

**Erasmus +**  
**Grant Agreement for Student Mobility for Placement**  
concluded on the basis of Law no. 89/2012, the Civil Code, as amended

Field: Higher Education  
Academic year:

Masaryk University

Erasmus ID Code:  
Identification Number: , Tax identification number:  
Address:

*Masaryk University is a public university established by law and is registered in the Trade Register.*

Grant Agreement is a document that has to be signed in order to carry out your mobility. Is it physically signed at Centre for International Cooperation (CZS) after a pre-arranged meeting in the [online reservation system](#) (2–3 weeks before the start of your mobility).

Called hereafter “**MU**”, represented for the purposes of signature of this agreement by Petr Starý based on the authorization by the Erasmus+ Institutional Coordinator Violeta Osoučová of the one part, and

Jana Nová, učo 123456

Date of Birth: Nationality:  
Address:  
Phone number: Email:  
Gender: Academic year:  
Type of studies at the time of undergoing the mobility:  
Study field: Code<sup>1</sup>:  
Number of years of higher education completed:

Check your contact information and information about the mobility.

**Bank account to which the financial support should be paid:**

Bank account holder:

Currency of account:

Bank name:

BIC/SWIFT: IBAN:

The participant is obliged to submit an account number into the Information System before signing the agreement.

Check that your bank details are correct. Make sure you have the bank account number also in the IS!

Hereinafter the “**Participant**” agrees to the specific conditions and annexes listed below, which are an integral part of this Grant Agreement (hereinafter “**Agreement**”):

Annex I	Learning Agreement for Traineeships
Annex II	General Conditions
Annex III	Affidavit
Annex IV	Erasmus Student Charter
Annex V	Confirmation of insurance (health, accident and liability insurance)

The terms set out in the Special Conditions specified in this Agreement shall take the annexes. Preference is given to one of the annexes in order of attachments, a lower numerical designation.

Here is the method of financing your mobility (used for the internal needs of CZS).

Student with:

- ☐ financial support from EU Erasmus+ funds
- ☐ EU zero-grant
- ☐ financial support from EU Erasmus+ funds combined with some days of grant from EU funds

Financial support includes:

- ☐ Individual support for long-term physical mobility
- ☐ Top-up for traineeship activity
- ☐ Special needs support
- ☐ Financial Support for student with disadvantaged background (definition to national agency<sup>2</sup>)
- ☐ Green travel individual support top-up (single contribution)

If you are entitled to any of these supports, these sections will be marked accordingly.

<sup>1</sup> [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)

<sup>2</sup> Definition can be found at: [www.naerasmusplus.cz](http://www.naerasmusplus.cz)

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- 1.1 MU shall provide the Participant with the financial referred to in Article 4.2 of this Agreement for the purpose of undertaking mobility for studies (hereinafter “**mobility**”) under the Erasmus+ Programme.
- 1.2 The participant accepts the above specified financial support and undertakes the mobility described in Annex I.
- 1.3 Addendums to the agreement, including start and end dates of the mobility, shall be made in the form of written amendment.

It is important that you inform your CZS coordinator in advance about any changes in the length of your stay.

### ARTICLE 2 – SPECIFICATIONS OF RESIDENCE

Name of the **host institution**:  
Address of host institution:  
Country:

Here are details about your host institution.

Check the duration of the mobility.

### ARTICLE 3 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 3.1 The agreement is concluded and becomes effective on the date when the last of the two parties signs.
- 3.2 The physical period of stay starts on XX.XX.XXXX and ends on XX.XX.XXXX. **Expected duration of mobility:** The estimated length of stay is thus X days. The start date of stay corresponds to the first date on which the participant is required to physically appear at the host institution. End date refers to the last day of the stay when the participant is required to physically appear at the host institution. If the stay starts earlier or ends later than the first sentence of this paragraph, the participant is obliged to provide evidence of the specified period, even during the stay, otherwise the period shall not be taken into account.
- 3.3 The participant shall receive financial support from Erasmus+ EU funds for X days.
- 3.4 If the participant receives a financial support from Erasmus+ EU funds combined with a zero-grant period: the number of months and extra days shall correspond to the period covered by financial support from Erasmus+ EU funds, which shall be provided at least for the minimum duration of the period abroad (2 months). If the participant receives a zero-grant for the entire period: this number of months and extra days should be 0.
- 3.5 The total duration of the physical mobility must not exceed:
  - 12 months in one study cycle of bachelor’s, master’s and doctorate programmes
  - 24 months in the case of long master’s programmes

60 days is the minimum length of the traineeship. If you shorten your traineeship and the length will be less than 60 days, your mobility is not valid and you will be obliged to return the financial support.

