



Master Label Programme Students Handbook

Aalto University students enrolled in 2019

Climate-KIC Nordic
Nils Koppels Allé, Building 402, 1st floor
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Finland

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KEY LABEL PROGRAMME CONTACTS

NAME	ROLE	CONTACT
Prof. Mark Hughes	Aalto Climate-KIC Master Label Coordinator (primary contact)	mark.hughes@aalto.fi
Anja Hänninen	Aalto Climate-KIC Master Label Programme Coordinator (secondary contact)	anja.hanninen@aalto.fi
Petri Allekotte	Aalto Climate-KIC Coordinator	petri.allekotte@aalto.fi
Mikko Jalas	Creative Sustainability	mikko.jalas@aalto.fi
Kathrine Jerl Jensen	Education Assistance, Climate-KIC Nordic	Kathrine.Jensen@climate-kic.org

Other Communication Channels

FACEBOOK

Climate-KIC Nordic Alumni Network

<https://www.facebook.com/groups/668152263318064/>

LinkedIn Group

EIT Climate-KIC Talent Garden

<https://www.linkedin.com/groups/12276184/>

INTRODUCTION

What is the Master Label Programme?

The EIT Climate-KIC Master Label programme aims to support the talents of tomorrow to develop the knowledge, skills and connections they need to become effective and inspired change agents in the field of climate innovation. The programme strives to deliver excellent climate and entrepreneurial education with a strong focus on innovation skills and challenge based real-life problem solving.

As a Climate-KIC Master Label student, you will:

- Discover how cutting-edge climate change science is being transformed into new products and services
- Examine market drivers of climate innovation, including policy, legal and financial incentives and constraints
- Benefit from an unprecedented, active and influential network of climate entrepreneurs, business, regional government and academic institutions
- Explore the potential for launching your own start-up business venture with support from our business coaches and our pre-incubation programme.

YOUR CLIMATE-KIC MASTER LABEL MISSION SHOULD YOU CHOOSE TO ACCEPT IT...

To obtain the EIT Climate-KIC Master Label certificate you will have to meet the following **5 requirements** before you graduate from your Masters programme:

- **R.1 | The Journey.**

Participate in The Journey, our 4-week climate innovation summer school where you can test entrepreneurial ideas, develop your skills and meet other inspiring change makers from all over Europe as you work to come up with solutions to real world challenges set by our EIT Climate-KIC partners.

- **R.2 | SPARK! Lectures.**

Attend 5 (or more!)

Participate in at least 5 Spark! Lectures, our series of inspirational talks.

- **R.3 | Complementary Courses**

12 ECTS

Attend complementary courses in innovation or entrepreneurship worth a minimum of 12 ECTS credits.

- **R.4.1 | International Mobility outside Finland**

15 ECTS or 3 Months

Engage, explore and expand your passion for climate innovation through funded international study, thesis research or internship outside Finland.

*****Note.***** This can be completed as a standalone requirement, or can combined with either or both your Internship Mobility and Thesis requirements.

- **R.4.2 | Internship Mobility with a company outside Aalto**

15 ECTS or 3 Months.

Gain valuable work experience and connections with a climate innovation focused organization / company outside Aalto through either an internship OR writing your thesis in partnership with them.

*****Note.***** This can be completed as a standalone requirement, or can combined with either or both your International Mobility and Thesis requirements.

- **R.5 | Climate Innovation related Master Thesis**

30 ECTS

Write your Master thesis on a topic related to climate change & entrepreneurship.

---THE DEADLINE---

All 5 requirements must be met before you graduate from Aalto.

R1 | THE JOURNEY

4 Week Climate Innovation Summer School

www.journey.climate-kic.org

What is The Journey?

The Journey is the world's largest climate innovation summer school. It invites students and professionals from all over the world to come together for an intensive 4 week programme travelling across 3 countries in teams focused on diving to real world climate challenges in order to generate innovative solutions.

As label student, you are guaranteed a seat.

What is the Label Student requirement?

That you participate in a full 4 week Journey.

It's a chance to...

- **Join** an international group of like-minded people from a range of academic and professional backgrounds.
- **Explore** climate change in its scientific, environmental, political, social and economic contexts.
- **Receive input** from the brightest minds in the climate change field, located in the best academic institutions across Europe.
- **Be inspired** by entrepreneurs and innovators who are already putting their ideas into practice.
- **Work** in multidisciplinary teams supported by coaches to develop and pitch entrepreneurial ideas as potential business ventures.

Documentation of Completion

DONE	DOCUMENT	NOTES
	N/A	The Journey Coordination team will log your participation and notify the Aalto Label Team when you complete the 4 week programme.

Timeline & Process

- **January/February, 2020 | SCHEDULE ANNOUNCEMENT & PREFERENCE**
The 2019 Journey Schedule is announced. You will be asked to provide some personal details required for organising the programme including which dates you prefer to travel.
- **Mid-late April, 2020 | CONFIRMATION & PREPARATION**
You will receive an email from the Journey team indicating when and where your Journey will be. They will send you a link inviting you to join the online Journey platform to meet your fellow Journey travellers and begin your preparations.
- **June, 2020 | PRE-JOURNEY WEBINAR**
All Journeys will host a webinar to give you further information about your specific Journey and facilitate a Q&A session. It is compulsory for you to attend.
- **July / August, 2020 | ON THE ROAD**
The Journey is in full swing across two 4 week time blocks; (i) Early July to Early August or (ii) Late July to Late August.

Things to Keep in Mind

- **Programme Costs & Travel.** For Label students, the core costs (tuition, materials, accommodation, internal travel between locations) of The Journey programme is free of charge. However, you need to organise and pay for your travel from your home country to the first Journey location, and from the last Journey location back home.
- **Food.** On most programme days breakfast and lunch are provided. On some evenings, a networking dinner will be organised. Other evenings and at the weekend you must buy and organize your own food.
- **Timing.** Most students go on the Journey between their 2nd and 3rd semester. If possible, we advise this.
- **Coordination & More Info.** The Journey is coordinated by a separate Climate-KIC team who work with local partners to manage all the planning and logistics. The local Climate-KIC Label team will try and support you in any way they can with Journey related questions, however the Journey coordination team should be your first point of call.
- **ECTS.** It may be possible to claim 6 ECTS credits for you 4 weeks on the Journey, though this is dependent on University policy. Please contact your university Label coordinator to explore if this options is possible.

