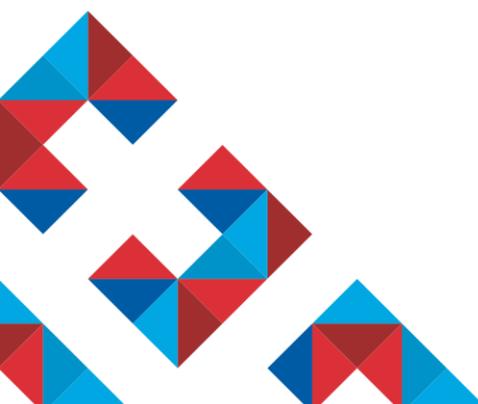


UK National Agency Mobility Tool+ Guide for UK Higher Education Institutions: Processing KA103, KA107 and KA203 Force Majeure cases due to Covid-19

Version 5: 15 July 2021

This guidance document is based on information available to the UK National Agency, and accurate on the above stated date. The guidance provided as part of this document may be subject to change and should be read in conjunction with relevant UK NA's Operational Handbooks. If you have any queries about the content of this document please contact erasmus@britishcouncil.org.



Overview of the document

This is version 5 of the guidance document. If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version
N/A	General note on quarantine periods	14
N/A	Exceptional Costs section updated to distinguish between Exceptional Costs for Implementation of Virtual Mobility and Exceptional Costs for Covid-19 tests	14
N/A	Exceptional Costs for Covid-19 tests added	17

Table of contents

UK National Agency Mobility Tool+ Guide for UK Higher Education Institutions:.....	1
Processing KA103, KA107 and KA203	1
Force Majeure cases due to Covid-19	1
1. Introduction.....	3
2. Coronavirus guidance	4
3. Unit costs or real costs?.....	4
4. Encoding KA1 Force Majeure in MT+	4
5. Practical scenarios for mobility:.....	7
Scenario 1 – A scheduled mobility for which costs were not incurred does not take place	7
Scenario 2 – A scheduled mobility for which costs were incurred does not take place	7
Scenario 3 – Virtual mobility:	8
a) Mobility takes place completely virtually, no physical mobility takes place.....	8
b) Host university/organisation closed down but offered to continue mobility via the distance learning provision. Mobility participant either remained in the host country or returned to their home country.	9
c) Host university/organisation offered to start mobility via the distance learning provision. Mobility participant started their mobility from their home country (UK or country of origin).	10
Scenario 4 – Host university/organisation closed down and didn't offer to continue mobility via the distance learning provision.	12
a) Mobility participant returned to the UK.....	12
b) Mobility participant remained abroad.....	13

Scenario 5 - Mobility flagged both as "Force Majeure" and "Zero Grant".....	13
General Note on Quarantine Periods:	14
6. Inputting Exceptional Costs for KA103 and KA107	14
Exceptional Costs for the Implementation of Virtual Mobilities	14
Exceptional Costs for Covid-19 tests	17
7. Encoding KA2 Force Majeure in MT+	18
a. Learning, Teaching and Training Activities	18
b. Transnational Project Meetings	20
c. Intellectual Outputs (Intellectual Outputs - Organisation).....	20
d. Multiplier Events.....	20
8. Where to find more help and advice.....	21
9. UK NA Contact details	21

1. Introduction

Any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the Agreement, which is not attributable to error or negligence on their part or on the part of the subcontractors, affiliated entities or third parties in receipt of financial support and which proves to be inevitable despite their exercising due diligence is considered as Force Majeure.

The following cannot be invoked as Force Majeure: labour disputes, strikes, financial difficulties or any default of a service, defect in equipment or materials or delays in making them available, unless they stem directly from a relevant case of force majeure.

The UK National Agency may accept additional costs of an extraordinary nature not foreseen in the initial budget, where duly justified (e.g. the cost could not be recovered under an insurance scheme, the generating event could not be rescheduled, etc.) on a **real cost** basis. Any additional expense claims must be supported by appropriate evidence of the cost incurred, such as receipts (which can be electronic versions) or, where receipts can't be obtained, a signed declaration stating that cost could not be recovered by other means. This evidence will need to be retained by beneficiaries as they may be requested at final reporting stage or if you are selected for a future audit.

Article 2 from the General Conditions of Annex II from the KA1 Grant [Agreement](#) for studies and traineeship states; 'In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the sending organisation.'

2. Coronavirus guidance

The latest updates and guidance on managing Erasmus+ projects during the outbreak of coronavirus, please visit our [dedicated webpage](#). Please check this page regularly or [subscribe](#) to our newsletter.

