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 grantholder institution with the request.

- Withdrawal of a consortium member requires written explanation from the grantholder 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 grantholder institution requires written confirmation signed by the new contact person and by the legal representative of the grantholder 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. Salaries and fees may not exceed local rates; this applies both to European Union and Partner Countries. Moreover, additional hours will be financed at the normal hourly rate and not at any higher rate. Staff costs should be calculated on the basis of the task performed and not on the status of the person. Indicative rates are provided on the website, http://www.etf.eu.int/tempus.nsf. Higher rates should be clearly justified by supporting documents (salary slip). Translation activities and language courses provided by consortium members are considered as administrative staff costs.

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/enterprises or institutions from any European Union Member State or from a Partner Country in cases where the consortium cannot cover the activity in question.

External experts for academic tasks are permissible in cases where the consortium cannot cover the activity in question, and provided that these individuals 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.

3.3 REPLACEMENT COSTS (For European Union Member States only)

The grant may be used to cover the replacement costs for European Union teaching staff and experts carrying out teaching assignment at universities and institutions in the Partner Countries for a minimum continuous period of one month and a maximum of ten months.

Replacement costs are limited to an absolute maximum of € 625 per person/per week and on must be based on a staff cost convention (Annex V/7).

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 A duly filled in Convention (Annex V/7) for each person employed by the project or, in the case of industry/enterprise or external institution, a sub-contract and invoice must be sent as supporting documents with the final financial statement for the payment of the balance. 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.

For the replacement costs, a confirmation of engagement for the time involved from the Member State institution needing the replacement, together with a duly filled in Convention (Annex V/7) for each replacement member of staff. 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.

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 only, in the European Union, Bulgaria and Romania;
3. Practical placements in companies, industries and institutions for teaching/administrative staff and trainees from the Partner Country institutions only, in the European Union, Bulgaria and Romania;
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, including language training for a target group of teaching/administrative staff from the Partner Country in the Partner Country itself whenever possible. If not, the language training should be combined with other mobility;
7. Visits for dissemination purposes to other parties in the Partner Countries.

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 such as bus and taxi, 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 country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>150</td>
<td>80</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>1,000</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. Inter European Union study periods are excluded;
2. a practical placement in companies, industries or institutions in a European Union Member State or a Partner Country represented in the project, with a minimum duration of 1 month. Inter European Union practical placements are excluded;
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:

- **Plane**: APEX air fare or, if this is not possible, the normal economy fare
- **Train**: Second class rail fare
- **Car**: Equivalent of a first-class rail fare for the same distance (maximum one ticket per car, regardless the number of passengers)
- **Coach**: The costs for renting a coach for group travel.
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 month¹, in euro, apply per person:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Costs of stay in the European Union</th>
<th>Costs of stay in the Partner Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per month</td>
<td>1,200</td>
<td>800</td>
</tr>
</tbody>
</table>

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 study periods of three to five months;
  ♦ 1,000 Euro for study periods as of six months to one academic year;

◊ for a mobility to a Partner Country, per student:
  ♦ 200 Euro for study periods of three to five months;
  ♦ 400 Euro for study 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/8) 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 Eligible equipment includes books and periodicals (selected by consortium members as being directly relevant to the objectives of the project), fax machines; photocopying machines; computers and peripherals, software; machines and equipment for teaching purposes; video-projectors (hardware) and video-presentations (software); television sets, communication lines for internet connection; access to database (libraries and electronic libraries outside the consortium); consumables needed to ensure the smooth functioning of the equipment; equipment maintenance, insurance, transport and installation costs. Renting of equipment may be considered eligible, but only in exceptional and duly justified circumstances and in any case not exceeding the duration of the grant agreement.

5.2 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.

5.3 The total expenses for equipment may not exceed 30% of the total eligible cost of the action estimated at Article I.4.1 of the agreement.

¹ For calculation purposes, one month equals four weeks.
5.4 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.

5.5 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.

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

6 PRINTING AND PUBLISHING COSTS

6.1 All costs relating to printing, publishing (including in electronic form as well as web design and websites) and photocopying of teaching material and any other documentation necessary to reach the objective of the project should be reported under this heading.

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

7 OTHER COSTS

7.1 These include any other expenses necessary for the implementation of the project, which do not clearly fit into other budget headings like dissemination of information, renting of premises for dissemination events with prior written approval only, inter-project coaching, visa costs, bank charges including bank guarantees charges where requested by the European Commission, external language courses and external translation services.

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

8 INDIRECT COSTS

8.1 Indirect costs include stationary, general photocopying, office supplies, postage and telecommunication costs directly related to the project.

8.2 The total expenses for indirect costs may not exceed 7% of the total eligible costs of the action estimated at Article I.4.1 of the agreement. No supporting documentation is required.

9 CO-FINANCING

As laid down in Article I.4, the maximum Community contribution may not exceed 95% of the eligible costs as established on completion of the action. (The final amount of the Community grant will therefore only be determined at the end of the project.) The remaining costs, equivalent to at least 5% of the total eligible costs, must be financed from sources other than the European Community and proof of expenditure must be provided in all cases.
CONVENTION for Staff Costs

Réf. n°……………

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>Total cost borne by the Tempus project in Euro</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  Service Provider

Seal of the Institution

---

1 The reference number should correspond to the progressive number indicated in the relevant Annex of the 
   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°……….. Tempus Project N° ………….……

To be completed in English/French/German by each person benefiting from a Tempus grant for mobility.
To be returned to the project GRANTHOLDER 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</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, planning and quality control</td>
<td></td>
</tr>
<tr>
<td>Short intensive course</td>
<td></td>
</tr>
<tr>
<td>Dissemination visit</td>
<td></td>
</tr>
</tbody>
</table>

TEMPUS GRANT FOR TRAVEL COSTS AND COSTS OF STAY

Exchange rate used = ....... = ........ Euro

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

TOTAL TEMPUS GRANT

<table>
<thead>
<tr>
<th>Amount in local currency</th>
<th>Amount in Euro</th>
</tr>
</thead>
<tbody>
<tr>
<td>...........................</td>
<td>...........................</td>
</tr>
<tr>
<td>…...........................</td>
<td>…...........................</td>
</tr>
</tbody>
</table>

PERIOD SPENT ABROAD
from [ ] to [ ]

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 :

5 The reference number should correspond to the progressive number indicated in the relevant Annex of the implementation report and financial statement.
REQUEST FOR PAYMENT

For the attention of:
Mr Augusto González
Head of Unit
Education Cooperation with non-EU countries
Office B7/6/68
Directorate General Education and Culture
European Commission
B-1049 Brussels (Belgium)

In accordance with Articles I.5 and II.15 of the Grant agreement for the project number:\(^5\):

JEP- ………..-2003

I hereby request the payment of the\(^6\)

- second pre-financing □
- balance □

I hereby do not request the payment of the\(^7\)

- second pre-financing □
- balance □

Signature of the legal representative of the grantholder institution:

\(^5\) Please insert your project number
\(^6\) Please tick the appropriate box
\(^7\) Please tick the appropriate box