

**Grant agreement for Erasmus+ student mobility  
between PROGRAMME and PARTNER COUNTRIES (Erasmus+ KA107 ICM)**

**Politechnika Śląska / Silesian University of Technology** PL GLIWICE01

Address: Akademicka 2A St., 44-100 Gliwice, Poland

Called hereafter "the Institution", represented for the purposes of signature of this agreement by  
**prof. Tomasz Trawiński, Vice Rector for Student Affairs and Education**, of the one part, and

**Mr/Ms:** .....

Home University: ..... PIC code: .....  
Host University: ..... Erasmus code: .....  
Date of birth: ..... Nationality: .....  
Address: .....  
Phone: ..... E-mail: .....  
Gender: **F/M** Academic year: **2016/2017**  
Study cycle: .....  
Subject area: ..... ISCED Code: .....  
Number of completed study years/semesters (HE) before mobility: .....

Student with: financial support from Erasmus+ EU funds   
Erasmus + status but grant "zero"

The financial support includes: special needs support

The student receives financial support other than Erasmus+ EU funds

|  |                      |
|--|----------------------|
| Bank account where the financial support should be paid: |                      |
| Bank account holder (not different than student):        |                      |
| 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 Learning Agreement for Erasmus+ mobility for studies
- Annex II General Conditions
- Annex III Erasmus+ Student Charter

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.]

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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- 1.1 The institution shall provide support to the participant for undertaking a mobility activity for studies 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 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

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- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The minimum duration of the mobility period is 3 months or 1 academic term or trimester. The total duration of the mobility period shall not exceed 12 months, including any zero-grant period.
- 2.3 The mobility period shall start on .../.../... and end on .../.../.... The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation. The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
- 2.4 The participant shall receive financial support from Erasmus+ EU funds for ... months and ... days.
- 2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period.
- 2.6 The Transcript of Records (or statement attached to this document) shall provide the confirmed start and end dates of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

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- 3.1 The financial support (grant) from Erasmus+ EU funds for the mobility period is **EUR .....**, corresponding to **EUR ...** per month and **EUR ...** per extra days. The final amount of Erasmus+ EU funds for the mobility period shall be determined by multiplying the number of months of the mobility covered by Erasmus+ EU funds specified in article 2.4 with the rate applicable per month for the receiving country concerned. In the case of incomplete months, the financial support from Erasmus+ EU funds is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.
- 3.2 In addition, the participant shall receive **... EUR** as a contribution for travel, with flat rate applying to the distance as calculated by [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)
- 3.3 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant (N/A).
- 3.4 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.5 Notwithstanding article 3.4, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studies as long as he/she carries out the activities foreseen in Annex I.
- 3.6 The financial support or part thereof shall be repaid if the participant does not carry out the mobility activity in compliance 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 institution. 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 2.3. Any remaining funds shall have to be refunded, except if agreed differently with the institution. Such cases shall be reported by the institution and accepted by the National Agency.

### ARTICLE 4 – PAYMENT ARRANGEMENTS

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- 4.1 A pre-financing 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
- receipt of confirmation of arrival by the beneficiary

representing 80% of the financial support from Erasmus+ EU funds specified in Article 3 (individual support + travel support). In case the participant did not provide the supporting documents in time, according to the institution's timeline, a later payment of the pre-financing can be exceptionally accepted.

A second payment representing 20% of the financial support from Erasmus+ EU funds shall be made to the participant within 15 days after the end of mobility as set in the mobility agreement or its annex AND on filling in the obligatory questionnaire received from the Mobility Tool system (see 4.2 below).

- 4.2. Students shall open a bank account in Poland (in EUR or local currency PLN) and keep it open till the moment the last payment is done. Overseas bank transfers are not foreseen.

The submission of the online EU survey shall be considered as the participant's request for payment of the balance of the financial support from Erasmus+ EU funds. The institution shall have 15 calendar days after the submission of the online EU survey to make a balance payment or to issue a recovery order in case a reimbursement is due.

- 4.3 In case the Polish tax law will enforce income tax, a proper amount may be deducted from the payment of last instalment of the grant.

#### ARTICLE 5 – INSURANCE

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5.1 The participant shall have adequate insurance coverage.

5.2 Acknowledgement that health insurance coverage has been organised shall be included in this agreement.

Student is responsible him-/herself for being insured for the whole period of stay. The insurance policy which must be presented at the SUT on arrival at the latest shall cover as a minimum: medical costs, hospital treatment (including mental problems issues), dead body repatriation, travel of family members in case of urgent need, etc. Coverage of dental treatment, accident compensation and 3<sup>rd</sup> party liability is recommended as well.

Insurance cost will not be reimbursed by the project.

#### ARTICLE 6 – EU SURVEY

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6.1 The participant shall receive an invitation to complete the online EU Survey 30 days before the end of the mobility period. The participant shall complete and submit the survey within 15 days upon receipt of the invitation. Participants who fail to complete and submit the online EU Survey may be required to partially or fully reimburse the financial support received.

6.2 A complementary online survey will be sent to the participant, after the end of the mobility, allowing for full reporting on recognition issues.

#### ARTICLE 7 – LAW APPLICABLE AND COMPETENT COURT

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7.1 The Agreement is governed by the Polish law.

7.2 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.

