

Erasmus+ International
Mobility with Partner countries (KA107)
GRANT AGREEMENT STAFF STA/STT | INC/OUT
----Please complete electronically----

KA107 Call: _____

HUMBOLDT-UNIVERSITÄT ZU BERLIN, Erasmus Code **D Berlin13**, situated at **Unter den Linden 6, 10099 Berlin, Germany**, represented for the purposes of signature of this agreement by **Mr. Matthias PARSKE**, Erasmus+ International Institutional Coordinator, called hereinafter „**the institution**“ or „**HU**“, of the one part,

and the **Staff Member** called hereafter “**the participant**” of the other part:

Participant First Name				Participant Last Name			
Participant E-mail				Participant Gender	Male	Female	Undefined
Date of birth (dd/mm/yyyy)				Nationality			
Passport No.				Valid until			
Home address				Host address			
Home University				Host University			
Home Faculty				Host Faculty			
Category of Staff	Continuing Education Finance General Admin and Technical Administration	International Office Other Student Information Academic Staff		Seniority Teaching experience/ working at university	Junior (<10 Years) Intermediate (10 – 20 Years) Senior (>20 Years)		
Mobility Type	STA Staff Mobility for Teaching	STT Staff Mobility for Training		Academic Year	20____/20____		
<u>STA only</u> Number of teaching hours	Field of education			Level of teaching			
<u>STT only</u> working topic at host university		Type of Staff Training	Job Shadowing Other	Training Workshop			
Working language at the Host University:				Participant Language Level:	A1 B1 C1	A2 B2 C2 or Native Speaker	
financial support other than Erasmus+ <i>If yes specify (type, duration and amount of support)</i>				No	Yes:	EU funding Non-EU funding	

Bank account of the participant:

Bank Account holder		Address in Berlin	
IBAN		BIC	
Bank name			

Signature Participant : _____

HU and the participant have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I Staff Mobility Agreement for Erasmus+ International (KA107)
 Annex II General Conditions
 Annex III Letter of Confirmation

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

SPECIAL CONDITIONS

ARTICLE - FINANCIAL SUPPORT TABLE (FST)

The Participant shall receive:

- Financial support from ERASMUS+
- Zero Grant within ERASMUS+
- Financial support ERASMUS+ in combination with Zero-Grant-period

The mobility period shall start on – excluding travel days (dd/mm/yyyy) <small>(3)</small>		The mobility period shall end on – excluding travel days (dd/mm/yyyy) <small>(4)</small>	
Number of mobility days - excluding travel days <small>(6)</small>		Number travel days <small>(7)</small>	
<u>STA only:</u> number of teaching hours			
Mobility flow / scholarship rate per day <small>(8)</small>	HU Incoming: 120/84 EUR HU Outgoing: 160/112 EUR	Scholarship in total (number of days incl. travel days x scholarship rate) <small>(9)</small>	
City Home University		City Host University	
Distance between City Home University and City Host University in Km <small>(please check with the EACEA Distance Calculator: http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4)</small>		Travel Support <small>(10)</small>	
Σ Erasmus+ financial support (Grant in total)			
Request for insurance (paid by HU directly to the health insurance company) Did you submit the request form?	Yes No	Request for purchase of flight tickets (paid by HU directly to the travel agency) Did you submit the request form?	Yes No

(indicative, see Special Conditions Article 3)

Number of Zero-days

Any other funding

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- 1.1 The institution shall provide support to the participant for undertaking a mobility activity for teaching/training/teaching and training under the Erasmus+ Programme.
- 1.2 The participant accepts the individual and travel support as specified in the Financial Support Table and outlined in article 3 and undertakes to carry out the mobility activity for studies as described in Annex I.
- 1.3. Amendments to the agreement, including to the start and end dates, 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 total duration of the mobility period shall not exceed 2 months, with a minimum of 5 days per mobility activity according the number of days specified in FST (6) without travel days. Travel time is excluded from the duration of the mobility period. In case of teaching mobility STA a minimum of 8 hours of teaching per

