**ESC Contract**

I, *full name as in passport* born *date.month.year*  in *name city, name country* agree to participate in a long-term ESC project under the conditions in this agreement.

As volunteer in this project, I have the following **responsibilities**:

1. Read all documents that I receive from my sending and hosting organization and pose any questions;
2. Copy my sending organization, ESC@ucdean.nl, in all my correspondence with the hosting organization prior to departure;
3. Complete the online registration form of my sending organization;
4. Attend, where possible, the pre-departure training of the Dutch National Agency;
5. Obtain visa for my stay in the hosting country if applicable;
6. Cooperate with the sending/coordinating and host organization according to the conditions mentioned in this agreement in the event of withdrawal prior to departure;
7. Inform legal relatives about my participation in the ESC project (hosting country, project period, contact information of sending and hosting organizations);
8. Provide the hosting organization with contact details of the contact person who can be reached in case of emergencies.
9. Provide my sending organization with the necessary information for processing the ESC insurance;
10. Maintain my Dutch health insurance for the full duration of the project;
11. Participate in on- arrival training courses and job related training courses, orientation and language courses;
12. Read and sign the documents related to safety instructions in my hosting project, if applicable;
13. Maintain regular communication with my mentors, both from the sending and hosting organization;
14. Communicate to my tutor or mentor about the development of tasks and any encountered difficulties;
15. Carry out the project duties as described in the project description;
16. Contribute time, energy and enthusiasm towards the aims and objectives of the project activities;
17. Follow hosting organisation general rules as well as accommodation rules;
18. Keep the accommodation site and lent properties in proper condition;
19. Participate in all stages of the final evaluation of the project, including a written evaluation submitted to the National Agency of the sending country. The ESC grant will only be awarded if, and after, I completed the final evaluation of the project;
20. Cooperate in all possible ways with the hosting organization if a suspension or withdrawal of the project is foreseen, as mentioned;
21. Inform the sending/coordinating organization as soon as possible in case of considering adjustments to the duration and/or implementation of the service, including, but not limited to, different working hours, different activities, shortening of the project or cancellation of the project.
22. Participate in any mediation or support offered by the sending organization in case of work-related problems.
23. Participate in an ESC evaluation meeting that is organized by the Dutch National Agency;
24. Hand all the travel documents (tickets, invoices, boarding passes) in original to the project coordinator after arrival back home.

As volunteer, I have the following **rights:**

1. To request and receive support from the project hosting and sending organization in order to obtain the necessary legal documents for my stay in the host country during the project period;
2. To participate in ESC training courses;
3. To request and receive support from sending organization in order to arrange travel to host country and back;
4. To receive from the hosting organization coverage of the following costs: accommodation, food and local transport;
5. To receive pocket money on a monthly basis according to the financial conditions of Erasmus+ Programme;
6. To receive insurance for the project activity period and information how to use it;
7. To receive language support in the first stages of the project;
8. To have assigned a mentor by the hosting organization for the entire project period;
9. To request and receive support from the hosting and sending organization in order to solve any problems that might happen during the implementation of the project activities;
10. To receive a Youthpass certificate at the end of the project indicating the competences and skills that I acquired during the project;
11. To suspend or cancel my participation in the project based on personal reasons, after full cooperation with all partners involved, full compliance with the conditions mentioned in this agreement, and full understanding of the possible financial consequences that this decision entails.

The hosting organization has the following responsibilities:

1. Provide the sending/coordinating organization with the information that has been sent or discussed with the volunteer(s), regarding his/her/their ESC project;
2. Provide the volunteer with all information regarding housing, food allowance, language support and transport allowance;
3. Provide the volunteer(s) with information that will support his/her/their preparation.
4. Provide the volunteer with all the necessary documents, that are required for obtaining visa or work permits, if required.
5. Inform the sending/coordinating organization about any incidents that happens during the project;
6. Cooperate in solving any conflicts that occur between hosting organization and volunteer;
7. Report to the sending/coordinating organization the dates, programme and expected learning outcomes of the on-arrival and any other trainings that the volunteer will follow;
8. Upload the following documents in the Partner Portal of Stichting UcDean:
	1. Volunteer contract which has already been signed by the volunteer
	2. Partnership contract/grant agreement with Stichting UcDean
	3. ESC Project Settlement Form with information about the language support you have offered to the volunteer including invoices
	4. Evaluation form, within 30 days after completion of the project
	5. Any other invoices related to exceptional costs
9. To provide the volunteer(s) with a mentor during her/his/their ESC project;
10. To provide the volunteer(s) with language lessons in the first stages of the project;
11. Enrol the volunteer(s) in ESC on-arrival training course and make sure that the volunteer attends this training;
12. Support integration in the local community by informing volunteer(s) about the possible free time activities;
13. To cover volunteer(s) costs related to accommodation, food and local transport according to the financial regulations of the Erasmus+ program;
14. Provide the volunteer(s) with work related support and training;
15. Provide the volunteer(s) with various tasks and learning opportunities;
16. Ensure that the volunteer(s) operate(s) in safe working conditions during the ESC project;
17. Communicate safety and health instructions to the volunteer(s);
18. Guide and support volunteer(s) in her/his/their personal development process during the ESC project;
19. Include the Erasmus+ logo on all project materials which are disseminated during the project activities;
20. Assist the volunteer(s) in obtaining a Youthpass certificate;
21. Make sure the volunteer(s) receives the required number of days off and works according to the schedule mentioned in this agreement.

The hosting organization has the following rights:

1. To request an official cancellation letter from the volunteer in case he/she cancels his/her participation in the ESC project; and request full cooperation in the emergency/crisis/mediation process preceding suspension or withdrawal from the project as stipulated in this agreement;
2. To request support from sending/coordinating organization in finding replacement of the volunteer if a volunteer cancel his participation;
3. To request and receive support from the sending/coordinating organization in order to solve the problems that occurs during the project implementation phase;
4. To receive the hosting activity costs according to the grant agreement with the coordinating organization and any eligible additional costs after prior consultation with the coordinating organization.

**Signature**

|  |  |
| --- | --- |
| Name Volunteer:  |  |
| Place:  |  |
| Date:  |  |
| Signature |  |