** Grant agreement for *Erasmus+* traineeship**

 **for students 2019-2020**

Home institution: **Vrije Universiteit Amsterdam**

Erasmus code: **NL AMSTERD02**

Address: **De Boelelaan 1105, 1081 HV Amsterdam, The Netherlands**

Called hereafter "the institution", represented for the purposes of signature of this agreement by **Mr Job Mulder,** Erasmus*+ internship* administrator of the one part, and:

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Family name |  |
| Email address |  | Student number |  |
| Address |  |
| Date of birth dd/mm/yyyy |  | Gender |  Female  Male  Undefined |
| Nationality |  | Study cycle |  Bachelor  Master  Recent graduate |
| Study program |  | ISCED-F code [See](https://ec.europa.eu/education/resources/international-standard-classification-education-fields_en) |  |
|  |
| Host institution |  | Erasmus code  | *(universities only)* |
| Country |  | City |  |
|  |
| First working day (planned) dd/mm/yyyy |  | Last working day (planned) dd/mm/yyyy |  |
|  |
| *For OLS language tests see: VUnet > Services > Studying Abroad > Scholarships (or: Serviceplein> Studeren in het buitenland > Beurzen)* |
| Language of work place |  |
| OLS language tests in |  language of work  national language of host country  not applicable: native speaker in language of work |
| OLS language course |  only in case of low score  also in case of higher score  |
|  |
| Bank account to which the grant should be transferred  |  |
| Bank account holder  |  |  |

Called hereafter “the participant” of the other part, have agreed the Special Conditions and Annexes which form an integral part of this agreement ("the agreement"):

Annex I Learning Agreement for Erasmus+ mobility for traineeships (separate form)

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.

***To be completed by International Office:***

The participant shall receive a financial support from EU funds for the duration of the traineeship of …… days.

The financial support for the mobility period (depending on location, see special conditions, article 3.1)  is € ………

 The financial support includes special needs support

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The ***Vrije Universiteit Amsterdam*** shall provide support to the participant for undertaking a mobility activity for studies under the Erasmus+ Programme.

1.2 The participant accepts the financial support in the amount specified in article 3.1 and undertakes to carry out the mobility activity for traineeships as described in Annex I.

1.3. Any amendment to the agreement shall be done in writing and requires original signatures.

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 mobility period shall start on the start date at the earliest and end on the end date at the latest (see page 1). The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation or the first day of language course attendance outside 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 a financial support from EU funds for the number of days mentioned on page 1.

2.4 The total duration of the mobility period, including previous participation in the Lifelong Learning Programme Erasmus sub-programme, shall not exceed 12 months for a study cycle.

2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the mobility period.

2.6 The Traineeship Certificate 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 has an amount of EUR (see page 1) depending on location:

|  |  |  |
| --- | --- | --- |
|  | **Receiving country** | **Amount per month** |
| **Group 1: Countries with higher living costs** | Denmark, Finland, Ireland, Iceland, Luxembourg, Liechtenstein, Norway, Sweden, United Kingdom |  € 375 |
| **Group 2: Countries with medium living costs** | Austria, Belgium, Germany, Cyprus, France, Greece, Italy, Netherlands, Malta, Portugal, Spain | € 324 |
| **Group 3: Countries with lower living costs** | Bulgaria, Croatia, Estonia, Hungary, Czech Republic, Latvia, Lithuania, North Macedonia, Poland, Serbia, Turkey, Slovenia, Romania, Slovakia | € 273 |

3.2 The final amount for the mobility period shall be determined by multiplying the number of days/months of the mobility specified in article 2.3 with the rate applicable per day/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, 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 Union 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 or she carries 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. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure. Such cases shall be reported by the sending institution and accepted by the NA.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 Within 30 days following the signature of the agreement by both parties, and no later than the start date of the mobility period or upon receipt of confirmation of arrival, a pre-financing payment shall be made to the participant 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 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 maximum grant amount, the submission of the on-line EU survey shall be considered as the participant's request for payment of the balance of the financial support. The institution shall have 30 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

