

**PROJECT ACE**

Aprendizaje Centrado en el Estudiante en América del Sur

**Partnership Agreement**  
**610165-EPP-1-2019-1-NL-EPPKA2-CBHE-JP****Aprendizaje Centrado en el Estudiante en América del Sur**  
**ACE**

The present Partnership Agreement, hereinafter referred to as "the Agreement", is concluded between, the UNIVERSITY OF GRONINGEN residing in the Netherlands, Broerstraat 5, 9712 CP Groningen hereinafter referred to as the "coordinator", represented for the purposes of the Signature of the Agreement by Professor Jouke de Vries, president and legal representative as defined in Grant Agreement 610165-EPP-1-2019-1-NL-EPPKA2-CBHE -JP signed with the European Union within the framework of the Erasmus + program Capacity Building in Higher Education called EAC / A03 / 2018 - Selection year 2019 and the following beneficiary: LA UNIVERSIDAD LIBRE COLOMBIA - domiciled in Colombia, Calle 8N. 5-80 Bogotá D.C. hereinafter referred to as the "beneficiary", represented for the purposes of signing this Agreement by its President and legal representative Jorge Alarcón Niño and its National Rector Fernando Dejanón Rodríguez, in accordance with the Mandates previously signed and attached to the Grant Agreement (here in Annex IV).

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 **Aprendizaje Centrado en el Estudiante en América del Sur (ACE)** project (hereinafter referred to as the "project").

1.2 The coordinator and the beneficiaries, undertake to do everything in their power to carry out the work program forming the subject of this Agreement, which falls within the framework of the **Grant Agreement 610165-EPP-1-2019-1-NL-EPPKA2-CBHE-JP**, 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.

1.3 The subject matter of this Agreement and the related work program 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 and the beneficiaries shall be bound by the terms and conditions of this Agreement, the Grant Agreement and any further amendments of the latter.

## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

### 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 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.

2.3 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 program 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 program;
- (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 beneficiaries and the Executive Agency, and inform the beneficiaries of any relevant communication exchanged with the Executive Agency;
- (c) inform the beneficiaries 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 beneficiaries, transfer funds to the beneficiaries 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;

## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

- (g) establish payment requests on behalf of the beneficiaries, as per the dispositions of Article I.4 of the Grant Agreement;
- (h) provide one copy of this Agreement duly signed to each beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement.
- (i) provide the beneficiaries 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 beneficiaries 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 beneficiaries;
- (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.

### 3.4 Specific obligations and role(s) of the **UNIVERSIDAD LIBRE** undertakes to:

1. Constitute an ACE Unit (local working group of faculty members and students) for each program and hold regular meetings of this ACE Unit to carry out the project tasks between General Meetings (follow-up and preparatory tasks).
2. Send the required number of representatives to the General Meetings (GM1-2, 4-5 & 7), site visit(s) in the European Union (GM3) and Subject Area Group (SAG)-specific meetings (GM6).
3. Prepare and run one staff development workshop after every General Meeting (GMs 1-6), as well as related activities for students.
4. Revise own first/second cycle programme to bring it in line with the key principles of student-centred competence-based approach.
5. Contribute to:
  - a) the revised/newly-created Subject-Area meta-profile for the Subject Area(s) in which HEI participates in the project: by completing the tasks set by the Coordinating Institution and the SAG Coordinator(s);
  - b) the development of the Regional Subject-Specific Reference Qualifications and Assessment Frameworks for the Subject Area(s) in which your Higher Education Institution (HEI) participates in the project: by completing the tasks set by the Coordinating Institution and the SAG Coordinator(s);
  - c) the creation of the Repository of strategies and examples of good practice for curriculum reform and Learning, Teaching and Assessment activities that can permit to reach Programme Learning Outcomes (PLOs) benchmarked against the ACE Reference

## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

Frameworks: by completing the tasks set by the Coordinating Institution and the SAG Coordinator(s).

6. Prepare and submit reports / complete surveys required for the Quality Assurance Board to monitor the adequate progress of the project implementation and the quality of its products.
7. Prepare and submit regularly updates for the project website and contribute otherwise to the dissemination of the project activities.
8. Prepare and submit all the administrative and supporting financial and other documents required for a smooth development of the project from the point of view of the logistics, as well as for the timely preparation of all the reports to be sent to the funding agency, EACEA.

### Article 4

#### Financing the action

- 4.1 The maximum Erasmus+ grant contribution to the project for the contractual period covered by the Grant Agreement amounts to **EUR 996.450,00** 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 **"reimbursement of actual costs"** for Subcontracting costs
  - 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 beneficiaries in carrying out the activities foreseen. **The beneficiaries commit to provide additional resources to the project so as to ensure its full implementation** in accordance with the Grant Agreement.
- 4.4 Full details of the estimated budget breakdown per funding source, 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 accounts stipulated in Annex VI and/or Annex VIII of this Agreement (see Annex II and Annex III for details and modalities).
- 5.2 The transfer of the Erasmus+ grant contribution to individual beneficiaries will be implemented in accordance with the following timetable and procedure:

##### 5.2.1 Staff Costs

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

1. 30% of the calculated staff budget of the beneficiary as included in the estimated Erasmus+ grant contribution at the time of signature of this Agreement.
2. 20% of the calculated staff budget of the beneficiary as included in the estimated Erasmus+ grant contribution, 12 months after the formal project's start date upon

## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

acceptance of the first ACE Activities Report to be submitted by the beneficiary to the General Coordinator, according to a format prepared by the General Coordinator.

