



Erasmus+

Kick off meeting KA107 a.y. 2016/2017

Agreement between the Erasmus Plus National Agency and the Beneficiary

SPECIAL CONDITIONS

ANNEXES

- Annex I: General Conditions
- Annex II: Project description; *planned Budget*
- Annex III: Financial and contractual rules
- Annex IV: lumps sums and grant
- Annex V: *Models of agreement between the beneficiary and the participants*

Agreement – special conditions

- **Start of validity**: date of signature on behalf of both parties
- **Project duration**: the starting and ending dates of the project are the ones authorised by the National Agency:
 - 16 months (01/06/2016-30/09/2017)**
 - 24 months (01/06/2016-31/05/2018)**
 - 26 months (01/06/2016-31/07/2018)**



Be careful!
Mobility activities
must be performed within the eligibility period

Agreement – grant transfer to the Beneficiary

1° Pre-financing

Within 30 days from the validity date of the Agreement, the National Agency will transfer 80% of the grant to the Beneficiary

2° Pre-financing – Intermediate Report (30/06/2017)

Within 60 days since the submission of the IR (only in case raggiungimento dell'utilizzo di almeno il 70% del prefinanziamento già erogato)

Final payment – Final Report

Within 60 days since the submission of the Final Report to the NA.

Mobility Tool+

Mobility Tool+ is Web-based platform where the Beneficiary must record all information related to mobilities carried out during the project lifespan as well as to prepare and submit both intermediate and final reports.

On the basis of art. I.9.1 of the Agreement, the Beneficiary must input and update all information about participants at least once a month.

Student Mobility (SM)

Travel Costs

Travel costs are calculated on the basis of scales of contribution based on distance.

On line distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Distanze di viaggio ³⁰	Importo
Tra 100 e 499 km:	180 EUR per partecipante
Tra 500 e 1 999 km:	275 EUR per partecipante
Tra 2 000 e 2 999 km:	360 EUR per partecipante
Tra 3 000 e 3 999 km:	530 EUR per partecipante
Tra 4 000 e 7 999 km:	820 EUR per partecipante
8 000 km o più:	1 100 EUR per partecipante

Student Mobility (SM)

Travel costs

The Beneficiary may pay the travel costs by choosing one of the following options:

Option 1

Transfer of the whole travel grant to participants.

Option 2

Offer the participant the necessary support for travel, under the form of direct delivery of the travel plan and tickets.

Student Mobility (SM)

Individual support

The grant is calculated on the basis of financial scales per Country and mobility duration. The grant covers accommodation, subsistence and local transportation costs

Incoming mobility

- Individual support: € 850,00
- Duration: 3 – 12 months
- Calculation of the number of days effectively spent at hosting institution
- Additional grant for participants with disabilities

Outgoing mobility

- Individual support: € 650,00
- Duration: 3 – 12 mesi
- Calculation of the number of days effectively spent at hosting institution

Student Mobility (SM)

COMPULSORY DOCUMENTS

1. Agreement between the institution and the mobility participant, to be signed BEFORE the start of mobility
2. Learning Agreement for studies - sez. After the Mobility (Transcript of Records) issued by the hosting institution
3. On-line Evaluation Questionnaire

PAYMENT METHOD - NEW 2016

- The participant will receive both the travel and subsistence grant (70-80%) once the Agreement has been signed
- The remaining part of the grant will be paid within 20 days since the submission, by the mobility participant, of the on-line Evaluation Questionnaire (EU SURVEY)

Mobility for Teaching (STA) and Training (STT)

- Duration: 5 days – 2 months
- For teaching ONLY - 8 hrs./week of teaching activity
- Financial contribution for travel and subsistence
- Reimbursement of mobility to be indicated in the Mobility Agreement

Lump sum

Mobility for Teaching (STA) and Training (STT)

Individual support

Paese Ospitante	Mobilità dello Staff
	Importo giornaliero
Italia	Euro 140,00
Paese partner	Euro 160,00

- Up to the 14° mobility day: daily allowance per participant as in table above
- Between the 15° and 60° day: 70% of the daily allowance per participant as in Table above.

Mobility for Teaching (STA) and Training (STT)

Travel costs

Travel costs are calculated on the basis of scales of contribution based on distance.

Calcolatore di distanza on line:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Distanze di viaggio ³⁰	Importo
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Tra 4 000 e 7 999 km:	820 EUR per partecipante
8 000 km o più:	1 100 EUR per partecipante

Mobility for Teaching (STA) and Training (STT)

COMPULSORY DOCUMENTS

- Agreement between the institution and the mobility participant, to be signed BEFORE the start of mobility
- Mobility Agreement for Staff Mobility for teaching/Staff Mobility for Training
- On-line Evaluation Questionnaire

PAYMENT METHOD

- The participant will receive both the travel and subsistence grant (70-80%) once the Agreement has been signed.
- The remaining part of the grant will be paid within 45 days since the submission, by the mobility participant, of the on-line Evaluation Questionnaire (EU SURVEY)

«ZERO GRANT» MOBILITY

"Zero-grant" mobilities are allowed ONLY in exceptional cases:

- That the whole mobility period is «zero-grant»;
- When the participant asks for the extension of the mobility and the Beneficiary does not have enough funds to pay the additional grant.

PLEASE NOTE



«Zero grant» mobilities for the total duration may be performed only with Partner Countries approved by the National Agency.

CONTROLS AND AUDITS

The Beneficiary may be subject to the following controls and audits:

- **Final Report Check** filled in the Mobility Tool by the National Agency
- **Desk-Check**, control performed by the EU-DG Education at the National Agency site, following the submission of the Final Report
- **On the spot checks**), performed at the Beneficiary site:
 - **during the action**
 - **after the end of the action**
- **System checks**: controls carried out to verify the institutional commitment to the ECHE principles.

BENEFICIARY CONTACTS FOR THE MANAGEMENT OF THE PROJECT

Dr. Alessandro Bernazzoli
UOS Internazionalizzazione
Università degli Studi di Parma
P.Le San Francesco, 2
43121 – Parma
Phone: +39.0521.034037
E-mail: relint@unipr.it