Previous participation in the Lifelong Learning Programme within the Erasmus programme (study and work mobilities) as well as periods of zero grant mobility also count towards this period.

- 3.6 The participant may submit a request for an extension of the duration of the stay through the information system of the Masaryk University International Cooperation Centre (MUICC) within the limits set out in the Erasmus+ Programme Guide<sup>3</sup> (hereinafter “the Guide”). The request for an extension of the stay must be submitted by the participant and the host institution agree to the extension of the period.

The final length of your traineeship will be confirmed by the host institution in the Traineeship Certificate.

Report any change in the length of your stay. For extensions, upload a fully signed Application for Extension into your ISOIS application no later than 30 days before the originally planned end date of the mobility.

The request for an extension of the stay must be submitted by the participant and the host institution agree to the extension of the period.

The Traineeship Certificate, which shall show the start and end dates of the mobility, including the virtual component.

This is the amount of financial support you will receive.

### ARTICLE 4 – FINANCIAL SUPPORT

- 4.1 The financial support is calculated following the Erasmus+ Programme Guide.
- 4.2 ☐ The participant shall receive financial support from Erasmus+ EU funds for X days totalling X EURO, which corresponds to X EUROS<sup>4</sup> for every 30 days, i.e. X EURO per day.
- ☐ The participant does not receive financial support, but for all intents and purposes will be considered an Erasmus+ student (a student without financial support) for a mobility of a length of X days.
- ☐ Financial support will be increased by X EUROS for every 30 days for mobility of up to a maximum of X days.
- ☐ Based on the approved application for a scholarship for specific needs, the financial support is increased by X EUROS for the entire stay. No increase can be requested after the start of the mobility.

<sup>3</sup> The Guide

<sup>4</sup> The app

If you are entitled to a financial support for student with disadvantaged background, a scholarship for specific needs or a Green travel individual support top-up, you can find the information here.

<sup>5</sup> [ec.europa.eu/erasmus-programme-guide](https://ec.europa.eu/erasmus-programme-guide)

The total number of days for which you will receive financial support.

- ☐ The participant shall receive Green travel individual support top-up (single contribution) in total amount of X EUROS.
- 4.3 The amount of financial support shall be determined by multiplying the number of days of stay by 1/30 of the unit cost per month for the host country concerned, both referred to in paragraph 4.2.
- 4.4 If the actual length of mobility is shorter than the expected length specified in par. 3.2, MU is entitled to request repayment of the financial assistance or parts thereof in accordance with paragraph 11.2 of this agreement.
- 4.5 Reimbursement of costs incurred in connection with the support of participants with specific needs, if applicable, will be based on documents provided by the participant.
- 4.6 Reimbursement of costs incurred in connection with the Green travel support of participants, if applicable, will be based on documents provided by the participant in accordance with paragraph 11.6 of this agreement.
- 4.7 The financial support may not be used to cover similar costs already funded by EU.
- 4.8 Notwithstanding article 4.7, the financial support is compatible with any other income that the participant could receive by working beyond their stay period or the activities mentioned in Annex I.

If you shorten the length of your stay, you will return a proportion of the financial support.

#### ARTICLE 5 – PAYMENT ARRANGEMENTS

- 5.1 The participant will receive financial support in the following instalments:  
instalment no. 1 X EURO,  
instalment no. 2 X EURO.
- 5.2 The participant receives payment no. 1 within 30 days after signing this agreement by both parties, but no later than the first day of mobility or upon receiving a confirmation of arrival at the host institution. In case the participant did not provide the supplementary documents in time (according to MU timeline), payment no. 1 can be delayed until all required documents are provided.
- 5.3 The participant will receive payment no. 2 within 30 days after the end of the calendar year following the signature of this agreement by both parties.
- 5.4 If the participant's application for grant support is approved, MU will pay the grant payment in full within 30 days after signing the agreement on the first day of mobility or upon receiving a confirmation of arrival at the host institution.
- 5.5 If the participant meets the requirements to participate in the mobility programme as defined in the Programme Guide, the participant will receive payment no. 1 and other documents confirming the use of the financial support.

