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| Gap semester agreement for student mobility within the EDUC gap semester scheme  Version 5, February 2024 |

Information about the student

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| Gender |  |
| Surname |  |
| First name |  |
| Nationality |  |
| Name of the sending university and registered discipline in the sending university |  |
| Permanent address |  |
| email address |  |
| Phone number (with country code) |  |
| Contact person in case of an emergency |  |
| Relation with the student |  |
| Phone number and email address |  |

Information about the mobility

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| Name of the teacher coordinator (from the sending university) |  |
| Name of the receiving university |  |
| Country and city |  |
| Name of the teacher coordinator (from the receiving university) |  |
| Mobility period (delete unnecessary proposal) | * Semester 1/ Fall semester/Winter term * Semester 2/ Spring semester/ Summer term * Academic Year |
| Estimated starting date |  |
| Estimated ending date |  |

**Terms and conditions of the gap-semester**

* Gap semester students are treated as regular exchange students at the receiving university
* Students may apply for a minimum of one and a maximum of two semesters abroad. In the case of two semesters, these may be spent at one partner university or split between two partner universities.
* Students must choose courses outside of the field of study of their sending university program.
* Students choose the courses open to regular exchange students, whether taught in English or any other language.
* Students must comply with the receiving university’s requirements (language level, number of absence tolerated, etc.).
* Students have access to local language courses from the native language of the receiving university (French, German, Italian, Hungarian, Spanish, Norwegian and Czech).
* Students must select courses representing an equivalent of 30 ECTS credits per semester.
* A transcript of records will be issued by the receiving university. In addition, an individual EDUC certificate will be issued.
* Students must follow the local procedure to apply to the EDUC gap semester at their sending university. The EDUC grant is paid by the sending institution. All relevant documents must be handed in at the sending institution, who will pass it on to the relevant receiving university.
* After the EDUC commission, students will be notified by the sending university if they are selected for the EDUC gap semester. A notification letter will also be sent by the receiving university to selected students.
* The EDUC gap semester scholarship is 550,00 € / month for Norway **OR** 500,00 € /month for Germany, Italy or Spain **OR** 400,00 € / month for Czech Republic or Hungary (calculated pro rata to the number of days of physical mobility during the study period), in addition to the travel allowance: 300,00 € for a mobility in Germany, Spain, Czech Republic or Hungary **OR** 400,00 € for a mobility in Norway or Italy. See regulations about grant payment details below in the financial annex

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| **Destination** | Group 1 : **Norway** | Group 2 : **Germany, Spain** | Group 2 : **Italy** | Group 3 : **Czech Republic, Hungary** |
| **Scholarship per month** | 550,00€ | 500,00€ | 500,00€ | 400,00€ |
| **Travel allowance** | 400,00€ | 300,00€ | 400,00€ | 300,00€ |

* Selected students will design a learning agreement that will be validated by both sending and receiving universities.
* Selected students must provide a final report on their experience as a gap semester student. Students doing a two-semester mobility will provide a mid-term report.
* Students must attend all the selected courses indicated in their learning agreement, conclude all assessments, provide a transcript of records, a certificate of attendance and complete a questionnaire at the end of their mobility in order to obtain the EDUC certificate and to be eligible to obtain the balance payment (if any) of the EDUC scholarship.

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| ***Commitment***  By signing this document, the student, the sending institution and the receiving institution confirm that they approve the terms of the mobility and will commit themselves to respect the established procedure.  I, the student, will:   * Assure the accuracy of all the information provided in the current document * Commit myself to send to the International Office of the sending university all the necessary documents in relation with the EDUC scholarship allocation listed in the financial annex * Commit myself to pursue the gap semester experience until the end of the estimated ending date * Agree with the terms and conditions of the gap semester   In case I, the student, do not commit myself to the above points, I may have to repay all or part of the grant (see conditions stated in the financial annex).  The Receiving Institution confirms that the educational components listed in the learning agreement are in line with its course catalogue and should be available to the student. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme in the learning agreement during the mobility. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution |  |  |  |  |  |

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| **Annex 1: Financial annex** |

**Introduction**

In the financial annex will be provided the list of documents and requirements in line with the grant allocation.

Article 1: Funding universities

1.1. The European Commission, through its European Universities initiative, funds the EDUC alliance and therefore funds the EDUC gap semester mobility scheme. Thus, the funding universities will be all the EDUC universities participating in the gap semester mobility scheme. The University Paris Nanterre also receives additional funds from the French Government Research Agency (the ANR) for the gap semester mobility scheme.

