out after receiving **all** of the following:  
**For Studies:** a) Learning Agreement, b) Grant Agreement + official dates c) OLS 1<sup>st</sup> language assessment d) Certificate of arrival  
**For Traineeships:** a) Learning Agreement b) Grant Agreement + official dates c) OLS 1<sup>st</sup> language assessment d) Internship placement details e) CV f) Certificate of Registration g) Insurance Certificate
- Second part (30%) will be paid out **after** the exchange stay on provision of the following:  
**For Studies:** a) Certificate of attendance b) Tips och råd c) OLS 2<sup>nd</sup> language assessment d) Erasmus+ online survey  
**For Traineeships:** a) Traineeship Certificate b) OLS 2<sup>nd</sup> language assessment c) Erasmus+ online survey
- The final total amount will depend on the date stated in the Certificate of attendance/Traineeship Certificate. Please refer to Article 4.1 (see below) for more information.

## Insurance:

Please read the conditions mentioned in Article 5 carefully. For more information and application of an Insurance Certificate contact [exchange@sh.se](mailto:exchange@sh.se).

## Grant agreement model for Erasmus+ studies and/or traineeships within Programme Countries

**Södertörn University/Södertörns högskola**

Erasmus Code **S HUDDING01**

Address:  
Södertörn University  
Alfred Nobels allé 7  
141 89 Huddinge  
Sweden

Called hereafter "the institution", represented for the purposes of signature of this agreement by an International Officer, of the one part, and

**Mr/Mrs/Ms** [...]

<b>Date of birth –personal number:</b>	[...]	<b>Nationality:</b>	[...]
<b>Address:</b>	[...]		
<b>Phone:</b>	[...]	<b>E-mail:</b>	[...]
<b>Sex:</b>	[...]	<b>Academic year:</b>	2019/2020
<b>Study cycle:</b>	[...]		
<b>Subject area at SH:</b>	[...]	<b>Field of education code at SH:</b>	[ISCED-F code] <a href="#">click for details</a>
<b>Number of completed higher education study years:</b>	[...]	<b>Destination Country:</b>	[...]
<b>Previous participation in Erasmus at the same level of study:</b>	[Yes/No]	<b>If yes, number of months and extra days at the same level of study:</b>	[MM:DD]

Student with:  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

### Bank Account Details

Bank Account Number (where the financial support should be paid): [...]
Bank Clearing number: [...]
Bank Name: [...]
Bank Account Holder ( <i>if different than student</i> ): [...]

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

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

- Annex I  Learning Agreement for Erasmus+ mobility for studies/  
 Learning Agreement for Erasmus+ mobility for traineeships/  
 Learning Agreement for Erasmus+ mobility for studies and 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.

[It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation or institutional regulations.]

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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- 1.1 The institution shall provide support to the participant for undertaking a mobility activity for studies under the Erasmus+ Programme.
- 1.2 The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity for studies 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

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- 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 [\[DD/MM/YYYY\]](#) and end on [\[DD/MM/YYYY\]](#). The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation. The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
- 2.3 The participant shall receive a financial support from Erasmus+ EU funds for [\[...\]](#) months and [\[...\]](#) days *[if the participant receives a financial support from Erasmus+ EU funds: the number of months and extra days shall be equal to the duration of the mobility period. If the participant receives a financial support from Erasmus+ EU funds combined with a zero-grant period: the number of months and extra days shall correspond to the period covered by financial support from Erasmus+ EU funds, which shall be provided at least for the minimum duration of the period abroad (2 months for traineeships and 3 months or 1 academic term or trimester for studies)]; [If the participant receives a zero-grant for the entire period: this number of months and extra days should be 0].*
- 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 Transcript of Records or Traineeship Certificate (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

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- 3.1 The financial support for the mobility period is EUR [\[...\]](#), corresponding to EUR [\[...\]](#) [per month](#) and EUR [\[...\]](#) [per extra days](#).
- 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 studies/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 as defined in article 2.2. 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

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- 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 or upon receipt of confirmation of arrival by the beneficiary representing **70%** 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.
- 5.2  Students participating in Erasmus+ Student exchange and Traineeship (***does not apply to recent graduates***) can apply for a **health insurance coverage** for outgoing students (in Swedish: “*Stud-UT försäkring*”) provided by Kammarkollegiet through Södertörn University. Students are advised to check the conditions of the insurance provided by the University and consider even having own health insurance coverage.
- 5.3  Outgoing students need to have **own liability insurance** (covering damages caused by the student at the workplace [/study place if foreseen for studies]) for both Erasmus+ student exchange and Traineeship.
- 5.4  Outgoing students need to have their **own accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace [/study place if foreseen for studies]). This applies both on Erasmus+ Student exchange and Traineeship.

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT

*Only applicable for mobilities for which the main language of instruction or work is Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, or Swedish (or additional languages once they become available in the Online Linguistic Support (OLS) tool), with the exception of native speakers.*

- 6.1. The participant must carry out the OLS language assessment before the mobility period. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.
- 6.2. **The level of language competence\* in:**

<input type="checkbox"/>	English
<input type="checkbox"/>	Other language – please specify:

**that the student already has or agrees to acquire by the start of the mobility period is:**  
**A1  A2  B1  B2  C1  C2**

**\* Note: This concerns only the language of the Erasmus+ (OLS) online assessment!**
- 6.3 The participant shall follow the OLS language course, starting as soon as they receive access and making the most out of the service. The participant shall immediately inform the institution if he/she is unable to carry out the course, **before accessing it**.

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 Swedish 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

For the participant

For the institution  
International Officer

**Signature**

**Signature**

Done at ..... , 01/02/2021

Done at Huddinge, 01/02/2021

**[Key Action 1 – HIGHER EDUCATION]**

**Learning Agreement for Erasmus+ mobility for studies and for traineeships**  
**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 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 Sweden, 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 Sweden 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, 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 his/her 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, 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 Sweden or by any other outside body authorised by the European Commission or the National Agency of Sweden to check that the mobility period and the provisions of the agreement are being properly implemented.