3. 20% of the calculated staff budget of the beneficiary as included in the estimated Erasmus+ grant contribution, upon acceptance of the second ACE Activities Report to be submitted by the beneficiary to the General Coordinator, and acceptance of the Progress Report prepared and submitted by the General Coordinator to the Executive Agency of the European Commission due 18 months after the formal project start date.
4. 20% of the calculated staff budget of the beneficiary as included in the estimated Erasmus+ grant contribution, upon acceptance of the third ACE Activities Report to be submitted by the beneficiary to the General Coordinator 27 months after the formal project start date.
5. Payment of the balance of the calculated staff budget of the beneficiary as included in the estimated Erasmus+ grant contribution, upon acceptance of the final ACE Activities Report to be submitted by the beneficiary to the General Coordinator, and after acceptance of the Final Report prepared and submitted by the General Coordinator to the Executive Agency of the European Commission due 2 months after the formal project's end date.

### 5.2.2. Travel and Subsistence Costs

The General Coordinator will pay directly the costs of travel and subsistence related to the ACE project activities. In case this is not feasible, the beneficiary will advance travel and/or subsistence costs respecting the Guidelines for the Use of the Grant (Annex V in this Agreement) and will be reimbursed by the General Coordinator.

#### *Reimbursement of costs incurred*

**Within 30 days of receipt of the necessary proofs of expenditure/activity** (as specified in the Guidelines for the Use of the Grant), the General Coordinator will reimburse to the beneficiary's account (**either institutional or personal bank accounts**, depends on the nature of the expenditure/activity) **the costs incurred within the estimated budget breakdown** identified under Annex 1 of the Agreement.

The beneficiary shall submit the payment requests in euros. Any conversion into euro of actual costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website

([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm))

applicable:

- on the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received and
- on the month of the receipt of the second pre-financing for all costs incurred until the end of the project.

The invoice date will be taken into account to determine the applicable monthly exchange rate. Exchange losses are not considered eligible, and do not need to be reported.

**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**

## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

**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: **all costs of dispatch/receipt charged by the bank of the beneficiary**, and costs of repeated transfers caused by beneficiary, **will be covered by the beneficiary** that receives the related receipt/transfer or generates repeated transfers.

### Article 6 Reporting

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiaries commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 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.

6.3 The beneficiaries shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents for a period of 5 years after the payment of the final balance under the Grant Agreement. The coordinator may reject any item which cannot be justified in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Guidelines for the Use of the Grant.

### 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.

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, and
- use the procedure described in Article 5 of this Agreement and in Annex II, Annex III, Annex V and Annex X of this Agreement.

7.3 The Erasmus+ grant contribution to the project's 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.

## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

7.4 The beneficiaries confirm that they respect the social and labor 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 while participating in 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 each beneficiary, as per the details below:

For the coordinator:

Project Coordinator  
Prof. Robert Wagenaar  
[r.wagenaar@rug.nl](mailto:r.wagenaar@rug.nl)

For the beneficiary:

Contact Person:  
Name of contact person:  
Mario López Viveros.  
[mario.lopez@unilibre.edu.co](mailto:mario.lopez@unilibre.edu.co)

8.2 8.2 The beneficiary must guarantee the person of the coordinator stability of the relationship throughout the project.

## 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.

## Article 10

### Confidentiality and data protection

10.1 The coordinator and the beneficiaries 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.

## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

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 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 beneficiaries**, 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.

### 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.



## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

### Article 15

#### Conflict resolution

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 Committee (MC)** (a body consisting of representatives of all the project partners), that will try to mediate in order to resolve the conflict.

### Article 16

#### Applicable law and jurisdiction

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

16.2 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 Netherlands)**.

16.3 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.

16.4 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.

16.5 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.

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.

## PROJECT ACE

Aprendizaje Centrado en el Estudiante en América del Sur

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 Annexes

Annex I - Budget/Expenditure/Co-financing breakdown per partner and budget category.

Annex II - Remuneration modalities of staff involved in the project.

Annex III - Reimbursement modalities for travel costs and costs of stay.

Annex IV - Copy of the Grant Agreement signed between the coordinator and the Executive Agency, its annexes, and any existing amendment.

Annex V - Guidelines for the use of the grant.

Annex VI - Bank account of beneficiary organisation.

Annex VII – For Staff: Declaration on employment relationship of beneficiary's staff participating in the project and copy of the contracts. For Students: Enrollment Certificate.

Annex VIII – Individual bank accounts of each staff participating in the project.

Annex IX - Internal reporting forms.

Annex X - Management of project and organization and logistics of meetings.

**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. Jouke de Vries, President




Signed (in duplicate) in Groningen  
Date **17 AUG 2021**

**For the Beneficiary**

The legal representative

Jorge Alarcón Niño, President



Fernando Dejanón Rodríguez  
National Rector

Signed (in duplicate) in Bogotá  
Date