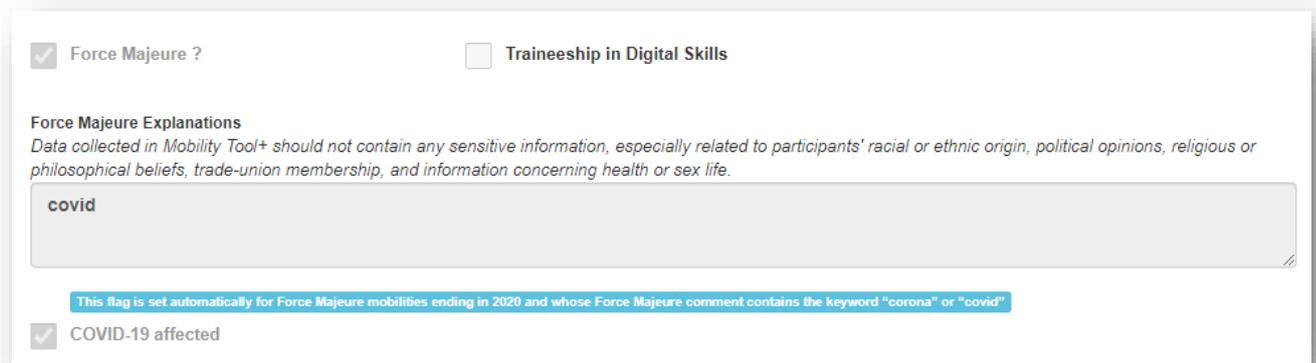
3. Unit costs or real costs?

Inputting the actual mobility dates (the duration of the learning period) will generate the Erasmus+ grant that a mobility participant is entitled to (**unit cost**). Where an additional cost has been incurred, the UK National Agency will consider the actual cost, and may reimburse the beneficiary on a **real cost** basis. Such decisions will be made on a case by case basis. An additional cost is a cost that the participant has incurred for any necessary expenditure not covered by the grant intended for actual learning period e.g. an additional flight ticket to return home.

Whilst the UK NA recommends that UK beneficiary organisations use the Erasmus+ grant to help mobility participants and minimise the negative financial impact of Covid-19 by covering the additional incurred costs on a real cost basis, we understand that organisations need certain flexibility. It is therefore at each organisation's discretion to authorise the additional cost incurred, so long as the institution's system put in place is fair and applied consistently.

4. Encoding KA1 Force Majeure in MT+

It is important that Force Majeure cases are reported accurately via MT+ as advised in this Guide. In the **Mobilities** tab in MT+, when either creating or editing a mobility the checkbox **Force Majeure** is available. When checked, the comment field **Force Majeure Explanations** must be completed. The justifications for indicating the mobility as **Force Majeure** should be added here.



The screenshot shows a form with two checkboxes: "Force Majeure ?" (checked) and "Traineeship in Digital Skills" (unchecked). Below is a text area for "Force Majeure Explanations" with a warning note: "Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life." The text "covid" is entered in the field. A blue banner states: "This flag is set automatically for Force Majeure mobilities ending in 2020 and whose Force Majeure comment contains the keyword 'corona' or 'covid'". At the bottom, the "COVID-19 affected" checkbox is checked.

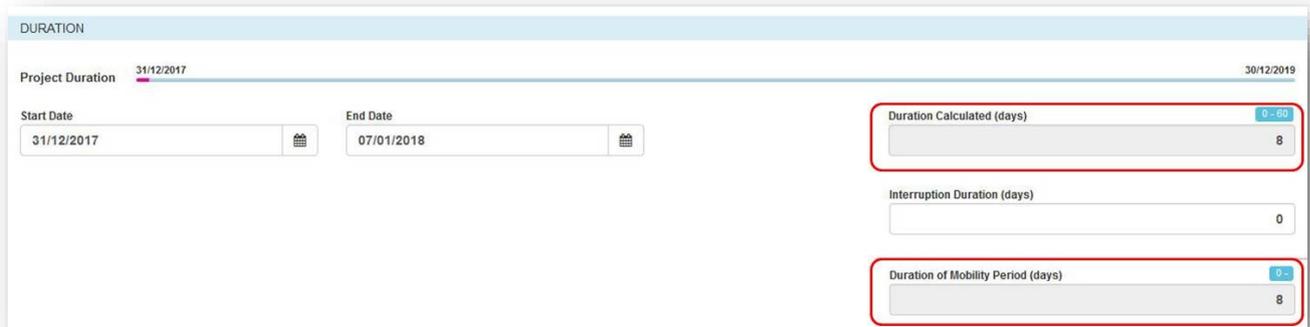
Note: Mobilities having an end date within 2020, the Force Majeure flag checked, and for which Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. This flag cannot be changed manually.

To allow for accurate encoding of such a scenario about the specific mobility, once checked the mobility no longer adheres to the standard business rules.

Depending on the call year and key action type a number of fields and calculations may be affected.

