

KA131 Výzva 2023

# Dokumentace mobilit zaměstnanců





## **VÝUKOVÝ POBYT**

**Staff mobility for teaching  
(STA)**

## **ŠKOLENÍ**

**Staff mobility for training  
(STT)**

# Výukový pobyt

2 – 60 dní;

5 do 60 dnů v případě  
mobility z  
programových do  
partnerských zemí

(bez započtení doby na  
cestu)



- **Akademický pracovník (expert z podniku) vyučuje** na zahraniční partnerské vysokoškolské instituci;
- Minimálně **8 odučených hodin / týden** (minimum se nevztahuje na pozvané odborníky z podniku)
- V případě pozvaných expertů z podniku min. **1 den**
- Přijímající VŠ v programové zemi musí být držitelem ECHE
- Před zahájením mobility musí být podepsána **meziinstitucionální dohoda**
- **Možnost kombinované mobility**

# Školení

2 – 60 dní;

5 do 60 dnů v případě mobility z programových do partnerských zemí

(bez započtení doby na cestu)



- profesní rozvoj pedagogických a nepedagogických pracovníků VŠ
- vzdělávacích akcí v zahraničí (s výjimkou konferencí) a pracovního stínovacího / pozorovacího období / školení v partnerské vysokoškolské instituci nebo v jiné příslušné zahraniční organizaci
- jakákoli veřejná nebo soukromá organizace z programové země působící na trhu práce nebo v oblasti vzdělávání, odborné přípravy a práce s mládeží, může být i VŠ s ECHE
- také možnost kombinace STA a STT
- minimální počet - 4 hodiny / týden (nebo jakékoliv kratší doby pobytu)
- Možnost kombinované mobility

Grant NELZE využít na KONFERENCE!



## Povinné dokumenty

### PŘED ZAHÁJENÍM POBYTU

Účastnická smlouva (Grant agreement)

- ➔ Zvláštní podmínky **od 2022 dohromady pro studenty i zaměstnance!**
- ➔ Příloha I: Program mobility zaměstnanců na výukový pobyt / školení (Mobility agreement)

### PO SKONČENÍ POBYTU

- ➔ Potvrzení o délce výuky / školení
- ➔ Závěrečná zpráva (EU Survey)

Dokumenty mají stanovenou podobu ve formě minimálních požadavků, škola ale může připojit vlastní kritéria / požadavky / kolonky.

# Účastnická smlouva



## **PREAMBLE**

This **Agreement** ('the Agreement') is **between** the following parties:

**on the one part,**

the **Organisation** ('the organisation'),

*[Option for outgoing mobility: Full official name of the beneficiary organisation/consortium/sending institution and Erasmus code if applicable]*

*[Option for incoming mobility including incoming invited staff from enterprises: Full official name of the beneficiary organisation/consortium/receiving institution and Erasmus code if applicable]*

Address: [official address in full]

Email:

represented for the purposes of signature of this agreement by [forename and surname, function]

**and**

**on the other part,**

the '**participant**'

[first name and family name]

Date of birth:

Address: [official address in full]

Phone:

Email:

*[Option for participants receiving financial support from Erasmus+, except those receiving only a zero-grant from EU funds, if a European bank account is available:*

Bank account where the financial support should be paid:

Bank account holder:

Bank name:

Clearing/BIC/SWIFT number:

Account/IBAN number:]

The parties referred to above have agreed to enter into this Agreement.

The Agreement is composed of:

Terms and Conditions

Annex 1: [Erasmus+ learning agreement for student mobility for staff mobility for teaching/ Erasmus training]<sup>1</sup>

[NA can choose to add below tickboxes if useful]

Total amount includes [delete non-applicable options]:

- ☐ Base amount for individual support for long-term physical mobility
- ☐ Base amount for individual support for short-term physical mobility
- ☐ Top-up amount for students and recent graduates with fewer opportunities on long-term mobility
- ☐ Top-up amount for students and recent graduates with fewer opportunities on short-term mobility
- ☐ Top-up amount for traineeships [not applicable to KA171 mobility]
- ☐ Top-up amount for green travel to individual support [not applicable to KA171 mobility]
- ☐ Travel support (standard travel or green travel amount)
- ☐ Travel days (additional individual support days)
- ☐ Exceptional cost for expensive travel (based on real costs) [not applicable to KA171 mobility]
- ☐ Inclusion support (based on real costs)