Here is information regarding the individual instalments of financial support. If your mobility extends from the calendar year to another, you will receive financial support in two instalments. If all documentation is complete, you will receive financial support within 30 days of signing the agreement. Financial support for specific needs and a Green travel individual support top-up will be paid separately.

#### ARTICLE 6 – INSURANCE

- 6.1 MU shall make sure that the participant has sufficient insurance coverage throughout the period of physical mobility, either by providing the insurance, or by making necessary arrangements with the host institution, or by providing the participant with the relevant information and support to take out the insurance on their own.
- 6.2 The responsible party for taking out insurance coverage is the participant.
- 6.3 Confirmation of enrolment for **health insurance coverage** will be part of this agreement. If the contracted insurance does not cover COVID-19, it will not be possible to recognize and reimburse the medical expenses associated with this disease as "force majeure".
- 6.4 Confirmation of enrolment for **liability insurance coverage** (covering damages caused by the student at the workplace) will be part of this agreement.
- 6.5 Confirmation of enrolment for **accident insurance coverage** related to damages caused to the student at the workplace) will be part of this agreement.

Here is the information about insurance that you had to arrange for your stay.

#### ARTICLE 7 – ONLINE LINGUISTIC SUPPORT

(Only applicable for stays for which the main language of instruction or work is a language available in the Online Linguistic Support (OLS) tool, with the exception of native speakers and C2 certificate holders.)

- 7.1 The participant
  - ☐ must carry out the OLS language assessment in the language of mobility (if available) before the period of stay. The completion of the online assessment is a pre-requisite for the conclusion of this agreement. The level of language competence in X that the student already has is: A1☐ A2☐ B1☐ B2☐ C1☐ C2☐
  - ☐ will not follow the OLS language assessment.
- 7.2 The participant will
  - ☐ follow the OLS language course, starting as soon as they receive access and making the most out of the service. The participant shall immediately inform the institution if he/she is unable to carry out the course, before accessing it.

- ☐ not follow the OLS language course.

## ARTICLE 8 – ACADEMIC RECOGNITION OF MOBILITY

- 8.1 The participant compiles a specific plan of traineeship at the host institution, which is submitted for approval in writing to MU and the host institution. Approval of this plan of traineeship results in the Learning Agreement for Erasmus+ mobility for Traineeships, which is binding on all three sides and is attached hereto as Annex I.
- 8.2 By signing a traineeship agreement MU confirms:
- an agreement with the plan proposed by the host institution
  - a full recognition of the traineeship and allocation of ECTS credits in the participant's Diploma Supplement.
- 8.3 The participant shall ensure that any changes to the learning agreement are agreed upon in writing in the form of an addendum by the host institution and MU, and executed promptly, but not later than five weeks from the start of the semester at the host institution.
- 8.4 It is the duty of participants before travelling abroad to register their mobility in the MU Information System (hereinafter referred to as "IS MU"). The mobility is then confirmed by the study department on the basis of a completed and approved (at least by MU) learning agreement which the participant submits.
- 8.5 After the mobility the participant shall submit a request for recognition of subjects / credits from the mobility via IS MU, in accordance with Art. 10 of the methodological instruction of the director of the CIC.
- 8.6 Request for recognition of subjects / credits can be denied if not fulfilled.

You can download the Traineeship Interim Report form your ISOIS application where you also upload it once every two months after the beginning of your placement.

## ARTICLE 9 – REPORTING

- 9.1 During the mobility, the participant agrees to submit **a progress report** to the Centre for International Cooperation, which is part of MU, via ISOIS once every 2 months; details of the progress report are given on the website of the Centre for International Cooperation.
- 9.2 After the end of the mobility, the participant agrees to specify into ISOIS:
- **"Traineeship Certificate"** (a copy of the document containing the actual start and end dates of stay at the host institution.
  - **Final Report** (EU Survey) completed electronically for it to be sent. This will be sent after the end of the mobility.
- If the participant has submitted on time and in the prescribed form, the University has the right to assess the party according to this agreement.

The final length of your stay will be confirmed in the Traineeship Certificate form that can be downloaded from your ISOIS application. Do not forget that the signature of both the receiving institution and the placement guarantor at MU is required! Please upload the document within 10 days of the end of your stay in your application in ISOIS.

At the end of your stay, you are required to complete the EU Survey (it is filled in online).