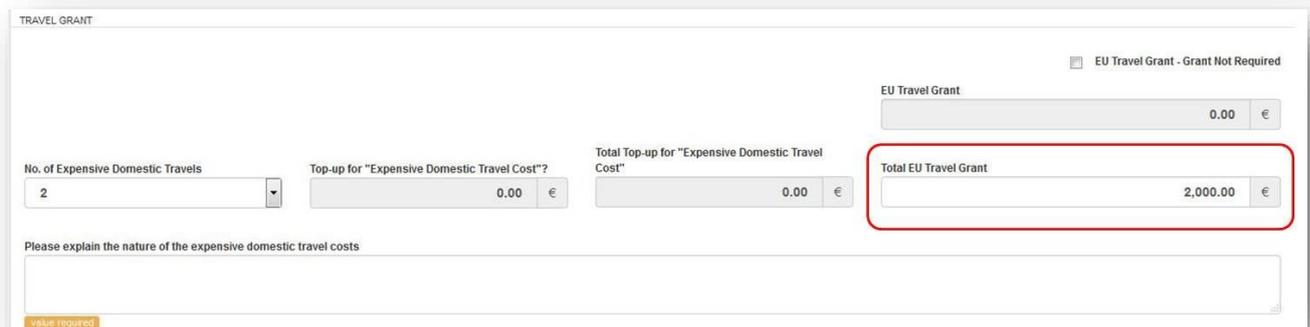
The fields and calculations are changed as follows:

- **"Total Number of Teaching Hours"** - The business rule checking the minimum of 8 hours per week will no longer apply in case of Force Majeure.
- **"Duration Calculated (days)"** - The business rule checking the minimum duration will no longer apply in case of Force Majeure.
- **"Duration of the Mobility Period (days)"** - The business rule checking the minimum duration will no longer apply in case of Force Majeure.



The screenshot shows the 'DURATION' form. It includes a 'Project Duration' header with dates 31/12/2017 and 30/12/2019. Below are 'Start Date' (31/12/2017) and 'End Date' (07/01/2018) fields. On the right, there are three input fields: 'Duration Calculated (days)' with a value of 8, 'Interruption Duration (days)' with a value of 0, and 'Duration of Mobility Period (days)' with a value of 8. The first and third fields are highlighted with red boxes.

- **"Total EU Travel Grant"** - The field will become editable. If any values were already present, they will remain.



The screenshot shows the 'TRAVEL GRANT' form. It includes a checkbox for 'EU Travel Grant - Grant Not Required'. Below are several input fields: 'EU Travel Grant' (0.00 €), 'No. of Expensive Domestic Travels' (2), 'Top-up for "Expensive Domestic Travel Cost"?' (0.00 €), and 'Total Top-up for "Expensive Domestic Travel Cost"' (0.00 €). The 'Total EU Travel Grant' field is highlighted with a red box and contains the value 2,000.00 €. At the bottom, there is a text area for 'Please explain the nature of the expensive domestic travel costs' with a 'value required' warning.

- **"EU Individual Support"** - The field will become editable. If any values were already present, they will remain.



- **"Organisational Support"** - The field will become editable. If any values were already present, they will remain.
- **"Organisational Support Grant/Day"** - The field remains locked. It shows a value obtained by dividing field Organisational Support by field Funded Duration (days) rounded to 2 decimals.

Project 2017-1-PL01-KA104-027837 follow-up

Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Budget [Export PDF](#) Version: Reported (Open)

Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
Total Project	80.570,00 €	4.650,00 €	5.77 %
Organisational Support		350,00 €	
No. of Participants (excluding acc. persons) : 1	10.500,00 €	300	2.86 %

Note: A participant in a mobility flagged as **Force Majeure** (even if potentially unavailable) will continue receiving a system notification regarding the Participant Report to be filled in at the end of the mobility, however, the standard obligation of submitting a survey, directly and exclusively linked to the action, will not apply in case of force majeure.

Note: Previously, students (foreign nationals) who resided in the UK and who wished to undertake their Erasmus+ mobility in their country of origin were eligible to receive Erasmus+ funding. However, the European Commission have clarified that in the current circumstances of the pandemic, mobilities (virtual or physical) undertaken in the participants' home country (country of origin) would not be eligible for Erasmus+ funding. This means that, for example, a UK student who is a Spanish national, currently residing in Spain and wishing to undertake their mobility in Spain, isn't eligible to receive the Erasmus+ grant.

5. Practical scenarios for mobility:

This document is intended as a guide for processing a wide range of scenarios, and whilst it may not be exhaustive, it provides an understanding of how to record mobilities affected by Covid-19. Please contact us at erasmus@britishcouncil.org if you are unsure of how to proceed.

You can also visit the relevant KA103 and KA107 Operational Handbook for full details of Covid-19 specific measures. All Handbooks can be accessed on this [website](#), under the Guides tab. The measures apply to all active KA103 and KA107 projects.

Scenario 1 – A scheduled mobility for which costs were not incurred does not take place

Such mobility shall not be recorded in MT+.

Scenario 2 – A scheduled mobility for which costs were incurred does not take place

1. Register the mobility as **physical mobility** (select from dropdown menu) and register all necessary participant data
2. Tag the mobility as Force Majeure
3. Fill in Force Majeure comments, explaining the situation and using the keywords 'Coronavirus' or 'COVID-19'
4. Fill in the same Start Date and End Date => Duration = 1 day
5. The Travel Grant and Individual Support are editable and can be used for adjustments, based on real cost. Only approved costs should be entered into these fields*
6. Keep evidence of incurred cost on your files.

Note: all the mobilities flagged as Force Majeure and with the same start and end date will be excluded from the general statistics. These mobilities will also be excluded from generating EU Survey.

