



# *Hanken´s terms and conditions for awarding internship grant*

**Annex 03**

*By applying for the grant, the student agrees to abide by the terms and conditions stated below.  
Payment of grant won´t be made until the student approves the terms and conditions.*

## GENERAL CONDITIONS

1. The student will use the grant to cover only expenses deriving from the internship, i.e. travelling, housing, insurance and living expenses etc.
2. The student will work full-time during the internship and aim to follow the Learning Agreement that the student has made together with the receiving organization and internship supervisor at the students department prior to departure.
3. When necessary the student commits to take care of visa necessities independently according to the host country´s legislation.
4. Be accepted in the student´s degree by the internship supervisor at the student´s department either as the course Internship Abroad on Bachelor Level or as the course Advanced Internship on Master level for which is awarded.
5. The start date of the internship period shall be the first day that the student needs to be present at the receiving organization. The end date of the internship shall be the last day the student needs to be present at the receiving organization.
6. Within 30 calendar days of handing in the Grant Agreement signed and no later than the start date of the internship payment shall be made to the student representing 100% of the grant as specified in the Grant Agreement. The student will inform Career Services immediately should the internship be extended, shortened by more than 5 days or cancelled. Demands on the institution to extend or shorten the internship should be introduced at least one month before the proposed change of the duration by submitting section 02 of the Learning Agreement "Exceptional changes to original internship programme" in Mobility Online. "Exceptional changes to original internship programme" form needs to be signed by the receiving organization before submitting it.
7. The final duration of the internship will be determined afterwards by the dates in the Learning Agreement section 03 "Internship Certificate". Internship Certificate needs to be signed by the receiving organization before submitting it. The Internship Certificate is to be submitted within 30 days of completing the internship or 10 days if the end date of the placement period is after 30 September in Mobility Online. Students who fail to submit the Internship Certificate are required to fully reimburse the financial support received. Should the internship period be shorter by more than 5 days than for which the grant was originally awarded, the student shall reimburse the grant accordingly. Should the internship be shorter than required by the courses Internship Abroad on Bachelor Level or Advanced Internship on Master, the student is required to fully reimburse the financial support received.
8. The student shall complete and submit an online survey within 30 calendar days after the internship has ended (or 10 days if the end date of the placement period is after 30 September). An invitation will be sent by email towards the end of the internship. Students who fail to complete and submit the on-line survey are required to fully reimburse the grant.
9. The student and Hanken School of Economics shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of the internship indicated in the Learning Agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.
10. Hanken School of Economics, the National Agency of Finland, the European Commission or their staff shall not be held liable in the event of a claim under the Learning Agreement relating to any damage caused during the execution of the internship. Consequently, Hanken School of

Economics, the National Agency of Finland or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

11. In the event of failure by the student to perform any of the obligations arising from the Learning Agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the Learning Agreement without any further legal formality where no action is taken by the student within one month of receiving notification by registered letter.
12. If the student terminates the Learning Agreement before it ends or if he/she fails to follow the Learning Agreement in accordance with the rules, he/she will have to reimburse the amount of the grant already received.
13. In case of termination by the student due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the students control and not attributable to error or negligence on his/her part, the student will be entitled to receive the amount of the grant corresponding to the actual time of the internship. Any remaining funds will have to be reimbursed.
14. All personal data contained in the Learning Agreement and Grant Agreement shall be processed in accordance with Regulation EC No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, 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 Community legislation (Court of Auditors or European Antifraud Office (OLAF)).
15. The student may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The student may lodge a complaint against the processing of his personal data with the national supervising body for data protection with regard to the use of these data by the sending institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.
16. The parties of the Learning Agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Finland or by any other outside body authorized by the European Commission or the National Agency of Finland to check that the internship and the provisions of the agreement are being properly implemented.
17. The organization awarding the grant sends information to PAVE for payment and forwards the information to the Tax Administration in case of domestic internships.
18. As the recipient of the grant isn't covered by any insurance for occupational accidents it is strongly recommended that the recipient take out a private insurance. No additional funding by the organization awarding the grant will be awarded for any insurance during the internship.
19. The Learning Agreement and Grant Agreement are governed by Finnish law. The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the student concerning the interpretation, application or validity of the Learning Agreement or Grant Agreement, if such dispute cannot be settled amicably.

#### SPECIAL CONDITIONS FOR CATEGORY 01 INTERNSHIPS PART OF ERASMUS+ PROGRAMME

1. The Grant Agreement indicates should your category 01 internship be part of the Erasmus+ programme. The total duration of the mobility period, including previous participation in the Lifelong Learning Programme Erasmus sub-programme, shall not exceed 12 months (365 days) for a study cycle.
2. By agreeing to Hanken's terms and conditions for awarding internship grant the student also agrees to the Annex I General Conditions that can be found on the European Commission's

website: [http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-grant-agreements\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-grant-agreements_en)

3. Within 30 calendar days of handing in the Grant Agreement signed and no later than the start date of the mobility period or upon receipt of confirmation of online assessment of linguistic competences, if available, payment shall be made to the student representing 100% of the grant as specified in the Grant Agreement.
4. The student shall have adequate insurance coverage. Mandatory insurances are: health insurance, liability insurance and accident insurance. Acknowledgement about how health insurance, liability insurance and accident insurance coverage has been organized shall be included in the Learning Agreement. Should the host organization not provide adequate insurance coverage, the student is responsible for taking out sufficient insurance coverage (health insurance, liability insurance and accident insurance) for the duration of the internship. By accepting the terms and conditions the student accepts responsibility to ensure his/her adequate insurance coverage.
5. The student shall carry out an online assessment of linguistic competences before and at the end of the mobility period in the main language of work (if available), when requested to do so by the sending institution, with the exception of native speakers. The student shall immediately inform the institution if he/she is unable to carry out the online assessment. Students who fail to carry out the online assessment of linguistic competences before and at the end of the mobility period are required to fully reimburse the financial support received. The student may attend an online language course in order to prepare for the internship abroad, using a license provided by Career Services. The student shall immediately inform the institution if he/she is unable to carry out the online course.