**FINANCIAL AGREEMENT FOR ERASMUS+** **TRAINEESHIPS IN PROGRAMME COUNTRIES**

**No. 2021/2022-LTKAUNAS08- KA131 - SMP-**

**I. INSTITUTION**

|  |  |
| --- | --- |
| Name of institution: | **Kaunas University of Applied Sciences** |
| Company (legal entity) code: | **111965284** |
| Address: | **Pramonės pr. 20, LT-50468 Kaunas** |
| Institution’s Erasmus code: | **LT KAUNAS08** |
| Institution’s coordinator: | **Jolanta Valiaugienė** |

Called hereafter **“the institution”** represented for the purposes of signature of this agreement by Director Paulius Baltrušaitis, of the one part, and

**II. PARTICIPANT**

|  |  |
| --- | --- |
| Student’s first name, surname: |  |
| Student’s date of birth: |  |
| Nationality: |  |
| Place of residence: |  |
| Telephone number: |  |
| E-mail address: |  |
| Faculty/Programme of studies: |  |
| Subject area / ISCED-F code |  |
| Number of completed higher education study years:  |  |
| Duration of previous participation in an Erasmus+ programme for studies and/or traineeship: |  |

|  |  |
| --- | --- |
| Bank account where the financial support should be paid: |  |
| Bank account holder:  |  |
| Bank name:  |  |
| Clearing/BIC/SWIFT number: |  |
| Account/IBAN number: |  |

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 1. Learning Agreement for Erasmus+ mobility for traineeships

Annex 2. General conditions

Annex 3. *Erasmus* Student Charter

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

**Student with:**

[ ]  a financial support from Erasmus+ EU funds, contract No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  other, non-EU, financial support (National), contract No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[ ]  a zero-grant under the contract No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  a financial support from Erasmus+ EU funds combined with zero-grant[[1]](#footnote-1)

**Total amount** **includes:**

☐ 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, 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. The institution shall provide support to the participant for undertaking a mobility activity for traineeships under the Erasmus+ Programme.
	2. The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity for traineeships as described in Annex I.
	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**

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

2.2 Mobility period includes: [ ]  Physical mobility [ ]  Virtual mobility

|  |  |
| --- | --- |
| **The start date of the mobility** *(the first day that the participant needs to be present* *at the receiving institution)***20....-......-......** | **The end date of the mobility***(the end date shall be the last day the participant* *needs to be present at the receiving institution)***20....-......-......** |
| **Departure date (in case of physical mobility): 20....-......-......[[2]](#footnote-2)** | **Return date (in case of physical mobility): 20....-......-......[[3]](#footnote-3)** |
| **The start date of virtual mobility 20....-....-.....[[4]](#footnote-4)** | **The end date of virtual mobility 20....-....-.....[[5]](#footnote-5)** |
| **Name of the receiving institution and Erasmus code**: |
| **Address:** |

2.3. The participant shall receive a financial support from Erasmus+ EU funds for:

 ☐ long-term mobility […] months and […] days.

 ☐ short-term mobility] […] days.

2.4. The total duration of the physical mobility period, including any zero grant period:

 ☐ shall not exceed 12 months.

 ☐ 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 article 2.4. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.

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[[6]](#footnote-6)**

* 1. The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide.
	2. The financial support for the mobility period is **…. EUR.** The financial support includes:

☐ **….. EUR** financial support from Erasmus+ EU funds/ other, non-EU funds.

☐ **….. EUR** Kaunas University of Applied Sciencesscholarships.

* 1. The financial support from Erasmus+ EU funds/ other, non-EU funds:

☐ for long-term mobility X EUR per month and X EUR per extra days.

☐ for short-term mobility 70 EUR per day up to the 14th day of physical activity and 50 EUR per day from the 15th day.

☐ for long- or short-term mobility includes X EUR for travel expenses/ or includes X EUR top-ups.

* 1. 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 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 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. The Erasmus scholarship is paid (transferred) to the participant account in parts. Within 30 calendar days from the date of coming into force of the Agreement and **when the participant carries out OLS language assessment before the mobility period (see 6.1. p.)** The participant is paid the sum of **…EUR**, making up **90 percent** of the total maximum scholarship sum. In case the participant did not provide the traineeship, period indicating documents in time, according to the sending institution's timeline and / or did not carry out OLS language assessment, a later payment of the pre-financing can be exceptionally accepted.The institution has 45 calendar days to make the balance payment after receiving the participant’s request for payment of the balance or to issue a recovery order in case a reimbursement is due.

**4.2. The participant's request for payment of the balance of the financial support 10 percent (…. EUR) is considered when the participant:**

**4.2.2. Submits the online EU survey;**

**4.2.3. Provides the documents confirming the start and end dates of the mobility period;**

**4.2.4. Carries out the OLS language assessment at the end of the mobility period (see 6.1 p.).**

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 X 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.

5.2 Insurance coverage shall include at minimum a health insurance, mandatory for traineeships and optional for studies: 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).

Insurance provider(s):

Insurance number:

Insurance date:

5.3 The responsible party for taking the insurance coverage is:

☐ the participant

☐ receiving organisation

**ARTICLE 6 – ONLINE LINGUISTIC SUPPORT**

Only applicable for mobilities for which the main language of instruction or work is 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 and at the end of 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 ….. 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. 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 – FINAL PARTICIOANT 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>

8.2 <https://www.kaunokolegija.lt/kk_wp_content/uploads/2022/01/Informavimas-apie-asmens-duomenu-tvarkyma-Erasmus.pdf>

**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 institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

|  |  |
| --- | --- |
| **Participant:** | **Kaunas University of Applied sciences:**  |
| *Student’s first name, surname* | **Paulius Baltrušaitis***Director* |
| **Signature:** | **(place for stamp/seal)****Signature:** |
| Done at Kaunas,Date:……………………………. | Done at Kaunas,Date: ……………………………. |

The Agreement is executed in two originals in the English language, with one original being presented to each party to the Agreement.

**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 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 legislation[[7]](#footnote-7) (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. This option may only be applied in exceptional cases according to the Rules. [↑](#footnote-ref-1)
2. In case of virtual mobility write: not applicable. [↑](#footnote-ref-2)
3. In case of virtual mobility write: not applicable. [↑](#footnote-ref-3)
4. In case of physical mobility write: not applicable. [↑](#footnote-ref-4)
5. In case of physical mobility write: not applicable. [↑](#footnote-ref-5)
6. Fill in case of physical mobility. In case of virtual mobility write 0 EUR. [↑](#footnote-ref-6)
7. 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-7)