

# **EUROMIND PROJECTS - INTERMEDIARY ORGANISATION'S RULES FOR ERASMUS + PROJECT PARTICIPANTS**

## **INFORMATIVE NOTE**

Intermediary Organisation further called euroMind has introduced the ground and accommodation rules for the participants of Erasmus + Programme in order to secure the safety of all the participants and a proper delivery of the Erasmus + programme in which they are taking part.

All accommodation in Seville/Úbeda/Málaga has CCTV cameras installed.

Accommodation check can be held, without prior notification, at any time by any euroMind's staff member. Rooms have to be kept clean and tidy during the entire stay of the trainees.

Fabricating, buying and bringing shishas to the accommodation and smoking them is not allowed



## **Part A: Prohibition Rules**

### **Project Participants are NOT allowed under any circumstances to:**

**1 §.** Possess and take drugs during their stay in Seville/Úbeda/Málaga inside and outside the accommodation. Project Participants possessing drugs and/or being under their influence will be automatically removed from the accommodation and from the programme at his/her own cost. euroMind will not provide the Project Participant with a replacement accommodation and will not provide the Project Participant with the certification necessary to prove the participation in the Erasmus + Programme.

**2 §.** Possess and drink alcohol during their stay in Seville/Úbeda/Málaga inside and outside the accommodation. Project Participants possessing drugs and/or being under their influence will be automatically removed from the accommodation and from the programme at his/her own cost. euroMind will not provide the Project Participant with a replacement accommodation and will not provide the Project Participant with the certification necessary to prove the participation in the Erasmus + Programme.

**3 §.** Carry out antisocial and criminal activities, such as stealing, bullying, fighting, vandalism, etc. Project Participants carrying out criminal activities will be automatically removed from the accommodation and from the programme at his/her own cost. euroMind will not provide the Project Participant with a replacement accommodation and will not provide the Project Participant with the certification necessary to prove the participation in the Erasmus + Programme.

**4 §.** Not attend the Erasmus + training.

The minimum attendance requirement for all Project Participants is 80% for the duration of an Erasmus + training. In order to be eligible for a certificate of attendance and achievement, all Project Participants must have a cumulative minimum of 80% attendance across the entire training. Project Participants who will have less than 80% attendance will not be provided with the certification necessary to prove the participation in the Erasmus + Programme.

**5 §.** Not attend the Spanish Course (if included in the programme)

The minimum attendance requirement for all Project Participants is 80% for the duration of a Spanish course. In order to be eligible for a certificate of attendance and achievement, all Project Participants must have a cumulative minimum of 80% attendance across the entire course. Project Participants who will have less than 80% attendance will not be provided with the certification necessary to prove the participation in the Spanish Course.

**6 §.** Lack discipline during the training and the Spanish course.

Project Participants who will cause problems during the training and Spanish course will run the risk of being expelled from the training and the Spanish course and not obtain the certification necessary to prove the participation in the Erasmus + Programme.

**7 §.** Make noise or play loud music between 14:00 and 17:00 and between 23:00 at night time and 8:00 in the morning. Please note that neighbours may complain since these are the quiet hours. In case of the neighbours' complaining and/or calling the police to come to the accommodation due to making noise, playing loud music, etc. the Project Participants will be requested to leave the euroMind accommodation at their own cost. euroMind will not provide the Project Participant with



a replacement accommodation. The police intervention caused by the neighbours' complaints due to the noise and antisocial behaviour is subject to a fine of minimum 600 € up to 12.000 € according to the noise and antisocial behaviour regulations of City Council of Seville/Úbeda/Málaga. euroMind does not take responsibility for the fines imposed on the participants responsible for the noise and antisocial behaviour.

**8 §.** Throw any objects on the premises of the neighbours or against their houses walls.

In case of the neighbours' complaining and/or calling the police to come to the accommodation due to antisocial behaviour will be requested to leave the euroMind accommodation at their own cost. euroMind will not provide the Project Participant with a replacement accommodation.

**9 §.** Smoke outside the allocated for this purpose zones and throw cigarette ends on any premises which is not destined for this purpose.

In case of finding cigarette ends thrown around the accommodation and on the neighbours' premises, Project Participants will be taken away the right to smoke on the premises of the accommodation altogether including the zones assigned for this purpose.

Please note that throwing away the cigarette ends in the places not assigned for this purpose might cause a fire.

**10 §.** Bring and smoke shishas on the premises of the accommodation. It is also completely prohibited to fabricate one's own shishas using plastic bottles and smoke them in the rooms. Participants breaking this rule will be immediately removed from the accommodation due to fire risk.