A Few Steps to Get Ahead of the Game

- Google the Journey 2018 or 2019 video to get inspired.
- Look at the schedule for your summer and see where The Journey can fit.
- Begin creating a travel budget to get you to and from the start and end locations.

R2 | SPARK! LECTURES

INSPIRING TALKS & SITE VISITS

What are SPARK! Lectures?

Our SPARK! lectures are a series of events with inspirational climate innovators, entrepreneurs and thought-leaders.

These can be anything from lectures by visiting professors and industry specialists, to workshops, conferences, site visits and many other events planned and organised by Aalto University and EIT Climate-KIC Nordic.

What is the Label Student requirement?

You must attend a total of 5 SPARK! Lectures.

Note. You can attend more than 5 if you wish.

It's a chance to...

- **Enhance your understanding** of climate change challenges and climate innovation.
- **Develop your relationships and networks** with both your fellow Master Label students and with the wider Climate-KIC network.

Things to Keep in Mind

At least 2 of the 5 events you attend must be official Climate-KIC Spark! Lectures.

Additionally, you can choose from the following options for the remaining 3 events (maximum 2 of the same):

- Other EIT Climate-KIC organised events, such as Climathon, selected entrepreneurship and partner events (by invitation only).
- Watch online SPARK! Lectures from all over Europe at www.learning.climate-kic.org.
- Ask your Label coordinator to accept other relevant climate, innovation or entrepreneurship events that you find interesting as a Spark! Lecture.

For any event that is not directly organized by the EIT Climate-KIC Master Label (meaning; you did not sign a Climate-KIC participant list) you must write a short report (½ page) about your reflections on the topic and what you got out of it and send it to the Label coordinator.

Documentation of Completion

DOCUMENT	NOTES
Official SPARK! Lecture: Signed Participant List	Your attendance must be verified by signing the participant list.
Other valid SPARK! Event: ½ A4 Page Learning Report	You must write a short report (½ page) about your reflections on the topic and what you got out of it and send it to the Label coordinator.

	SPARK 1	SPARK 2	SPARK 3	SPARK 4	SPARK 5
DONE					

Timeline & Communications

- **Rhythm.** Official SPARK! Lectures are hosted events happen **approximately every three months**.
- **Communication.** There are two main ways SPARK! Lectures are communicated:
 - **Via Email.** As a Master Label student you will be invited to all SPARK! events by email.
 - **Climate-KIC Nordic Alumni Network Facebook Group.** Links to the official SPARK! Lectures will be posted in the Climate-KIC Nordic Alumni Network Facebook Group. Here you can also share interesting events with your fellow students, so keep an eye out for last-minute popups.
- **Sign Up.** If you would like to attend a SPARK! Lecture please sign up via the Eventbrite link for the event sent by email or on Facebook.

A Few Steps to Get Ahead of the Game

- Have scan of the Copenhagen events calendar in the field of Climate Innovation for different opportunities you may want to propose as a SPARK!
- Take a look at the online library of SPARK! Lectures above.

R3 | COMPLEMENTARY COURSES

DEVELOP KNOWLEDGE BEYOND YOUR FIELD

What are Complementary Courses?

Complementary courses are elective course in either climate sciences or entrepreneurship that complement and balance the knowledge and skills you are gaining through your main Masters studies.

What is the Label Student requirement?

That you complete complementary courses worth a minimum of 12 ECTS in total.

Note. The Journey cannot count towards the complementary courses, as it is another separate Label-activity.

It's a chance to...

- **Explore** topics and field of study that are outside your normal field of focus.
- **Develop** an interdisciplinary knowledge base and skill set vital to working collaboratively in the climate innovation domain.

Documentation of Completion

DONE	DOCUMENT	NOTES
	Email notification of Courses you are enrolled in.	Please email and inform the Label Coordination team of the complementary courses you are enrolled in.
	Submit a copy of your final academic transcripts	All complementary courses must show up on you academic transcript and be completed before you graduate from your masters programme.

Timeline & Process

- You sign up for 12 ECTS of complementary courses as electives inside your existing university and allocation of ECTS.
- Inform the Label Coordination team which courses you are taking.
- If in doubt check with the Label Coordination team if a course want to take meets the complementary course criteria.

Things to Keep in Mind

- If your focus is mainly climate science, you'll be encouraged to take courses in innovation or entrepreneurship, and vice versa.

Example Courses

Here are some examples of Course taken by past Label Students.

For **Creative Sustainability** students the EIT Label Complementary Courses are:

- 21E16100 Energy Business and Innovation (6 ECTS)
- 25E18000 Sustainable Entrepreneurship (6 ECTS).

For **Fibre and Polymer Engineering** students the EIT Label Complementary Courses are agreed individually with the Program Director, professor Mark Hughes.

A Few Steps to Get Ahead of the Game

- Review the course offerings at Aalto and check options you like with your Label coordinator.
- Ask your Label coordinator and other existing Master Label students which courses they took.

R4 | MOBILITY

GET OUT & ABOUT!

What is Mobility?

Mobility is an opportunity for you to get mobile beyond your normal University environment and has two core elements:

- **R4.1 | International Mobility.** Study, work or research outside Finland.
- **R4.2 | Internship mobility.** Working as an intern with a company in the field of climate innovation OR writing your thesis with a company.

NOTE: *** If you are an international student at KU the International Mobility does not have to be fulfilled but the internship mobility still have to be completed. However, we encourage everyone to go on international mobility***

NOTE: ***We know this requirement can be confusing. Please see the **Mobility Solutions Annex 6** for a visual representation of all your options.**

What is the Label Student requirement?

That you earn the equivalent of 30 ECTS through completing both international and internship mobility requirements.

Note: The 30 ECTS equivalent can be calculated in equivalent time as well actual ECTS. In this case the following valuation applies:

- 1 Month of Time = 5 ECTS
- 3 Months of Time = 15 ECTS
- 6 Months of Time = 30 ECTS

R4.1 | INTERNATIONAL MOBILITY

What is the Label Student requirement?

To complete this requirement you must spend 3 months of time or earn 15 ECTS **outside Finland** during your masters studies.

This could be:

- **Study Abroad.** Studying courses for 3 months at a university outside Finland worth 15 ECTS.
- **International Internship.** Doing a 6 month internship at a company/organization outside Finland. In this case, it is 6 months because you are combining both international mobility (15 ECTS/3 Months) and internship mobility (15 ECTS/3 Months) into one activity.

- **International Thesis Project.** Conducting research for your master thesis with a host institution or company/organization outside Finland. In this case, the required 15 ECTS for International Mobility are included within the 30 ECTS gained from your completing your thesis.

