

PARTNERSHIP AGREEMENT

**Project: “Structuring Cooperation in Doctoral Research, Transferrable Skills Training, and Academic Writing instruction in Ukraine's regions”
/DocHub/**

Agreement Number – 2016–3092/001-001

The present Partnership Agreement, hereinafter referred to as “the Agreement”, is made and entered into by and between,

Vilniaus universitetas
Universiteto g. 3
LT-01513 Vilnius, Lithuania

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by Prof. Rimantas Jankauskas, Vice Rector, the legal representative as defined in the Grant Agreement – 2016–3092/001-001,

and:

Université Lumière Lyon 2
18 quai Claude Bernard, F-69365 Lyon Cedex 07, France

hereinafter referred to as the “beneficiary”, represented for the purposes of signature of this Agreement by legal representative President Nathalie Dompnier, according to the Mandates previously signed and attached to the Grant Agreement (here in Annex II).

Where a provision applies without distinction to the "coordinator" and the "beneficiary", for the purpose of this Agreement they will be collectively referred to as the "beneficiary".

The parties hereby have agreed as follows:

Article 1 Subject of the Partnership Agreement

1.1. This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action “Structuring Cooperation in Doctoral Research, Transferrable Skills Training, and Academic Writing instruction in Ukraine's regions” /DocHub/ (hereinafter referred to as the “Project”).

1.2. The coordinator and the beneficiary, undertake to do everything in their power to carry out the work programme forming the subject of this Agreement, which falls within the framework of the Grant Agreement 2016–3092/001-001, concluded between the coordinator and the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the “Executive Agency”), related to the above-mentioned project.

Project: “Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions” /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP

1.3. The subject matter of this Agreement and the related work programme are detailed in the Annexes of the Grant Agreement. The respective Grant Agreement terms and conditions, related annexes and guidelines, shall form an integral part of the present Agreement, and take precedence over it (see Article 20 of the present Agreement for the list of Annexes).

1.4. The coordinator engages to keep all beneficiaries informed about any revision or update of any of above mentioned documents and to ensure the free access to it for each beneficiary.

1.5. The beneficiary engages to take notice of all above mentioned documents, its annexes and any future amendments communicated by the coordinator. The beneficiary engages to respect agreed procedures and requirements of the European Commission in order to allow the most efficient implementation of the project activities

1.6. The coordinator and the beneficiary shall be bound by the terms and conditions of this Agreement, the Grant Agreement and any further amendments of the latter.

Article 2

Duration

2.1. This Agreement shall enter into force on the date the last party signs, but shall have retroactive effect from the starting date of the eligibility period laid down in the Grant Agreement.

2.2 The Project referred to in Article 1 has duration of 36 months. It starts on **15.10.2016** and ends on **14.10.2019**.

2.3. The period of eligibility of the activities and the costs shall be in accordance to the dispositions of the Grant Agreement or any subsequent amendments of it.

2.4. The present Agreement shall remain in force until the coordinator has been discharged in full of his obligations arising from the Grant Agreement signed with the Executive Agency.

Article 3

Obligations and responsibilities

3.1. General obligations and role of the beneficiaries (including the coordinator).

The beneficiaries:

- (a) are jointly responsible for carrying out the activities attributed to them, and shall conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and approved application, working to the best of their abilities to achieve the defined results and taking full responsibility for their work in accordance with accepted professional principles;
- (b) undertake to comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of this Agreement, as well as with EU and national legislation;
- (c) are jointly responsible for complying with any legal obligations incumbent on them jointly or individually;
- (d) shall provide staff, facilities, equipment and material to the extent needed for executing the activities as specified in the work programme;
- (e) shall be responsible for the sound financial management and cost efficiency of the funds allocated to the project.

