



**GRANT AGREEMENT FOR STUDENT MOBILITY FOR TRAINEESHIP
KA1 HIGHER EDUCATION Erasmus+ Programme and Partner Countries**

Agreement N. 2025/

Project code: 2025-1-IT02-KA131-HED-000310890
(to be referenced in all correspondence, reserved for the office)

The Agreement must be signed first by the student and then by the Legal Representative of the Institute (or by whomever has the power of attorney)

Academic Year: 2025/2026

PREAMBLE

This Agreement ("the Agreement") is concluded between the following parties:

on the one part

UNIVERSITA' DEGLI STUDI DI PADOVA
Erasmus code: I PADOVA01
Via VIII Febbraio 1848, N. 2 – 35122 Padova PD
Email: stage.estero@unipd.it

Called hereafter "**the Institute**", represented for the purposes of this act by Andrea Berti, Head of Research and Business Relations Area

And, on the other part,

Ms/Mr (first and last name):
Called hereafter "**the Participant**"

Fiscal code:
Date of birth:
Address: [official address in full]
Phone:
E-mail:
Nationality:
Cycle of studies: ☐ Cycle I ☐ Cycle II ☐ Cycle III ☐ Short cycle
Qualification at home institute:
ISCED Code:
Study course Year:

[Table to be completed by all participants receiving financial support, except those on zero-grant; in any case the personal, fiscal and banking data used for the payment will be those entered by the student in his reserved area on Uniweb]:

Bank account where the financial support should be paid:	
Bank account holder (if different than participant, but the Participant must be at least a joint account holder):	



Bank name:	
Clearing/BIC/SWIFT number:	
IBAN number:	

The two parties

HAVE AGREED

to the Terms and Conditions and Annexes below which form an integral part of this agreement (hereinafter "the **agreement**"):

Annex I Learning Agreement for student mobility for traineeship between the home Institute, the receiving Organisation and the student
Allegato II Erasmus Student Charter, link: <https://erasmus-plus.ec.europa.eu/document/erasmus-student-charter>

The terms set out in the Terms and Conditions shall take precedence over those set out in the Annexes.

It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures may be accepted, depending on the Italian legislation or institutional regulations.

The financial support with Erasmus+ EU funds includes:

- ☐ Monthly base amount for individual support for long-term mobility (traineeship top up included)
- ☐ Financial contribution for students with fewer opportunities equal to 250 EUR per month (allocated on the basis of income art.1.7.2 of the Call, or as inclusion support¹)
- ☐ Travel support (green travel or non-green travel)
- ☐ Inclusion support [in case of additional support based on real costs]

The student receives:

- ☐ Financial support from Erasmus+ EU funds
- ☐ No financial support from Erasmus+ EU funds ("zero-grant")
- ☐ Mobility period funded by Erasmus+ EU funds together with a period of mobility with no EU funding ("zero-grant")
- ☐ An additional financial contribution with Ministerial-Fondo Giovani funds (art.1.7.1 of the call) allocated on the basis of income and/or merit, only for mobility with credits recognition
- ☐ Monthly base amount for individual support for long-term mobility (traineeship top up included) with non Erasmus+ EU funds
- ☐ Financial contribution for students with fewer opportunities equal to 250 EUR per month (allocated on the basis of income art.1.7.2 of the Call, or as inclusion support¹) with non Erasmus+ EU funds
- ☐ Travel support (green travel or non-green travel) with non Erasmus+ EU funds
- ☐ Inclusion support [in case of additional support based on real costs] with non Erasmus+ EU funds

¹ in the case of needs relating to certified physical, mental and health conditions



TERMS AND CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- 1.1.** This Agreement establishes the rights and obligations, terms and conditions applicable to the financial support granted to carry out an Erasmus+ mobility.
- 1.2.** The institute shall provide EU support to the Participant to undertake an Erasmus+ traineeship mobility. The financial support will be paid for the mobility days carried out in presence at the host organisation and certified by the organisation itself. The in-presence mobility must take place for at least two months (60 days with Grant Calculator) in order for the support to be paid.
- 1.3.** The Participant accepts the support specified in Article 3 and undertakes to carry out the mobility as described in Annex I - LAT
- 1.4.** Amendments to the agreement shall be requested in written form and agreed by both parties through a formal exchange/notice by post or by email.

