**ERASMUS Mobility Grant Contract 2013-2014**

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| **Official name of the Home University** | Edinburgh Napier University, UK EDINBUR09 |
| **Official address in full** | Colinton Road |
| EDINBURGH, EH10 5DT |
| UK |
|  Called hereafter ‘the institution’ represented for the purposes of signature of this contract by: |
| **Name and function** | Helen McMillan |
| Erasmus Institutional Coordinator |

Of the one part, AND

|  |  |
| --- | --- |
| **Staff member’s name and function** |  |
| **Permanent Home Address** |  |
|  |
|  |
| called hereafter “the beneficiary”, who will be undergoing a training placement at: |
| **Official name of the host university**(e.g. Charles University**)** |  |

from:

|  |  |
| --- | --- |
| **Start month and year:**(e.g. September 2013) |  |

 HAVE AGREED

on the **Conditions** overleaf, which form an integral part of this contract.

The beneficiary shall sign and date below to confirm that he/she has read, understood and agrees to the conditions of the staff training period and grant payment as outlined overleaf.

|  |  |
| --- | --- |
| **Staff Member’s Signature:** |  |
| **Date and Place:** |   |

Edinburgh Napier University agrees to adhere to the conditions of the staff training period and grant payment arrangements as outlined overleaf:

|  |  |
| --- | --- |
| **Institutional Signature:** |  |
| **Date and Place:** |  |

 **CONDITIONS OF ERASMUS MOBILITY GRANT CONTRACT**

**ARTICLE 1 – PURPOSE OF THE GRANT**

1.1 Edinburgh Napier University will provide EU financial support to the beneficiary for undertaking a training assignment under the Erasmus programme of the Lifelong Learning Programme.

1.2 The beneficiary accepts the grant and undertakes to carry out the staff training assignment as described in the ‘Work Plan’, acting on his/her own responsibility.

1.3 The beneficiary hereby declares to have taken note of and accepted the terms and conditions set out in the present agreement. Any amendment or supplement to the agreement shall be done in writing.

**ARTICLE 2 - DURATION**

2.1 The agreement shall enter into force when both the beneficiary and the institution have signed this contract.

2.2 The activity shall start on 1 June 2013 at the earliest to 31 July 2014 at the latest.

**ARTICLE 3 - FINANCING THE TRAINING ASSIGNMENT**

3.1 The Community grant is allocated for the purpose of co-financing the beneficiary’s training assignment. It has a maximum amount of EUR 500 for travel costs and EUR 170 for subsistence.

3.2 The final amount of the grant shall be determined by adding EUR 500 for travel costs and a maximum amount of EUR 170 for subsistence. Payment will only be made upon evidence of receipted expenditure. The beneficiary must provide proof of the official start and end date of the training assignment.

**ARTICLE 4 – FINAL REPORT**

The beneficiary shall submit the final Report Form using the official forms at the latest 30 days after the end of the training assignment.

**ARTICLE 5 – LAW APPLICABLE AND COMPETENT COURT**

The grant is governed by the terms of the agreement, the EU rules applicable and, on a subsidiary basis, by the law of the UK relating to grants. The beneficiary may bring legal proceedings regarding decisions by the institution concerning the application of the provisions of the agreement and the arrangements for implementing it before the competent Court in accordance with the applicable national law.