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INTERINSTITUTIONAL AGREEMENT

Erasmus + Educational, training youth and sport (KA1) Mobile learning Individual

This Agreement, drawn up in Erasmus + governs the relationship between:

Stredná zdravotná škola, Skolská 230

Registry office: Skolská 230, Povazská Bystrica 01701, Slovakia

represented by: **PhDr. Katarína Podolanová**

hereinafter referred to as «the sending organization»

and

EUROPROYECTOS ERASMUS+ AND HOTEL LA LUNA EN EL ALBA

registry office: **C/ Agustín Moreno, 37, 14002 - Córdoba, SPAIN.**

represented by: **Mr Héctor BERNAL TRUJILLO**

hereinafter referred to as «the intermediary organization»

under the **ERASMUS +** project:

2022-1-SK01-KA122-VET-000074471

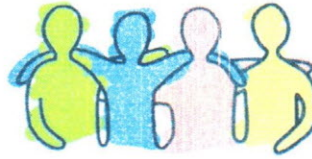
ARTICLE 1: Object of the agreement

Acting in accordance of the Erasmus + programme, the “sending organization” and the “intermediary organization” undertake to carry out the implementation of the project referred to in this Agreement.

This Agreement governs the relationship between the parties and defines the rights and obligations associated with their participation in the above stated project.

The parties represent that they have read and fully approved the Agreement.

Details of the framework for implementation of the placement programme are given in the agreement signed between the Erasmus + National Agency and the Sending Organization and are not governed in this agreement.



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ARTICLE 2: Details about the mobility

Number of participants: **7+1**

Period of implementation: From **06/06/2023** to **21/06/2023**

Hosting country: SPAIN, Málaga

ARTICLE 3: Obligations of the parties

The parties to this Agreement, i.e. the sending and the intermediary organizations, undertake to respect the Partnership Quality Commitment (annexed to the contract as Annex 1) summarizing the main rights and obligations of the parties.

The sending organization undertakes:

- to choose participants from the most appropriate candidates to complete the mobility,
- to make and sign the necessary agreements between the sending organization and the participants of the mobility,
- to help participants in preparing for the mobility,
- to organize the trip to the hosting country, ensuring all the necessary requirements in the matters of insurance, national identifications, etc.
- to monitor the participants during the mobility (in collaboration with the intermediary organization and the hosting companies) – sending a tutor with the participants,
- to prepare in advance all the necessary documents to be signed by the participants, the intermediary and/or the hosting companies.
- to evaluate the project at all its phases,
- to disseminate the projects results and promote the programme.
- to comply with the objectives of non-discrimination set out by the Erasmus + programme.

The intermediary organisation undertakes:

- to cooperate with the sending organization in the preparation of the mobility when necessary, in planning activities in terms of the project, its management, monitoring and evaluation,
- to provide all the services taken out by the sending organization (i.e. full board accommodation, airport shuttle, cultural trips, language training, etc.),
- to provide care and support for the participants during the mobility,
- to provide appropriate work placements, concurrent with the school and the participants' curriculum.
- to ensure that the hosting companies are updated in the matters of health and safety procedures,
- to ensure full recognition for satisfactorily completed activities,
- to ensure a smooth communication with the mobility coordinator(s) in the sending organization (before, during and after the mobility).
- To help in the promotion and visibility of the activities supported by the mobility.

ARTICLE 4: Placements.

The intermediary organization shall ensure the highest quality in the organization of the participants' placements. The sending organization shall ensure that appropriate candidates are selected for the mobility and that all the necessary information about the participants' curricula is sent to the



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intermediary organization in due time. Only in exceptional and justified situations, the intermediary and/or the sending organizations can change a hosting company proposing an alternative one. No change shall be taken out if it worsens the postulates of the project or if it interferes with future placements.

ARTICLE 5: Financing

The detailed budget will be fixed 3 months before the planned mobility. The amount of money transferred to the intermediary organization depends on euro currency rate.