It's a chance to...

- Engage, explore and expand your passion for climate innovation through funded international study, thesis research or internship outside Finland.

Documentation of Completion

DONE	DOCUMENT	NOTES
	Mobility Grant Award Letter (Annex 1)	Return to Aalto Label Team
	Mobility Proposal (Annex 2)	Return to Aalto Label Team
	START: Confirmation of Stay (Annex 3)	Return to Aalto Label Team
	END: Confirmation of Stay (Annex 3)	Return to Aalto Label Team
	Mobility Report (Annex 4)	Return to Aalto Label Team

Timeline & Process

Time	Document	Action 1	Action 2
At least 2 months before start.	Mobility Proposal (Annex 2)	Complete proposal for your mobility plan.	Return to mark.hughes@aalto.fi
At least 2 months before start.	Mobility Grant Award Letter (Annex 1)	Fill out yellow highlight and sign last page: <i>"for and on behalf of the Recipient"</i> .	Return to mark.hughes@aalto.fi
Before you go on mobility.	Mobility Grant Award Letter	After review of your proposal and approval, your Grant Award Letter will be signed by Aalto	After approval, you will receive the signed letter from the Aalto Label Team via email.
Within 3 weeks of arrival	START: Confirmation of Stay (Annex 3)	Host university or organisation must fill out and sign.	Return to anja.hanninen@Aalto.fi
Within 1 week of return	END: Confirmation of Stay (Annex 3)	Host university or organisation must fill out and sign.	Return to anja.hanninen@Aalto.fi
Within 3 weeks of return	Mobility Report (Annex 4)	Complete report on your mobility experience.	Return to mark.hughes@aalto.fi

Things to Keep in Mind

Combining Mobility with Thesis



- Combining either or both International Mobility and Internship Mobility with your Thesis is a very effective and time efficient way to complete the mobility requirement. We highly recommend completing one or both mobility requirements this way if you are time pressed.

Funding for International Mobility

- For time spent outside Finland, you will be provided with an International Mobility stipend of €600 per month for a maximum of 6 months.
- You must apply for International Mobility no later than 2 months before departure from Finland by filling out a Mobility proposal template (annex 2) and your information (yellow highlight) in Grant Award Letter and send it to the Label coordinator.
- To gain financial support, you must go through the full documentation outlined before and afterwards.
- You will receive the stipend after you have returned the first Confirmation of Stay form (annex 3)
- If you completed your International Mobility as part of your masters before joining the Label programme you cannot access the funding retrospectively and will still need to complete all other documents to evidence your stay.

Aalto Compliancy

- The International Mobility must first and foremost comply with Aalto Universities requirements regarding student time abroad..
- If in doubt about this, please consult the Aalto Label Coordination Team.

A Few Steps to Get Ahead of the Game

- In short, get planning ASAP. The sooner you have a sense of where you will go outside Finland the better. A good choice point to start with are the following questions:
 - Do I want to include International Mobility inside my thesis by doing research overseas for at least 3 months? If so, how could set my thesis research up to do this?
 - Do I want to study outside Finland at another University? If so, which university and which courses?
 - Do I want to combine my International Mobility with my Internship Mobility and spend 6 months outside Finland working with an organization/company?
- Ask the EIT Climate-KIC Label team their advice on any ideas you have and check to make sure they align.

R4.2 | INTERNSHIP MOBILITY

What is the Label Student requirement?

To complete this requirement you must spend at least 3 months or earn 15 ECTS **working with a climate innovation focused organization/company outside your University** during your masters studies.

This could be:



- A **3 Month Internship with a Finnish Company/Organization**. In this case you would need to complete the International Mobility (15 ECTS/3 Months) requirement separately as either study abroad or part of your thesis.
- A **6 Month Internship with an International Company/Organization** outside Finland. In this case you are combining both internship mobility (15 ECTS/3 Months) and international mobility (15 ECTS/3 Months) into one activity.
- **Writing your Thesis in Partnership with a Finnish Company/Organization**. In this case, the required 15 ECTS for Internship Mobility are included within the 30 ECTS gained from your completing your thesis.
- **Writing your Thesis in Partnership with an International Company/Organization** outside Finland. In this case, both the required 15 ECTS for Internship Mobility and 15 ECTS for International Mobility are included within the 30 ECTS gained from your completing your thesis.

It's a chance to...

- Gain real life work experience.
- Build your network and relationships that could help bridge your path into future employment.

Documentation of Completion

DONE	DOCUMENT	NOTES
	Mobility Proposal (Annex 2)	Return to Aalto Label Team
	START: Confirmation of Stay (Annex 3)	Return to Aalto Label Team
	END: Confirmation of Stay (Annex 3)	Return to Aalto Label Team
	Mobility Report (Annex 4)	Return to Aalto Label Team

Timeline & Process

Time	Document	Action 1	Action 2
At least 2 months before start.	Mobility Proposal (Annex 2)	Complete proposal for your mobility plan.	Return to mark.hughes@aalto.fi
Within 3 weeks of arrival	START: Confirmation of Stay (Annex 3)	Host university or organisation must fill out and sign.	Return to anja.hanninen@Aalto.fi
Within 1 week of return	END: Confirmation of Stay (Annex 3)	Host university or organisation must fill out and sign.	Return to anja.hanninen@Aalto.fi
Within 3 weeks of return	Mobility Report (Annex 4)	Complete report on your mobility experience.	Return to mark.hughes@aalto.fi



Things to Keep in Mind

Combining Mobility with Thesis

- Combining either or both International Mobility and Internship Mobility with your Thesis is a very effective and time efficient way to complete the mobility requirement. We highly recommend completing one or both mobility requirements this way if you are time pressed.
- **Please see the **Mobility Solutions Annex 6** for a visual representation of all your options.**

Funding for Internship Mobility

- If you stay **within Finland** to complete your Internship Mobility there is **no funding provided**.
- If you travel **outside Finland** to complete your Internship Mobility then you have **access to the funding** outlined above in the International Mobility section.

Aalto Compliancy

- The Internship Mobility must first and foremost comply with Aalto Universities requirements regarding student internships..
- If in doubt about this, please consult the Aalto Label Coordination Team.

