



Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice



Erasmus+

**GRANT AGREEMENT NO. .../20..-20../...**  
**FOR ERASMUS+ MOBILITY FOR TRAINEESHIP**

concluded under Section 1746 of the Civil Code

This Agreement is signed between:

Higher Education Institution: **University of South Bohemia in České Budějovice** / .....Faculty(**.....USB**)

Erasmus ID code: **CZ CESKE01**

Address: **Branišovská 1645/31a, 37005 České Budějovice**

(hereinafter just "Institution"),

which is represented for the purpose of signing this Agreement by

**Assoc. Prof. PaedDr. Radka Závodská, Ph.D.**, Vice-Rector for Foreign Relations

and

Degree, First name and surname: ..... Personal Identification Number: .....

Date of Birth: ..... Nationality: .....

Permanent Residence: .....

Tel.: ..... E-mail: .....

Degree studied at the time of the Mobility for Traineeship: Bc.  Mgr.  PhD

Area of Study: ..... Code: [Code ISCED-F] .....

Number of years completed in higher education: .....

Previous participation in Erasmus+ within the same study cycle: (in days):  
.....

**NEXT OF KIN CONTACT DETAILS:**

Name and Surname: ..... Relationship: .....

Tel.: ..... E-mail: .....

**Full bank account number (including bank code):**

Account holder: .....

Name of the Bank: .....

Bank Address: .....

IBAN: .....

SWIFT/BIC: ..... Account Currency: .....

- The student receives:
- financial support from the EU Erasmus+
  - no grant from the EU (EU zero-grant)
  - financial support from the EU Erasmus+ combined with some days with no EU grant support

The financial support includes:

- Support for Participants with special needs

- Financial support for students from disadvantaged socio-economic background [as defined by the National Agency]

(hereinafter just “Participant”),

#### ARTICLE I – SUBJECT OF THE AGREEMENT

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1. The purpose of this Agreement is to establish the obligations of each Party resulting from the implementation of an abroad Traineeship for the Erasmus + programme.
2. The Institution will provide the Participant support during the Erasmus+ Mobility for Traineeship.
3. The Participant receives financial support in the amount stated in Article IV, paragraph 1 and undertakes to take part in a Traineeship abroad and to fulfil the Work Plan specified in the Learning Agreement for Traineeship, Annex I, for which the Participant is personally responsible.
4. The Participant declares that they accept and agree with the terms of this Agreement. Any amendments or supplements to this Agreement shall be done in writing.

#### ARTICLE II – TRAINEESHIP SPECIFICATION

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The Traineeship will take place in the following organisation:

Name of the Receiving organization: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

#### ARTICLE III – AGREEMENT VALIDITY AND LENGTH OF TRAINEESHIP

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1. The Agreement becomes binding on the date of the signature of the latter of the two parties and expires by fulfilling the obligations of both parties at the latest.
2. The Traineeship will commence at the earliest ..... and finish ..... at the latest.  
The commencement date of the Traineeship is the first day when participant’s presence is required at the Receiving organization.  
The end date of the Traineeship corresponds to the last day when the presence of the Participant in the Receiving organization is required.
3. The Participant will receive financial support from the EU sources in the amount of EU ..... days.  
[if a Participant receives financial **support from EU Erasmus+ resources**: the number of days in this case is equal to the duration of mobility; when a Participant receives **EU Erasmus+ support in combination with EU zero-grant days** (EU zero-grant): this number must correspond to the days covered by the EU funding which must be provided at least for the minimum duration of the stay abroad, i.e. 2 months for practical Traineeships and 3 months for study stays; if case of **a zero-grant Participant for the whole period of stay** (EU zero grant): the number of days will be 0]
4. The total duration of mobility, including previous participation in the Erasmus Lifelong Learning Programme, must not exceed 12 months in one study cycle.

#### ARTICLE IV – FINANCIAL SUPPORT

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1.  The beneficiary will receive for the period from ..... to ....., i.e. .... months and ..... days, (total ..... days), Erasmus+ and / or state budget grant as specified in Annex 1 of this Agreement totalling EUR ..... EUR, corresponding to ..... EUR for 30 days, see Annex I.  
 The beneficiary will not receive for the period from \_\_\_\_\_ to \_\_\_\_\_, i.e. \_\_\_\_\_ months any grant, but for any other purposes will be considered a Participant of the Erasmus+ programme (zero-grant student).
2. The financial support **includes / does not include** a contribution for students with special needs. Return of costs incurred in connection with support of Participants with special needs will be based on data provided by the Participant.

