**Field: Higher Education**

**Academic year: 2024/2025**

**Project code: 2023-1-NL01-KA131-HED-000139162**

**Erasmus+ mobility ID number: [last name]-Staff-[Academic Year]**

**Wageningen University NL WAGENIN01**

Droevendaalsesteeg 2

6708 PB Wageningen

The Netherlands

studentexchange@wur.nl

Called hereafter "the organisation", represented for the purposes of signature of this agreement by Eric de Munck, Institutional Coordinator, or one of the Erasmus+ administrators on the one part, and, on the other part, the participant:

|  |  |
| --- | --- |
| Mobility type (select one option) | 🞏 **Teaching** (min. 2 days, max. 60 days)  🞏 **Training** (min. 2 days, max. 60 days) |
| Name of participant |  |
| Email |  |
| Gender | (Male/Female/n.a.) |
| Date of birth |  |
| Nationality |  |
| Address in the Netherlands |  |
| Zip code + City | , the Netherlands |
| Phone |  |
| Department/unit |  |
| Phone |  |
| Name receiving institution |  |
| Country receiving institution |  |
| Mobility period abroad\* | Start date: [dd-mm-year]  End date: [dd-mm-year] |
| Planned travel dates\*\* | To: [dd-mm-year]  From: [dd-mm-year] |
| Blended mobility period (BIP)\*\*\*  (if applicable) | YES / NO  Online start date: [dd-mm-year]  Online end date: [dd-mm-year] |
| Teaching hours (if applicable)\*\*\*\* | …… hours |
| Project number of department where the financial support should be paid |  |

*Fill in the details on a computer, manually written GA’s are not accepted.*

\* Start date: the first day you need to be present at the receiving organisation (first day teaching/training). End date: the last day you need to be present at the receiving organisation (last day teaching/training).

\*\* A maximum of 2 travel days will be added to the duration of your stay abroad, but only if the travel dates are before and/or after the start and end date of the mobility period.

\*\*\* In case you start or end your mobility period online – not in the receiving institution country - please indicate the exact dates of the physical and the online part.

\*\*\*\* A teaching activity has to comprise a minimum of 8 hours of teaching per week (or any other period of stay shorter than a week). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.

The parties referred to above have agreed to enter into this Agreement.

The Agreement is composed of:

* Terms and Conditions
* Annex 1: Erasmus+ mobility agreement for staff mobility for teaching / Erasmus+ mobility agreement for staff mobility for training[[1]](#footnote-1)

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.

|  |  |
| --- | --- |
| ***To be completed by the Erasmus+ Administrator from WUR****:*    The participant receives:   |  | | --- | | 🞏 a financial support from Erasmus+ EU funds of .... days and .... travel days |   The total financial support for the mobility period is EUR .........................,  corresponding to EUR 180/120/110/100 per day (fixed amount depending on the receiving country).  Amount per day: 100% up to the 14th day of the mobility period, 70% between the 15th and 60th day of the mobility period (+ travel days)  Total amount includes:  ☐ Base amount for individual support for short-term physical mobility  ☐ Travel support (standard travel or green travel amount, depending on destination) – EUR ..........  ☐ Travel days (additional individual support days) - EUR .......... |

**TERMS AND CONDITIONS**

**ARTICLE 1 – SUBJECT OF THE AGREEMENT**

* 1. This agreement sets out the rights and obligations and terms and conditions applicable to the financial support awarded to carry out a mobility activity under the Erasmus+ Programme.
  2. The organisation will provide support to the participant for undertaking a mobility activity.
  3. The participant accepts the support or the provision of services as specified in Article 3 and undertakes to carry out the mobility activity as described in the Annex 1.
  4. Amendments to this grant agreement will 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 grant agreement will enter into force on the date when the last of the two parties signs this grant agreement.

2.2 The mobility period will start on ………. [date] and end on ………. [date].

2.3 The period covered by the grant agreement includes:

* a physical mobility period from ………. [date] to ………. [date], equal to ………. [number of mobility days] days
* […..] funded travel days
* a virtual component from ………. [date] to ………. [date]

2.4 The certificate of attendance shall provide the confirmed start and end dates of duration of the mobility period, including the virtual component.