In March/April 2020, we requested that you inform us of your Force Majeure claim via e-mail, alongside a completed 'Cancellation of Planned Mobilities' form. We **no longer require** beneficiaries to e-mail us with this information or to complete this form. If you have already sent this, please note that **you will also need to follow the Mobility Tool+ process outlined in this guide.**

Regarding evidence of additional cost e.g. accommodation paid in advance flights etc., we recommend a reimbursement from the service providers or insurers to be obtained first before resourcing from the project budget. It is the responsibility of the beneficiary organisation/institution to authorise this additional cost, after having verified, on a case-by-case assessment, that the grant awarded to the project can cover this additional real cost. Please be aware that an "additional cost"

is a cost that the participant has incurred during a period of time that falls outside of the actual dates of mobility. For more information please refer to articles 1 and 3 of this handbook.

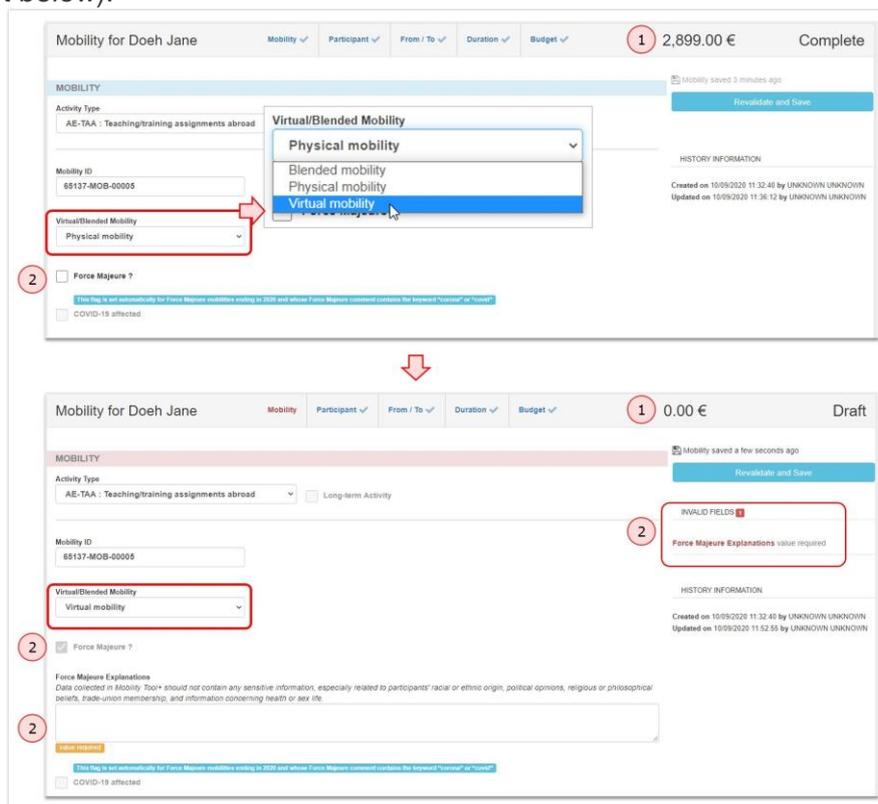
Scenario 3 – Virtual mobility:

a) Mobility takes place completely virtually, no physical mobility takes place.

Type of mobility to be selected in MT+: **virtual**.

Beneficiaries are now allowed to organise virtual mobility activities. A virtual mobility is an activity that takes place exclusively online, without the physical presence of the participant. This scenario applies to virtual mobilities undertaken in both, the UK or the mobility participant’s country of origin (if this is where they currently reside)

For all mobilities, a new flag has been added to indicate if a mobility is virtual, blended, or physical (see screenshot below).



There are no constraints for the duration of the virtual mobility. The usual minimum duration (dependent on Key Action and Activity Type) only applies to the physical mobility period.

Encoding virtual mobility in MT+:

1. Select “Virtual Mobility” from the drop-down menu

2. Register the mobility and participant data - the start and end dates of a mobility should indicate the beginning and the end of the virtual learning period.
3. All virtual mobilities are automatically flagged 'Force Majeure' and the flag cannot be changed. Fill in Force Majeure comments, explaining the situation and using the keywords 'Coronavirus' or 'COVID-19'.
4. Virtual mobility grant calculation: All budget fields are set to zero, participants are not entitled to funding.

Whilst participants will not receive any funding, a virtual mobility will still generate Organisational Support for the coordinating institution.

Virtual mobility (where the student does not receive any funding) does not count towards the 360 day rule (Students can take part in a maximum of 360 days of Erasmus+ funded activity per study cycle).

Please note that if the student travels to the host country, and then takes part in virtual learning or remote working, then they are eligible for the full Erasmus+ grant. This should be entered as a physical mobility on MT+.

b) Host university/organisation closed down but offered to continue mobility via the distance learning provision. Mobility participant either remained in the host country or returned to their home country.

Type of mobility to be selected in MT+: **physical**.

Note: Virtual mobility/distance learning as a means of continuing mobility that started physically and was interrupted by Covid-19 is eligible for funding.

