



## **Special Conditions for a Grant for an Erasmus+ Mobility Activity for Study or Traineeships**

Annex IIa of the Erasmus+ Grant Agreement for Participants

### **Article 1 – Subject Matter of the Agreement**

- 1.1. The organisation shall provide financial support to the participant for undertaking a mobility activity under the Erasmus+ Programme provided that the organisation has sufficient Erasmus+ EU funds available and only for an Erasmus+ grant with financial support for the mobility period. An Erasmus+ grant for a period without financial support is called a “zero grant” and supports participants by issuing the Erasmus+ status. This is always a requirement for having tuition fees waived at universities abroad and a condition for a traineeship at many organisations.
- 1.2. The participant accepts the support specified in article 3 and undertakes to carry out the mobility activity as described in the Learning or Traineeship Agreement (Annex IV) and submit the necessary additional documentation, transcript of records and the recognition results for study stays abroad.
- 1.3. Amendments to the Agreement shall be requested and agreed by both parties through a formal exchange 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 sign.
- 2.2. As stated in the Grant Notification (Annex V), the physical mobility period shall start at the earliest on the first day that the participant needs to be and actually is physically present at the receiving organisation. The physical mobility period shall end at the latest on the last day that the participant needs to be and actually is physically present at the receiving organisation. Periods and longer time durations without regular studies or traineeship activities shall be excluded from the Erasmus+ grant. For study stays abroad, students must enrol in the host organisation. Periods of time in which a student is not enrolled shall be excluded from the grant.  
Virtual mobility periods can be added without any restrictions in regard to time up to the maximum length of the Erasmus+ contingent.

The provisional determination of the duration of the physical mobility period and associated Erasmus+ financial support for a part of the mobility period shall be based on the information participants enter in the Online Registration (Annex I).

For the final determination of the duration of the mobility period and the associated financial support, the start of the mobility must be confirmed with the registration or Certificate of Arrival from the receiving organisation. The end date of the mobility period must be confirmed either in the transcript of records, the traineeship certificate or with another certificate referring to the end of the Erasmus+ mobility period by the receiving organisation. Changes to the planned start and end date may affect the number of monthly funding rates granted.

The participant shall submit the documents necessary to confirm the duration of the mobility period to Leipzig University's International Centre within 4 weeks (28 days) after the mobility period starts/ends.

- 2.3. As stated in Annex V, the participant shall typically receive financial support from Erasmus+ EU funds for the physical mobility period combined with a zero grant. If applicable, travel days shall be added to the duration of the mobility period (note the conditions of the top-up amount "green travel" – see Article 3.3) and with a valid proof after the end of stay included in the calculation of the individual support. A funding month refers to a flat rate of 30 funding days, regardless of the actual number of calendar days. A calendar month refers to the actual number of calendar days in the months.
- 2.4. For long-term mobility, the total duration of the physical mobility period is at least 2 calendar months per stay (days from the exact date of the beginning of the stay to the date of the end of the stay) and a maximum of 12 grant months (limited to 360 calendar days). This applies to the sum of all stays in one study cycle including periods of financial support and zero grant periods. For short-term mobility, the total duration of the physical mobility period per stay shall not exceed 30 calendar days including the zero grant periods. The minimum duration is 5 calendar days not including travel days. The participant may split the grant and call it up multiple times within one study cycle. A bachelor's degree course, a master's degree course and a doctoral degree course each make up one study cycle. For "one-cycle" courses that do not have bachelor's and master's phases (e.g., medicine, Staatsexamen, old Diplom degree courses), the maximum duration of all physical mobility periods must not exceed a total of 24 grant months (720 calendar days), whereby a long-term mobility as described above shall be limited to a maximum of 12 grant months (360 calendar days).
- 2.5. The participant must notify the International Centre of every change of the mobility period at least 30 calendar days (shorter in the case of short-term mobility) prior the originally set end of the mobility period as submitted with the

Online Registration (Annex I). The notification shall be submitted via a provided online form. However, an extension beyond 31 July of the respective academic year of the mobility period is not possible due to the time limit of the European Commission's Erasmus+ funds. The change of the total duration must not exceed the limit set out in Article 2.4.

If the extension comprises an additional semester a separate and signed application (form can be found in the ["Downloads" section on the International Centre's website](#)) must have been received by the International Centre.