3.2. Specific obligations and role of the coordinator.

The coordinator undertakes to:

- (a) be responsible for the overall coordination, management and implementation of the project in accordance with the Grant Agreement;
- (b) be the intermediary for all communication between the beneficiary and the Executive Agency, and inform the beneficiary of any relevant communication exchanged with the Executive Agency;

Project: "Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions" /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP

- (c) inform the beneficiary of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action;
- (d) as the sole recipient of payments on behalf of all beneficiary, transfer funds to the beneficiary without unjustified delay and in accordance with the dispositions for payments laid down in Article 5 of this Agreement;
- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements *vis-à-vis* the Executive Agency, as per the dispositions of Article I.4 of the Grant Agreement. The coordinator shall not delegate any part of this task to any party;
- (g) establish payment requests on behalf of the beneficiary, as per the dispositions of Article I.4 of the Grant Agreement;
- (h) provide one copy of this Agreement duly signed to the beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement.
- (i) provide the beneficiary with official documents related to the project, such as the signed Grant Agreement and its annexes, the Guidelines for the Use of the Grant, the various reports templates and any other relevant document concerning the project.
- (j) transmit to the beneficiary copies of all reports submitted to the Executive Agency, as well as copies of any feedback letters received from the Agency following report assessment and field monitoring visits.

3.3. Specific obligations and role of each beneficiary (excluding the coordinator).

Each beneficiary undertakes to:

- (a) ensure adequate communication with the coordinator and with the other beneficiary;
- (b) support the coordinator in fulfilling its tasks according to the Grant Agreement;
- (c) submit in due time to the coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, as well as all necessary documents in the events of audits, checks or evaluations;
- (d) provide the coordinator with any other information or documents it may require and which are necessary for the management of the project;
- (e) notify the coordinator of any event likely to substantially affect or delay the implementation of the action, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in partner's budget, deviations from work plan etc.);
- (f) inform the coordinator of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative.

Article 4

Financing the action

4.1. The maximum Erasmus+ grant contribution to the project to be committed by the Partner for the period covered by this contract is estimated at 992450EUR. and shall take the form as stipulated in Annex III of the Grant Agreement.

4.2. The Erasmus+ grant contribution is awarded to the partnership under the form of:

- (a) a "*reimbursement of actual costs*" for Equipment and Subcontracting costs,
- (b) a "*unit contribution*" to the costs incurred for Staff costs, Travel costs and costs of Stay.

4.3. The grant contribution to the project is intended to cover only part of the costs actually incurred by the beneficiary in carrying out the activities foreseen. The beneficiary commits to provide

ND

additional resources to the project so as to ensure its full implementation in accordance with the Grant Agreement.

4.4. The beneficiary is aware of the fact the estimated budget breakdown is based on the foreseen implementation of the projects action. As a consequence, the overall budget corresponding to each individual beneficiary may be revised according to the real implementation of the project actions. Decisions related to changes in allocation of funds between beneficiaries or in allocation of funds to particular budget category (subject to constraints laid out in the Grant Agreement) will be decided by the Project Management Board (see Article 8.3 for Project Management Board composition). The coordinator undertakes to inform the beneficiary about any decisions to revise the estimated budget breakdown within one month of any such Project Management Board decision.

4.5. Full details of the estimated budget breakdown (allocation) of the Grant per beneficiary and budget category is given in Annex I of this Agreement.

Article 5

Payment arrangements

5.1. The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to each individual beneficiary using the account stipulated in Annex V of this Agreement.

5.2. The transfer of the Erasmus+ grant contribution to individual beneficiaries will be implemented in accordance with the following timetable and procedure:

Payment(s) in advance for travel and costs of stay

The coordinator will transfer to the respective account of the beneficiary in advance of the actual activities the estimated Erasmus+ grant contribution identified under Annex 1 of this Agreement, in the following way:

5.2.1 The Erasmus+ grant contribution for travelling and cost of stay that has been allocated in the Project budget to the beneficiary for activities planned during the upcoming six months (periods to correspond with Reporting Periods between Project Management Board meetings – see Annex VI for Workplan).

