

Annex IV - Grant agreement for Erasmus+ studies and traineeships
Key Action1 – HIGHER EDUCATION

Full official name of the sending institution	University of Glasgow
Erasmus Code	UK GLASGOW01
Official address in full	University Avenue, Glasgow, G12 8QQ

Called hereafter "the institution", represented for the purposes of signature of this agreement by:

Colette McGowan
Deputy Head of Admissions – Study Abroad, Recruitment and International Office

of the one part, and

Title [Mr/ Ms/ Mrs]	MR
Participant name and forename	LA'SZLO' KOVECSES

Date of birth:	18/08/1990	Sex: [M/ F]	M
Nationality:	HUNGARIAN		
Address: [official address in full]	HUNGARY, 1112, BUDAPEST VADON UTCA 7.		
Phone:	+372 5 890 78 93		
E-mail:	2080218K@STUDENT.GLA.AC.UK		
Academic Year:	2014/15	Study Cycle (1st – undergrad / 2nd Masters/ 3 rd - PhD):	2 ND
Subject Area (Title of degree at University of Glasgow)	INTERNATIONAL MASTER OF RUSSIAN, CENTRAL AND EAST EUROPEAN STUDIES		
Number of completed higher education years (at the time of starting exchange/ placement)	5		

Student with: financial support from EU funds ☐
 financial support from EU combined with zero-grant from EU funds days ☒
 The financial support includes: Special needs support ☐
 Financial support to participant with disadvantaged background ☐

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

Key Action 1 – HIGHER EDUCATION

Annex I	Learning Agreement for Erasmus+ mobility for studies and for traineeships.
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.

ARTICLE 1 – PURPOSE OF THE GRANT

- 1.1 The HE institution 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 programme for studies as described in Annex I, the Learning Agreement.
- 1.3 Any amendment or supplement to the agreement shall be done in writing and requires original signatures. For the annexes of this document there is no need to circulate papers with original signatures, scanned copies of signatures and electronic signatures are recognised.

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 1 June 2014 at the earliest and end on 30 September 2015 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. 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 up to 270 days which is equivalent to 9 months.
- 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 Transcript of Records or Traineeship Certificate along with the University Of Glasgow Confirmation Of Arrival and Departure Certificates 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 a maximum amount of EUR 3150, corresponding to EUR 350 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. However, if the confirmed period of stay, as defined in article 2.6, is shorter than the one initially agreed in article 2.3, the grant initially calculated will be reduced accordingly. If the confirmed period of stay is longer and the grant agreement had been amended to extend the duration of the grant accordingly, as requested in article 2.5, the grant amount will be recalculated and increased accordingly. If the grant agreement has not been amended, the number of extra days cannot be taken into account in the final amount and they will be considered as zero-grant.

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 80% of the amount specified in Article 3.1. 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

- 5.1 The participant shall have adequate insurance coverage. The University of Glasgow does not provide insurance for students abroad. The beneficiary must confirm what coverage may be required or provided by the host institution.
- 5.2 The beneficiary must ensure that they have adequate health and medical insurance coverage. The European Health Insurance Card (EHIC) allows the holder to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at a reduced cost or sometimes free of charge. However, the EHIC does not cover all medical costs, or private treatment, or repatriation to the UK. Also note that overseas state-provided healthcare may not cover things you receive for free on the NHS. The beneficiary is therefore strongly advised to arrange additional cover through a personal travel policy which should provide for emergency health treatment and the cost of repatriation. Private health insurance should also be considered for additional cover. These policies can also sometimes include personal liability cover. Please see the information provided in the Pre-Departure Guide and Pre-Departure Information Session for more details.

It is the responsibility of the beneficiary to ensure that he/she is aware of the health insurance issues and requirements of the host, and to carry out the necessary research, and make the necessary arrangements, to ensure compliance with those requirements.

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT [Only applicable for mobilities starting after 1 October 2014 for the languages available in the on-line tool]

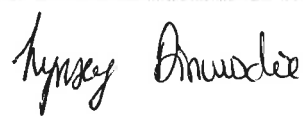
- 6.1. The participant shall carry out an online assessment of linguistic competences before and at the end of the mobility period if the main language of instruction or work is English, French, German, Italian, Spanish or Dutch, or whenever agreed with the sending institution, with the exception of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

- 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 law of England and Wales.
- 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.