ARTICLE 5 – INSURANCE

*Please, read the articles below carefully, and make sure that you are adequately insured when you go on your traineeship. See for additional information the VU Insurance Factsheet: Internship Abroad at the end of this document.*

5.1 The participant shall have adequate insurance coverage.

 Acknowledgement that **health insurance coverage** has been organised shall be included in this agreement (Annex I). Usually basic coverage is provided by the national health insurance of the participant as well during his/her stay in another EU country through the European Health Insurance Card. However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the sending institution of the student to ensure that the participant is aware of health insurance issues.

5.2 Acknowledgement that **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 (Annex I).[*A liability insurance covers damages caused by the student during his/her stay abroad (independently whether he/she is at work or not). Varying arrangements with respect to liability insurance are in place in different countries engaged in transnational learning mobility for traineeships. Trainees therefore run the risk of not being covered. Therefore it is the responsibility of the sending institution to check that there is liability insurance covering in a mandatory way at least damages caused by the participant at the work place. Annex I 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*.]

5.3 Acknowledgement **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 (Annex I).

[*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 insurance against accidents at work has been organised. Annex I 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

6.1. The participant shall carry out an online assessment of linguistic competences before and at the end of the mobility period if the main language of instruction or work is English, French, German, Italian, or Spanish or whenever agreed with the sending institution, with the exception of native speakers. The participant shall immediately inform the institution if he/she is unable to carry out the online assessment.

6.2 The participant shall follow the online language course in order to prepare for the mobility period abroad, using the licence. The participant shall immediately inform the institution if he/she is unable to carry out the online course.

6.3 The payment of the final instalment of the financial support is subject to the submission of the compulsory online assessment at the end of the mobility.

ARTICLE 7 – EU SURVEY (Participant Report)

7.1. The participant shall complete and submit the on-line EU Survey within 30 days from the end date of the mobility period. The participant reserves its right to modify the initial on-line EU Survey within 70 days from the end of the mobility period.

7.2 Participants who fail to complete and submit the on-line EU Survey may be required by their institution to partially or fully reimburse the financial support received.

ARTICLE 8 – LAW APPLICABLE AND COMPETENT COURT

8.1 The Agreement is governed by the national law of the Netherlands.

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 For the Vrije Universiteit Amsterdam

Name: *Job Mulder,* Erasmus*+ internship* administrator

Signature:

Place: Place: Amsterdam

Date: Date:

**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 the Netherlands, 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 the Netherlands 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.

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 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.

**Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 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 with the [national supervising body for data protection] with regard to the use of these data by the sending institution, the National Agency, or 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 the Netherlands or by any other outside body authorised by the European Commission or the National Agency of the Netherlands to check that the mobility period and the provisions of the agreement are being properly implemented.

**Annex III**

**Erasmus+ Student Charter**

*This Charter highlights your rights and obligations and tells you what you can expect from your sending and receiving organisations at each step of your Erasmus+ experience.*

 **Higher education institutions** participating in Erasmus+ have committed themselves to respect the principles of the Erasmus Charter for Higher Education to facilitate, support and recognise your experience abroad.

 **On your side**, you commit yourself to respect the rules and obligations of the Erasmus+ Grant Agreement that you have signed with your sending institution.

 **The Erasmus+ Student and Alumni Association** (ESAA) offers you a range of services to support you before, during and after your experience abroad.

**I. Before your mobility period**

 Once you have been selected as an Erasmus+ student, you are entitled to receive guidance regarding the partner institutions or enterprises where you can spend your mobility period and the activities that you can undertake there.

 You have the right to receive information on the **grading system** used by your receiving institution, as well as information on **obtaining insurance and finding housing, and securing a visa** (if required). You can find the relevant contact points and information sources in the inter-institutional agreement signed between your sending and receiving institutions.

