**Grant agreement for Erasmus+ Staff Teaching**

**KA I03 - Higher Education**

Contract: **2016-1-PT01-KA103-022403**

**POLYTECHNIC INSTITUTE OF LEIRIA** Erasmus Code: P LEIRIA 01

Address: Rua General Norton de Matos, 2411-901 leiria-Portugal

Called hereafter "the institution", represented for the purposes of signature of this agreement by The President, Nuno Mangas Oliveira Pereira of the one part, and

Prof:

Seniority in the position: Nationality: Portuguese

Address: Department/unit:

Phone: E-mail:

Sex: Academic year: 2016/2017

Participant with: [x]  a financial support from Erasmus+ EU funds
[ ]  a zero-grant

[ ]  a financial support from Erasmus+ EU funds combined with zero-grant

The financial support includes: [ ]  special needs support

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 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

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 financial support or the provision of services 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

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 ……… and end on ……… The start and the end date of the mobility period shall be the first day that the participant needs to be present at the receiving ………….. and the end date shall be the last day the participant needs to be present at the receiving institution.

 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 support from Erasmus+ EU funds for 5 days of activity [If the participant receives financial support from Erasmus+ EU funds: the number of days shall be equal to the duration of the mobility period]; If the participant receives financial support from Erasmus+ EU funds combined with a zero-grant period the number of days shall correspond to the period covered by a financial support from Erasmus+ EU funds, which shall be provided at least for the minimum duration of the period abroad (2 days per mobility period) ]; [if the participant receives a zero-grant for the entire period: this number of days should be 0] and […] days for travel [if the participant receives a zero-grant for the entire period: this number of days should be 0].

2.4 The total duration of the mobility period, shall not exceed 2 months with a minimum of 2 consecutive days per mobility activity. For teaching mobility: 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.]

For teaching mobility, the participant shall teach a total of 8 hours in 5 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 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

3.1

The participant shall receive EUR ……. corresponding to individual support and ……. EUR corresponding to travel. The amount of individual support is EUR …… per day .

for travel to the amount obtained.] [for zero-grant participants, the contribution for travel should be 0]

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 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 sending by the receiving institution] and accepted by the NA.

ARTICLE 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 80% of the amount specified in Article 3.

4.2 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**.

ARTICLE 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.

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

ARTICLE 6 – LAW APPLICABLE AND COMPETENT COURT

6.1 The grant is governed by the terms of this contract, the applicable Community law and, on a subsidiary basis, the Portuguese legislation. The NA and the beneficiary may institute legal proceedings, in the District of Lisbon, against decisions taken by the other party in the implementation of the contract requirements and what has been agreed to implement it.

6.2 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 For the institution

name name

 Function

[signature] [signature]

Done at Done at [place], [date]