A Few Steps to Get Ahead of the Game

- In short, get planning ASAP. The sooner you have a sense of where and how you would like to do your internship the better. A good choice point to start with are the following questions:
 - Do I want to include Internship Mobility inside my thesis by partnering with a Finnish or International company to conduct my research? If so, how could set my thesis research up to do this?
 - Do I want to combine my Internship Mobility with my International Mobility and spend 6 months outside Finland working with an organization/company? If so, which organization(s) / company(s) am I interested in?
 - Do I want to do my Internship with a Finnish organization/company? If so, which organization(s) / company(s) am I interested in?
- Ask the Climate-KIC Label team their advice on any ideas you have and check to make sure they align.

R5 | CLIMATE INNOVATION RELATED THESIS

DEEP DIVE INTO A CLIMATE INNOVATION RELATED TOPIC

What is a Climate Innovation related master thesis?

A master's thesis project that focuses on a climate innovation relation topic. This definition is intentionally broad so you can shape the specifics of your research in conversation with us, your supervisor and any partners you may have.

What is the Label Student requirement?

As EIT Climate-KIC Master Label student you are required to complete your Master thesis focusing on topic that falls within the scope outlined above.

It's a chance to...

- Take a deep dive into researching and learning about an area of climate innovation that you are passionate about.
- Partner with a company or organization to connect your thesis work with addressing real world challenges faced by teams working to address an aspect of climate change.

Documentation of Completion

DONE	DOCUMENT	NOTES
	Master Thesis Report (Annex 5)	This report consists of a front page with basic information and maximum 2 pages of text in form of a short essay about the climate relevance and the innovation potential of the Master Thesis. Besides the two text pages you are free to include extra pages for pictures, graphics etc. The report should be a separate document and should be handed in at the same time as the Master Thesis.
	Copy of Master Thesis	Please send separately.
	Graduation Diploma	Please send a copy on Graduation from Aalto

Timeline & Process

- Send your Master Thesis and Thesis Summary Report to the Label coordinator when it's accepted by your supervisor/University.
- Send your diploma from Aalto to the Label coordinator when you have graduated.

Things to Keep in Mind

- **Align with Aalto Thesis Requirements.** Follow the Aalto instructions for the thesis topic approval, and for applying for the thesis evaluation and your Degree. The Diplomas will be awarded in the Aalto Graduation Ceremonies.
- **Flexibility of Requirement.** This is an incredibly broad requirement and we will do our best to help you ensure that your thesis covers an appropriate topic. If you are in doubt, send your thesis topic to the Label coordinator who can assess whether your topic fits the criteria.
- **Possibility to Combine your Thesis with Mobility.** You can combine both or either of the International and Internship mobility requirements with your thesis work. Your mobility requirements are then included inside the 30 ECTS you gain for your thesis. See Appendix 6 for examples.
- **Confidentiality Clauses.** In the case that your thesis research is partnered with a company and the result is deemed confidential you need to send us a signed letter from Aalto that the thesis is complete and a signed letter from the company confirming that the thesis is confidential.

A Few Steps to Get Ahead of the Game

- Start thinking about if you want to partner with a company's / organization's to write your thesis and begin researching the potential leads.
- Book a conversation with your master course coordinators or professors and ask their advice on what areas may be most relevant to focus your thesis towards.

OTHER IMPORTANT NOTES

EIT Climate-KIC Master Label Graduation

EIT Climate-KIC is arranging graduation ceremony each year for new graduated Label students. The event is typically during the annual EIT Climate-KIC Alumni Association (CKAA) reunion in October/November. Your label team will contact you with details in due course.

LIST OF ANNEXES

- Annex 1: Mobility Grant Award Letter
- Annex 2: Mobility proposal
- Annex 3: Confirmation of Stay
- Annex 4: Mobility report
- Annex 5: Thesis Summery Report Template
- Annex 6: Mobility Solution Pathways

ANNEX 1. MOBILITY GRANT AWARD LETTER

[student name]

address

address

ADDRESS

email.email@aalto.fi

+phone nr

Date: dd.mm.yyyy

Climate-KIC Education Mobility Program Grant Award Letter (EIT funded)

Dear XXX XXX,

We are delighted to confirm that Aalto-korkeakoulusäätiö ("**Aalto**"), duly incorporated, organized and existing under the laws of Finland with registered principal office at Otakaari 1, Espoo under the Business ID number 2228357-4 (the "**Grantor**") has agreed to make an award on the basis of the accepted proposal to XXX XXX with residence address at address address, ADDRESS. ("**Recipient**") in the form of cost reimbursement up to the amount of NNNN EUR and participation in the Mobility Program (the "**Grant**") subject to the terms of this letter including any annexes that may be attached ("**Award Letter**"). Please note that the Grantor receives funding for this Grant from The European Institute of Innovation and Technology ("**EIT**") via Climate-KIC Holding B.V. ("**Climate-KIC**").

Further details of which are set out below:

Program Name	Climate-KIC Mobility Program
Authorised Purposes to which costs may be allocated:	<ul style="list-style-type: none"> • Installation (transport) costs – 100 EUR/month • Living allowance – 500 EUR/month
Reimbursement Instalments	600 EUR per months, for a total of [Enter reimbursement instalments] EUR for the internship/study abroad for an agreed period
Key Deliverables	Submission of documents: <ul style="list-style-type: none"> • Confirmation of Stay (Annex 2) • Mobility Report (Annex 3)
Award conditions	<ul style="list-style-type: none"> • Period of mobility to be notified and agreed in advance • Confirmation that the Recipient does not receive any other EU-scholarships • Recipient obtaining appropriate health, accident and liability insurance • Notification of any changes of Recipient address and/or bank account • Use of the scholarship for the agreed upon studies/internship only

	<ul style="list-style-type: none"> • Submission of the “Confirmation of Stay” within one 1 week upon return at the guest university/internship provider (Annex 2) • Submission of the “Mobility Report” three 3 weeks after return at the latest (Annex 3) • Repayment of the scholarship in case the study abroad project/internship was not affected, in case of an early return without valid reasons or if the Recipient does not abide to the scholarship regulations
Primary contact person at Aalto	Mark Hughes, Professor, Department of Bioproducts and Biosystems, School of Chemical Engineering, Aalto University. Email: mark.hughes@aalto.fi ; Telephone: +358 50 512 2615
Recipient Bank Account Details	Bank Name: SWIFT: IBAN:

If the Recipient would like to accept this Grant, a signed copy of this Award Letter must be returned within two weeks of the date of this Award Letter in order to indicate the Recipient’s acceptance of the terms and conditions herein.

Please refer to the documents, guidelines and other material communicated by the Grantor (on its own behalf and on behalf of third partner funders and related agents) from time to time.

