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| AN E+ EF |
| STAFF MOBILITY for TEACHING |
| KA131 |

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| 22-10-2021 |

**Grant agreement model for**

**Erasmus+ staff mobility for teaching and training**

[This template is applicable to staff mobility activities in the higher education sector. Due to the international opening of KA131, this grant agreement template will be used for all outgoing staff participants in any destination country. The text in yellow is guidance for using this grant agreement template. Please remove this text once the document is completed. The bracketed text in blue should be replaced by the relevant information for each case. The content of the template sets minimum requirements and as such, they should not be deleted. However, the NA or HEI/sending organisation can add further provisions, if necessary.]

Field: Higher Education

Academic year: 20../20..

[For staff from HEIs: Full official name of the sending institution and Erasmus Code, if applicable]

[For invited staff from enterprises: Full official name of the receiving institution]

Address: [official address in full]

Called hereafter "the organisation", represented for the purposes of signature of this agreement by [first and last name(s) and function] on the one part, and

[Participant’s first and last name(s)]

Date of birth:

Address: [official address in full]

Phone:

E-mail:

Bank account where the financial support should be paid:

Bank account holder:

Bank name:

Clearing/BIC/SWIFT number:

Account/IBAN number:

Nationality:

Department/unit:

Phone:

Called hereafter “the participant”, on the other part,

Have agreed to the Special Conditions and Annexes below, which form an integral part of this agreement ("the grant agreement"):

Annex I: Staff Mobility Agreement

Annex II: General Conditions

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

[It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures (including via the Erasmus Without Paper Network) may be accepted, depending on the national legislation. ]

**SPECIAL CONDITIONS**

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The organisation shall provide support to the participant for undertaking a mobility activity under the Erasmus+ Programme.

1.2 The participant accepts the support or the provision of services as specified in article 3 and undertakes to carry out the mobility activity as described in Annex I.

1.3 Amendments to the grant agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2 The physical mobility period shall start on [date] at the earliest and end on [date] at the latest. The start date of the mobility period shall be the first day that the participant needs to be physically present at the receiving organisation and the end date shall be the last day the participant needs to be physically present at the receiving organisation. If applicable, [X] travel days shall be added to the duration of the mobility period and included in the calculation of the individual support.

2.3 The total duration of the physical mobility period shall not exceed [X days] [to be completed by the organisationaccording to the Erasmus + Programme Guide rules].

[For teaching mobility [The minimum number of teaching hours as per the Erasmus + Programme Guide rules needs to be respected. The participant shall teach a total of […] hours in [...] days]].

2.4 The participant may submit a request concerning the extension of the mobility period within the limit set out in article 2.3. If the organisation agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide.

3.2 The participant shall receive financial support from Erasmus+ EU funds for [X days] of physical mobility, [the number of days shall be equal to the duration of the physical mobility period, plus travel days if applicable. If the participant does not receive financial support for a part or the entire mobility period, this number of days should be adjusted accordingly].

3.3 The total financial support for the mobility period is EUR […].

3.4 [NA/organisation shall select Option 1, Option 2 or Option 3]

[Option 1: The organisation shall provide the participant EUR […]. corresponding to individual support and […] EUR corresponding to travel. The amount of individual support is EUR […] per day up to the 14th day of physical activity and EUR […] per day from the 15th day. [The final amount for the mobility period shall be determined by multiplying the number of days of the mobility specified in article 3.2 with the individual support rate applicable per day for the receiving country and adding the contribution for travel to the amount obtained. For zero-grant participants, the contribution for travel and individual support should be 0].

[Option 2: The organisation shall provide the participant with the required support in the form of direct provision of the needed support services. The organisation shall ensure that the provision of services will meet the necessary quality and safety standards.]

[Option 3: The organisation shall provide the participant with the required support in the form of a payment of the following amount […] EUR and in the form of direct provision of: [travel support/ individual support/ linguistic support/ course fees/ inclusion support]

The organisation shall ensure that the direct provision of services will meet the necessary quality and safety standards.]

3.5 The reimbursement of costs incurred in connection with inclusion support, [or expensive travel costs,] when applicable, shall be based on the supporting documents provided by the participant.

3.6 The financial support may not be used to cover costs for actions already funded by Union funds.

3.7 Notwithstanding Article 3.6, the financial support is compatible with any other source of funding, including revenue that the participant could receive working beyond their teaching/training as long as he/she carries out the activities foreseen in Annex I.

ARTICLE 4 – PAYMENT ARRANGEMENTS [Only applicable if Article 3.4 Option 1 or 3 are selected]

4.1 Within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period, a pre-financing payment shall be made to the participant representing [organisation to choose between 70% and 100%] of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending organisation's timeline, a later payment of the pre-financing can be exceptionally accepted.

4.2 If payment under Article 4.1 is lower than 100% of the financial support, the submission of the final participant report via the online EU Survey tool shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

4.3 The participant must provide proof of the actual dates of start and end of the mobility period, based on a Certificate of Attendance provided by the receiving organisation.

ARTICLE 5 – INSURANCE

5.1      The organisation shall make sure that the participant has adequate insurance coverage by providing the insurance, or by making the necessary arrangements with the receiving organisation, or by providing the participant with the relevant information and support to take out the insurance on their own. [In case the receiving organisation is identified as the responsible party in art 5.3, a specific document shall be attached to this grant agreement defining the conditions of the insurance provision and including the consent of the receiving organisation.]

