

**Erasmus 2011/2012: Student Mobility Agreement – Lifelong Learning Programme (STUDY)**

A grant funded by the European Commission within the framework of the Erasmus programme is being allocated to:

Full name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_

(the Beneficiary)

Full Address: \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 Postcode: \_\_\_\_\_\_

Registration no. Date of Birth:

Who is studying at Email: ­­­­

(Name of Institution) (for contact while on exchange)

For the purpose of spending a study period abroad from:

 / / to / /

*Study periods must be taken between 1st July 2011 and 30th September 2012*

Which is a total of months (insert number)

at in

 (Host Institution (Name of Host Institution) (country)

 ERASMUS code)

It is agreed that –

* The grant shall be a contribution towards the costs of the planned study period
* Written confirmation of the defined programme of study will be available to the Beneficiary prior to departure
* The Institution shall ensure that the Beneficiary gains full Academic Recognition from the completed study period providing that the Host Institution confirms that the agreed programme has been followed
* The grant will not be used to cover costs already supported

\* by other European Community programmes such as Leonardo da Vinci and Fifth RTD Framework Programmes

\* under activities funded by European Community funds

\* by funds from any other sources (ie Bilateral cultural agreements, private donors, international bodies)

* modifications to the planned study period shall be agreed in writing
* a report of the study period shall be submitted to the Home Institution and will include documents confirming the period of study
* the arrangement of sufficient insurance protection shall be the responsibility of the Beneficiary
* this agreement is governed by the laws of the United Kingdom.

It is also agreed that –

* the Beneficiary will reimburse the total grant received or part of it if the Beneficiary fails to meet the obligations of the study period
* the Beneficiary will reimburse the total grant received or part of it in the case of the termination of this agreement and
* that the Institution may withhold payment, or demand the reimbursement of, any grant paid or due if the Beneficiary fails to present his/her report on the completion of the study period.

**I, agree to the above conditions and declare that the following statement is true.**

 **(name of student)**

**I am eligible to receive an Erasmus grant. I have previously received an Erasmus Grant YES / NO (if yes, please circle if this was for STUDY or INDUSTRIAL TRAINING PLACEMENT) and I am**

***(Please tick one box only).***

|  |  |
| --- | --- |
|  | **a national of a Member state of the European Community or of another country participating in the Erasmus programme** |
|  | **or** |
|  | **Officially recognised by the United Kingdom as a refugee, stateless person or permanent resident.** |

Signature of Student: Date:

Signature of Institution

representative: Date:

Name of Institution

representative: Designation

The grant holder requests that (Please complete **ONE** of A-C)

A the grant increments will be forwarded to his/her BANK account (as detailed)

 Bank Name ……………………………………

 Address ……………………………………

 Town ……………………………………

 Account Number ……………………………………

 (8 digit number)

 Sort Code ……………………………………

 (6 digit number)

B in the event that this arrangement is unsuitable, these increments should be sent to

 Name ……………………………………

 Address ……………………………………

 Town ……………………………………

 Postal Code …………………………………….

C alternatively we can process a Euro cheque in your name. Please state where you wish the cheque to be sent:-

 Name …………………………………….

 Address …………………………………….

 Town …………………………………….

 Postal Code ……………………………………..

**Annex 5a continues**

**ERASMUS STUDENT CHARTER**

The status of 'Erasmus student' applies to students who satisfy the Erasmus eligibility criteria and who have been selected by their university\* to spend an Erasmus period abroad – either studying at an eligible partner university or carrying out a placement in an enterprise or other appropriate organisation. For study mobility, both universities must have an Erasmus University Charter awarded by the European Commission. For placement in enterprise the home university must hold an extended Erasmus University Charter (i.e. also covering rights and obligations relating to placements).

**As an Erasmus student, you are entitled to expect:**

* Your home and host universities to have an inter-institutional agreement.
* The sending and receiving institutions to sign with you and before you leave a Learning/Training Agreement setting out the details of your planned activities abroad, including the credits to be achieved.
* Not to have to pay fees to your host university for tuition, registration, examinations, access to laboratory and library facilities during your Erasmus studies.
* Full academic recognition from your home university for satisfactorily completed activities during the Erasmus mobility period, in accordance with the Learning/Training Agreement.
* To be given a *transcript of records* at the end of your activities abroad, covering the studies/work carried out and signed by your host institution/enterprise. This will record your results with the credits and grades achieved. If the placement was not part of the normal curricula, the period will at least be recorded in the *Diploma Supplement*.
* to be treated and served by your host university in the same way as their home students.
* to have access to the Erasmus University Charter and Erasmus Policy Statement of your home and host universities.
* Your student grant or loan from your home country to be maintained while you are abroad.

**As an Erasmus student, you are expected to:**

* Respect the rules and obligations of your *Erasmus grant agreement* with your home university or your National Agency.
* Ensure that any changes to the Learning/Training Agreement are agreed in writing with both the home and host institutions immediately they occur.
* Spend the full study/placement period as agreed at the host university/enterprise, including undergoing the relevant examinations or other forms of assessment, and respect its rules and regulations. Write a report on your Erasmus study/placement period abroad when you return and provide feedback if requested by your home university, the European Commission or the National Agency.

**If you have a problem:**

* Identify the problem clearly and check your rights and obligations.
* Contact your departmental coordinator for Erasmus and use the formal appeals procedure of your home university if necessary.

 If you remain dissatisfied, contact your National Agency.