**Wageningen University NL WAGENIN01**

 Droevendaalsesteeg 2

 6708 PB Wageningen

 The Netherlands

Called hereafter "the institution", represented for the purposes of signature of this agreement by the institutional coordinator or the Erasmus administrators, of the one part, and:

|  |  |
| --- | --- |
| Name of student |  |
| Registration number |  |
| **Please fill in your e-mail address and indicate at which you want to receive the correspondence (tick the right box)**WUR E-mail 🞏Private E-mail 🞏 |
| Gender | (Male/Female) |
| Date of birth |  |
| Nationality  |  |
| Previous Erasmus experience | Yes (if yes, please specify how many months and during BSc or MSc or PhD)/No |
| Address |  |
| Zip code + City |  |
| Phone |  |
| Study Cycle during exchange | BSc /MSc/PhD |
| Study programme  |  |
| Code ISCED\* |  |
| Number of completed higher education study years |  |
| Name receiving institution |  |
| Country |  |
| Study period abroad | From to (dd-mm-year) |
| Account/ IBAN number |  |
| BIC Only for bank accounts outside the Netherlands |   |

\*see website- [Download ISCED codes](https://www.wur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students/Outgoing-from-Wageningen-University/Erasmus-grant-for-internship-or-thesis-abroad/Internshipthesis-Erasmus-Application.htm)

|  |  |
| --- | --- |
| To be completed by Erasmus Administrator:

|  |
| --- |
| 🞏 a financial support from EU funds 🞏 a zero-grant from EU funds 🞏 a financial support from EU combined with a zero-grant period  including zero grant days |

 Student with: The participant shall have an Erasmus+ status for days.The financial support from EU funds for the mobility period has an amount of EUR corresponding to EUR per 30 days. The financial support includes: 🞏Special needs support  |

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

Annex - Learning Agreement for Erasmus+ mobility for traineeship

Annex - General Conditions

Annex - Erasmus Student Charter

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

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 Wageningen University shall provide support to the participant for undertaking a mobility activity for studies and traineeship 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 traineeship as described in the learning agreement.

1.3. 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

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 start date at the earliest and end on end date at the latest. 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 start date of the mobility period shall be 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 (see page 1) days.

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

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) corresponding to EUR (see page 1) per 30 days.

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 The Learning Agreement.

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, by the beneficiary 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 and other documents required at [www.wur.eu/exchange](http://www.wur.eu/exchange) shall be considered as the participant's request for payment of the balance of the financial support. The institution 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 participant shall have adequate insurance coverage. Wageningen UR has arranged a collective continuous travel insurance agreement for students of Wageningen UR. This insurance covers a maximum travel period of 550 days, including luggage and accidents. It is the responsibility of the student to be registered in the population register in the Netherlands during the stay abroad.

**Health insurance** Usually basic coverage is provided by the national health insurance of the student 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. This is the responsibility of the student.

5.2 **Liability insurance** 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 placements. Trainees therefore run the risk of not being covered. The training agreement states if this is covered by the receiving organisation or not. If it is not covered the student should take out a liability insurance. It is the responsibility of the student trainee.

5.3 **Accident insurance related to the student’s tasks** 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. The training agreement provides clarity if this is covered by the host organisation or not. If the host organisation does not provide such a coverage, the home institution shall ensure that the trainee is covered by such an insurance.

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT Only applicable for mobilities for which the main language of instruction or work is Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, or Swedish (or additional languages once they become 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. NB: participants with a C2 level at the initial language assessment are exempted from taking the final language assessment. 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 shall follow the online [see Learning Agreement] 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 OLS language assessment at the end of the mobility

ARTICLE 7 – EU SURVEY

7.1. The participant shall complete and submit the on-line EU Survey within 30 days from the end date of the mobility period. Participants who fail to complete and submit the online EU Survey may be required by their institution 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 – 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.

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 [Optional] The participant shall follow the online [see Learning Agreement] 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

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 Wageningen University

[name] institutional coordinator or Marleen Domburg / Daisy Bravo / Sofie Sweers–Erasmus administrators

signature signature

Done at [place], [date Wageningen, date

**Annex**

**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.