

**Grant agreement for Erasmus+ staff mobility for teaching and training between
PROGRAMME and PARTNER COUNTRIES****Registration number: 4-31-ST- 2025/42****Project code: [2024-1-LV01-KA171-HED-000229621]**

Field: Higher Education

Academic year: 2025/2026

Erasmus+ mobility ID number: [E10162040]

PREAMBLEThis **Agreement** ('the Agreement') is **between** the following parties:**on the one part,**the **Organisation** ('Vidzeme University of Applied Sciences', LV VALMIER01),

Address: 4 Cēsu Street, Valmiera, LV-4201

Email: international@va.lv

represented for the purposes of signature of this agreement by the Rector **Agnese Dāvidsone**, based on the directive No. 4/3.4 issued by the Constitutional Assembly of Vidzeme University of Applied Sciences on 12.10.2022,**and****on the other part,**the '**participant**'**Iryna Pobizhenko**, with residence at address: 73 Heorhiya Tarasenska Street, apt. 85, Kharkiv, Ukraine, 61001

Date of birth: 06/06/1980

Phone: +380636685242

E-mail: irina_pob@ukr.net

Department/unit, position: Kharkiv State Academy of Culture, Faculty of Cultural Studies and Social Communications, Department of Digital communications and information technologies, Lecturer.

Bank account where the financial support should be paid:**Bank account holder:** Pobizhenko Iryna Oleksandrivna**Bank name:** Bank JSC CB PRIVATBANK**Clearing/BIC/SWIFT number:** PBANUA2X **Account/IBAN number:** UA893052990262096400987416520

The parties referred to above have agreed to enter into this Agreement.

The Agreement is composed of:

Terms and Conditions

Annex 1: [Erasmus+ mobility agreement for staff mobility for teaching/ Erasmus+ mobility agreement for staff mobility for training]¹

¹ It is not compulsory to circulate documents with original signatures for Annex 1 of this agreement: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation or institutional regulations.

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.

Total amount includes:

- X Base amount for individual support for short-term physical mobility
- X Travel support (green travel or non-green travel)
- X Travel days (additional individual support days)

The participant receives:

- X a financial support from Erasmus+ EU funds
- ☐ a zero-grant

TERMS AND CONDITIONS

ARTICLE 1 – SUBJECT OF THE AGREEMENT

- 1.1 This agreement sets out the rights and obligations and terms and conditions applicable to the financial support awarded to carry out a **Training mobility** activity to **Vidzeme University of Applied Sciences** under the Erasmus+ Programme.
- 1.2 The organisation **Vidzeme University of Applied Sciences, Latvia**, will provide support to the participant for undertaking a mobility activity.
- 1.3 The participant accepts the support or the provision of services as specified in Article 3 and undertakes to carry out the mobility activity as described in Annex 1.
- 1.4 Amendments to this grant agreement will be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – DURATION OF MOBILITY

- 2.1 The overall mobility period will start on **11.10.2025** and end on **19.10.2025**.
- 2.2 The period covered by the agreement includes:
 - a physical mobility period from **13.10.2025** to **17.10.2025**, equal to **5** mobility/activity days,
 - 2 funded travel days **11.10.2025** and **19.10.2025**,
 - non-funded interruption days **12.10.2025** and **18.10.2025**.
- 2.3 The certificate of visit shall provide the confirmed start and end dates of duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide 2024 version.
- 3.2 The participant will receive a financial support from Erasmus+ EU funds for **7** days: **5** mobility/activity days and **2** travel days.
- 3.3 The participant may submit a request concerning the extension of the physical mobility period, however this period will be awarded the zero-grant from EU funds. If the organisation agrees to extend the duration of the mobility period, the agreement will be amended accordingly.
- 3.4 The organisation shall provide the participant the total financial support for the mobility period in the form of a payment of **EUR 1845** (Erasmus+ EU funding **EUR 1190** corresponding to individual support and **EUR 417** corresponding to travel (including Green Travel). In addition, the financial support other than Erasmus+ EU funds (Latvian State co-financing) corresponding to **EUR 238** for 5 days of activity and 2 days of travel is provided).
- 3.5 The contribution towards costs incurred in connection with inclusion needs shall be based on the supporting documents provided by the participant.

