|  |
| --- |
| AN E+ EF |
| GRANT AGREEMENT for MOBILITY |
| KA121 e KA122  VOCATIONAL EDUCATION AND TRAINING |

|  |
| --- |
| 02-11-2021 |

**Grant agreement model for**

**Erasmus+ mobility of individuals**

[This template is applicable to individual learners and staff mobility activities in the fields of school education, adult education and vocational education and training. 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 can add further provisions, if necessary.]

Field: Vocational education and training

[Full official name of the sending organisation]

Address: [official address in full]

Project code: [In standard format: YYYY-R-NA00-KA000-FFF-000000000]

Activity type: [use the activity type classification from the Erasmus+ Programme Guide, e.g. ‘Job-shadowing’]

Erasmus+ mobility ID number: [if available]

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:

[The following items should be included for all participants receiving financial support from Erasmus+, except those to whom Article 3.2. Option 2 applies].

Bank account where the financial support should be paid:

Bank account holder:

Bank name:

Clearing/BIC/SWIFT number:

Account/IBAN number:

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: Erasmus+ Learning 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 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 this 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 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 present at the receiving organisation. The end of the mobility period shall be the last day the participant needs to be present at the receiving organisation. If applicable, […] 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 mobility period shall not exceed [X days][to be completed by the beneficiary according to the Erasmus + Programme Guide rules]

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 a financial support from Erasmus+ EU funds for […] days, [the number of days shall be equal to the duration of the physical mobility period plus travel days; if the participant is not going to 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 [Select Option 1, Option 2 or Option 3]

[Option 1]

The organisation shall provide the participant with the required support in the form of a payment of the amount specified in Article 3.3.

[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 this direct 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/ 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 the inclusion support, 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. In case of learner mobility that includes the revenue that the participant could receive working beyond their studies/traineeship as long as they carry 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 as specified in article 2.2, a pre-financing shall be made to the participant representing [Sending organisation to choose between 50% 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, based on justified reasons.

4.2 If the payment under article 4.1 is lower than 100% of the financial support, the submission of the on-line EU survey 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.

ARTICLE 5 – INSURANCE

5.1 The organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take out an 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. [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 the 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 – ONLINE LINGUISTIC SUPPORT [Only applicable for VET mobilities for which the main language of instruction or work is Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, or Swedish (or additional languages once they become available in the Online Linguistic Support (OLS) tool), with the exception of native speakers]

6.1. The participant must carry out the OLS language assessment before the mobility period.

6.2 [Only applicable to participants following an OLS language course] The participant shall follow the OLS language course, starting as soon as they receive access and making the most out of the service. The participant shall immediately inform the organisation if he/she is unable to carry out the course, before accessing it.

ARTICLE 7 – FINAL PARTICIPANT REPORT (EU SURVEY)

7.1. The participant shall complete and submit the online EU Survey 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 organisation to partially or fully reimburse the financial support received.

7.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

ARTICLE 8 – DATA PROTECTION

8.1 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 9 – LAW APPLICABLE AND COMPETENT COURT

9.1 The Agreement is governed by the Portuguese law.

9.2 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 / forename] [name / forename / function]

[signature] [signature]

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

**Annex I**

**Learning agreement**

**Annex I**

**Learning Agreement**

[The beneficiary may draft a learning agreement or use a template provided by the European Commission or the National Agency.

