Key Action 1 (KA1) Guide for Applicants

Higher Education International Credit Mobility

Deadline: 11am (UK time) on Tuesday 2 February 2016

Version 3: 10 March 2016
This document is version 3 of the guidance notes for the 2016 Call for Key Action 1 Higher Education Mobility between Programme and Partner Countries.

It has been produced by the Erasmus+ UK National Agency to support you in completing and submitting your application.

Any previous documents relating to the 2014 or 2015 Programme Guide should be ignored for the 2016 call.
Overview of changes to the guide

This document is version 3 of the 2016 Key Action 1 (KA1) Guide for Applicants for Mobility for Student and Staff between Programme and Partner Countries. The table below gives an overview of changes made compared to previous versions of the guide:

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<th>Page number in version 2 of the guide</th>
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<td>For more information about assessing impact and useful resources please visit the 'Impact' section on our website.</td>
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Section 1: Prepare to apply

1. Who is this guide for?

This step-by-step guide is to help UK HEI’s or National Mobility Consortia complete the 2016 Erasmus+ Key Action 1 Learning Mobility of Individuals between Programme and Partner Countries for Higher Education students and staff application form.

The guide is for organisations which are considering applying for funding for Higher Education International Credit Mobility. If you wish to apply for funding for a mobility project with only Programme Countries, Key Action 1 funding in another field, or for a Key Action 2 or Key Action 3 project, please see the How to Apply page on our website.

We recommend that, as a minimum, you consult the following documents when completing your application form:

- The 2016 Erasmus+ Programme Guide
- The European Commission's Guidance on applying for International Credit Mobility;
- The European Commission’s FAQs on applying for International Credit Mobility;
- The European Commission’s Dos and Don’ts on applying for International Credit Mobility;
- The European Commission’s Technical Guidelines;
- The Assessor’s Guide.

2. Introduction to Key Action 1: Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work;
- focus on young people.

Key Action 1: Learning Mobility of Individuals is all about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 organisations can apply for funding to run mobility projects. These projects enable
organisations to offer structured study, work experience, job shadowing, training and teaching opportunities to staff and learners.

Key Action 1 for Higher Education International Credit Mobility

UK charter-holding institutions, that is those who hold the Erasmus Charter for Higher Education (ECHE), or Higher Education Institutions (HEIs) for simplicity, can apply for funding for student mobility to and from HEIs in Partner Countries to support students in acquiring competences to improve personal development and employability whilst also enhancing the foreign language competencies and raising awareness and understanding of other cultures and countries. HEIs can also apply for funding for staff mobility to and from HEIs in Partner Countries to support the professional development of those working in higher education.

International Credit Mobility projects can last 16 or 24 months. HEIs can apply for funding to support any of the following mobility activities:

Student Mobility

- study mobility to and from Partner Countries

Please note: Student mobility for traineeships (work placements) to/from Partner Countries is not possible in the 2016 Call, either with an Erasmus+ grant, or as a zero-grant from EU funds.

Staff Mobility

- Staff mobility for teaching to and from Partner Countries
- Staff mobility for training to and from Partner Countries

Partner Country HEIs must sign an ‘Inter-Institutional Agreement (International Version)’, with the sending Programme Country partner, as they will not have been awarded the Erasmus Charter for Higher Education (ECHE).

Funding can be used to support HEI staff engaged in both teaching and non-teaching roles. Staff mobility activities can last from five days to two months (60 days), excluding travel time. Two travel days can be awarded but must not contribute to the minimum duration required. The minimum duration for student mobility is three months and the maximum duration is 12 months. The same student may participate in mobility periods totalling up to 12 months maximum per each cycle, and previous participation in the Lifelong Learning Programme (LLP) Erasmus programme counts towards the 12 months per study cycle.
3. Before you begin

Before you begin your application, we recommend you complete the following steps:

3.1. Read more about this type of project.
3.2. Check that you are an eligible organisation.
3.3. Read about organisational and financial capacity.
3.4. Register on the European Commission’s Participant Portal.
3.5. Ensure you understand the quality criteria against which your application will be assessed.

3.1. Read more about this type of project

We recommend that you read the relevant sections of our Erasmus+ website and the European Commission’s Erasmus+ Programme Guide to find out more about Key Action 1 for higher education. For Key Action 1 higher education applications the relevant sections are:

- the apply for International Credit Mobility section of our website;

3.2. Check that you are an eligible organisation

To be eligible to apply for Erasmus+, Higher Education Institutions (HEIs) must have an Erasmus Charter for Higher Education (ECHE). To check if your institution holds a valid ECHE, please see the list of awarded ECHEs.

Consortia managing HE mobility under Erasmus+ KA1 must have a Consortium Certificate before they can apply for any Erasmus+ funding.

You may apply for the Consortium Certificate at the same time as applying for Key Action 1 funding; see the Erasmus+ Programme Guide pages 34-49, especially pages 41 and 42. Your consortium application will be assessed and then, if it is approved, your Key Action 1 application will be assessed for funding. If your Consortium Certificate application is not successful, your Key Action 1 HE application will be automatically ineligible.
A National Mobility Consortium in Higher Education can be composed of the following participating UK organisations:

- Higher Education Institutions holding a valid ECHE;
- any public or private organisation active in the labour market or in the fields of education, training and youth;
- three eligible participating organisations, including two sending HEIs.