The participant receives [choose one]:

- ☐ a financial support from Erasmus+ EU funds
- ☐ a zero-grant
- ☐ a partial financial support from Erasmus+ EU funds for part of the physical duration [not applicable to KA171 mobility]



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

- 2.1 The grant agreement will enter into force on the date when the last of the two parties signs this grant agreement.
- 2.2 The mobility period will start on [date] and end on [date].
- 2.3 The period covered by the grant agreement includes:
- a physical mobility period from [date] to [date], equal to [number of mobility days] days
  - *[Option [...] funded travel days]*
  - *[Option for blended mobility: a virtual component from [date] to [date]]*



## ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide [202X version].
- 3.2 The participant will receive a financial support from Erasmus+ EU funds for [...] days of [The number of days will be equal to the duration of the physical mobility period plus travel days; if the participant will not receive financial support for a part or the entire mobility period, this number of days are to be adjusted accordingly]
- 3.3 The participant may submit a request concerning the extension of the physical mobility period within the limit set out in the Erasmus+ Programme Guide of [...] days [to be completed by the beneficiary according to the Erasmus+ Programme Guide rules]. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.
- 3.4 [Option for students, NA/beneficiary shall select Option 1 or Option 3]  
[Option for staff, NA/beneficiary shall select Option 1, Option 2 or Option 3]



*[Option 1:*

The organisation shall provide the participant the total financial support for the mobility period *[Option if applicable: and travel days]* in the form of a payment of EUR [...] *[Option for zero-grant participants 0]]*

*[Option 2:*

The organisation shall provide the participant with the required support in the form of direct provision of the needed support services. The organisation shall ensure that the provision of services will meet the necessary quality and safety standards.]

*[Option 3:*

The organisation shall provide the participant with the required support in the form of a payment of the following amount EUR [...] and in the form of direct provision of: [travel/subsistence]. The organisation shall ensure that the direct provision of services will meet the necessary quality and safety standards. ]



## ARTICLE 4 – PAYMENT ARRANGEMENTS

*[Option if in Article 3.4 Option 1 or 3 are selected]*

### 4.1 *[Option for outgoing mobility]*

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
- *[NA/beneficiary to choose one option: the start date of the mobility period / [Not applicable for participants receiving the top-up for fewer opportunities or inclusion support:] upon receipt of confirmation of arrival by the participant.]*

*[Option for incoming mobility]*

The participant shall receive individual and travel support, if applicable, in a timely manner after the arrival of the participant. ]

The payment shall be made to the participant representing [...] [organisation to choose between 70% and 100%] of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the funding organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.



## **ARTICLE 5 – RECOVERY**

- 5.1 The financial support or part thereof shall be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, the participant shall have to return the amount of the grant already paid, except if agreed differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

## **ARTICLE 6 – INSURANCE**

## **ARTICLE 7 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)**

## **ARTICLE 8 – PARTICIPANT REPORT**

## **ARTICLE 9 – ETHICS AND VALUES**

- 9.1 Ethics: The mobility activity must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.
- 9.2 Values: The participant must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).
- 9.3 If a participant breaches any of its obligations under this Article, the grant may be reduced.



**- Obecné podmínky už NEJSOU - přesunuty do  
těla účastnické smlouvy**

**ARTICLE 10 – DATA PROTECTION**

**ARTICLE 11 – TERMINATION OF THE AGREEMENT**

**ARTICLE 12 – CHECKS AND AUDITS**

**ARTICLE 13 – LIABILITY**

**Annex II**

**GENERAL CONDITIONS**



# Příloha I – Mobility Agreement



Higher Education:  
Mobility Agreement form  
Participant's name

## Mobility Agreement Staff Mobility For Teaching<sup>1</sup>

Planned period of physical teaching activity: from [day/month/year] to [day/month/year]

If applicable, planned period(s) of virtual teaching activity: from [day/month/year] to [day/month/year]

Duration of physical mobility (days) – excluding travel days: .....

