



Grant agreement for Erasmus+ studies between Programme and Partner Countries

No. XXXXX/XXXXX

entered into under Section 1746 (2) of Act No. 89/2012 Coll., Civil Code, as amended

Field: Higher Education

Academic year: 2023/2024

Palacký University, Olomouc, ID kód: CZ OLOMOUC01

Address: Křížkovského 8, 771 47 Olomouc, Czech Republic

Called hereafter "the institution",

represented for the purposes of signature of this agreement by Barbora Kolčavová, authorized representative, of the one part,

and

Name surname

Date of birth:

Nationality:

Gender:

Address:

Telephone:

E-mail:

Study cycle:

Subject area:

Subject area code:

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	Learning Agreement for Studies
Annex II	General Conditions (on-line at www.international.upol.cz)
Annex III	Erasmus Student Charter (on-line at www.international.upol.cz)
Annex IV	Bank account statement form

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

The participant receives:

- ☒ a financial support from Erasmus+ EU funds
- ☐ a zero-grant
- ☐ a financial support from Erasmus+ EU funds combined with zero-grant

Total amount includes:

- ☒ Individual support for long-term physical mobility
- ☐ Top-up support for students with fewer opportunities on long-term mobilities,
- ☐ Green travel individual support top-up (single contribution),
- ☐ Additional travel days (additional individual support days)
- ☐ Inclusion support (based on real costs)

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 studies under the Erasmus+ Programme at **Palacký University Olomouc**, Czech Republic.
- 1.2 The participant accepts the support specified 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 physical mobility period shall start on **15.2.2023** and end on **15.2.2023**. The start date of the 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 (the last day the participant fulfils the study obligations of the receiving institution). If the real end date of mobility period shall be more than 5 days earlier than stated in this article, the receiving institution shall request return payment for the unused grant.
- 2.3 The participant shall receive financial support from Erasmus+ EU funds for **x months** and **x days**.
- 2.4 The total duration of the mobility period shall not exceed 12 months, including any zero-grant period.
- 2.5 Demands to the organization to extend the period of stay should be introduced at least 30 days before the end of the originally planned mobility period. If the organization agrees to extend the mobility period, the agreement will be supplemented accordingly.
- 2.6 The Transcript of Records or statement attached to these documents shall provide the confirmed start and end dates of duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide. The participant shall receive financial support from Erasmus+ EU funds for **«Days»** days of physical mobility.
- 3.2 The total financial support for the mobility period is **xxx,- EUR**, corresponding to **800,- EUR** per month and **xxx,- EUR** per extra days and includes eligible top-up.
- 3.3 The amount for the mobility period shall be determined by multiplying the number of months of the mobility specified in Article 2.3 with the rate applicable per month for the receiving country concerned. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.
- 3.4 In addition, the participant shall receive **xxx,- EUR** as a contribution for travel.
- 3.5 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.
- 3.6 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.7 Notwithstanding Article 3.5, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond its studies/traineeship as long as he/she carries out the activities foreseen in Annex I.
- 3.8 The financial support or part thereof shall be repaid if the participant does not comply 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 sending organization. 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 2.2. Any remaining funds shall have to be refunded, except if agreed differently with the sending organization. Such cases shall be reported by the sending organization and accepted by the National Agency. **The participant is obliged to keep accounting documents and contractual documentation proving the costs associated with the mobility in case that force majeure is applied and the participant claims a reimbursement of the costs.**
- 3.9 The financial support is intended to compensate for the increased costs of living abroad. The participant agrees to cover any costs related to the stay in the host country exceeding the financial support under Article 3.2.

- 4.1 Within 30 calendar days following the signature of the agreement by both parties or upon receipt of confirmation of arrival, and no later than the start date of the mobility period, a pre-financing payment shall be made to the participant representing 100% of the amount specified in Article 3 per semester. In case the participant did not provide the supporting documents in time, according to the receiving organisation's timeline, a later payment of the pre-financing can be exceptionally accepted.
- 4.2 The participant is required to open a bank account in the Czech Republic. It is recommended to open a bank account with CZK and EUR currency.
- 4.3 If the payment under article 4.1 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 20 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.
- 4.4 **Method of payment:** bank transfer to the account as specified in Annex IV (Bank account statement form) ;

ARTICLE 5 – INSURANCE

- ## ARTICLE 6 – ONLINE LINGUISTIC SUPPORT

- ## ARTICLE 7 – RECOGNITION

- By signing the Learning Agreement, the sending institution declares that:

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Such recognition may only be denied if the participant fails to satisfy the requirements set by the host institution, or otherwise fails to meet the conditions required by the participating institutions for full recognition. In such cases, the participant may be requested to return a part of the granted financial support proportionally to the fulfilment of the study plan. This provision does not apply if the participant's failure to meet the required study requirements has been caused by circumstances which the student could not have influenced and which were reported to the Erasmus+ programme coordinator at the receiving institution.

ARTICLE 8 – AT THE END OF THE MOBILITY

- 7.1 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.
- 7.2 A complementary online survey will be sent to the participant, after the end of the mobility, allowing for full reporting on recognition issues.
- 7.3 At the end of the mobility the participant shall receive the following documents from the hosting institution:
- **Transcript of Records** – without undue delay and not later than one and a half month after the termination of the mobility period.
 - **Confirmation of Erasmus Study Period** – stating the confirmed start and end dates of the mobility period.
 - **Copies of tickets or other receipts** in case of receiving Green travel individual support top-up – within 15 days after the completion of the mobility.
- 7.4 Before departure, the student is required to close the Czech bank account and meet the obligations and liabilities created during his stay at the hosting institution and country.

ARTICLE 9 – OTHER PROVISIONS

- 8.1 The participant declares compliance with the Erasmus+ eligibility requirements for study stays and the knowledge of the General Conditions and the Erasmus Student Charter. For all these documents see www.international.upol.cz.
- 8.2 The participant agrees to notify the institution of any changes to the details stated in Articles 1.1 and 2.2 without undue delay.

ARTICLE 10 – DATA PROTECTION

- 10.1. 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. www.webgate.ec.europa.eu/erasmus-esc/index/privacy-statement.

ARTICLE 11 – LAW APPLICABLE AND COMPETENT COURT

- 11.1 The agreement is governed by the national law of the Czech Republic.
- 11.2 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
Name surname
Participant

For Palacký University Olomouc
Barbora Kolčavová
Erasmus+ coordinator

Done at Olomouc: **15.2.2023**

Done at Olomouc: **15.2.2023**