All applications must be organisation led; individuals cannot apply directly for a grant. All applying organisations must be based and registered in the UK. For more information, please see the specific eligibility criteria for higher education Key Action 1 projects on pages 35 and 36 of the Programme Guide.

3.3. Read about operational and financial capacity

What is operational capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the National Agency and the Programme Guide published by the European Commission.

Capacity checks of public sector higher education institutions (HEIs), colleges and schools may not be as detailed as for other types of organisation. Note: for HEIs, operational capacity is assessed through the ECHE.

The National Agency will limit the number of live projects an organisation manages at any one time if there is no evidence of sufficient operational capacity to successfully deliver them.

What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the cost of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or advance.
A formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60,000 euro.

In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully.

You must therefore provide a set of accounts, to include at least a Balance Sheet and a Profit and Loss Account (or an Income and Expenditure Account), in accordance with relevant UK legislation, of no more than 15 months old, on the deadline date of the round to which you are applying.

The accounts should show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors) which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project. Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of an organisation.

Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of an organisation. Erasmus+ grant should represent no more than 50% of an organisation’s annual income.

What kind of bank account does my organisation need to receive Erasmus+ funding?

All grants are paid in Euro. It is strongly recommended that you use a Euro bank account to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account. It is important that the name of your bank account matches the name of your organisation so that we can make payments to you. If this is not possible please contact the British Council to discuss your options.

3.4. Register on the European Commission’s Participant Portal

Registration on the European Commission’s Participant Portal to obtain a PIC is compulsory and you will not be able to submit your application if you have not registered your organisation. If you registered prior to, or during, 2014 there is no need to re-register.

Please note that both the applicant organisation and partner organisations, must have
registered on the European Commission’s Participant Portal to obtain a PIC before completing an Erasmus+ application form.

**HEIs from Partner Countries** do need a PIC as soon as they have been selected and most certainly before the start of mobility. The PIC has to be communicated to the HEI in the UK as soon as it is known. The PIC for HEIs from Partner Countries is requested in the application eForm but the field is not mandatory at application stage.

The Participant Portal is accessible via an individual’s ECAS account. A video guide on how to register on ECAS together with a Participant Portal User Manual is on our website.

Organisations will need to upload evidence of their legal status and a completed financial identification form.

Please note that any information included in the Legal Entity Form and Financial Identification Form must match details in the application for and Participant Portal.

Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the organisation’s details will be populated automatically.

If your HEI has participated in other European Commission-funded programmes, particularly within research, you may already have a PIC, in which case please do not create a new one.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 237, which contains detailed guidance on how to complete these steps.

**3.5. Ensure you understand the quality criteria against which your application will be assessed**

You must ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria. You should make sure that each answer refers to the question asked, avoid duplicating information and ensure consistency and clarity. Remember to proof-read your application.

Your application should reflect your institutional strategy, as set out in your ECHE. Your project will be monitored against the requirements and standards set out in that document.

The assessment of applications is carried out in two stages:
a formal eligibility check undertaken by the NA staff;
- a qualitative assessment undertaken by an expert(s) who will have been selected based on their experience and knowledge of the HE sector.

For applications for a Consortium Certificate, there will be a qualitative assessment undertaken by external experts selected for their experience and knowledge of higher education. Please see the Programme Guide, page 42, for the quality criteria against which consortium applications will be assessed.

The budget for Higher Education International Credit Mobility is limited and competition is expected to be high. Funding decisions will be made based on a quality score.

Experts will assess each section of the application form against the criteria detailed below:

<table>
<thead>
<tr>
<th>Relevance of the strategy (maximum 30 points)</th>
<th>The extent to which the planned mobility project is relevant to the internationalisation strategy of the HEI involved (both in the Programme and in the Partner Country) and the rational for choosing staff and/or student study mobility.</th>
</tr>
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<tr>
<td>Quality of the cooperation arrangements. (maximum 30 points)</td>
<td>The extent to which the applicant organisation has previous experience of similar projects with HEIs in the Partner Country and the clarity of the description of the responsibilities, roles and tasks between partners.</td>
</tr>
<tr>
<td>Quality of the activity of design and implementation (maximum 20 points)</td>
<td>The completeness of quality and arrangements for the selection of participants, the support provided to them and the recognition of their mobility period (in particular the Partner Country).</td>
</tr>
<tr>
<td>Impact and dissemination (maximum 20 points)</td>
<td>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.</td>
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One or more experts will assess each mobility project. The experts will look at the four quality questions for each set of mobility flows with a given Partner Country. Only the best sets of mobility flows will be selected for funding, that is the ones that receive the highest quality scores.

To be considered for funding, proposals must score at least 60 points out of a possible 100, with a minimum of 15 points for "relevance of the strategy".
4. Where to find more help and advice

For further information, please refer to the Apply for higher education student and staff mobility funding section on our website.

