GENERAL CONDITIONS

1. Modification to the participating institutions (Annex I of the agreement)

1.1. Any proposed modification to the project consortium must be notified and requires prior approval by the Commission. The following requirements are necessary for the different modifications of the project consortium:

- Addition of a consortium member requires specific endorsement from the new member, signed by the legal representative, and acceptance letters from all other partners signed by the contact persons. These should be forwarded by the Beneficiary Institution with the request.

- Withdrawal of a consortium member requires written explanation from the Beneficiary Institution and a withdrawal letter from the withdrawing consortium member, signed by the legal representative. Where the minimum consortium requirements are no longer fulfilled, the Commission reserves the right to decide on the continuation of the agreement.

- Changes of contact person for the Beneficiary Institution requires written confirmation signed by the new contact person and by the legal representative of the Beneficiary Institution and by the former contact person.

2. Supporting documents

2.1. Readable copies of all supporting documents have to be sent together with the final financial statement in accordance with the Special Conditions of the agreement. The said supporting documents are the only ones which will be taken into consideration.

2.2. Submission of the required supporting documents is an integral part of the agreement obligations and lack of presentation of one or more documents may lead to a request for reimbursement of the corresponding expenses.
BUDGETARY HEADINGS

3. **STAFF COSTS**

3.1 The grant may be used to cover the costs of staff for all consortium members when they are performing administrative or academic tasks which are directly necessary to the achievement of the objective of the project, and on the condition that their salary for the same tasks is not covered by another source.

3.2 By way of derogation of article II.9.1 of the agreement, for administrative and academic tasks, it is possible to directly subcontract individuals, industry/entreprises or institutions from any European Union Member State or from a partner country participating in the consortium as indicated in Annex I of the present agreement.

3.3 By way of derogation of article II.9.1 of the agreement, for academic tasks only, it is possible to subcontract individuals from any European Union Member State, partner country or future Member State as external experts, provided that these are listed in Annex I of the present agreement or that a prior written request is made to the Commission. This request should include a curriculum vitae of the external expert concerned. This request must be approved in writing by the Commission.

3.4 The total staff costs may not exceed 30% of the total cost of the action estimated at Article I.4.1 of the agreement.

3.5 Supporting documents to be sent with the final financial statement for the payment of the balance: duly filled in Convention (Annex V/6) for each person employed by the project or in the case of industry/enterprise or external institution a sub-contract and invoice. The Conventions must be signed by the person concerned and signed and sealed by the responsible person in the institution where this person is normally employed. For persons who carry out both administrative and academic tasks there shall be a separate Convention for each type of activity.

4. **TRAVEL COSTS AND COSTS OF STAY**

4.1 The grant awarded for staff and student travel costs and costs of stay is stated in Annex II.

4.2 This budget heading covers costs related to travel and costs of stay (including accommodation, subsistence and personal or health insurance) of staff or students participating in the project. Arrangements for personal insurance fall under the responsibility of consortium members.

4.3 Travel for research activities cannot be financed from the Tempus grant.

4.4 Beneficiaries (staff)

Only people under official contract in the consortium institutions or experts (see Annex I) may benefit from the mobility grant.

The following groups of teaching and administrative staff can benefit from the grant:

- University teachers and trainers or trainers from enterprises and other institutions.
- Officials and administrators, non-teaching university staff or staff from enterprises or other institutions.
- Experts listed in Annex I

The above terms refer to the status of these people in their home institution.
4.4.1 Eligible activities

1. Assignments for teachers/trainers from the European Union to the partner country university or institution or vice versa;
2. Re-training and up-dating courses for partner country staff in the European Union only;
3. Practical placements in companies, industries and institutions for academic/administrative staff and trainees from the partner country institutions, in the European Union and in the future Member States only;
4. Development of academic activities in line with the project objectives (e.g. curriculum development, mutual recognition mechanisms, …);
5. Short visits for coordination, planning and quality control;
6. Short, targeted intensive courses, excluding language training.

Prior written authorisation from the Commission is required if the beneficiary intends to carry out activities not described above.

4.4.2 Eligible expenses for staff travel costs:

Travel costs cover transport at national and international level. Only actual travel costs will be paid from the grant. The following upper limits must be applied:

Plane: APEX air fare or, if this is not possible, the normal economy fare
Train: First-class rail fare
Car: Equivalent of a first-class rail fare for the same distance (maximum one ticket per car, regardless of the number of passengers)
Coach: The costs for renting a coach for group travel.

4.4.3 Eligible expenses for staff costs of stay

This budget heading is meant to provide each person participating in a mobility with a daily allowance to cover costs for subsistence, accommodation, local and public transport, personal insurance (health insurance) etc.

