**GRANT AGREEMENT**

**SHORT-TERM MOBILITIES - CIVIS**

Full official name of the sending institution: **Sapienza University of Rome**

Address (official address in full): **Piazzale Aldo Moro, 5**

**00185 Rome**

**Italy**

**Called hereafter "the institution", represented for the purposes of signature of this agreement by Mrs. Maria Ester Scarano – Director of the International Office, of the one part, and**

Mr/Mrs/Ms: [*Student name and forename*]:

Date of birth:

Nationality:

Address (official address in full):

ID Card / Passport Number:

Phone:

E-Mail:

Gender [Male/Female/Undefined]]:

Academic year: 20../20..

Study Cycle : First cycle Second cycle Third cycle Short cycle One-cycle study programme

Home Faculty/School:

Name of diploma registered in current academic year in home institution:

Title of CIVIS project:

Host Institution name:

Location of physical mobility (address)

Bank account where the financial support should be paid:

Bank account holder (if different than student):

Bank name:

BIC/SWIFT : IBAN :

**Called hereafter “the participant”, of the other part**

Have agreed to the Conditions and Annex(es) below which form an integral part of this agreement ("the agreement"):

Annex I: Physical activities’ programme

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

**CONDITIONS**

**ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT**

* 1. The institution shall provide support to the participant for undertaking **a short-term mobility** within CIVIS Alliance Universities.
  2. The participant accepts the support specified in article 3 and undertakes to carry out the short-term mobility activity as described in Annex I (activities programme).
     1. Amendments to the agreement, including the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message.
     2. The participant commits to:
* Enrol at his/her home University for the academic year during which he/she will complete the short-term mobility;
* Carry out all activities included in the activities’ programme (as described by Annex I) and (in the case this mobility is rewarded by credits), sit any related examinations.

**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 [*date*] and end on [*date*] as established in Annex I (activities programme). 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.

One day for travel before the first day of the activity abroad and one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support, if needed.

2.3 The participant shall receive a financial support from CIVIS **for [..…] days**, travel days included.

2.4 The Certificate of Attendance shall provide the effective start and end dates of the mobility period. The participant accepts the financial support and commits to provide the International Office with proof of the actual start and end dates of his/her mobility period no more than 10 days after the end of their stay.

**ARTICLE 3 – FINANCIAL SUPPORT**

3.1 The participant shall receive EUR [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] corresponding to individual support and [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] EUR corresponding to travel.

The amount of individual support is EUR [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] per day.

The amount of the grant to cover travel costs calculated is based on kilometric distance between the place of origin of the Participant and the venue of the activity. The online calculation tool must be used to calculate the distance, available on the Commission's website at <http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm>.

The boarding pass and tickets are the supporting documents of the participant’s mobility between the Sending Institution and the Host Organization which indicate the participant’s place of departure and arrival.

3.2 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.

3.3 The financial support may not be used to cover similar costs already funded by EU funds.

3.4 Notwithstanding article 3.3, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studies/traineeship as long as he/she carries out the activities foreseen in Annex I.

3.5 The financial support or part thereof shall be recovered if the participant does not carry out the mobility in compliance with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending institution. If the start and/or end date of the physical mobility coincides with either of the travel dates, the Institution is entitled to request the refund of the amount corresponding to the said travel day(s). However, when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure, he/she shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period, as well as the amount awarded for travel, as calculated in 3.1. Any remaining funds shall have to be refunded, except if agreed differently with the sending institution.

**ARTICLE 4 – PAYMENT ARRANGEMENTS**

4.1 Payment of the full amount (100% as calculated in 3.1) shall be made:

- the first 80% of the full amount no later than the start of the short-term mobility period

- the 20% of the full amount within 30 calendar days after the end of the short-term mobility period, upon delivery of boarding cards and tickets and certificate of attendance to the International Office of Sapienza.

The sending institution shall ensure that both these conditions are fulfilled.

4.2 In case of inability on behalf of the participant to carry out his/her mobility before the starting date, he/she must take all actions to inform the sending and receiving institutions at shortest notice and to reimburse the funds already paid. Please note that an early termination will only be accepted in case of extraordinary circumstances of force majeure, beyond the Student’s control and that they will be required to prove.

**ARTICLE 5 – INSURANCE**

5.1 The participant shall have adequate health insurance coverage. The home Institution is responsible to check that the Participant has health insurance.

5.2 Mandatory Health insurance coverage:

Usually, when the mobility takes place in a European Union and European Economic Area member state, the student health care service covers the student for unexpected and necessary care. For this purpose, the student needs to ask his/her own health insurance – before the mobility starts – for the European Health Insurance Card (EHIC)[[1]](#footnote-1). The student must provide a paper copy or a scanned copy of the European Health Insurance Card when signing the grant agreement.

However, coverage provided by the European Health Insurance Card may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. The sending institution of the student is responsible for ensuring that he/she is aware of health insurance issues.

|  |  |
| --- | --- |
| EHIC ID NUMBER |  |

Table to be filled if the student has a private insurance:

|  |  |
| --- | --- |
| Name of the insurance owner: |  |
| Organisation : |  |
| Number-reference : |  |

**ARTICLE 6 – LIABILITY**

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

**ARTICLE 7 – DATA PROTECTION**

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 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 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 personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution. 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 8 – CHECKS AND AUDITS**

The parties of the agreement undertake to provide any detailed information requested by the European Commission or by any other outside body authorized by the European Commission to check that the mobility period and the provisions of the agreement are being properly implemented.

**ARTICLE 9 – 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 shall have to refund the amount of the grant already paid, except if agreed differently with the institution.

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/her 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, except if agreed differently with the sending organization.

**ARTICLE 10 – LAW APPLICABLE AND COMPETENT COURT**

10.1 The Agreement is governed by the Italian law.

10.2 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.

**SIGNATURES**

For the participant: [*Name – Forename*] For the I*nstitution:*  Mrs. Maria Ester Scarano

Director of the International Office

Done at [*place*], [*date*] Done at Rome, [*date*]

Signature: Signature:

**ANNEX I**

**PHYSICAL ACTIVITIES PROGRAMME**

|  |  |
| --- | --- |
| **Physical Activity** | CIVIS School Intensive Program: **title** |
| **Dates** |  |
| **Number of activity days** |  |
| **Hosting organisation** |  |
| **Address of the activities** |  |

PROGRAMME

**DAY 1 – date + Title**

**9.00-9.30** Arrival and Registration / Coffee

**9.30-9.45** Welcome

**10.00-12.00**

**12.00-14.00** Lunch

**14.00-17.00**

**DAY 2 – date + Title**

**9.00-9.30**

**9.30-9.45**

**10.00-12.00**

**12.00-14.00**

**14.00-17.00**

**DAY 3 – date + Title**

**9.00-9.30**

**9.30-9.45**

**10.00-12.00**

**12.00-14.00**

**14.00-17.00**

**DAY …………………**

1. Come fare per richiedere la TEAM/EHIC:

   [*https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=vuoto*](https://www.salute.gov.it/portale/assistenzaSanitaria/dettaglioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=897&area=Assistenza%20sanitaria&menu=vuoto) [↑](#footnote-ref-1)