

**CONTRACT**  
**for an Erasmus+ Programme**  
**Work experience**

**Hotelová škola Světlá a Střední odborná škola řemesel Velké Meziříčí, U Světlé 36, 594 23**  
**Velké Meziříčí, Česká republika (Czech Republic)**

called hereafter "**the Sending Organisation**", represented for the purposes of signature of this contract by **director Mgr. Marie Pařilová** of the one part,

and

**BVÖ Bildungsberatung & Vermittlungsagentur in Österreich GmbH**  
**Frankenberg str. 6, 9571 Sirnitz, Österreich (Austria)**

called hereafter "**the Receiving Organisation**", represented for the purposes of signature of this contract by **director Aldona Biedermann** of the other part,

**HAVE AGREED**

The **Conditions** and **Annexes** below:

**Annex I - Programme and Project Details**

which form an integral part of this contract ("the contract").

**CONDITIONS**

**1. Purpose of the grant**

a) The Sending Organisation as the beneficiary of the Erasmus+ grant will provide financial support for the participants in the Erasmus+ Programme project No 2016-1-CZ01-KA102-023436.

b) The Sending and the Receiving Organisation hereby declare to have taken note of and accepted the terms and conditions set out in the present contract and undertake to carry out the Work experience as described in Annex I. Any amendment or supplement to the contract shall be done in writing.

## **2. Duration**

- a) The contract shall enter into force on the date when the last of the two parties signs.
- b) The Work Experience shall start on **9 August, 2017** and end on **8 September, 2017**.

## **3. Responsibilities of BVÖ as Receiving Organisation**

a) Organising work placements - Organisation of work placements includes participant mentoring, monitoring arrangements for group leaders, project-related administration. The Sending Organisation will be informed about work placement provider details 2 weeks prior to the start of the work experience.

b) Organising accommodation - BVÖ will organise Participant Accommodation.

c) Certifying programme attendance - All participants will be awarded a certificate of attendance at the end of the Programme. It includes details of the duration of the programme, the type of programme, the name of the Sending Organisation, the name of BVÖ, and the name of the Participant. The form and layout of the certificate is set and non-amendable.

## **4. Responsibilities of the Sending Organisation**

a) Transmitting participant details - Details required to place participants in accommodation or with work placement providers need to be sent on time.

b) Executing German assessment - All the participants will undergo a German test. The results will be sent to the Receiving Organisation till the end of August.

c) Communicating project relevant information to participants - The Sending Organisation must facilitate communication between BVÖ, participants and group leaders during the project planning and implementation period by forwarding all information to the relevant participants.

d) Filling in training agreements and Europass Mobility - The Sending Organisation must fill in agreements and documentation required for the project implementation and organisation. If validation of documentation is necessary for the project purpose, BVÖ will sign and stamp the required certification.

e) Organising transport - The Sending Organisation will arrange transport of the participants to the Receiving Organisation.

f) Organising insurance - All participants and/or group leaders will be covered by insurance.

## **5. Responsibilities of Participants**

a) Preparing for the project - Each participant needs to carefully prepare for his/her stay. The participant is required to research about the work placement provider, prepare for the culture and customs, be able to introduce himself/herself and speak about himself/herself.

b) Following policies and procedures - All participants agree to follow the policies and procedures of BVÖ, the accommodation providers and the work placement providers.

c) Respecting working hours - All participants must follow working hours agreed between BVÖ and the work placement provider and put reasonable effort in the achievement of work related goals.

d) Showing respect - All project stakeholders must be treated with due respect. Failure to do so may result in exclusion from the programme and premature return to the participant's home country at the participant's expense. Participants agree not to offend or physically assault accommodation providers, work placement providers, BVÖ employees or other programme participants.

e) Illness - In case of illness, participants must contact the BVÖ Manager and the work placement provider by phone as soon as opening times allow; participants see a doctor after one day of illness, or if the participant has been previously ill, during the project.

f) Refraining from usage of Illegal Substances - All participants will refrain from using or distributing illegal substances. A breach of this rule will lead to exclusion from the programme and premature return to the participant's home country at the participant's expense.

## **6. Financing the work experience**

The Sending Organization sends 3 participants for a 31 days placement. The price per 1 participant is EUR 2448.

## 7. Payment arrangements

Within 31 days of the date of entry into force of the contract, a pre-financing payment of **EUR 7344,00** shall be made to the Receiving Organisation, representing 100% of the described sum for students.

## 8. Bank Account

Payments shall be made to the bank account of the Receiving Organisation as indicated below:

Name of bank: **Raiffeisenbank Sirnitz- Himmelberg- Deutsch Griffen**  
Address of branch: **BLZ: 39254**  
Precise denomination of the account holder:  
**BVÖ Bildungsberatung & Vermittlungsagentur in Österreich GmbH**  
Full account number (IBAN format): account number:  
**IBAN: AT21 3925 4000 0002 8134**  
**BIC: RZKTAT2K254**

## 9. Law applicable and Competent Court

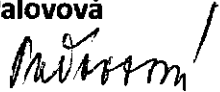

The Sending or the Receiving Organisation may bring legal proceedings regarding decisions by the institution concerning the application of the provisions of the contract and the arrangements for implementing it before the competent Court in accordance with the applicable national law.

### Signatures

For the Sending Organisation

**Mgr. Marie Palovová**

Director


  
Hotelová škola Světlá  
a Střední odborná škola  
řemesel Velké Meziříčí  
U Světle 36 IČ: 48895377 


Velké Meziříčí (Czech Republic) 8 August, 2017

For the Receiving Organisation

**Aldona Biedermann**

Director



 **BVÖ Bildungsberatung & Vermittlungsagentur GmbH**

Frankenberg 6, 3571 Sirnitz, Österreich  
www.abiedermann.at, Tel.: +43 699 12035834  
St. Veit/Glan (Austria) 8 August, 2017

## ANNEX 1 - Programme and Project Details

Sending Organisation	Hotelová škola Světlá a Střední odborná škola řemesel Velké Meziříčí
Address	U Světlé 36
Town	Velké Meziříčí
Postcode	594 23
Country	Czech Republic
Legal representative	Mgr. Marie Pařilová, Director
Arrival date (participants)	<b>09/08/2017</b>
Departure date (participants)	<b>08/09/2017</b>

Total number of participants	3
Accommodation type	
Board	
Total cost per participant in €	2 448
Total for all participants in €	<b>7 344</b>

Comments

*Aldona Biedermann*

Geschäftsführerin  
Aldona Biedermann