**EDUCATION PROGRAMME**

***COMPONENT 2.***

***Mobility Projects in Higher Education***

**INTERINSTITUTIONAL PARTNERSHIP AGREEMENT**

concluded by and between:

Legal Name of the Project Promoter Institution: .....................................................................................

Address of the Project Promoter Institution:

Street/number of the premises: ...............................................................................................................

City/post code: .........................................................................................................................................

Country: ....................................................................................................................................................

Legal representative of the Project Promoter Institution: ………………………………………….......................................................................................................................

Telephone no: .............................................................. Fax no.: ............................................................

E-mail address: ………………………………………………………………………………………………………………………………….

Erasmus Charter for Higher Education (ECHE) No.: ....................

Erasmus Code: .......................................................................................................................................

Hereinafter referred to as the “**Project Promoter Institution**”

and

Legal Name of the Project Partner Institution (in English): ......................................................................................

Address of the Project Partner Institution:

Street/number of the premises: ...............................................................................................................

City/post code: .........................................................................................................................................

Country: ...................................................................................................................................................

Legal representative of the Project Partner Institution: ...................................................................................................................................................................

Telephone no.: ................................................................. Fax no.: ..........................................................

E-mail address: .........................................................................................................................................

Erasmus Charter for Higher Education (ECHE) No.: ………………………………………………………………

Erasmus Code: ...........................................................................................................................

Hereinafter referred to as the “**Project** **Partner Institution**”,

Special Conditions

**Article 1**

The Parties hereto agree to cooperate and offer student and staff exchanges as part of the   
Education Programme, Component 2. Mobility Projects in Higher Education aiming to achieve the following numbers of mobilities in the academic year 2020/2021:

* The Project Promoter Institution shall host: …………. students and: .................. staff members.
* The Project Partner Institution shall host: …………… students and: .................. staff members.

**Article 2**

Bank account number of the Project Partner Institution, to which the lump sum amount due will be transferred.

Account holder: …………………….……………………..........……………

Currency: ……………………………………………………………………..............…..

Account number (IBAN): …………………………………………….......………

SWIFT code (BIC): …………………..……………………………………………………

Bank name: ……………………………………………………………….....……….

**Article 3**

All information, queries and correspondence concerning this Agreement will be addressed to the contact persons listed below:

* Contact person of the Project Promoter Institution

Full name: ................................................................................................................

e-mail address: .........................................................................................................

Telephone no.: .................................................... Fax no.: ......................................

organisational unit: ..................................................................................................

* Contact person of the Project Partner Institution

Full name: ..................................................................................................................

e-mail address: ...........................................................................................................

Telephone no.: .................................................... Fax no.: ........................................

organisational unit: ...................................................................................................

**Article 4**

This Agreement shall be governed by the laws of:

Any disputes arising from the performance of the Agreement shall be settled by a court competent for ................................................................

General Conditions

**Article 1**

1. This Agreement has been concluded for the period from [… ] to [….].
2. This Agreement refers to the implementation of the Student and Staff Mobility project as part of the Mobility Projects in Higher Education component of the Education Programme and was drafted in accordance with the Regulation on the implementation of the European Economic Area Financial Mechanism 2014-2021 (“**Regulation**”).
3. The Parties hereto accept that the obligation to conclude this Agreement results from Article 6.8 of the above Regulation.
4. The Parties hereto confirm that this interinstitutional partnership agreement will be submitted to the Foundation for the Development of the Education System (“**Programme Operator**’) prior to the signing of the agreement on the implementation of the Mobility in Higher Education project within the Education Programme.
5. The Parties have jointly agreed to commence cooperation consisting in student and academic staff exchanges in accordance with the principles of the Erasmus Charter for Higher Education (ECHE) and in the framework of the Education Programme.
6. The Parties confirm that structure and contents of study programmes (curricula) have been checked against feasibility to offer full academic recognition to students by their home institution.
7. Higher Education Institutions may not report incoming or outgoing participants under this Agreement as zero-grant participants of the Erasmus+ programme: Mobility projects for higher education students and staff.

**Article 2**

1. Within the framework of the Mobility Projects in Higher Education, the Parties shall undertake to proceed in accordance with:

* Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2014-2021;
* Regulation on the Implementation of the European Economic Area Financial Mechanism 2014-2021;
* Provisions of the Agreement on Project Implementation with Annexes concluded by and between the Higher Education Institution - Project Promoter Institution and the Programme Operator;
* Any guidelines on the Education Programme adopted by the Programme Operator as part of the EEA Financial Mechanism 2014-2021, and by the EEA Financial Mechanism Committee (FMC).
* Guidelines on how to carry out financial management and reporting under the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021.
* Information and Communication Requirements for EEA and Norway Grants 2014-2021.