ARTICLE 4 – ELIGIBILITY OF COSTS

- 4.1 In order to be eligible the costs must be actually used or produced by the participant in the period set out in Article 2 and/or be necessary for implementing the activity in the Annex. The costs must comply with the applicable national law on taxes, labour and social security.

- 4.2 Regarding actual costs (e.g. inclusion support) they must be based on supporting document such as invoices, receipts, etc.
- 4.3 The financial support may not be used to cover costs for activities already funded by Union funds. It is nonetheless compatible with any other source of funding. This includes a salary that the participant could receive for their traineeship or teaching activities, or for any work outside their mobility activities as long as they carry out the activities foreseen in Annex 1.
- 4.4 The participant may not claim reimbursement for currency exchange losses or bank costs charged by the participant's bank for transfers from the sending organisation.

ARTICLE 5 – PAYMENT ARRANGEMENTS

- 5.1 Payment shall be made to the participant no later than (whichever comes first):
 - 30 calendar days after the signature of the agreement by both parties
 - the start date of the mobility period / upon receipt of confirmation of arrival by the participant.The participant shall receive individual and travel support, if applicable, in a timely manner after the arrival of the participant.

The payment shall be made to the participant representing 80% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the funding organisation's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons.
- 5.2 If the payment under article 5.1 is lower than 100% of the financial support, the submission of the participant report via the online EU Survey tool shall be considered as the participant's request for payment of the balance of the financial support. The organisation shall have 20 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

ARTICLE 6 – RECOVERY

- 6.1 The financial support or part thereof shall be recovered by the sending organisation if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, the participant shall have to return the amount of the grant already paid, except if agreed differently with the sending organisation. The latter shall be reported by the sending organisation and accepted by the National Agency.

ARTICLE 7 – INSURANCE

- 7.1 The organisation shall make sure that the participant has adequate insurance coverage either by providing itself the insurance, or by making an agreement with the receiving organisation for the latter to provide the insurance, or by providing the participant with the relevant information and support to take an insurance on their own.
- 7.2 Insurance coverage shall include at minimum a health insurance, a liability insurance and an accident insurance. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. All the above mentioned is covered by the Travel insurance.
- 7.3 The responsible party for taking the insurance coverage is: the participant.

ARTICLE 8 – LANGUAGE LEVEL AND ONLINE LANGUAGE SUPPORT (OLS)

- 8.1 The participant may carry out the OLS language assessment in the language of mobility (if available) before the mobility period and make use of the language courses available on the OLS platform.
- 8.2 The level of language competence in main language of instruction which is English that the participant already has or agrees to acquire by the start of the mobility period is: C1.

ARTICLE 9 – PARTICIPANT REPORT

- 9.1 The participant shall complete and submit the participant report on their mobility experience (via the online EU Survey tool and the Mobility report form) within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online participant report may be required by their organisation to partially or fully reimburse the financial support received.
- 9.2 Before the mobility start date, the participant submits to the Organization a copy of the Travel Insurance valid for the entire mobility period in the specific territory to which the mobility participant is going.
- 9.3 After the end of the mobility period and within 10 calendar days, the participant submits to the Organization travel tickets and/or boarding passes to and from the specific country specified in point 1.1, or a hotel invoice/rental agreement, as proof that the participant has been in the specific country throughout the mobility period.
- 9.4. After the end of the mobility period and within 10 calendar days, the participant submits the content report of the business trip to the Organization.

ARTICLE 10 – ETHICS AND VALUES

- 10.1 The mobility activity must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.
- 10.2 The participant must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).
- 10.3 If a participant breaches any of its obligations under this Article, the financial support may be reduced or not be paid.