The Recipient should not hesitate to contact the primary contact point at the Grantor if there are any queries or additional support is required in the meantime.

Yours sincerely

[Name]
[Position]
Aalto University

Signature

Date

MOBILITY AWARD LETTER AGREEMENT

The recipient named below acknowledges and accepts the terms and conditions of the mobility grant award.

SIGNED for and on behalf of the Recipient

[First Name] [Last Name]

Recipient

Signature

Date

Potential attachments:

- Annex 1 – Terms and Conditions (General and Specific to Third Party Funders and related agents)
- Annex 2 – Proposal
- Annex 3 – Confirmation of Stay
 - Start of Stay
 - End of Stay
- Annex 4- Mobility Report

MOBILITY GRANT AWARD TERMS & CONDITIONS

By signing the Award Letter and accepting the Grant, the Recipient agrees to the following additional terms and conditions in connection therewith:

Part A - General Terms and Conditions

1. Financial

The Grant is inclusive of VAT and any other taxes (if applicable).

2. Required Documents

The Award Letter must be signed by each Recipient and returned to the Grantor.

3. Reporting, Audit and Third-Party Funders

3.1 Funding for the Grant is being provided by the Grantor which in turn is being funded and/or supported by a third-party funder or agent (the "Funders") who impose conditions on the Grantor. Such conditions may require the Grantor to report in writing to the Funders on the progress and performance of the Recipient.

3.2 In order to facilitate the Grantor's and the Funders reporting obligations, the Recipient hereby agrees to provide a letter of invitation from the host organisation together with the signed Award Letter and at the end of the mobility period the completed Confirmation of Stay and Mobility Report as set out the Award Letter.

3.3 Unless notified in writing otherwise, the primary point of contact at the Grantor is as identified in the main text of this Award Letter. Such contact will act as the main contact for all reports, notices and communications to the Grantor regarding this Award Letter, the Grant and other matters. Such reports, notices and communications must be made in writing.

3.4 Without limiting the above or the remainder of this Part A, the Recipient acknowledges and agrees to adhere to the obligations set out in Part B of these terms and conditions.

4. Repayment of Grant

4.1 Whilst the Grantor in supporting the Recipient recognizes the inherent risks, the Grantor may require the repayment of all or any part of the Grant at its discretion if:

a) The Recipient does not comply with the terms of this Award Letter; or

b) Any information given in the original application, supporting documentation or progress reports is found to be materially untrue.

5. Liability

5.1 Subject to clause 5.2, the Grantor accepts no liability for any consequences, whether direct or indirect, in connection with this Award Letter or the Grant (including use or withdrawal of the Grant).

Subject to clause 5.2, the Recipient shall indemnify and hold harmless the Grantor and any of its affiliates, employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to this Award Letter, the Grant, the non-fulfilment of terms and conditions and obligations of the Recipient under this Award Letter or its obligations to third parties (including, without limitation, Funders, data subjects and/or in respect of third party intellectual property).

5.2 Nothing in this Award Letter shall exclude or limit the liability of any party for death or personal injury arising from that party's negligence or any liability that cannot be excluded pursuant to applicable law.

5.3 The Recipient shall have adequate insurance coverage, including mandatory health insurance for the mobility period abroad.

6. General

6.1 In the event of any ambiguity or conflict between the main text of the award letter and its annexes, Annex 1 shall prevail over the main text and the other annexes and be used as a reference.

6.2 This Award Letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of Netherlands. Each party irrevocable agrees that the courts of Amsterdam, the Netherlands shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with agreement or its subject matter or formation (including non-contractual disputes or claims).

6.3 The Grantor may at any time assign or transfer any or all of its rights and obligations under this Award Letter to a member of its group or to a Climate-KIC partner. The Recipient shall not be able to assign or transfer any of its rights and obligations under this Award Letter.

Part B - Terms and Conditions Specific to Third Party Funders

1. The Grant is conditional upon applicable Specific Grant Agreement(s) (each, a "SGA") being agreed between The European Institute of Innovation & Technology ("EIT"), the Grantor and others. Such SGA(s) arise under the framework of the Framework Partnership Agreement ("FPA") between EIT, the Grantor and others. If applicable SGA(s) are not agreed, the Grantor shall have no obligation to provide the Grant to the Recipient. If applicable SGA(s) are agreed, the Recipient will take part in a KIC added value activity as per Annex 1 of the relevant SGAs.

2. No contract of employment, nor services contract, nor subcontract for work is concluded between the Recipient and Grantor.

3. The Recipient acknowledges and agrees to comply with the FPA/SGA Pass Through Terms for Recipients of Financial Support to Third Parties (Non-Prizes), which are set out at <http://www.climate-kic.org/policies/> and hereby incorporated by reference in full into this Award Letter.

ANNEX 2. MOBILITY PROPOSAL

First Name(s):		
Surname:		
Address:		
Email:		
Field of study:		
Type of mobility:	Study / Internship / Research	
Total amount of ECTS:		
Project abstract: Short description of your mobility project. Short description of the relevance to one or more Climate-KIC Themes. Short description of the potential for business potential and the relevance to innovation/entrepreneurship. Include a detailed action plan with time line. Supervisor's name (if mobility will be undertaking during your thesis).		
Host Institution / Internship Provider (Name, city & country)		
Duration of study abroad / internship:	from / / day / month / year	To / / day / month / year
Erasmus or other scholarships (if applicable):		
Special needs (if applicable):		

The student will need to complete this page and returned to the Grantor no later than 2 months prior to the mobility stay.

ANNEX 3. CONFIRMATION OF STAY

To be completed by the host institution / internship provider.

Name of Student:

This is to certify that the above-named student

is enrolled as an exchange student

intern at our company

Host Institution / Internship Provider and department:

Start date (DD/MM/YY):

End date (DD/MM/YY):

Start of the studies / Start of internship*:

End of the studies / End of internship*:

Stamp and Signature

Stamp and Signature

*By stamp and signature, we (the host institution) confirms the student have completed the agreed months of studies / internship.

The student will need to print, fill out and scan this page and ensure that it is completed and returned within 1 week upon arrival/return to the Grantor.