3. Payment of the financial support will be made by electronic transfer to the account stated on page 1 of this Agreement. When signing the Agreement, the Participant submits a printed certificate of ownership and validity of this account.
4. The Participant will receive the first instalment of the financial support no later than 30 days after signing of this Agreement by both agreement parties or on the commencement date of the mobility at the latest. Exceptionally a later advance payment may be approved in cases where the student fails to provide the required documents in due time before their departure or in the event of other demonstrably unforeseeable circumstance on the side of either of the agreement parties which would inevitably result in such situation.
5. The amount of financial support is governed by **the financial table for Erasmus + stays specifying the flat rate for 30 days of residency** applicable to the current year, which is available at the USB website.
6. The amount of financial support under paragraph 1 of this Article is calculated as a multiple of the length of stay and the monthly grant rate set for the given target country. For calculation purposes, 1 month = 30 days. If the length of the stay does not correspond to the whole month, the financial support is calculated as a multiple of the number of days exceeding the full month and the 1/30 of the monthly grant set for the target country.
7. The Mobility Participant declares that the financial support provided will not be used to cover costs already covered by another EU action plans/programmes. Except for this, the financial support is compatible with any other source of funding, including any income that a Participant could have earned in employment carried out in addition to their Traineeship.
8. Financial support or part thereof must be refunded if the Agreement is breached by the mobility Participant. If the Participant terminates the Agreement before it expires or fails to comply with the rules stipulated by the Agreement, they must return the part of the financial support already paid to them if there is no other agreement with the Sending organization. If the Participant is unable to complete their mobility according to Annex 1 due to force majeure, the Participant shall be entitled to a part of the financial support corresponding to the actual duration of the mobility as set out in Article III, paragraph 2. All remaining funds must be recovered, unless there is another agreement with the Sending Institution. Such cases will be reported by the Sending Institution and agreed to by the National Agency.
9. The Institution shall not be obliged to finance a stay which exceeds the original length of stay referred to in Article III.1 of this Agreement.

#### **Article V: INSURANCE**

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1. The Participant must hold a valid health, accident and liability insurance cover for the whole length of their Traineeship.
2. The Participant declares that they have been informed by the Institution about the necessity of insurance cover and undertakes to insure themselves for the whole duration of the Traineeship covering **insurance of medical expenses** valid for the target country, **accident insurance in case of an accident at the workplace, insurance for damages incurred during work tasks during the mobility**. A confirmation of specified types of insurance cover shall be included as a part of this Agreement.

#### **ARTICLE VI. – RECOGNITION OF TRAINEESHIP**

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1. Before their departure abroad, the Participant shall draft a specific Work Plan of their Traineeship in the Receiving Organization and submit its written form for approval of the Sending and Receiving Organizations. The approved Work Plan constitutes an Agreement which is binding for all three sides.
2. The Participant, the Sending and Receiving Organizations confirm by their signatures that they shall abide by the Quality control regulations which are a part of the Traineeship Work Plan.
3. By signing the Work Plan, the Sending Institution declares that:
  - a) They agree with the chosen Traineeship Work Plan of the Participant in the Receiving Organization;

- b) Ensure recognition of the Traineeship by awarding the student the relevant ECTS credits or noting the stay to the diploma supplement.

#### ARTICLE VII: PARTICIPANT'S OBLIGATIONS

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- a) The Participant is obliged to:
  - a) Fulfil the approved Traineeship Work Plan in the Receiving Organization.
  - b) Ensure that all Traineeship Work Plan changes are authorized in writing by both – the Receiving and Sending Institutions as soon as they occur; if this happens after the student's arrival to the host country, then within one month from arrival.
  - c) After completion of the Traineeship submit an original copy of the **Learning Agreement for Traineeship - After mobility**.
  - d) Take an Erasmus+ On-line Language Support language test before and after the mobility.
  - e) In the event of requesting an extension of the stay, do this in writing using the appropriate form (Extension of Erasmus+ Traineeship), which has to be approved by the Sending and Receiving Organization alike at least 30 days before the end of the stay as planned originally.
2. If the **Learning Agreement for Traineeship - After mobility** does not correspond to the approved Traineeship Work Plan, the Sending Institution will assess the overall Traineeship contribution and possibly set some sanctions (returning part or the total amount of the grant). This provision does not apply to situations when the Participant was prevented in fulfilling the Work Plan by force majeure "e.g. an unexpected unforeseeable situation or circumstance that cannot be affected by the Participant and was not caused by their neglect or fault". The Participant is obliged to inform the Erasmus programme coordinator at the Sending Institution in such cases.
3. The recognition of the Traineeship can be rejected only in the event of the Participant not fulfilling the approved Traineeship Work Plan.

#### ARTICLE VIII. – REPORTING

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1. The mobility Participant undertakes to submit the following documents:
  - a) **Original copy of the Learning Agreement for Traineeship - After mobility**. This document contains the exact dates of the commencement and completion of the Traineeship. This shall be submitted **within 10 days of completion of the Traineeship**.
  - b) **The EU Survey** submitted by an EU online application.  
The access rights to this Survey form will be sent to the Participant's email after completion of their mobility. They shall complete the EU Survey within 30 days of receiving the request to do so.
  - c) Submit Final Report within the database of DZS (Centre for International Cooperation in Education) available at the link: <http://erasmus-database.naep.cz/modules/erasmus/>
  - d) **Erasmus+ On-line Language Support assessment test after the Mobility for Traineeship** – the student shall complete this test **within 30 days of receiving the email request to do so**.
2. If the aforementioned documents are not submitted in time and the stipulated form, the Sending Institution has the right to financially penalize the Participant.

