 

**Grant agreement No…**

**For ERASMUS+ traineeship between programme and partner countries**

Concluded under the relevant provision of Section 1746 par. 2 Act No. 89/2012 Coll., Civil Code

Field: Higher Education

Academic year: 20../20..

By and between:

1. **Mendel University in Brno**

A public university established under Act No. 111/1998 Coll.

Address: Zemědělská 1, 613 00 Brno

Tel.: +420 545 135 104

Fax: +420 545 135 100

E-mail: int.rec@mendelu.cz

Erasmus ID code: CZ BRNO02

Statutory body: [first and last name(s) and function of statutory body]

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

1. **MENDELU student**:

First and last name(s): [……………..]

Date of birth: : [……………..]

Citizenship: [……………..]

Faculty: [……………..]

Field of study: [……………..]

No. of completed years of university study: [……………..]

Type of study, year: [……………..]

Address: [……………..]

Telephone: [……………..]

E-mail: [……………..]

Bank account where the financial support should be paid: [……………..]

Bank account holder (if different than participant): [……………..]

Bank name: [……………..]

Clearing/BIC/SWIFT number: [……………..] Account/IBAN number: [……………..]

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

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 Agreement"):

Annex I Erasmus+ learning agreement for student mobility for traineeships

Annex II General Conditions

Annex III Erasmus Student Charter

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

Total amount includes:

☐ Base amount for individual support for long-term physical mobility

☐ Base amount for individual support for short-term physical mobility

☐ Top-up amount for students and recent graduates with fewer opportunities on long-term mobility

☐ Top-up amount for students and recent graduates with fewer opportunities on short-term mobility

☐ Top-up amount for traineeships

☐ Green travel top-up

☐ Travel support (standard travel or green travel amount)

☐ Travel days (additional individual support days)

☐ Exceptional cost for expensive travel (based on real costs)

☐ Inclusion support (based on real costs)

The participant receives:

☐ a financial support from Erasmus+ EU funds

☐ a zero-grant

☐ a partial financial support from Erasmus+ EU funds

**SPECIAL CONDITIONS**

**ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT**

* 1. The purpose hereof is to stipulate obligations of both contracting parties, ensuing from international traineeship of the Participant within the framework of Erasmus+ programme.
	2. The Participant undertakes to effect the international traineeship specified in Article 2 and to fulfil the approved traineeship plan, which forms part of the Erasmus+ learning agreement for student mobility for traineeship as Annex I.
	3. The Organisation shall provide support to the participant for undertaking a mobility activity under the Erasmus+ Programme.
	4. The Participant accepts the support specified in article 3 and undertakes to carry out the mobility activity as described in Annex I. In the event of breach of the traineeship plan, the participant shall return the entire amount of the financial support to the university account according to the institutional coordinator´s instructions.

1.5 Amendments to the Agreement shall be requested and agreed by both parties through a formal exchange by letter or by electronic message.

**ARTICLE 2 – SPECIFICATION OF TRAINEESHIP**

The Participant undertakes to effect the traineeship at the following organization:

Name of receiving organization: [……………..]

Country: [……………..]

Beginning of stay: [……………..]

End of stay: [……………..]

Number of months/days: [……………..]

**ARTICLE 3 – ENTRY INTO FORCE AND DURATION OF MOBILITY**

3.1 The Agreement shall enter into force on the date when the last of the two parties signs.

3.2 The physical mobility period shall start on [date] at the earliest and end on [date] at the latest. The start date of the physical 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.

3.3 The Participant shall receive a financial support from Erasmus+ EU funds for […] months and […] days. […] travel days are added to the duration of the mobility period and included in the calculation of the individual support.

3.4 The Participant may submit a request concerning the extension of the mobility period within the limits set out in the Erasmus+ Programme guide. If the Organisation agrees to extend the duration of the mobility period, the Agreement shall be amended accordingly.

3.5 The Traineeship certificate shall provide the confirmed start and end dates of duration of the mobility period, including the virtual component.

3.6 The total duration of the mobility, including prior participation in the Lifelong Learning Programme within and Erasmus sub-programme, shall not exceed 360 days during one study cycle.