1.2 Each sending institution will fund the mobilities of its outgoing students.

Article 2: Requirements from the students

2.1. The participating student accepts to provide the following documents to **the sending university** to initiate the first payment of the grant:

* A copy of the European Health Insurance card
* Signed Gap semester agreement
* Signed arrival certificate signed by the receiving university with the exact start date of the mobility. If the student's arrival date is later than the beginning of the semester, the student's arrival date must be indicated
* Bank account details

2.2 The participating student agrees to comply with the requirements listed below in order to receive the totality of the grant:

* Respect the EDUC Gap semester terms and conditions
* Attend all the selected courses indicated in the updated learning agreement during the mobility. Students must comply with the attendance requirements of each selected course. In

case there are overlapping courses, case by case solutions should be agreed.

* Attend all the exams of selected courses and conclude all assessments
* At the end of the mobility, send the following documents to the International Relations Office of the sending university: a certificate of attendance, a Transcript of records and the experience report (one for an EDUC gap semester, two for a full EDUC gap year)

Article 3: Financial Support

3.1 The EDUC financial support is 550,00 € / month for Norway **OR** 500,00 € /month for Germany, Italy or Spain **OR** 300,00 € / month for Czech Republic or Hungary, allocated for a duration of maximum 10 months and calculated pro-rata to the number of days of physical mobility during the study period. The amount of the grant will be calculated considering the start date of the mobility (as stated in the certificate of arrival) and the ending date (as stated in the certificate of attendance). An additional financial support for travel costs will be paid to the student (300,00 € for a mobility in Germany, Spain, Czech Republic or Hungary **OR** 400,00 € for a mobility in Norway or Italy). The travel fund is a lump sum which will be paid once for the whole duration of the mobility.

3.2. Each participant who intends to participate in an EDUC gap semester and receive financial support from EDUC shall complete the application form for EDUC gap semester and scholarship.

3.3. The EDUC grant is not cumulative with any Erasmus mobility grant.

3.4. The financial support or part of the total amount granted shall be repaid if the participant does not comply with the terms of the agreement. If the participant terminates the mobility before the officially agreed end date, the student shall have to refund the amount of the grant already paid in pro rata of the months not completed.

3.5. If the participant has started the mobility but has been prevented from completing the mobility activities due to force majeure\*, the student shall be entitled to receive at least the amount of the grant corresponding to the amount of the duration of the physical mobility period.

**‘Force majeure’:** Any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the Agreement, which is not attributable to error or negligence on their part or on the part of the subcontractors affiliated entities or third parties in receipt of financial support and which proves to be inevitable despite their exercising due diligence. The following cannot be invoked as force majeure: labor disputes, strikes, financial difficulties or any default of a service, defect in equipment or materials or delays in making them available, unless they stem directly from a relevant case of force majeure.

In case of force majeure, students have the obligation to inform their contact point at the sending and receiving university as soon as possible within one day. According to the case of force majeure, the student will have to comply by sending proofs in order for the EDUC teams to assess the status of the student and his/her grant.

The list of force majeure cases is not exhaustive. Each situation will be discussed and a tailor-made solution will be provided according to specific situations.

Article 4: Payment arrangements

4.1. The amount of the grant will be allocated in two payments.

4.2. The payment of the grant will be initiated once the International Office of the funding universities will receive the initial documents which are listed in section 2.2

4.3. The EDUC grant will be allocated accordingly:

**For an EDUC gap semester**:

* a first payment representing 70% of the estimated amount of the EDUC gap year grant upon receipt of the initial documents, plus an additional financial support for travel costs: 300€ for a one semester mobility
* payment of a balance representing approximately 30% of the exact amount of the EDUC gap year grant upon receipt of the final documents

**For an EDUC gap year**:

* a first payment representing 40% of the estimated amount of the EDUC gap year grant upon receipt of the initial documents, plus an additional financial support for travel costs: 600€ for a two-semester mobility
* payment of an advance representing 40% of the estimated amount of the EDUC gap year grant upon receipt of the 1st report, to be submitted by the student within 30 days following the end of the 1st study period/semester,
* payment of a balance representing approximately 20% of the exact amount of the EDUC gap year grant upon receipt of the final documents (reference documents: certificate of attendance, final report, Transcript of records and online questionnaire filled in).

4.4. The reference document for the calculation of the amount of the first payment to be paid is the Notification of mobility grant award.