Encoding physical mobility in MT+:

1. Register the mobility as **physical mobility** and register all necessary participant data - the start and end dates of a mobility should indicate the beginning and the end of the learning period, including distance learning. If these dates don't match the real time spent abroad, the arrival and departure dates should be noted in the Force Majeure comment field. Please note the dates of virtual study in the notes section.
2. Tag the mobility as Force Majeure
3. Fill in Force Majeure comments, explaining the situation and using the keywords 'Coronavirus' or 'COVID-19'. Record the real dates spent abroad if different from the mobility (learning) dates in this comment field.
4. The Travel Grant and Individual Support are editable and can be used for adjustments.
5. Keep evidence of incurred cost on your files.

Please do not utilise the new “virtual mobility” option on MT+ for this scenario, as it will mark the days spent studying/working virtually as zero grant.

Note: the mobility participant must have started their mobility abroad to be eligible for the grant for distance learning. In this scenario, periods of distance/online learning, whether in the host or home country, are considered eligible for Erasmus+ funding under the following conditions:

- 1) The online learning is offered by the host institution or enterprise abroad
- 2) The content contributes to the achievement of the learning objectives as specified in the learning/traineeship agreement.

Mobility participants receive an EU grant as a contribution to their costs for travel and subsistence during the period abroad. The exact amount (**unit cost**) is based on the distance band and length of a mobility. Any additional cost that mobility participants encountered may be reimbursed by the home institution based on **real cost** as per receipts provided. Please refer to article 1 and 3 of this handbook.

c) Host university/organisation offered to start mobility via the distance learning provision. Mobility participant started their mobility from their home country (UK or country of origin).

Type of mobility to be selected in MT+: **blended**.

A blended mobility combines both physical and virtual activities in this particular order, i.e. virtual mobility must be followed by physical in order to classify as a blended mobility. It is indicated in Mobility Tool+ as a Blended mobility and it includes duration and budget details for both the virtual activity and the physical activity. Blended mobilities are not flagged as Force Majeure by default.

Note: Virtual mobility/distance learning preceding a physical mobility is not eligible for funding.

Encoding blended mobility in MT+:

1. Select “**blended mobility**”. The mobility record will then allow you to put in two sets of dates, one for the virtual period and one for the physical period (see screenshot below). The virtual mobility element should be completed as per the instructions above.
2. The start and end dates of a physical mobility should indicate the beginning and the end of the period abroad.
3. The total grant of the blended mobility is calculated based on the same formula as for the physical mobility, summing up the same budget elements.

Mobility for Doeh Jane Mobility ✓ Participant ✓ From / To ✓ Duration ✓ Budget ✓ 1 2,899.00 € Complete

MOBILITY

Activity Type: AE-TAA : Teaching/training assignments abroad

Mobility ID: 65137-MOB-00005

Virtual/Blended Mobility: Physical mobility

Force Majeure ?

COVID-19 affected

HISTORY INFORMATION

Created on 10/09/2020 11:32:40 by UNKNOWN UNKNOWN
Updated on 10/09/2020 11:36:12 by UNKNOWN UNKNOWN

Mobility for Doeh Jane Mobility ✓ Participant ✓ From / To ✓ Duration ✓ Budget ✓ 1 2,899.00 € Complete

MOBILITY

Activity Type: AE-TAA : Teaching/training assignments abroad Long-term Activity

Mobility ID: 65137-MOB-00005

Virtual/Blended Mobility: Blended mobility

Force Majeure ?

COVID-19 affected

HISTORY INFORMATION

Created on 10/09/2020 11:32:40 by UNKNOWN UNKNOWN
Updated on 10/09/2020 12:44:36 by UNKNOWN UNKNOWN

INVALID FIELDS: End Date Overlaps with Virtual Mobility, Start Date Overlaps with Virtual Mobility

Mobility for Doeh Jane Mobility ✓ Participant ✓ From / To ✓ Duration ✓ Budget ✓ 2 2,169.00 € Complete

DURATION

Project Duration: 01/06/2020 to 31/07/2021

Virtual Mobility Start Date: 01/06/2020 Virtual Mobility End Date: 10/06/2020

Virtual Mobility Duration (days): 10

Blended Mobility Duration: 30

Duration Calculated (days): 20

HISTORY INFORMATION

Created on 10/09/2020 11:32:40 by UNKNOWN UNKNOWN
Updated on 10/09/2020 16:20:55 by UNKNOWN UNKNOWN

- There can be a time gap between the two activities.
- The blended mobility total duration is the sum of the virtual mobility duration and the physical mobility duration. Please note that the minimum duration normally applicable per Key Action and activity type will apply to the physical mobility.
- All grant calculations for the blended mobility are based purely on the physical activity of the blended mobility, as virtual mobility is not funded where it occurred prior to the physical mobility.

Note: the start and end dates of a physical mobility are the dates from/until when mobility participants are required to be present at the host organisation.

