

MOBILITY PROJECT FOR HIGHER EDUCATION STUDENTS AND STAFF

This mobility project can comprise one or more of the following activities:

Student mobility:

- a **study period** abroad at a partner higher education institution (HEI);
- a **traineeship (work placement)** abroad²¹ in an enterprise or any other relevant workplace²².

A study period abroad may include a traineeship period as well.

To ensure high-quality mobility activities with maximum impact on the students, the mobility activity has to be compatible with the student's degree-related learning and personal development needs. The study period abroad must be part of the student's study programme to complete a degree at a short cycle, first cycle (Bachelor or equivalent), second cycle (Master or equivalent) and third or doctoral cycle.

Traineeships abroad at a workplace are also supported during short cycle, first, second, third cycle studies and within a maximum of one year after the student's graduation. This also includes the 'assistantships' for student teachers.

Wherever possible, the traineeships should be an integrated part of the student's study programme. Student mobility can be in any subject area/academic discipline.

Staff mobility:

- **teaching periods:** this activity allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad. Staff mobility for teaching can be in any subject area/academic discipline.
- **training periods:** this activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad.

A period abroad can combine teaching and training activities.

The majority of the budget of this Action will support activities involving mobility between Programme Countries. However, a limited amount of the budget available for this Action can fund international activities between Programme and all Partner Countries of the world, except regions 5, 9 and 12 (see section "eligible countries" in Part A of this Guide).

Funding for mobility between Programme and Partner Countries comes from several financial instruments of the European Union for external cooperation. To ensure that this action follows the EU's external priorities, the Commission has set a number of targets and rules for cooperation with Partner Countries.

Applicants for mobility projects between Programme and Partner countries should take into account the available budget for mobility with different regions of the world and the priorities explained hereafter in the section "additional information for mobility between Programme and Partner Countries".

WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN THIS PROJECT?

Participating organisations involved in the mobility project assume the following roles and tasks:

- Applicant organisation from a Programme Country: in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium coordinator: leading a mobility consortium of partner organisations of the same country aimed at organising any type of student and staff mobility.

²¹ Traineeships between Programme and Partner Countries are not foreseen in 2016, either with an Erasmus+ grant, or as a zero-grant from EU funds.

²² Following courses at a higher education institution cannot be considered as a traineeship.

- Sending organisation: in charge of selecting students/staff and sending them abroad. This also includes grant payments (for those in Programme Countries), preparation, monitoring and recognition related to the mobility period.
- Receiving organisation: in charge of receiving students/staff from abroad and offering them a study/traineeship programme or a programme of training activities, or benefiting from a teaching activity.
- Intermediary organisation: this is an organisation active in the labour market or in the fields of education, training and youth work in a Programme Country. It may be a partner in a national mobility consortium, but is not a sending organisation. Its role may be to share and facilitate the administrative procedures of the sending higher education institutions and to better match student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.

For mobility between Programme and Partner Countries, only higher education institutions from Programme Countries can apply and administer the payments for inbound and outbound mobility.

The sending and receiving organisations, together with the students/staff, must have agreed on the activities to be undertaken by the students - in a 'Learning Agreement' - or by staff members - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party. When the activity is between two higher education institutions (student mobility for studies and staff mobility for teaching), an 'inter-institutional agreement' has to be in place between the sending and the receiving institutions before the exchanges can start.

By signing the Erasmus Charter for Higher Education (ECHE), higher education institutions commit to provide all the necessary support to mobile participants, including linguistic preparation. To support them, online linguistic support is being gradually implemented in the course of the Programme for all long-term mobility activities between Programme Countries lasting two months and longer. It is made available by the European Commission to eligible participants to assess their foreign language competences and to offer, where necessary, the most appropriate language learning before and/or during mobility (for more details, see Annex I of this Guide). Partner Country higher education institutions are not eligible to sign the ECHE, therefore details of the linguistic support offered to mobile participants should be made explicit in the inter-institutional agreement.

WHAT ARE THE CRITERIA USED TO ASSESS THIS PROJECT?

Here below are listed the formal criteria that a higher education mobility project must respect in order to be eligible for an Erasmus+ grant:

GENERAL ELIGIBILITY CRITERIA

Who can apply?	<ul style="list-style-type: none"> ▪ For an application as individual HEI: higher education institutions established in a Programme Country and awarded with an Erasmus Charter for Higher Education (ECHE). For more information on the Charter, see the section "Erasmus Charter for Higher Education" below and the Annex I of this Guide). ▪ For an application as national mobility consortium: coordinating organisations established in a Programme Country and coordinating a consortium awarded with a higher education consortium accreditation. Organisations that do not hold a valid consortium accreditation can apply for this accreditation on behalf of a Mobility Consortium at the same time of applying for a mobility project grant. All the involved higher education institutions from eligible Programme countries must hold an Erasmus Charter for Higher Education (ECHE). These organisations will be eligible for a mobility project only if their application for the consortium accreditation is successful. <p>Higher education students and staff cannot apply directly for a grant; the selection criteria for participation in the mobility activities are defined by the higher education institution in which they study or are employed, in accordance with the provisions foreseen in Annex I to this Guide.</p>
Eligible activities	<p>A higher education mobility project must comprise one or more of the following activities:</p> <ul style="list-style-type: none"> ▪ Student mobility for studies; ▪ Student mobility for traineeships²³; ▪ Staff mobility for teaching; ▪ Staff mobility for training.