5.2.2 The first advance payment to the beneficiary corresponding to the travelling and costs of stay budget allocation for the following six months will be made within one month of signature of this agreement. Subsequent advance payments for travelling and costs of stay will be paid by the coordinator only if the beneficiary has provided all the necessary proofs of expenditure and activity covering the amount of advance payment already made for previous activities.

5.2.3 Advance payments will be made by the coordinator only after receipt of a request from the beneficiary for the transfer indicating the amount to be transferred and a list of planned activities for which these funds will be used. Amounts and planned activities must correspond to the Project Workplan (Annex VI), or be justified by a relevant Project Management Board decision.

5.2.4 If the beneficiary fails to submit the mobility report and the supporting documents (copies of boarding passes, tickets, invoices, receipts; individual travel reports and signed tables of attendance) within 2 months of completion of the relevant activity (travel), then the amount spent by the beneficiary may be reallocated by the Project Management Board to another budget category of the beneficiary, or be regarded as co-financing.

Reimbursement of costs incurred (Staff costs)

The coordinator will reimburse to the beneficiary's account the staff costs actually incurred during the previous 6 months by the beneficiary conducting the Project activities, in accordance with the Grant breakdown presented in Annex 1 of this Agreement, or as amended by the Project Management Board. To receive the reimbursement the beneficiary will provide to the coordinator the following documents:

Project: "Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions" /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP



- 5.2.5 Proof of activities (reports) of a quality and quantity that justifies the amount of time claimed and according to the approved budget and work-plan (or as modified by the Project Management Board).
- 5.2.6 Staff convention forms (Annex IV) signed by the relevant staff member, and signed and stamped by the legal representative of the beneficiary.
- 5.2.7 Technical and financial reports every six months – deadline 5 days before date of Project Management Board meeting which completes the reporting period.

5.3. Beneficiaries are obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the Project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiaries will be reimbursed to the coordinator at the latest 30 days after the end of the Project's contractual period.

5.4. If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the Project, the following procedure will apply:

- the beneficiary responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.

5.5. The costs of financial transfers shall be borne as following:

- the costs of transfers charged by the bank of the coordinator/beneficiary, and costs of repeated transfers caused by one of the parties shall be borne by the beneficiary.

5.6. The overall budget breakdown might be modified in accordance with the Article I.8 of the Grant agreement related to the budget transfer. The coordinator will inform all beneficiaries about any changes occurred in the budget breakdown.

Article 6

Reporting

6.1. The coordinator shall provide the beneficiaries with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in Euro.

6.2. The beneficiaries shall provide the coordinator with all information and document required for the preparation of the Interim report and, where appropriate, with certified copies of all the necessary documents *completed and signed by the legal representative* by 14 of February 2018 at the latest.

6.3. The beneficiaries shall provide the coordinator with all information and document required for the preparation of the final report and, where appropriate, with certified copies of all the necessary documents *completed and signed by the legal representative* by 14 of October 2019 at the latest.

6.4. In the periods between the reports the beneficiaries shall provide the coordinator with any information and document concerning the Project within 14 days after the Coordinator's request by a by e-mail.

6.5. The beneficiaries undertakes to submit the reports to coordinator in English language. In case that the reporting documents are not written English, a copy translated into English language must be attached with these documents.

Article 7

Budgetary and financial management

7.1. The Erasmus+ grant contribution to the project's staff costs, travel costs and costs of stay will be calculated on the basis of "unit contributions" whose individual amounts are specified in the Erasmus+ Programme Guide, in the Guidelines for the Use of the Grant (Annex III).



7.2. For the implementation of the Project and the beneficiary's reimbursement of costs incurred in terms of staff, travel and costs of stay, the partnership will apply the unit costs amounts defined in the Erasmus+ Programme Guide and in the Guidelines for the Use of the Grant.

7.3. The Erasmus+ grant contribution to the Project's equipment and subcontracting costs will be based on the justification of the costs actually incurred. This justification will take the form of the support documentation specified in the relevant section of the Guidelines for the Use of the Grant.

7.4. The beneficiaries confirm that they respect the social and labour legislation of their country regarding the costs of staff contributing to the Project.