Scenario 4 – Host university/organisation closed down and didn't offer to continue mobility via the distance learning provision.

a) Mobility participant returned to the UK

1. Register the mobility as **physical mobility** and register all participant data - the start and end dates of a mobility should indicate the beginning and the end of the learning period*. If these dates don't match the real time spent abroad, the arrival and departure dates should be noted in the Force Majeure comment field.
2. Tag the mobility as Force Majeure
3. Fill in Force Majeure comments, explaining the situation and using the keywords 'Coronavirus' or 'COVID-19'
4. The Travel Grant and Individual Support are editable and can be used for adjustments, in case the student qualifies for additional eligible costs. If possible, any participant that was unable to complete their mobility abroad or virtually should only have costs encoded for the time spent abroad. Should the participant be eligible for further costs in addition to those of their actual mobility period then this can be adjusted for via editing the Travel Grant and Individual Support fields.
5. Keep evidence of incurred cost on your files.

* Learning period is considered as time mobility participants endeavour to achieve the learning objectives as specified in the learning agreement and as such is covered by Erasmus+ mobility grant (unit cost), as mentioned in chapter 3 of this handbook.

It is the responsibility of the beneficiary organisation/institution to authorise this additional cost, after having verified, on a case-by-case assessment, that the grant awarded to the project can cover this additional real cost.

Please be aware that an "additional cost" is a cost that the participant has incurred during a period of time that falls outside of the actual dates of mobility.

Note: the minimum duration requirement for mobilities impacted by the coronavirus doesn't apply, i.e. if a mobility participant returned prior to meeting the standard minimum duration requirement, the Short Duration Request form doesn't need to be submitted.

Note: If the participant wishes to restart the mobility at a later date, then you may use interruption days until the mobility can be restarted. In this scenario, the student could retain any pre-financing until it is known if the mobility will continue. If they are unable to continue mobility, the grant should then be recalculated as per the guidance in the scenario above.

It is the responsibility of the beneficiary organisation/institution to authorise this additional cost, after having verified, on a case-by-case assessment, that the grant awarded to the project can cover this additional real cost. Please be aware that an "additional cost" is a cost that the participant has incurred during a period of time that falls outside of the actual dates of mobility

b) Mobility participant remained abroad

This may be a suitable option for mobility participants who have been advised that physical learning will recommence by the host in the near future or for mobility participants forced to stay abroad due to travel restrictions.

1. Register the mobility as **physical** mobility and register all participant data - the start and end dates of a mobility should indicate the beginning and the end of the learning period. If these dates don't match the real time spent abroad, the confirmed arrival and planned (if known) departure dates should be noted in the Force Majeure comment field in MT+. N.B. Records for participants that have not planned their return should not be completed until a planned departure date has been agreed.
2. Tag the mobility as Force Majeure
3. Fill in Force Majeure comments, explaining the situation and using the keywords 'Coronavirus' or 'COVID-19'.
4. The Travel Grant and Individual Support are editable and can be used for adjustments
5. Keep evidence of incurred cost on your files.

Note: the minimum duration requirement for mobilities impacted by the coronavirus doesn't apply, i.e. if a mobility participant returned prior to meeting the standard minimum duration requirement, the Short Duration Request form doesn't need to be submitted.

Scenario 5 - Mobility flagged both as "Force Majeure" and "Zero Grant".

In exceptional circumstances you may need to check both flags "Force-majeure" in the **Mobility** tab and **Zero-grant** in the **Budget** tab. The system allows both to be checked at the same time.

Q: Can additional travel costs incurred by zero-grant students in higher education mobility be reimbursed in the same way as for students receiving a grant?

A: Participants can receive a grant that is higher than what was initially agreed. Therefore, the beneficiary can decide in exceptional circumstances to apply this provision also to zero grant participants, even though, under normal circumstances, higher education students with a zero-grant do not receive an EU grant related to travel and subsistence.

Mobility for Asper Laurence
Mobility ✓
Participant ✓
From / To ✓
Duration ✓
Budget ✓
0.00 €
Complete

MOBILITY Mobility saved 2 minutes ago

Activity Type

 Long-term activity

Mobility ID

Force Majeure ?

Force Majeure Explanations

Save

HISTORY INFORMATION

Mobility for Asper Laurence
Mobility ✓
Participant ✓
From / To ✓
Duration ✓
Budget ✓
0.00 €
Complete

BUDGET Mobility saved 3 minutes ago

Zero Grant

INDIVIDUAL SUPPORT

EU Individual Support
 €

TRAVEL GRANT

Total EU Travel Grant
 €

Save

HISTORY INFORMATION

General Note on Quarantine Periods:

Quarantine periods can be now considered as a prolongation of the mobility period eligible for funding under the individual support category. Therefore, the mobility can start upon arrival at the host country and cover the quarantine period. The participant's total duration cannot exceed the maximum number of eligible days allowed in the Erasmus+ Programme Guide.

The same rate of individual support should be applied as for the regular mobility period that the quarantine is connected to. **The support for the quarantine period is only eligible for the time spent in the host country of the activity, and does not apply when returning to the country of origin of the participant.**

If possible, participants should commence virtual activities during the quarantine period.