ARTICLE 2 – DURATION OF MOBILITY

- 2.1.** The physical mobility period shall

Start on date (enter the first day of traineeship)	
End on date (enter the last day of traineeship)	

If authorized by the host organisation, virtual mobility days are allowed in addition to the in-presence days (however the physical mobility period must last at least 2 months). Any periods of virtual mobility must be indicated in the Learning Agreement and therefore scheduled before starting. Any financial support is foreseen only for physical mobility in presence in the host organisation.

In any case, the participant sends to the Institute within 7 days of the start of the traineeship:

- the start certificate for in presence/physical mobility, if the mobility is carried out in presence, for starting the payment procedures.
- or the virtual start certificate, if the mobility is started in virtual mode from Italy (this certificate will also specify the address from which the traineeship is carried out for the purposes of insurance coverage referred to in art. 7.)

Where the mobility begins in virtual mode, and afterwards the student goes abroad to carry out the following part in person, the student will send the Start Certificate at the beginning for the virtual part and then the Start Certificate at the beginning of the period done in presence, as soon as she/he arrives at the host organisation

- 2.2.** The period covered by this Agreement includes:

- o A period of physical mobility from _____ to _____ for a total of _____ days
- o A virtual component from _____ to _____ (in case of blended mobility)



- 2.3.** The certificate issued by the receiving organisation at the end of the period abroad (*Learning Agreement for Traineeship – section "After the mobility"*)- or other statements attached to these documents - shall provide the confirmed start and end dates of duration of the mobility period, included the virtual component (if applicable).

The start and end dates of the physical mobility period shall coincide with, respectively, the first day that the Participant needs to be physically present at the receiving organisation and the last day the Participant needs to be physically present at the receiving organisation.

Name of receiving organisation	
ERASMUS code (only for Universities)	
Country	

- 2.4.** The Participant declares under his own responsibility (arts 45 and 46 Presidential Decree n.445/2000) to have passed the general training course on safety art.37 Legislative Decree 81/08 organized by the Institute on dd/mm/yy for a total of 4 hours.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1.** The financial support is calculated according to the funding rules indicated in the Erasmus+ Programme Guide Call 2025 and the relevant National Provisions.
- 3.2.** The Participant will receive a financial contribution from Erasmus+ EU funds for _____ days of physical mobility. [If the participant does not receive the financial contribution for a part or for the entire mobility period, the indicated number of days will have to be adjusted accordingly]
- 3.3.** The Participant may submit a request concerning the extension of the mobility within the deadlines set in the Program Guide, i.e., within 30 days before the end of the mobility period. If the Institute accepts the request for extension, this Agreement needs to be amended accordingly.
- 3.4.** The Participant receives a total financial support for the mobility period equal to _____ EUR [For "zero grant" participants enter: "0"]

Individual support contribution	
Travel contribution	

The aforementioned support includes the traineeship top up and if due, the contribution for students with fewer opportunities.

Select the following box only if you are requesting the green travel contribution:

☐ By checking the box, the participant declares that they will use sustainable (green) transportation (bus, car sharing with rental cars only, or train) for both the outward and return journeys from Padua to the host organization city. If this option is selected, the participant will be awarded the amount for a green travel; otherwise, they will be awarded the amount for a non-green trip (i.e., by plane, boat, car, or motorbike).



NB: If you travel by green transport for the outward journey and by standard transport for the return journey, or vice versa, you are not entitled to the green travel grant, so this option should not be selected.

To be eligible for the travel grant, you must submit proof of travel. If you have declared use of the green travel but then travel by other means, only the non-green travel grant will be approved at the end of the mobility period. Any excess amounts already paid must be refunded or, if possible, they will be credited to the balance.