As a minimum, each learning agreement will contain the following elements:

* The learning agreement is agreed and signed by three main parties: the participant (or their legal guardian), the sending organisation, and the hosting organisation
* Information about the learning mobility, including: education field, type of activity, mode (physical, virtual or blended), start and end date
* Information about the learning programme the participant is enrolled in at the sending organisation (in case of learners) or their current job (in case of staff)
* A list and description of expected learning outcomes
* The learning programme and tasks of the participant at the hosting organisation
* Monitoring, mentoring and support arrangements and responsible persons at the hosting and sending organisations
* Description of the format, criteria and procedures for the assessment of learning outcomes
* Description of the conditions and process for recognition of learning outcomes, as well as the documents that must be issued by the sending or hosting organisations to ensure that the recognitions is completed
* In case of mobility for learners, information on how they will be reintegrated at their sending organisation upon return from the mobility period]

**Erasmus+ Learning Agreement**

**!! This page is not part of the template. Please remove it before signing the agreement. !!**

**What is this template?**

This is a recommended template for learning agreements under Erasmus+ Key Action 1. The template is applicable for individual learner and staff mobility in the fields of school education, vocational education and training, and adult education.

**What is a learning agreement?**

A learning agreement serves to define expected outcomes of a learning mobility, the way to achieve them, and the tasks and responsibilities of the participant, the sending organisation and hosting organisation. It is an important document to ensure quality and to build transparency and trust between the three parties involved in a mobility activity.

The learning agreement forms a part of a package of documents that each participant may expect to receive as preparation and follow-up of their learning mobility. While exceptions are possible depending on the type of activity and the context, this package will typically include:

* **Grant agreement** between the sending organisation and the participant defining the financial support to the participant and the legal framework for the mobility
* **Learning agreement** defining the conditions of implementation for the mobility activity and the expected learning outcomes
* **Learning agreement complement** issued after the activity and confirming that the activity has taken place as planned. This template is designed to meet the minimum requirements for supporting documentation defined in your project’s Grant Agreement. The Learning agreement complement is not required if other issued documentation satisfies the same requirements.
* **Europass Mobility** is a standardised document designed to capture the learning outcomes achieved during a mobility period. The Europass format is recommended by the European Commission for use in Erasmus+. In case the specific activity format or other limitations require it, Europass Mobility can be complemented or replaced by other documents, including national recognition instruments.
* **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the participant’s results and satisfaction.

**Is it obligatory to have a learning agreement?**

Creating a learning agreement with each participant in individual mobility is an obligation defined in the [Erasmus quality standards](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-quality-standards-mobility-projects-vet-adults-schools). The only exceptions concern activities where such an agreement is not relevant or possible: preparatory visits, invited experts, and participation in VET skills competitions. For activity type ‘Courses and training’ the learning agreement is optional and should never be used to duplicate existing documentation provided by the course provider for similar purposes.

However, it is not obligatory to use this specific template for your learning agreements. This template is recommended by the European Commission as it contains the minimum elements required to ensure good quality implementation. However, you may choose to modify the template or to use a different one if you consider that it will help improve the quality of your activities.

**How to use this template?**

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

When completing the document please keep the information clear and simple enough to be understood by all parties (especially if learners are involved). Because the agreement is likely to be written in a language that is not the main working language of all participants, we recommend using short and direct sentences or bullet points.

**Erasmus+ learning agreement**

1. **Purpose of the learning agreement**

This learning agreement defines the conditions and expected outcomes of a learning mobility organised within the framework of the Erasmus+ programme. Parties in this agreement shall abide by the programme’s rules and quality standards.

1. **Information about the learning mobility**

|  |  |
| --- | --- |
| Field | Vocational education and training |
| Activity type: | [Use the classification from the Erasmus+ Programme Guide] |
| Mode: | [Choose one: Physical OR Blended OR Virtual] |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

1. **Parties to the learning agreement**

The learning agreement is concluded between the participant in the learning mobility, the sending organisation and the hosting organisation.