**11 §.** Bring special audio equipment, such as music intensifiers, loudspeakers and use it in the accommodation. Breaking this rule will result in the equipment being taken away from the participants and given back to him/her only on the day of departure.

**12 §.** Stay on the terrace (except for **Inturjovent** accommodation) after 23:00. Terrace door must be locked between 23:00 and 8:00. The person responsible for locking and unlocking the terrace door will be the accompanying person.

In case of staying on the terrace after 23:00, Project Participants will be taken away the right to use the terrace.

**13 §.** NOT to obey the following day to day accommodation use principals:

- leave the rubbish in the rooms. Take it outside and throw it away into the dustbins outside the accommodation
- hang up the washing inside the accommodation. Use the washing hangers on the terrace.
- take dripping clothes inside the accommodation. Please, use the washbowl for washed clothes.
- throw rubbish, water or anything else through the windows. Please respect the pedestrians and take care of the cleanliness of our district.
- eat and drink in the rooms. Keep your drinks and snacks in the fridge or the dining room.
- take glasses, cups, plates and cutlery out of the dining room as the cook will not have cutlery to serve the meals.
- leave the products, plates, glasses and cutlery on the tables after having had the meals. Clean the tables after the meals.



- hang the towels and clothes on the handrails, room balconies and windows.
- go to the terrace with wet feet (euroMind **Ubeda** accommodation) after swimming.

## **Part B. Obligations and Responsibilities**

### **Project Participants are obliged to:**

**1 §.** Lock all the doors when leaving the accommodation.

Project Participants leaving the doors open should bear in mind that the accommodation can be entered and robbed. euroMind does not take responsibility for the belongings robbed in case of leaving the doors to the accommodation open.

**2 §.** Switch off the lights and turn off the water when not using.

**3 §.** Switch off the air-conditioning when not using.

The remote controls will be taken away from the participants if they have the windows and balcony open while using the air-conditioning and or leave the air-conditioning switched on without anyone being in a room/accommodation.

**4 §.** Return to his or her accommodation not later than 23:00 and during the weekend not later than 24:00.

euroMind does not take responsibility for the participants who do not respect this rule. Any changes to this rule must be consulted by the Project Participant with her/his Sending Organisation, Accompanying Persons and their parents. If a Project Participant is given permission to stay outside the accommodation longer, then he or she is obliged to bring this permission to Spain in writing.

**5 §.** Pay a deposit in the amount of 20 € per person upon arrival. The deposit will only be given back to the Project Participants on the day of their departure unless there is no damage observed and no rules enumerated in this document broken.

**6 §.** Immediately inform about any damage noticed on the premises of the accommodation

**7 §.** Pay for the purchase of a new piece of equipment if it costs exceeds 20 € of deposit.

In case no Project Participant admits to the damage of the equipment, all the Project Participants will be made responsible for the damage.

**8 §.** Take care of the house keys. If the key is lost, the participant has to pay for the new lock and its installation. The cost is of 50 €.



**Part C. Statement about the health conditions allowing participation in the internship abroad**

**1 §.** By signing the rules, participant declares that his health condition permits their participation in the internship abroad (this applies to work placement as well as to the stay in Spain and participation in the cultural program). In case of withholding information about the significant health problems that may endanger the participant's life or health, the intermediary organization reserves rights to refuse the further participation in the program.

**2 §.** Each participant suffering from any chronic diseases, or having diagnosed health problems is obliged to present the medical certificate, as a confirmation that the following health problems do not affect the possibility of participating in the internship.

**3 §.** Participant requiring special adjustments during their stay, such as specific diet or certain condition at the workplace, is required to report all necessary information during a Skype call and submit relevant medical certificate before arriving in Spain. Otherwise, the intermediary organization is not responsible for adapting the program conditions to the participant's requirements.

**Part D. DECLARATION REGARDING PERSONAL DATA AND IMAGE PUBLICATION**

**1 §.** Due to the necessity of disseminating results of the project, Project Participants agree to publish their image and other information related to the period of the internship within publications, advertising materials and marketing campaigns of the Intermediary Organisation, such as company website, Facebook, Instagram or Youtube channel. The materials will be used only as a tool to promote the project and the Intermediary Organisation's services among partners and the public.

**2 §.** To prepare the internship programme and all activities related to the project, Project Participants agree to proceed their personal data to the extent necessary to prepare and deliver the project.



*I hereby declare to respect the above euroMind rules allowing for the proper delivery of the Erasmus + Mobility project.*

*If I break the above rules, I fully understand that I will be removed from the euroMind accommodation and/or from the Erasmus + Mobility programme.*

*I fully understand that the cost of finding new accommodation for me or the cost of sending me to my home country by the time the programme finishes will have to be covered by myself or by my parents or legal guardians.*

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