**Field: Higher Education**

**Academic year: 2024/2025**

**Project code: 2023-1-NL01-KA131-HED-000139162**

**Erasmus+ mobility ID number: [student number]**

**Wageningen University NL WAGENIN01**

Droevendaalsesteeg 2

6708 PB Wageningen

The Netherlands

studentexchange@wur.nl

Called hereafter "the organisation", represented for the purposes of signature of this agreement by Eric de Munck, Institutional Coordinator, or one of the Erasmus+ administrators on the one part, and, on the other part, the participant:

|  |  |
| --- | --- |
| Mobility type (select one option) | 🞏 **Study** (courses or thesis at an Erasmus+ partner university, min. 60 days, max.12 months, for BSc and MSc students).  🞏 **Traineeship embedded in the WUR curriculum** (internship or thesis work at a company or organisation, min. 60 days, max.12 months, for BSc and MSc students).  🞏 **BIP** (official Erasmus+ Blended Intensive Programme, 5-30 days, for BSc, MSc and PhD students).  🞏 **Short term study exchange for PhD students** (at an Erasmus+ partner university, 5-30 days, only to [EU Member States and third countries associated to the Erasmus+ Programme](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ferasmus-plus.ec.europa.eu%2Fprogramme-guide%2Fpart-a%2Feligible-countries%23%3A~%3Atext%3DThe%2520following%2520countries%2520can%2520fully%2520take%2520part%2520in%2CAustria%252C%2520Poland%252C%2520Portugal%252C%2520Romania%252C%2520Slovenia%252C%2520Slovakia%252C%2520Finland%252C%2520Sweden&data=04%7C01%7Csofie.deelstra-sweers%40wur.nl%7C8ac532b691c24792fa2008d9c474c348%7C27d137e5761f4dc1af88d26430abb18f%7C0%7C0%7C637756828029027895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=wKHC%2BgU%2F4fVWMeuyL0fF4T031yNhSwhnEUwQhU%2BOg58%3D&reserved=0)).  🞏 **Short term traineeship for PhD students** (5-30 days, only to [EU Member States and third countries associated to the Erasmus+ Programme](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ferasmus-plus.ec.europa.eu%2Fprogramme-guide%2Fpart-a%2Feligible-countries%23%3A~%3Atext%3DThe%2520following%2520countries%2520can%2520fully%2520take%2520part%2520in%2CAustria%252C%2520Poland%252C%2520Portugal%252C%2520Romania%252C%2520Slovenia%252C%2520Slovakia%252C%2520Finland%252C%2520Sweden&data=04%7C01%7Csofie.deelstra-sweers%40wur.nl%7C8ac532b691c24792fa2008d9c474c348%7C27d137e5761f4dc1af88d26430abb18f%7C0%7C0%7C637756828029027895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=wKHC%2BgU%2F4fVWMeuyL0fF4T031yNhSwhnEUwQhU%2BOg58%3D&reserved=0)). |
| Name of student |  |
| Student number |  |
| Email |  |
| Gender | (Male/Female/n.a.) |
| Date of birth |  |
| Nationality |  |
| Previous Erasmus experience | YES / NO (if yes, please specify how many months & study cycle during previous exchange BSc/ MSc/PhD) |
| Address in the Netherlands |  |
| Zip code + City | , the Netherlands |
| Phone |  |
| Study cycle during exchange | BSc/MSc/PhD |
| Study programme at WUR |  |
| Code ISCED\* |  |
| Number of completed higher education study years |  |
| Name receiving institution |  |
| Country receiving institution |  |
| Language of instruction at host institution | English / German / Spanish / Italian / French / Dutch / Danish / Greek / Polish Portuguese / Czech / Swedish / other: ...... |
| Language of instruction at the host institution is my mother language | YES / NO |
| Study period abroad\*\* | Start date: [dd-mm-year]  End date: [dd-mm-year] |
| Introduction days before starting first lesson at the host university (if applicable) | YES / NO  Start date: [dd-mm-year]  End date: [dd-mm-year] |
| Language course at the host country prior to the lectures\*\*\*  (if applicable) | YES / NO  Start date: [dd-mm-year]  End date: [dd-mm-year] |
| Blended study period (BIP)\*\*\*\*  (if applicable) | YES / NO  Online start date: [dd-mm-year] - Online end date: [dd-mm-year]  Physical start date: [dd-mm-year] - Physical end date: [dd-mm-year] |
| I will receive an additional grant from the EU during my mobility | YES / NO If yes, please specify: |
| Top-Up for inclusion **(for eligible students only)**  **Only applicable for the following countries:**   * All EU countries * Norway * Iceland * Liechtenstein * Serbia * North Macedonia * Turkey | Please open the [Declaration of Honour](https://www.wur.nl/en/show/declaration-of-honour-inclusion-top-up.htm) and check if you are eligible for a top-up. If yes, please fill in the Declaration of Honour and either upload the document in Osiris (study) or send it to [studentexchange@wur.nl](mailto:studentexchange@wur.nl) (traineeship). NB The allocation of the top-ups is based on a first come, first serve principle. Funds are limited.    Select **one** of the categories below that applies to you:  🞏 I am eligible for a **top-up for inclusion** **due to economic reasons**  Students who (have) receive(d) the “aanvullende beurs” from DUO, are requested to provide a copy of the official letter from DUO proving that they have received the “aanvullende beurs”. Screenshots are not accepted.  🞏 I am eligible for a **top-up for inclusion** **due to studying with a disability or for medical reasons**  I have an adjustment or provision registered in Osiris Cases based on a medical statement, and therefore  🞏 I give permission to the Exchange Team to contact the Student Deans to confirm my eligibility for the top-up.  If there is no Osiris Case yet, contact the Student Deans to start the process and inform the Exchange Team about this.  +=+=+=+=  If there are any unusual costs that must be incurred for your stay abroad, please contact [studentexchange@wur.nl](mailto:studentexchange@wur.nl). Additional funds might be available. |
| Project number of department /or cost centre of chair group where the financial support should be paid |  |
| **Learning Agreement (please read and check the box to confirm)**  🞏 I am aware that I have to send a fully signed Learning Agreement before departure  (The Erasmus+ grant will only be paid after we have received all the required documents) | |