 You will sign a **Grant Agreement** (even if you do not receive financial support from EU funds). If you are enrolled in a higher education institution located in a Programme Country, you will sign the Grant Agreement with your sending institution. If you are enrolled in a higher education institution located in a Partner Country, you may sign it with your sending or receiving institution, depending on the agreed arrangements. In addition, you will sign a **Learning Agreement** with your sending and receiving institution / enterprise. Thorough preparation of your Learning Agreement is crucial for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the details of your planned activities abroad (including the credits to be earned and that will count towards your home degree).

 After you have been selected, you will undergo an **on-line language assessment** (provided this is available in your main language of instruction / work abroad) that will allow your sending institution to offer you the most appropriate language support, if required. You should take full advantage of this support to improve your language skills to the level recommended by your receiving institution.

**II. During your mobility period**

 You should take **full advantage of all the learning opportunities** available at the receiving institution / enterprise, while respecting its rules and regulations, and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.

 Your receiving institution / enterprise commits itself to treat you in the same way as its home students /

employees and you should make all the necessary **efforts to fit into your new environment**.

 You could benefit from networks of mentors and buddies where available at your receiving institution /

enterprise.

 Your receiving institution will not ask you to pay **fees** for tuition, registration, examinations or for access to laboratory and library facilities during your mobility period. Nevertheless, you may be charged a small fee on the same basis as local students for costs such as insurance, student unions and the use of study- related materials or equipment.

 Your **student grant or student loan** from your home country must be maintained while you are abroad.

 You can **request changes** to the Learning Agreement only in exceptional circumstances and within the deadline decided by your sending and receiving institutions. You must ensure that these changes are validated by both the sending and receiving institutions / enterprise within a two-week period after the request has been submitted and keep copies of their approval. Any request to extend the duration of the mobility period must be submitted at least one month before the end of the originally planned period.

**III. After your mobility period**

 In accordance with your Learning Agreement, you are entitled to receive **full academic recognition** from your sending institution for activities that you have completed satisfactorily during your mobility period.

- If you are studying abroad, within five weeks of the publication of your results, your receiving institution will send a **Transcript of Records** to you and to your sending institution, showing your credits and grades achieved. Upon receipt of your Transcript of Records, your sending institution will provide you with complete information on the recognition of your achievements. If you are enrolled in a higher education institution located in a Programme Country, the recognised components (e.g. courses) will appear in your **Diploma Supplement**.

- If you are doing a traineeship1, your enterprise will give you a **Traineeship Certificate** summarising the tasks carried out and an evaluation. Your sending institution will also give you a Transcript of Records, if this forms part of your Learning Agreement. If the traineeship was not part of the curriculum but you are enrolled in a higher education institution located in a Programme Country, the mobility period will be recorded in your Diploma Supplement and - if you wish - in your **Europass Mobility Document**. If you are a recent graduate from an institution located in a Programme Country, you are encouraged to request the Europass Mobility Document.

 You should undergo an **on-line language assessment**, if available in your main language of instruction /

work abroad, to monitor linguistic progress during your mobility.

 You must fill in a questionnaire to provide **feedback on your Erasmus+ mobility period** to your sending and receiving institution, to the relevant National Agencies and to the European Commission.

 You are encouraged to **share your mobility experience** with your friends, fellow students, staff in your institution, journalists etc. to let other people benefit from your experience, including young people.

