



STUDY GRANT AGREEMENT ¹
for the Erasmus+ Programme/KA1 Higher education
Convention n. 2025-1-IT02-KA131-HED-000307504
CUP Code G41I25000160006
a.y. 2026/2027

Between

University of Milan – I MILANO01

ID number 80012650158

Registered office at Via Festa del Perdono, 7 - 20122 Milan,

Represented by the Rector Marina Brambilla

Hereinafter referred to as “**the Institution**”

And

Surname: _____

Name: _____

hereinafter referred to as the “**The Participant**”

Tax Code: _____

Date of birth: _____

Gender: _____

Nationality: _____

Full address: _____

E-mail address: _____

Cycle of Studies: _____

Degree programme at the home Institution: _____

ISCED Code: _____

Year of study: _____

Type of mobility: Study

Main language of study at the host university (**mandatory**): _____

Second language of study at the host university (optional): _____

Third language of study at the host university (optional): _____

The Participant is entitled to:

- A financial **contribution funded by Erasmus+ EU funds**, including the following components:
 - Individual support grant
 - Travel grant
 - Individual support grant for additional travel days (where applicable)
 - Support grant for participants with fewer opportunities (where applicable)

¹ This document is an English translation of the official Italian document. In case of any discrepancies, the original Italian text shall prevail.

- **An additional contribution** financed through MUR / University funds, provided that the participant has submitted a valid ISEE certificate for the academic year 2025–26 with a value up to EUR 80,000. The contribution is allocated according to the procedures established annually by a specific resolution of the Board of Directors. The amount of the additional contribution is subject to approval by the Board of Directors' Resolution of 21 July 2026.

The parties above

HAVE AGREED

on the following terms, conditions and annexes, which form an integral part of this Mobility Agreement (hereinafter referred to as “the Agreement”):

Annex I **Learning Agreement for studies** agreed between the Home Institution, the Host Institution and the Participant. The Learning Agreement must be completed and managed through the **OLA – Online Learning Agreement** platform- <https://learning-agreement.eu/dashboard>, except in cases where the host Institution requires a different format.

Annex II **Erasmus Student Charter** (document available on the University's website www.unimi.it > International > Study Abroad > Erasmus+ Study > Before your mobility > section “Sign your Mobility Agreement”).

Annex III **Insurance** (document available on the University's website under www.unimi.it > International > Study abroad > Erasmus+ Study > Before your mobility > paragraph “Sign your Mobility Agreement”).

The section “Terms and Conditions” prevails over the provisions contained in the annexes.

For Annex I - **Learning Agreement for studies**, original signatures are not mandatory: scanned copies and electronic signatures may be accepted (including via the Erasmus Without Paper network) in accordance with Italian national legislation or the Institution's regulations.

TERMS AND CONDITIONS

Article 1 – Purpose of the Agreement

- 1.1 This Agreement sets out the rights, obligations, terms and conditions applicable to the financial support granted for undertaking a mobility activity within the Erasmus+ Programme.
- 1.2 The Institution shall provide the Participant with the European Union financial contribution and, where applicable, the additional contribution to undertake an Erasmus+ mobility period.
- 1.3 The Participant accepts the contribution in the amount specified in Article 3.1 and undertakes to complete the mobility as described in Annex I.
- 1.4 Any amendment or addition to the Agreement must be requested in writing and agreed upon by both parties through a formal notification sent via the communication channels used by the Institution, such as InformaStudenti or e-mail.
- 1.5 Before departure, the Participant must agree with the Institution on a clearly defined study programme to be carried out abroad, by completing the document called “Learning Agreement

- **OLA**” (Annex I). If the Participant proves the actual completion of the agreed programme, the Institution guarantees academic recognition of the studies carried out at the host Institution as an integral part of the degree programme at the Home Institution.
- 1.6 The Participant undertakes to submit to the Institution, within 10 days after returning to Italy, the Certificate of Stay issued by the host Institution, certifying the actual duration of the study period abroad, including the start and end dates of the mobility period.
- 1.7 The Participant undertakes to submit documentation certifying the academic activities completed abroad; in particular, the certification of the examinations taken, including the grades obtained and the credits awarded (*Transcript of Records*).
- 1.8 The Participant undertakes to submit to the Institution the final version of the Learning Agreement, approved by both the Institution and the host University.