To assist applicants with completing the application form, we will be running application webinars. The dates and registration links for these webinars are shown below. If you would like to register for a webinar, please click the relevant date you would like to attend and enter your details to register. Please note these webinars are aimed at UK HEIs only:

- 16 December 2015 at 10:30
- 7 January 2016 at 14:00
- 14 January 2016 at 10:30

The Erasmus+ team at the British Council are here to help you with any queries regarding your higher education application. You can contact us by phone on 029 2092 4311 or by email at erasmus@britishcouncil.org.

The Erasmus+ helpline is particularly busy before an application deadline so, while the National Agency will try their best to answer and solve your queries, it is always recommended to start completing your application well in advance of the deadline to avoid any unforeseen issues.

5. Eligible Countries

The following countries are eligible destinations under KA1 Higher Education mobility for students and staff between Programme and Partner countries (see pages 24-25 of the 2015 Programme Guide).

For HEIs based in the UK, there are nine budget “envelopes” for which you can apply under the 2016 call for applications. These are divided into three instruments, as listed on next page, which cover most, but not all of the world’s regions. Any countries not listed, are not eligible for International Credit Mobility in 2016.

Please note: Different budgets have different rules. Please see section ‘Application
Restrictions’ on page 13 for information.

**Partner Countries**

**Instrument for Pre-accession (IPA)**

IPA - Western Balkans – Envelope / Region 1 – Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia.

**European Neighbourhood Instrument (ENI)**

ENI - Eastern Partnership Envelope / Region 2 – Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law.

ENI - South Mediterranean- Envelope / Region 3 – Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia.

ENI - Russian Federation – Envelope / Region 4 – Territory of Russia as recognised by international law.

**Development Co-operation Instrument (DCI)**

DCI - Asia – Envelope / Region 6 – Afghanistan, Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.

DCI-Central Asia- Envelope / Region 7 – Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.

DCI-Latin America – Envelope / Region 8 – Argentina, Bolivia, Brazil, Chile, Columbia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.

DCI – South Africa – Envelope / Region 10 – South Africa

**European Development fund**

Partnership Instrument

PI – Industrialised Americas – Envelope/Region 13 Canada, United States of America

PI – Industrialised Asia – Envelope/Region 13 Australia, Brunei, Hong Kong, Japan, (Republic of) Korea, Macao, New Zealand, Singapore, Taiwan

If you are referring to pages 22 - 24 of 2016 Programme Guide, please note Regions: 5, 9 and 12 are not eligible destinations for KA107 HE Mobility for students and staff between Programme and Partner Countries.

5.1 Partner Countries

You need to identify and name the HEIs from the Partner Countries you intend to work with.

This is done in the narrative part of the "Quality Questions" of the eForm. You, as the HEI from the Programme Country will have to explain why the planned mobility project is relevant to the internationalisation strategy of the HEIs from the Partner Countries and what the impact of the project will be on the partners.

The application form will be attached to the Grant Agreement between the HEI from the Programme Country and the National Agency, and will therefore become legally binding.

5.2 Eligible Participants

**Student mobility for study**: students registered at an eligible HEI and undertaking a recognised degree or another recognised tertiary level qualification. As only study mobilities are eligible for 2016/17 between Programme and Partner Countries, the students must be enrolled in at least the second year of their course.

**Staff mobility for teaching: part time or full time** staff employed in a Programme or Partner Country HEI or 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 have been invited to teach at an HEI.

**Staff mobility for training: part time or full time** staff employed in a Programme or Partner country HEI.

For consortium applications only the HEIs’ staff are eligible for funding and not the staff from the local/coordinating authority.
For more information, please see the specific eligibility criteria for HE Key Action 1 projects on pages 35 and 40 of the 2016 Programme Guide.

5.3 Application restrictions for Higher Education International Credit Mobility

The different budget envelopes have different rules. Please note the budget rules have changed since the 2015 call. The budget rules for the 2016 call are as below:

For the DCI and EDF budgets, Programme Country HEIs can receive incoming students and staff without restrictions, but there are restrictions on sending outgoing Programme Country students at short, first (Bachelors or equivalent) and second (Masters or equivalent) cycle. Outgoing staff and third cycle students (PhD or equivalent) are eligible for mobility to Partner Countries.

There are no restrictions on incoming/outgoing mobility in the IPA, PI or ENI, Eastern Partnership, ENI South Mediterranean and ENI Russian Federation funding instruments.

In addition to the rules listed above, geographical balance is a general rule for all multi-country envelopes which will be enforced at Commission level and it is the responsibility of National Agencies to aim for geographical balance during the evaluation process in order to spread the available budgets as widely as possible.

In order to attain this target, HEIs are encouraged to work with partners from less developed countries and regions in addition to the large emerging economies.