7.5. Each beneficiary is responsible for ensuring adequate insurance arrangements for their staff and students while participating in the Project activities.

Article 8

General administrative provisions

8.1. Any important project related communication between the parties shall be done in writing and addressed to the appointed Project manager of the beneficiary, as per the details below:

For the coordinator:

Prof. dr. Valentina Dagienė
Vilnius University, Institute of Mathematics and Informatics
Akademijos street 4, Vilnius, LT-08663, Lithuania
Email: valentina.dagiene@mii.vu.lt; egle.jasute@mii.vu.lt

For the beneficiary:

Prof. Jean-Hugues Chauchat
Université Lumière Lyon 2 – Laboratoire ERIC
5 avenue Pierre Mendès France
F69676 Bron Cedex, France
jean-hugues.chauchat@univ-lyon2.fr

8.2. Any changes to the above information should be communicated in a timely manner.

8.3. General administration and oversight of the project (including Workplan fulfilment, staff selection (approval/dismissal), and quality assurance of project outputs and outcomes) will be the responsibility of the Project Management Board, consisting of one representative of each beneficiary, and two representatives of the coordinator. The Project Management Board will meet approximately every 6 months during the duration of the Project to review activity reports, financial reports, and all project outcomes and outputs. In order to improve quality and/or ensure project fulfilment, the Project Management Board may institute changes to the Project timetable (see Workplan - Annex VI), and/or to the Project budget (see Grant breakdown – Annex I), including reallocation of activities between partners, reallocation of funds between budget categories (within the limits set by the Grant Agreement), reallocation of unused funds. Decisions of the Project Management Board must be approved by no fewer than 2/3 of its members, and by the coordinator.

Article 9

Promotion and visibility

9.1. The coordinator and the beneficiaries shall ensure adequate promotion of the Project and commit to playing an active role in any actions organised to capitalise on, exploit/disseminate the results of the Project.

9.2. Any notice or publication by the Project, including at a conference or a seminar, must specify that the project is being co-financed by EU funds within the framework of the Erasmus+ Programme, and must comply with the visibility rules laid down in Articles I.10.8 and I.10.9 of the Grant Agreement, as well as in section 1.6 of the Guidelines for the Use of the Grant.

Project: "Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions" /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP

Article 10
Confidentiality and data protection

10.1. The coordinator and the beneficiaries have to observe the confidentiality provisions of Article II.5 of the General Conditions (Annex II of the Grant Agreement). They undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the Agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

10.2. All personal data contained in or relating to this Agreement shall be processed in accordance with the dispositions of Article II.6 of the General Conditions (Annex II of the Grant Agreement).

Article 11
Ownership and property rights

11.1. The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the action, shall be vested in the beneficiary, in compliance with Article I.7 of the Grant Agreement.

11.2. Materials already developed and brought in may be only used within the scope of the project as templates of good practice. Copyrights shall be strictly safeguarded and permission for reproduction and scale of production has to be settled beforehand.

Article 12
Liability

12.1. Each of the contracting parties discharges the other of any civil liability for any damages suffered by itself or its staff/students as a result of the performance of this Agreement, insofar as such damages are not due to serious or intentional negligence or fault of the other party or its staff/students.

12.2. A contracting party shall not be liable to another party for any indirect or consequential loss or similar damage. A party's liability towards other parties shall be limited to the party's share of the total costs of the Project provided such damage was not caused by a wilful act or gross negligence.

Article 13
Conflict of interest

13.1. The coordinator and beneficiaries must undertake all necessary precautions to prevent any risk of conflicts of interest that could affect their impartial and objective performance of the Agreement. Such conflict of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

13.2. Any situation constituting or likely to lead to any such conflict should be brought to the attention of the coordinator without delay, and the beneficiary in cause shall undertake to take all necessary measures to rectify this situation at once.

13.3. The coordinator will decide if it is deemed necessary to inform the Executive Agency as provided for in Article II.4 of the Grant Agreement.

