

*TIP! Save the information about the conditions!*

## CONDITIONS FOR RECEIVING A TRAVEL GRANT/SCHOLARSHIP FROM KI

To receive a travel grant/scholarship from Karolinska Institutet you must:

- A. be nominated for exchange studies/traineeship by your study programme (international committee or equivalent)
- B. have received a confirmation of acceptance from your host institution/organisation/company
- C. carry out full-time studies/traineeships abroad according to the period stated on this form (page 3).
- D. not receive another travel grant from Karolinska Institutet for the same time period

You can receive a travel grant/scholarship from KI only once during your study programme (with the exception of Erasmus+).

### Payment

Part of the travel grant will be paid after your travel report has been submitted and approved of by the international committee (or equivalent) at your study programme. To receive a second instalment your travel report must have been submitted before 1 September the academic year after your exchange study period abroad.

### I commit to

- repay the travel grant/scholarship if I through misunderstanding or any other reason erroneously stated that I fulfil the requirements for the travel grant/scholarship. I will also repay the extra train grant unless I send in a copy of the ticket and the receipt.
- repay the travel grant/scholarship or part of it which has not been used, should the exchange studies have not been carried out or terminated in advance without valid reasons
- submit a travel report to the study programme's international coordinator after the exchange study period has ended (before 1 September the academic year after your exchange study period abroad)

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**SPECIAL CONDITIONS FOR ERASMUS STIPENDS (ALSO READ GENERAL CONDITIONS (ANNEX II) AND ERASMUS STUDENT CHARTER (ANNEX III) WHICH YOU CAN FIND ONLINE AT <https://education.ki.se/exchange-programmes>**

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- 1.1 The organisation shall provide support to the participant for undertaking a mobility activity for studies or traineeship 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 or training as described in Annex I, which is your Learning Agreement for Studies or for Training.
- 1.3. Amendments to the agreement 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 physical mobility period shall start and end as specified on Page 3. The start date of the 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. If the student attends a language course outside the receiving organisation, the start date shall be the start date of the course. If applicable, travel days shall be added to the duration of the mobility period and included in the calculation of the individual support.
- 2.3 The participant shall receive a financial support from Erasmus+ EU funds for the number of days specified on Page 3.
- 2.4 For long-term mobility: The total duration of the physical mobility period shall not exceed 12 months, including any zero grant period. For short-term mobility: The total duration of the physical mobility period shall not exceed 30 days.
- 2.5 The participant may submit a request concerning the extension of the mobility period within the limit set out in article 2.4. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.
- 2.6 The Transcript of Records or Traineeship Certificate (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide.
- 3.2 The participant shall receive financial support from Erasmus+ EU funds for the number of days of physical mobility specified on Page 3, including days for green travel when applicable.
- 3.3 The total financial support for the mobility period is specified on Page 3.

- 3.4 The reimbursement of costs incurred in connection with inclusion needs (If the participant is entitled to a travel grant: or expensive travel costs), when applicable, shall be based on the supporting documents provided by the participant.
- 3.5 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.6 Notwithstanding article 3.5, 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 they carry out the activities foreseen in Annex I.

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#### **ARTICLE 4 – PAYMENT ARRANGEMENTS**

- 4.1 Within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period, a pre-financing payment shall be made to the participant representing 80% of the amount specified in Article 3/Page 1. 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, 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.

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#### **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. All KI students accepted for exchange studies or traineeships within Erasmus are automatically insured by Kammarkollegiet, see <https://www.kammarkollegiet.se/engelska/start/all-services/insurance-for-foreign-visitors/student-insurance/insurance-during-education-abroad> and/or <https://www.kammarkollegiet.se/vara-tjanster/forsakring-och-riskhantering/forsakringar-for-studier-och-utlandska-besokare/utresande-utbytesstudenter-student-ut>
- 5.2 Insurance coverage shall include at minimum a health insurance. It also includes accident and liability insurance. Students doing traineeships outside ordinary semester times will also be provided with this insurance.
- 5.3 The responsible party for taking the insurance coverage is Karolinska Institutet.

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#### **ARTICLE 6 – ONLINE LANGUAGE SUPPORT**

- 6.1 Insurance coverage shall include at minimum a health insurance. It also includes accident and liability insurance. Students doing traineeships outside ordinary semester times will also be provided with this insurance.
- 6.2 The responsible party for taking the insurance coverage is Karolinska Institutet.
- 6.3 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.
- 6.4 The participant will follow the OLS language course of their choice, starting as soon as they receive access and making the most out of the service. The participant will immediately inform the organisation if he/she is unable to carry out the course, before accessing it.

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#### **ARTICLE 7 – FINAL PARTICIPANT REPORT (EU SURVEY)**

- 7.1 The participant shall complete and submit the participant report (via the online EU Survey tool) after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. The student must also complete the compulsory KI travel report. Participants who fail to complete and submit the online final 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.

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#### **ARTICLE 8 – DATA PROTECTION**

- 8.1 The sending 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://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool>

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#### **ARTICLE 9 – LAW APPLICABLE AND COMPETENT COURT**

- 9.1 The Agreement is governed by Swedish 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.

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#### **ARTICLE 10 – GREEN TRAVEL**

- 10.1 By signing this Grant Agreement the participant declares that the Green Travel is eligible in accordance with the criteria set out in Erasmus+ Programme Guide 2021 – travel that uses low-emissions means of transport for the main part of the travel, such as bus or train.



## Travel Grant for Exchange/Traineeship | Academic Year 2022-2023

Erasmus+ studies	Erasmus+ traineeship	Erasmus+ blended / BIP	Nordplus	Linnaeus-Palme	INK/bilateral exchange
Green travel grant (Erasmus+)		Special needs/disability (Erasmus+)		Student with children (Erasmus+)	
Last name			First name		
Swedish personal/coordination number/D O B			Gender		
Street address			Postal code and city		
Phone			Email address		
Nationality			Study programme at KI		
Study level			Subject area code		
<input type="checkbox"/> First cycle	<input type="checkbox"/> Second cycle	<input type="checkbox"/> Third cycle	<input type="checkbox"/> 0313 Psychology <input type="checkbox"/> 0413 Management and administration <input type="checkbox"/> 0510 Biological and related sciences <input type="checkbox"/> 0512 Biochemistry <input type="checkbox"/> 061 ICT <input type="checkbox"/> Other, add code:	<input type="checkbox"/> 0910 Health <input type="checkbox"/> 0911 Dentistry <input type="checkbox"/> 0912 Medicine <input type="checkbox"/> 0913 Nursing and midwifery <input type="checkbox"/> 0914 Medical diagnostics and treatment technology <input type="checkbox"/> 0915 Therapy and rehabilitation <input type="checkbox"/> 0988 Health interdisciplinary	
Host institution/organisation/company					
Country					
Semester when exchange takes place	Language of instruction abroad	Study period abroad (yy mm dd)		Number of days	
		From	To		
Previous exchange studies/traineeship					
None	Nordplus	Erasmus+, number of months:		Linnaeus-Palme	INK/bilateral
Bank			Bank account incl clearing number (IBAN/BIC/SWIFT when applicable)		
I have read and agree to follow the regulations for travel grants (see the previous pages)					
Date		Signature			
Signature International Coordinator			Signature Erasmus/INK Coordinator		
Date and printed name			Date and printed name		

### TO BE COMPLETED BY KI

	Date	Endorsement/Attest
Travel grant (payment 1) (SEK):		
Travel grant (payment 2) upon approval of report (SEK):		
Project number:	5736	