**Article 3**

1. The Parties shall cooperate by offering mobility opportunities to higher education students and staff as part of Mobility Projects in Higher Education component aiming to achieve in the academic year 2020/2021 the number of mobilities specified in Article 2 of Special Conditions herein.
2. During the selection/qualification of participants and implementation of mobilities, the criteria and procedures applying to higher education student and staff mobilities under Erasmus+, as well as accessibility standards set out in the guidelines for implementing the principles of equal opportunities and non-discrimination should be applied while keeping full, standard documentation for each participant.
3. The following criteria, among other things, shall be taken into consideration in the student selection process:

* academic performance,
* knowledge of the language, in which the host institution offers its programmes,
* financial standing of a student - HEIs should award additional points to students in difficult circumstances.

1. The following criteria, among other things, shall be taken into consideration in the academic teacher selection process:

* course programme,
* teaching achievements,
* knowledge of the language in which the course will be provided,
* competences relating to teaching international student groups.

1. The following criteria, among other things, shall be taken into consideration in the administrative staff selection process:

* expected impact of training/mobility on professional development,
* knowledge of the language in which training will be provided,

1. Moreover, the sending institution should first and foremost ensure the participation in mobility of participants (students/staff) specialising in the fields of study related to **child** **welfare** **education** by awarding additional points to them in the selection process.
2. For each incoming mobility within the framework of *Mobility Projects in Higher Education,* the host institutionshall receive the equivalent of 200 Euro per person constituting a lump sum for organisational support. This sum shall be used for the organisation of mobility of a given person in the host institution.
3. For each outgoing mobility within the framework of *Mobility Projects in Higher Education,* the sending institutionshall receive the equivalent of 150 Euro per person constituting a lump sum for organisational support. This sum shall be used for the organisation of mobility of a given person in the host institution.
4. Lump sum amounts due for organisational support will be transferred to the Project Partner Institution before the end of the project set in the agreement between the Programme Operator and Project Promoter Institution to the bank account number referred to in Article 2 of Special Conditions herein.

**Article 4**

1. Students and staff of the Project Promoter Institution going to the Project Partner Institution shall receive a grant taking the form of a lump sum in accordance with principles listed below:

1.1 Students of the Project Promoter Institution going to the Project Partner Institution for a period of study or a placement shall receive a grant in accordance with the table below:

|  |  |
| --- | --- |
| Cost type | Grant amount |
| Student travel | distance rate  100-499 km € 180.00  500-1999 km € 275.00  2000-2999 km € 360.00  3000-3999 km € 530.00 |
| Student subsistence | € 1200,00 person/month\* |
| Linguistic preparation | € 150.00 per person |

\*a month is understood as a unit of time consisting of 30 days

1.3 Staff of the Project Promoter Institution going to the Project Partner Institution for a teaching assignment or training period shall receive a grant in accordance with the table below:

|  |  |
| --- | --- |
| Cost type | grant amount |
| Participant travel | distance rate  100-499 km € 180.00  500-1999 km € 275.00  2000-2999 km € 360.00  3000-3999 km € 530.00 |
| Participant subsistence | 1 day € 250  1 week € 1250  2 weeks € 2200  3 weeks € 3000  4 weeks € 4000  another week +€1000 |
| Linguistic preparation | € 150.00 per person |

**Article 5**

1. Students and staff of the Project Partner Institution coming to the Project Promoter Institution shall receive a grant taking the form of a lump sum in accordance with principles listed below:

1.1 Students of the Project Partner Institution coming to the Project Promoter Institution for a period of study or a placement shall receive a grant in accordance with the table below:

|  |  |
| --- | --- |
| Cost type | Grant amount |
| Student travel | distance rate  100-499 km € 180.00  500-1999 km € 275.00  2000-2999 km € 360.00  3000-3999 km € 530.00 |
| Student subsistence | € 1000.00 person/month\* |
| Linguistic preparation | € 150.00 per person |