Approval of an extension of the duration of the mobility period until a maximum of 31 July is only for the Erasmus+ status and shall not automatically mean that further financial support has been approved. A separate decision on additional financial support from Erasmus+ funds for the duration of the extension shall be sent to the applicant and shall depend on the amount of Erasmus+ funds made available to the organisation by the European Commission. If the organisation agrees to extend the duration of the mobility period, Annex V of the Grant Agreement shall be amended accordingly and sent electronically to the participant.

If the duration of the mobility period confirmed by the host institution is longer than specified in the (most recently agreed) grant agreement and this was not communicated to the International Centre by the participant in good time (30 calendar days before the planned end of the mobility period), the additional days are considered a zero-grant period. Subsequent extension of financial support is not permitted.

In case of a shorter duration of the mobility period that exceeds 5 days, the grant agreement will be adjusted accordingly and repayment claims may be made for the overpaid financial support, as stated in Article 4.2.

### **Article 3 – Financial Erasmus+ Support (funding rates)**

- 3.1. The amount of the financial support shall be calculated following the funding rules indicated in the [Erasmus+ Programme Guide](#), and determined by the organisation after the participant has submitted the necessary documentation as stated in 2.2.
- 3.2. The organisation shall provide the participant financial support from Erasmus+ EU funds for a part of the physical mobility period as stated in Annex V.
- 3.3. For the financial support, as shown in Annex V, the following shall typically apply:
  - Short-term mobility: EUR 70 (as of 1 August 2024 EUR 79) per day up to a maximum of 7 days
  - Long-term mobility: country-specific amount per monthly rate, up to a maximum of 4 monthly rates per semester. The remaining duration of stay is continuously supported with the Erasmus+ status, that is combined with zero grant.

- Country-specific monthly rates (for the classification of programme and partner countries of world regions 1 to 14, see the [website of the National Agency for Erasmus+ University Cooperation German Academic Exchange Service/ NA DAAD](#) (only available in German)):
  - Country group 1: EUR 600  
for programme countries, that is, Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden and  
for partner countries in world region 14, that is, Faroe Islands, United Kingdom (UK), Switzerland (CH)
    - Note on UK: Traineeships in the United Kingdom can only be financially supported if the study and examination regulations at Leipzig University require a traineeship to be completed in an English-speaking country abroad, e.g., for students in the teacher program with English as a subject. Zero grant, that is, support with the Erasmus+ status, is possible for all degree courses.
    - Note on CH: Financial support is only provided through the Swiss-European Mobility Programme/SEMP upon nomination and registration at the partner universities in Switzerland; this applies to study and traineeships. Zero grant, that is, support with the Erasmus+ status by Leipzig University, is possible for all degree courses.
  - Country group 2: EUR 540  
for programme countries, that is, Austria, Belgium, Cyprus, France, Greece, Italy, Malta, the Netherlands, Portugal, Spain and  
for partner countries in world region 13: Andorra, Monaco, San Marino, Vatican City
  - Country group 3: EUR 490  
for programme countries, that is, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey
  - Country group international: EUR 700 and travel allowance (see Erasmus+ funding rates [on the NA DAAD website](#) (only available in German)  
for partner countries in world regions 1-12:
    - Note: Only for study stays abroad after selection in the central application process carried out by the International Centre and only if there are sufficient Erasmus+ funds available for the respective time period.
- for long-term mobility, except the mobility with partner countries of world region 1 to 12, the following regulation applies to set the maximum number of monthly rates in relation to the number of grant months:

- for a study abroad period with a start date after 01 August 2024
  - o A duration of stay for one semester
    - between 2 and 3 calendar months correspond to 2 monthly rates.
    - between 3 and 4 calendar months correspond to 3 monthly rates.
    - between 4 and 6 calendar months correspond to 4 monthly rates.
  - o Exception: study abroad on a trimester schedule (proof required):  
A duration of stay for two trimesters
    - between 6 and 7 calendar months correspond to 6 monthly rates.
  - o A duration of stay for two semesters (only when a Learning Agreement comprises both semesters)
    - between 7 and 8 calendar months correspond to 7 monthly rates.
    - between 8 and 12 calendar months correspond to 8 monthly rates.
- for a traineeship abroad period with an end date after 01 August 2024
  - o A duration of stay
    - between 2 and 3 calendar months correspond to 2 monthly rates.
    - between 3 and 4 calendar months corresponds to 3 monthly rates.
    - between 4 and 5 calendar months correspond to 4 monthly rates.
    - between 5 and 12 calendar months correspond to 5 monthly rates.
- for an abroad period with an end date before 01 August 2024
  - o Study (assumption: 0.5 grant months duration corresponds to 15 days beginning with the start date of the stay): A duration of stay for one semester with
    - between 2 and 3.5 grant months corresponds to 2 monthly rates
    - between 3.5 and 4.5 grant months corresponds to 3 monthly rates
    - between 4.5 and 6.5 grant months corresponds to 4 monthly rates
  - o Exception: universities on a trimester schedule (proof required):  
A duration of stay for one trimester, see above, for two trimesters with between 5.5 and 6.5 grant months corresponds to 5 monthly rates.

- A duration of stay for two semesters with
  - between 6.5 and 7.5 grant months corresponds to 5 monthly rates
  - between 7.5 and 8.5 grant months corresponds to 6 monthly rates
  - between 8.5 and 9.5 grant months corresponds to 7 monthly rates
  - between 9.5 and 12 grant months corresponds to 8 monthly rates
- Traineeship: A duration of stay for
  - between 2 and 3.5 grant months corresponds to 2 monthly rates
  - between 3.5 and 4.5 grant months corresponds to 3 monthly rates
  - between 4.5 and 5.5 grant months corresponds to 4 monthly rates
  - between 5.5 and 12 grant months corresponds to 5 monthly rates
- Exception: In case of long-term mobility with partner countries of world regions 1 to 12, the specific duration of the mobility phase with financial support will be defined in an inter-institutional agreement between the institutions. After the agreed duration of the mobility phase, only zero-grant extensions are possible if the participant applied for it in time (see Article 2.5).
- Erasmus+ status support, that is, a zero grant, can be approved for the entirety or part of the duration of the physical mobility period and does not include any financial support, also comprising any top-up amount, that is, EUR 0.
- Top-up amount for
  - long-term mobility traineeship: EUR 150 in addition to the country-specific monthly rate
  - "green travel" (minimum requirement is a Declaration of Honour from the participant when submitting the Online Registration and from 01 August 2024 onward proof has to be handed in after the end of stay): one-time EUR 50 and, if applicable, financial support according to the country-specific monthly rate (monthly rate divided by 30, rounded to the nearest whole) for additionally needed travel days, whereby one standard travel day is assumed per trip and no additional financial support applies. A maximum of 4 additional days exceeding the one standard travel day are permissible in total for travel to and from the mobility destination.
  - fewer opportunities on mobility:
    - for long-term mobility in addition to the country-specific monthly rate EUR 250

- for short-term mobility in addition to the daily rate a one-time amount of EUR 100 and a one-time travel allowance depending on the distance and on submission of the declaration on “green travel” (see Erasmus+ funding rates on the [NA DAAD website](#) (only available in German))
- for participants
  - who are carrying out the entire stay abroad with own child(ren) (child),
  - who have a degree of disability of at least 20 (disabilities),
  - who have additional, medically certified costs abroad due to chronic health problems (health problems),
  - who have previous employment lasting at least six continuous months (employment of students) with net earnings between EUR 450 and EUR 850 per month,
  - who are in the first generation in the family to access higher education (first generation to access higher education)
- Note: Participants who fall under the categories of “employment of students” and “first generation to access higher education” shall not be financially supported with top-up amounts if the participant receives another scholarship (BAföG (federal student aid) does not count) or payment for a traineeship abroad of more than EUR 300 per month. Participants who fall under more than one category shall not get a multiple of the top-up amount for “fewer opportunities on long-term (short-term) mobility” per monthly rate.
  - Time periods with zero grant shall be excluded from the top-up amount.