* 1. Participant in the learning mobility

|  |  |
| --- | --- |
| Full name: |  |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

|  |  |
| --- | --- |
| Participant’s legal guardian full name: |  |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |

* 1. Sending organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organisation] |
| Address: | [Full address, including country, city and post code] |

* 1. Hosting organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organisation] |
| Address: | [Full address, including country, city and post code] |

1. **Learning context**

[Please select the applicable version of the table]

[Version 2: for learners in vocational education and training]

|  |  |
| --- | --- |
| At the sending organisation, the participant is currently enrolled in: | |
| Title of the qualification / profession: | [Indicate the expected qualification in the educational system of the country of origin] |
| School year / grade: | [Indicate the learner’s school year / grade in the educational system of the country of origin; for recent graduates indicate the time of graduation] |
| Level in the European Qualifications Framework: | [Indicate the EQF level corresponding to the educational programme the learner is enrolled in. More information is available at: <https://europa.eu/europass/en/description-eight-eqf-levels>] |

[Version 4: for staff in school education, VET and adult education]

|  |  |
| --- | --- |
| At the sending organisation, the participant is currently working in the following capacity: | |
| Job title: | [The participant’s current job title] |
| Main tasks: | [Short description of the participant’s main work tasks at the sending organisation] |

1. **Learning outcomes**

The parties have agreed that the following learning outcomes should be achieved during the learning mobility:

[Add or remove outcomes as needed for each participant]

|  |  |
| --- | --- |
| **Outcome 1: [Title]** | |
| Relevant subject, skill or competence: | [This may be formal subjects included in the curriculum, or specific skills and competences, including those acquired through informal and non-formal learning (for example ‘inter-cultural competence’)] |
| Description: | [Provide a short and clear description of the expected learning outcome in form of statements about what the participant should know, understand and/or be able to do following the completion of their mobility] |

|  |  |
| --- | --- |
| **Outcome 2: [Title]** | |
| Relevant subject, skill or competence: |  |
| Description: |  |

|  |  |
| --- | --- |
| **Outcome 3: [Title]** | |
| Relevant subject, skill or competence: |  |
| Description: |  |

|  |  |
| --- | --- |
| **Outcome 4: [Title]** | |
| Relevant subject, skill or competence: |  |
| Description: |  |

|  |  |
| --- | --- |
| **Outcome 5: [Title]** | |
| Relevant subject, skill or competence: |  |
| Description: |  |

1. **Learning programme and tasks**

To achieve the agreed learning outcomes, the participant will complete the following activities and tasks during their mobility activity.

[Add or remove activities / tasks as needed for each participant. In case of activities in virtual or blended mode, all content should be specified, including the online parts). The table below may be complemented or replaced by a learning programme in an annexed document; in that case appropriate text should be added to reference the document.]

|  |  |
| --- | --- |
| **Activity / task 1: [Title]** | |
| Description: | [Provide a short and clear description of the activity that the participant will attend, or of the tasks that they will complete] |

|  |  |
| --- | --- |
| **Activity / task 2: [Title]** | |
| Description: |  |

|  |  |
| --- | --- |
| **Activity / task 3: [Title]** | |
| Description: |  |

|  |  |
| --- | --- |
| **Activity / task 4: [Title]** | |
| Description: |  |

|  |  |
| --- | --- |
| **Activity / task 5: [Title]** | |
| Description: |  |

1. **Monitoring, mentoring and support during the activity**
   1. Responsible persons at the hosting organisation

The following person(s) at the hosting organisation are tasked with introducing the participant to their activities and tasks at the hosting organisation, providing practical support, monitoring their learning progress, supporting them to achieve the expected learning outcomes, and helping them to integrate into the daily routines and the social context at the hosting organisation.

|  |  |
| --- | --- |
| Full name: |  |
| Job title: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | [Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] |

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the same persons cannot be listed for the sending and hosting organisation). The mentor (main content supervisor) must be able to monitor the participant closely and interact with them on a daily basis.]

* 1. Responsible persons at the sending organisation

The following person(s) at the sending organisation are tasked with following the participants’ progress and providing content or practical support from the side of the sending organisation.

|  |  |
| --- | --- |
| Full name: |  |
| Job title: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | [Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] |

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the same persons cannot be listed for the sending and hosting organisation). Please note that in line with the Erasmus quality standards on good management of mobility activities, it is very strongly recommended that the mentor (main content supervisor) be employed at the sending organisation. Delegating this task (e.g. to a supporting organisation) may be judged to be in breach of quality standards regarding core project tasks.]