5.2      Insurance coverage shall include at minimum a health insurance, a liability insurance and an accident insurance. [Explanation: In the case of intra-EU mobility, the participant’s national health insurance will include a basic coverage during their stay in another EU country through the European Health Insurance Card. However, this coverage may not be sufficient for all situations, for example in case of repatriation or special medical intervention or in case of international mobility. In that case, a complementary private health insurance may be needed. Liability and accident insurances cover damages caused by the participant or to the participant during their stay abroad. Varying regulation of these insurances is in place in different countries and participants run the risk of not being covered by standard schemes, for example if they are not considered to be employees or formally enrolled at the their receiving organisation. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. The National Agency may amend Article 5.2 if there is a justification to adapt the default requirements to the national context.]

[It is recommended to also include the following information:] [Insurance provider(s), insurance number and insurance policy]

5.3    The responsible party for taking out insurance coverage is: [the organisation OR the participant OR the receiving organisations] [In the case of separate insurances, the responsible parties may be different and will be listed here according to their respective responsibilities].

ARTICLE 6 – FINAL PARTICIPANT REPORT

6.1. The participant shall complete and submit the final participant report (via the online EU Survey tool) after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online EU Survey may be required by their institution to partially or fully reimburse the financial support received.

ARTICLE 7 – DATA PROTECTION

7.1 The organisation shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities.

<https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool>

ARTICLE 8 – LAW APPLICABLE AND COMPETENT COURT

8.1 The Agreement is governed by the Portuguese law.

8.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant For the organisation

[name(s) / forename(s)] [name(s)/ forename(s) / function]

[signature] [signature]

Done at [place], [date] Done at [place], [date]

**Annex I**

**Staff Mobility Agreement for Teaching**

**Annex I**

**Mobility Agreement**

**Staff Mobility For Teaching[[1]](#footnote-2)**

Planned period of physical teaching activity: from *[day/month/year]* to *[day/month/year]*

If applicable, planned period(s) of virtual teaching activity: from *[day/month/year]* to *[day/month/year]*

Duration of physical mobility (days) – excluding travel days: ………………….

**The teaching staff member**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Seniority[[2]](#footnote-3) |  | Nationality[[3]](#footnote-4) |  |
| Gender [*Male/Female/Undefined*] |  | Academic year | 20../20.. |
| E-mail address |  | | |

**The Sending Institution/Enterprise[[4]](#footnote-5)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Erasmus code[[5]](#footnote-6)  (if applicable) |  | Faculty/Department |  |
| Address |  | Country/ Country code[[6]](#footnote-7) |  |
| Contact person  name and position |  | Contact person  e-mail / phone |  |
|  |  | Size of enterprise  (if applicable) | <250 employees  >250 employees |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty/Department |  |
| Erasmus code  (if applicable) |  |
| Address |  | Country/ Country code |  |
| Contact person name and position |  | Contact person e-mail / phone |  |

For guidelines, please look at the footnotes.

**Section to be completed BEFORE THE MOBILITY**

***I. PROPOSED MOBILITY PROGRAMME***

Main subject field[[7]](#footnote-8): ………………….

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme: ………………

Number of teaching hours[[8]](#footnote-9): …………………

Language of instruction: ………………………………………

Is the teaching mobility a part of a blended mobility programme?  Yes  No

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| **Overall objectives of the mobility:** |

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| **Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** |

|  |
| --- |
| **Content of the teaching programme and if applicable division between physical and virtual parts:** |

|  |
| --- |
| **Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):** |

**II. COMMITMENT OF THE THREE PARTIES**

By signing[[9]](#footnote-10) this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

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| **The teaching staff member**  Name:  Signature: Date: |

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| **The sending institution/enterprise**  Name of the responsible person:  Signature: Date: |

|  |
| --- |
| **The receiving institution**  Name of the responsible person:  Signature: Date: |

**Annex I**

**Annex II**

**General Conditions**

**Annex II**

**GENERAL CONDITIONS**

**Article 1: Liability**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Portugal, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Portugal or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

**Article 2: Termination of the agreement**

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on their part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded.

**Article 3: Recovery**

The financial support or part thereof shall be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before its agreement ends or if they fail to follow the agreement in accordance with the rules, they shall have to return the amount of the grant already paid except if agreed differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

**Article 4: Data Protection**

All personal data contained in the 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 EU 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 EU legislation[[10]](#footnote-11) (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

**Article 5: Checks and Audits**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Portugal or by any other outside body authorised by the European Commission or the National Agency of Portugal to check that the mobility period and the provisions of the agreement are being properly implemented.

1. Adaptations of this template:

   In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.

   In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).

   In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.

   For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries). [↑](#footnote-ref-2)
2. **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience). [↑](#footnote-ref-3)
3. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-4)
4. Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth. [↑](#footnote-ref-5)
5. **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#footnote-ref-6)
6. **Country code**: ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>. [↑](#footnote-ref-7)
7. The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at <http://ec.europa.eu/education/tools/isced-f_en.htm>) should be used to find the ISCED 2013 detailed field of education and training. [↑](#footnote-ref-8)
8. A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises. [↑](#footnote-ref-9)
9. Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution. [↑](#footnote-ref-10)
10. Additional information on the purpose of processing your personal data, what data we collect, who has access to it and how it is protected, can be found at:

    <https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en> [↑](#footnote-ref-11)