²³ Traineeships between Programme and Partner Countries are not foreseen in 2016, either with an Erasmus+ grant, or as a zero-grant from EU funds.



<p>Eligible countries</p>	<p>Mobility between Programme Countries:</p> <ul style="list-style-type: none"> ▪ any Programme Country <p>Mobility between Programme and Partner Countries:</p> <ul style="list-style-type: none"> ▪ any Programme Country; and ▪ any Partner Country of the world, except regions 5, 9 and 12 (see section "eligible countries" in Part A of this Guide)
<p>Number of participating organisations</p>	<p>The number of organisations in the application form is one (the applicant). It is either a single HEI or a national mobility consortium coordinator established in a Programme Country.</p> <p>During the implementation of the mobility project, a minimum of two organisations (at least one sending and at least one receiving organisation) from different Programme Countries must be involved. For mobility projects involving Partner Countries, the minimum is one from a Programme Country and one from an eligible Partner Country.</p>
<p>Duration of project</p>	<p>16 or 24 months. The applicant must choose the duration at application stage, based on the scale of the project and on the type of activities planned over time.</p>
<p>Where to apply?</p>	<p>To the National Agency of the country in which the applicant organisation is established.</p>
<p>When to apply?</p>	<p>Applicants have to submit their grant application by 2 February at 12:00 (midday Brussels time) for projects starting on 1 June of the same year.</p> <p>Possible additional deadline for mobility between Programme and Partner Countries:</p> <p>National Agencies may organise a second round of applications if funds remain unused, for which the rules set out in this Guide will also apply. National Agencies will advertise this possibility via their website, together with further information on the regions of the world for which there is available funding.</p> <p>If a second round is organised, applicants have to submit their grant application by 15 September at 12:00 (midday Brussels time) for projects starting on 1 of February of the following year.</p>
<p>How to apply?</p>	<p>Please see part C of this Guide for details on how to apply.</p>
<p>Other criteria</p>	<p>A HEI may apply for grants to its National Agency via two different channels:</p> <ul style="list-style-type: none"> • directly as an individual HEI, • via a consortium of which it is a member. <p>A HEI can apply only once per selection round for a mobility project between Programme Countries as individual HEI and/or as member of a given consortium. The same applies to mobility projects between Programme and Partner Countries.</p> <p>Both channels (individual application and consortium application) may be used simultaneously. However, the HEI/department remains responsible of preventing double funding of a participant when the two channels are used in the same academic year.</p>

Applicant organisations will be assessed against the relevant **exclusion and selection criteria**. For more information please consult Part C of this Guide.

ADDITIONAL ELIGIBILITY CRITERIA DURING IMPLEMENTATION FOR STUDENT MOBILITY

Eligible participating organisations	<ul style="list-style-type: none"> ▪ Student mobility for studies: All participating Programme Country organisations (both sending and receiving) must be HEIs awarded with an ECHE. All Partner Country organisations must be HEIs recognised by competent authorities and have signed inter-institutional agreements with their Programme Country partners before the mobility takes place. ▪ Student mobility for traineeships²⁴: The sending organisation must be a HEI awarded with an ECHE. The receiving organisation can be²⁵: <ul style="list-style-type: none"> ○ any public or private organisation active in the labour market or in the fields of education, training and youth. For example, such organisation can be: <ul style="list-style-type: none"> – a public or private, a small, medium or large enterprise (including social enterprises); – a public body at local, regional or national level; – a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions; – a research institute; – a foundation; – a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education); ○ a non-profit organisation, association, NGO; ○ a body providing career guidance, professional counselling and information services; ○ a Programme Country HEI awarded with an ECHE.
Duration of the activity	<p>Study periods: from 3²⁶ to 12 months (including a complementary traineeship period, if planned).</p> <p>Traineeships: from 2 to 12 months.</p> <p>The same student may participate in mobility periods totalling up to 12 months²⁷ maximum per each cycle of study²⁸, independently of the number and type of mobility activities. Participation with a zero-grant from EU funds counts as well towards this maximum duration :</p> <ul style="list-style-type: none"> ▪ during the first study cycle (Bachelor or equivalent) including the short-cycle (EQF levels 5 and 6); ▪ during the second study cycle (Master or equivalent - EQF level 7); and ▪ during the third cycle as doctoral candidate (doctoral level or EQF level 8). <p>The duration of a traineeship by recent graduates counts towards the 12 months maximum of the cycle during which they apply for the traineeship.</p>
Venue(s) of the activity	<p>Students must carry out their mobility activity in a Programme or Partner Country different from the country of the sending organisation and the country where the student has his/her accommodation during his/her studies.</p>

²⁴ Traineeships between Programme and Partner Countries are not foreseen in 2016 and are not eligible neither with an Erasmus+ grant, nor as a zero-grant from EU funds.