* 1. Accompanying persons

The following person(s) will accompany the participant during their mobility period:

|  |  |
| --- | --- |
| Full name: |  |
| Position or qualification: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: |  |

[If there will not be any accompanying persons involved, please delete the table above and indicate ‘Not applicable’. In case there will be more than one accompanying person, please make a copy of the above table for each person.]

* 1. Mentoring and monitoring arrangements

As a minimum, the monitoring and mentoring arrangements will include the following activities:

* [Activity 1]
* [Activity 2]
* [etc.]

[List what kind of monitoring and mentoring arrangements will be put in place, for example: scheduled dialogues, periodical reviews of the learning outcomes and completed tasks, consultations between the mentors at the hosting and sending organisation, etc.]

1. **Evaluation of learning outcomes**

After the mobility activity, the participant’s learning outcomes will be assessed in the following way:

|  |
| --- |
| **Evaluation format:** |
| [Describe the planned evaluation formats, for example in terms written or oral examination, required practical tasks, continuous assessment or punctual examination, structured report, self-assessment elements, etc.] |

|  |
| --- |
| **Evaluation criteria:** |
| [Describe the criteria that will be used for the evaluation] |

|  |
| --- |
| **Evaluation procedures:** |
| [Describe the evaluation process and procedures: where is it going to take place (sending or hosting organisation), who will be the evaluators, procedure in case of contested results, how are the results and/or grades going to be transmitted between the hosting and the sending organisation, etc.] |

1. **Recognition of learning outcomes**

The learning outcomes attained by the participant will be recognised in the following way:

|  |
| --- |
| **Recognition conditions:** |
| [Explain the conditions under which the different learning outcomes will be recognised] |

|  |
| --- |
| **Recognition procedures:** |
| [Define who will be responsible for the recognition process and how are the recognised learning outcomes going to be registered in the learner’s records] |

|  |
| --- |
| **Recognition documentation:** |
| [List the documents (digital or paper) that must be issued to ensure the recognition of the learning outcomes. Link to each document the organisation responsible to issue it, the recipient of the document and the indicative timeframe for issuing the document.] |

1. **Reintegration at the sending organisation**

[For staff: remove the contents of this section and indicate ‘Not applicable’, unless specific arrangements will be made (e.g. in case of longer mobility periods).]

Following the completion of the mobility period, the participant will be reintegrated at the sending organisation in the following way:

|  |
| --- |
| **Reintegration destination:** |
| [Indicate where will the learner continue their education upon return from their mobility period, e.g. in the same or different school / company / training center; class / grade / year; VET specialization, etc. In case reintegration will not take place (e.g. in case recent VET graduates), indicate ‘Not applicable’ and the relevant reasoning.] |

|  |
| --- |
| **Reintegration conditions:** |
| [Indicate if the learner will have to complete any actions or exams to catch-up with the curriculum/progamme at the sending organisation. Specify when and how this will happen (e.g. immediately upon return, during the same year, in the following year, in form of an additional course or study hours, etc.). In case reintegration will not take place (e.g. in case recent VET graduates), indicate ‘Not applicable’ and the relevant reasoning.] |

1. **Additional provisions**

[If needed, introduce here any other provisions specific to the individual mobility. For example, this can be: arrangements with hosting families, an applicable code of conduct or other annexes. If no additional provisions apply, please indicate ‘Not applicable’.]

1. **Signatures**

The signatories confirm that they understood and approve the content of this agreement.