The following maxima in euro apply per person:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Costs of stay for international mobility</th>
<th>Costs of stay for partner country staff within their own partner country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>150</td>
<td>75</td>
</tr>
<tr>
<td>1 week</td>
<td>1,000</td>
<td>500</td>
</tr>
<tr>
<td>2 weeks</td>
<td>1,600</td>
<td>800</td>
</tr>
<tr>
<td>3 weeks</td>
<td>2,100</td>
<td>1,050</td>
</tr>
<tr>
<td>4 weeks</td>
<td>2,500</td>
<td>1,250</td>
</tr>
<tr>
<td>Additional weeks</td>
<td>300</td>
<td>150</td>
</tr>
</tbody>
</table>

Except in the case of a national law to the contrary, consortium institutions should not suspend payment of the normal salaries of their staff during any travel in the framework of the Tempus project.

4.5 Beneficiaries (students)

Student travel grants may only be used for travel directly related to the project objective. The study period or practical placement abroad should form an integral part of the student’s study and should be a recognised part of her/his home degree or qualification.
Only the following types of students can benefit from a grant for travel costs and costs of stay:

- Undergraduate students (having completed at least two years of study);
- Graduate, postgraduate and doctoral students undertaking a further study programme.

4.5.1 Eligible activities for students

Grants may be awarded for a maximum period of 12 months for the following types of activities:

1. a study period with a minimum duration of 3 months carried out at a consortium member in a European Union Member State or in a partner country;
2. a practical placement in companies, industries in a European Union Member State, a partner country or a future Member State represented in the project, with a minimum duration of 1 month;
3. an intensive course for partner country students (strictly targeted training in a specific subject area for a well defined target group), carried out by a consortium member in a European Union Member State and with a minimum duration of 15 days;
4. participation of partner country and European Union student representatives in targeted mobility within a University Management project.

Prior written authorisation from the Commission is required if the beneficiary intends to carry out activities not described above.

4.5.2. Eligible expenses for student travel costs

Travel costs cover transport at international level. Only actual travel costs will be paid from the grant. The following upper limits must be applied:

<table>
<thead>
<tr>
<th>Costs of stay in the European Union</th>
<th>Costs of stay in the partner country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td></td>
</tr>
<tr>
<td>Per month</td>
<td>1.200</td>
</tr>
<tr>
<td></td>
<td>800</td>
</tr>
</tbody>
</table>

4.5.3. Eligible expenses for student costs of stay

This budget heading is meant to provide each person participating in a mobility scheme with a daily allowance to cover costs for subsistence, accommodation, local and public transport, personal insurance (health insurance) and so on.

Following maxima per month, in euro, apply per person:

4.5.4. Institutional costs

For study periods abroad for a minimum of 3 consecutive months per student, the host university can claim institutional costs to cover any eligible costs incurred by the host university as a result of receiving students from abroad. Only students benefiting from a travel costs and costs of stay grant paid from the Tempus grant can be considered for institutional costs.
The maximum Tempus contribution to university institutional costs has to be calculated as follows:

◊ for a mobility to the European Union, per student:
  ♦ 500 Euro for periods of three to five months;
  ♦ 1,000 Euro for periods as of six months to one academic year;

◊ for a mobility to a partner country, per student:
  ♦ 200 Euro for periods of three to five months;
  ♦ 400 Euro for periods as of six months to one academic year.

4.6 Supporting documents to be sent with the final financial statement for the payment of the balance: Individual Grantholders Report (Annex V/7) together with all copies of travel tickets. An invoice for the costs of the coach should be submitted with the final financial statement and the cost of the rent should be shared amongst the travel grant of the group. In the Individual Grantholder Report, each member of the group should report on her/his share of the renting costs.

5. EQUIPMENT

5.1 Equipment is intended exclusively for the university/ies and institution/s of the partner country (as indicated with an asterisk in Annex I of the agreement) where it must be installed as soon as practically possible. The equipment must also be recorded in the inventory of the university/ies and institution/s where it is installed. This university/institution is the sole owner of the equipment.

5.2 The total expenses for equipment may not exceed 20% of the total cost of the action estimated at Article I.4.1 of the agreement.

5.3 Equipment purchased under Tempus is exempt from:

- VAT
- customs duties in accordance with general agreements governing the “framework agreement” signed by all partner countries and by the Commission.

5.4 A certificate is provided with the agreement (Annex VI). The relevant National Tempus Offices and Departments of Taxes and Custom Duties of the Ministry of Finance in the country of purchase can be contacted to provide the necessary information and documents.

5.5 Supporting documents to be sent with the final financial statement for the payment of the balance: invoices.

6 PRINTING AND PUBLISHING COSTS

6.1 Supporting documents to be sent with the final financial statement for the payment of the balance: invoices.

7 OTHER COSTS

7.1 Supporting documents to be sent with the final financial statement for the payment of the balance: invoices, bank statements.