Article 14
Working languages

14.1. The working language of the partnership shall be English.

14.2. Both parties commit in allocating to the Project staff with enough knowledge of the working language, allowing a smooth communication and understanding of the matters discussed.

Article 15
Conflict resolution

Project: "Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions" /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP

15.1. In case of conflict between the Project partners resulting from the interpretation or the application of this Agreement, or in connection with the activities contained within, the parties involved shall make the effort to come to an amicable arrangement rapidly and in the spirit of good cooperation.

15.2. Disputes should be addressed in writing to the Project Management Board (a body consisting of representatives of each beneficiary, and two representatives from the coordinator), which will try to mediate in order to resolve the conflict.

15.3. In case of any disputes on matters under this Agreement, which cannot be resolved by an amicable settlement, the matter shall have to be decided in accordance with the jurisdiction of the coordinator's country. The arbitration shall be conducted in the English language.

Article 16

Applicable law and jurisdiction

16.1. This Agreement is governed by the Lithuanian law, being the law of the coordinator's country.

16.2. If any provision of this Agreement or the application of any such provision shall be considered invalid or unenforceable in whole or in part for legal requirements, all other stipulations remain valid and binding to both parties.

16.3. If any provision in this Agreement should be wholly or partly ineffective, the parties to this Agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

16.4. This Agreement is concluded in English. In the event of translation of this Agreement and its annexes, the English version shall prevail.

Article 17

Termination of the Agreement

17.1. In the event that any of the beneficiaries fail to perform any obligations under the present Agreement or the Grant Agreement, the coordinator may terminate their participation in the project, upon formal written authorisation by the Executive Agency. However, a party is entitled to postpone its performance if an event of force majeure results in delay. The present agreement may be terminated only if the delay is essential.

17.2. The coordinator shall notify the beneficiary in cause by registered letter. The beneficiary has one month to supply all relevant information to appeal the decision.

Article 18

Force Majeure

18.1. If either parties face a case of *force majeure* (as per defined in article II.14 of the Grant Agreement), it shall promptly notify the other party in writing, specifying the nature, probable duration and expected effects of this event.

18.2. Neither of the parties shall be deemed in breach of its obligations if it has been prevented from performing its tasks due to *force majeure*. The parties shall take all necessary measures to minimise possible damage to successful project implementation.

Article 19

Amendments

19.1. Any amendments to this Agreement must be made in writing by means of a Supplementary Agreement, and become effective when signed by the authorised legal representatives of both parties. No oral agreement may bind the parties to this effect.

19.2. The amendment may not have the purpose or the effect of making changes which might call into question the dispositions of the Grant Agreement.

Article 20

Project: "Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions" /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP



Annexes

- Annex I – Grant breakdown per partner and budget category.
- Annex II – Copy of the Grant Agreement signed between the coordinator and the Executive Agency, its annexes, and any existing amendment.
- Annex III – Link to Guidelines for the Use of the Grant.
- Annex IV – Staff convention and individual travel report templates.
- Annex V – Bank account of the beneficiary organisation.
- Annex VI – Workplan for years 1, 2 & 3

Article 21

This agreement enters into force after the signature of both parties. It is signed in two originals. The coordinator will provide the beneficiary with an original duly signed by both parties. Copy of this document will be sent to the EACEA by the coordinator.

Article 22

The conditions or procedures mentioned in this Agreement can be revised on request of one of the parties undersigned in case of evolution of project activities, in case of changes in the internal policies of one of the parties or in any dully justified case. An amendment to this Agreement must be done and signed by both parties. This amendment must be an integral part of this Agreement in such a case.

We, the undersigned, declare to have read and accepted the terms and conditions of this Agreement as described here before, including the annexes thereto.