It has been fixed, that the initial budget (per one group) will be as follows:

7 STUDENTS

Administration and management costs	2.100€
Accommodation+fullboard accommodation	4.725€
Return airport shuttle Malaga	210€
Local transport	420€
Trip to Granada+Gibraltar	70€+665€
TOTAL:	8.610 €

1 accompanying TEACHER

Accommodation+fullboard accommodation	825€
Return airport shuttle Malaga	30€
Trip to Granada+Gibraltar	70€+95€
TOTAL:	1.020€

TOTAL: 9.630 €

Total: 9.630 €

The 80% must be paid to the host organisation until 10.04.2023

The 20% must be paid to the host organization until 31.07.2023 (after the traineeship)

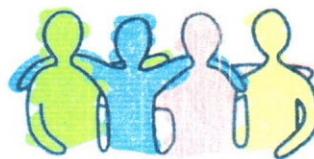
If the payment is not completed before the arrival of the group, an extra charge of 30€ per day and per group can be invoiced until the last payment has not been realized.

The money for the project shall be paid into the bank account indicated by the intermediary organization as follows:

Entidad Bancaria: BBVA

Códigos Bancarios: 0182-2900-5502-0179-0718

Swift Code: BBVAESMMXXX



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IBAN Code: ES57 0182-2900-5502-0179-0718

ARTICLE 6: Amendments or additions to the agreement

Amendments to this Agreement may be made only by codicil signed on behalf of each of the parties by the signatories to this Agreement.

Annex 1: Partnership Quality Commitment

Annex 2: Terms and Conditions

Done in **Granada (Spain)** and in **Slovakia** on **21/03/2023**

The sending organization

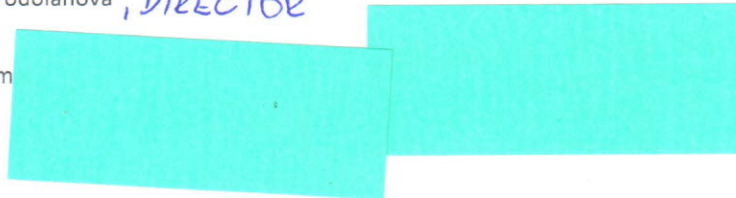
Stredná zdravotná škola, Skolská 230

Registry office: Skolská 230, Povazská Bystrica 01701, Slovakia

Legal representative (name and position):

PhDr. Katarína Podolanová, *DIRECTOR*

Signature & stamp



Intermediary organisation

EUROPROYECTOS ERASMUS+, HOTEL LA LUNA EN EL ALBA,

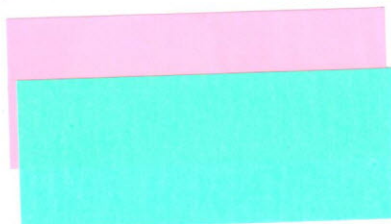
C/ AGUSTÍN MORENO, 37

14002 CÓRDOBA

SPAIN

Legal representative (name and position): **Mr. Héctor BERNAL TRUJILLO, Director.**

Signature & stamp:





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ANNEX 1: QUALITY COMMITMENT TRAINING PLACEMENTS

THE SENDING ORGANISATION UNDERTAKES TO:

Define	<i>placement objectives</i> in terms of the skills and competencies to be developed.
Choose	the appropriate target country, host organisation, project duration and placement content to achieve these objectives.
Select	participants on the basis of clearly defined and transparent criteria.
Prepare	participants in collaboration with partner organisations for the practical, professional and cultural life of the host country , in particular through language training tailored to meet their occupational needs.
Establish	a contract including a training agreement whose contents are transparent for all parties involved.
Manage	transport, accommodation, visa/work permit arrangements and social security cover and insurance.
Evaluate	with each participant the personal and professional development achieved through participation in the Leonardo programme.

THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

Select	<i>suitable host organisations</i> and ensure that they are able to achieve the placement objectives.
Provide	contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.

THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:

Negotiate	a tailor-made training programme for each participant (if possible during preparatory visits).
Agree	monitoring and mentoring arrangements.
Implement	agreed validation procedures to ensure recognition of skills and competencies acquired.
Establish	appropriate communication channels for all parties including participants.
Evaluate	the progress of the project on an on-going basis and take appropriate action if required.

THE HOST ORGANISATION UNDERTAKES TO:

Foster	understanding of the culture and mentality of the host country.
Assign	to participants tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
Identify	a tutor to monitor the participant's training progress.
Provide	practical support if required.
Check	appropriate insurance cover for each participant.