²⁵ The following types of organisations are not eligible as receiving organisations for student traineeships: EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website ec.europa.eu/institutions/index_en.htm); organisations managing EU programmes such as Erasmus+ National Agencies (in order to avoid a possible conflict of interests and/or double funding).

²⁶ Minimum duration of a study period is 3 months, or 1 academic term or trimester.

²⁷ Prior experience under LLP-Erasmus Programme and Erasmus Mundus programme counts towards the 12 months per study cycle.

²⁸ In one-cycle study programmes, such as Medicine, students can be mobile for up to 24 months.

<p>Eligible participants</p>	<p>Students registered in a HEI and enrolled in studies leading to a recognised degree or another recognised tertiary level qualification (up to and including the level of doctorate). In case of mobility for studies, the student must be enrolled at least in the second year of higher education studies. For traineeships, this condition does not apply.</p> <p>Recent higher education graduates may participate in a traineeship. Recent graduates must be selected by their HEI during their last year of study, and must carry out and complete their traineeship abroad within one year of obtaining their graduation.</p>
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ADDITIONAL ELIGIBILITY CRITERIA DURING IMPLEMENTATION FOR STAFF MOBILITY

<p>Eligible participating organisations</p>	<ul style="list-style-type: none"> ▪ Staff mobility for teaching: The receiving organisation must be a Programme Country HEI awarded with an ECHE or a Partner Country HEI recognised by competent authorities and having signed an inter-institutional agreement with the sending Programme Country partner before the mobility takes place. The sending organisation must be: <ul style="list-style-type: none"> ○ a Programme Country HEI awarded with an ECHE, or a Partner Country HEI recognised by competent authorities and having signed an inter-institutional agreement with the receiving Programme Country partner; or ○ any Programme Country public or private organisation active in the labour market or in the fields of education, training and youth. For example, such organisation can be: <ul style="list-style-type: none"> – a public or private, a small, medium or large enterprise (including social enterprises); – a public body at local, regional or national level; – a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions; – a research institute; – a foundation; – a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education); – a non-profit organisation, association, NGO; – a body providing career guidance, professional counselling and information services. ▪ Staff mobility for training: The sending organisation must be a Programme Country HEI awarded with an ECHE or a Partner Country HEI recognised by competent authorities and having signed an inter-institutional agreement with the receiving Programme Country partner before the mobility takes place. The receiving organisation must be: <ul style="list-style-type: none"> ○ a Programme Country HEI awarded with an ECHE, or a Partner Country HEI recognised by competent authorities and having signed an inter-institutional agreement with the receiving Programme Country partner; or ○ any Programme Country public or private organisation active in the labour market or in the fields of education, training and youth. See examples in the previous page.
<p>Duration of the activity</p>	<p>From 2 days (5 days from and to Partner Countries) to 2 months, excluding travel time. In mobility between Programme Countries, the minimum 2 days must be consecutive. In all cases, a teaching activity has to comprise a minimum of 8 hours of teaching per week (or any shorter period of stay). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.</p>
<p>Venue(s) of the activity</p>	<p>Staff must carry out their mobility activity in any Programme Country or Partner Country different from the country of the sending organisation and the staff country of residence.</p>

Eligible participants	<p>Staff mobility for teaching: staff working in a Programme or Partner Country HEI. Staff from enterprises working in any Programme Country public or private organisation active in the labour market or in the fields of education, training and youth (including employed doctoral candidates) that has been invited to teach at an HEI in a Programme Country.</p> <p>Staff mobility for training: staff working in a Programme or Partner Country HEI.</p>
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ADDITIONAL INFORMATION FOR MOBILITY BETWEEN PROGRAMME AND PARTNER COUNTRIES

The budget available for mobility between Programme and Partner Countries is divided between different regions of the world in 11 budgetary envelopes and the size of each budgetary envelope is different. Further information on the amounts available under each budgetary envelope will be published on the National Agencies' websites.

In general the funds will have to be used in a geographically balanced way. The EU has set a number of targets regarding geographical balance and priorities that have to be attained at European level over the whole duration of the programme (2014-2020). The targets do not have to be attained by individual higher education institutions, but National Agencies will take these targets into account in order to allocate the available budget. In addition, higher education institutions are encouraged to work with partners in the poorest and least developed Partner Countries.

