

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)

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 OF THE AGREEMENT

This agreement sets out the rights and obligations and terms and conditions applicable to the financial support awarded to carry out a mobility activity under the Erasmus+ Programme.

- 1.1 The organisation will provide support to the participant for undertaking a mobility activity.
- 1.2 The participant accepts the support or the provision of services as specified in Article 3 and undertakes to carry out the mobility activity as described in the Learning agreement for studies or for traineeship.
- 1.3 Amendments to this grant agreement will 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 grant agreement will enter into force on the date when the last of the two parties signs this grant agreement.
- 2.2 The mobility period will be specified on page 3.
- 2.3 The 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 (2023 version)
- 3.2 The participant will receive a financial support from Erasmus+ EU funds for the days specified on page 3. Only physical mobility
- 3.3 The participant may submit a request concerning the extension of the physical mobility period by email. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.
- 3.5 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], shall be based on the supporting documents provided by the participant.
- 3.6 The financial support may not be used to cover costs for actions already funded by Union funds.
- 3.7 Notwithstanding Article 3.6, the financial support 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

Payment shall be made to the participant (students) no later than (whichever comes first):

- 30 calendar days after the signature of the agreement by both parties

The payment shall be made to the participant representing 80% of the total amount. 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 For students: The submission of the participant report via the online EUSurvey tool, + submission of KI internal report shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have 45 days to make the balance payment or to issue a recovery order in case a reimbursement is due.

ARTICLE 5 – RECOVERY

- 5.1 The financial support or part thereof shall be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, the participant shall have to return the amount of the grant already paid, except if agreed differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

ARTICLE 6 – INSURANCE

- 6.1 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.
- 6.2 Insurance coverage shall include at minimum a health insurance and a liability insurance and an accident insurance. The responsible party for taking the insurance coverage is Karolinska Institutet through Kammarkollegiet (Student UT, Student IN, Statens tjänstereseförsäkring and Utländska besökare depending on category of participant.) [Försäkring och riskhantering - Kammarkollegiet](#)

ARTICLE 7 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)

- 7.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.

ARTICLE 8 – PARTICIPANT REPORT

- 8.1 The participant shall complete and submit the participant report on their mobility experience (via the online EUSurvey tool) within 30 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.

ARTICLE 9 – ETHICS AND VALUES

- 9.1 Ethics: The mobility activity must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.
- 9.2 Values: The participant must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).
- 9.3 If a participant breaches any of its obligations under this Article, the grant may be reduced.

ARTICLE 10 – DATA PROTECTION

- 10.1 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>
- 10.2 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 organisations 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 (Court of Auditors or European Antifraud Office (OLAF)).
- 10.3 The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. The participant should address any questions regarding the processing of his/her personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of his personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

ARTICLE 11 – TERMINATION OF THE AGREEMENT

- 11.1 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.
- 11.2 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 12 – CHECKS AND AUDITS

- 12.1 The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Sweden or by any other outside body authorised by the European Commission or the National Agency of Sweden to check that the mobility period and the provisions of the agreement are being properly implemented.

ARTICLE 13 – LIABILITY

- 13.1 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.
- 13.2 The National Agency of Sweden, 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 Sweden or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

ARTICLE 14 – APPLICABLE LAW AND COMPETENT COURT

- 14.1 The Agreement is governed by Sweden
- 14.2 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.



Travel Grant for Exchange/Traineeship | Academic Year 2023/2024

Erasmus+ Studies	Erasmus+ Traineeship	Erasmus+ blended / BIP	INK/bilateral exchange	NeurotechEU	Nordplus
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
Name of 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 report approval (SEK):			
Project number:	5736		