



HELLENIC REPUBLIC
MINISTRY OF EDUCATION, RESEARCH
AND RELIGIOUS AFFAIRS



STATE SCHOLARSHIPS FOUNDATION
(IKY)
DIRECTORATE FOR SPECIAL PROGRAMMES
INTERNATIONAL SCHOLARSHIPS
UNIT FOR EUROPEAN UNION PROGRAMMES

**Grant agreement for Erasmus+ Teaching and Training
HIGHER EDUCATION – KA107 INTERNATIONAL MOBILITY**

Agreement No _____
[to be mentioned in all correspondence]

The Programme Country Higher Education Institution: National Technical University of Athens – Special Account of Research Funds

Erasmus ID Code: G ATHINE02

Address: Zografou Campus, Heroon Polytechniou 9, 157 80 Athens, Greece

Called hereafter "**the Institution**", represented for the purposes of signature of this agreement by

Prof. D. E. PAPANTONIS,
Vice Rector for Academic Affairs & Administration

of the one part, and

Dr/Mr/Mrs/Ms [Participant name (s), forename (s)]

Nationality: _____ Seniority in the position: _____
Address: _____

_____ [Official address in full]
Phone: _____ Mobile Phone: _____
E-mail: _____ Fiscal ID (AFM): _____ Fiscal Authority (DOY): _____
ID Card No / Passport: _____ Issuing Authority: _____ Issue Date: _____
Sex: [M/F] _____ Academic year: 20____/20____
Department Unit: _____ Country: _____
Sending Institution: _____
Social Insurance No: _____

Mobility for Teaching Mobility for Training

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

The financial support includes: special needs support

The participant receives financial support other than Erasmus+ EU funds

Institution to complete the following box (if it does not already have this information) for all participants receiving financial support from Erasmus+ EU funds.

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:
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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 V (a) i: Staff Mobility Agreement for Teaching
- Annex V (a) ii: Staff Mobility Agreement for Training
- Annex V (a) 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 V (a) 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 for teaching / training / teaching and training 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 / training / teaching and training as described in Annex V (a) i and ii.
- 1.3. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message with receipt.

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 ___/___/201__ and end on ___/___/201__. 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. 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 financial support from Erasmus+ EU funds for [____] **days of activity** [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”] **and [____] days for travel** [for zero-grant participants, the number of travel days should be “0”].
[Institution to select if applicable and complete with specific rules if needed:] The participant shall receive a financial support other than Erasmus+ EU funds for [____] days of activity.
- 2.4** The total duration of the mobility period shall not exceed 2 months, with a minimum of 5 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 as: 8 hours divided by 5, multiplied by the number of extra days.
[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 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 up to the 14th day of activity and EUR [____] 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 contribution for travel to the amount obtained. [for zero-grant participants, the contribution for travel should be “0”].
The amount of the grant to cover travel costs calculated is based on kilometric distance between the place of origin of the Participant and the venue of the activity. The online calculation tool must be used to calculate the distance, available on the Commission's website at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.
The boarding pass and/or tickets are the supporting documents of the participant's mobility between the Sending Institution and the Host Organization which indicate the participant's place of departure and arrival.
[Institution to select if applicable and complete with specific rules if needed] The financial support other than Erasmus+ EU funds for the mobility period is EUR [____].
- 3.2** In case the Participant is a person with special needs and has requested additional grant to cover additional mobility costs resulting from moving abroad, as described in his / her application and detailed economic assessment, and if not covered by the grant received under the Agreement or from other national sources, will be an additional special grant of [____] Euro maximum, which represents part of that stipulated amount, intended to cover part of the costs described in the application

lodged for this purpose, the Participant and in particularly in the annex to the application (detailed economic assessment of additional needs).

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 V (a) i due to force majeure. Such cases shall be reported by the institution and accepted by the Hellenic National Agency.

ARTICLE 4 – PAYMENT ARRANGEMENTS

- 4.1** Within 30 calendar days following the signature of the agreement by both parties, a pre-financing payment shall be made to the participant representing 70% of the financial support from Erasmus+ EU funds specified in Article 3.
- 4.2** The submission of the online EU Survey shall be considered as the participant's request for payment of the outstanding balance. The Institution shall pay the remaining amount within 45 calendar days of the submission of the online EU Survey, or issue a recovery order in case a reimbursement is due.
- 4.3** (If the participant receives a financial support other than Erasmus+ EU funds: institution to complete with the applicable payment arrangements).
- 4.4** 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 to partially or fully reimburse the financial support received.

ARTICLE 6 – INSURANCE

6.1 General

The participant shall have adequate insurance coverage.

The participants themselves are responsible for the insurance costs from the grant received for the realization of the mobility activity, if not covered by other means.

The Institutions are responsible to check that the Participant has health insurance, general liability insurance for Third party and personal accident coverage in a mandatory way depending on the type of the mobility. Participants should be clearly informed in advance about issues related to health insurance, general liability insurance coverage for third party and personal accident coverage in the host country. Participants must cover with private insurance from their own resources from the grant received for the mobility activities the insurances that are not covered by other means.

6.2 [Mandatory Insurance] **Health Insurance Coverage**

SIGNATURES

For the Participant

[signature]

[name / forename]

Done at (place)....., / /201

For the Institution

[signature]

Prof. D. E. PAPANTONIS
Vice Rector for Academic
Affairs & Administration

Done at Athens. / /201

Annex V (a) i

Staff Mobility Agreement for Teaching

Annex V (a) ii

Staff Mobility Agreement for Training

Annex V (a) iii

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 Ministry of Education, Research and Religious Affairs, the Hellenic National Agency or 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 Hellenic National Agency 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 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 Hellenic 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/ her 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 Hellenic 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 Ministry of Education, Research and Religious Affairs, the Hellenic National Agency or by any other outside body authorised by the European Commission, the Ministry of Education, Research and Religious Affairs or the Hellenic National Agency to check that the mobility period and the provisions of the agreement are being properly implemented.