



## Lifelong Learning Programme



**ERASMUS**  
**TEACHING ASSIGNMENT AGREEMENT**  
**Teaching Staff Mobility Grant**  
**2011/12**

**Between :**

1. Home Institution : University College Dublin  
Full address : Belfield, Dublin 4, Ireland  
Telephone number : +353 1 716 8491  
Fax number : +353 1 716 1165  
E-mail address : erasmus@ucd.ie

hereinafter referred to as "Institution"  
represented by: Dr Hugh BRADY, President

**and**

2. Teaching Staff Name :  
UCD address :  
Telephone number :  
Fax number :  
E-mail address :  
hereinafter referred to as "the Beneficiary"

**IT HAS BEEN AGREED AS FOLLOWS:**

The conditions and Annexes below:  
Annex V.10 The Teaching Programme  
Annex V.11 Final Report Form

### 1. Subject

The purpose of this agreement is to determine the obligations of each party in respect of the award of Community funds allocated under the LIFELONG LEARNING PROGRAMME - ERASMUS for teaching mobility grants, hereinafter referred to as grants.

### 2. Duration

Barring premature termination or amendment, this agreement enters into force upon signature by both parties and terminates on 30 September 2011.

### 3. Period of Teaching Abroad

The Beneficiary undertakes to pursue a period of teaching abroad

from:	to:
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which is a total of

days:	Teaching hours:
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N.B. The minimum requirement for a teaching assignment is 5 hours teaching at

Name of the host institution:	
City:	Country:

### 4. ERASMUS Teaching/Staff Mobility Grant

The Beneficiary will receive a grant funded by the European Commission and UCD will communicate the amount when notified of the duration and destination of the teaching exchange. This grant is for the purpose of realising the mobility programme approved under the Institution's Institutional Contract, hereinafter referred to as mobility programme.

### 5. Payment

The institution is only required to pay out to grant-holders sums it has already received from the Commission.

The payment of the grant to the teacher will be made into their bank account, through the Bursar's Office.

The final amount of the grant shall be determined on the basis of daily or weekly rates respecting the maxima per country of destination for adults set out in the LLP Guide

2009 Part I: General Provisions. The beneficiary must provide proof of the start and end dates of the teaching assignment and of travel costs.

The NA has established bands for the maximum rates for subsistence costs and for the partial coverage of the travel costs to be applied by HEI's (refer to the 2011-2012 Guidelines for International Officers Annex VI).

## **6. ERASMUS Eligibility Criteria**

The Beneficiary complies with the specific ERASMUS Teaching/Staff Mobility Eligibility Criteria set out in the HEI Grant Agreement for Erasmus Mobility, Annex VI

## **7. Funding from other sources**

The Beneficiary declares that identical costs are covered from one source only. Therefore grants may not be used to cover identical costs already supported by other European Community programmes

## **8. Reporting**

The Beneficiary undertakes to supply the Institution with:

- documents confirming the period of teaching abroad; a certificate of attendance and/or suitable justifying documents
- proof of travel costs (invoices; receipts; used travel tickets; boarding passes)
- a teacher report based on Annex V.11 by

In addition the Beneficiary can be asked by the institution to send the teacher /training report via e-mail to the following address: [erasmus@ucd.ie](mailto:erasmus@ucd.ie)

## **9. Termination**

In the event of delay or failure by the Beneficiary to comply with any of the obligations arising under or from this agreement, and irrespective of any consequences provided under national law applicable to this agreement, the Institution shall be fully entitled to terminate this agreement without recourse to any legal procedure.

## **10. Reimbursement**

The Beneficiary agrees except from the case of force majeure:

- to reimburse without delay the total grant received or part of it in the case of failure of any obligation under this agreement.
- to reimburse without delay the total grant received or part of it in the case of the termination of this agreement.
- that the Institution may withhold payment of the remainder where the documents set out at section 8 are not presented by the stated deadlines.

In any case of reimbursement the Institution determines the amount to be reimbursed.

## **11. Amendments to this agreement**

Any amendment of this agreement or its annexes must be set out in written agreement to be concluded by the parties in the same way as the original agreement. The parties shall not be bound by any verbal agreement on such matters.

## **12. Jurisdiction**

In absence of any amicable settlement, the Irish court shall have sole jurisdiction in any dispute between the Institution and the Beneficiary arising out of this agreement.

This agreement is governed by Irish law.

## **13. Final provisions**

The following documents are annexed to this agreement and shall form an integral part thereof:

Annex V.10	The Teaching Programme – minimum requirements
Annex V.11	Teacher Report - minimum requirements

Done in two copies

On behalf of the Beneficiary

On behalf of the Institution

Date

Date

Name

Name

Catherine Convery

Position

European Programmes Officer