



CARL VON OSSIETZKY UNIVERSITY OF OLDENBURG | D OLDENBU01

Address: Ammerländer Heerstraße 114-118, 26129 Oldenburg, Germany

Called hereafter „the organisation“, represented for the purposes of signature of the agreement by
Christa Weers, Erasmus+ Organisational Coordinator of the one part, and

MR/MRS/MS. MAX MUSTERMANN

Date of Birth: 3/3/1999

Nationality: Deutsch

Address: Musterstraße

Gender: m

E-mail: Max.Mustermann@uol.de

Academic Year: 2022/2023

Study cycle 1 Cycle

Subject Area: Sonderpädagogik

ISCED-F-Code: 0111 Education science

Number of completed higher education study years: 2,5

Host University Erasmus-Code: A LINZ03

Bank account where the financial support should be paid:

Bank Account holder (if different than student): Max Mustermann

Bank name: Musterbank

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 I Learning Agreement for Erasmus+ mobility for studies (scan or copy)
- 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.

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 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:

- a financial support from Erasmus+ EU funds
- a zero grant
- a financial support from Erasmus+ EU funds combined with zero-grant¹ (real costs)

SPECIAL CONDITIONS

¹ Zero grant= Days of stay without a financial Erasmus+ grant, but with Erasmus student status. The zero-grant-phase includes the period of time from the end of the funded stay until the end of the real stay acc. to the Confirmation of Stay signed by the Host University.

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- 1.1 The organisation shall provide support to the participant for undertaking a mobility activity for studies under the Erasmus+ Programme.
- 1.2 The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity for studies 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 01.08.2022 at the earliest and end on 31.08.2023 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 of the period abroad shall be the last day the participant needs to be physically present at the receiving organisation.
 For long term studies: The participant may start the Erasmus mobility as a virtual mobility from his/her home country/home university and continue it abroad as a physical mobility later, if possible. In this case, the participant receives a grant starting with the beginning of the physical mobility period at the receiving organisation. It is also possible to study at the place of the receiving organisation virtually/online initially and switch to physical presence later when appropriate. In that case, the participant receives a grant starting with the beginning of the physical mobility period, even if he/she initially studies virtually at the place of the receiving organisation.
- 2.3 **The participant shall receive a financial support from Erasmus+ EU funds calculated at first for 4 months (=120 days²) for one semester abroad or for 8 months (=240 days) for a whole year abroad.** In the conclusion of the mobility period abroad, the exact days are calculated based on the submitted Confirmation of Stay.
 Single-semester-studies abroad will be subsidised up to 4 months (120 days), studies abroad for two semesters up to 8 months (240 days). In case the study period is longer the remaining period will be supported as zero-grant-phase.
- 2.4 The total duration of the physical mobility period shall not exceed 12 months, including any zero grant period.
- 2.5 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.
- 2.6 At the end of the stay the participant has to ask his host university for a „Confirmation of Stay“.
 The Confirmation of Stay shall provide the confirmed start and end dates of duration of the mobility period and has to be submitted no later than 4 weeks after completion of study abroad in its original form to the International Office at the University of Oldenburg. Based on the Confirmation of Stay the exact fund will be calculated.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide.
- 3.2 The financial support for the mobility period is 1560 Euro (for 4 or 8 months, see 3.3), corresponding to 390 EUR per 30 days (= one month) including funding for lower opportunities, if applicable.

As stated in 4.1, only 70% of the grant (=1092 Euro) are transferred at first.

Note: the grant depends on the host country. The countries have been divided into three groups by the EU:

Country category	Grant Erasmus+ studies (1 month = 30 days)
Group 1 Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden,	20 € per day (600 € per month)
Group 2 Belgium, Germany, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus	18 € per day (540 € per month)
Group 3 Bulgaria, Estonia, Croatia, Latvia, Lithuania, North Macedonia, Poland, Romania, Slovakia, Slovenia, Czech Republic, Turkey, Hungary	16,33 € per day (490 € per month)

The amount for the mobility period shall be determined by multiplying the number of days/months of the mobility specified in article 2.3, possibly including green travel, 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.

Single-semester studies abroad:

² A month is calculated as 30 days, regardless of the calendar month according to the European Commission specifications.