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant** | |  | **Participant’s legal guardian** | |
| Full name: |  |  | Full name: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For sending organisation** | |  | **For hosting organisation** | |
| Full name: |  |  | Full name: |  |
| Position: |  |  | Position: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |

**Erasmus+ learning agreement complement**

**!! This page is not part of the template. Please remove it before signing the document. !!**

**What is this template?**

This is an optional template for a learning agreement complement under Erasmus+ Key Action 1. The template is applicable for individual learner and staff mobility in the fields of school education, vocational education and training, and adult education.

**What is a learning agreement complement?**

Before each Erasmus+ activity a learning agreement is created to define the expected learning outcomes. After the mobility period has been completed, the learning agreement complement is issued to document what has actually been achieved.

The learning agreement complement forms a part of a package of documents that each participant may expect to receive as preparation and follow-up of their learning mobility. While exceptions are possible depending on the type of activity and the context, this package will typically include:

* **Grant agreement** between the sending organisation and the participant defining the financial support to the participant and the legal framework for the mobility
* **Learning agreement** defining the conditions of implementation for the mobility activity and the expected learning outcomes
* **Learning agreement complement** issued after the activity and confirming that the activity has taken place as planned. This template is designed to meet the minimum requirements for supporting documentation defined in your project’s Grant Agreement. The Learning agreement complement is not required if other issued documentation satisfies the same requirements.
* **Europass Mobility** is a standardised document designed to capture the learning outcomes achieved during a mobility period. The Europass format is recommended by the European Commission for use in Erasmus+. In case the specific activity format or other limitations require it, Europass Mobility can be complemented or replaced by other documents, including national recognition instruments.
* **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the participant’s results and satisfaction.

**Is it obligatory to have a learning agreement complement?**

The standard grant agreement for Erasmus+ projects requires the following supporting documentation in order to claim financial support for individual mobility activities:

*Supporting documents: proof of attendance of the activity in the form of one or several documents specifying the participant’s name and learning outcomes, as well as the starting and end date of the activity.* *In case accompanying persons have supported the participants during the activity, their names and duration of stay shall also be included. The supporting documents must be signed by the hosting organisation and the participant.*

Therefore, it is obligatory to document each participant’s learning outcomes, but it is not obligatory to use this specific template. The purpose of this template is to provide a quick and reliable way to comply with the above requirements in cases where dedicated recognition documentation (e.g. Europass Mobility) is not available or is in the process of being issued.

**How to use this template?**

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

**Further follow-up of mobility activities**

In addition to ensuring recognition, the sending organisation should encourage participants to share their mobility experience with the public and their peers, and to engage in Erasmus+ alumni activities (please consult your National Agency to find out more about these opportunities).

**Erasmus+ learning agreement complement**

1. **Purpose**

[Use this text if the learning agreement has been implemented without changes:] The signatories confirm that the participant has attended the learning mobility activity described in the annexed Erasmus+ learning agreement, and has attained the specified learning outcomes.

[Use this text if the learning agreement has been implemented with changes:] The signatories confirm that the participant has attended the learning mobility activity described in the annexed Erasmus+ learning agreement, and has attained the specified learning outcomes, with the following changes:

[Please describe any changes in the planning of the mobility (e.g. duration, accompanying persons) or in the attained learning outcomes in comparison to the annexed learning agreement. It can be helpful to copy the tables from the learning agreement template to list the differences.]

1. **Annexes**

* Annex I: Learning Agreement

1. **Signatures**

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant** | |  | **Participant’s legal guardian** | |
| Full name: |  |  | Full name: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For sending organisation** | |  | **For hosting organisation** | |
| Full name: |  |  | Full name: |  |
| Position: |  |  | Position: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |

**Erasmus+ learning programme provided by an invited expert**

**!! This page is not part of the template. Please remove it before signing the document. !!**

**What is this template?**

This is a recommended template for learning programmes provided by invited experts under Erasmus+ Key Action 1. The template is applicable in the fields of school education, vocational educations and training, and adult education.

**What is a learning programme provided by an invited expert?**

A learning programme for invited experts describes the content, methodology and objectives of an expert’s visit to the hosting organisation.