If the travel did not take place or is already funded by other sources, the participant is not entitled to financial support for the travel.

- 3.5.** Reimbursement of costs, in case of additional inclusion support based on actual costs where applicable, and of travel, shall be based on the supporting documents provided by the Participant.
- 3.6.** The financial support or part of it must be returned if the Participant terminates the Agreement before the terms expire, in which case he or she will have to return the amount of the contribution already paid, including any additional contribution, except in cases of force majeure. Such cases must be reported as soon as they occur to the Home Institute, which will request approval from the National Agency. Any support already paid with Ministerial funds must be returned in full.
- 3.7.** Any contribution for credit mobility on Ministerial-Fondo Giovani funds (art. 1.7.1 of the Call) will be allocated on the basis of income and/or merit, after the approval of the LAT. In order to receive the contribution, the Participant must have submitted the request for benefits via UNIWEB according to the deadlines indicated in the Call. The first instalment (50%) is paid according to the ranking by income only, if the definitive ranking by income/merit provided by the Student Services Office is not yet available. The final balance based on income/merit will be paid only after verification of financial coverage (in any case only the balance due based on income is guaranteed) The final amount due of the additional contribution will be recalculated on the basis of the period certified by the final certificate.
To be entitled to this integration, the Participant must provide for the recognition and registration in the career of the thesis or internship credits as carried out abroad by 31 October 2026, under penalty of the complete refund of any integrations already paid.

ARTICLE 4 – RIGHT TO FINANCIAL SUPPORT

- 4.1.** The participant is entitled to financial support under Article 3 above if he or she has actually undertaken the activity during the period set out in Article 2. Where financial support is based on actual costs, these must be supported by documents such as invoices, receipts, etc.
- 4.2.** The financial support may not be used to cover costs for activities already funded by EU funds. It is nonetheless compatible with any other source of funding. This includes a salary that the Participant could receive for their traineeship activities, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex 1.
- 4.3.** The Participant may not claim reimbursement for currency exchange losses or bank costs charged by the Participant's bank for transfers from the sending organisation.

ARTICLE 5 – PAYMENT ARRANGEMENTS

- 5.1.** A pre-payment shall be made to the participant after the signature of the agreement by both parties, and in any case upon receipt of the Certificate of start in presence (within 30 days). The pre-payment shall represent 80% of the amount specified in Article 3.



In case the Institute cannot provide for the liquidation pursuant to the accounting obligations connected to the financial year closure or the Participant did not provide the supporting documents in time, according to the funding organisation's deadline, a later payment of the pre-payment can be accepted on exceptional circumstances and based on justified reasons.

In case of virtual start of mobility, the pre-financing will be paid after the start of the in-presence activities (within 30 days of sending the Certificate of start of in-presence mobility).

- 5.2.** If the payment under article 5.1 is lower than 100% of the financial support, the submission of the participant final report via the online EU Survey tool and of the final certificate "After the mobility" shall be considered as the Participant's request for payment of the balance of the financial support. The Institute shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.
The balance of the credit integration, if assigned, will be paid within 45 days of registering the thesis or internship credits as mobility.

ARTICLE 6 – RETURN OF THE FINANCIAL CONTRIBUTION BY THE PARTICIPANT

- 6.1.** If the participant fails to comply with the terms of the agreement or terminates it before its expiration for reasons other than those indicated in Article 13.1, they will be required to return the financial contribution already paid, unless otherwise agreed with their home institution, which is still required to request approval from the National Agency.

ARTICLE 7 – INSURANCE

- 7.1.** The Institute guarantees the insurance coverage against accidents in the workplace and for civil liability, for the duration of the traineeship abroad. The coverage is valid during the traineeship activities.
The Participant can download an insurance certificate in English from the personal Uniweb page.