These are the **geographical targets** set for mobility between Programme and Partner Countries at EU level by 2020:

- With Developing Asia and Latin America, 25% of the mobility should be organised with the least developed countries of the region. These countries are:
 - For Asia: Afghanistan, Bangladesh, Cambodia, Laos, Nepal, Bhutan and Myanmar;
 - For Latin America: Bolivia, El Salvador, Guatemala, Honduras and Paraguay;
- No more than 30% of the budget available for Asia should be spent on mobility with China and India;
- And no more than 35 % available for Latin America on Brazil and Mexico.

Due to the requirement to carry out mobilities with countries in regions 6, 7, 8,10 and 11²⁹ that contribute to development assistance, mobility for short-, first- and second cycle students is limited to inbound mobility from Partner to Programme Countries³⁰. Outbound mobility towards these regions is only available at doctoral level and for staff.

There will however be a few exceptions for certain Programme Countries. Please check your National Agency's website.

Finally, higher education institutions are free to apply for 100% staff mobility or 100% student mobility or any combination thereof, provided this complies with any secondary criteria set by the National Agency (see section below).

SECONDARY CRITERIA FOR MOBILITY BETWEEN PROGRAMME AND PARTNER COUNTRIES SET BY NATIONAL AGENCIES

Where the budget envelope for a particular Partner Region or Country is limited, a National Agency may choose to add one or more secondary criteria from the list below. In the event that a National Agency chooses to use secondary criteria this decision will be communicated in advance of the deadline, in particular on the National Agency's website.

- The degree level (for example limiting applications to one or two cycles only – BA, MA or PhD);
- Privileging only staff or only student mobility;
- Limiting the duration of mobility periods (for example limiting student mobility to 6 months, or limiting staff mobility to 10 days).

AWARD CRITERIA FOR A MOBILITY PROJECT WITHIN PROGRAMME COUNTRIES³¹

There is no qualitative assessment (the quality has been assessed at the ECHE application stage or when selecting a national mobility consortium) and therefore there are no award criteria.

²⁹ Indicative only. Subject to the provisions of the revised Cotonou Partnership Agreement and multiannual financial framework 2014-2020.

³⁰ See section "eligible countries" in Part A of this Guide.

³¹ Mobility in both directions

Any eligible grant application (after having passed the eligibility check) will get funding.

The maximum grant amount awarded will depend on a number of elements:

- the number of mobility periods and months/days applied for;
- the past performance of the applicant in terms of number of mobility periods, good quality in the implementation of activities and sound financial management, in case the applicant has received a similar grant in previous years;
- the total national budget allocated for the mobility Action.

AWARD CRITERIA FOR A MOBILITY PROJECT BETWEEN PROGRAMME AND PARTNER COUNTRIES

Eligible grant applications (after having passed the eligibility check) will be assessed on the basis of the following criteria:

Relevance of the strategy (maximum 30 points)	The extent to which the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and in the Partner country) and the rationale for choosing staff and/ or student mobility.
Quality of the cooperation arrangements (maximum 30 points)	The extent to which the applicant organisation has previous experience of similar projects with higher institutions in the partner country and the clarity of the description of responsibilities, roles and tasks between partners.
Quality of the activity design and implementation (maximum 20 points)	The completeness and quality of arrangements for the selection of participants, the support provided to them and the recognition of their mobility period (in particular in the Partner country).
Impact and dissemination (maximum 20 points)	The potential impact of the project on participants, beneficiaries, partner organisations, at local, regional and national levels and the quality of measures aimed at disseminating the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the programme and partner countries.

The applicant will explain how the project meets these four criteria from the point of view of its own institution (or institutions in the case of applications submitted by consortia) and the Partner countries' institutions.

To be considered for funding, proposals must score at least 60 points in total, with a minimum of 15 points for "relevance of the strategy".

In order to allocate the available budget for each region, the mobilities planned with each Partner Country will be listed in order of merit in a regional ranking.

The grant awarded to a higher education institution will depend on a number of elements:

- the number of mobility periods and months/days applied for;
- the budget allocated per country or region;
- the geographical balance within a given region or sub-region.

The National Agency may fund mobilities with a Partner Country that comes later in the regional ranking, when it is necessary to ensure geographical balance within that region, as defined by the geographical targets mentioned above.

WHAT ACCREDITATION DO APPLICANTS NEED FOR THIS MOBILITY PROJECT?

ERASMUS CHARTER FOR HIGHER EDUCATION

The award of an Erasmus Charter for Higher Education (ECHE) is a pre-requisite for all higher education institutions established in a Programme Country that wish to participate in a Higher Education mobility project either as a single higher education institution or as a member of a national mobility consortium. Every year, the European Commission - via the Education, Audiovisual and Culture Executive Agency – publishes a specific call for proposals that sets the detailed conditions to be followed and qualitative criteria to be met in order to be awarded with an ECHE. This call is available on the website of the Executive Agency.