#### ARTICLE IX – RETURN OF FINANCIAL SUPPORT

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1. The mobility Participant agrees that the Sending Institution might require:
  - a) return of a proportion of the financial support in the event the mobility is shortened by **more than 5 days**; the mobility Participant is entitled to the actual length of the Traineeship in days, all remaining funds must be returned,
  - b) return of all or part of the financial support awarded if the Participant fails to fulfil the agreed Work Plan,
  - c) return of a proportional part of the financial support if the Participant interrupts or terminates their study at the USB during the mobility,
  - d) return of the entire financial support granted if the participant does not fill in and submit EU Survey
  - e) return of the entire financial support granted if any of the Agreement parties withdraws from this Agreement,
  - f) return of all or part of the financial support granted if the documents stipulated in in Articles 7 and 8 of this Agreement are not submitted within the given deadline,

- g) return of all or a portion of the grant if any other obligation under this Agreement is not fulfilled.
2. The Sending Institution will evaluate the circumstances that could have occurred in the aforementioned cases and will set the amount the mobility Participant has to return.
  3. Paragraph 1 of this Article does not apply to situations when the Participant was prevented to fulfil the Work Plan by "force majeure" an unexpected unforeseeable situation or circumstance that cannot be affected by the Participant and was not caused by their neglect or fault. The Participant is obliged to inform the Erasmus programme coordinator at the Sending Institution in such cases, and it has to be approved by the National Agency.
  4. The Participant is obliged to return the financial support or its part within 7 days of receipt of the request for its return by the Institution.
  5. If the mobility Participant receives a complementary grant from state budget funds intended for complementary financing of the end-user within Erasmus + (MEYS), the Participant will be obliged to return the grant or its proportion under the terms of paragraph 1 of this Article. The sum shall be calculated in Czech crowns, using the exchange rate applicable on the date of transfer of the grant to the Participant's bank account. The Sending Institution shall indicate this exchange rate and the amount to be returned in Czech crowns in the request for the grant return.

#### **ARTICLE X – ON-LINE LANGUAGE SUPPORT**

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1. If the main language of instruction is one of the languages listed on the OLS website, <http://erasmusplusols.eu/assessment-test/>, the Participant, with the exception of native speakers, is required to conduct an on-line language assessment before and upon completion of mobility. Completing an on-line pre-departure assessment is a prerequisite for the mobility, except in duly justified cases.
2. The mobility Participant may take part in an online language course in the language of instruction as part of their preparation for the stay abroad. If a Participant is granted access to the course, they shall make every effort to make the best use of the service. The Participant shall immediately notify the Sending Institution of their inability to participate in the course should such occur before they first log into the course.

#### **ARTICLE XI – ADMISSIBLE LAW AND COMPETENT COURT**

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1. This Agreement is governed by the laws of the Czech Republic.
2. The competent court designated in accordance with the applicable national law is solely competent to decide in any disputes between the Institution and the Participant regarding the interpretation, application or validity of this Agreement, if such dispute cannot be resolved by mutual agreement of both parties.

#### **ARTICLE XII. – FINAL PROVISIONS**

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1. This Agreement shall become valid and effective on the date of its signature by both Agreement Parties.
2. This Agreement may be amended only by written, upwardly numbered Appendices signed by both Agreement Parties.
3. The following are an integral part of this Agreement:  
*Annex I: Payment Terms*  
*Annex II: General Terms and Conditions*  
*Annex III: General Terms and Conditions of the Erasmus Student Charter*  
*Annex IV: Learning Agreement for Traineeships in Erasmus+*

This Agreement shall be drawn up in two original copies and each Agreement Party shall receive one copy.

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**SIGNATURES**

On behalf of the Participant

On behalf of .... /USB:

\_\_\_\_\_

\_\_\_\_\_

**doc. PaedDr. Radka Závodská, Ph.D.**  
Vice-Rector for Foreign Relations

In České Budějovice on \_\_\_\_\_

In České Budějovice on \_\_\_\_\_

**Annex I: Basic financial support for mobility**

The University of South Bohemia in České Budějovice hereby grants to the Participant financial support for mobility within the Erasmus + programme as follows:

**I. STAY SPECIFICATION**

<b>First name, Surname</b>					
<b>Place:</b>				<b>Country:</b>	
<b>Stay commencement date:</b>			<b>Stay completion date:</b>		
<b>Total number of days:</b>			<b>Number of zero grant days:</b>		
<b>Erasmus+ Grant:</b>	<b>EUR</b>	<b>MEYS Grant</b>	<b>EUR</b>	<b>Another grant</b>	

**II. FINANCIAL SETTLEMENT**

<b><u>Instalment 1</u></b>	<b>Number of days</b>	<b>Amount for 30 days</b>	<b>Total amount</b>	<b>Currency</b>
EU				EUR
MEYS				EUR
Another grant				

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 the Czech Republic, 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 Czech Republic 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 institution.

### **Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 and Regulation (EU) 2016/679 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 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 institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the Office for Personal Data Protection with regard to the use of these data by the 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 the Czech Republic or by any other outside body authorised by the European Commission or the National Agency of the Czech Republic to check that the mobility period and the provisions of the agreement are being properly implemented.