Health care in EU countries (and in Iceland, Liechtenstein, Norway, Switzerland) is guaranteed for the necessary medical care by the European Health Insurance Card EHIC issued by the local health authority (ASL/ULSS). However, it is necessary to contact ASL/ULSS well in advance before departure to receive information on further documents or forms that may be requested and on the related procedures to follow to obtain reimbursement of medical expenses.

Before departure, the Participant is invited to check the specific information for each country and the methods of receiving treatment/obtaining reimbursement on the Ministry of Health website: <https://www.salute.gov.it/portale/assistenzaSanitaria/homeAssistenzaSanitaria.jsp>

However, it is advisable to take out a private health insurance policy since the EHIC does not cover repatriation costs for emergencies and may not be sufficient in the case of specific medical interventions.

Please note that students with citizenship of non-EU countries cannot use EHIC for medical treatment in Switzerland, Denmark, Iceland, Norway and Liechtenstein.

Students who do not have an EHIC card, who cannot use the EHIC abroad, or who travel to countries where the EHIC is not valid, are required to take out a private health insurance policy.

In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended.

- 7.2.** The Institute will guarantee insurance coverage for civil liability, against damage caused to people or things, with the insurance company GENERALI Italia S.p.A. ref. policy no. 400834302. Texts, methods of reporting accidents, as well as updates/amendments to policies can be consulted on the page <https://www.unipd.it/infortunio-polizze-assicurative>
The aforementioned policies are valid exclusively during the traineeship activity.



The aforementioned insurance does not include coverage of risks connected to the exercise of medical and/or healthcare activities and/or services.

Traineeships in the healthcare area carried out as students and/or by individuals not licenced to practice medical/healthcare professions must be exclusively observational.

Only trainees already licenced to practice medical/healthcare professions are allowed to do activities other than observational, but the exercise of medical/healthcare activities will be covered by the Participant's private insurance or by the host organisation insurance.

In case the host organisation is identified as the responsible party for this kind of activities, 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.

The Institute will guarantee insurance coverage against accidents in the workplace:

For graduates: INAIL: GESTIONE PER CONTO DELLO STATO

Graduates also have the right to take advantage of the POSTE Assicura S.p.A. Additional Accident Policy. ref. policy number 78432, for which the payment of €6.50 is required.

Please tick the box:

☐ YES (if yes, attach receipt of the payment, for payment methods please refer to the page

<https://www.unipd.it/infortunio-polizze-assicurative>)

☐ NO, I don't want to take advantage of the insurance

For students: POSTE Assicura S.p.A. Accident Policy. ref. policy number 78432 and INAIL: GESTIONE PER CONTO DELLO STATO

Texts, as well as updates/amendments to the policies can be consulted on the page <https://www.unipd.it/infortunio-polizze-assicurative>

In the event of an injury to the Participant, it is necessary to complete and send to the Career Service the documentation which can be downloaded from the website <https://www.unipd.it/infortunio-polizze-assicurative>

This type of insurance covers employees for damages resulting from accidents at work. In many countries, employees are covered against such workplace injuries; however, the extent of this insurance coverage on transnationally mobile trainees may vary in different countries involved in transnational learning mobility programmes. Annex I (LAT) will clearly explain whether this insurance is covered also by the host organisation or not.

7.3. The responsible party for taking the insurance coverage is:

_ the institute for civil liability and accidents during traineeship activities.

_ the participant for health coverage and civil liability for any risks connected to the exercise of medical and/or healthcare activities and/or services

ARTICLE 8 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)

8.1. 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.

8.2. [Optional - only if not included in the Learning Agreement] The level of language competence in _____ [main language of instruction 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** ☐



ARTICLE 9 – PARTICIPANT REPORT (EU Survey)

- 9.1.** The Participant shall complete and submit the participant report on their mobility experience (via the online EU Survey 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 10 – ETHICS AND VALUES

- 10.1.** 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.
- 10.2.** 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).
- 10.3.** If a Participant breaches any of its obligations under this Article, the grant may be reduced or not be paid.

