**Mobility Programme:**

|  |
| --- |
| Full year **OR** |
| Placement 1 **and** Placement 2  If placement 2 is not-known then put (TBC) – check with your department when they expect  you to have confirmation of this |

**Personal Details:**

|  |
| --- |
| Complete **ALL** of the details |

**Finance:**

|  |
| --- |
| You are eligible for an Erasmus+ grant if you are **in the country** of your Host Institution and either working **face to face or distance learning** (NOT your home country) |
| Zero Grant will be applied if you are distance learning from your home.  If this is the same country as your home country you will need to provide evidence of costs and  payments for accommodation outside of your home address (at a later date) |

**Additional Financial Support:**

|  |
| --- |
| Special needs support, please **select** if this applies to you. Please speak to your academic co-ordinator so that discussions can begin with your host on how you can be best supported |
| Please **select** if you believe that this applies to you |

**Erasmus+ Student Charter:**

|  |
| --- |
| Please tick when you have read the Erasmus+ student Charter copied at the end of this document  Please ensure that you upload the whole document including the Erasmus+ Student Charter  to confirm that you have read it |

**Article 1:**

|  |
| --- |
| Please select study **OR** traineeship |

**Article 2:**

|  |
| --- |
| Enter the first possible date that your placement will start |
| Enter the last possible date that your placement will end |

**Signatures:**

|  |
| --- |
| You |
| Erasmus+ manager (Amanda OSBORNE)  This will be done by the team when you have uploaded your form to e-Visions,  do not email Amanda for her signature |

Logo

Description automatically generated**Graphical user interface, background pattern

Description automatically generated**

Please note that this is a transition year. Although you are confirming that you are undertaking your placement in Europe, you may receive Turing funding, not Erasmus Funding. However, to prevent delays in the payment of any Erasmus funds you may be eligible for this form needs to be signed and dated prior to the start of your placement.

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

**PROPOSED MOBILITY PROGRAMME(S)**

Planned periods of the mobility:

Full Academic year 20 /20

(Name of host institution)

Semester 1 Academic year 20 /20

(Name of host institution)

Semester 2 Academic year 20 /20

(Name of host institution)

Sending Institution Details

International Student Office

UNIVERSITY OF WARWICK

UNIVERSITY HOUSE, KIRBY CORNER ROAD

COVENTRY, CV4 8UW UK COVENTR01

Called hereafter "the institution", represented for the purposes of signature of this agreement by

Amanda OSBORNE, Erasmus+ Institutional Co-ordinator & Study Abroad Manager of the one part,

and

The Student

|  |  |  |
| --- | --- | --- |
| **Last name (s)** | **First name (s)** | |
|  |  | |
| **Date of birth** | **Nationality** | |
|  |  | |
| **Address (Official address in full)** | | **Number of completed higher**  **education study years:** |
|  | |  |
| **Contact details (phone, email)** | **Gender [male/female/**  **undefined]** | **Academic year** |
|  |  |  |
| **Study cycle [‘First cycle’ = UG/ ‘Second cycle’ = Masters/**  **‘Third cycle’ = PhD]** | **Subject area, Code [ISCED-F code]** | |
|  |  | |

All fields in the table above must be filled in

|  |
| --- |
| Student with: |
| You are eligible for an Erasmus+ grant if you are   * studying at/working for your host institution in person * studying at/working for your host institution by distance learning, physically in your host country * studying at/working for your host institution by distance learning, NOT physically in your host country for some of the duration of your placement.   a financial support from Erasmus+ EU funds  You are NOT eligible for an Erasmus+ grant if you are   * studying at/working for your host institution by distance learning, NOT physically in your host country for any part of the duration of your placement.   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 disadvantaged background 🞏  This will be verified by the Student Funding Team at the University of Warwick  *Eligible students are defined as disadvantaged by the relevant authorities and who are eligible for full grants and loans. For example, in England, this is students from households with annual incomes of £25,000 or less.*  *For students from outside the UK, decisions on entitlement to this grant are made on the same principles as the £25,000 threshold stated above. That is, if the student is entitled to receive extra payments based on national or regional criteria for disadvantage, and can provide evidence of this. Then they can receive the disadvantaged background supplementary grant.*  *Study Abroad team will be informed by University of Warwick Student Funding Team which Study Abroad Students are eligible for the above. In case of any questions, please contact the Student Funding Team, email: studentfunding@warwick.ac.uk* |

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

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

Annex I Placement Plan for Erasmus+ mobility study/work (separate document to be completed)

Annex II General Conditions

Annex III Erasmus Student Charter (separate document)

I confirm that I have read the Erasmus Student Charter and have uploaded a copy to e-vision to confirm