DCI Asia
- at least 25% for Afghanistan Bangladesh, Cambodia, Laos, Nepal, Bhutan & Myanmar
- maximum 30% for India & China combined
- 45% for DPR Korea, Indonesia, Malaysia, Maldives, Mongolia, Pakistan, Philippines, Sri Lanka, Thailand & Vietnam

DCI Latin America
- at least 25% for Bolivia, El Salvador, Guatemala, Honduras & Paraguay
- maximum 35% for Brazil & Mexico combined
- 40% for Argentina, Chile, Colombia, Costa Rica, Cuba, Ecuador, Nicaragua, Panama, Peru, Uruguay, & Venezuela
Unlike intra-European Credit Mobility, there are no quotas for student’s vs staff mobility with Partner Countries. In other words, HEIs are free to apply for 100% staff mobility or 100% student mobility or anything in between. This decision has to be clearly justified in the body of the application form.

The actual grant amount awarded to HEI will depend on a number of elements:

- The number of mobility periods and months/days applied for;
- The budget allocated for the mobility action in the respective Partner Country or Region;
- The geographical balance within a given region or sub region.

If you have any questions about your eligibility, please contact the British Council. You can contact the team by phoning 02920 924311 or by emailing erasmus@britishcouncil.org.

You can find full details of the 2016 UK International Credit Mobility budget on our website under ‘UK 2016 budget per envelope’.

Unlike intra-European Credit Mobility, there are no quotas for student vs staff mobility with Partner Countries. In other words, HEIs are free to apply for 100% staff mobility or 100% student mobility or anything in between. This decision has to be clearly justified in the body of the application form.

The actual grant amount awarded to the HEI will depend on a number of elements:

- The number of mobility periods and months/days applied for;
- The budget allocated for the mobility action in the respective Partner Country or Region;
- The geographical balance within a given region or sub region.

If you have any questions about eligibility, please contact the British Council. You can contact the team by phoning 029 2092 4311 or by emailing erasmus@britishcouncil.org.

Section 2: Step-by-step guide to completing the application form

Introduction to the eForm

It is compulsory to complete the electronic application form (eForm) when applying for Key Action 1 HE funding. The eForm is available to download here. Please ensure you download the correct application form.
The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that applicants use the latest version of Adobe Reader, which is free to download, here. The eForm will work with some earlier versions of Adobe Reader and we recommend using version 10 or above as a minimum.

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a one page PDF displaying the following message in red text:

**The form has been opened inside a web browser window. Please download the form to your PC in order to be able to properly save the form after filling it in.**

In order to save the form on your computer or network, click on the ‘Save a copy’ button in the left-hand corner of the PDF. This will save the eForm locally on your computer. You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm.

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data. **Please note: you will need to be connected to the internet to complete certain functions such as checking your PIC code and validating the form using the ‘validate’ button at the bottom of each page. We recommend that you validate each page of the eForm as you complete it as some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.**

You should fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey where you are unable to enter data are “Pre-filled or Calculated Fields”. You will not be able to modify these, and they will display either default values, calculation results or data already inputted in other fields or tables within the application form. If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the ‘Add’ and ‘Delete’ or the ‘+’ or ‘-’ buttons.

Please note the ‘CEDEX’ field is only applicable to French organisations and can be left blank where applicable. Clicking the ‘validate’ button at the end of each page will ensure you can identify any missing fields as you go along.

It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form.
If you need further guidance on completing the eForm, you can also read the European Commission’s technical guidelines. This document contains more detailed information on the technical requirements needed to use the eForms and solves some common problems. The technical guidelines can be downloaded from the UK website here.

A. General Information

This section consists of an overview of the application form.

B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission have already been pre-filled.

Applicants should check that the pre-filled fields: Key Action, Action and Action Type correspond to the funding being applied for. Applications for Key Action 1 - Learning Mobility of Individuals for Higher Education student and staff mobility between Programme and Partner Countries must ensure that the following details are consistent:

- **Programme**: Erasmus+
- **Key Action**: Learning Mobility of Individuals
- **Action**: Mobility of Learners and Staff
- **Action Type**: Higher Education student and staff mobility between Programme and Partner Countries
- **Call**: 2016
- **Round**: Round 1
- **Deadline for Submission**: 02-02-2016 12:00 Brussels time (11:00 UK Time)

In this section applicants are only required to complete the field in relation to the languages used to fill in the form. **All applications submitted to the UK National Agency must be completed in English.** You must therefore select English from the drop down box for this field.

B.1. Project Identification

**Project Start Date**: All projects start on 1 June 2016 and that date is automatically populated in this field of the application form

**Project Total Duration [months]**: A Higher Education mobility project can last either 16 or 24 months and you must select the correct duration from the drop down menu. The project duration is the total duration for your whole project and not just the proposed activity durations. The overall project duration will need to encompass all project-related activities from promotion and recruitment through to evaluation and dissemination.
**Project End Date:** If a duration of 16 months is selected, the project end date will automatically populate as 30 September 2017. If a duration of 24 months is selected, the project end date will automatically populate as 31 May 2018.

**Applicant Organisation Full Legal Name (Latin characters):** This field will be populated once your PIC number has been inserted in section C, ‘Applicant Organisation’.

**B.2. National Agency of the Applicant Organisation**

**Identification:** Select **UK01** from the drop down box.

**C. Applicant Organisation**

This section asks applicants to provide information relating to the applicant organisation.