8 OVERHEADS

8.1 The total expenses for overheads may not exceed 5% of the total cost of the action estimated at Article I.4.1 of the agreement. No supporting documentation is required.
CONVENTION for Staff Costs
Réf. n° 1 ...

BETWEEN ........................................................................................................
........................................................................................................
........................................................................................................
hereafter referred to as "the Institution".

AND Name: ... ......................................................................
Address: .....................................................................
....................................................................................
hereafter referred to as "the Service Provider"

THE FOLLOWING HAS BEEN AGREED:

1. The Institution is member of the consortium for the Tempus Project N°. ...

2. The Institution and Service Provider agree that the Service Provider shall work on this project
from □□□□□□□□□□□□ to □□□□□□
for an amount of □□□□□□□□□□□□ hours and perform the following duties:
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................

3. Under no circumstances may salaries and fees exceed local rates of the home country.
Fees and salaries should be calculated on the basis of the task performed and not on the status of the person.

4. The cost to be borne by the Tempus project is calculated as follows:

<table>
<thead>
<tr>
<th>Number of hours performed for the project</th>
<th>N°</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross salary/fee per hour in Euro</td>
<td>€</td>
</tr>
<tr>
<td><strong>Total cost borne by the Tempus project in Euro</strong></td>
<td>€</td>
</tr>
</tbody>
</table>

5. The present convention does not alter in any way the employment conditions already existing between the
Institution and the Service Provider and has been established solely for the purpose of justifying the Staff
costs that the Institution will pay from the Tempus grant.

Done at ........................................................... on ...................................................
Institution 2 ........................................... Service Provider ...............................

Seal of the Institution 2

1 The reference number should correspond to the progressive number indicated in the relevant Annex of the
technical implementation report and financial statement.
2 This refers to the institution which normally employs the individual.
3 Describe duties precisely and as accurately as possible.
INDIVIDUAL GRANTHOLDER REPORT for Travel and Costs of stay

Réf. N°1

Tempus Joint European Project
Annex V/7
Guidelines for the Use of the Grant

To be completed in English/French/German by each person benefiting from a Tempus grant for mobility.
To be returned to the project BENEFICIARY INSTITUTION together with all the travel tickets.

PERSONAL DATA
Surname : ................................................................. Forename : .................................................................
Age : ........................................ Sex : ........................ Nationality : .................................................................
Home institution : ...........................................................................................................................................
Staff position/student year of study at home institution: ...............................................................................
Host institution(s) : ....................................................................................................................................... 

TYPE OF GRANT RECEIVED
Tick as appropriate. In the case where more activities were combined, please list them in order of priority.

<table>
<thead>
<tr>
<th>STAFF</th>
<th>STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Teaching/training assignment of staff</td>
<td>☐ Study period</td>
</tr>
<tr>
<td>☐ Retraining/updating period of staff</td>
<td>☐ Practical placement</td>
</tr>
<tr>
<td>☐ Practical placement in an enterprise</td>
<td>☐ Short intensive course</td>
</tr>
<tr>
<td>☐ Development of academic activities</td>
<td>☐ Student representation</td>
</tr>
<tr>
<td>☐ Short visit for coordination, management or quality control</td>
<td></td>
</tr>
<tr>
<td>☐ Short intensive course</td>
<td>☐</td>
</tr>
</tbody>
</table>

TEMPUS GRANT FOR TRAVEL COSTS AND COSTS OF STAY

Exchange rate used = …… = …….. Euro

<table>
<thead>
<tr>
<th>1 Amount received from the Beneficiairy institution</th>
<th>2 Amount paid IN ADVANCE by the Beneficiairy institution (e.g. Travel ticket, reservation for accommodation, …)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount in local currency</td>
<td>Amount in Euro</td>
</tr>
</tbody>
</table>

TOTAL TEMPUS GRANT

DESCRIPTION OF ACTIVITY PERFORMED

Please give detailed answers to all the relevant questions on a separate sheet.
1. What kind of preparation (for example language preparation) did you undergo, if any?
2. What kind of activities did you perform during your stay?
3. What were the results of your activities (e.g. curriculum development and teaching materials) and how will the stay affect your activities at your home institution?
4. What kind of formal recognition did you receive at your home institution for the stay abroad, if any?
5. How would you evaluate your stay (quality, suggestions, problems, etc.)?

SIGNATURE OF THE GRANTHOLDER

Please date and sign here as proof of receipt.

Date :  Signature :  

The reference number should correspond to the progressive number indicated in the relevant Annex of the technical implementation report and financial statement.