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 institution shall provide support to the participant for undertaking a mobility activity for studies 🞏/ traineeships 🞏/ part study with part traineeship 🞏 (please select) 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 🞏/ traineeships 🞏/ part study with part traineeship 🞏 (please select) 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 approximate, expected start date of the mobility period shall be … and the approximate, expected end date shall be …………

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 financial support from Erasmus+ EU funds for the equivalent of an academic year at the University of Warwick (maximum). The participant shall receive financial support from Erasmus+ EU funds for the number of months and extra days equal to the duration of the mobility period. If the participant receives 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. However the University of Warwick pays a maximum of 10 months, equal to the academic year. Initial 70% grant payments will be calculated based on 9 months maximum, to accommodate changes of plans.

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**

3.1 The financial support for the mobility period is a monthly EUR amount equivalent to that shown in the table below dependent on the country of mobility.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. ERASMUS+ GRANT RATES FROM 2020/2021 TO 2022/2023**  **Country** | **Study: per month** | **Study Disadvantaged: Per month** | **Traineeship: Per month** | **Traineeship Disadvantaged: Per month** |
| **Group 1: Programme Countries with higher living costs**  Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden | **€420** | **€540** | **€520** | **€540** |
| **Group 2: Programme Countries with medium medium/lower living costs**  Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey, Republic of North Macedonia | **€370** | **€490** | **€470** | **€490** |

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, or expensive travel costs to/from outermost regions and Overseas Countries and Territories (OCTs), 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 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 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 (and placement plan) by both parties
* The start date of the mobility period
* 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. Individuals travelling abroad on behalf of the University of Warwick (including those for whom the University has responsibility), are automatically covered by a Business Travel insurance policy. This is not a holiday travel insurance policy and provides cover for University-related business travel only.

Full details regarding this can be found on the Insurance Service website: www.warwick.ac.uk/insurance

It is recommended that students seek specific advice from the Insurance Office prior to travelling, as they may also require separate insurance. If a student is required to sign up to a host Country / institution health insurance scheme, the student will be responsible for any associated costs.

Prior to all travel, a Travel Insurance Pack should be requested from the Insurance Office or downloaded from the Insurance Office section of the University’s website.

5.2 Basic coverage is also provided by the national health insurance of the participant during his/her stay in another EU country through the European Health Insurance Card. However, the coverage of the European Health Insurance Card and the University of Warwick insurance may not be sufficient, especially in case of repatriation and specific medical intervention. It is highly recommended that a complementary private insurance might be useful.

5.3 For Traineeships only - **Liability insurance coverage** (covering damages caused at the workplace MUST be organised and evidence provided to the Study Abroad team.)

If a liability insurance is in place at your place of work, please provide details regarding this please provide evidence to the Study Abroad team.

Liability Insurance covers damages caused by a student during his/her stay abroad (independently whether he/she is at work or not). Annex 1 provides clarity if this is covered by the receiving organisation or not. If not made compulsory by the national regulation of the receiving country, this might not be imposed on the receiving organisation.]

5.4 [Optional for studies, mandatory for traineeships] Acknowledgement 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]) has been organised and of how it has been organised shall be included in this agreement.

[This insurance covers damages to employees resulting from accidents at work. In many countries employees are covered against such accidents at work. However, the extent to which transnational trainees are covered within the same insurance may vary across the countries engaged in transnational learning mobility programmes. It is the responsibility of the sending institution to check that insuranceagainst accidents at work has been organised. Annex 1t provides clarity if this is covered by the host organisation or not. If the receiving organisation does not provide such a coverage (which cannot be imposed if not made compulsory by the national regulation of the receiving country), the sending institution shall ensure that the student is covered by such an insurance (taken either by the sending institution (on a voluntary basis as part of its quality management) or by the participant herself or himself)].

**ARTICLE 6 – ONLINE LINGUISTIC SUPPORT** [Only applicable for mobility’s 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 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.

6.3. 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 England and Wales.

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: [Forename, Surname]** | **Signature (written):** |
|  |  |
| **Done at [place], [date]** |  |

|  |  |
| --- | --- |
| **For the institution:** | **Done at [place]** |
| Amanda Osborne, Study Abroad Manager | Coventry, United Kingdom |
| **Date:** |  |

**Annex III:** Is available on Study Abroad website <https://warwick.ac.uk/services/studentopportunity/studentmobility/studyabroad/forms/studyandworkforms>

**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 United Kingdom, 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 United Kingdom, 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 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 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 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 United Kingdom or by any other outside body authorised by the European Commission or the National Agency of United Kingdom, to check that the mobility period and the provisions of the agreement are being properly implemented.



Text

Description automatically generated