Article 2 – Duration of the Mobility

2.1 The mobility

will begin on _____ (Start date of the mobility period)

and will end on _____ (End date of the mobility period)

Period: _____

at the following host Institution:

Name of host Institution: _____

Erasmus Code: _____

Country: _____

Through a certificate issued by the host Institution at the end of the study period abroad (*Certificate of Stay*), the Participant must duly prove the actual start and end dates of the mobility period, including the virtual component (if applicable).

The start and end dates of the mobility must correspond respectively to the first and last day on which the Participant is required to be physically present at the host Institution.

2.2 The total duration of the mobility period, including any mobility already undertaken within the Erasmus Programme, may not exceed 12 months per study cycle (24 months for single-cycle Master's degrees).

2.3 Any change to the duration of the Erasmus study period, whether a reduction or an extension of the period indicated in Article 2.1, must be authorised **in advance** by the Erasmus academic coordinator; extension requests must also be authorised by the host Institution. The extension period will be funded only if financial resources are available.

2.4 Eligible activities may be carried out from **1 July 2026** and must be completed no later than **31 July 2027**.

Article 3 – Mobility Funding

3.1 The financial contribution is calculated according to the funding rules set out in the Erasmus+ Programme Guide – Call 2025 and the relevant National Provisions.

Based on the start and end dates of the mobility indicated in this Agreement, the Participant shall receive a financial contribution funded by Erasmus+ EU funds and, where applicable, an additional contribution, **for a total of n. _____ days.**

The financial contribution is defined as follows:

- **Individual support grant:** EUR _____ corresponding to EUR _____ (monthly amount) for 30 days.
- **Travel grant:** EUR _____
- **Support grant for fewer opportunities:** EUR _____ corresponding to EUR 250.00 (monthly amount) for 30 days.
- **Additional contribution (MUR / University funds):** EUR _____ corresponding to EUR _____ (monthly amount) for 30 days.

3.2 **The trip shall be considered *green*** if both the outbound and return journeys are carried out using low-emission means of transport, such as bus, train, or car sharing. In this case, the travel grant will be duly supplemented after the Participant's return from the mobility.

Up to 2 additional travel days may be added and funded, and in the case of a green trip, up to 6 travel days.

Travel tickets/receipts for both outbound and return journeys must always be provided.

3.3 In the case of *blended* mobility, i.e., carried out partly abroad and partly in Italy, neither the Erasmus grant nor the additional contribution may be paid for the Erasmus period carried out from Italy.

The period spent physically at the host University must in any case have a duration of no less than two months, excluding any travel days.

3.4 If the Participant, due to **physical, mental, or health-related conditions**, requests reimbursement exceeding the total amount of the inclusion support grant (EUR 250 per month), an appropriate application must be submitted and supporting documentation provided, as required by the note of the National Erasmus+ Agency INDIRE, protocol no. 54536/2025 of 08/10/2025, to which reference is made.

3.5 **The amount of the EU-funded financial contribution actually due** to the Participant will be determined upon return from the Erasmus mobility; the contribution will be recalculated based on the start and end dates of the stay certified by the partner University through the *Certificate of Stay*, up to a **maximum of n. _____ months** (months provided for in the inter-institutional agreement), to which any travel days may be added.

The contribution will be determined by multiplying the number of completed months by the monthly amount based on the destination country. In the case of incomplete months, the financial contribution will be calculated by multiplying the number of days in the incomplete month by 1/30 of the monthly unit cost; the calculation will be carried out by the Institution using the Beneficiary Module application. In the event of any discrepancy between the amount indicated in the Mobility Agreement and the Beneficiary Module, the amount calculated by the Beneficiary Module shall prevail, including in cases involving rounding adjustments.

