

*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 by your study programme's international committee (or equivalent)
- B. have received a confirmation of acceptance from your host university
- C. carry out full-time studies abroad according to the period noted on the form (page 3). You can receive a travel grant from KI only once during your study programme
- D. not receive another travel grant from Karolinska Institutet

### **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. In order 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 SCHOLARSHIP (ALSO READ GENERAL CONDITIONS (ANNEX II) AND ERASMUS STUDENT CHARTER (ANNEX III) WHICH YOU CAN FIND ONLINE AT [ki.se/en/education/exchange-programmes](https://ki.se/en/education/exchange-programmes))**

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

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- 1.1 The institution 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 traineeship as described in Annex I.
- 1.3. Amendments to the agreement, including to the start and end dates, 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**

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- 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 and end as specified on Page 1. 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.
- 2.3 The participant shall receive a financial support from Erasmus+ EU funds for the amount of days specified on Page 3.
- 2.4 The total duration of the mobility period shall not exceed 12 months, including any zero grant period.
- 2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period.
- 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**

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- 3.1 The financial support for the mobility period is specified on Page 3.
- 3.2 The amount for the mobility period shall be determined by multiplying the number of months of the mobility specified in article 2.3 with the rate applicable per month for the receiving country concerned. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.
- 3.3 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.4 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.5 Notwithstanding article 3.4, 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 he/she carries out the activities foreseen in Annex I.
- 3.6 The financial support or part thereof shall be repaid if the participant does not comply with the terms of the agreement [NA to complete with specific recovery rules if needed]. 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. 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 the amount of the grant corresponding to the actual duration of the mobility period as defined in

article 2.2. Any remaining funds shall have to be refunded, except if agreed differently with the sending institution. Such cases shall be reported by the sending institution and accepted by the National Agency.

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

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- 4.1 A pre-financing payment shall be made to the participant no later than (whichever comes first):
- 30 calendar days after the signature of the agreement by both parties
  - the start date of the mobility period representing 80% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending institution's timeline, a later payment of the pre-financing can be exceptionally accepted.
- 4.2 If the payment under article 4.1 is lower than 100% of the financial support, the submission of the online EU survey, the OLS language test 1 and 2 when applicable, and the submission of the specific KI travel report shall be considered as the participant's request for payment of the balance of the financial support. The institution shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

#### **ARTICLE 5 – INSURANCE**

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- 5.1 The participant shall have adequate insurance coverage. All KI students accepted for exchanges studies or traineeships within Erasmus are automatically insured by Kammarkollegiet, see <http://www.kammarkollegiet.se/forsakringar-och-riskhantering/studentforsakringar/student-ut-for-dig-som-ska-studera-utomlands>. The insurance includes accident and liability insurance. Students doing traineeships outside ordinary semester times will also be provided with this insurance.
- 5.2 Acknowledgement that **health insurance coverage** has been organised shall be included in this agreement. See link under 5.1.
- 5.3 Acknowledgement that **liability insurance coverage** (covering damages caused by the student at the workplace /study place if foreseen for studies) has been organised and of how it has been organised shall be included in this agreement. See 5.1.
- 5.4 Acknowledgement **accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace /study place if foreseen for studies) has been organised and of how it has been organised shall be included in this agreement. See 5.1.

**ARTICLE 6 – ONLINE LINGUISTIC SUPPORT** [Only applicable for mobilities for which the main language of instruction or work is Czech, Danish, Greek, English, French, German, Italian, Spanish, Dutch, Polish, Portuguese or Swedish (or additional languages once they become available in the Online Linguistic Support (OLS) tool), with the exception of native speakers]

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- 6.1. The participant must carry out the OLS language assessment before and at the end of the mobility period. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.
- 6.2 N.A.
- 6.3 [Only applicable to participants following an OLS language course] The participant shall follow the OLS language course, starting as soon as they receive access and making the most out of the service. The participant shall immediately inform the institution if he/she is unable to carry out the course, before accessing it.
- 6.4 Payment of the final instalment of the financial support is subject to the completion of the compulsory OLS language assessment at the end of the mobility.

#### **ARTICLE 7 – EU SURVEY**

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- 7.1. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online EU Survey may be required by their institution 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.

#### **ARTICLE 8 – LAW APPLICABLE AND COMPETENT COURT**

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- 8.1 The Agreement is governed by the laws of Sweden.
- 8.2 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.



## Travel Grant for Exchange Students | Academic Year 2021-2022

<input type="checkbox"/> Erasmus (studies)		<input type="checkbox"/> Erasmus (traineeship)		Train travel grant (Erasmus)		Nordplus		Linnaeus		INK-agreement	
<b>Last name</b>						<b>First name</b>					
<b>Civic registration number/D O B</b>						<b>Sex</b>					
<b>Street address</b>						<b>Area code and city</b>					
<b>Phone</b>						<b>Email address</b>					
<b>Nationality</b>						<b>Study programme at KI</b>					
<b>Level</b>						<b>Subject area code</b>					
<input type="checkbox"/> First cycle		<input type="checkbox"/> Second cycle		<input type="checkbox"/> Third cycle		<input type="checkbox"/> 091 Health		<input type="checkbox"/> 0911 Dental studies		<input type="checkbox"/> 0920 Medicine	
<b>Host university</b>						<input type="checkbox"/> 0913 Nursing and midwifery		<input type="checkbox"/> 0914 Medical diagnostics and treatment technology		<input type="checkbox"/> 0915 Therapy and rehabilitation	
<b>Country</b>						<input type="checkbox"/> 0313 Psychology		<input type="checkbox"/> 061 ICT		<input type="checkbox"/> Other (add code)	
<b>Semester when exchange takes place</b>						<b>Language of instruction</b>		<b>Study period (yy-mm-dd)</b>		<b>Number of days</b>	
								From                      To.			
<b>Previous exchange studies</b>											
<input type="checkbox"/> None		<input type="checkbox"/> Nordplus		<input type="checkbox"/> Erasmus , number of months:				<input type="checkbox"/> Linnaeus-Palme		<input type="checkbox"/> INK-exchange	
<b>Bank</b>						<b>Account number (and clearing number when applicable)</b>					
<b>I have read and agree to follow the regulations for travel grants (see the following pages)</b>											
<b>Date</b>				<b>Signature</b>							
<b>Signature International Coordinator</b>						<b>Signature Erasmus/INK Coordinator</b>					
<b>Date and printed name</b>						<b>Date and printed name</b>					

### TO BE COMPLETED BY KI

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