*Fill in the details on a computer, manually written GA’s are not accepted.*

\* Look up the correct ISCED code in this list: [Download ISCED codes](https://www.wur.nl/en/show/isced-codes-2.htm)

\*\* Start date: the first day you need to be present at the receiving organisation (first day of the introduction/orientation week or first day of class). End date: the last day you need to be present at the receiving organisation (the day of your last exam).

\*\*\* Note that if you physically need to attend a language course in the host country prior to the lectures, as a relevant part of the mobility period abroad, your start day is the first day of your language course. Please send us the language certificate with the level you obtained in the course.

\*\*\*\* In case you start or end your exchange online – not in the receiving institution country - please indicate the exact dates of the physical and the online part.

Please note that your Erasmus+ Grant can only be transferred to your bank account after you have been granted [permission by WUR to travel to your destination.](https://www.wur.nl/en/Education-Programmes/Current-Students/Preparation-for-travel-abroad.htm)

The parties referred to above have agreed to enter into this Agreement.

The Agreement is composed of:

* Terms and Conditions
* Annex 1: Erasmus+ learning agreement for student mobility for studies / Erasmus+ learning agreement for student mobility for traineeships[[1]](#footnote-1)
* Annex 2: Erasmus Student Charter

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.

|  |  |
| --- | --- |
| ***To be completed by the Erasmus+ Administrator from WUR****:*  The participant receives:   |  | | --- | | 🞏 a financial support from Erasmus+ EU funds of .... days.  🞏 a zero-grant  🞏 a partial financial support from Erasmus+ EU funds for part of the physical duration:  .... grant days and .... zero-grant days.  The participant will have an Erasmus+ status for the whole duration of the exchange (incl. the zero-grant days). |   **Long term mobility**  The total financial support for the mobility period is EUR ......................,  corresponding to EUR 700/390/330/270/0 per 30 days (fixed amount depending on the receiving country).  **Short term mobility**  The total financial support for the mobility period is EUR .........................,  corresponding to EUR 79 per day up to the 14th day of physical activity and EUR 56 per day from the 15th day.  Total amount includes:  ☐ Base amount for individual support for long-term physical mobility  ☐ Base amount for individual support for short-term physical mobility  ☐ Top-up amount for students with fewer opportunities on long-term mobility - EUR 250  ☐ Top-up amount for students with fewer opportunities on short-term mobility - EUR 100 (5-14 days) or EUR 150 (15-30 days)  ☐ Top-up for traineeships - EUR 150  ☐ Top-up amount for green travel to individual support – EUR 50 (single contribution)  ☐ Travel support (standard travel or green travel amount)  ☐ Travel days (additional individual support days) - EUR .......... for 2 funded travel days  ☐ Exceptional cost for expensive travel (based on real costs)  ☐ Inclusion support (based on real costs) |

**TERMS AND CONDITIONS**

**ARTICLE 1 – SUBJECT OF THE AGREEMENT**

* 1. This agreement sets out the rights and obligations and terms and conditions applicable to the financial support awarded to carry out a mobility activity under the Erasmus+ Programme.
  2. The organisation will provide support to the participant for undertaking a mobility activity.
  3. The participant accepts the support or the provision of services as specified in Article 3 and undertakes to carry out the mobility activity as described in the Annex 1.
  4. Amendments to this grant agreement will 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 grant agreement will enter into force on the date when the last of the two parties signs this grant agreement.

2.2 The mobility period will start on ………. [date] and end on ………. [date].

2.3 The period covered by the grant agreement includes:

* a physical mobility period from ………. [date] to ………. [date], equal to ………. [number of mobility days] days
* […..] funded travel days
* a virtual component from ………. [date] to ………. [date]

2.4 The statement of receiving institution/traineeship certificate/certificate of attendance (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period, including the virtual component.

