

GRANT AGREEMENT FOR THE CO-FINANCING OF STAFF MOBILITY FOR THE PURPOSE OF TEACHING IN  
THE FRAMEWORK OF THE ERASMUS+ MOBILITY PROGRAMME BETWEEN PROGRAMME AND PARTNER  
COUNTRIES (KA107) FOR THE PROJECT YEAR 2018  
«Št»-STA-KA107/2018

**UNIVERSITY OF MARIBOR**

Slomškovo trgo 15, 2000 Maribor  
Erasmus code: **SI MARIBOR01**

VATIN: SI71674705

Registration no.: 5089638000

Current account: 01100-6030709059 opened with UJP Slovenska Bistrica

Called hereafter "the institution", represented for the purposes of signature of this agreement by Rector,  
prof. dr. Zdravko Kačič, of the one part, and

Last name: «Last\_name»

First name: «First\_name»

Date of birth: «Date\_of\_birth»

E-mail: «EMAIL»

Passport number: «Passport\_number»

Home address: «Home\_address»

Sending Institution: «Sending\_institution»

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

Bank account holder (if different than participant):

Bank name: «Bank\_name»

Bank address: «Bank\_address»

BIC/SWIFT number: «SWIFT\_NO»

Account/IBAN number: «ACCOUNT\_NO»

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                      Staff Mobility Agreement  
Annex II                     General Conditions

The terms set out in the Special Conditions shall take precedence over those set out in the annexes

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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The institution shall provide support to the participant for undertaking a mobility activity for teaching under the Erasmus+ Programme. 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 as described in Annex I. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by e- mail.

### ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

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The agreement shall enter into force on the date when the last of the two parties signs.

The mobility period shall start on «Predviden\_Datum\_od» and end on «Predviden\_Datum\_do». 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.

The participant shall receive financial support from Erasmus+ EU funds for **5 days** and **2 days** for travel. 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.

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.

The Certificate of Attendance shall provide the effective start and end dates of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

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The participant shall receive «Predvidena\_dotacija\_za\_bivanje» EUR corresponding to individual support and «Predvidena\_dotacija\_za\_pot» EUR corresponding to travel. The amount of individual support is **140 EUR** per day. Total grant is «Predvidena\_dotacija\_skupaj» EUR

The institution shall provide the participant with travel and individual support in the form of direct provision of the required travel and individual support services. In such case, the beneficiary shall ensure that the provision of services will meet the necessary quality and safety standards.

The grant for travel costs is depending on the distance between the seat of the domestic institution and the place of the destination and is approved based on actual costs, but to the maximum of the amounts in Table 1.

Individual support covers the costs of staying (accommodation, meals, local transport, insurance...) based on actual costs determined via the number of days of mobility and one additional day before the start and one day after the end of mobility may be considered, but to the maximum of the daily allowances from table 2:

Table 1 – Travel costs – maximum amounts regarding the distance between the seat of the domestic institution and the place of the destination

Distances	Amount of grant (EUR/participant)
Distances from 0 to 99 km	20
Distances from 100 to 499 km	180
Distances from 500 to 1999 km	275
Distances from 2000 to 2999 km	360
Distances from 3000 to 3999 km	530
Distances from 4000 to 7999 km	820
Distances of 8000 km or more	1500

The distance is to be calculated by the distance calculator provided by European Commission ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_sl.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_sl.htm)). The one way distance has to be used for the calculation of the EU grant for coverage of travel costs.

Table 2: Amount of individual support

Sending state	Host state	Amount of grant (EUR/day)
Partner state	Slovenia	140

University of Maribor will reimburse travel costs and costs of staying but to the maximum to the approved Total grant.

The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant

The financial support may not be used to cover costs already funded by EU funds. The financial support is compatible with any other source of funding.

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 I due to force majeure. Such cases shall be reported by the institution and accepted by the to the Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes (CMEPIUS).

The costs of mobility will be transferred direct to the participant bank account written in the application form.

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#### ARTICLE 4 – PAYMENT ARRANGEMENTS

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

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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. 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

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The participant shall have adequate insurance coverage. Acknowledgement that health insurance coverage has been organised shall be included in this agreement.

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

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The Agreement is governed by national law of the Republic of Slovenia. 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.

#### SIGNATURES

Participant  
«Last\_name» «First\_name»

Rector of the University of Maribor  
Prof. Dr. Zdravko Kačič

Date:

[Key Action 1 – HIGHER EDUCATION]  
**Staff Mobility Agreement**

**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 Republic of Slovenia, 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 Republic of Slovenia 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

**Annex I**

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 the Republic of Slovenia or by any other outside body authorised by the European Commission or the National Agency of the Republic of Slovenia to check that the mobility period and the provisions of the agreement are being properly implemented.