For HEIs established in a Partner Country, the HEI must be accredited by the relevant national accreditation organisation. As they are not eligible to receive an ECHE, they must in addition have established an inter-institutional agreement with their Programme Country partner(s) which encapsulates the principles of the ECHE.

CONSORTIUM ACCREDITATION IN HIGHER EDUCATION

An organisation from a Programme Country, applying on behalf of a national mobility consortium, must hold a valid consortium accreditation. This Certificate is awarded by the same National Agency that assesses the request of funding for a higher education mobility project. The requests for accreditation and for mobility projects grant can be made at the same time. However, the grant for mobility projects will be awarded only to those HEIs and organisations that are successful at the end of the accreditation process. To obtain a consortium accreditation, the following conditions must be met:

ELIGIBILITY CRITERIA

Eligible participating organisations	<p>A national mobility consortium in higher education can be composed of the following participating organisations:</p> <ul style="list-style-type: none"> ▪ higher education institutions holding a valid Erasmus Charter for Higher Education (for more information on the Charter, see the section "Erasmus Charter for Higher Education" above and the Annex I of this Guide); and ▪ any public or private organisation active in the labour market or in the fields of education, training and youth (see examples of eligible participating organisations in the previous page). <p>Each participating organisation must be established in the same Programme Country.</p>
Who can apply?	<p>Any eligible participating organisation can act as coordinator and apply on behalf of all the organisations involved in the consortium.</p>
Number of participating organisations	<p>A national mobility consortium must comprise minimum three eligible participating organisations, including two sending HEIs.</p> <p>All member organisations of the national mobility consortium must be identified at the time of applying for the consortium accreditation.</p>
Duration of the consortium accreditation	<p>Three consecutive annual calls and no later than 2020/2021.</p>
Where to apply?	<p>To the National Agency of the country in which the applicant organisation is established.</p>
When to apply?	<p>Applicants have to submit their accreditation application by 2 February at 12:00 (midday Brussels time) for projects starting on 1 June of the same year.</p>
How to apply?	<p>Please see part C of this Guide for details on how to apply.</p>

AWARD CRITERIA

The application for accreditation will be assessed against the following criteria:

<p>Relevance of the consortium (maximum 30 points)</p>	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives of the Action (see section "What are the aims of a mobility project"); - the needs and objectives of the organisations participating in the consortium and of the individual participants. ▪ The extent to which the proposal is suitable for: <ul style="list-style-type: none"> - producing high-quality learning outcomes for participants; - reinforcing the capacities and international scope of the organisations participating in the consortium; - bringing added value at EU level through results that would not be attained by activities carried out by each single HEI.
<p>Quality of the consortium composition and the cooperation arrangements (maximum 20 points)</p>	<ul style="list-style-type: none"> ▪ The extent to which: <ul style="list-style-type: none"> - the consortium involves an appropriate composition of sending higher education institutions with, where relevant, complementary participating organisations from other socio-economic sectors with the necessary profile, experience and expertise to successfully deliver all aspects of the project; - the consortium coordinator has previous experience in managing a consortium or a similar project type; - the distribution of roles, responsibilities and tasks/resources is well defined and demonstrates the commitment and active contribution of all participating organisations; - tasks/resources are pooled and shared; - the responsibilities are clear for contractual and financial management issues; - the consortium involves newcomers to the Action.
<p>Quality of the consortium activity design and implementation (maximum 20 points)</p>	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of all the phases of a mobility project (preparation, implementation of mobility activities, and follow-up); ▪ The quality of the practical arrangements, management and support modalities (e.g. finding receiving organisations, matchmaking, information, linguistic and intercultural support, monitoring); ▪ The quality of cooperation, coordination and communication between the participating organisations, as well as with other relevant stakeholders; ▪ Where relevant, the quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools; ▪ If applicable, the appropriateness of measures for selecting participants in the mobility activities and for promoting disadvantaged persons to participate in mobility activities.
<p>Impact and dissemination (maximum 30 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the activities led by the consortium; ▪ The potential impact of the project: <ul style="list-style-type: none"> - on participants and participating organisations during and after the project lifetime; - outside the organisations and individuals directly participating in the project, at institutional, local, regional, national and/or international levels. ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities led by the consortium within and outside the participating organisations and partners.

To be selected for accreditation, proposals must score at least 60 points in total. Furthermore, they must score at least half of the maximum points for each award criterion.

WHAT ELSE SHOULD YOU KNOW ABOUT THIS ACTION?

More specific rules and criteria and additional useful information relating to this Action can be found in the Annex I of this Guide. Interested organisations are invited to read carefully the relevant sections of this Annex before applying for financial support.

