

**Aktivity KA131**

# **Zaměstnanecké mobility a jejich dokumentace**



# **Přehled zaměstnaneckých mobilit**



## Výukový pobyt (STA)

**Akademický pracovník**  
**Pozvaný odborník z podniku**



## Školení (STT)

**Akademický pracovník**  
**Neakademický pracovník**





## Výukový pobyt

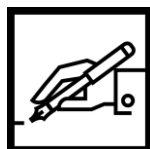
**DÉLKA:** 2 – 60 dní (v programových zemích)  
5 – 60 dní (mezi programovými a partnerskými zeměmi)  
1 – 60 dní (pro pozvané odborníky z podniku)



**8 hodin/týden** (neplatí pro pozvaného odborníka z podniku)



**Přijímající VŠ musí být držitelem ECHE**



**Před zahájením mobility musí být podepsaná meziinstitucionální dohoda**

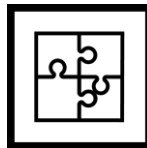


# Školení

**DÉLKA:** 2 – 60 dní (v programových zemích)  
5 – 60 dní (mezi programovými a partnerskými zeměmi)



**Job shadowing, jazykové kurzy, tématické workshopy aj.**



**Možnost kombinace s STA** (4 hodiny/týden)



**NELZE využít na konference**

## **Dokumentace zaměstnaneckých mobilit**

# Povinné dokumenty



## PŘED



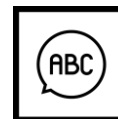
### PODPIS ÚČASTNICKÉ SMLOUVY

- **Zvláštní podmínky** (stejně pro všechny typy mobilit)
- **Příloha I: Mobility Agreement**

## PO



### POTVRZENÍ O DÉLCE MOBILITY („CONFIRMATION“)



### ZÁVĚREČNÁ ZPRÁVA („EU SURVEY“)

**Dokumenty obsahují minimální požadavky, příjemce si může doplnit další vlastní požadavky, které si nesmí odporovat s těmi minimálně nastavenými.**



# 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], with residence at address: [official address in full]

Date of birth:

Phone:

E-mail:

*[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 studies/ Erasmus+ learning agreement for student mobility for traineeships/ Erasmus+ mobility agreement for staff mobility for teaching/ Erasmus+ mobility agreement for staff mobility for training]<sup>1</sup>

*[Option for students only: Annex 2: Erasmus Student Charter]*

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.





[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]
- ☐ Travel support (green travel or non-green travel)
- ☐ 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]



## TERMS AND CONDITIONS

### ARTICLE 1 – SUBJECT OF THE AGREEMENT

- 1.1 This agreement sets out the rights and obligations and terms and conditions applicable to the financial support awarded to carry out a mobility activity under the Erasmus+ Programme.
- 1.2 The organisation will provide support to the participant for undertaking a mobility activity.
- 1.3 The participant accepts the support or the provision of services as specified in Article 3 and undertakes to carry out the mobility activity as described in Annex 1.
- 1.4 Amendments to this grant agreement will be requested and agreed by both parties through a formal notification by letter or by electronic message.

### ARTICLE 2 – DURATION OF MOBILITY

- 2.1 The mobility period will start on [date] and end on [date].
- 2.2 The period covered by the 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]]/
- 2.3 The [choose what is applicable: transcript of records/traineeship certificate/certificate of attendance (or statement attached to these documents)] shall provide the confirmed start and end dates of duration of the mobility period, including the virtual component.

### 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 [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 up to the maximum activity duration 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.]

- 3.5 The contribution towards costs incurred in connection with travel or inclusion needs ([choose what is applicable:] [inclusion support, exceptional costs for expensive travel, travel support, top-up for fewer opportunities]), shall be based on the supporting documents provided by the participant.

## ARTICLE 4 – ELIGIBILITY OF COSTS

- 4.1 In order to be eligible the costs must be actually used or produced by the participant in the period set out in Article 2 and/or be necessary for implementing the activity in the Annex. The costs must comply with the applicable national law on taxes, labour and social security.
- 4.2 Regarding actual costs (e.g. inclusion support) they must be based on supporting document such as invoices, receipts, etc.
- 4.3 The financial support may not be used to cover costs for activities already funded by Union funds. It is nonetheless compatible with any other source of funding. This includes a salary that the participant could receive for their traineeship or teaching activities, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex 1.
- 4.4 The participant may not claim reimbursement for currency exchange losses or bank costs charged by the participant's bank for transfers from the sending organisation.

## ARTICLE 5 – PAYMENT ARRANGEMENTS

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

### 5.1 *[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.

*[Option if the payment under Article 5.1 is lower than 100% of the financial support]*

- 5.2 The submission of the participant report via the online EU Survey tool shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have *[Option for outgoing mobility: 45]* *[Option for incoming mobility: 20]* calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.]

