GRANT AGREEMENT – TEACHING MOBILITY FROM ENTERPRISE PROGRAMME COUNTRIES

AGREEMENT n. 2016-1-IT02-KA103-022989
0XX/STAPROENT 2016_2017

The agreement must be signed first by the staff and then by the legal representative of the Institute (or other authorized signature). Or alternatively, it can be signed simultaneously with the presence of both parties.

Between:

1. Programme Country Institution: UNIVERSITA’ DEGLI STUDI DI PADOVA
   Erasmus Code: I PADOVA01
   Address: VIA VIII FEBBRAIO, 2 – 35122 PADOVA (ITALIA)
   Phone: 0039 049 827 3908
   Fax: 0039 049 827 3917
   E-mail: erasmus@unipd.it

   Called hereafter "the institution", represented for the purposes of signature of this agreement by prof. Alessandro Paccagnella (Prorettore alle Relazioni Internazionali), of the one part,

and:

2. Participant name:
   Participant forename:
   Address in full
   Sex:
   Tax code:
   Nationality:
   Seniority in the position:
   Enterprise/employer/freelance:
   Phone:
   Fax:
   E-mail:
   Academic year: 2016/2017

   Participant with:
   ☑ a financial support from Erasmus+ EU funds
   ☐ a zero grant from EU funds
   ☐ a financial support from EU funds combined with zero-grant from EU funds days;
   ☐ the financial support includes: special needs support
   ☐ the participant receives financial support other than Erasmus+ EU funds

1 Number to be insert by Servizio Relazioni Internazionali
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", 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 for teaching 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.]

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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

X Teaching □ Training □ Teaching and Training (option to be selected)

1.2. The participant accepts the financial support or the provision of services as specified in article 3.1 and undertakes to carry out the mobility activity 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.

ARTICOLO 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] and end on [date].

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
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 (Università di Padova).

<table>
<thead>
<tr>
<th>Denominazione dell'Istituto ospitante:</th>
</tr>
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<tbody>
<tr>
<td>UNIVERSITA' DEGLI STUDI DI PADOVA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Codice ERASMUS (se del caso):</th>
<th>Paese:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I PADOVA01</td>
<td>ITALY</td>
</tr>
</tbody>
</table>

[ ] Travel time is excluded from the duration of the mobility period.

[X] 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. (option to be selected)

2.3 The participant shall receive:

[X] financial support from Erasmus+ EU funds for [...] days of activity and [...] days for travel [for zero-grant participants, the number of travel days should be 0].

[ ] financial support other than Erasmus+ EU funds for [...] days of activity [for zero-grant participants, the number of travel days should be 0].

The number of days shall be equal to the duration of the mobility period, except for zero-grant participants where the number of days should be 0. For zero-grant participants, the number of travel days should be 0.

[Institution to select if applicable and complete with specific rules if needed]

2.4 The total duration of the mobility period shall not exceed 2 months, with a minimum of 2 days per mobility activity. A minimum of 8 hours of teaching per week has to be respected. For a mobility period exceeding a full week, the minimum number of teaching hours per extra day is calculated proportionally.

For teaching mobility: The participant shall teach a total of

| [...] hours | in [...] 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 Attendance of Università di Padova shall provide the effective start and end dates of the mobility period.

**ARTICOLO 3 – FINANCIAL SUPPORT**
3.1 The participant shall receive EUR [...] corresponding to individual support and [...] EUR corresponding to travel. The amount of individual support is EUR 112,00 per day up to the 14th day of activity and EUR 78,40 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 amount obtained for contribution for travel [for zero-grant participants, the contribution for travel should be 0]

<table>
<thead>
<tr>
<th>Individual support</th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>€</td>
</tr>
</tbody>
</table>

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.

ARTICOLO 4 – PAYMENT ARRANGEMENTS

4.1 Within 30 calendar days following the signature of the agreement by both parties, and no later than the start date of the mobility period, a pre-financing payment shall be made to the participant representing [between 70% and 100%] of the financial support from Erasmus+ EU funds specified in Article 3.