For the Coordinator

The legal representative

Prof. Rimantas Jankauskas

Signature and stamp

Done in Vilnius

Date 2017.02.15



For the Beneficiary

The legal representative

President Nathalie Dompnier

Signature and stamp

Done in Lyon

Date

2017.03.28



Annex I

Grant breakdown by organization and budget category

**Project: “Structuring Cooperation in Doctoral Research, Transferrable Skills Training, and Academic Writing instruction in Ukraine's regions / DocHub/
Agreement Number – 2016 –3092/001-001**

Grant breakdown							
Partner No	Name of Partner	Staff costs.	Travel costs	Costs of Stay	Equipment costs	Subcontracting costs	Total costs
P1	Vilnius University	31 254,00	13 095,00	24 120,00	-	4 500,00	72 969,00
P2	National University "Kyiv-Mohyla Academy"	51 063,00	15 175,00	36 990,00	31 882,00	1 030,00	136 140,00
P3	Lviv Polytechnic National University	34 901,00	15 125,00	34 950,00	31 882,00	1 030,00	117 888,00
P4	Simon Kuznets Kharkiv National University of Economics	38 661,00	19 425,00	39 510,00	31 882,00	1 030,00	130 508,00
P5	Dnipropetrovsk National University	36 101,00	15 085,00	30 900,00	31 882,00	1 030,00	114 998,00
P6	Institute of Higher Education	15 325,00	5 005,00	12 180,00	-	-	32 510,00
P7	Mykolayiv National University	31 861,00	12 035,00	25 140,00	31 882,00	1 030,00	101 948,00
P8	Lumiere University Lyon-2	30 400,00	7 320,00	12 960,00	-	-	50 680,00
P9	Limerick Institute of Technology	42 218,00	11 505,00	13 680,00	-	-	67 403,00
P10	University of Tampere	45 166,00	8 335,00	15 360,00	-	-	68 861,00
P11	Institute for Economics and Forecasting	10 085,00	3 365,00	6 600,00	-	-	20 050,00
P12	Institute of Condensed Matter Physics	9 685,00	5 345,00	9 720,00	-	-	24 750,00
P13	Institute of Social and Political Psychology	10 085,00	3 005,00	6 120,00	-	-	19 210,00
P14	Ministry of Education and Science	-	4 540,00	8 640,00	-	-	13 180,00
P15	Institute of Macromolecular Chemistry	9 925,00	3 630,00	7 800,00	-	-	21 355,00

Project: “Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions“ /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP

Annex III

Link to the Guidelines for the Use of the Grant

Project: “Structuring Cooperation in Doctoral Research, Transferrable Skills Training, and Academic Writing instruction in Ukraine's regions /

DocHub/

Agreement Number – 2016 –3092/001-00

The “Guidelines for the Use of the Grant” can be downloaded from the website of the Executive Agency at the following page:

https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_for_the_use_of_the_grant_-_cbhe_version_01.05.2016.pdf

Annex IV

Staff convention and individual travel report templates

**Project: “Structuring Cooperation in Doctoral Research, Transferrable
Skills Training, and Academic Writing instruction in Ukraine's regions /
DocHub/
Agreement Number – 2016 –3092/001-001**

INDIVIDUAL TRAVEL REPORT for travel costs and costs of stayTo be filled in by each participant.

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No.....Project No. 574064-EPP-1-2016-1-LT-EPPKA2-CBHE-SP

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:

Nationality:

Home institution:

Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)**STAFF**

<input type="checkbox"/>	Teaching/training assignment
<input type="checkbox"/>	Training and retraining purposes
<input type="checkbox"/>	Updating programmes and courses
<input type="checkbox"/>	Practical placements in companies, industries and institutions
<input type="checkbox"/>	Project management related meetings
<input type="checkbox"/>	Workshops and visits for result dissemination purposes

STUDENTS

<input type="checkbox"/>	Study period
<input type="checkbox"/>	Participation in intensive courses
<input type="checkbox"/>	Practical placements, internships in companies, industries or institutions
<input type="checkbox"/>	Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION	
	COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION	
	COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km	

*Please indicate period of travel from departure to return to place of origin
 ** If different from Home institution please enclose authorisation from the Agency
 ***Travel distance in Km (One-way travel) using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
 from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date):..... To (date):
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)	
.....	
.....	
.....	
.....	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:.....