***If you encounter a problem:***

- *You should identify the problem clearly and check your rights and obligations under your Grant*

*Agreement.*

- *There are a number of people working in your sending and receiving institutions whose role is to help Erasmus+ students. Depending on the nature of the problem and the time it occurs, the contact person or the responsible person at your sending or receiving institution (or receiving enterprise in case of a traineeship) will be able to help you. Their names and contact details are specified in your Learning Agreement.*

- *Use the formal appeal procedures in your sending institution if necessary.*

- *If your sending or receiving institution fails to fulfil the obligations outlined in the Erasmus Charter for*

*Higher Education or in your Grant Agreement, you can contact the relevant National Agency.*

Find out more:

 <http://ec.europa.eu/programmes/erasmus-plus/>

Or join the conversation on social media:

Erasmus+

ErasmusPlus Contact

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**Insurance factsheet: Internship abroad**

When you choose to embark on a trip abroad for internship purposes, then it is paramount that you have arranged your insurance matters well. We understand that it may be hard to have an overview of what it exactly is that you need and for this reason we have listed here all that you need to know so you can take care of this matter before you go abroad. The requirements differ per country of placement, but we do recommend that you consider to take out a supplementary insurance, special declarations of your insurance company and a liability insurance. It is also advisable to check whether you are eligible for the Insurance passport.

For an internship abroad, it is advisable to take out the following insurances:

1. Travel insurance
2. Liability insurance
3. Accident insurance
4. Health insurance

## Travel insurance

VU Amsterdam is holder of a group business trip insurance for which you are automatically covered provided that you travel and stay abroad on order of, on invitation of, or under auspices of Vrije Universiteit Amsterdam. However, it must be noted that this insurance is of supplementary nature which means you are required to arrange a private travel insurance as well. The travel insurance of VU Amsterdam does not cover, for example, incidents that occur in the private sphere. The following is covered by the VU insurance:

* Accidents
* Extraordinary expenses
* Medical costs
* Luggage and damage to lodgings
* Travel related legal assistance

Please contact the ANWB alarm centre via 070 31 45 009 in case of an emergency and mention the insurance number/policy number DL201638. As the group insurance is a supplementary type of insurance, we advise you to take out an individual travel insurance as well.

## Liability insurance

When you will be an intern abroad, one of the most important insurances you need to think of is the liability insurance. With regards to this as well, VU Amsterdam has a collective liability insurance too. You are automatically covered by this provided that you will go to your internship placement on invitation. This means that you do not need to apply for this insurance. It has to be mentioned though that this insurance has an own risk and that the faculties are liable to the first:

• € 100.000 when it concerns injury

• € 10.000 when it concerns property damage

This counts per incident. The liability is determined per incident. Please note that activities of medical nature are not covered by the liability insurance. In that case the student needs to arrange their own liability insurance or arrange that they are covered by the liability insurance of the medical institution. More information about how to report damage, can be found on [VUnet](https://vunet.login.vu.nl/services/pages/detail.aspx?cid=tcm%3a164-301951-16). Additionally, it is always advisable to take out an individual liability insurance as well for the liability insurance of VU Amsterdam is considered to be more of a supplementary nature.

## Accident insurance

You are not insured for accidents via VU Amsterdam. Therefore, you need to close this type of insurance yourself. Needless to say, it is very important that you are adequately covered for this when you plan on partaking in an internship abroad.

## Health insurance

In addition to the above mentioned, you are always obliged to take out health insurance. First, it is wise to check whether your stay abroad is covered by the health insurance you currently have or whether you need to take out additional insurance. Is another EU country your country of placement? Then it is quite easy to apply for the [European Health Insurance Card (EHIC)](https://www.ehic.nl/). When your country of placement is located outside of the EU, you will most likely need to take out additional insurance. This depends on your country of placement. For example, in some countries it is obligated to take out local insurance. In the US and Australia, for instance, it is often required that you participate in their ‘Health Insurance Plan’. Please visit the following websites for more information about health insurance.

* [www.studentsinsured.com/ips/](http://www.studentsinsured.com/ips/);
* [www.aonstudentinsurance.com](http://www.aonstudentinsurance.com/);
* [www.zorgverzekering.org/buitenland/studie-stage-in-buitenland/](http://www.zorgverzekering.org/buitenland/studie-stage-in-buitenland/).