#### ARTICLE 8 – OTHER ARRANGEMENTS

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8.1. It is strongly recommended to partner university (students home university) to look at national level for a proper and credible insurance supplier.

8.2 Student visa cost (only the fee charged) will be reimbursed basing on the receipt received by participant at the Consulate.

8.3 Originals or copy of boarding cards or other travel documents shall be sent to the coordinator (SUT Gliwice

First instalment as given in the Article 4.1. (80 % of the sum of total grant + travel flat rate) may be paid out by bank transfer to participant's personal account opened in Poland or mixed with cash payment (no more than 1000 EUR in cash).

- 8.4 Student is not obliged to pay a dormitory deposit to the SUT – in case of delinquency or damage of property, the amount due will be deducted from the final instalment of grant payment.
- 8.5 Student is obliged to follow national tax regulations at home country – where applicable. The SUT is not liable for personal income tax issues of beneficiary.

SIGNATURES

For the Participant

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.....

Done in *Gliwice*, on .....

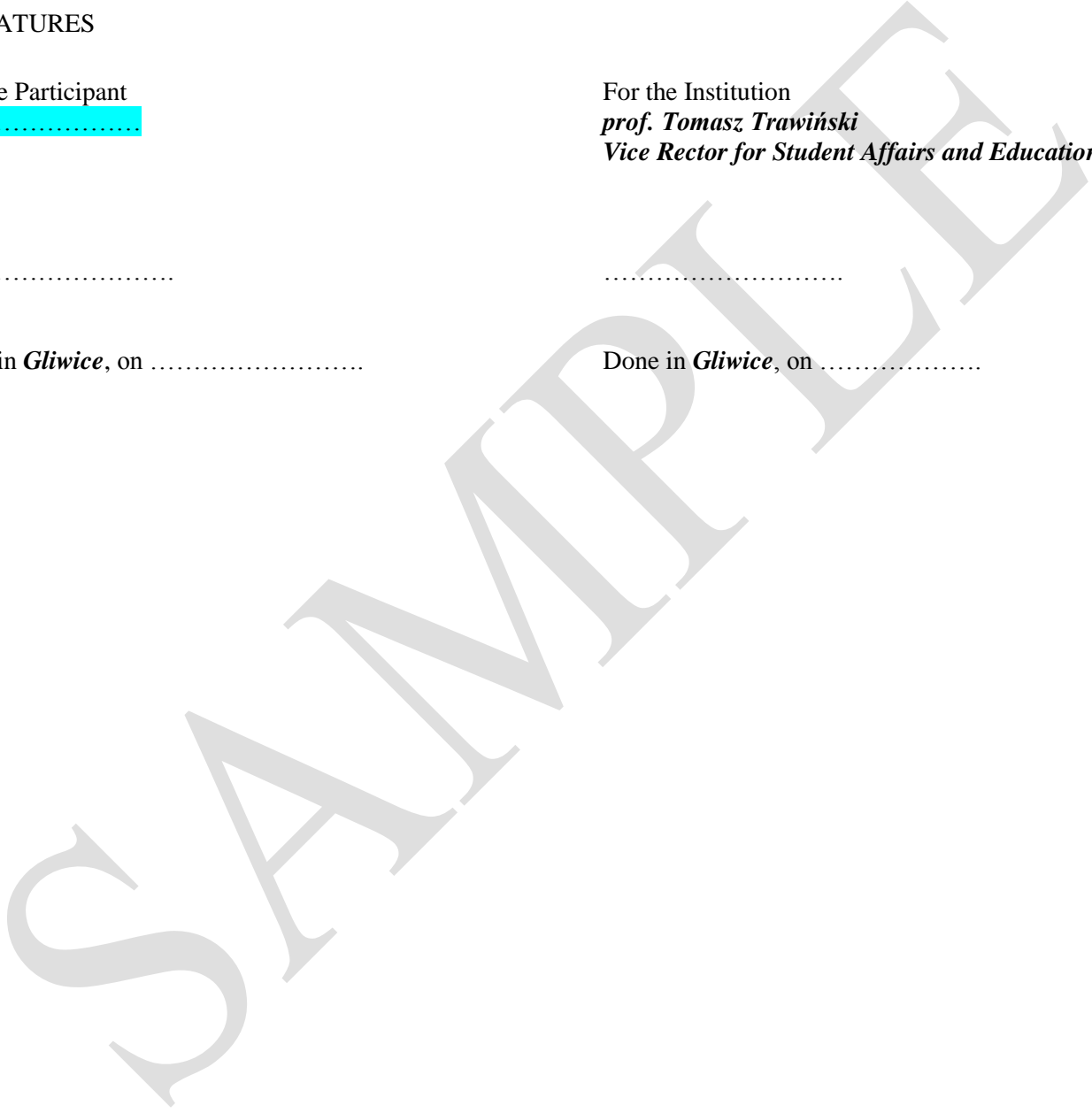
For the Institution

*prof. Tomasz Trawiński*

*Vice Rector for Student Affairs and Education*

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Done in *Gliwice*, on .....



[Key Action 1 – HIGHER EDUCATION]  
**Learning Agreement for Erasmus+ mobility for studies**

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**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 Poland, 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 Poland 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 sending organisation.

**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 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 sending institution and/or the 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 National Agency of Poland or by any other outside body authorised by the European Commission or the National Agency of Poland to check that the mobility period and the provisions of the agreement are being properly implemented.