**ARTICLE 3 – FINANCIAL SUPPORT**

3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide 2023 version.

3.2 The participant will receive a financial support from Erasmus+ EU funds for [……….] days (incl. travel days).

3.3 The participant may submit a request concerning the extension of the physical mobility period within the limit set out in the Erasmus+ Programme Guide. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.

3.4 The organisation shall provide the participant the total financial support for the mobility period and, if applicable, travel daysin the form of a payment of EUR [……….].

3.5 The contribution towards costs incurred in connection with travel or inclusion needs [travel support, green travel top-up], shall be based on the supporting documents provided by the participant.

3.6 The financial support may not be used to cover costs for actions already funded by Union funds.

3.7 Notwithstanding Article 3.6, the financial support is compatible with any other source of funding. This includes a salary that the participant could receive for their traineeship or teaching activities, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex I.

**ARTICLE 4 – PAYMENT ARRANGEMENTS**

4.1 Payment shall be made to the participant no later than (whichever comes first):

* 30 calendar days after the signature of the agreement by both parties
* the start date of the mobility period

The payment shall be made to the participant representing 100% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the funding organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.

**ARTICLE 5 – RECOVERY**

5.1 The financial support or part thereof shall be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, the participant shall have to return the amount of the grant already paid, except if agreed differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

**ARTICLE 6 – INSURANCE**

6.1 The organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own.

6.2 Insurance coverage shall include at minimum a health insurance and (mandatory for traineeships and optional for other mobilities) a liability insurance and an accident insurance.

6.3 The responsible party for taking the insurance coverage is:

* Travel insurance: Responsibility of the sending organisation. Wageningen University & Research (WUR) has arranged a collective continuous travel insurance agreement for students and staff of WUR. Participants are covered while being abroad (before, during and after their exchange), but only within the same country as the exchange destination, for a maximum travel period of 365 days. Note that travel to another country than the country of the exchange destination is not covered. It is the responsibility of the participant to be enrolled at WUR and registered in the population register of the Netherlands during their stay abroad.
* Accident insurance: Responsibility of the sending organisation. Students and staff of WUR are covered by the collective accident insurance during their daily commute to and from the receiving organisation. Note that this insurance does not apply when traveling. It is the responsibility of the participant to be enrolled at WUR and registered in the population register of the Netherlands during their stay abroad.
* Health insurance: Responsibility of the participant.
* Liability insurance: Responsibility of the participant, if not provided by the receiving organisation.

**ARTICLE 7 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)**

7.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.

**ARTICLE 8 – PARTICIPANT REPORT**

8.1 The participant shall complete and submit the participant report on their mobility experience (via the online EUSurvey 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.

**ARTICLE 9 – ETHICS AND VALUES**

9.1 Ethics: The mobility activity must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

9.2 Values: The participant must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

9.3 If a participant breaches any of its obligations under this Article, the grant may be reduced.

**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: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

10.2 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 organisations 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 organisation, 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)).

10.3 The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. The participant should address any questions regarding the processing of his/her personal data to the sending organisation 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 11 – TERMINATION OF THE AGREEMENT**

11.1 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 organisation 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.

11.2 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 their 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.

**ARTICLE 12 – CHECKS AND AUDITS**

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

**ARTICLE 13 – LIABILITY**

13.1 Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their 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.

13.2 The National Agency of the Netherlands, 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 the Netherlands or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

**ARTICLE 14 – APPLICABLE LAW AND COMPETENT COURT**

14.1 The Agreement is governed by Dutch law

14.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the organisation 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 organisation

[name / forename] Eric de Munck – Institutional Coordinator

[signature] [signature]

Done at [place], [date] Done at Wageningen, date:

**Annex 1**

**Erasmus+ mobility agreement for staff mobility for teaching**

**Erasmus+ mobility agreement for staff mobility for training**

1. It is not compulsory to circulate documents with original signatures for Annex 1 of this agreement: scanned copies of signatures and electronic signatures may be accepted (including via the Erasmus Without Paper Network), depending on the national legislation or institutional regulations. [↑](#footnote-ref-1)