In advance of completing this section of the form applicants must register their organisation on the European Commission’s Participant Portal to obtain a Participant Identification Code (PIC).

Applicants must enter their organisation’s PIC number into the application form and click ‘Check PIC’. Once entered, the form will automatically populate the applicant organisation’s details (including ‘Applicant Organisation’ in section B.1. Project Identification). The information entered into this section of the form will be based on details provided during the PIC registration process. If there are any changes to the information originally provided, participants should log back onto the Participant Portal and update it accordingly.

**C.1. Profile**

This section of the form will also be pre-filled using the information submitted on to the European Commission’s Participant Portal. Please check that this information is accurate and update it in the Participant Portal if not.

If you experience problems with this stage and the fields are not populating correctly, we recommend that you check your organisation’s registration in the Participant Portal. The ‘Type of Organisation’ should already be populated but if it is incorrect you can change it by selecting a different ‘Type of Organisation’ from the drop down menu in the eForm.

**C.2. Consortium**

If you are applying on behalf of a consortium select ‘Yes’ from the drop down box. If you are applying as an individual HEI and not as a part of a consortium select ‘No’ from the drop down box.

Please note that to apply as a mobility consortium, you must have been awarded, or are applying for a Mobility Consortium Certificate at the time of application.
C.3. Accreditation

The ‘Accreditation Type’ box will be automatically populated based on your response to ‘C.2. Are you applying on behalf of a consortium?’

If you selected ‘No’ in response to the question in C.2., the accreditation type will be shown as Erasmus Charter for Higher Education and the accreditation reference for your ECHE will be automatically populated with your organisation's Erasmus ID.

If you have selected ‘Yes’ in response to ‘C.2. Are you applying on behalf of a consortium?’, the Accreditation Type will populate as ‘Higher Education Mobility Consortium Accreditation’ and you will need to type your organisation Consortium Accreditation Reference in the ‘Accreditation Reference’ box.

C.4. Legal Representative

Enter the details of the person who is authorised to enter into a legally binding contract on behalf of your organisation. For HEIs, this will almost always be the Vice Chancellor / Pro Vice Chancellor, unless authority has been delegated and there is evidence of the delegation. If your application is approved, the Legal Representative will be the signatory for the Grant Agreement.

Please complete every field in this section.

If the appropriate contact address for the Legal Representative is different from the main contact address for the applicant organisation, you will need to tick the box to indicate that and complete the address details.

We strongly recommend that the Legal Representative and appropriate officers within your organisation review the Declaration of Honour together with the 2016 Programme Guide, Part c, Step 2: Check the Compliance with the Programme Criteria on Page 238. Please ensure you give special attention to the Exclusion Criteria.

Please note: it is important that the Legal Representative details are consistent throughout the application form, in the Declaration of Honour and in any other supporting documents. If there is inconsistency, your application will be ineligible.

C.5. Contact Person

Complete as per C.4 but provide details for the contact person. The contact person is the person who will be the primary contact for the project and is usually the person who is coordinating the application.
Please ensure that the contact person details are up-to-date and that those people will be available throughout the application process as well as the project lifetime. Please contact us as soon as possible if there are any changes.

If the appropriate contact address for the contact person is different from the main contact address for the applicant organisation, you will need to tick the box to indicate that and complete the address details.

If you would like to list more than one contact person for your project, please click ‘Add Contact Person’ and an additional contact person section will show on screen where you can input the relevant details. You can list a maximum of three contact people per application.

D. Main Activities

Please enter the different outgoing and incoming mobility activities for each of the Partner Countries with which you intend to cooperate. Please note: each set of mobility flows with a given Partner Country will be assessed separately.

To calculate the appropriate distance band: If you know the city of origin and the city of the venue for all mobility activities in a flow, and they are the same for all mobility activities in that flow, you will input the travel distance between those cities; if there are several cities of origin and/or venue in a flow, you will input the travel distance from/to the capital of that country, please use the European Commission’s distance calculator to calculate this. The distance band must be input as per the distance calculator and distances cannot be rounded up to the next distance band.

To add another mobility type, select ‘Add Activity’ and follow the process as above again. If you wish to remove an activity type, please select ‘Remove Activity.’

D.1. Activities’ Details

Every activity you plan to do must be listed in this section. We cannot fund activities if they are not listed in the application form. Some changes may be requested and approved by the National Agency at a later date, but if an activity is added we will not be able to increase funding to cover it.

For each activity, complete the fields in the grid as follows.

Activity No. populates automatically

Activity Type: Select from drop down menu. Options:

- Staff mobility for Teaching to/from Partner Countries;
- Staff mobility to/from Partner Countries;
- Student mobility for studies to/from Partner Countries.
Please note: Due to the difference in nature of activities between staff and student mobilities, the Activity Details table will change depending on which mobility type you select.

Please see below the two different layouts of the Activities' Details form for staff and student mobilities.

Staff Mobility (Teaching / Training):

Flow No: Flow is the term used to describe an instance of travel within one activity type. In each flow you will report the number of mobilities that are incoming and outgoing to different countries for that activity type. Additional flows can be added or removed, using the + or – symbols.