3.4. An application for real cost compensation for additional costs incurred during the Erasmus+ mobility period can be submitted by participants who carry out a stay abroad with own child(ren), have a degree of disability of at least 20 or have a chronic health problem. Application documents and additional information can be found [on the NA DAAD website](#) (only available in German). An application must be reviewed and approved by the organisation's Erasmus+ institutional coordinator. At the latest 2 months before the participant's stay abroad is to begin, the institutional coordinator shall submit the application by post to the NA DAAD together with the necessary application forms and documentation. An approval of real cost compensation shall replace any possible top-up amount regardless of the reason for fewer opportunities on long-term (short-term) mobility and instead lead to a daily payment of financial support for the entire duration of the physical mobility period.

The reimbursement of real costs incurred in connection with inclusion needs shall be calculated based on the supporting documentation that shows proof of the costs; these documents must be provided by the participant within 2 months after the end of the stay.

- 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 typically compatible with any other source of funding. If Article 3.3 does not state otherwise, this includes revenue that the participant could receive for a traineeship or work outside of the mobility activity as long as they carry out the activities foreseen in Annex IV.

## **Article 4 – Payment Arrangements**

- 4.1. Payment to the participant shall only be made after submission of the signed Grant Agreement, Online Registration (Annex I) and, typically, the completed Learning and Traineeship Agreement (Annex IV), but at the latest (depending on which occurs first):

- 30 calendar days after both parties sign the Grant Agreement or
- on the date the physical mobility period starts as stated in Annex I.  
Exception for incoming mobility: The participant shall receive individual support and any applicable travel assistance in a timely manner after arrival.

The payment shall be made to the participant and typically represents for a stay abroad the ends before 01 August 2024 an amount of 100% of the amount specified in Annex V.

For a study stay beginning/ internship stay ending on or after 01.08.2024, payment will be made in two instalments. The first payment comprises the sum of the monthly funding rates including special funding as listed in Annex V minus one monthly funding rate including special funding. The 2nd payment may include a residual amount after the final determination of the duration as described in Article 2.2, as well as the "Green Travel" special grant. For this purpose, proof of the end of the stay and the special "Green Travel" grant (means of transportation and, if applicable, additional days) must be submitted within 30 days of the end of the stay. In case the participant did not provide the supporting documents in time, according to the organisation's timeline, a later payment of the financial support can be exceptionally accepted, based on justified reasons.

- 4.2. If participants receive unlawful financial support or an amount that exceeds the correct amount, including the top-up amounts, they must reimburse this money immediately after being requested to do so by the International Centre.

The following are possible reasons for reclaiming the entire financial support amount:

- The required documents that the participant was to submit have not been submitted according to the organisation's timeline, in particular the document certifying the start of the physical mobility period (for study the registration certificate), see Article 2.

- The mobility measure was not carried out by the participant as foreseen in Annex IV and no reasons were given for which the participant was not at fault.

The following are possible reasons for recovering part of the waived 2nd instalment of the financial support amount:

- The documented actual duration of the physical mobility period as described in Article 2 is shorter than stated in Annex I (the decisive factor is a change in the start and/or end of the planned dates specified in the Online Registration).
- The reason as honourably declared by the participant for receiving a top-up amount cannot be clearly documented upon request by the International Centre.

After the deadline for submitting documents has passed, participants shall receive a first warning by email from the International Centre. If the documents are still not submitted after a deadline set in the warning email, participants shall receive a second warning by email from the International Centre. If the participants do not submit the documents by the renewed deadline and they are at fault for the reason, the International Centre can issue a recovery order for the financial support.

## **Article 5 – Insurance**

- 5.1. The organisation shall make sure that the participant has adequate insurance coverage by providing the participant with the relevant information and support to take an insurance on their own. Participants hereby declare that they are aware of the fact that they are responsible for reviewing whether they have individual insurance protection for the entire duration of the Erasmus+ mobility activity (including any private activities) and, if applicable, for ensuring they have sufficient insurance coverage that is valid in the host country. Retroactively taking an insurance abroad is typically not possible.

As described in Articles 5.2, 5.3 and 5.4, this shall apply in particular to the following types of insurance:

- Health insurance and foreign supplementary health insurance
- (Foreign) accident insurance, possibly with optional repatriation
- Liability insurance

Leipzig University shall not be liable for the consequences of participants being underinsured or not being insured.

- 5.2. Insurance coverage shall include at a minimum a health insurance. The national health insurance coverage is a basic requirement for all students enrolled in Leipzig University. Participants hereby declare that they have health insurance from a statutory or private health insurance provider and are aware that, for a

stay in another EU country, this health insurance generally only includes basic coverage according to German and foreign social benefits laws.

Additionally, the participants hereby declare that they are aware that the coverage by the European Health Insurance Card or a private insurance may not be sufficient, especially in a country outside of the EU and when repatriation or special medical intervention is necessary. Participants declare that, if necessary, they shall expand their existing health insurance coverage to include an appropriate complementary insurance on their own responsibility. Furthermore, participants shall inform themselves of the insurance conditions in the case of a pandemic, in risk areas and if the German Foreign Office issues a travel warning.

- 5.3. Participants hereby declare that they are aware that only sufficient liability insurance that is valid in the host country will provide coverage for damage the participants cause during their stay abroad (regardless of whether the participants are at the receiving organisation or not) and declare that they shall review their existing liability insurance coverage and expand it if necessary.

Only applicable for the mobility measure "traineeship": In the receiving countries, varying liability insurance regulations are valid. With the Traineeship Agreement (Annex IV) that is to be concluded, it shall be reviewed whether liability insurance coverage exists through the receiving organisation that covers damage caused by participants at their place of work. If the national regulations of the host country do not require this kind of coverage, it cannot be required of the receiving organisation. In this case, participants shall ensure on their own responsibility that they have sufficient insurance coverage.

- 5.4. Participants hereby declare that they are aware that only sufficient accident insurance that is valid in the host country will provide coverage for damage the participants sustain during their stay abroad, especially outside of official mobility activities or if the participants are not formally employed or enrolled abroad and hereby also declare that they shall review their existing accident insurance coverage and expand it if necessary.

Only applicable for the mobility measure "traineeship": In many countries, employees are insured for work-related accidents. However, the scope of coverage for international trainees with other nationalities through that same insurance can differ from country to country. With the Traineeship Agreement (Annex IV) that is to be concluded, it shall be reviewed whether there is insurance coverage for work-related accidents. If the receiving organisation does not offer such insurance (which cannot be required if it is not required by the host country's national laws), participants shall take sufficient valid accident insurance to ensure that they are at least covered for accidents at the workplace.

- 5.5. The responsible party for taking the insurance coverage is: the participant.

## **Article 6 – Online Language Support (OLS)**

- 6.1. The participant shall carry out the OLS language assessment in the main language of instruction/work (if available) before the mobility period if the mobility period is to last longer than 14 days. This shall not apply to participants for whom that language is their native language. The completion of the online assessment before departure is a pre-requisite for the mobility. Exceptions shall be justified in each individual case. However, this only applies under the condition that the processing platforms provided by the European Commission are fully functional. Only then, participants shall receive instructions to do so by email to their Leipzig University student email account after submitting their registration for the stay abroad (Annex I) and after this registration has been reviewed by Leipzig University's International Centre.
- 6.2. Participants declare that they have proof that they have the necessary language skills in the language of mobility or that they shall acquire the necessary language skills by the time the mobility period begins. The organisation provides information on the necessary language skills on [the websites of Leipzig University](#).
- 6.3. If applicable, participants can follow OLS language courses after receiving access to make the most of the service.

## **Article 7 – Final Participant Report (EU Survey)**

- 7.1. The participant shall complete and submit the participant report (via the online EU Survey tool) on the mobility experience within 30 calendar days upon receipt of the invitation to complete it. 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 they received. However, this shall only apply if the platform provided by the European Commission is fully functional.
- 7.2. A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

## **Article 8 – Data Protection**

- 8.1 The organisation shall provide the participants with the relevant privacy statement for the processing of their personal data online during the registration for the stay abroad ([on the websites of Leipzig University](#) (only available in German)) before these are encoded in the electronic systems for managing the Erasmus+ mobilities (see also [the website of the European Commission](#))

## **Article 9 – Law Applicable and Competent Court**

9.1. The Agreement is governed by German law.

Participants shall have no legal claim to receiving or obtaining a certain amount of Erasmus+ funding and financial support, including the top-up amounts and inclusion assistance.

9.2. If disputes arise about the interpretation, application or validity of this Agreement, all parties shall endeavour to settle the matter amicably through agreement. 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 if such dispute cannot be settled amicably.

The document is an integral element of the Grant Agreement for an Erasmus+ mobility for studies or traineeships and valid without needing to be signed.