

## Annex 1 – Students mobility contract

Read this contract well. Fill the form digitally, print it, sign it, and return it to your teacher/coordinator.

### 1. PARTICIPANT / STUDENT

First name	
Last name	
Student number (if applicable)	
Date of birth	
Male/Female	
Nationality	
Address	
Zipcode and City	
Telephone number	
School email address	
Name of emergency contact	
Telephone number of emergency contact	
IBAN bank account nr (if applicable)	

### 2. SENDING SCHOOL

Name of the school	
Name of the course	
Course level	
Name of mobility coordinator/mentor	
Telephone number of mobility coordinator/mentor	

### 3. HOSTING ORGANISATION

PIC code (when relevant)	
Name of hosting organisation	
Address	
Zipcode, city and <b>country</b>	
Telephone number	
Contact person	
Email address contact person	
Starting date of mobility	
Ending date of mobility	

Language that will be used during the mobility: English – Dutch - German - French - Spanish - -Italian - Finnish -other, to be filled in (select the relevant language)



#### 4. FINANCES

1. From the European Commission funding, hosting school provides an allowance of € ..... for subsistence and travel (€ .... for subsistence and € .... for travel). This allowance will be directly managed by the hosting school to cover all the mobility expenditures.
2. In case of long term mobility only: This allowance is paid within three terms on the bank account of the student. First part before the mobility, second part halfway the mobility, and third part at the end of the mobility, when the student has fulfilled all administrative obligations
3. The first part of the payment will only be payed if the student has made the first test of OLS and the Learning Agreement has been handed in.
4. The student will be insured through the travel insurance of the school, for liability to and during the internship. This has a basic coverage. Students are recommended to have travel insurance of their own as well.
5. In the event of premature termination or withdrawal of the internship abroad, it will be examined which costs must be reimbursed to the hosting school.
6. Deposit costs for the accommodation are paid by the participant himself.

#### 5. REPORTS AND DOCUMENTS

1. For internships: 1. The student ensures that the Learning Agreement is signed and submitted before the start of the internship. 2. The student prepares a report of the internship period according to agreed guidelines of the study programme. 3. For internships of more than 19 days, the Online Linguistic Support entry and final tests are mandatory. 4. The internship report, the Participant's Report (digital questionnaire) and a signed Europass Mobility Document are handed in within two weeks after return.
2. Online Linguistic Support is not applicable for short (<19 days) study projects. However, a signed Learning Agreement and Europass/Certificate must be submitted.
3. If the documents referred to in 5.1 or 5.2 have not been completed and submitted in full, this means that all fees and costs incurred can be reclaimed from the student, because in that case the school will not receive a subsidy from the European Commission

During these internships and study trips, photos and films are sometimes made that can be used publicly (Website of sending and hosting organizations; Facebook; Twitter; Instagram;) by the school for information provision. Please tick here if you agree:

- ☐ I agree to possible use of photos and film taken during my international internships/study trips. I can revoke this permission communicating this to my sending school and hosting organization. I declare that I have read and agree to the rules described above and agreements regarding my internship abroad.



Name student:

Name mobility coordinator/mentor:

Date:

Date:

Place:

Place:

Signature:

Signature:

If student is a minor, also name and signature of parent/guardian. Name parent/guardian:

Signature:

Date:

Place:

