

Erasmus+ Contact Seminar

EASTERN PARTNERSHIP

Kyiv, 28-29 November 2016

Workshop C: Documents for a fruitful partnership

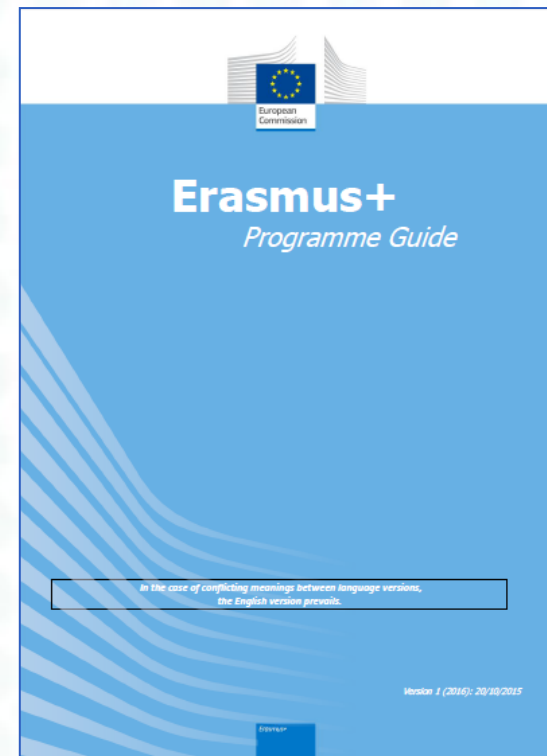




Erasmus+ international cooperation in Higher Education



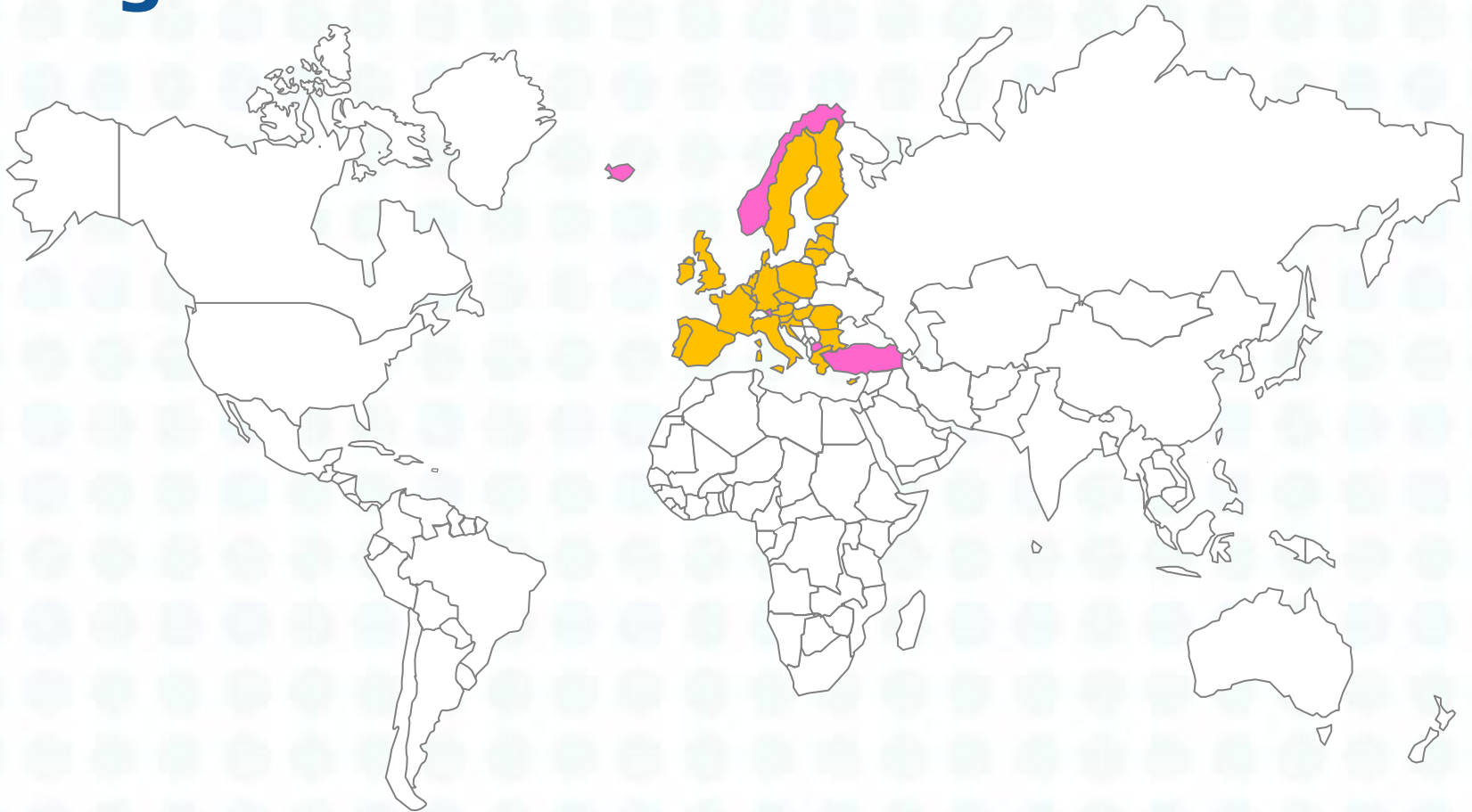
**Application Deadline:
February 2017**



Programme Guide



Programme Countries



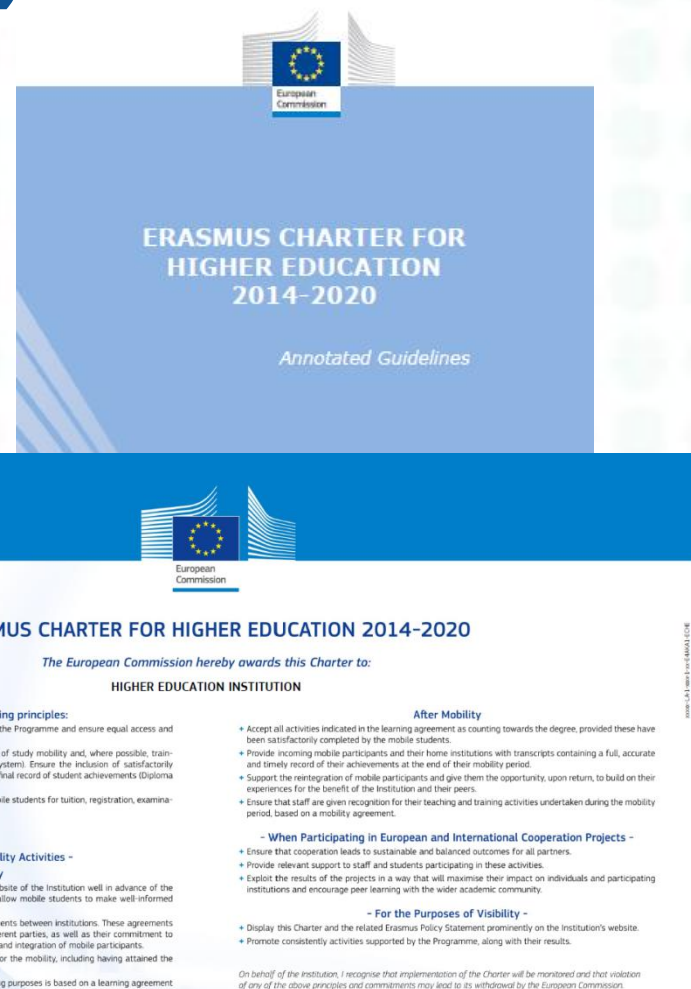
28 EU Member States + 5

Erasmus Charter (ECHE)

General quality framework for European and international cooperation activities

Call for proposal for ECHE on yearly basis

Pre-requisite for all HEI located in a Programme country





Participant Identification Code (PIC)



Important for your application
and management of your
project

User's Guide of the Unique Registration
Facility (URF) and Participant Portal for
Education, Audio-visual, Culture,
Citizenship and Volunteering

eac-coverA4-word-banner-erasmus

2015/07/16 (URF/PP version 3.2)





Capacity Building in Higher Education

https://eacea.ec.europa.eu/erasmus-plus/actions/key-action-2-cooperation-for-innovation-and-exchange-good-practices/capacity-0_en

CBHE – Indicative Calendar for 2017

Region	Budget allocated 2016 (in Mio €)	Budget allocated 2017 (Indicative) (in Mio €)	Indicative number of selected projects under the assumption of national projects)
REGION 1 - Western Balkans	13,17	13,82	17
REGION 2 - Eastern Partnership countries	13,86	13,51	16
REGION 3 - South-Mediterranean countries	28,57	27,84	35
Additional allocation for Tunisia*	0	3,00	4
REGION 4 - Russian Federation	6,89	6,72	8
REGION 6 - Asia	35,38	39,55	48
REGION 7 - Central Asia	9,2	8,80	11
REGION 8 - Latin America	13,1	13,20	16
REGION 9 - Iran, Iraq, Yemen	1,9 0,69	2,00 0,69	3
REGION 10 - South Africa	3,42	3,91	5
REGION 11 - ACP countries	5,29	5,64	8
TOTAL	131,47	138,68	

*An additional allocation for Tunisia might become available subject to the relevant Commission decisions being taken.



Application



Erasmus+

Form version : 1.2.0.6 EN Adobe Reader version : 11.012

**ACCEPTANCE
eForm**

KA2 - Cooperation for innovation and the exchange of good practices

Capacity Building in Higher Education

Before you begin completing this eForm:

- Test your connection to the Agency's online submission service. Click on the 'Test your connection' button in the footer of the eForm. This is not to submit your form but merely to test that your software settings and internet connection allow an application to be submitted. If having clicked on this button, you do not receive a confirmation that your connection was successful, please consult the 'Known Issues' section of the eForm homepage. Here you can find, amongst other things, advice on internet settings and Adobe (Reader or Acrobat) security settings, either of which can prevent a successful connection to the Agency's online submission service. Please note that, if after performing a successful test, you move your eForm to a different computer or upgrade your version of Adobe Reader, you will need to perform the test again. This is because the original test result will no longer be valid. For a fuller description of how the 'Test your connection' function works please consult the eForm User Guide.

- Check that you have the latest available version of the eForm. In the event of a significant eForm problem arising, the Agency may decide to make available an updated i.e. corrected version of the eForm. The latest version number of each eForm is displayed on the eForm homepage whilst specific details of any problem and its impact would be published on the funding opportunity webpage of the programme concerned.







These resources and other useful links can be found in a table located at the end of this eForm

[Click to access table](#)



Budget allocation

National and Regional priorities applying to CBHE partner countries and regions:

- Regional and Cross-Cutting Priorities  
- National and Cross-Cutting Priorities  
- Explanation of priorities   (Available by end of November)

https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-2017_en



Grant agreement and Partnership Agreement

- Contractual and financial documents
- Clarification of roles and obligations
- Partnership Agreement:
bilateral or multilateral

Reimbursement of costs to be agreed by the partnership

http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en



Guide for the use of the grant



Education, Audiovisual and Culture Executive Agency

Erasmus+ Programme

Capacity-Building projects in the field of Higher Education
(E+CBHE)