3.6 If the Participant is a beneficiary of the **additional contribution funded by MUR / University funds, the amount of the financial contribution actually due** will be determined upon return from the Erasmus stay; the contribution will be recalculated based on the start and end dates of the stay certified by the partner University through the *Certificate of Stay*, up to a **maximum of n. _____ months** (months provided for in the inter-institutional agreement). The calculation shall follow the criteria applied by the Beneficiary Module, including the final rounding adjustment.

The amount of the financial contribution will be determined by multiplying the number of completed months by the monthly amount determined according to the Participant's income bracket, as established by resolution of the competent University body. In the case of incomplete months, the financial contribution will be calculated by multiplying the number of days in the incomplete month by 1/30 of the monthly unit cost.

Article 4 – Right to Financial Support

- 4.1 The **Participant** is entitled to financial support pursuant to Article 3 above if they have effectively undertaken the activity during the period established in Article 2.
- 4.2 The financial contribution may not be used to cover similar costs already reimbursed with Union funds. The financial contribution received by the **Participant** is compatible with any other source of funding, including income/compensation that the **Participant** may receive through work carried out in addition to their study commitments, provided that they perform and complete the activities set out in Annex I.
- 4.3 The **Participant** may not request reimbursement for currency exchange losses or for bank charges applied by the Participant's bank for transfers from the home organisation.

Article 5 – Payment arrangements

- 5.1 The Participant shall receive an advance payment **equal to 80%** of the total contributions defined in Article 3.1 within thirty working days from the signature of this Agreement by both parties. A delay in the disbursement of the funding may be exceptionally admissible if the Participant does not complete the Agreement within the deadlines set by the home Institution.
- 5.2 After the end of the mobility period, the Institution shall recalculate the amount of the contributions actually due to the Participant based on the criteria defined in Articles 3.5 and 3.6 and shall proceed with the payment of the remaining balances. Payments shall be made by **31 July 2027** for mobility carried out during the first semester, and by **29 September 2027** for mobility carried out during the second semester or the full academic year, provided that the Participant has submitted the duly completed *Certificate of Stay* to the Institution **within 10 days from returning from the Erasmus mobility**.
- 5.3 If the final balances result in a negative amount, the Institution shall request the Participant to return any excess funds received.
The reimbursement shall be carried out according to the procedures that will be subsequently communicated to the Participant.
- 5.4 If an **extension** of the mobility period has been authorised and the availability of financial resources has been verified, a pre-financing of EU contributions only shall be granted, equal to 80% of the funding foreseen for the extension period. The extension period cannot be funded with the additional contribution (MUR / University funds), where applicable. After submission of the Certificate of Stay, a single final balance shall be paid according to the procedures set out in Article 3.5.
- 5.5 **Five-day tolerance** – If the mobility period indicated on the Certificate of Stay is shorter by 1 to 5 days compared to the period indicated in this Agreement, the contributions specified in Article 3.1 shall be granted.
- 5.6 Payment of the grant shall be made by crediting the amount to the Carta La Statale (<https://www.unimi.it/it/studiare/servizi-gli-studenti/badge-carta-la-statale>), which the Participant is required to activate as Carta Flash Up Studio La Statale by the deadline for completing this Agreement.

Article 6 – Reimbursement of the Financial Contribution by the Participant

- 6.1 If the Participant does not comply with the terms of the Agreement or terminates it before its expiry for reasons other than those indicated in Article 13.1, they shall return the amount of the financial

contribution already disbursed, except in cases where a different arrangement has been agreed with the home Institution, which is in any case required to request approval from the National Agency.

Article 7 – Insurance Coverage

7.1 The University manages, on behalf of the Participant, insurance coverage for the following risks:

- **Accidents:** UNIPOLSAI policy no. 78/18857513 – valid until 30 September 2027
- **Third-party liability:** UNIPOLSAI ASSICURAZIONI S.P.A policy no. 65.203752854 – valid from 24:00 on 31 December 2024 until 24:00 on 31 December 2027

These policies shall be promptly renewed upon expiry to ensure continuity of insurance coverage.

