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 Institutet for the same time period (incl. grants administered through KI)

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 GENERALCONDITIONS (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
1.1 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.
1.2 The organisation will provide support to the participant for undertaking a mobility activity.
1.3 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 Annex 1.
1.4 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 agreement will enter into force on the date when the last of the two parties signs this agreement.
2.2 The mobility period covered by this agreement will start and end on dates specified on page 3, as will the number of days covered.
2.3 .The traineeship certificate/certificate of attendance (or equivalent) 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 [2024 version].
3.2 The participant will receive a financial support from Erasmus+ EU funds for dates specified on page 3, as will the number of days covered.
3.3 The participant may submit a request concerning the extension of the physical mobility period up to the maximum activity duration set out in the Erasmus+ Programme Guide at least two weeks prior to the end of the original mobility. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.
3.4 The contribution towards costs incurred in connection with travel or inclusion needs (inclusion support, exceptional costs for expensive travel, travel support, top-up for fewer opportunities), shall be based on the supporting documents provided by the participant.
ARTICLE 4 – ELIGIBILITY OF COSTS
4.1 In order to be eligible the costs must be actually used or produced by the participant in the period set out in Article 2 and/or be necessary for implementing the activity in the Annex. The costs must comply with the applicable national law on taxes, labour and social security.
4.2 Regarding actual costs (e.g. inclusion support) they must be based on supporting document such as invoices, receipts, etc.
4.3 The financial support may not be used to cover costs for activities already funded by Union funds. It is nonetheless 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 1.
4.4 The participant may not claim reimbursement for currency exchange losses or bank costs charged by the participant's bank for transfers from the organisation.
ARTICLE 5 – PAYMENT ARRANGEMENTS
5.1 Payment shall be made to the participant no later than 30 calendar days after the signature of the agreement by both parties.
5.2 The submission of the participant report via the online EU Survey tool, and the submission and approval of the Karolinska Institutet internal travel report, shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.
ARTICLE 6 – RECOVERY
6.1 The financial support or part thereof shall be recovered by the 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 organisation. The latter shall be reported by the organisation and accepted by the National Agency.
ARTICLE 7 – INSURANCE
7.1 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.
7.2 Insurance coverage shall include at minimum a health insurance and a liability insurance and an accident insurance. All Karolinska Institutet students are insured through Kammarkollegiet Student UT.
7.3 The responsible party for taking the insurance coverage is Karolinska Institutet.

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.
ARTICLE 9 – PARTICIPANT REPORT
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.
9.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.
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 financial support 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 2018/1725 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 The organisation may — at any moment — suspend the agreement, if the participant has committed or is suspected of having committed:substantial errors, irregularities or fraud or 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 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 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 National Agency of Sweden, the European Commission or their staff will 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 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 – LAW APPLICABLE AND COMPETENT COURT
17.1 The agreement is governed by the laws of Sweden.
17.2 The competent court determined in accordance with the applicable national law will 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.

Karolinska Institutet

Funded by the European Union

Travel Grant for Exchange/Traineeship | Academic Year 2026-2027

☐ Erasmus+ Studies	☐ Erasmus+ Traineeship	☐ Erasmus+ blended / BIP	☐ Bilateral/INK 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

☐ First cycle/ Bachelor	☐ Second cycle/ Master	☐ Third cycle/ Doctoral

Subject area code

☐ 0313 Psychology	☐ 0910 Health
☐ 0413 Management and administration	☐ 0911 Dentistry
☐ 0510 Biological and related sciences	☐ 0912 Medicine
☐ 0512 Biochemistry	☐ 0913 Nursing and midwifery
☐ 061 ICT	☐ 0914 Medical diagnostics and treatment technology
☐ Other, add code:	☐ 0915 Therapy and rehabilitation
	☐ 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 (NOT for Swedish bank accounts, only foreign)

I have read and agree to follow the regulations for travel grants (see the previous pages)

Date	Signature (please use Edusign whenever possible, pasted in signatures are not accepted)

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/Euro)			
Travel grant (payment 2) upon report approval (SEK/Euro)			
Project number	5736		