**ARTICLE 3 – FINANCIAL SUPPORT**

3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide 2023 version.

3.2 The participant will receive a financial support from Erasmus+ EU funds for [……….] days.

3.3 The participant may submit a request concerning the extension of the physical mobility period within the limit set out in the Erasmus+ Programme Guide. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.

3.4 The organisation shall provide the participant the total financial support for the mobility period and, if applicable, travel daysin the form of a payment of EUR [……….].

3.5 The contribution towards costs incurred in connection with travel or inclusion needs [inclusion support, exceptional costs for expensive travel, travel support, green travel top-up, top-up for fewer opportunities], shall be based on the supporting documents provided by the participant.

3.6 The financial support may not be used to cover costs for actions already funded by Union funds.

3.7 Notwithstanding Article 3.6, the financial support is compatible with any other source of funding. This includes a salary that the participant could receive for their traineeship or teaching activities, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex I.

**ARTICLE 4 – PAYMENT ARRANGEMENTS**

4.1 Payment shall be made to the participant no later than (whichever comes first):

* 30 calendar days after the signature of the agreement by both parties
* the start date of the mobility period

The 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 funding organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.

4.2 The submission of the participant report via the online EUSurvey 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 – RECOVERY**

5.1 The financial support or part thereof shall be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, the participant shall have to return the amount of the grant already paid, except if agreed differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

**ARTICLE 6 – INSURANCE**

6.1 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.

6.2 Insurance coverage shall include at minimum a health insurance and (mandatory for traineeships and optional for other mobilities) a liability insurance and an accident insurance.

6.3 The responsible party for taking the insurance coverage is:

* Travel insurance: Responsibility of the sending organisation. Wageningen University & Research (WUR) has arranged a collective continuous travel insurance agreement for students and staff of WUR. Participants are covered while being abroad (before, during and after their exchange), but only within the same country as the exchange destination, for a maximum travel period of 365 days. Note that travel to another country than the country of the exchange destination is not covered. It is the responsibility of the participant to be enrolled at WUR and registered in the population register of the Netherlands during their stay abroad. For more information please see our [website](https://www.wur.nl/education-programmes/current-students/preparation-for-travel-abroad.htm).
* Accident insurance: Responsibility of the sending organisation. Students and staff of WUR are covered by the collective accident insurance during their daily commute to and from the receiving organisation. Note that this insurance does not apply when traveling. It is the responsibility of the participant to be enrolled at WUR and registered in the population register of the Netherlands during their stay abroad. For more information please see our [website](https://www.wur.nl/education-programmes/current-students/preparation-for-travel-abroad.htm).
* Health insurance: Responsibility of the participant.
* Liability insurance: Responsibility of the participant, if not provided by the receiving organisation.

**ARTICLE 7 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)**

7.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.

7.2 The level of language competence in ………. [main language of instruction/work to be specified] that the participant already has or agrees to acquire by the start of the mobility period is: A1☐ A2☐ B1☐ B2☐ C1☐ C2☐

**ARTICLE 8 – PARTICIPANT REPORT**

8.1 The participant shall complete and submit the participant report on their mobility experience (via the online EUSurvey tool) within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online participant report may be required by their organisation to partially or fully reimburse the financial support received.

8.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues (only for study mobility).

**ARTICLE 9 – ETHICS AND VALUES**

9.1 Ethics: The mobility activity must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

9.2 Values: The participant must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

9.3 If a participant breaches any of its obligations under this Article, the grant may be reduced.

**ARTICLE 10 – DATA PROTECTION**

10.1 The funding 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://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

10.2 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 organisations 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 (Court of Auditors or European Antifraud Office (OLAF)).

10.3 The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. The participant should address any questions regarding the processing of his/her personal data to the sending organisation 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 11 – TERMINATION OF THE AGREEMENT**

11.1 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.

11.2 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.

**ARTICLE 12 – CHECKS AND AUDITS**

12.1 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.

**ARTICLE 13 – LIABILITY**

13.1 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.

13.2 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 14 – APPLICABLE LAW AND COMPETENT COURT**

14.1 The Agreement is governed by Dutch law

14.2 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.

SIGNATURES

For the participant For the organisation

[name / forename] Eric de Munck – Institutional Coordinator or

Daisy Bravo / Alena Kural / Yvonne Ceelen

– Erasmus+ Administrators

[signature] [signature]

Done at [place], [date] Done at Wageningen, date:

**Annex 1**

**Erasmus+ learning agreement for student mobility for studies**

**Erasmus+ learning agreement for student mobility for traineeships**

1. It is not compulsory to circulate documents with original signatures for Annex 1 of this agreement: scanned copies of signatures and electronic signatures may be accepted (including via the Erasmus Without Paper Network), depending on the national legislation or institutional regulations. [↑](#footnote-ref-1)