The financial support (as stated in 3.1) for stays lasting one semester is calculated for 4 months at first. The grant will be reduced, if the stay is shorter. If the semester takes longer the remaining period will be supported as zero-grant-phase. The calculation is based on the Confirmation of Stay (cf. 2.6). Trimesters are treated as semesters at first. The final calculation will be realized as stated in article 4.

Studies abroad for two semesters:

The financial support (as stated in 3.1) for stays lasting two semesters is calculated for 8 months at first. The grant will be reduced, if the stay is shorter. If the study period takes longer the remaining period will be supported as zero-grant-phase. The calculation is based on the Confirmation of Stay (cf. 2.6). The final calculation will be realized as stated in article 4.

- 3.3 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, see page.1), 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 A pre-financing 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 or upon receipt of confirmation of arrival by the beneficiaryrepresenting 70 % of the amount specified in article 3 and the additional support that may have to be paid for students with fewer opportunities for long-term mobility. The additional individual support for green travel (one-off amount) will be paid out after the mobility with the final payment according to 4.2.
In the case of incoming mobility: The participant will receive individual support and, if necessary, travel allowance in good time after his/her arrival.
In case the participant did not provide the supporting documents in time, according to the sending organisation's timeline, a later payment of the pre-financing can be exceptionally accepted.
- 4.2 **The remaining 30% of the grant are transferred in accordance with article 3.3 as soon as the participant has handed in the following documents at the end of his stay:**
 - **Confirmation of Stay** (scan/copy is sufficient)
 - **Online-Language-Test before the mobility (executed by OLS)**
 - **EU-Online-Survey (participant report)**
 - **Experience report plus consent form**
 - **Transcript of Records** (scan/copy)The participant has to hand in the documents mentioned above at the International Office of the University of Oldenburg within **four weeks** (Confirmation of Stay, Online-Language-Test, EU-Online-Survey, Experience report plus consent form) respectively 8 weeks (Transcript of Records) after the official end of the stay abroad.
The submission of all documents is considered as a request for the transfer of the remaining grant. According to article 2.6 and 3.3 the grant will be calculated exact to the day. The sending organisation has to transfer the remaining grant (or respectively to request the back payment) within 45 days after the above mentioned documents have been handed in.
- 4.3 **If the participant does not hand in the documents mentioned in 4.2 at the International Office of the University of Oldenburg in due time without an acceptable reason, the organisation may require the partially or fully reimburse of the financial support received.**

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.

5.3 The responsible party for taking the insurance coverage is: the participant

ARTIKEL 6 – ONLINE LINGUISTIC SUPPORT

- 6.1 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.
- 6.2 Only applicable to participants following a language course: The participant shall follow the language course, starting as soon as he/she receives access and making the most out of the service. The participant shall immediately inform the organisation if he/she is unable to carry out the course, before accessing it.

ARTICLE 7 – PARTICIPANT- AND EXPERIENCE 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 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.
- 7.3 The University of Oldenburg requires students to write an experience report. This report should be 3 pages at maximum, and will be published online under www.uol.de/en/io/going-abroad/erfahrungsberichte with the permission of the student. This permission will be given to the organisation separately in written form.

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 – LAW APPLICABLE AND COMPETENT COURT

- 9.1 The Agreement is governed by German 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.

ARTICLE 10 – ADDITIONAL INFORMATION AND COPY OF THE CONTRACT

- 10.1 Additional and explanatory information can be found online under:
www.uol.de/en/io/going-abroad/erasmus-europe/erasmus-studies
- 10.2 **At least 15 ECTS points should be earned per semester.** If, at the end of the semester there is no sufficient justification why the participant has fewer points, the Erasmus grant will be reclaimed.
- 10.3 The grant agreement is first sent as a PDF file by e-mail to the participants. The participant will print out the grant agreement (without attachments), sign below, and send it by post to the following address:

*Universität Oldenburg
International Office
Herr Männle
26111 Oldenburg*

A scanned version of the signed grant agreement will be provisionally accepted for the timely payment of the Erasmus grant, but does not replace the original agreement. Upon request the scanned version with both signatures can be sent via e-mail. The original copy will remain in the International Office.



SIGNATURES

Participant

Carl von Ossietzky Universität Oldenburg
International Office

Max Mustermann

Christa Weers, Erasmus+ Organisational Coordinator

Signature

Signature

Place, Date _____

Oldenburg, _____._____._____

Muster