

TEMPLATE AGREEMENT FOR STAFF MOBILITY
within the Erasmus+/KA1 Higher Education Program
AGREEMENT No. 2019-1-IT02-KA103-061209
(to be cited in all correspondence)

The Agreement must first be signed by the staff member and then by the Legal Representative of the Institution (or by a person authorized to sign). Alternatively, it may be concluded in the simultaneous presence of both parties.

Between:

1. **Home Institution:** Accademia del Lusso
Erasmus Code: _____
Full Address: _____
Telephone Number: _____
Fax Number: _____
Email Address: erasmus@accademiadelusso.com

hereinafter referred to as "the Institution"

and:

2. **Last Name:** _____
First Name: _____
Gender: _____
Tax Code: _____
Nationality: _____
Position: _____
Department/Faculty: _____
Full Address: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
Academic Year: _____

The Participant receives:

- ☒ A financial support from Erasmus+ funds
 - ☐ An Erasmus+ grant equal to zero ("zero grant")
 - ☐ A mobility period with Erasmus+ financial support combined with a period without Erasmus+ contribution ("zero grant")
 - ☐ Financial support including a grant for special needs
- hereinafter referred to as the "Participant."

HAVE AGREED

on the Special Conditions and the following Annexes, which form an integral part of this Agreement (hereinafter referred to as the "Agreement"):

- **Annex I:** Mobility Agreement – Staff Mobility for Teaching
- **Annex II:** General Conditions
- **Annex III:** Notes

The provisions in the Special Conditions shall prevail over the provisions of the Annexes.

For Annex I of this document, original signatures are not mandatory: scanned copies and electronic signatures may be accepted according to Italian national legislation.

SPECIAL CONDITIONS

ARTICLE 1 – PURPOSE OF THE GRANT

- 1.1 The Institution provides the Participant with financial support to undertake a teaching mobility activity within the Erasmus+ Program.
- 1.2 The Participant accepts the financial support or services as specified in Article 3 and agrees to carry out the teaching mobility described in Annex I under their own responsibility.
- 1.3 Any modification or addition to this Agreement must be requested in writing and agreed upon by both parties through formal notification sent by post or email.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 2.1 This Agreement comes into effect upon signature by both parties.
- 2.2 The Participant agrees to carry out their mobility:
| Start Date | End Date |

The start and end dates of the mobility must correspond to the first and last days the Participant must be present at the host institution/organization.

Host Institution/Organization:

The Institution must select the applicable option:

☐ Travel days are not included in the mobility duration

☐ One travel day before the start and/or one after the end of the mobility is included in the total mobility duration and thus counted for individual support.

2.3 The Participant receives an Erasmus+ financial contribution for **n**. days of activity.

[If the Participant receives an Erasmus+ grant, the number of days must match the mobility duration; if the grant is combined with a zero-grant period, the number of days corresponds only to the funded days. Minimum mobility duration: 2 consecutive days; zero-grant: 0 days of travel.]

2.4 The total mobility period cannot exceed 2 months and must include at least 2 consecutive days of activity. A minimum of 8 teaching hours per week (or proportionally for shorter periods) must be respected. If combined with training, the minimum reduces to 4 hours per week. Non-academic staff have no minimum weekly activity requirement.

The Participant agrees to carry out a total of:

2.5 The Participant may request an extension of the mobility within the limits established in Article 2.4; if accepted by the Institution, the Agreement must be amended accordingly (see Article 1.3).

2.6 The Certificate issued by the host institution at the end of the mobility period certifies the actual start and end dates of the mobility.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The Institution selects one of the following options:

[Option 1] ☐

The Participant receives:

- Individual support
- Travel expenses

Daily support amount: € ____ up to day 14, € ____ from day 15 onward. Final amount calculated based on the number of mobility days (Article 2.3) plus travel contribution. Zero-grant participants: travel contribution €0.

[Option 2] ☒

The Institution/organization guarantees an alternative form of support by reimbursing actual expenses within EU maximum limits for travel and subsistence.

[Option 3] ☐

The Participant receives € ____ for travel/accommodation plus an alternative form of support. The Institution must ensure that services meet necessary quality and safety standards.

3.2 Reimbursement for special needs, if applicable, is based on supporting documents submitted by the Participant.

3.3 Financial support cannot cover costs already reimbursed by EU funds.

3.4 Except as specified in Article 3.3, the financial support is compatible with other forms of funding.

3.5 Financial support must be returned if the Participant fails to comply with the Agreement, except in cases of force majeure, which must be reported and accepted by the Home Institution.

ARTICLE 4 – PAYMENT METHOD

4.1 For Options 1 or 3, within 30 days of signing and no later than the start of mobility, the Participant receives a pre-financing representing 70% [or specified %] of the maximum support.

4.2 If pre-financing is less than 100%, submission of the EU Survey (Narrative Report) is considered the request for the final payment. The Institution has 45 days to process payment or request reimbursement.

4.3 The Participant must provide proof of actual start and end dates via a Certificate of Attendance from the host institution.

ARTICLE 5 – NARRATIVE REPORT (EU SURVEY)

5.1 The Participant must submit the online Narrative Report within 30 days after mobility, upon receiving the invitation to complete it.

5.2 Participants failing to submit the report may be required to partially or fully reimburse the received support.

ARTICLE 6 – APPLICABLE LAW AND JURISDICTION

6.1 This Agreement is governed by Italian law.

6.2 The competent court under national law has exclusive jurisdiction over disputes regarding interpretation, application, or validity of this Agreement if amicable resolution fails.

(Signed in duplicate, in Italian)

ANNEX I – MOBILITY AGREEMENT STAFF MOBILITY FOR TEACHING

[Official EU document link](#)

ANNEX II – GENERAL CONDITIONS

Article 1: Liability

Each party shall exempt the other from civil liability for damages suffered by them or their staff in connection with this Agreement, unless caused by gross or intentional misconduct. The National Agency, the European Commission, or their staff are not liable for claims arising during mobility.

Article 2: Termination

If the Participant cannot fulfill the obligations, the Institution may terminate the Agreement without further legal action. Early termination or failure to comply requires repayment of the grant unless otherwise agreed. In case of force majeure, the grant corresponds to the actual mobility period.

Article 3: Data Protection

Personal data shall only be used for executing the Agreement. The Participant may access and correct their data and may lodge complaints with the Italian Data Protection Authority or the European Data Protection Supervisor.

Article 4: Audits and Financial Checks

Both parties must provide information to the European Commission, National Agency, or authorized bodies to verify proper implementation of the Agreement.

ANNEX III – TECHNICAL NOTES

Individual Support Contribution

See National Provisions: [link](#)

Travel Contribution

Based on distance bands per EU guidelines:

Distance	Amount
10–99 km	€20
100–499 km	€180
500–1999 km	€275
2000–2999 km	€360
3000–3999 km	€530
4000–7999 km	€820
8000 km+	€1,500

Use the EU Distance Calculator: [link](#)

Example:

From Florence to Oslo: 1795.4 km → 500–1999 km → €275 round trip