\*a month is understood as a unit of time consisting of 30 days

* 1. Staff of the Project Partner Institution coming to the Project Promoter Institution for a teaching assignment or training period shall receive a grant in accordance with the table below:

|  |  |
| --- | --- |
| Cost type | grant amount |
| Participant travel | distance rate  100-499 km € 180.00  500-1999 km € 275.00  2000-2999 km € 360.00  3000-3999 km € 530.00 |
| Participant subsistence | 1 day € 150  1 week € 750  2 weeks € 1250  3 weeks € 2000  4 weeks € 3000  another week +€1000 |
| Linguistic preparation | € 150.00 per person |

**Article 6**

1. Students and staff of the Project Promoter Institution / Project Partner Institution going to/coming from the Project Partner Institution / Project Promoter Institution for a study period or placement/ in order to teach courses or undergo training who have special needs resulting from disability can be awarded additional grant to cover the costs related to their participation in mobility.
2. Financial assistance to participants with special needs requires the settlement of actual expenses supported by financial documentation. The exception are the costs of a stay of a personal assistant to a person participating in a mobility, to which a lump sum not exceeding the participant’s cost of participation is applicable.

**Article 7**

1. The Parties hereto accept that the amounts listed in Article 3 (7-8), Article 4 and in Article 5 of the Agreement shall form the basis for the final grant amount calculation.

2. The Project Partner Institution shall receive funds forming the equivalent of the amount expressed in EUR calculated in accordance with section 1. At the same time it acknowledges that the final amount of project grant will be expressed in EUR, while the grant will be transferred to the Project Promoter in PLN using the monthly accounting exchange rate of the European Commission, available at http://ec.europa.eu/budget/inforeuro of the month, in which payment to the Project Promoter Institution is made.

**Article 8**

The host institution undertakes to offer to a student or a staff member a study/training programme, which is individually agreed for each mobility participant and described in one of the following documents:

* Learning Agreement;
* Training Agreement;
* Individual Work/Training Programme;
* Individual Curriculum.

**Article 9**

1. The Project Partner Institution understands and accepts the fact that the Programme Operator and other institutions listed in the agreement between the Project Promoter Institution and Programme Operator shall have the right to inspect and audit the implementation of mobility carried out on the basis of this Agreement. Having in mind the above, the Project Partner Institution undertakes to immediately provide full and uninterrupted access to all documents and information, including their electronic versions, concerning the implementation of mobilities and the use of funding at any request of the Project Promoter Institution, Programme Operator and other institutions specified in the preceding sentence.
2. The Project Partner Institution is obliged to keep at the disposal of the entities specified in section 1 all original documents related to the Agreement, accounting books and tax registers in particular, or in exceptional and duly justified cases, certified copies of original documents related to the Agreement on any appropriate medium ensuring their integrity in accordance with relevant national legislation, as a rule until 30 June 2029, but not sooner than after the expiry of a period of 5 years from the date of approval of the Programme's Final Report.
3. Inspections and audits can be carried out throughout the mobility period and after its completion, as a general rule until 30 June 2029, but not sooner than after the expiry of a 5 years period from the date of approval of the Programme's Final Report.
4. If an inspection or audit reveals that the measure subject to settlement according to lump sums did not take place and the related amounts were transferred by the Programme Operator, the Programme Operator is entitled to demand the reimbursement of the previously paid amounts.

**Article 10**

1. Unless the Project Promoter submits a different request, all communications and publications transmitted or distributed by the Project Promoter Institution in connection with the performance of the Agreement shall indicate that the measure is financed from the funds of the EDUCATION PROGRAMME. All communications and publications transmitted or distributed by the Project Partner, in any form and on any medium, shall indicate that their authors are responsible for their contents and that the Programme Operator cannot be held liable for any possible use of information contained therein.
2. The Project Partner Institution authorises the Project Promoter Institution, Programme Operator and other entities referred to in Article 8 (1) of the Agreement to publish the following information in any form and on any medium, including the Internet:

* the name and address of the Project Partner Institution,
* the subject and purpose of the grant,
* the amount of the grant awarded.

1. This Agreement has been concluded in three copies, one for the Project Promoter Institution, one for the Project Partner Institution and one for the Programme Operator.
2. The Project Promoter Institution shall submit a scan of this Agreement to the Programme Operator before signing the agreement concerning the implementation of the Mobility in Higher Education project within the Education Programme

|  |  |
| --- | --- |
| For the Project Promoter Institution | For the Project Partner Institution |
| Signature of legal representative of the Project Promoter Institution | Signature of legal representative of the Project Partner Institution |
| Date and place: | Date and place: |
| Official stamp of the Project Promoter Institution | Official stamp of the Project Partner Institution |