**Grant agreement for Erasmus+ study and/or traineeship mobility**

Field: Higher Education

Academic year: 2022/23

Gottfried Wilhelm Leibniz Universität Hannover

Erasmus code: D HANNOVE01

Address: Welfengarten 1, 30167 Hannover

Called hereafter "the organisation", represented for the purposes of signature of this agreement by Mr. Andree Klann (Erasmus+ Institutional Coordinator, on the one part, and

Last name:       First name:

Date of birth:

Address (main residence):

Semester address (if different from main residence):

Phone:       E-mail:

Steuer-Identifikationsnummer (German Tax ID):

Study cycle[[1]](#footnote-2): First cycle [ ]  Second cycle [ ]  Third cycle [ ]

Subject area and degree at home university:

ISCED-F code:

Number of completed higher education study years:

Bank account where the financial support should be paid:

Bank account holder (if different than student):

Bank name:

BIC/SWIFT number:       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 studies/ 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 participant receives:

[ ]  a financial support from Erasmus+ EU funds

[ ]  a zero-grant

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

Total amount includes:

[x]  Individual support for long-term physical mobility

[ ] Individual support for short-term physical mobility

[ ]  Top-up support for students with fewer opportunities on long-term mobilities[[2]](#footnote-3), 250 EUR

[ ]  Top-up support for students with fewer opportunities on short-term mobilities, 100 EUR or 150 EUR

[ ]  Travel support (standard travel or green travel)

[ ]  Green travel individual support top-up (single contribution), 50 EUR

[ ]  Additional travel days (additional individual support days)

[ ]  Inclusion support for students with disabilities (based on real costs)

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 studies/traineeships/studies and 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 studies/traineeships/studies and 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

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

2.2 The physical mobility period shall start on       at the earliest and end on       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. Participants attending a language course provided by another organisation than the receiving organisation: The start date of the mobility period shall be the first day of language course attendance outside the receiving organisation.

2.3 The participant shall receive a financial support from Erasmus+ EU funds for    months and    days.

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

2.5 The participant may submit a request concerning the extension of the mobility period within the limit set out in article 2.4. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly. Requests shall be made to the sending organisation no later than one month before the end of the 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 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       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

* 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
* if applicable: and includes EUR       for       funded travel days.

3.4 The reimbursement of costs incurred in connection with inclusion needs, 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 article 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 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

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 payment shall be made to the participant representing 75 % 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.

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 EU 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.

ARTICLE 5 – INSURANCE

5.1 The organisation shall make sure that the participant has adequate insurance coverage either (a) by providing itself the insurance, or (b) by making an agreement with the receiving organisation for the latter to provide the insurance, or (c) by providing the participant with the relevant information and support to take an insurance on their own.

 The participant hereby confirms that he/she was explicitly informed about insurance possibilities on the part of the institution. There is the possibility to stipulate a group insurance on one’s own expense.

Further information: <https://www.daad.de/versicherung>

5.2 Insurance coverage shall include at minimum a health insurance and optional a liability insurance and an accident insurance.

Explanation: 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 the 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 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.

 Leibniz University’s privacy statement can be found here: https://www.uni-hannover.de/en/datenschutzerklaerung/.

ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT

9.1 The Agreement is governed by German 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.

ARTICLE 10 – FURTHER OBLIGATIONS

10.1 The participant shall hand in the following documents within 30 days after the end of his/her stay abroad.

10.2 The participant shall hand in the Confirmation of Stay signed by the host institution after his return.

10.3 The participant shall write an essay of one to three pages (DIN A4 format) about his/her stay abroad and hand.

10.4 The participant shall hand in a copy of the Learning Agreement.

10.5 A copy of the Transcript of Records shall be handed in after his/her return. The minimum amount of credits that the participant needs to obtain is 10 ECTS. It is up to the decision of the sending institution to make the participant reimburse the expenses if the participant did not obtain the minimum amount of credits.

10.6 The participant shall prove to the home insitution the academic recognition of his/her courses at the host institution. If there is no academic recognition, the participant shall inform the home institution.

10.7 An overview of these obligations can be found here: https://www.uni-hannover.de/en/studium/im-studium/international/outgoing/auslandsprogramme/exchange-programmes/erasmus-plus/back-in-hannover/.

SIGNATURES

For the participant For Leibniz University Hannover

Last name:      , first name:       Mr. Andree Klann

 Erasmus+ Institutional Coordinator

Signature Signature

Place:      , date:       Place: Hanover, date:

**Annex I**

Annex I includes the signed

* Erasmus+ Learning Agreement for studies.
* Erasmus+ Learning Agreement for mobility for studies and for traineeships
* Erasmus+ Learning Agreement for 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 Germany (NA DAAD), 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 Germany (NA DAAD) 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[[3]](#footnote-4) (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 Germany (NA DAAD) or by any other outside body authorised by the European Commission or the National Agency of Germany (NA DAAD) to check that the mobility period and the provisions of the agreement are being properly implemented.

1. First cycle = Bachelor; Second cycle = Master; Third cycle = PhD [↑](#footnote-ref-2)
2. Students with fewer opportunities = students with a child/children, students with disabilities (GdB 20 and above) or chronical illnesses, students from a non-academic background, working students [↑](#footnote-ref-3)
3. 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-4)