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THE PARTICIPANT UNDERTAKES TO:

Comply

*with all arrangements negotiated for his/her placement and to **do his/her best to make the placement a success.***

Abide

*by the **rules and regulations of the host organisation**, its normal working hours, code of conduct and rules of confidentiality.*

Communicate

*with promoter/sending organisation about **any problem or changes** regarding the placement.*

Submit

*a **report** in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement.*



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ANNEX 2: TERMS AND CONDITIONS

TERMS AND CONDITIONS

In order to help you to understand our way of working and in order to ensure the success of the project, please find below our detailed terms and conditions:

Contract: the present agreement will be signed at the latest **3 months before** the fixed date of arrival of the mobility participants. The intermediary organization will not start the necessary arrangements for the mobility (booking accommodation for the period agreed, arrangement of the placements, etc.) until this agreement is effectively signed by all the involved parties.

Booking: The booking will be effective upon the signature of this agreement and the payment of the first financial statement (80% of the total amount).

Insurance: All the participants in the mobility shall be covered by an insurance policy. The intermediary organization can help in arranging this with a Spanish insurance company if the sending organization requires so. The sending organization is entitled to ensure that the insurance policy is translated into Spanish and/or English, so it is easily understandable by the hosts companies. Some of our collaborating host companies won't accept mobility participants without this condition, so we encourage sending companies to arrange this in due time.

Security Deposit: the payment of a 20€ per participant deposit is required upon arrival. This deposit will be kept by the intermediary organisation until the date of departure and will be returned if no damage has been caused by the participants. If any damages are caused, the costs for the mending will be deducted from the deposit.

Invoice and payment conditions: the intermediary organization will make the relevant invoices for the 100% of the total amount upon the signature of this agreement. The **80%** of the whole amount will be paid at the latest **3 months** before the fixed date of arrival and the remaining **20%** will be paid the first week after mobility. First payment would be understood as a booking fee. If no payment is received at the latest 3 months before the arrival of the group, we cannot ensure the dates and/or city for the implementation of the project.

Cancellation and refunding: in case of cancellation of the project by the sending organization before the fixed date of arrival of the mobility participants, the intermediary organization will apply the following proceeding for the refunding of the already paid statements:

- 50% will be deduced from the 80% paid for booking if the cancellation is made within the 4 previous weeks to the fixed date of arrival of the mobility participants.
- 75% will be deduced from the 80% paid for booking, if the cancellation is made within the 2 previous weeks to the fixed date of arrival of the mobility participants.
- 100% will be deduced from the 80% paid for booking, if the cancellation is made during the previous week to the fixed date of arrival of the mobility participants.

No amount will be refunded if the mobility is cancelled after the participants' arrival.



Welcome and distribution of project participants:

The intermediary organization will provide a member of the staff to welcome the mobility participants on their arrival to the student house. The sending organisation will pay an additional fee of **50€** in cash in case this arrival occurs during out of office/unsocial hours. (Our working hours are Monday to Friday from 08:00 to 20:00; Saturdays and Sundays are not working days). An additional 50€ fee will be charged if the departure occurs under the same terms.

Accommodation and board expenses: Any extra expense derived from any change in the accommodation made by the sending organization or any of the mobility participants will be covered by the sending organization and/or the involved participants. The intermediary organization will not be forced to refund any amount derived from this changes.

Information about the mobility participants: the sending organization will send all the necessary information about the participants' curricula to the intermediary organization in due time.

Level of Spanish and/or English: the mobility participants should have an adequate level of Spanish and/or English for the smooth development of the placements. If it is not the case, the intermediary organisation will not be liable for any consequence derived from this fact (i.e. if the participants are not admitted in a host company, if they are refused from their training placement for this reason, if the project participants cannot understand the instructions given in the training placement, etc.)

*In accordance with the provisions of the Law 15/1999 on Personal Data Protection, the data you provide will be incorporated into a file under the responsibility of EUROPROYECTOS ERASMUS PLUS, S.L., in order to ensure the correct management of services or products requested, as well as, to inform you about the products and services offered by the entity. You can exercise the rights of access, rectification, cancellation and opposition by writing to the address: Guatimocín 2, 18010, Granada, Spain, together with a document providing your identity. If you do not want to be informed about our products and services, check this box ☐