Any claim must be reported as follows:

ACCIDENTS: In the event of an accident, the Participant must immediately go to the emergency room. The accident reporting procedures must be agreed with the Ufficio Tutela Salute, attività gestionali e sistema qualità, Via Santa Sofia 9, Milan, e-mail: infortuni@unimi.it. The forms are available at https://work.unimi.it/servizi/luoghi_sicurezza/26528.htm (www.unimi.it > LaStatale@work > Servizi per tutti > Salute e sicurezza > Infortuni > Denuncia infortuni Studenti, borsisti, dottorandi e altre categorie).

THIRD-PARTY LIABILITY: Claims must be addressed to the Direzione Servizi Patrimoniali, Immobiliari e Assicurativi – Ufficio Contratti Assicurativi, email: immobili.assicurazioni@unimi.it, sending a copy of any compensation request for damages caused or a copy of any notice of guarantee, together with a report drafted by the head of the facility attended, containing a description of the facts (with exact indication of the date, place and causes of the incident), the consequences suffered by the injured party, the name and address of the latter, and any witnesses.

7.2 **Regarding health insurance coverage:** basic coverage is provided by the Participant's national health service also during the stay in another EU country through the European Health Insurance Card (EHIC). However, the coverage provided by the EHIC or by a private insurance policy may not be sufficient, especially **in the event of repatriation or specific medical intervention**. In such cases, additional private insurance may be advisable. The Participant is required to check any specific health insurance requirements applicable in the host country.

Article 8 – Online Linguistic Support

8.1 The Participant may complete the OLS assessment of their language competences in the language of mobility (where available) before the mobility period and may use the language course available on the OLS platform, by registering on the EU Academy platform: <https://academy.europa.eu>

Article 9 – Final Participant Report

9.1 The Participant must submit, through the online EU Survey tool, the Narrative Report on their mobility period, duly completed, within no later than 30 days following receipt of the request for completion. Participants who fail to complete and submit the Narrative Report may be required to partially or fully reimburse the contribution received from their Institution.

9.2 An additional Narrative Report may be sent to the Participant to allow completion of the information relating to the recognition of the activities carried out.

Article 10 – Ethics and Values

- 10.1 The mobility activity must be carried out in line with the highest ethical standards and with the applicable ethical principles as established by European, international and national law.
- 10.2 The parties shall commit to and ensure compliance with the fundamental values of the European Union (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).
- 10.3 If the Participant violates any of their obligations under this Article, the grant may be reduced or may not be paid.

Article 11 – Data Protection

- 11.1 All personal data required under the Agreement shall be processed by the data controller identified in the privacy notice, in accordance with the applicable data protection legislation, in particular Regulation 2018/1725 and the relevant national data protection laws, and for the purposes set out in the Agreement. The privacy notice is available at: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
- 11.2 Such data shall be processed exclusively for the execution of the Agreement by the home Institution, the National Erasmus+ Agency INDIRE, and the European Commission, without prejudice to the possibility of transmitting them to bodies responsible for control and auditing in accordance with EU legislation (Court of Auditors or European Anti-Fraud Office – OLAF).
- 11.3 The Participant may, upon written request, access their personal data and request corrections to inaccurate or incomplete information. The Participant is invited to submit any questions regarding the processing of their personal data to the home Institution and/or the National Erasmus+ Agency INDIRE. The Participant may lodge a complaint with the European Data Protection Supervisor regarding the use of such data by the European Commission.

Article 12 – Suspension of the Agreement

- 12.1 The Agreement may be suspended at the initiative of the Participant or the organisation if exceptional circumstances — in particular cases of force majeure (see Article 16) — make implementation impossible or excessively difficult. The suspension shall take effect on the date agreed upon through written communication between the parties. The Agreement may subsequently be resumed.
- 12.2 Both parties may, at any time, suspend the Agreement if the other party has committed or is suspected of having committed:
- a) substantial errors, irregularities, fraud;
 - b) serious breach of the obligations arising from this Agreement or during its award (including improper implementation of the action, submission of false information, failure to provide requested information, violation of ethical rules, etc.).
- 12.3 Once circumstances allow implementation to resume, the parties must immediately agree on the resumption date (one day after the end date of the suspension). The suspension shall be lifted with effect from the end date of the suspension.
- 12.4 During the suspension, no financial support shall be paid to the Participant.