3.7 The commencement and termination dates of the mobility shall be confirmed in the Erasmus+ learning agreement for students for traineeship and in the Traineeship Certificate.

**ARTICLE 4 – FINANCIAL SUPPORT**

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

4.2 The Organisation shall provide the participant the total financial support for the mobility period, EUR […/For zero-grant participants 0.

4.3 The contribution towards costs incurred in connection with travel or inclusion needs ([choose what is applicable:] [inclusion support, exceptional costs for expensive travel, travel support, green travel top-up, top-up for fewer opportunities]), shall be based on the supporting documents provided by the Participant.

4.4 The financial support may not be used to cover similar costs already funded by EU funds.

4.5 Notwithstanding article 4.4, the grant is compatible with any other source of funding. This includes a salary that the Participant could receive for their traineeship, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex I.

**ARTICLE 5 – PAYMENT ARRANGEMENTS**

5.1 Payment shall be made to the Participant no later than (whichever comes first):

- 30 calendar days after the signature of the Agreement by both parties

- the start date of the mobility period

The payment shall be made to the Participant **70 % of the amount of individual support and 100% travel grant** specified in Article 4. In case the Participant did not provide the supporting documents in time, according to the funding Organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.

**Payment No. 1:** **…. EUR** (representing **.... EUR** – i.e. 70 % of the financial support for the mobility and **....** **EUR** – i.e. 100% of the travel costs)

**Payment No. 2: …. EUR** (representing 30% of the financial support).

5.2 If the payment under article 5.1 is lower than 100% of the financial support, the submission of the participant final 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.

**ARTICLE 6 – INSURANCE**

6.1       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 an insurance on their own.

6.2       Insurance coverage shall include at minimum a health insurance and a liability insurance and an accident insurance.

6.3    The responsible party for taking the insurance coverage is the Participant.

6.4 Prior to the international mobility, the Participant is obliged to conclude insurance under the general agreement of Mendel University in Brno and Directive No. 4/2006, Article IV on provision of travel expense and reimbursement and assigned of business trips abroad.

6.5 The Participant shall pay the insurance premium for the entire duration of the stay abroad at the university cash register or online in university system before the execution of the Agreement. The Participant shall enter the travel abroad to the UIS application. Should the Participant cancel the travel abroad, he/she shall promptly cancel it also in the UIS application, this no later than by 9th day of the month following the planned commencement date.

**ARTICLE 7 – ACADEMIC RECOGNITION OF MOBILITY**

7.1 Prior to the departure for the traineeship, the Participant shall fill in the Erasmus+ learning agreement for student mobility for traineeship, which shall be binding upon all three parties.

7.2 After the completion of the traineeship, the Participant shall request the recognition of the traineeship, which shall be recognized in accordance with the approved Erasmus+ learning agreement for student mobility for traineeship and the faculty internal regulations.

**ARTICLE 8 – DUTIES OF THE PARTICIPANT BFORE AND DURING TRAINEESHIP**

The Participant is obliged to:

8.1 Fill in Erasmus+ learning agreement for student mobility for traineeship and have it approved both by the Organization and the receiving organization.

8.2 Fulfil the approved Erasmus+ learning agreement for student mobility for traineeship at the receiving organization.

8.3 No later than within 30 days after commencement of the traineeship at the receiving organization ensure that the Organization and receiving organization approve in writing any potential changes to the original Erasmus+ learning agreement for student mobility for traineeship (Changes to the Erasmus+ learning agreement for student mobility for traineeship) in the same method in which the original Erasmus+ learning agreement for student mobility for traineeship was approved. If it is necessary to change Erasmus+ learning agreement for student mobility for traineeship after the above deadline, the Participant shall get the written approval of both Organization and receiving organization as soon as possible and notify the Department of International Relations and Internalization at the MENDELU Rectorate.

8.4 Promptly inform the receiving organization, his/her home faculty and the Department of International Relations and Internalization at the MENDELU Rectorate of potential premature termination of the traineeship.

8.5 In the case of application for extension of the traineeship, to apply in writing through the relevant form (Application for Extension of Erasmus+ Traineeship Period), which must be submitted to the receiving organization for approval one month before the originally planned date of termination of the traineeship.