Incoming / Outgoing: Select if activities will be Incoming or Outgoing from the drop down menu.

Country of Origin: Please select from the drop down menu. If the activity is Outgoing, you will not be able to select country of origin, as the country of origin is where your HEI is based i.e. the UK.

Country of Destination: Please select from the drop down menu. If the activity is Incoming, you will not be able to select country of destination, as the country of Destination is where your HEI is based i.e. the UK.

Distance Band: Use the European Commission’s distance calculator to calculate the one-way distance. Please use the venue city if known. If not, please use the capital of the Destination Country.

Total Duration Excluding Travel (days): Please insert the total duration of all participants combined. The minimum duration for staff teaching/training is five days and the maximum duration is two months (60 days) and is excluding travel days. For instance: five staff members on mobility for five days, the Total Duration (excluding travel days) would be 25.

Total Travel Days: Please insert the total number of travel days of all participants combined. The maximum number of travel days for each participant is two days. A travel day is subsistence for a day spent travelling, when the staff member is not participating in teaching or training activities. For instance: five staff members awarded two days each would be 10 travel days.

Total Duration Including Travel (days): This cell will automatically populate depending on what you have inserted for Total Duration and Travel Days.

No. of Participants: Please enter the total number of participants for that flow.

Student Mobility:
**Flow No:** Flow is the term used to describe an instance of travel within one activity type. In each flow you will report the number of mobilities that are incoming and outgoing to different countries for that activity type. Additional flows can be added or removed, using the + or – symbols.

**Incoming / Outgoing:** Select if activities will be Incoming or Outgoing from the drop down menu.

**Education Level:** Please select the relevant level of study for that flow from the drop down menu.

- EQF-5 Short cycle within the first cycle / Short cycles tertiary education (ISCED 5)
- EQF-6 First cycle / Bachelors or equivalent (ISCED 6)
- EQF-7 Second Cycle / Masters or equivalent (ISCED 7)
- EQF-8 Third Cycle / Doctoral or equivalent (ISCED 8)

**Country of Origin:** Please select from the drop down menu. If the activity is **Outgoing**, you will not be able to select country of origin, as the country of origin is where your HEI is based.

**Country of Destination:** Please select from the drop down menu. If the activity is **Incoming**, you will not be able to select country of destination, as the country of destination is where your HEI is based.

**Distance Band:** Use the European Commission’s distance calculator to calculate the one-way distance. Please use the venue city if known. If not, please use the capital of the Destination Country.

**Total Duration (full months):** Please insert the total duration of all participants combined. For example, if you plan to send three students on placement for three months, you would input nine months in the total duration (full months) section.

**Total Duration (extra days):** Please insert the total duration of all participants combined. For example, if mobility is 3.5 months, you would insert three full months in total duration (full months) and 15 days in total duration (extra days).

**No. of Participants:** Please enter the total number of participants for that flow.
D.1. Summary of Activities and Participants per Partner Country

In this section, a summary of activities and participants recorded on the previous page (D.1. Activities’ Details) will automatically appear. You will not be able to amend information on this table. If you would like to make changes, please do so in D.1. Activities’ Details.

E. Budget

For further information please consult pages 43-49 of the Programme Guide for the overview of funding rules. Please note that all amounts must expressed in Euro. Please validate your form to calculate and automatically populate the following budget details.

E.1. Travel

This section will automatically populate from data recorded in D.1. Activities’ Details. Please note: Travel Grant per Participant and Total Travel Grant Requested fields will automatically populate based on set rates (as shown below) and cannot be manually populated. Rates for travel are listed below.

<table>
<thead>
<tr>
<th>Travel distances</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 100 and 499 KM:</td>
<td>180 EUR per participant</td>
</tr>
<tr>
<td>Between 500 and 1999 KM:</td>
<td>275 EUR per participant</td>
</tr>
<tr>
<td>Between 2000 and 2999 KM:</td>
<td>360 EUR per participant</td>
</tr>
<tr>
<td>Between 3000 and 3999 KM:</td>
<td>530 EUR per participant</td>
</tr>
<tr>
<td>Between 4000 and 7999 KM:</td>
<td>820 EUR per participant</td>
</tr>
<tr>
<td>8000 KM or more:</td>
<td>1100 EUR per participant</td>
</tr>
</tbody>
</table>

They are also listed on pages 47 of the 2016 Programme guide.

E.2. Individual Support

This section will automatically populate from data recorded in D.1. Activities’ Details. Please note Grant per Participant and Total Grant Requested fields will be automatically populated based on set rates (as shown below) and cannot be manually populated. The rates for Individual Support for students are listed below and can also be found on page 47 of the 2016 Programme Guide:

Students to/from Partner Countries:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible Partner Countries</td>
<td>Group 1 Programme Countries</td>
<td>850 EUR per month</td>
</tr>
<tr>
<td></td>
<td>Group 2 Programme Countries</td>
<td>800 EUR per month</td>
</tr>
<tr>
<td></td>
<td>Group 3 Programme Countries</td>
<td>750 EUR per month</td>
</tr>
<tr>
<td>Programme Countries</td>
<td>Partner Countries</td>
<td>650 EUR per month</td>
</tr>
</tbody>
</table>
Staff to/from Partner Countries:

<table>
<thead>
<tr>
<th>Receiving country</th>
<th>Staff from Programme Countries</th>
<th>Staff from Partner Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denmark, Ireland, Netherlands, Sweden, United Kingdom</td>
<td>Min-Max (per day)</td>
<td>Amount (per day)</td>
</tr>
<tr>
<td></td>
<td>A1.1</td>
<td>160</td>
</tr>
<tr>
<td></td>
<td>Not eligible</td>
<td></td>
</tr>
<tr>
<td>Partner Countries</td>
<td>160</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>

The original table can be found on page 49 of the 2015 Programme Guide. Please note we have simplified the table to the purpose of applicants of mobility between Programme and Partner Countries.

E.3. Organisational Support

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. Full details can be found on pages 43-44 of the 2016 Programme Guide.

The organisational support grant is calculated based on the number of all supported outbound mobile participants (including mobile participants with a zero-grant from EU funds for the entire mobility period) 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.

This section will automatically populate from the number of participants in D.1 Activities’ Details. Please note the Total Grant Requested will also automatically populate and cannot be manually amended. Rates are listed below and can also be found on page 43 of the 2016 Programme Guide.
### E.4. Budget Summary

This section will automatically populate with details of total grant requested for this application.

#### E.4.1. Project Total Grant

This section is automatically calculated from information recorded in D. Main Activities.

### F. Quality Questions

The following questions will appear, and will repeat, relating to each of the previously mentioned Partner Countries (entered either as an Origin or Destination Country in section D.1. Activities’ Details).

Please note that for each Partner Country listed in section D.1. Activities’ Details, you will be required to input the partner’s details. You will be asked to input the partner’s name and PIC number. If your partner does not have a PIC at application stage, the PIC section can be left blank but it is mandatory to input the partner’s name in the section ‘Partner Country Higher Education Institution (Legal Name in Latin characters)’

**Please note that the maximum number of characters for the narrative boxes is 5000 characters (including spaces).**

Please comment on the following quality aspects for each Partner Country.

#### F.1. Partner Country (1)

This section relates to the first Partner Country selected under section D.1. Activities’ Details and will repeat for each Partner Country you are applying to work with.

##### F.1.1. Relevance of the Strategy

Explain why the planned mobility project is relevant to the internationalisation strategy of the HEIs involved, (both in the Programme and Partner Country). Justify the proposed type(s) of
mobility (students and/or staff) in relation to the HEIs priorities. Information provided in this section will be used to assess the mobility flows detailed in D.1. Activities’ Details.

F.1.2. Quality of the cooperation arrangements

Detail your previous experience of similar projects with HEIs in this Partner Country, if any, and explain how, for the planned mobility project, responsibilities, roles and tasks will be defined in the Inter-Institutional Agreement (International Version). How does this application build on and enhance existing partnership arrangements with the HEIs in Partner Countries? 

As budget is limited for International Credit Mobility it is suggested that you focus your application on existing partnerships and relationships.

F.1.3. Quality of Project design and implementation

Present the different phases of the mobility project and summarise what both you and partner organisations plan in terms of selection of participants, the support provided to them, and the recognition of their mobility period (in particular in the Partner Country). Please refer to specific methods of recognition.

F.1.4. Impact and dissemination

Explain the desired impact of the mobility project on the participants, beneficiaries, partner organisations and at local, regional and national levels. Describe the measures which will be taken to disseminate the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the Programme and Partner Countries.

How will you know whether you have achieved the expected impacts? Please describe the means you will use, and, if known at this stage, your indicators of achievement, or how you will develop them.

To whom will you disseminate the project results inside and outside your organisation? What kind of dissemination activities do you intend to carry out and through which channels?

For more information about assessing impact and useful resources please visit the 'Impact' section on our website.

G. Checklist

Before submitting the application, please make sure that it fulfils the requirements listed below:

- you have used the official Key Action 1 Higher Education mobility between Programme and Partner Countries application form.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your organisation is established.
- the application form has been completed using English.
You have annexed all the relevant documents:

- the Declaration of Honour signed by the Legal Representative mentioned in the application.
- only applications submitted by Consortia: the mandate of each member of the consortium to the applicants signed by both parties.

- in case your PIC is not yet validated, you have uploaded the documents to give proof of the legal status of your institution in the Participants Portal (for more details, see the section “Selection Criteria” in part C of the programme guide).
- in case you have not yet already done it in previous calls, for grants exceeding 60,000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section ”Selection Criteria” in Part C of the Programme Guide). **Not applicable in the case of public bodies or international organisations.**
- you are complying with the deadline published in the 2016 Programme Guide.
- you have saved or printed the copy of the completed form for yourself.
- you have sent only one application form for all your mobility activities between Programme and Partner Countries as a single HEI (in you send more than one as a single HEI, please note that only the last one sent within the deadline will be processed).