6. Inputting Exceptional Costs for KA103 and KA107

Exceptional Costs for the Implementation of Virtual Mobilities

The budget category “Exceptional costs for services and equipment” is now available on the budget tab of MT+. Please also see the addendum to the Grant Agreement which provides further detail on this new budget category.

Any request to record exceptional costs associated with virtual mobility implementation must be reviewed and approved by the UK National Agency prior to being encoded in the MT+, and the total requested must not exceed 10% of the overall project budget. Funds can only be requested once per institution, per project and it is recommended that all anticipated costs are collated prior to submitting an application. The form is available to download [on our website](#) and must be returned to erasmus@britishcouncil.org

Your request will be reviewed by the UK National Agency. If approved, you can then enter the amount on Mobility Tool +. For KA103, this can be entered for “Exceptional costs for services and equipment” on the Budget tab (the field is editable). At final reporting stage, this figure should be the actual final cost and should not exceed the amount approved by the National Agency. Please retain all supporting documents of these costs for future audit.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool+)	% Current/Approved budget
Total Project	49.350,00 €	530,00 €	1,07 %
Organisational Support			
No. of Participants (excluding acc. persons) : 3	12.950,00 €	1.050,00 €	0,00 %
Exceptional Costs	0,00 €	0,00	
Exceptional Costs for Services and Equipments		120,00	
Activity Type			

For KA107, whilst the 10% is calculated at project level, the amount must be entered at the level of the individual mobility and you must ensure that is entered for the correct partner country.

The exceptional costs may in fact cover multiple mobilities, but due to MT+ technical restraints it must be entered against a participant record. There is no need to divide costs – an overall cost can be entered against one participant record e.g. new software was purchased to make virtual mobility a possibility, which impacts upon all students. The cost could be entered on one participant record, so long as the record belongs to the correct partner country.

Mobility for SURNAME Anne Mobility ✓ Participant ✓ From / To Duration ✓ **Budget ✓**

INDIVIDUAL SUPPORT

Daily Grant (1..14 days) €

Daily Grant (15..60 days) €

EU Individual Support - Grant Not Required

EU Individual Support €

TRAVEL GRANT

EU Travel Grant - Grant Not Required

EU Travel Grant €

EXCEPTIONAL COSTS FOR SERVICES AND EQUIPMENTS

€

EXCEPTIONAL COSTS FOR SERVICES AND EQUIPMENTS €

TOTAL CALCULATIONS

Example scenario : A KA107 project includes mobilities with four partner countries with an overall approved budget of 50.000 EUR.

The allocation of budget is the following:

Country A: 25.000 EUR / Country B: 16.000 EUR / Country C: 5.000 EUR / Country D: 4.000 EUR

The 10 % exceptional costs for services and equipment in this project amounts to 5.000 EUR in total, which can be distributed for mobilities with some or all of these four countries.

Should the beneficiary decide to allocate the maximum amount only to mobilities with one country, this is would only be possible for countries A, B or C. For country D, the budget transfer cannot exceed the 4.000 EUR available; hence, 4000 EUR is the maximum to be spent for organising mobilities with this partner country.

There is a new bar in MT+ that will assist you with monitoring the 10% rule for Exceptional Costs budget transfer and budget lines per partner country (see below). This indicates if the maximum has been respected.



Exceptional Costs for Covid-19 tests

As COVID testing has become a pre-requisite for most physical mobility abroad, the costs related to such tests are now eligible for funding under the exceptional costs category, as part of the set of exceptional rules for COVID-19. The reimbursement rate is set at **100%** of the eligible costs actually incurred. Please retain all invoices for testing costs, in case of future audit.

The EC have granted the possibility to allow the transfer without amendment of **10%** of funds from any budget category to exceptional costs, to cover costs related to testing. The transfers should not exceed the 10% of the overall last budget approved by the NA. Transfers to exceptional costs are possible even if no exceptional costs were requested at the time of application, and an amendment is needed in any case where more than 10% of funds are allocated to exceptional costs for this purpose.

If you plan to use more than 10%, please ensure that you contact us so that we can amend your grant agreement accordingly. You can notify us by emailing erasmus@britishcouncil.org.

a. Inputting Exceptional Costs for Covid-19 tests for KA103

Costs for tests should be input at project level on the Budget tab. The budget category “Exceptional Costs for Services and Equipment” should be used, and actual costs should be input. As the MT+ only allows you to input an overall figure per project for KA103, we recommend that you keep your own record of costs per student, as well as retaining all invoices, in case of audit.

Please note that if you are also claiming for Exceptional Costs for Implementation of Virtual Mobility, you will need to provide a breakdown of Exceptional Costs in your final report e.g. “€x.xx spent on testing and €x.xx spent on services”.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool+)	% Current/Approved budget
Total Project	49,350,00 €	530,00 €	1,07 %
Organisational Support			
No. of Participants (excluding acc. persons) : 3	12,950,00 €	0,00 €	0,00 %
Exceptional Costs	0,00 €	0,00	
Exceptional Costs for Services and Equipments		120,00	
Activity Type			

b. Inputting Exceptional Costs for Covid-19 tests for KA107

Costs for tests should be entered on the individual participant record, under the budget category “Exceptional Costs for Services and Equipment”. Please note that this must be actual costs.