ARTICLE 11 – DATA PROTECTION

- 11.1 Any personal data under the agreement will be processed under the responsibility of the data controller identified in the privacy statement in accordance with the applicable data provision legislation, in particular Regulation 2018/1725² and related national data protection acts and for the purposes set out in the Privacy Statement available at: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
- 11.2 Such data will be processed solely in connection with the implementation and follow-up of the agreement by the sending organisation, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).
- 11.3 The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. The participant should address any questions regarding the processing of their personal data to the sending organisation and/or the National Agency. The participant may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

ARTICLE 12 — AGREEMENT SUSPENSION

- 12.1 The agreement may be suspended by initiative of the participant or of the organisation if exceptional circumstances — in particular *force majeure* (see Article 16) — make implementation impossible or excessively difficult. The suspension will take effect on the day agreed by written notification by the parties. The agreement may be resumed afterwards.
- 12.2 The organisation may — at any moment — suspend the agreement, if the participant has committed or is suspected of having committed:
 - a) substantial errors, irregularities or fraud or
 - b) serious breach of obligations under this agreement or during its award (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethics rules (if applicable), etc.).
- 12.3 Once circumstances allow for implementation to resume, the parties must immediately agree on the resumption date (one day after suspension end date). The suspension will be lifted with effect from the suspension end date.
- 12.4 During the suspension, no financial support will be paid to the participant.
- 12.5 The participant may not claim damages due to suspension by the organisation.
- 12.6 Suspension does not affect the organisation's right to terminate the agreement (see Article 13).

ARTICLE 13 – TERMINATION OF THE AGREEMENT

- 13.1 The agreement may be terminated by either party if circumstances arise that render the execution of the agreement impracticable, impossible or excessively difficult.
- 13.2 In case of termination due to *force majeure* (Article 16), the participant will be entitled to receive at least the amount of the financial support corresponding to the actual duration of the activity period. Any remaining funds will have to be recovered.
- 13.3 In the event of serious breach of obligations or if the participant has committed irregularities, fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking the organisation may terminate the agreement by formally notifying the other party.
- 13.4 The organisation reserves the right to initiate a court action if any requested refund is not voluntarily issued within the deadline notified to the participant by registered letter.

² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

- 13.5 The termination will take effect on the date specified in the notification; 'termination date'.
13.6 The participant may not claim damages due to termination by the organisation.

ARTICLE 14 – CHECKS AND AUDITS

- 14.1 The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Latvia or by any other outside body authorised by the European Commission or the National Agency of Latvia to check that the mobility period and the provisions of the agreement are being or were properly implemented.
14.2 Any finding related to the agreement may lead to the measures set in Article 6 or to further legal action in the terms of the applicable national law.

ARTICLE 15 – DAMAGES

- 15.1 Each party of this agreement exonerates the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or their staff.
15.2 The National Agency of Latvia, the European Commission or their staff will not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Latvia or the European Commission will not entertain any request for indemnity of reimbursement accompanying such claim.

ARTICLE 16 – FORCE MAJEURE

- 16.1 A party prevented by force majeure from fulfilling its obligations under the agreement cannot be considered in breach of them.
16.2 'Force majeure' means any situation or event that:
- prevents either party from fulfilling their obligations under the agreement,
- was unforeseeable, exceptional situation and beyond the parties' control,
- was not due to error or negligence on their part (or on the part of other participating entities involved in the action), and
- proves to be inevitable in spite of exercising all due diligence.
16.3 Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.
16.4 The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

ARTICLE 17 – LAW APPLICABLE AND COMPETENT COURT

- 17.1 The agreement is governed by the laws of the Republic of Latvia.
17.2 The competent court determined in accordance with the applicable national law will have sole jurisdiction to hear any dispute between the organisation and the participant concerning the interpretation, application or validity of this agreement, if such dispute cannot be settled amicably.

ARTICLE 18 – ENTRY INTO FORCE

The agreement will enter into force on the last date of signature by the parties.

SIGNATURES

For the participant
Iryna Pobizhenko



[signature]

Done in Ukraine, 12.08.2025

For the organisation
Agnese Dāvidsone, Rector



[signature]

Done at Valmiera, 12.08.2025

Annex 1

**Erasmus+ mobility agreement for staff mobility for teaching/
Erasmus+ mobility agreement for staff mobility for training**