The learning programme forms a part of a package of documents for preparation and follow-up of the visit. While exceptions are possible depending on the context, this package will typically include:

* **Grant agreement** between the inviting organisation and the participant defining the financial support to the invited expert and the legal framework for the mobility
* **Learning programme provided by an invited expert** defining the content, methodology and objectives of the visit.

A draft learning programme should be prepared before the mobility and signed after the mobility, taking into account any changes that have happened during implementation.

**Is it obligatory to define a learning programme with invited experts?**

It is obligatory a proof of attendance by the invited expert including the resulting learning outcomes, but it is not obligatory to use this specific template.

This obligation is defined by the standard grant agreement for Erasmus+ projects that each beneficiary organisation signs with their National Agency. It requires the following supporting documentation in order to claim financial support for individual mobility activities:

*Supporting documents: proof of attendance of the activity in the form of one or several documents specifying the participant’s name and learning outcomes, as well as the starting and end date of the activity.* *In case accompanying persons have supported the participants during the activity, their names and duration of stay shall also be included. The supporting documents must be signed by the hosting organisation and the participant.*

This template is recommended by the European Commission as it contains the minimum elements required to ensure compliance with the above obligations. However, if needed, you may choose to modify the template or to use a different one, as long as the above minimum requirements are respected.

**How to use this template?**

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

**Erasmus+ learning programme provided by an invited expert**

1. **Information about the activity**

|  |  |
| --- | --- |
| Field | Vocational education and training |
| Activity type: | Invited experts |
| Mode: | [Choose one: Physical OR Blended OR Virtual] |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

* 1. Information about the invited expert

|  |  |
| --- | --- |
| Full name: |  |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |
| Qualifications: | [Describe the invited person’s expertise in terms of their academic qualifications, work experience and other relevant information that qualifies them to fulfil the agreed programme of the visit] |

* 1. Hosting organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the hosting organisation] |
| Address: | [Full address, including country, city and post code] |

1. **Timetable**

[Introduce the full timetable of the activities that the invited expert has performed at the hosting organisation. The below table format is only a simple example that can be modified to best fit the implemented programme.]

|  |  |
| --- | --- |
| **Timing** | **Activity/Session** |
| [e.g. Day 1 – 9:00] | [e.g. ‘Introduction’] |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Methodology and objectives**

[According to the Programme Guide, activity format ‘Invited experts’ allows organisations to invite trainers, teachers, policy experts or other qualified professionals from abroad who can help improve the teaching, training and learning at the receiving organisation. For example, invited experts may provide training to the receiving organisation’s staff, demonstrate new teaching methods or help transfer good practices in organisation and management. The purpose of this section is to define the specific objectives of this activity and how the invited expert has provided these expected benefits.]

The learning programme provided by the invited expert has been performed in the following way:

|  |  |
| --- | --- |
| Methodology: | [Describe how will the learning be organised; what activities, methods and approaches have been applied by the invited expert] |
| Objectives: | [Describe what the objectives of the activity were. For example, what were the staff from the hosting organisation expected to learn, which practices of the hosting organisation are expected to improve, etc.] |

1. **Signatures**

The signatories confirm that the activity has been implemented as described in this document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invited expert** | |  | **For hosting organisation** | |
| Full name: |  |  | Full name: |  |
| Date and place: |  |  | Position: |  |
| Signature: |  |  | Date and place: |  |
|  |  |  | Signature: |  |

**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 him or his 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 organisation 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 his/her part, the participant shall be entitled to receive 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 it ends, he/she 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 organisations 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 organisation, 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[[1]](#footnote-1) (Court of Auditors or European Antifraud Office (OLAF)).

The participant 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 organisation and/or the National Agency. The participant may lodge a complaint against the processing of his 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 or were properly implemented.

1. 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://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-mobility-tool> [↑](#footnote-ref-1)