*[Option if in Article 3.4 Option 2 is selected]*

Not applicable]

## ARTICLE 6 – RECOVERY

- 6.1 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 7 – INSURANCE

- 7.1 The organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own. [In case the receiving organisation is identified as the responsible party in art 7.3, a specific document will be attached to this grant agreement defining the conditions of the insurance provision and including the consent of the receiving organisation.]
- 7.2 Insurance coverage shall include at minimum a health insurance [mandatory for traineeships and optional for other mobilities:] and a liability insurance and an accident insurance.] [Explanation: In the case of intra-European mobility, the participant's national health insurance will include a basic coverage during their stay in another EU country through the European Health Insurance Card. However, this coverage may not be sufficient for all situations, for example in case of repatriation or special medical intervention or in case of international mobility. In that case, a complementary private health insurance may be needed. Liability and accident insurances cover damages caused by the participant or to the participant during their stay abroad. Varying regulation of these insurances is in place in different countries and participants run the risk of not being covered by standard schemes, for example if they are not considered to be employees or formally enrolled at their receiving organisation. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. The National Agency may amend Article 7.2 if there is a justification to adapt the default requirements to the national context.]
- [It is recommended to also include the following information:][Insurance provider(s), insurance number and insurance policy].
- 7.3 The responsible party for taking the insurance coverage is: [the organisation OR the participant OR the receiving organisations] [In the case of separate insurances, the responsible parties may be different and will be listed here according to their respective responsibilities].

## ARTICLE 8 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)

- 8.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.

*[Option if not included in the Learning Agreement]*

- 8.2 The level of language competence in [main language of instruction/work to be specified] that the participant already has or agrees to acquire by the start of the mobility period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

## ARTICLE 9 – PARTICIPANT REPORT

- 9.1 The participant shall complete and submit the participant report on their mobility experience (via the online EU Survey tool) within *[Option for incoming long-term student mobility: 10 / Option for all other mobilities: 30]* calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online participant report may be required by their organisation to partially or fully reimburse the financial support received.

*[Option for students mobility for studies]*

- 9.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.]

## ARTICLE 10 – ETHICS AND VALUES

- 10.1 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.
- 10.2 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).
- 10.3 If a participant breaches any of its obligations under this Article, the financial support may be reduced or not be paid.



**ARTICLE 11 – DATA PROTECTION**

**ARTICLE 12 — AGREEMENT SUSPENSION**

**ARTICLE 13 – TERMINATION OF THE AGREEMENT**

**ARTICLE 14 – CHECKS AND AUDITS**

**ARTICLE 15 – DAMAGES**

**ARTICLE 16 – FORCE MAJEURE**

**ARTICLE 17 – LAW APPLICABLE AND COMPETENT COURT**

**ARTICLE 18 – ENTRY INTO FORCE**



# Příloha I: Mobility Agreement



Higher Education:  
Erasmus+  
Mobility Agreement form  
Participant's name

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

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

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

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

### The teaching staff member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F/Undefined]		Academic year	20../20..
E-mail			

### The Sending Organisation

Name			
Erasmus code <sup>4</sup> (if applicable)		Faculty/Department (if applicable)	
Address		Country/ Country code <sup>5</sup>	
Contact person name and position		Contact person e-mail / phone	
Type of organisation:		Size of organisation (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> ≥250 employees

Higher Education:  
Erasmus+  
Mobility Agreement form  
Participant's name

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

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

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

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

### The Staff Member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Sex [M/F/Undefined]		Academic year	20../20..
E-mail			

### The Sending Institution

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

# SCAN vs. originál



## SCAN

### **Mobility Agreement**

## originál

### **Účastnická smlouva**

- *v prostředí informačního systému - podmínka, že se přihlašuje pomocí svých unikátních přihlašovacích údajů, čas podpisu a informace o podepisující osobě*

### **Potvrzení o délce mobility („Confirmation“)**

- *fyzický originál*
- *dohledatelná elektronická verze s kvalifikovaným el. podpisem doručená komukoliv nebo vedená v informačním systému s auditní stopou*
- *dohledatelná elektronická verze bez el. podpisu, nebo obrázkem apod. doručená koordinátorovi*



**Děkujeme  
za pozornost.**

**Dům zahraniční spolupráce (DZS)**

Na Poříčí 1035/4, 110 00 Praha 1

☎ +420 221 850 100

@ info@dzs.cz

**dzs.cz**



**Facebook**

[@dzs.cz](#)

[@erasmusplusCR](#)

[@mladezvakci](#)

[@czelobrussels](#)

**Instagram**

[@dzs\\_cz](#)

[@eurodesk\\_cz](#)

**TwitterX**

[@dzs\\_cz](#)

[@CZELO\\_Brussels](#)

**LinkedIn**

[@dzs\\_cz](#)

**YouTube**

[@dzs\\_cz](#)