**Palacký University Olomouc**

**Aurora Staff Mobility**

**Grant Agreement for Aurora Staff Mobility**

**No. 202 /202 /**Klikněte sem a zadejte text.

**Univerzita Palackého v Olomouci,**

Public University

Address: Křížkovského 8, 771 47 Olomouc, Czech Republic

represented by Selma Porobic, Phd., Aurora Institutional Coordinator, authorized on November 16, 2021

called hereafter "the institution“, on the one part

and

Klikněte sem a zadejte text.

Nationality: Klikněte sem a zadejte text.

Department/Unit: Klikněte sem a zadejte text.

Phone: Klikněte sem a zadejte text.

E-mail: Klikněte sem a zadejte text.

Participant with:

[ ]  financial support from Aurora Alliance funds

called hereafter “the participant”, on the other part, have agreed the Special Conditions below which form an integral part of this agreement ("the agreement"):

#### **SPECIAL CONDITIONS**

**ARTICLE 1 – Subject Matter of the Agreement**

1.1 The institution shall provide support to the participant for undertaking a mobility activity at

Name: Klikněte sem a zadejte text.

Country: Klikněte sem a zadejte text.

1.2 The participant accepts the financial support or the provision of services as specified in article 3 and undertakes to carry out the mobility activity as described in the application.

1.3. Any changes to this agreement can be requested and agreed in the form of annexes in writing, signed by both parties

**ARTICLE 2 – Entry into Force and Duration of Mobility**

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2 The mobility period shall start on Klikněte sem a zadejte datum. and end on Klikněte sem a zadejte datum..

The start date of the mobility period shall be the first day that the participant needs to be present at the receiving institution and the end date shall be the last day the participant needs to be present at the receiving institution

One day for travel before the first day of the activity abroad [and/or] one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support.

2.3 The participant shall receive financial support for 5 -7 days in total:

 Klikněte sem a zadejte text.

This including 2 days for travel.

2.4 The Certificate of Attendance shall provide the effective start and end dates of the mobility period.

**ARTICLE 3 – Financial Support**

3.1 The sending department/faculty shall provide the participant with travel and individual support on the basis of the travel abroad order.

3.2 The maximum amount of 1000 EUR (from Aurora Alliance funds) will be provided as financial funding of the staff mobility. In case the cost of the mobility exceeds 1000 EUR, the participant is obliged to arrange the funding of the excessive costs with the sending department/faculty.

3.3 The financial support may not be used to cover costs already funded by other sources of EU funding.

3.4 Notwithstanding Article 3.2, the financial support is compatible with any other source of funding.

3.5 The financial support or part of it shall be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities as described in the application due to force majeure. The participant is obliged to keep accounting documents and contractual documentation proving the costs associated with the mobility in case that force majeure is applied and the participant claims a reimbursement of the costs.

**ARTICLE 4 – Payment Arrangements**

4.1 The initial costs of the mobility will be paid to the applicant by their department/faculty. These costs will later be reimbursed to the department/faculty from the Aurora Alliance mobility funds.

4.2 The reimbursement of costs will be carried out after the approval of the actual cost as part of the settlement of the travel order, up to the maximum amount of 1000 EUR allocated from Aurora Alliance sources

4.3 The participant must provide proof of the actual dates of start and end of the mobility period, based on a certificate of attendance provided by the receiving organisation.

**ARTICLE 5 – Final Report**

5.1. The participant shall submit a written final report on the implemented mobility, within 30 calendar days after completion of the mobility.

5.2 Participants who fail to submit the final report may be required to partially or fully reimburse the financial support received.

**ARTICLE 6 – Law Applicable and Competent Court**

6.1 The Agreement is governed by the national law of the Czech Republic.

6.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

**ARTICLE 7 – Other**

7.1 Only employees of Palacký University Olomouc can apply for a UP Aurora Staff Mobility, i.e. main employment, DPP contract for work or DPČ agreement on work activity).

7.2 The applicant is obliged to arrange the travel order at the sending department or faculty.

**SIGNATURES**

|  |  |
| --- | --- |
| For the participant: | For the institution: |
| Klikněte sem a zadejte text. |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Olomouc, Klikněte sem a zadejte datum. | Olomouc, Klikněte sem a zadejte datum. |