For the beneficiary [PRINT forename/ name]		For the institution [forename / name/ function]	
LÁSZLÓ KÖVECSES		Colette McGowan PP LYNSEY DINWIDDIE Erasmus Institutional Coordinator ERASMUS COORDINATOR	
Signature		Signature	
Done at [place], [date]	Tartu, 1 August 2014	Done at [place], [date]	Glasgow, UK 29/08/2014



Annex II

GENERAL CONDITIONS**Article 1: Liability**

Each party of this/hers agreement shall exonerate the other from any civil liability for damages suffered by him/her or his/her 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/hers staff.

The National Agency of United Kingdom, 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 United Kingdom 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 will 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/hers/her part, the participant will be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.3. Any remaining funds will 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/her personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/hers/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his/hers 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 United Kingdom or by any other outside body authorised by the European Commission or the National Agency of the United Kingdom to check that the mobility period and the provisions of the agreement are being properly implemented.



Erasmus Student Charter

This Student Charter highlights your rights and obligations and informs you about what you can expect from your sending and receiving organisation at each step of your mobility.

- Higher education institutions participating in Erasmus+ have been awarded an Erasmus Charter for Higher Education by the European Commission where they commit to support, facilitate and recognise your mobility activities.
- On your side, you commit to respect the rules and obligations of the Erasmus+ grant agreement that you have signed with your sending institution.

I. Before your mobility period

- Once you have been selected as Erasmus+ student, you are entitled to guidance regarding the partner institutions or enterprises where you can carry out your mobility period and the activities that you can undertake there.
- You have the right to receive information on the distribution of grades at the receiving institution and to receive information in securing a visa, obtaining insurance and finding housing by your sending and receiving institution/enterprise. You can find the respective contacts points and information sources in the inter-institutional agreement signed between your sending and receiving institutions.
- You will sign a Grant Agreement with your sending institution (even if you do not receive a financial support from EU funds), and a Learning Agreement with your sending and receiving institution/enterprise. A good preparation of your Learning Agreement is key 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 undertake an on-line language assessment (if available in your main language of instruction/work abroad) that will allow your sending institution to offer you the most appropriate linguistic support, if necessary. You should take full advantage of this support to improve your language skills to the recommended level.

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.
- You can request changes to the Learning Agreement only in exceptional situations and within the deadline decided by your sending and receiving institutions. In that case, you must ensure that these changes are validated by both the sending and receiving institutions/enterprise within a two-week period after the request and keep copies of their approval by e-mail. Changes due to an extension of the duration of the mobility period should be made as timely as possible as well.
- Your receiving institution/enterprise commits to treat you in the same way as their home students/employees and you should make all necessary efforts to integrate in your new environment.
- Your receiving institution will not ask you to pay fees for tuition, registration, examinations, access to laboratory and library facilities during your mobility period. Nevertheless, you may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.



- You are invited to take part in associations existing at your receiving institution/enterprise, such as networks of mentors and buddies organised by student organisations such as "Erasmus Student Network".
- Your student grant or student loan from your home country must be maintained while you are abroad.

III. After your mobility period

- You are entitled to receive full academic recognition from your sending institution for satisfactorily completed activities during your mobility period, in accordance with the Learning Agreement.
- If you are studying abroad, your receiving institution will give you a Transcript of Records recording your results with the credits and grades achieved (normally in less than five weeks after the end of your evaluation). Upon reception of this document, your sending institution will provide you all the information on their recognition in a maximum period of five weeks. The recognised components (for example, courses) will appear in your Diploma Supplement.
- If you are doing a traineeship, your enterprise will give you a Traineeship Certificate summarising the tasks carried out and an evaluation and, when it was foreseen in your learning agreement, your sending institution will also give you a Transcript of Records. If the traineeship was not part of the curriculum, the period will at least be recorded in your Diploma Supplement and, if you wish, in your Europass Mobility Document. If you are a recent graduate 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, the National Agency of the sending and receiving country and the European Commission.
- You are invited to join the "Erasmus+ student and alumni association" and you are encouraged to share your mobility experience with your friends, other students, staff in your institution, journalists and let other people benefit from your experience, including young pupils.

If you have a problem, at any time:

- *You should identify the problem clearly and check your rights and obligations according to your grant agreement.*
- *Several people work in your sending and receiving institutions to help Erasmus students. Depending on the nature of the problem and when 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 related National Agency.*