



GRANT AGREEMENT ERASMUS+ TRAINEESHIP MOBILITY NO. 2 TRS

Field: Higher Education
Academic year: 20../20..

Mykolas Romeris University LT VILNIUS06

Address: Ateities g. 20, LT-08303 Vilnius

Called hereafter "the organisation", represented for the purposes of signature of this agreement by [first and last name(s) and function], on the one part, and

[Student name and forename]

Date of birth:

Address: [official address in full]

Phone:

E-mail:

Study cycle: [First cycle/Second cycle/Third cycle/Short cycle study programme / other]

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

Number of completed higher education study years:
study years:

[For all participants receiving financial support from Erasmus+ EU, ESF funds, except those receiving only a zero-grant from EU funds].

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

The terms set out in the Special Conditions shall take precedence over those set out in the annexes. The annexes are published and available in the following institution's website:

http://www.mruni.eu/en/university/organizational_structure/international-office/detail.php/erasmus+-traineeship/230723#.Wdc2DI9OKzl

The participant receives [choose one]:

- a financial support from Erasmus+ EU funds
- a zero-grant
- a financial support from Erasmus+ EU funds combined with zero-grant
- other, non-EU, financial support (ESF funds/other)

Total amount includes [select if applicable]:

- Individual support for long-term physical mobility

FOR YOUR INFORMATION ONLY
YOUR PERSONAL AGREEMENT WILL BE
PREPARED AND SENT BY MANAGER

- Individual support for short-term physical mobility
- Top-up support for students with fewer opportunities on long-term mobilities, 250 EUR
- Top-up support for students with fewer opportunities on short-term mobilities, 100 EUR or 150 EUR
- Top-up for traineeship activity, 150 EUR
- Green travel individual support top-up (single contribution), 50 EUR
- Travel support (standard travel or green travel)
- Additional travel days (additional individual support days)
- Expensive travel support (based on real costs)
- Inclusion support (based on real costs)

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 No. 3 and undertakes to carry out the mobility activity for [traineeships] at [host organization, country] 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 signs.
- 2.2 The virtual mobility period shall start on [date] and shall be continued with physical mobility period. The physical mobility period shall start on [date] at the earliest and end on [date] at the latest. The start date 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 shall be the last day the participant needs to be physically present at the receiving organisation. If applicable, [X] 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 financial support from Erasmus+ EU funds for [[for long-term mobility] [...] months and [...] days / [for short-term mobility] [...] days]].
- 2.4 [For long-term mobility] The total duration of the physical mobility period shall not exceed 12 months, including any zero grant period. [For short-term mobility] The total duration of the physical mobility period shall not exceed 30 days.
- 2.5 The participant may submit a request concerning the extension of the mobility period within the limit set out in point No. 2.4. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly. 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 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 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 [X days] of physical mobility [the number of days shall be equal to the duration of the physical mobility period plus travel days including green travel if applicable; if the participant is not going to receive financial support for a part or the entire mobility period, this number of days should be adjusted accordingly].
- 3.3 The total financial support for the mobility period is EUR [...], corresponding to [...]EUR [[for long-term mobility] [...] per month and EUR [...] per extra days] [[for short-term mobility] EUR 70 per day up to the 14th day of physical activity and EUR 50 per day from the 15th day [if applicable; and includes applicable top-ups] [if applicable; and includes EUR [...] for travel.[For zero-grant participants, the contribution for travel should be 0] [if applicable; and includes EUR [...] for [...] funded travel days]].
- 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.
- 3.5 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.6 Notwithstanding point No. 3.5, 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.
- 3.7 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 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 [organisation to choose between 70% and 100%] of the amount specified in Article 3. which is equivalent to EUR [...]. 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 within 5 working days upon receipt of confirmation of arrival.
- 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 EUS survey 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.
- 4.3 At the end of the mobility period and upon submission of supporting documents by the participant for green travel, student may receive an additional fixed financial contribution of 50 EUR for green travel and additional individual support for [...] travel days (maximum 4 travel days) calculated as referred to in point 3.3. If the participant does not submit the documents supporting the green travel, the mobility grant may be recalculated.

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. The participant shall have adequate insurance coverage. The participant is mandatorily obliged to obtain health (first aid and medical expenses) insurance policy valid in the country of host university/organization for the entire period of mobility. The participant may additionally obtain any other health or travel related insurance coverage. The participant is informed that for a period of stay in hosting country, a minimum insured amount of the medical insurance contract (policy) needs to be at least 30.000,00 Eur, and the insurance contract must guarantee that all basic medical assistance costs and travel expenses which may arise in connection with the return, for health reasons, of a foreigner to homeland (medical transportation, including escort by medical brigade or a doctor) will be covered. The participant is strongly recommended to obtain the insurance policy which covers repatriation and specific medical intervention expenses.
- 5.2 Insurance coverage shall include at minimum a health insurance, a liability insurance and an accident insurance. Acknowledgement that health insurance coverage has been organised shall be included in this agreement by providing a copy of health insurance policy. In the case of intra-EU mobility, the participant's national health insurance will include a basic coverage during their stay in another EU country through the European Health Insurance Card. However, this coverage may not be sufficient for all situations, for example in case of repatriation or special medical intervention or in case of international mobility. In that case, a complementary private health insurance may be needed. Liability and accident insurances cover damages caused by the participant or to the participant during their stay abroad. Varying regulation of these insurances is in place in different countries and participants run the risk of not being covered by standard schemes, for example if they are not considered to be employees or formally enrolled at their receiving organisation. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended.
- 5.3 The responsible party for taking the insurance coverage is: the participant.

ARTICLE 6 – ONLINE LANGUAGE SUPPORT

- 6.1. The participant must carry out the OLS language assessment in the language of mobility (if available) 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 [Optional-only if not included in the Learning Agreement] The level of language competence in [main language of instruction/work to be specified] that the student already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2
- 6.3 [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.

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 https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en

ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

- 9.1. The Agreement is governed by the law of the Republic of Lithuania.
- 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.

ARTICLE 10 – FINAL PROVISIONS

- 10.1. The Agreement is concluded in two copies in English, one for each party, or signed with a qualified electronic signature. A scanned copy signed by the Participant may be submitted to the institution.
- 10.2. **The Participant hereby confirms that:**
- all above information about the Participant and his/her bank account details is correct;
 - he/she has familiarized with the relevant privacy statement for the processing of their personal data https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en;
 - that the current mobility period (including previous mobility periods for studies or traineeships under Erasmus+ programme with or without financial support) shall not exceed 12 months during the current study cycle of the Participant.

SIGNATURES

For the participant
[name / forename]

[signature]

Done at [place], [date]

For the [organisation]
[name / forename / function]

[signature]

Done at [place], [date]

Learning Agreement for Erasmus+ mobility for traineeships
(Attached as a separate document)

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 Lithuania, 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 Lithuania 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 legislation¹ (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 Lithuania or by any other outside body authorised by the European Commission or the National Agency of Lithuania 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