Guidelines for the Use of the Grant

For grants awarded in 2015 under Call EAC/A04/2014

VERSION 02: 07

**Contractual
Management
of the Grant**

**Financial
Management
of the Grant**

**Supervision,
Monitoring and
Support**

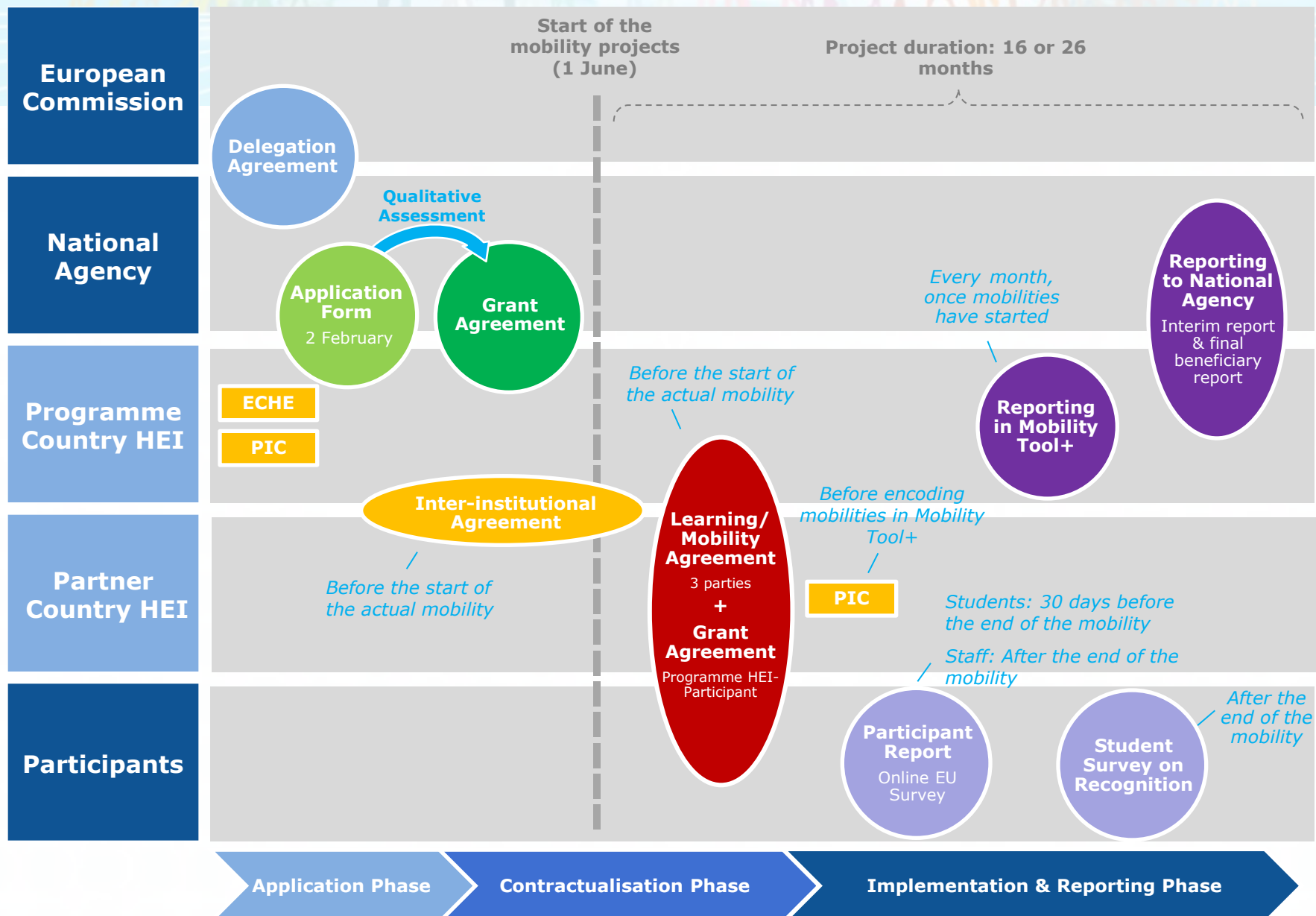
Must read!!!



International Credit Mobility

http://ec.europa.eu/programmes/erasmus-plus/opportunities-for-organisations/learning-mobility/higher-education_en

International Credit Mobility Timeline for Contractual Documents



Activities' Details

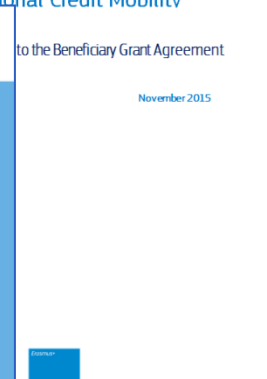
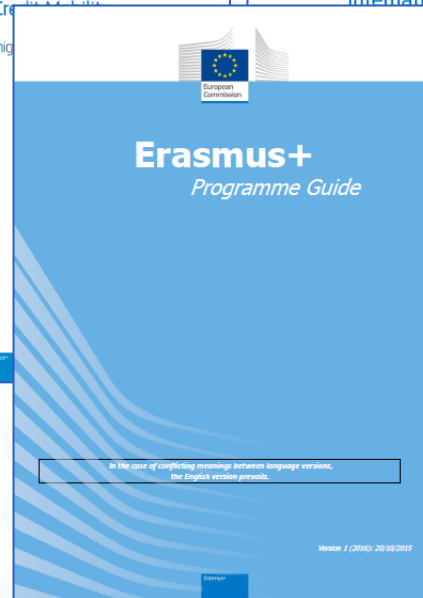
You will be able to choose an activity between:

- *Student Mobility for Studies To/From
- *Staff Mobility for Teaching To/From P
- *Staff Mobility for Training To/From Pa

Activity No. _____

Activity Type _____

Flow No.	Issuing/Output	Education Level	Country of Origin	Country of Destination	Distance Band	Total Days (Full time)
	You will be able to choose between:	Short cycle within the first cycle / Short-cycle tertiary education (ISCED-5)				
		EQF-6 First cycle / Bachelor's degree level (ISCED-6)				
		EQF-7 Second cycle / Master's degree level (ISCED-7)				
		EQF-8 Third cycle / Doctoral degree level (ISCED-8)				



Guidelines

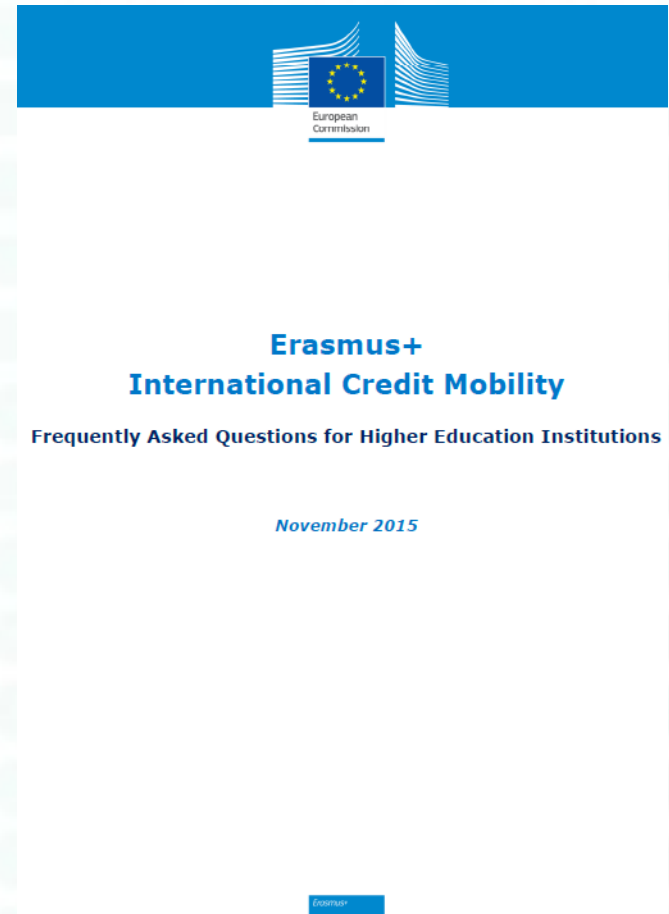


FAQs

- Application process
- Mobility projects and mobility flows
- Quality assessment
- Contractual documents
- Funding and payment
- Reporting
- Changes to the project

Available at:

http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/library/mobility-faqs_en.pdf



Application

https://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-application-forms_en

Commented application form

Activities' Details						
Activity No.		You will be able to choose an activity between: "Student Mobility for Studies To/From P" "Staff Mobility for Teaching To/From P" "Staff Mobility for Training To/From P"				
Activity Type						
Row No.	Issuing/Output Ref	Education Level	Country of Origin	Country of Destination	Distance Band	Total Cost (Full-time)
		You will be able to choose between: EQF-5 Short cycle within the first cycle / Short-cycle tertiary education (ISCED-5) EQF-6 First cycle / Bachelor's or equivalent level (ISCED-6) EQF-7 Second cycle / Master's or equivalent level (ISCED-7) EQF-8 Third cycle / Doctoral or equivalent level (ISCED-8)				
1						
After using the "distance-calculator", choose between: 0-99 km 100-499 km						Total



ERASMUS+

Technical guidelines
for completing
application e-Forms
Call 2017

For actions managed by
National Agencies

Version 1 of 24/11/2016



Erasmus+
International Credit Mobility
Guidelines for Experts on Quality Assessment
2017 Call for Proposals

November 2016

➤ Since 2017 call: 16 or 26-month long contracts

Do's and Don'ts

Relevance of the strategy

30 PTS

"Explain why the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and Partner Country). Justify the proposed type(s) of mobility (students and/or staff)."

DO

- ✓ Explain why you want to foster mobility.
Attract talent? Research purposes? Opportunities for staff development? Etc.
 - ✓ Explain the preference given to a certain region/country.
Is there any institutional policy favouring the cooperation with this region/country? Is there particularly strong faculty cooperation with a specific HEI?
 - ✓ Explain why the mobility project is relevant to your institution's internationalisation strategy.
Does your internationalisation strategy focus on building partnerships in education, innovation and research? Is the choice of the partner institution made for strengthening cooperation? How?
 - ✓ Explain why the planned mobility project is relevant to the internationalisation strategy of the partner institution(s). Please contact your partner(s) to find out.
 - ✓ Try to provide 'quantifiable information' on the profile of selected partners.
Size and influence in a particular area? Complementarity of faculties/departments involved? Similarity of study programmes?
 - ✓ Try to distinguish the specific aims for choosing mobility of students and/or staff.
Do you need to strengthen the partnership before sending students? Build mutual trust? Ease the recognition process? Staff mobility might be the way to start.
 - ✓ Keep it short and simple, but make sure that you get all your points across.
- In case of new cooperation agreements, also:
- ✓ Explain why building cooperation with a new region/country is relevant for all the institutions involved.
Diversification of your AND your partner's internationalisation strategy?
 - ✓ Explain the complementarity of your and your partner's institutions.

DON'T

- ✗ Do not be too generic in your answers.
- ✗ Do not target cooperation with each and every possible Partner Country, as budget is limited for International Credit Mobility. In 2015, the average number of Partner Countries in applications was 4 or 5.
- ✗ Do not focus only on your home institution, but describe what is in it for your partner and what the common benefits are. Refer to strategies in the Partner Country.
- ✗ Do not provide the same justification for the choice of different Partner Countries. Although you might have a largely similar reason for picking partners in the same country/region, benefits will vary depending on the institution. Be sure you make that clear in your description (e.g. by emphasising the differences).
- ✗ Do not copy-paste. If some parts of your answers are the same for each Partner Country or institution, answer them only once and refer to your first answer throughout the application.

- To assist in preparing and completing ICM application
- 4 quality questions
- Concrete examples

Discuss the cooperation details with your partner(s)

Available at:
http://ec.europa.eu/education/opportunities/international-cooperation/documents/credit-mobility-guidance_en.pdf



Inter-institutional agreement



**Programme
Country**



Erasmus+

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]² **between institutions from** **Programme and Partner Countries³**

[Minimum requirements]⁴

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
[...]			



**Partner
Country**

http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/inter-institutional-agreement_en



Inter-institutional agreement

To be signed at the latest before the mobility takes place

Content may be discussed at the time of the application

Additional requirements can be added, once agreed upon (section E)



- * Selection criteria for students and staff*
- * Recognition tools used*
- * Use of the OS*



Learning/Mobility Agreement

To provide a transparent and efficient preparation of the exchange

To ensure recognition for the activities successfully completed abroad

Mutual responsibility for the quality of the mobility of sending and receiving institution / organisation

Guidelines available on the use of Learning Agreement



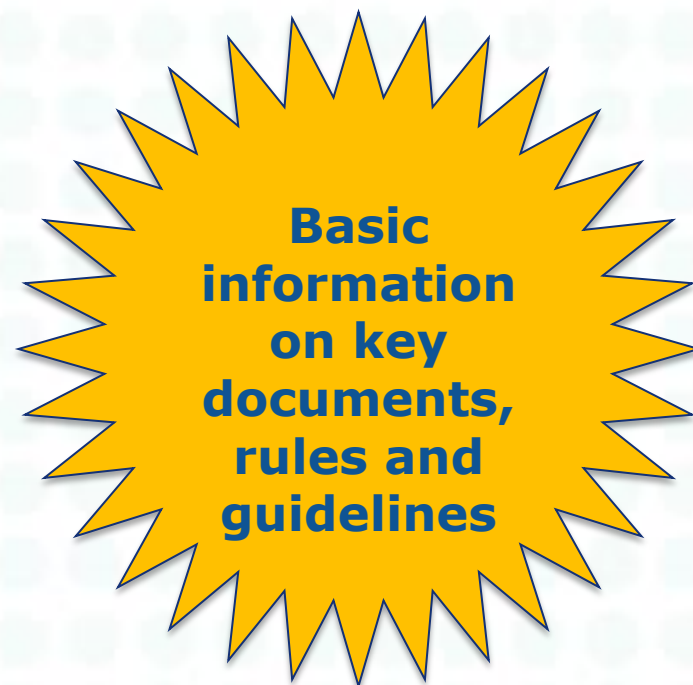
Guide for Partner Country HEI



Erasmus+ International Credit Mobility

Quick reference guide for selected higher education institutions
in Partner Countries

October 2015



Project implementation and changes

1	KA107-SM: names and explanations of all Student Mobility fields, information on whether the field is mandatory or not, dictionary table, data domain and data validation rules related to the field. All fields in this worksheet are ordered according to the import-export file available under the "Mobilities: Import - Export" menu in MT+.
2	KA107-ST: names and explanations of all Staff Mobility fields, information on whether the field is mandatory or not, dictionary table, data domain and data validation rules related to the field. All fields in this worksheet are ordered according to the import-export file available under the "Mobilities: Import - Export" menu in MT+.
3	Budget: names and explanations of the editable fields in the Budget menu of MT+.
4	Data Validation Rules: Data validations on the organisations' country, Erasmus code and duration of the mobility period.
5	SM Grant calculation in MT+: explanations on the calculation method used in MT+ for student mobility, including the rounding system.
6	Boolean: Boolean data type and possible values
7	Countries: List of countries and related codes
8	Programme Countries: List of Erasmus+ Programme Countries and related codes
9	Gender: Gender types and related codes
10	Distance Bands: List of distance bands and related codes
11	Education Fields: List of Education Fields and related codes including detailed field descriptions
12	Education Levels: List of Education Levels and related codes
13	Languages: List of Languages and related codes
14	NUTS: List of NUTS (regions) and related codes
15	Organisation Types: List of Organisation Types
16	Seniority levels (for staff only)
17	Training types (for staff training) and related codes
18	Work categories (for staff training) and related codes
19	Recognition System (at the sending institution) and related codes



Erasmus+
International Credit Mobility

Guide on Amendments to the Beneficiary Grant Agreement

December 2015

MT+ Data Dictionary

Guide on Amendments



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http://ec.europa.eu/programmes/erasmus-plus/resources_en