ARTICLE 11 – DATA PROTECTION

- 11.1.** Any personal data under the agreement will be processed under the responsibility of the data controller identified in the privacy statement in accordance with the applicable data provision legislation, in particular Regulation 2018/1725² and related national data protection acts and for the purposes set out in the Privacy Statement available at: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
- 11.2.** Such data will 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)).
- 11.3.** 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 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 12 – AGREEMENT SUSPENSION

- 12.1.** The agreement may be suspended by initiative of the Participant or of the organisation if exceptional circumstances — in particular *force majeure* (see Article 16) — make implementation impossible or excessively difficult. The suspension will take effect on the day agreed by written notification by the parties. The agreement may be resumed afterwards.
- 12.2.** Either party may, at any time, suspend the agreement if the other party has committed or is suspected of having committed:

² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.



- a) substantial errors, irregularities or fraud or
 - b) serious breach of obligations under this agreement or during its award (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethics rules (if applicable), etc.).
- 12.3.** Once circumstances allow for implementation to resume, the parties must immediately agree on the resumption date (one day after suspension end date). The suspension will be lifted with effect from the suspension end date.
- 12.4.** During the suspension, no financial support will be paid to the Participant.
- 12.5.** The Participant may not claim damages due to suspension by the organisation.
- 12.6.** Suspension does not affect the organisation's right to terminate the agreement (see Article 13).

ARTICLE 13 – TERMINATION OF THE AGREEMENT

- 13.1.** The agreement may be terminated by either party if circumstances arise that render the execution of the agreement impracticable, impossible or excessively difficult.
- 13.2.** In case of termination due to *force majeure* (Article 16), the participant will be entitled to receive at least the amount of the financial support corresponding to the actual duration of the activity period. Any remaining funds will have to be recovered.
- 13.3.** In the event of serious breach of obligations or if the participant has committed irregularities, fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking the organisation may terminate the agreement by formally notifying the other party.
- 13.4.** The organisation reserves the right to initiate a court action if any requested refund is not voluntarily issued within the deadline notified to the participant by registered letter.
- 13.5.** The termination will take effect on the date specified in the notification; 'termination date'.
- 13.6.** The participant may not claim damages due to termination by the organisation.

ARTICLE 14 – CHECKS AND AUDITS

- 14.1.** The parties of the agreement undertake to provide any detailed information requested by the European Commission, the Italian Erasmus+ National Agency INDIRE or by any other outside body authorised by the European Commission or the Italian Erasmus+ National Agency INDIRE to check that the mobility period and the provisions of the agreement are being or were properly implemented.
- 14.2.** Any finding related to the agreement may lead to the measures set in Article 6 or to further legal action in the terms of the applicable national law.

ARTICLE 15 – DAMAGES

- 15.1.** Each party of this agreement exonerates 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 their staff.



- 15.2.** The Italian National Agency Erasmus+ INDIRE, 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 Italian National Agency Erasmus+ INDIRE or the European Commission will not entertain any request for indemnity of reimbursement accompanying such claim.

ARTICLE 16 – FORCE MAJEURE

- 16.1.** A party prevented by force majeure from fulfilling its obligations under the agreement cannot be considered in breach of them.
- 16.2.** 'Force majeure' means any situation or event that:
- prevents either party from fulfilling their obligations under the agreement,
 - was unforeseeable, exceptional situation and beyond the parties' control,
 - was not due to error or negligence on their part (or on the part of other participating entities involved in the action), and
 - proves to be inevitable in spite of exercising all due diligence.
- 16.3.** Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.
- 16.4.** The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

ARTICLE 17 – APPLICABLE LAW AND COMPETENT COURT

- 17.1.** The Agreement is governed by Italian Law.
- 17.2.** 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 18 – ENTRY INTO FORCE

The agreement will enter into force on the last date of signature by the parties.

SIGNATURES

For the **Participant**

For the **Institute**
dott. Andrea Berti, Dirigente Area Ricerca
e Rapporti con le imprese

[signature]
digitally signed

[signature]
digitally signed