ANNEX 4. MOBILITY REPORT

First Name(s):	
Surname:	
Home university:	
Field of study	
Type of mobility:	Study / Internship / Research
Name of University/Company/Organisation:	
Climate-KIC partner:	Yes / No
Country and city of mobility:	

Outline of the Mobility	Describe your research project/the courses you took/the internship. Did it live up your expectations and how? What did you achieve in your time away?
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Reflections on Mobility	How did your project/courses or internship progress? What was different about being away from your home university? Which were the main challenges/problems? How did you manage them? What was the most interesting for you? How do you think this experience can contribute to the fight against climate change?
-------------------------	--

Learning Outcomes	What did you gain from your mobility experience? How did it compliment your Master's programme? Did it (and how) impact your professional plans?
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The student will need to complete this page and returned to Grantor within 3 weeks upon return.

ANNEX 5. CLIMATE-KIC MASTER LABEL THESIS SUMMARY REPORT

PAGE 1. COVER PAGE INFO

Full title of your Master Thesis

Student Name:

Master Programme:

Period: [Month date, year – Month date, year]

Thesis Presentation: [Month date, year]

Thesis Supervisor: [*Name, Email*]

PAGE 2 / 3. THESIS SUMMARY

Body text (maximum 2 pages, exclusive pictures/graphs)¹:

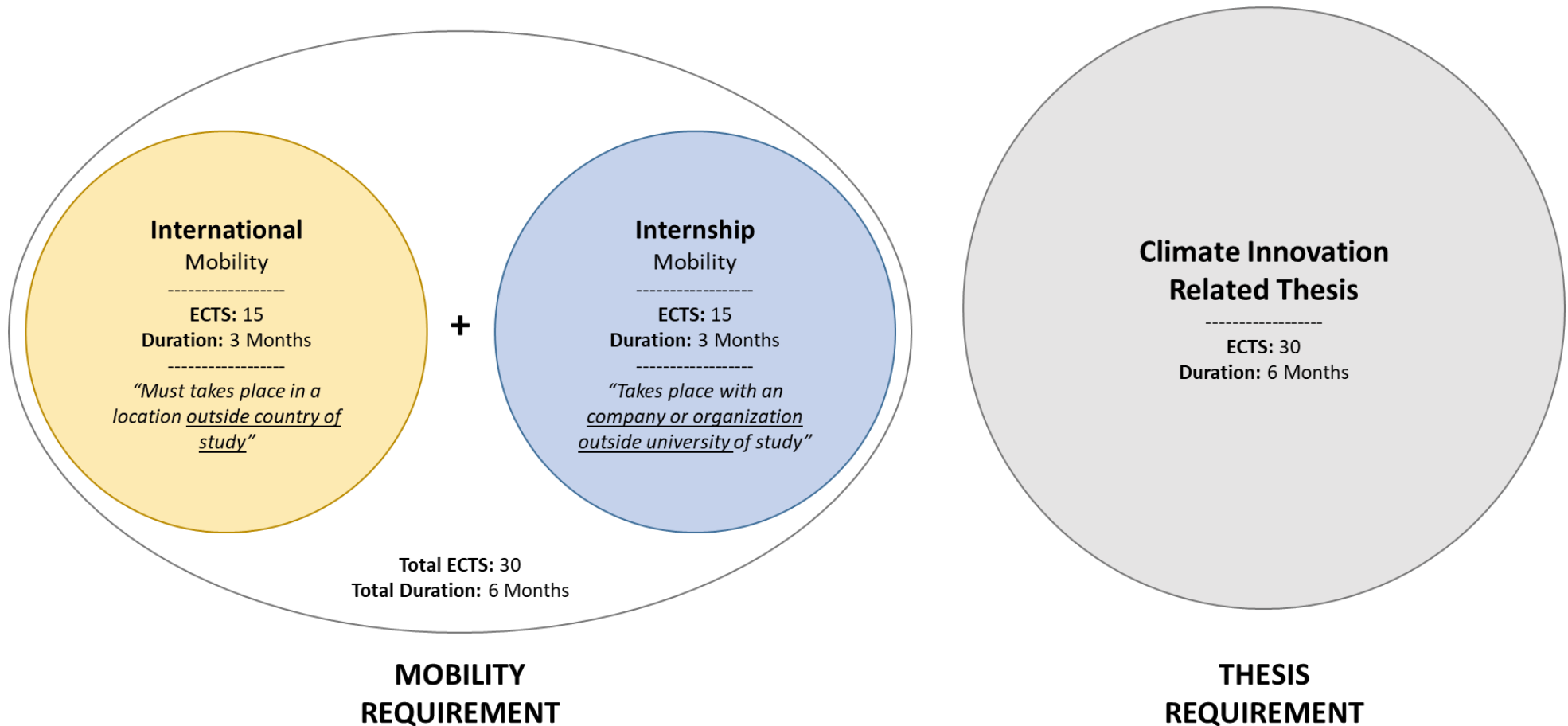
1. Short summary
2. The climate relevance
3. The entrepreneurial potential
4. Results / Conclusion

This report should be completed and returned to the local Label coordinator as soon as the Master Thesis is accepted by the Thesis supervisor/University.

¹ Please note that your thesis report may be used for Climate-KIC outreach activities (e.g. newsletter, website etc).

ANNEX 6. FIVE PATHWAYS TO COMPLETE YOUR MOBILITY & THESIS REQUIREMENTS

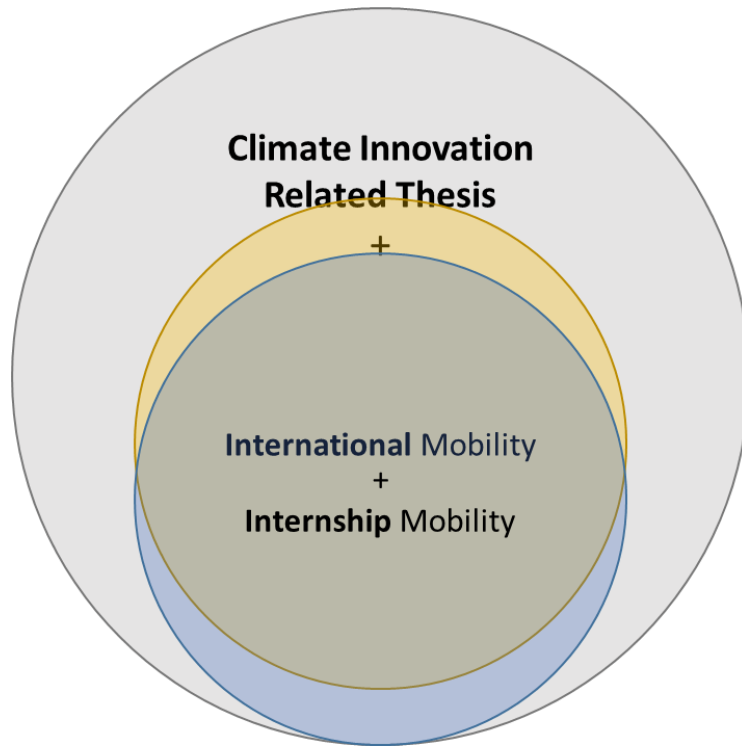
Requirement Overview



Note: It is possible, but not recommended, to complete the internship after you graduate.