## ARTICLE 10 – DATA PROTECTION

- 10.1 MU shall provide the participant with the relevant data protection statement for the processing of their personal data before it is recorded in the Erasmus+ electronic mobility management systems.  
<https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>

## ARTICLE 11 – RETURN OF FINANCIAL SUPPORT

- 11.1 If a breach of the agreement should occur, the participant is obliged to return the whole financial aid, or its portion. Should the participant terminate the agreement before its expiration or breach the conditions of the agreement, the participant is obliged to return the financial support already received, if no other agreement with MU states otherwise.
- 11.2 The participant is obliged to return the entire financial aid or part thereof to MU according to the following rules:
- If the length of stay according to the document "Traineeship Certificate" is shorter than the expected length of stay referred to in Article 3 par. 3.2 of this Agreement, the participant is obliged to return the proportional part of MU financial aid under the rules for calculating the allocation of financial support.
  - If the participant does not fill in the final report within the deadline, MU reserves the right to require partial or full reimbursement of the financial aid.
  - If a participant otherwise breaches the terms of the agreement, MU reserves the right to require reimbursement of financial support.
- 11.3 The previous paragraph of this Article in this Agreement shall not apply if the participant is prevented from fulfilling his obligations by a force majeure event beyond the control of the participant and which was not his fault or due to his negligence or action.

If you shorten your traineeship or breach the agreement in another way, you are obliged to return the entire or a proportion of the financial support. Please note that the minimum length of the traineeship is 60 days.

event, the participant is entitled to receive the portion of financial aid corresponding to the actual duration period of the stay, as stated in article 3.2. The remaining financial aid must be reimbursed, if there exists no other agreement with MU. The participant must immediately notify the coordinator of Erasmus+ at MU of this situation. The participant acknowledges that the force majeure must be confirmed by the Czech National Agency for International Education and Research, otherwise MU will insist that it is not a matter of a force majeure". 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 and provide them to MU to prove the costs incurred without undue delay, no later than 30 days after the end of the stay.

- 11.4 MU is entitled (but not obliged) based on an individual assessment not to require repayment of financial aid under para. 11.1.
- 11.5 If the participant receives a scholarship for special needs, he/she is obliged to complete an expenses report, i.e. to provide all receipts, invoices and other documents confirming the purpose and amount of costs and send that to the Erasmus+ coordinator at MU no later than 30 days after the end of mobility. If the allocated grant is not spent, the participant is obliged to return the financial support or its part.
- 11.6 If the participant applies for a Green travel support, he / she is obliged to complete an expenses report, i.e. to provide all receipts, invoices and other documents confirming the use of green travel and send that to the Erasmus+ coordinator at MU no later than 30 days after the end of stay.
- 11.7 The participant is obliged to return financial support or any part thereof within 14 days after receiving a request for its repayment from MU.

#### ARTICLE 12 – APPLICABLE LAW AND COMPETENT COURT

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- 12.1 This Agreement is made in the English language and is governed by the laws of the Czech Republic.
- 12.2 Competent court appointed in compliance with appropriate intrastate legal regulations is exclusively competent to adjudicate any disputes between MU and participant with regard to interpretation, application, or effectiveness of this agreement, if such dispute cannot be resolved by mutual agreement.

#### ARTICLE 12 – FINAL PROVISIONS

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- 13.1 Failure to comply with the terms of this Agreement may be considered a violation of the Study and Examination Regulations of MU.
- 13.2 The participant may not assign this Agreement or any rights of it to a third party without the written consent of MU.
- 13.3 This agreement is made in two copies, one for each party.

#### SIGNATURES

For MU  
In Brno, XX.XX.XXXX

Participant  
In Brno, XX.XX.XXXX

.....  
**Masaryk University**

.....  
**Jana Nová**

Sign the agreement here.



## **Annex II**

### **GENERAL CONDITIONS**

#### **Article 1: Liability**

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.

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, MU 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 expiry date or if they fail to follow the agreement in accordance with the rules set out therein, they shall have to refund the amount of the grant already paid, unless otherwise agreed with MU.

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, except if agreed differently with MU.

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.

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

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 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 MU, 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<sup>5</sup> (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of their personal data 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

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<sup>5</sup> Additional information on the purpose of processing your personal data, what data we collect, who has access to it and how it is protected, can be found at:

[https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement\\_en](https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en)