**Grant agreement for Erasmus+ blended short-term traineeship mobility**

Field: Higher Education

Academic year: 2024-2025

Jyväskylän yliopisto (University of Jyväskylä)

Erasmus Code of the sending institution: SF JYVASKY01

Address: University of Jyväskylä, International Office, P.O.Box 35, FI-40014 University of Jyväskylä

Called hereafter "the organisation", represented for the purposes of signature of this agreement by Heta Koski, International Office of the one part, and

on the one part, and

Student

Surnames

First names

Date of birth and Finnish personal identity number: Nationality:

Address, postal code, city:

Phone: E-mail:

Sex: M / F /Undefined Academic year: 2024/2025

Study cycle: Bachelor /Master / Postgraduate

Major Subject:

Area and degree in sending institution:

Number of completed higher education study years:

Subject area: Degree in sending organisation Code: ISCED-F code

Number of completed higher education study years:

The participant receives:

☐ **a financial support from Erasmus+ EU funds**

☐ a zero-grant

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

Total amount includes:

**☐ Mobility grant**

☐ Green travel support

☐ Special needs and Inclusion support (based on actual costs)

☐ Additional support for commuters who have fewer opportunities than others (250€/month). *Social obstacles:* family (underage children) or family caregivers (agreement on family care with the municipality), *Disabilities, Health obstacles, Migrant background*.

**Bank account where the financial support should be paid:**

Bank account holder (if different than student): Bank name:

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”, on 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 traineeships

Annex II General Conditions

Annex III Erasmus Student Charter

Annex IV Consent to individual liability of a student during the training period abroad

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

Annex II General Conditions

Annex III Erasmus Student Charter

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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 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 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 Student fills in

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

2.2 Blended short-term mobility for traineeship includes a physical period lasting 5–30 days and a compulsory virtual component completed as remote work before, after or during the physical period. The physical mobility period shall start on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on (date)\_\_\_\_\_\_\_\_\_\_\_\_ **.** *The start date of the physical component 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 of the physical component of the mobility period shall be the last day the participant needs to be physically present at the receiving organisation***.** The virtual component of the traineeship shall start on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on (date)\_\_\_\_\_\_\_\_\_\_\_\_. No minimum duration of the virtual component is defined, but it should allow for meaningful online interaction with team members. Two default 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 mobility grant from Erasmus+ EU funds for **\_\_\_\_\_\_\_** days. **\_\_\_\_\_\_** travel days are added to the mobility period and are calculated in the financial support. The minimum length of the exchange period funded by Erasmus+ EU funds is 5 days and the maximum is 30 days.

2.5 The total duration of the blended short-term mobility work placement period **shall not exceed 30 days,** including any zero grant period. The total duration of the mobility periods (studies and work placement) shall not exceed 12 months for a study cycle.

Previous Erasmus exchange: Yes\_\_\_\_ No\_\_\_\_ If yes, pervious participation start and end dates and study cycle:

Erasmus student exchange ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_ study cycle: Bachelor/Master/Postgraduate

Erasmus work placement \_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ study cycle: Bachelor/Master/Postgraduate

2.6 The participant may submit a request concerning the extension of the mobility period. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.

2.7 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 **(JYU fills in)**

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 days of physical mobility.

3.3 The total financial support is EUR **\_\_\_\_\_\_\_\_**, corresponding to EUR 79,- a day for the first 5-14 days, and EUR 56,- a day for the following 15-30 days. The abovementioned daily amounts are paid for the agreed travel days. Additionally, if the student opts for green means of travel, the participant shall receive an additional EUR 50 fixed green travel grant.

In case the mobility period is shortened from the length stated in 2.3, the scholarship needs to be paid back accordingly.

3.4 The reimbursement of costs incurred in connection with inclusion needs. If the participant is entitled to a travel grant or expensive travel costs, when applicable, shall be based on the supporting documents provided by the participant.

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

3.8 Notwithstanding article 3.7, 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 they carry out the activities foreseen in Annex I.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 Within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period, a pre-financing shall be made to the participant representing 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. A pre-financing payment shall be made to the participant no later than (whichever comes first):

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.

For traineeships mandatory insurances are: health insurance, liability insurance and accident insurance (See Annex I and IV). *Student is insured by the University of Jyväskylä if the receiving organisation has not insured the student. JYU insurances cover liability and accident insurances.*

5.2 Acknowledgement that **mandatory health insurance coverage** has been organised shall be included in this agreement.

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

🞏 Through the European Health Insurance Card

🞏 Through the receiving organisation

🞏 Through private insurance taken by the student:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the insurance company)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the insurance number)

5.3 Acknowledgement that **mandatory liability insurance coverage** (covering damages caused by the student at the workplace) has been organised and of how it has been organised shall be included in this agreement.

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

🞏 Through the receiving organisation

X Through the sending higher education institution

🞏 Through private insurance taken by the student:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the insurance company)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the insurance number)

In case the receiving organisation is identified as the responsible party in art 5.3, 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

5.4 Acknowledgement **mandatory accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace) has been organised and of how it has been organised shall be included in this agreement.

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

🞏 Through the receiving organisation

X Through the sending higher education institution

🞏 Through private insurance taken by the student:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the insurance company)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the insurance number)

5.3    The responsible party for taking the insurance coverage is: the organisation and the participant

ARTICLE 6 – ONLINE LANGUAGE SUPPORT

6.1. The participant may carry out the OLS language assessment in the language of mobility (if available). The student can complete OLS language courses after having received access to the OLS-platform.

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.

ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

9.1 The Agreement is governed by 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 organisation 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 International Office,**

**University of Jyväskylä,**

**Heta Koski**

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

surname / forename

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

signature signature

Done at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Done at Jyväskylä,

\_\_\_\_ / \_\_\_\_ / 202\_ \_\_\_\_ / \_\_\_\_ / 202\_

**Annex I**

[Key Action 1 – HIGHER EDUCATION EDUCATION Institution to select

**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 them or their 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, 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 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[[1]](#footnote-2) (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.

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://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en> [↑](#footnote-ref-2)