- 12.5 The Participant may not claim any compensation for damages resulting from 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 make the execution of the contract impracticable, impossible, or excessively difficult.
- 13.2 In the event of termination, the Participant is entitled to receive at least the amount of the financial contribution corresponding to the actual duration of the mobility period. The Participant shall return any funds not used.
- 13.3 In the event of a serious breach of obligations, or if either party has committed irregularities, fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including the financing of terrorism), child labour, or human trafficking, the other party may terminate the contract by formal notification.
- 13.4 The organisation reserves the right to initiate legal action if the requested reimbursement is not voluntarily issued within the deadline communicated to the Participant by registered letter.
- 13.5 Termination takes effect from the date indicated in the communication as the "termination date".
- 13.6 The Participant may not claim any compensation for damages resulting from termination by the organisation.

Article 14 - Checks and Audits

- 14.1 The parties to the Agreement undertake to provide any type of information requested by the European Commission, the National Erasmus+ Agency INDIRE, or any other body authorised by the European Commission or the National Agency, in order to verify that the mobility and the conditions of the Agreement have been correctly implemented.
- 14.2 Any conclusion relating to the Agreement may lead to the measures referred to in Article 6 or to further legal actions under the applicable national law.

Article 15 – Damages

- 15.1 Each contracting party shall indemnify and hold the other harmless from any civil liability for damages suffered by the latter or its staff as a result of the implementation of this Agreement, provided that such damages are not the result of serious and deliberate misconduct by the other contracting party or its staff.
- 15.2 The National Erasmus+ Agency INDIRE, the European Commission, or their staff shall not be held liable in the event of claims relating to the provisions of the Agreement concerning damages caused during the mobility. Consequently, neither the National Agency nor the European Commission may satisfy any request for compensation or reimbursement for such claims.

Article 16 – Force majeure

16.1 Force majeure means any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either party from fulfilling any of its obligations under the Agreement, and which is not attributable to error or negligence on their part.

Such situations or events may include, for example: – natural disasters, – war, – terrorist attacks, – pandemics, – sudden political changes, – strikes, – or any other event that makes the mobility impossible or excessively difficult.

16.2 A party invoking force majeure must immediately notify the other party in writing, providing all relevant information and supporting documentation.

16.3 If a case of force majeure is recognised, the Participant may receive the financial contribution corresponding to the actual duration of the mobility period carried out. Any remaining funds must be returned.

16.4 The Institution may, where appropriate, request approval from the National Erasmus+ Agency INDIRE for the application of force majeure.

Article 17 – Applicable Law and Competent Jurisdiction

17.1 The Agreement is governed by Italian law.

17.2 Any dispute arising from the interpretation or implementation of the Agreement that cannot be settled amicably shall fall under the exclusive jurisdiction of the Italian courts.

Article 18 – Restrictions on Mobility

18.1 Any measures restricting international mobility that may be adopted by the competent Italian or foreign authorities, or by the host university itself, shall remain applicable.

Article 19 – Entry into Force

19.1 This Agreement enters into force at the moment it is signed by both parties.

STUDENT'S SIGNATURE

The Participant declares that they have read and accepted all the clauses contained in this Agreement. Accessing the service using their personal credentials constitutes an electronic signature.

The Participant:

For the Institution:

Date: -----



Name and Surname: -----

Student Number: -----

Name and Surname: Marina Brambilla

Position: Rector

The Participant:

Name and Surname: _____

Student ID Number: _____

Date of Completion: _____

For the Institution:

Name and Surname: Marina Brambilla

Position: Rector

FOR REFERENCE ONLY