WHAT ARE THE FUNDING RULES?

In the application form, the applicants of mobility projects for higher education students and staff will have to provide the following information:

- number of students and staff that are supposed to take part in mobility activities;
- total duration per participant of the planned mobility activities;
- number and total duration of mobility activities (students and staff) realised in the previous two years.

On this basis, the Programme Country National Agencies will award a grant to applicants to support a certain number of mobility activities, up to the maximum number requested by the applicant.

If the applicant submits mobility projects with Partner Countries, it will fill in a separate application form dedicated to mobility to and from Partner Countries.

A separate grant will be awarded for mobilities with Partner Countries.

The following rules will apply to support financially these activities:

A) FUNDING RULES APPLYING TO ALL MOBILITY ACTIVITIES

Eligible costs		Financing mechanism	Amount	Rule of allocation
Organisational Support	Costs directly linked to the implementation of mobility activities (excluding subsistence and travel for participants)	Contribution to unit costs	up to the 100 th participant: 350 EUR per participant + beyond the 100 th participant: 200 EUR per additional participant	Based on the number of mobility participants
Special needs support	Additional costs directly related to participants with disabilities	Real costs	100% of eligible costs, as approved by the National Agency.	Conditional: the request for financial support must be motivated and well justified in a specific application form once participants have been selected

ORGANISATIONAL SUPPORT GRANT FOR THE BENEFICIARY (HIGHER EDUCATION INSTITUTIONS OR CONSORTIA):

The organisational support grant is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound, to comply with the Erasmus Charter for Higher Education in Programme Countries, and with the principles of the ECHE as reflected in the inter institutional agreements agreed in the case of institutions from Partner Countries. For example:

- organisational arrangements with partner institutions, including visits to potential partners, to agree on the terms of the inter-institutional agreements for the selection, preparation, reception and integration of mobile participants; and to keep these inter-institutional agreements updated;
- provide updated course catalogues for international students;
- provide information and assistance to students and staff;
- selection of students and staff;
- preparation of the learning agreements to ensure full recognition of the students' educational components; preparation and recognition of mobility agreements for staff;
- linguistic and intercultural preparation provided to both incoming and outbound students and staff, complementary to the Erasmus+ Online Linguistic Support;
- facilitate the integration of incoming mobile participants in the HEI;
- ensure an efficient mentoring and supervision arrangements of mobile participants;
- specific arrangements to ensure the quality of student traineeships in enterprises;

- ensure recognition of the educational components and related credits, issuing transcript of records and diploma supplements;
- support the reintegration of mobile participants and build on their acquired new competences for the benefit of the HEI and peers.

Higher education institutions in both Programme and Partner Countries commit themselves to comply with all the principles of the Charter to ensure mobility of high quality, including these ones: "ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency" and "provide appropriate linguistic support to incoming mobile participants". Advantages can be taken of existing facilities within the institutions for language training. Those HEIs which would be able to provide student and staff mobility of high quality, including linguistic support, at a lower cost (or because it is funded under other sources than EU funding) would have the possibility to transfer 50% of the organisational support grant to fund more mobility activities.

In all cases, beneficiaries will be contractually obliged to deliver such high quality services and their performance will be monitored and checked by National Agencies, taking into account also the feedback provided by students and staff via Mobility Tool+ and directly accessible to the National Agencies and the Commission.

In the case of mobility within Programme Countries, the organisational support grant is calculated on the number of all supported outbound mobile participants (including mobile participants with a zero-grant from EU funds for the entire mobility period – see below) and incoming staff from enterprises teaching at an HEI, that is the beneficiary or a member of the national mobility consortium. Mobile participants with a zero-grant from EU funds for the entire mobility period count as supported mobile participant as they benefit from the mobility framework and organisational activities. Organisational support is therefore also paid for these participants.

In the case of mobility between Programme and Partner Countries, the organisational support grant is calculated on the number of all supported outbound mobile participants from Programme Countries and all inbound mobile participants from Partner Countries. Mobile participants with a zero-grant from EU funds for the entire mobility period may count as supported mobile participant as they benefit from the mobility framework and organisational activities.

In the case of national mobility consortia, this grant can be shared among all the national members according to rules that they will have agreed among themselves. For mobility between Partner and Programme Countries, the organisational support grant will be shared by the partners concerned on a mutually acceptable basis decided upon by the participating institutions.

MOBILE PARTICIPANTS WITH A ZERO-GRANT FROM EU FUNDS

Students and staff with a zero-grant from EU funds are mobile participants that do not receive an EU grant related to travel and subsistence, but they otherwise fulfil all student and staff mobility criteria and benefit from all advantages of being Erasmus+ student and staff. They may receive a regional, national or other type of grant to contribute to their mobility costs. The number of mobile participants with a zero-grant from EU funds for the entire mobility period counts in the statistics for the performance indicator used to allocate the EU budget between the countries, both for mobility within Programme Countries and for mobility between Programme and Partner Countries.