### H. Data Protection Notice

You are required to read the data protection notice in advance of signing the Declaration of Honour.

### I. Declaration of Honour

This is your HEI's statement that all information in the application is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in your application.

The legal representative of the applicant organisation, for HEIs, normally the Vice Chancellor / Pro Vice Chancellor, must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it. The signed Declaration of Honour then needs to be scanned and attached as an annex before application form is submitted online. Please stamp the Declaration of Honour with your institution stamp before uploading it.

The signed Declaration of Honour then needs to be scanned and attached as an annex to the eForm before you submit your application form online.

**It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour, signed by the legal representative, will result in your application being ineligible.**
J. Annexes

The following documents need to be annexed to the application form:

- the Declaration of Honour signed by the legal representative mentioned in the application;
- if you applying on behalf of a consortium, you will have to include partner mandates for each partner signed by both parties.

Applicants need to ensure that all documents specified in the checklist are submitted electronically with the application. To attach documents click the ‘Add’ button on the right hand side of the box displayed. This will then open up an additional window which will allow applicants to browse files on your computer and upload.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be submitted electronically with an application and no other file types will be accepted. A file which has been added in error can be removed by clicking the ‘remove’ button which replaced the ‘add’ function on the right hand side of the table.

K. Submission

When you validate the form you need to ensure that all fields are competed. Validating will mean that your form is saved. When you submit the form, you need to ensure that your form is validated first. Submitting your form (successfully) will mean the NA has received your application.

K.1. Data Validation

You must ensure you have validated all sections of your application before submitting it. You can click the ‘Validate’ button in the corner of your application form at any point. A pop-up will appear, indicating if all required fields have been completed or if a required field is not completed correctly.

K.2. Standard Submission Procedure

1. You should submit your application only when you are happy with the finalised version.

2. You need to ensure that your computer is connected to the internet in order to submit your application.

3. You should ensure that all sections of the form are valid and all annexes are attached before submitting the form.

4. The UK National Agency advises saving the final completed version of the eForm on their desktop in case of any technical issues with submission.

5. To submit the form, applicants should click the ‘Submit Online’ button. The submission attempt will then be recorded in the Submission Summary table.
6. If the application has been successfully submitted, the Submission Summary table will show ‘Online submission’ under Event and ‘OK’ and the submission ID under Status.

7. If there is any technical issue preventing the form from being submitted, it will say ‘Error’ under Status. If this happens and you are unable to submit the form, you should follow the Alternative Submission Procedure.

8. Issues identified when validating the form and not resolved are not classed as a technical issue.

9. Your application must be submitted online by the deadline: 11am (UK time) on Tuesday 2nd February 2016.

10. If an application is submitted after this deadline, and the alternative submission procedure outlined below is not completed in time, the application form will be made ineligible.

K.3. Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a technical error.

Please see error messages below that are not technical errors. Please note: if your error message says one or more fields has been completed incorrectly, this is not a technical error.

To follow the alternative submission procedure, please follow the step below:

1. Take a screenshot of the submission summary page, demonstrating your electronic form could not be submitted online before the deadline.

2. Email the UK National Agency team managing this Key Action at erasmus@britishcouncil.org with a copy of your application, any annexes and the screenshot attached within two hours of the application deadline. i.e. by 1pm UK time on Tuesday 2 February 2016 UK time. In the subject line of the email please type KA107 HE 2016 application form – [insert here the name of your organisation].

Please note that the UK National Agency will only accept applications via the Alternative Submission Procedure if, other than emailing the eForm to us within the 2-hour time frame following the deadline, a failed submission attempt in the form of an Error i.e. ‘ERR-’ (but not ERR-01 or ERR-06) is recorded under ‘Status’ in the ‘Submission Summary’ section of the eForm with a timestamp prior to or on the deadline date/time.

If any of the following ‘Statuses’ appear in ‘Submission Summary’, your application won’t be accepted under the Alternative Submission Procedure:

1. ‘ERR-01’ as this Error relates to invalid data/missing fields in the eForm. This is not considered to be a technical issue and can be rectified by the applicant by correcting the application form and validating it again.
2. ‘ERR-06’ as this Error means that there are errors with the annexes (i.e. the total size of the attachments exceeds 5MB or are in not file formats specified above in section N). This can be rectified either by reducing the size of the attachments or by removing them.

3. ‘Unknown’ as this means that the eForm was not submitted and no submission attempts were made.

4. ‘LOCAL-01’ Adobe Reader security enabled’. To allow the submission you must click the appropriate options in the yellow security warning bar at the top of the form.

5. ‘LOCAL-02 Network connection error’. Please verify your internet connection and try to submit again or try a different network connection to submit.

K.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required.

K.5. Form Printing

We recommend that you print your final completed eForm and retain it for your own records. Hard copies of the eForm do not need to be posted to the UK NA.

After submitting your application

Once you have submitted your application you will receive an acknowledgement email.

All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest-scoring applications are selected, based on the budget available.

Applicants will be informed of the outcome by email and grant agreements will be issued to successful applicants.