Signature:

Project: "Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions" /DocHub/

Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP

Annex V

Bank account of the beneficiary organisation

Project: "Structuring Cooperation in Doctoral Research, Transferrable Skills Training, and Academic Writing instruction in Ukraine's regions / DocHub/

Agreement Number – 2016 –3092/001-00

Bank account of the beneficiary organization:

[Account holder] Université Lumière Lyon 2

[Address] 18 quai Claude Bernard, 69635 Lyon Cedex 07

[Bank] Trésor public

[Bank address] 94 RUE DE REAUMUR, 75104 PARIS CEDEX 02, FRANCE

[ACCOUNT NUMBER IBAN] FR76 1007 1690 0000 0010 0433 266

[SWIFT/BIC] TRPUFRP1

The legal representative of the
beneficiary

Name: President Nathalie Dompnier


Signature and stamp
Done in Lyon
Date 28/03/2017



Annex VI

Workplan for years 1, 2 & 3

Project: “Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing instruction in Ukraine's regions / DocHub/

Agreement Number – 2016 –3092/001-00

Activities & Partners	Partners	Total duration (in weeks)	2016			2017											
			1	2	3	4	5	6	7	8	9	10	11	12			
			10	11	12	1	2	3	4	5	6	7	8	9			
1.1 Launch meeting, Codes of Practice for 5 regional DocHubs drafted; infrastructure installed.	ALL	28	X	X						X	X	X	X				
1.2 Study visits to observe EU best practice, and to agree common vision of transferrable skills & academic writing course contents	P2, P3, P4, P5, P6, P7, P10, P14	12					X	X	X								
1.3 High level meeting to agree common vision of regulatory docs required for inter-HEI cooperation	P2, P3, P4, P5, P6, P7, P11, P12, P13, P14, P15	8			X	X											
1.4 5 working groups agree speciality course themes and co-supervisor inputs for PhD student research	P1, P2, P3, P4, P5, P6, P8, P9, P10, P11, P12, P13, P15	12					X	X	X								
2.1 Curricula for transferrable skills courses (10-12 ECTS) / DocHub	P2, P3, P4, P5, P7	16					X	X	X	X							
2.2 Curricula for advanced academic writing courses (8-10 ECTS)	P2, P3, P4, P5, P7	16					X	X	X	X							
2.3 Curricula for speciality courses (min. 10 ECTS) drafted by each inter-HEI subject-area research group	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P13, P15	12									X	X	X				
2.4 Draft regulatory docs enabling inter-HEI transfers of state funds	P2, P3, P4, P5, P7, P14	48	X	X	X	X	X	X	X	X	X	X	X	X			
2.5 Draft regulations for licensing and accreditation of joint PhD programs, programs with transfer credits	P2, P3, P4, P5, P7, P14	48	X	X	X	X	X	X	X	X	X	X	X	X			
3.1 Piloting transferrable skills courses, publication of verified curricula together with training material	P1, P2, P3, P4, P5, P7, P9, P10	8											X	X			
3.2 Piloting advanced academic writing courses, publication of verified curricula together with training material	P1, P2, P3, P4, P5, P7, P9, P10	8											X	X			
5.1 Project website	P6	48	X	X	X	X	X	X	X	X	X	X	X	X			
6.1 Project Management	ALL	48	X	X	X	X	X	X	X	X	X	X	X	X			
6.2 Financial admin	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P13, P15	48	X	X	X	X	X	X	X	X	X	X	X	X			

 Project: “Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions“ /DocHub/
 Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP

Activities & Partners	Partners	Total duration (in weeks)	2017			2018								
			13	14	15	16	17	18	19	20	21	22	23	24
			10	11	12	1	2	3	4	5	6	7	8	9
2.4 Draft regulatory docs enabling inter-HEI transfers of state funds	P2, P3, P4, P5, P7, P14	12	x	x	x									
2.5 Draft regulations for licensing and accreditation of joint PhD programs, programs with transfer credits	P2, P3, P4, P5, P7, P14	12	x	x	x									
3.1 Piloting transferrable skills courses, publication of verified curricula together with training material	P1, P2, P3, P4, P5, P7, P9, P10	16	x	x		x	x							
3.2 Piloting advanced academic writing courses, publication of verified curricula together with training material	P1, P2, P3, P4, P5, P7, P9, P10	32	x	x	x	x	x	x	x	x				
3.3 Piloting speciality courses by inter-HEI thematic groups, publication of verified curricula and training materials	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P13, P15	28	x	x		x	x	x	x	x				
3.4 Licensing of 5 inter-HEI PhD programs	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P13, P15	12					x	x	x					
4.1 Code of Practice and implemented procedure verification □ QA conf	ALL	28	x	x	x	x	x	x	x					
4.2 Evaluation of transferrable skills training results	ALL	24	x	x		x	x	x	x					
4.3 Evaluation of academic writing skills training	P2, P3, P4, P5, P6, P7	16									x	x	x	x
4.4 Evaluation of speciality course results	ALL	12									x	x	x	
4.5 Peer-review of 5 inter-HEI PhD programs & seminar	ALL	8											x	x
5.1 Project website	P6	48	x	x	x	x	x	x	x	x	x	x	x	x
5.2 Doctoral Schools established by 5 university Academic Councils - Prospectus published	P2, P3, P4, P5, P7	12						x	x	x				
5.3 Regional presentations of new MinEdu regulations and DocHub cooperative model	P1, P2, P3, P4, P5, P7, P8, P9, P10, P11, P12, P13, P14, P15	8							x				x	
6.1 Project Management	ALL	48	x	x	x	x	x	x	x	x	x	x	x	x
6.2 Financial admin	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P13, P15	48	x	x	x	x	x	x	x	x	x	x	x	x
6.3 Interim and Final Report	P1, P2	4				x								

Project: "Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions" /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP

Activities & Partners	Partners	Total duration (in weeks)	2018			2019									
			25	26	27	28	29	30	31	32	33	34	35	36	
			10	11	12	1	2	3	4	5	6	7	8	9	
4.5 Peer-review of 5 inter-HEI PhD programs & seminar	ALL	8	X	X											
5.1 Project website	P6	48	X	X	X	X	X	X	X	X	X	X	X	X	
5.3 Regional presentations of new MinEdu regulations and DocHub cooperative model	P1, P2, P3, P4, P5, P7, P8, P9, P10, P11, P12, P13, P14, P15	8			X		X								
5.4 International research cooperation and co-supervision in established thematic groups	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P13, P15	32	X	X		X	X	X	X	X	X				
5.5 Regional academic writing centres launch blended learning courses in DocHubs	P2, P3, P4, P5, P7	32	X	X	X	X	X	X	X	X					
5.6 Final Project Conference	ALL	4											X		
6.1 Project Management	ALL	48	X	X	X	X	X	X	X	X	X	X	X	X	
6.2 Financial admin	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P13, P15	48	X	X	X	X	X	X	X	X	X	X	X	X	
6.3 Interim and Final Report	P1, P2	4												X	

P1	Vilnius University
P2	National University "Kyiv-Mohyla Academy"
P3	Lviv Polytechnic National University
P4	Simon Kuznets Kharkiv National University of Economics
P5	Dnipropetrovsk National University
P6	Institute of Higher Education
P7	Mykolayiv National University
P8	Lumiere University Lyon-2
P9	Limerick Institute of Technology
P10	University of Tampere
P11	Institute for Economics and Forecasting
P12	Institute of Condensed Matter Physics
P13	Institute of Social and Political Psychology
P14	Ministry of Education and Science
P15	Institute of Macromolecular Chemistry

Project: "Structuring Cooperation in Doctoral Research, Transferable Skills Training, and Academic Writing Instruction in Ukraine's Regions" /DocHub/
Project Number: 574064-EPP-1-2016-1- LT-EPPKA2-CBHE-SP