SPECIAL NEEDS SUPPORT

A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project / mobility Action would not be possible without extra financial support. Higher education institutions that have selected students and/or staff with special needs can apply for additional grant support to the National Agency in order to cover the supplementary costs for their participation in the mobility activities. For persons with special needs, the grant support may therefore be higher than the maximum individual grant amounts set out below. Higher education institutions will describe on their website how students and staff with special needs can request such additional grant support.

Extra funding for students and staff with special needs may be provided also from other sources at local, regional and/or national level.

As regards the accompanying persons for students and staff with special needs, they are entitled to receive a contribution based on real costs .

Each higher education institution, by signing the Erasmus Charter for Higher Education, commits to ensuring equal access and opportunities to participants from all backgrounds. Therefore, students and staff with special needs can benefit from the support services that the receiving institution offers to its local students and staff.

OTHER SOURCES OF FUNDING

Students and staff may receive, on top of the EU grant, or in replacement of the EU grant (mobile participants with a zero-grant from EU funds) regional, national or any other type of grant, managed by another organisation than the National Agency (e.g. Ministry or regional authorities). This type of grants provided by other sources of funding than the EU budget is not subject to the amounts and min/max ranges set in this document.

B) GRANT SUPPORT FOR THE MOBILITY OF STUDENTS

Students may receive an EU grant as a contribution to their costs for travel and subsistence during the period of study or traineeship abroad. These amounts will be defined by the National Agencies in agreement with National Authorities, and/or the higher education institutions on the basis of objective and transparent criteria as described below. The exact amounts will be published on the websites of National Agencies and of higher education institutions.

MOBILITY WITHIN PROGRAMME COUNTRIES - CRITERION 1 – SENDING AND RECEIVING COUNTRIES OF THE STUDENT

The EU grant provided to students will depend on their mobility flow, as follows:

- mobility towards a country with similar living costs: students will receive the medium range EU grant;
- mobility towards a country with higher living costs: students will receive the higher range EU grant;
- mobility towards a country with lower living costs: students will receive the lower range EU grant.

Programme Countries are divided into the three following groups:

Group 1 Programme Countries with higher living costs	Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway
Group 2 Programme Countries with medium living costs	Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey
Group 3 Programme Countries with lower living costs	Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia

The amounts defined by National Agencies will be set within the following minimum and maximum ranges:

- Medium range EU grant: a medium range, between **200 and 450 EUR per month**, will apply to mobility activities towards a country of similar living costs: a) from Group 1 to Group 1, b) from Group 2 to Group 2 and c) from Group 3 to Group 3.
- Higher range EU grant: corresponds to the medium range applied by the National Agency plus at least 50 EUR and between **250 and 500 EUR per month**. It applies to mobility activities towards a country of higher living costs: a) from Group 2 to Group 1 countries and b) from Group 3 to Group 1 and 2 countries.
- Lower range EU grant: corresponds to the medium range applied by the National Agency minus at least 50 EUR and between **150 and 400 EUR per month**. It applies to mobility activities towards a country of lower living costs: a) Group 1 to Group 2 and 3 countries and b) from Group 2 to Group 3.

When defining the amounts to be applied by beneficiaries in their country, National Agencies will consider two specific criteria:

- the availability and the level of other sources of co-financing from private or public bodies at local, regional or national level to complement the EU grant;
- the general level of demand of students who intend to study or receive training abroad.

National Agencies may decide to grant flexibility to their higher education institutions by fixing ranges instead of amounts at national level. This should be based on justified grounds, for example in countries where co-financing is available at regional or institutional level.

MOBILITY WITHIN PROGRAMME COUNTRIES - CRITERION 2 - ADDITIONAL SUPPORT FOR SPECIFIC TARGET GROUPS, ACTIVITIES AND SENDING COUNTRIES/REGIONS

Students from disadvantaged backgrounds (other than those with special needs)

The national authorities together with the National Agencies responsible for the implementation of Erasmus+ in a given Programme Country may decide (based on an opt-in/opt-out option, depending on the support already provided at national level) that all the HEIs in their country should top up the individual support from their EU grant to students from disadvantaged backgrounds (including refugees, asylum seekers and migrants), with a single amount of **between 100 and 200 EUR per month**. The precise single monthly amount and the criteria to be applied would be defined at national level by the national authorities.

Students in traineeships

Students carrying out traineeships will receive an additional top-up from the EU grant with an amount **between 100 and 200 EUR per month**. The precise level will be determined by National Agencies and/or higher education institutions according to the level of demand and level of co-financing for this type of mobility. In all cases, the same level should be given to all students within the same higher education institution, independently from any top-up and/or contribution in kind that the student may receive from the host enterprise. Students from disadvantaged backgrounds who take part in traineeships are entitled to receive the top-up for students from disadvantaged backgrounds instead of the top-up for traineeships, in case the top-up for traineeships is lower.