5 MOBILITY & THESIS SOLUTIONS*

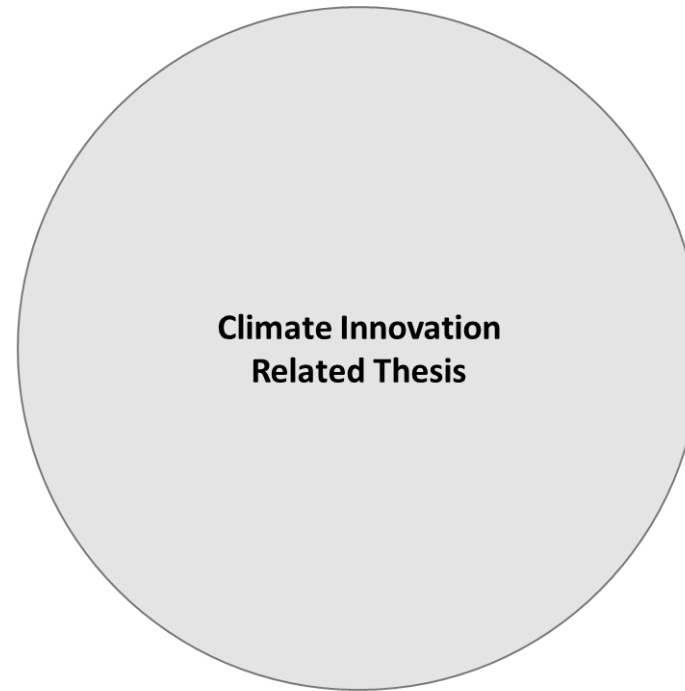
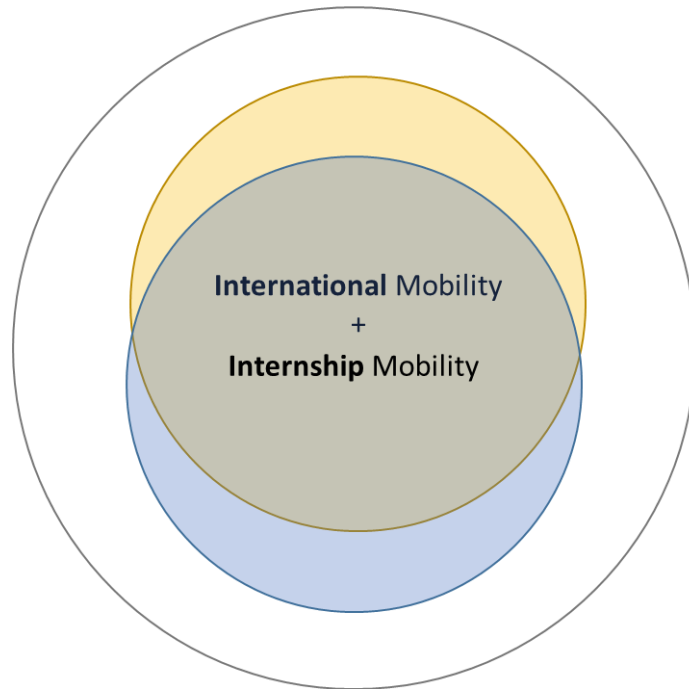
- #1. Thesis with International Company
- #2. 6 Month International Internship + Thesis
- #3. 3 Month Internship + Thesis with International Mobility
- #4. 3 Month International Study + Thesis with National Company
- #5. 3 Month International Study + 3 Month Internship + Thesis



Activity #1	Climate Innovation related Thesis in partnership with an international company, including time researching or working overseas outside your home university.
Example Case:	Thesis research is conducted in collaboration with a BMW, with time spent researching Germany.
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document <input type="checkbox"/> Thesis Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Thesis Mobility Report
Requirements	<input checked="" type="checkbox"/> Thesis <input checked="" type="checkbox"/> Internship Mobility <input checked="" type="checkbox"/> International Mobility

SOLUTION #2

6 Month International Internship + Thesis | 12 months total time to complete



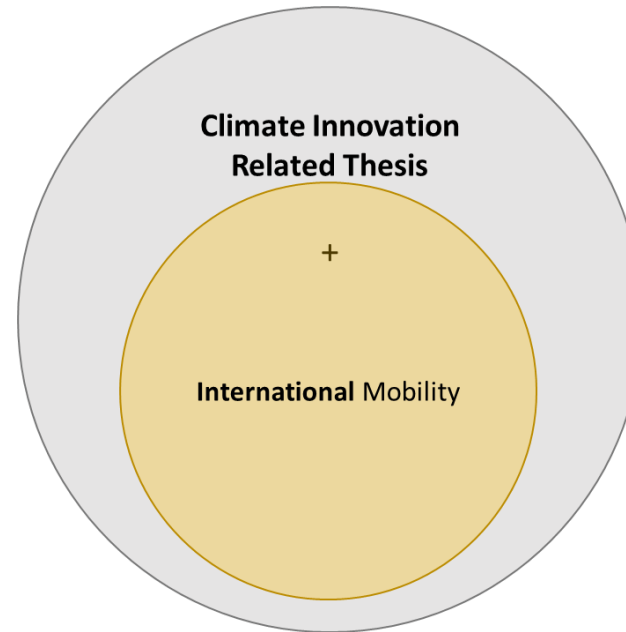
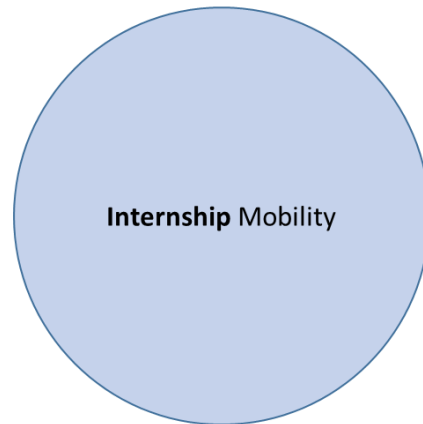
Activity #1	6 Month International Internship with a Company
Example Case:	Internship working in Ireland with a wind energy company.
ECTS:	30 ECTS Equivalent**
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report
Requirements	<input checked="" type="checkbox"/> International Mobility <input checked="" type="checkbox"/> Internship Mobility

