**Grant agreement model for Erasmus+ mobility participants-higher education**

Field: Higher Education

Academic year: 20../20..

**MIDDLE EAST TECHNICAL UNIVERSITY, TR ANKARA04**

Address: Middle East Technical University, Üniversiteler Mahallesi, Dumlupınar Bulvarı No:1 06800 Çankaya Ankara/TURKEY

Called hereafter "the institution", represented for the purposes of signature of this agreement by **Prof. Dr. Gaye Teksöz, Vice President, Erasmus+ Institutional Coordinator,** of the one part, and

Participant first and last name(s):

Date of birth:

Address:

Phone:

E-mail:

**Bank account where the financial support should be paid:**

**Bank account holder (if different than student):**

**Bank name**: T. Vakıflar Bankası T.A.O METU

**Clearing/BIC/SWIFT number: Account/IBAN number:**

ü

Have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I Erasmus+ learning agreement for student mobility for studies

Annex II General Conditions

Annex III Erasmus+ Student Charter

Annex IV METU Erasmus+ Student Contract

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

Total amount includes [select if applicable]:

☐ 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 and recent graduates with fewer opportunities on long-term mobility

☐ Top-up amount for students and recent graduates with fewer opportunities on short-term mobility

☐ Top-up amount for traineeships

☐ Green travel top-up

☐ Travel support (standard travel or green travel amount)

☐ Travel days (additional individual support days)

☐ Exceptional cost for expensive travel (based on real costs)

☐ Inclusion support (based on real costs)

The participant receives [choose one]:

☐ a financial support from Erasmus+ EU funds

☐ a zero-grant

☐ a partial financial support from Erasmus+ EU funds

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The organisation shall provide support to the participant for undertaking a mobility activity under the Erasmus+ Programme.

1.2 The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity as described in Annex I.

1.3. Amendments to the agreement shall be requested and agreed by both parties through a formal exchange 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 [date] at the earliest and end on [date] at the latest. The start date of the physical 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.

2.3 The participant shall receive a financial support from Erasmus+ EU funds for […] months and […] days. […] travel days are added to the duration of the mobility period and included in the calculation of the individual support.

2.4 The participant may submit a request concerning the extension of the mobility period within the limits set out in the Erasmus+ Programme guide. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.

2.5 The transcript of records and certificate of attendance 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.

3.2 The organisation shall provide the participant the total financial support for the mobility period, EUR […]

3.3 The contribution towards costs incurred in connection with travel or inclusion needs ([choose what is applicable:] [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.

3.4 The financial support may not be used to cover similar costs already funded by EU funds.

3.5 Notwithstanding article 3.4, the grant 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

- [NA/beneficiary to choose one: the start date of the mobility period / [Not applicable for participants receiving the top-up for fewer opportunities or inclusion support:] upon receipt of confirmation of arrival by the participant]

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 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 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. [In case the receiving organisation is identified as the responsible party in art 5.3, a specific document shall be attached to this grant agreement defining the conditions of the insurance provision and including the consent of the receiving organisation.]

5.2       Insurance coverage shall include at minimum a health insurance [mandatory for traineeships and optional for other mobilities:] and a liability insurance and an accident insurance. [Explanation: In the case of intra-European 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 their receiving organisation. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. The National Agency may amend Article 5.2 if there is a justification to adapt the default requirements to the national context.]

Insurance provider(s):

Insurance number:

5.3    The responsible party for taking the insurance coverage is: [the organisation OR the participant OR the receiving organisations] [In the case of separate insurances, the responsible parties may be different and will be listed here according to their respective responsibilities].

ARTICLE 6 – ONLINE LANGUAGE SUPPORT (OLS) [Only applicable for mobilities for which the main language of instruction or work is available in the Online Language Support (OLS) tool, with the exception of native speakers]

6.1. [Only for students and recent graduates whose mobility lasts 14 days or more] 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.

 [For staff and participants whose mobility lasts less than 14 days] The participant can carry out the OLS language assessment in the language of mobility (if available) before the mobility period.

6.2 [Optional-only if not included in the Learning Agreement] 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☐

6.3 [Only applicable to participants who need to follow an OLS language course to improve their level] The participant can follow OLS language courses, starting as soon as they receive access and making the most out of the service.