Students from outermost Programme Countries and regions

Considering the constraints imposed by the remoteness from other Programme Countries, students from outermost regions, Cyprus, Iceland, Malta and Overseas Countries and Territories will receive the following higher amounts for individual support:

From	To	Amount
Outermost regions, Cyprus, Iceland and Malta, Overseas Countries and Territories	Group 1 countries	750 EUR per month
	Group 2 countries	700 EUR per month
	Group 3 countries	650 EUR per month

In addition to the above-mentioned amounts for individual support, students from these countries will receive the following top-up amounts, to support them in covering their travel costs:

Travel distances ³²	Amount
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

Top-ups for traineeships or disadvantaged backgrounds would not apply in this case.

Level of financial support defined by higher education institutions

In all cases, higher education institutions will be required to respect the following principles and criteria when defining and/or applying the EU rates within their institution:

- Once the rates have been defined by the institutions, they shall remain the same throughout the duration of the mobility project. It is not possible to decrease or increase the level of grants within the same project.
- The rates must be defined and/or applied in an objective and transparent manner, taking into account all the principles and the methodology described above (i.e. considering the mobility flow as well as the additional specific funding);
- The same level of grant must be given to all students going to the same group of countries for the same type of mobility – studies or traineeships (except for students from disadvantaged backgrounds or with special needs).

MOBILITY BETWEEN PROGRAMME AND PARTNER COUNTRIES

³² Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

The amounts for individual support are set as follows:

From	To	Amount
Eligible Partner Countries	Group 1 Programme Countries	850 EUR per month
	Group 2 Programme Countries	800 EUR per month
	Group 3 Programme Countries	750 EUR per month
Programme Countries	Partner Countries	650 EUR per month

In addition, students going to/coming from Partner Countries will receive the following top-up amounts, to support them in covering their travel costs:

Travel distances ³³	Amount
Between 100 and 499 KM ³⁴ :	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

³³ Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

C) GRANT SUPPORT FOR THE MOBILITY OF STAFF

Staff will receive an EU grant as a contribution to their costs for travel and subsistence during the period abroad as follows:

Eligible costs		Financing mechanism	Amount	Rule of allocation
Travel	Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return	Contribution to unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission ³⁵ . The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip ³⁶
			For travel distances between 500 and 1999 KM: 275 EUR per participant	
			For travel distances between 2000 and 2999 KM: 360 EUR per participant	
			For travel distances between 3000 and 3999 KM: 530 EUR per participant	
			For travel distances between 4000 and 7999 KM: 820 EUR per participant	
			For travel distances of 8000 KM or more: 1100 EUR per participant	
Individual support	Costs directly linked to the subsistence of participants during the activity	Contribution to unit costs	up to the 14 th day of activity: <u>A1.1</u> if mobility between Programme Countries or <u>A1.2</u> if mobility between Programme and Partner Countries, per day per participant + between the 15 th and 60 th day of activity: 70% of <u>A1.1</u> if mobility between Programme Countries or <u>A1.2</u> if mobility between Programme and Partner Countries, per day per participant	Based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity).

³⁵ http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

³⁶ For example, if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the applicant will a) calculate the distance from Madrid to Rome (1365,28 KM); b) select the applicable travel distance band (i.e. between 500 and 1999 KM) and c) calculate the EU grant that will provide a contribution to the costs of travel of the participant from Madrid to Rome and return (275 EUR).

TABLE A – INDIVIDUAL SUPPORT (AMOUNTS IN EURO PER DAY)

The amounts depend on the receiving country. These amounts will be set within the minimum and maximum ranges provided in the table below. When defining the amounts to be applied by beneficiaries in their country, National Agencies, in agreement with National Authorities, will consider two specific criteria:

- the availability and the level of other sources of co-financing from private or public bodies at local, regional or national level to complement the EU grant;
- the general level of demand of staff who intend to teach or receive training abroad.

The same percentage within the range should be applied to all destination countries. It is not possible to give the same amount for all destination countries.

Receiving country	Staff from Programme Countries	Staff from Partner Countries
	Min-Max (per day)	Amount (per day)
	A1.1	A1.2
Denmark, Ireland, Netherlands, Sweden, United Kingdom	80-160	160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Turkey	70-140	140
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	60-120	120
Estonia, Croatia, Lithuania, Slovenia	50-100	100
Partner Countries	160	Not eligible

For mobility activities between Programme Countries, National Agencies may decide to grant flexibility to their higher education institutions by fixing ranges instead of amounts at national level. This should be based on justified grounds, for example in countries where co-financing is available at regional or institutional level. The exact amounts will be published on the website of each National Agency and higher education institutions.