Activity #2	6 Month Climate Innovation related Thesis
Example Case:	"Time-adaptive and regime-switching approaches for wind power forecasting" written at home University
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document
Requirements	<input checked="" type="checkbox"/> Thesis

**NOTE: ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.

SOLUTION #3

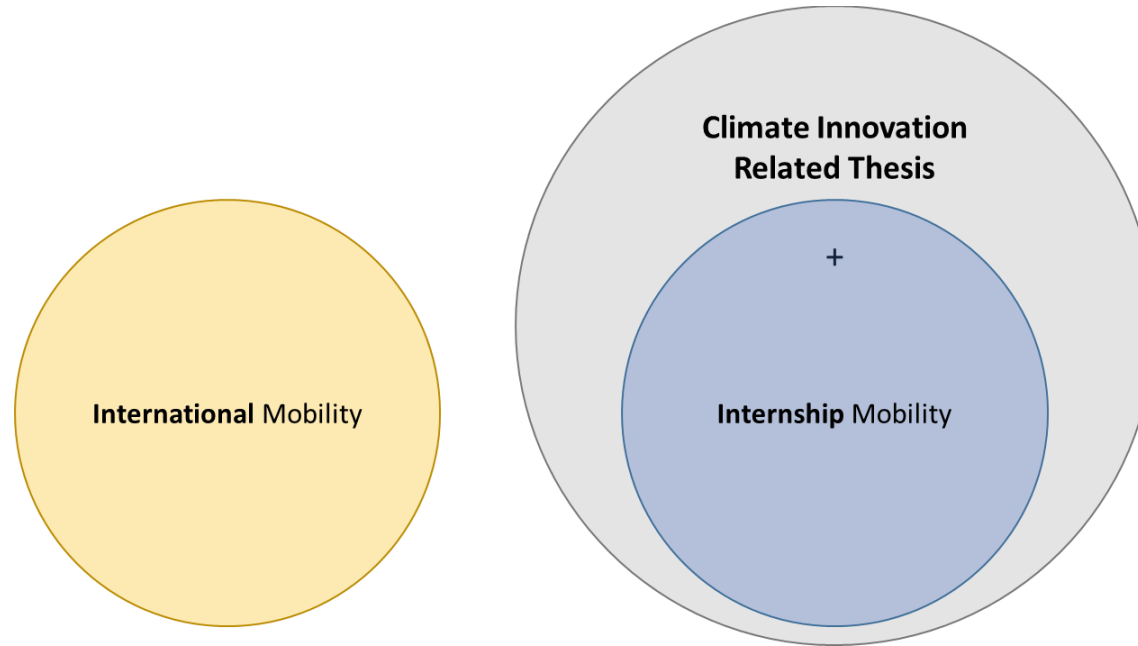
3 Month Internship + Thesis with International Mobility | 9 months total time to complete



Activity #1	3 Month Internship at a Local or International Company
Example:	Work 3 months for Vestas in Finland.
ECTS:	15 ECTS Equivalent**
Duration:	3 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report
Requirements	✓ Internship Mobility

Activity #2	Climate Innovation related Thesis based at an International University
Example:	Thesis research conducted in collaboration with Sorbonne University, Paris with 3 months of time spent working in France.
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document <input type="checkbox"/> Thesis Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Thesis Mobility Report
Requirement	✓ Thesis ✓ International Mobility

**NOTE: ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.



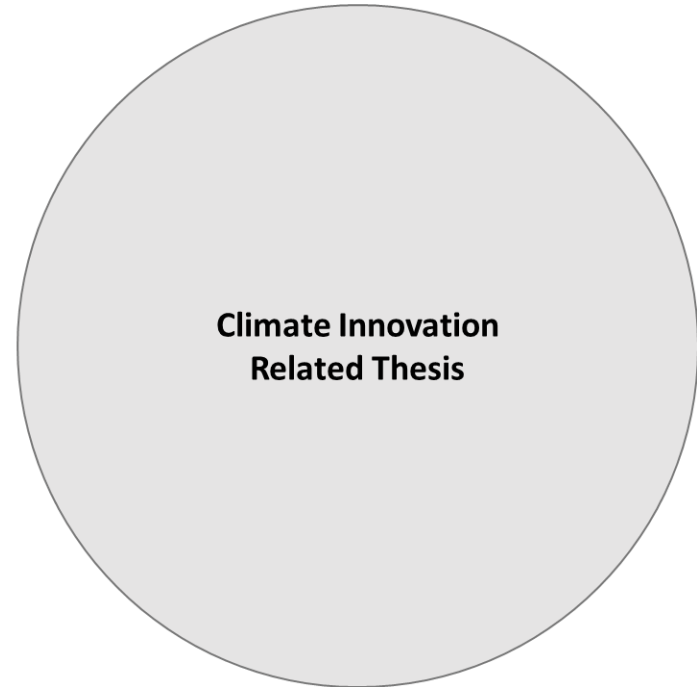
Activity #1	3 Month Study at an International University
Example:	Study Climate Change course at Sorbonne University, Paris, France
ECTS:	15
Duration:	3 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report <input type="checkbox"/> University Transcripts
Requirement	✓ International Mobility

Activity #2	Climate Innovation related Thesis in partnership with a national company.
Example:	Thesis research is conducted in Finland in collaboration with a LEGO.
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document <input type="checkbox"/> Thesis Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Thesis Mobility Report
Requirement	✓ Thesis ✓ Internship Mobility

**NOTE: ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.

SOLUTION #5

3 Month International Study + 3 Month Internship + Thesis | 12 months total time to complete



Activity #1	3 Month Study at an International University
Example:	Study Climate Change course at Sorbonne University, Paris, France
ECTS:	15
Duration:	3 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report <input type="checkbox"/> University Transcripts
Requirement	✓ International Mobility

Activity #2	3 Month Internship at a Local or International Company
Example:	Work 3 months for Vestas in Finland
ECTS:	15 ECTS Equivalent**
Duration:	3 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report
Requirements	✓ Internship Mobility

Activity #3	Climate Innovation related Thesis
Example:	<i>"Time-adaptive and regime-switching approaches for wind power forecasting"</i> written at home University
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document
Requirement	✓ Thesis

**NOTE: ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.