ARTICLE 7 – PARTICIPANT REPORT

7.1. The participant shall complete and submit the participant report on their mobility experience (via the online EUSurvey tool) within [30] [For incoming long-term student mobility only: 10] 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.

7.2 [For students only] A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

ARTICLE 8 – DATA PROTECTION

8.1. 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>

ARTICLE 9 –APPLICABLE LAW AND COMPETENT COURT

9.1 The Agreement is governed by Turkish 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.

SIGNATURES

For the participant For the institution

……………………………… Prof. Dr. Gaye Teksöz

 Vice President

 Erasmus+ Institutional Coordinator

……………………………….. ………………………………..

Done at Ankara,…./…./202.. Done at Ankara, …./…./202..

**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 [country], 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 [country] 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.

**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[[1]](#footnote-1) (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 [country] or by any other outside body authorised by the European Commission or the National Agency of [country] to check that the mobility period and the provisions of the agreement are being properly implemented.

**ANNEX IV**

**MIDDLE EAST TECHNICAL UNIVERSITY**

**ERASMUS+ STUDENT CONTRACT**

I, hereby, would like to confirm that I have been informed of my rights and responsibilities regarding Erasmus+ program for which I am selected through briefing meetings organized, information notes distributed, International Cooperations Office (ICO) webpage and from Erasmus+ Hand Book, advisor meetings and Outgoing Student Orientation training organized by the Office.

Moreover, I would like to confirm that I have been informed of the procedures, which are not within the responsibility of ICO, (visa, course selection, medium of instruction of the courses to be taken at the host university, academic calendar etc) and these procedures are totally my personal responsibilities and duties.

**Rules concerning Course Selection:**

1. Minimum 30 ECTS/5 courses load should be available at home university for the semester in which the student will participate in the program,
2. It is obligatory to take at least 30 ECTS/5 courses load before Erasmus+ Program (in Learning Agreement Before the Mobility) ,
3. In Learning Agreement during the Mobility, the same rule is considered while making changes in course selections,
4. After Erasmus+ Program, 30% grant of those students who have not been successful in at least 20 ECTS out of 30 ECTS (or 3 courses out of 5), which are planned to be taken prior to the program, cannot be paid. However, even though less than 20 ECTS (or 3 courses) is passed in the host university, grant payment may be still done for the students whose METU department recognizes at least 20 ECTS course considering the academic situations of students,
5. Students should have a contact with the related academic unit in order to substitute all courses that are successfully completed in the host university after return from Erasmus+ Exchange Program.

**Rules regarding Financial Support:**

1. After the submission of the documents required to pay financial support to students (Acceptance Letter, Academic Confirmation Form, Learning Agreement-Before the Mobility, Leave of Absence, Health Insurance, Visa Result Information to ICO, 70% of total financial support is paid for students,
2. After the return, total financial support is calculated again according to dates in which the actual program dates have been conducted.
3. If the time period of exchange program exceeds the period determined at the beginning (indicated in the initial grant agreement), this should be notified to ICO at least one month earlier so that an additional grant agreement is signed. If an additional grant agreement is not signed within this time period, financial support cannot be paid for the extra time.
4. If the time period of exchange program is less than the period determined at the beginning (indicated in the initial grant agreement), and in a need of grant return, amount of grant to be returned, which is calculated by ICO, is paid within 30 days.
5. If the documents required after the mobility (Certificate of Attendance-Signed, Plane Tickets, Transcript, Learning Agreement-After the mobility, Academic Confirmation Form, Online EU Mobility Survey) are not submitted to ICO until the established deadline, the mobility is regarded invalid and ICO has right to ask the grant support provided at the beginning of the program back.
6. 5% of grant payment is reduced for the students who have not filled in online EU mobility survey.

I confirm that I am aware of all rules stated above, and I indicate that I will provide all information and documents required by ICO from my side properly and accordingly and I accept all of these as well.

 Name of the participant

 ……………………….

 Signature:

 Date:

 Place: Ankara

1. 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://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement> [↑](#footnote-ref-1)