### The teaching staff member

|                                |  |                          |           |
|--------------------------------|--|--------------------------|-----------|
| Last name (s)                  |  | First name (s)           |           |
| Seniority <sup>2</sup>         |  | Nationality <sup>3</sup> |           |
| Gender [Male/Female/Undefined] |  | Academic year            | 20../20.. |
| E-mail address                 |  |                          |           |

### The Sending Institution/Enterprise<sup>4</sup>

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| Name   |  |                                       |  |
| Erasmus code <sup>5</sup><br>(if applicable) |  | Faculty/Department                    |  |
| Address                                      |  | Country/<br>Country code <sup>6</sup> |  |
| Contact person<br>name and position          |  | Contact person<br>e-mail / phone      |  |
|  |  | Size of enterprise<br>(if applicable) | <input type="checkbox"/> <250 employees<br><input type="checkbox"/> >250 employees |



Higher Education:  
Mobility Agreement form  
Participant's name

## Mobility Agreement Staff Mobility For Training<sup>1</sup>

Planned period of physical training activity: from [day/month/year] till [day/month/year]

If applicable, planned period of virtual training activity: from [day/month/year] till [day/month/year]

Duration of physical mobility (days) – excluding travel days: .....

### The Staff Member

|                                |  |                          |           |
|--------------------------------|--|--------------------------|-----------|
| Last name (s)                  |  | First name (s)           |           |
| Seniority <sup>2</sup>         |  | Nationality <sup>3</sup> |           |
| Gender [Male/Female/Undefined] |  | Academic year            | 20../20.. |
| E-mail                         |  |                          |           |

### The Sending Institution

|  |  |                                       |  |
|--|--|---------------------------------------|--|
| Name   |  | Faculty/Department                    |  |
| Erasmus code <sup>4</sup><br>(if applicable) |  |                                       |  |
| Address                                      |  | Country/<br>Country code <sup>5</sup> |  |
| Contact person<br>name and position          |  | Contact person<br>e-mail / phone      |  |



## Vyplnění Přílohy I – Mobility Agreement

- údaje o pedagogovi / zaměstnanci, vysílající / přijímající instituci
- **postačí oskenované kopie podepsaného dokumentu**

### STA – program výukového pobytu

termín a délka trvání mobility, obsah, obor výuky / cíle, jazyk, počet studentů, počet výukových hodin,

**obsah programu a případné rozdělení mezi fyzickou a virtuální částí,**

přidaná hodnota mobility, výstupy a dopad pobytu

### STT – program školení

termín a délka trvání mobility,

**jedná se o kombinovanou mobilitu?,**

obsah a cíle, aktivity, přidaná hodnota mobility, výstupy a dopad pobytu

# Kontakty

## Dům zahraniční spolupráce (DZS)

Na Poříčí 1035/4, 110 00 Praha 1

☎ +420 221 850 100

@ info@dzs.cz



### Facebook

Dům zahraniční spolupráce – DZS  
Erasmus+ Česká republika  
Evropské příležitosti pro mladé  
Study in the Czech Republic



### Instagram

@dzs\_cz



### Twitter

@dzs\_cz



### LinkedIn

Dům zahraniční spolupráce



### YouTube

Dům zahraniční spolupráce DZS



## Kontakty Erasmus+ vysokoškolské vzdělávání:

vedoucí oddělení:

**Barbora Nájemníková**

[barbora.najemnikova@dzs.cz](mailto:barbora.najemnikova@dzs.cz)

Aktivita KA103 / KA131 – mobilita jednotlivců:

**Terezie Kracíková**

[terezie.kracikova@dzs.cz](mailto:terezie.kracikova@dzs.cz)

**Anna Řeháková**

[anna.rehakova@dzs.cz](mailto:anna.rehakova@dzs.cz)

**Michaela Čechová**

[michaela.cechova@dzs.cz](mailto:michaela.cechova@dzs.cz)

[www.dzs.cz](http://www.dzs.cz)