Signature Participant : _____

- week of staff mobility must be respected. For additional mobility days exceeding 5 working days/full weeks teaching hours must be increased pro rata (1.6 h per day).
- 2.3 The mobility period shall start and end as outlined in the Financial Support Table FST (3) (4). 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 date of the period abroad shall be the last day the participant needs to be present at the receiving organisation. The participant may arrive before or leave after the agreed mobility period FST (3) (4) but shall inform HU and the host indicate on such deviating arrival or departure dates. No financial support will be paid for such additional days. The participant is responsible to include such additional days in the insurance coverage and in the duration of the visa/residence permit.
- 2.4 The participant shall receive financial support from Erasmus+ EU funds for the number of days specified in FST (6) and (7). The number of mobility days shall be equal to the duration of the mobility period; one day for travel before the first day of the activity abroad and 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. For zero-grant participants or zero grant periods, the number of months and days should be 0
- 2.5 The participant may submit a request concerning the extension of the mobility period within the limit set out in article 2.2. in writing by letter or by e-mail. If the institution agrees to extend the duration of the originally planned mobility period, the agreement shall be amended accordingly. Such additionally agreed mobility days shall be counted as Zero grant days and will not be financially supported by Erasmus+.
- 2.6 The Letter of Confirmation (Annex III) shall provide the confirmed start and end dates of the mobility period, only the mobility period certified in the Letter of Confirmation by signature of the host university will be financially supported.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The participant shall receive individual support from Erasmus+ EU funds as specified in FST (6, 8, 9) for the certified mobility period.
The amount of individual support for incoming staff from Partner country universities for mobility to Germany at HU is EUR 120 per day up to the 14th day of activity and EUR 84 per day from the 15th day.
/ The amount of individual support for outgoing staff from HU, Germany to Partner country universities is EUR 160 per day up to the 14th day of activity and thereafter EUR 112 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 FST (6) plus 2 travel days and article 2.4 with the individual support rate specified above per mobility day for the type of mobility (and adding the contribution for travel according article 3.2).
- 3.2 In addition, the participant shall receive a contribution for travel as specified in FST (10).
On request by the participant, the institution may provide the participant with travel support in the form of direct provision of the required travel support services if the purchase by the participant constitutes a financial hardship. In such case, the institution will ensure that the provision of services will meet the necessary quality and safety standards. A financial hardship might be assumed if the distance between the home and host university is more than 3000 km with the related high costs of the ticket.
- 3.3 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.4 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.5 Notwithstanding article 3.4, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studies as long as he/she carries out the activities foreseen in Annex I.
- 3.6 The financial support or part thereof shall be repaid if the participant does not carry out the mobility activity in compliance with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the institution. This applies in particular to all cases the minimum duration of 5 mobility days and/or in case of teaching mobility the required minimum 8 teaching hours per week have not been respected. However, when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure, he/she shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.3. Any remaining funds shall have to be refunded, except if agreed differently with the institution. Such cases shall be reported by the institution and accepted by the National Agency.

ARTICLE 4 – PAYMENT ARRANGEMENTS

- 4.1 The participant shall receive individual and travel support in a timely manner.

A pre-financing payment of 75 % shall be made to the participant upon signature of the grant agreement by both parties after arrival at the host university and no later than:

- 10 days after receipt of the arrival confirmation by the partner university confirming the arrival of the participant and the start date of the mobility period. The arrival confirmation may be issued by the local Erasmus+ coordinator of the host university,
- At the completion of the mobility period the participant shall report to the institution and via the online survey to the EU as well as submit the Letter of Confirmation signed by the Host University Upon completion of the reporting the payment of the retention will be made.

Signature Participant : _____

In case the participant does not provide the supporting documents in time, according to the institution's timeline, a later payment of the pre-financing can be exceptionally made.

- 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 20 calendar days of the submission of the online EU survey, or issue a recovery order in case a reimbursement is due.

ARTICLE 5 – INSURANCE

- 5.1 The participant must have adequate health and accident insurance coverage in relation to illness, accident, death, permanent disability and third party liability. The cover must take effect by the time the participant starts the journey to participate in the programme and last for periods of at least 4 weeks. The participant is free to choose an internationally acknowledged insurance company offering the requested insurance coverage. By submitting the Insurance Declaration and the related Insurance Police the participant gives evidence of appropriate coverage.
- 5.2 Participants may join the group insurance contract of HU with Dr Walter GmbH//Insurance Brokers offering Foreign Health Insurance, Accident-, Private liability and Return Transport Insurance. On the participant's request, HU concludes for and on account and costs of the participant after signature of the Grant Agreement an insurance contract and provides the insurance certificate to facilitate the visa application. The insurance costs advanced by HU will be deducted from the participant's first subsistence instalment. The insurance fee for the HU group contract is 0,90 € per person and day. For details on the Protrip Pro insurance contact T +49 2247 9194 – 734, F +49 2247 9194 – 20, email: reichstein@dr-walter.com, www.dr-walter.com, www.reiseversicherung.com

ARTICLE 6 – EU SURVEY AND REPORTING

- 6.1 The participant shall receive an invitation to complete the online EU Survey 30 calendar days before the end of the mobility period. The participant shall complete and submit the survey within 10 calendar days upon receipt of the invitation. Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.
- 6.2 The institution reserves the right to request a complementary reporting which will be sent to the participant, after the end of the mobility, allowing for full reporting on achievements and results of the mobility. Participants who fail to complete and submit the HU report may be required to partially or fully reimburse the financial support received, alternatively, the institution reserves the right to withhold the payment of the retention until receipt of the report.

ARTICLE 7 – LAW APPLICABLE AND COMPETENT COURT

- 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		
The Participant		
<p>I take note that only the mobility duration certified in the Letter of Confirmation (Annex) will be financially supported. The certified Teaching/Training duration might be shorter than the study duration specified in this Grant agreement. In this case the financial support will be reduced accordingly. In case the real mobility period exceeds the duration specified herein, the balance will be counted as ZERO Grant without financial support. I confirm that I will request such an extension in due time at least one month before the end of the agreed mobility period.</p> <p>I hereby confirm that I am fully responsible for my insurance coverage according article 5 hereof and that I will take care for the maintenance of insurance and prolongation if needed because of the extension of my mobility.</p> <p>With my signature I confirm the publication of my Alumni-report of the website of HU at www.hu-berlin.de as well as by my home university.</p>		
Berlin, _____	_____	_____
Date	First Name, Last Name	Signature
Humboldt-Universität zu Berlin ERASMUS+ International Institutional coordinator Matthias Parske		
Berlin, _____	_____	_____
Date	Signature	Stamp

Signature Participant : _____

Annex I

**[Key Action 1 – HIGHER EDUCATION]
Mobility Agreement**

Signature Participant : _____

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 sending organisation.

Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 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 with regard to the use of these data by the sending institution, the National Agency, or 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.