**ARTICLE 9 – DUTIES OF THE PARTICIPANT AFTER TERMINATION OF TRAINEESHIP**

9.1 After the traineeship, the Participant undertakes to submit to the Department of International Relations and Internalization at the MENDELU Rectorate the following documents:

9.2 The original of the Traineeship Certificate. This document contains the confirmation by the receiving organization of the real duration of the traineeship, and the Participant shall submit it within 14 days of the end of the traineeship. In case the total duration of the traineeship differs from the length of the traineeship originally specified in the Agreement by more than 5 days, the Participant shall visit the Department of International Relations and Internalization at the MENDELU Rectorate and sign an Amendment to the Agreement within 10 business days of the end of the traineeship. In case the duration of the traineeship specified in the Traineeship Certificate is longer, the Participant shall not be entitled to automatic provision of additional funds for the prolonged period.

**ARTICLE 10 – PARTICIPANT REPORT**

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

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

**ARTICLE 11 – REFUND OF FINACIAL SUPPORT GRANTED**

The Participant acknowledges and agrees that MENDELU may request:

11.1 The refund of a proportionate part of the financial support in case the traineeship is shorter than planned. The Participant shall get the financial support only for the real duration of the traineeship. He/she is obliged to return all the excess fund.

11.2. The refund of the entire awarded financial support amount or its proportionate part in case the Participant fails to fulfil the approved traineeship plan.

11.3 The refund of a proportionate part of the financial support in case the Participant interrupt or terminates the study at MENDELU during the traineeship abroad.

11.4 The refund of the entire awarded financial support amount in case any of the parties withdraws from the Agreement.

11.5 The refund of the entire awarded financial support amount or its proportionate part in case the documents specified in Articles ,7, 8, 9, 10 or 11 hereof are not submitted on time.

11.6 The refund of the entire awarded financial support amount or its proportionate part in case of any other obligation ensuing herefrom is not fulfilled.

11.7 The Organization shall assess the circumstances of the Participant shat could occur in the above instances and determine the financial amount to be refunded by the Participant.

11.8 The above paragraphs 12.1 – 12.7 shall not apply in case the Participant was prevented from due fulfilment of duties by force majeure, i.e. a provably unpredictable and exceptional event or circumstance outside of his/her will, which could not be affected by him/her and which did not occur due to his/her fault or negligence and which was reported by him/her to the international relations office at the home faculty and to the Department of International Relations and Internalization at the MENDELU Rectorate promptly upon ascertaining.

11.9 The provision of the financial support shall be governed by the terms hereof, applicable regulations of the EU and with regard to the principle of subsidiarity also by the laws of the Czech Republic. MENDELU and the Participant may initiate court proceedings regarding the decisions of the other contracting party concerning application of the relevant provisions hereof and manner of its performance before civil courts.

**ARTICLE 12 – DATA PROTECTION**

12.1 The funding 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://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

**ARTICLE 13 –APPLICABLE LAW AND COMPETENT COURT**

13.1 The Agreement is governed by the national law of the Czech Republic.

13.2 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.

**ARTICLE 14 – FINAL PROVISIONS**

14.1 This Agreement comes into force and effect as of the date of its execution by both contracting parties.

14.2 This Agreement may be modified only by written amendments signed by both contracting parties.

14.3 This Agreement has been drawn up in two counterparts and each contracting party shall receive one copy. The contracting parties have read the Agreement and they understand its content, in witness whereof they affix their own signatures on the bellow mentioned date.

SIGNATURES

For the participant For the [organisation

[name / forename] [name / forename / function]

Signature:…………………………… Signature:……………………………

Done in…………….on……………. Done in…………….on…………….

**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 the Czech Republic, 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 the Czech Republic 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 or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

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 refund the amount of the grant already paid, except if agreed differently with the sending organisation.

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: 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 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-2) (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 organisation 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 4: Checks and Audits**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of the Czech Republic or by any other outside body authorised by the the European Commission or the National Agency of the Czech Republic to check that the mobility period and the provisions of the agreement are being 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://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement> [↑](#footnote-ref-2)