4.2 If payment under Article 4.1 is lower than 100% of the financial support, the submission of the online EU Survey shall be considered as the participant's request for payment of the balance of the financial support from Erasmus+ EU funds. The institution shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due. [If the participant receives a financial support other than Erasmus+ EU funds: institution to complete with the applicable payment arrangements]

4.3 The participant must provide proof of the actual dates of start and end of the mobility period, based on a certificate of attendance provided by the receiving organisation (Università degli Studi di Padova).

4.4 All the above(Articles 4.1 – 4.3) will be taken into account, in order to process the participant’s final payment.

ARTICOLO 5 – (EU SURVEY)

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 (after receiving an email from replies-will-be-discarded@ec.europa.eu)
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.

ARTICOLO 6 – INSURANCE

6.1 The participant shall have adequate insurance coverage, which is mandatory.
6.2 By signing this agreement, the participant acknowledges the following 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.
6.3 The participant shall pay a mandatory insurance of Euro 8,50 in order to be enrolled at the University of Padova. The insurance covers health and civil responsibility while carrying out academic/training activities, yet it is not eligible for visa or residence permit requirements.

ARTICOLO 7 – LAW APPLICABLE AND COMPETENT COURT

7.1 The Agreement is governed by Italy.
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.

I __________________________(name)
agree to the Special Conditions (Annex I - detailed above) and the General Conditions (Annex ii – provided with this contract) and declare that I am eligible to receive an Erasmus+ grant as I am:

<table>
<thead>
<tr>
<th>For the participant</th>
<th>For the Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Name (s)/Forename(s)</td>
<td>Prof. Alessandro Paccagnella</td>
</tr>
<tr>
<td></td>
<td>Prorettore alle Relazioni Internazionali</td>
</tr>
<tr>
<td>Padova,</td>
<td>Padova,</td>
</tr>
<tr>
<td></td>
<td>Done at (place), (date)</td>
</tr>
</tbody>
</table>

Done at (place), (date)
Please ensure that the Mobility Agreement for Teaching or Training is completed in full, endorsed by the Home and the Host Institution, and attached to this Contract at the time it is submitted. Any amendments to the Teaching Programme can be submitted in writing prior to departure.
ANNEX I

STAFF MOBILITY FOR TEACHING MOBILITY AGREEMENT
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 Italy - Indire, 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 Italy – Indire or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

Article 2: Termination of 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 the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.2. Any remaining funds shall have to be refunded except if agreed differently with the institution.

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 the [national supervising body for data protection] 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 Italy – Agenzia Nazionale Erasmus Plus Indire or by any other outside body authorised by the European Commission or the National Agency of Italy - Agenzia Nazionale Erasmus Plus Indire to check that the mobility period and the provisions of the agreement are being properly implemented.
Grant Support for the mobility of staff

1. Travel

<table>
<thead>
<tr>
<th>Travel Distances</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 100 and 499 Km</td>
<td>180.00 EUR per participant</td>
</tr>
<tr>
<td>Between 500 and 1999 Km</td>
<td>275.00 EUR per participant</td>
</tr>
<tr>
<td>Between 2000 and 2999 Km</td>
<td>360.00 EUR per participant</td>
</tr>
<tr>
<td>Between 3000 and 3999 Km</td>
<td>530.00 EUR per participant</td>
</tr>
<tr>
<td>Between 4000 and 7999 Km</td>
<td>820.00 EUR per participant</td>
</tr>
<tr>
<td>8000 Km or more</td>
<td>1.100,00 EUR per participant</td>
</tr>
</tbody>
</table>

Based on travel distance per participant. Travel distances must be calculated using distance calculator supported by the European Commission. The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip.

2 Individual Support

Mobility of Staff

<table>
<thead>
<tr>
<th>Receiving country</th>
<th>Mobility of Staff Amount (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italy from 1 to 14</td>
<td>112.00 EUR per day</td>
</tr>
<tr>
<td>Italy from 15 to 60 days (70%)</td>
<td>78.40 EUR per day</td>
</tr>
</tbody>
</table>