



ERASMUS+ Financial Support: «Summe»,00 €

## Grant Agreement for Staff Mobility for Teaching between PROGRAMME and PARTNER COUNTRIES, 2019-2022 for Teaching Staff Members of Trier University

Universität Trier • International Office • 54286 Trier • ERASMUS-Code: D TRIER01

Called hereafter "the institution", represented for the purposes of signature of this agreement by Birgit Roser, ERASMUS Institutional Coordinator, of the one part, and

<b>«Vorname» «Nachname»</b>	
<b>Nationality:</b> «Nationalität»	<b>Gender:</b> «Geschlecht»
<b>Department/Unit:</b> «Department»	
<b>Official Address:</b> «Adresse_Str», «Adresse_Ort», «Adresse_Land»	
<b>E-Mail:</b>	«Email»
<b>Seniority in the position:</b> «Seniority»	
<b>Subject Code and Subject:</b> «Subject_Code»	
<b>Home University:</b> «Home_Uni»	
<b>Host University:</b> «Host_Uni»	
Participant with: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> financial support from Erasmus+ EU funds</li> <li><input type="checkbox"/> a zero-grant</li> <li><input type="checkbox"/> The financial support includes special needs support</li> <li><input type="checkbox"/> The participant receives financial support other than Erasmus+ EU funds</li> </ul>	
German Bank account where the financial support should be paid: <b>Bank account holder</b> (if different than participant): <b>Bank name:</b>  <b>BIC number:</b> <b>IBAN number:</b>	

Called hereafter "the participant", of the other part,  
Have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the 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 may be accepted, depending on the national legislation or institutional regulations.]

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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- 1.1 The institution shall provide support to the participant for undertaking a mobility activity for teaching under the Erasmus+ Programme.
- 1.2 The participant accepts the individual and travel support as specified in article 3 and undertakes to carry out the mobility activity for teaching as described in Annex I.
- 1.3. Amendments to the 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

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- 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 **«Datum\_Beginn»** and end on **«Datum\_Ende»**. The start date of the mobility period shall be the first day that the participant needs to be present at the receiving institution and the end date shall be the last day the participant needs to be present at the receiving institution.
  - Travel time is excluded from the duration of the mobility period.
  - One day for travel before the first day of the activity abroad and/or one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support.
- 2.3 The participant shall receive financial support from Erasmus+ EU funds for **«Tage\_ohne\_Reisetage»** days of activity and **«Reisetage»** day(s) for travel.
- 2.4 The total duration of the mobility period shall not exceed 2 months, with a minimum of 5 days per mobility activity. A minimum of 8 hours of teaching per week 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). The participant shall teach a total of **«Std\_gesamt»** hours in **«Tage\_ohne\_Reisetage»** days.
- 2.5 The participant may submit any request concerning the extension of the mobility period within the limit set out in article 2.4. If the institution agrees to extend the duration of the originally planned mobility period, the agreement shall be amended accordingly.
- 2.6 The Certificate of Attendance shall provide the effective start and end dates of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

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- 3.1. The participant shall receive **«Grant\_o\_RK»,00\_ EUR** corresponding to individual support and **«Reisekosten»,00\_ EUR** corresponding to travel. The amount of individual support is 180,00 EUR per day up to the 14th day of activity and 126,00 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 2.3 with the individual support rate applicable per day for the receiving country and adding the contribution for travel to the amount obtained.
- 3.2 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.3 The financial support may not be used to cover costs already funded by EU funds.
- 3.4 Notwithstanding Article 3.3, the financial support is compatible with any other source of funding.
- 3.5 The financial support or part of it shall be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure. Such cases shall be reported by the institution and accepted by the National Agency.

#### ARTICLE 4 – PAYMENT ARRANGEMENTS

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- 4.1 The participant shall receive individual and travel support in a timely manner. The participant receives a pre-financing payment of **75%** of the amount mentioned in Article 3.1. within 30 days after signature of this agreement by both parties or the latest at the beginning of the mobility period.
- 4.2 The submission of the online EU survey shall be considered as the participant's request for payment of the outstanding balance. The institution shall pay the remaining amount within 45 calendar days of the submission of the online EU survey, or issue a recovery order in case a reimbursement is due.

#### ARTICLE 5 – EU SURVEY

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- 5.1 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.
- 5.2 Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.

#### ARTICLE 6 – INSURANCE

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- 6.1 The participant shall have adequate insurance coverage. Health insurance is compulsory. Accident and liability insurance coverage are highly recommended. The Erasmus+ mobility grant does not include any insurance coverage. Every scholarship holder is responsible for his or her own insurance coverage.
- 6.2 The participant is responsible for health insurance coverage that is valid for Germany. Insurance coverage is mandatory. Basic coverage might be provided by the national health insurance of the participant. However, the coverage may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful.

#### ARTICLE 7 – LAW APPLICABLE AND COMPETENT COURT

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- 7.1 The Agreement is governed by German law.
- 7.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

#### SIGNATURES

For the participant  
«Vorname» «Nachname»

\_\_\_\_\_  
signature

Done at \_\_\_\_\_  
place, date

For the institution  
**Birgit Roser**  
**ERASMUS Institutional Coordinator**

\_\_\_\_\_  
signature

Done at \_\_\_\_\_  
place, date

## **Annex I: Mobility Agreement**

*(separate document)*

## **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 Germany (NA DAAD), 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 Germany (NA DAAD) 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 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 he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid except if agreed differently with the institution.

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 at least the amount of the grant corresponding to the actual duration of the mobility period.

Any remaining funds shall have to be refunded except if agreed differently with the beneficiary institution.

### **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 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 (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 institution 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 4: Checks and Audits**

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