Mobility for SURNAME Anne

Mobility ✓

Participant ✓

From / To

Duration ✓

Budget ✓

INDIVIDUAL SUPPORT

Daily Grant (1..14 days)
0.00 €

Daily Grant (15..60 days)
0.00 €

EU Individual Support - Grant Not Required

EU Individual Support
6,804.00 €

TRAVEL GRANT

EU Travel Grant - Grant Not Required

EU Travel Grant
820.00 €

EXCEPTIONAL COSTS FOR SERVICES AND EQUIPMENTS

Exceptional Costs for Services and Equipments
0.00 €

TOTAL CALCULATIONS

7. Encoding KA2 Force Majeure in MT+

Force majeure applies to KA2 activities which due to an unforeseeable exceptional situation or event beyond the individual participant's control, could not be started or completed. These situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes beyond the control of the participant.

While creating or editing an activity, when the checkbox **Force Majeure** is checked the comment field **Force Majeure Explanations** must be completed. The justifications for indicating the activity as **Force Majeure** should be added here.

KA2 activities where the Force Majeure check box is available:

a. Learning, Teaching and Training Activities

In the case of **Learning, Teaching and Training Activities**, if **Force Majeure** box is checked the following fields and calculations will be affected as described below. This should only be used to enter costs incurred for mobilities that were affected by Covid-19.

- **Duration Calculated (days)** - The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure.
- **Total EU Travel Grant** - The field will become editable. If any values were already present, they will remain.

- **EU Individual Support** - The field will become editable. If any values were already present, they will remain.
- **Linguistic Preparation?** - Applicable to participants whose activity type is long-term. The user checks the field.
- **Linguistic Support Grant** - The field remains locked.
- **Force Majeure Explanations** - This additional field is shown. The beneficiary must provide explanations about the force majeure event.

For future activities, beneficiaries are now be allowed to organise virtual and blended mobility. A blended activity approach is encouraged (i.e. to start with a period of virtual activity, to be combined with physical activity abroad when possible). If a blended activity is not possible, then fully virtual mobilities will be accepted under Force Majeure.

There is now an option on each participant mobility to select if an activity is virtual, blended or physical.

Virtual Activity:

1. Select “virtual” from the drop-down menu
2. Register the mobility and participant data - the start and end dates of a mobility should indicate the beginning and the end of the virtual learning period.
3. All virtual mobilities are automatically flagged ‘Force Majeure’ and the flag cannot be changed. Fill in Force Majeure comments, explaining the situation and using the keywords ‘Coronavirus’ or ‘COVID-19’.
4. The individual support grant per day for virtual activities is 15% of the individual support unit cost rate for the physical activities. The MT+ will automatically calculate this, once virtual mobility is selected.

Note: There are no duration constraints for virtual mobilities.

Blended activity:

1. Selected “blended” from the drop-down menu. The mobility record will then allow you to put in two sets of dates, one for the virtual period and one for the physical period. The virtual mobility element should be completed as per the instructions above. The virtual and physical activities can be carried out in any order but cannot overlap. There can be a time gap between the two activities.
2. The start and end dates of a physical mobility should indicate the beginning and the end of the period abroad.
3. The MT+ will calculate the overall grant entitlement, based on the normal grant rate for physical mobility and a rate of 15% of the individual support unit cost rate for virtual mobility.
4. The blended mobility total duration is the sum of the virtual mobility duration and the physical mobility duration. The combination of virtual and physical periods must comply with the maximum duration of a Learning, teaching and training activities as set in the Programme Guide for the relevant Call Year.

Where relevant, participants are entitled to the regular linguistic preparation to support the virtual, physical or blended mobility period.

b. Transnational Project Meetings

If the **Force Majeure** box is checked the **Total (Calculated)** becomes editable and can be used for adjustments. This should only be used for meetings that were cancelled due to Covid-19 and costs had already been incurred.

When beneficiaries organise their meetings to take place virtually, they are not entitled to receive the unit costs for transnational project meetings.

The funding awarded under the “Project management and implementation” budget covers the costs related to these meetings.

c. Intellectual Outputs (Intellectual Outputs - Organisation)

If the **Force Majeure** box is checked the **Total (Calculated)** becomes editable and can be used for adjustments.

d. Multiplier Events

If the **Force Majeure** box is checked the **Total (Calculated)** becomes editable and can be used for adjustments. This should only be used to record costs incurred for events that were cancelled due to Covid-19.

For all future events, the following advice should be adhered to;

1. A multiplier event can be virtual or physical, but events/participations cannot be blended. There is a new box to select if the event is taking place virtually.
2. When beneficiaries organise their meetings virtually, the grant paid per participant is 15% of the unit cost corresponding to “local participants”, up to a maximum of € 5,000 per project.
3. For virtual events, please use the organiser’s country for “Country of Venue”.

As for physical events, beneficiaries shall identify the participants to the events carried out online and provide evidence for their number.

8. Where to find more help and advice

If you want to know whether an action is managed by National Agencies or EACEA, please consult the [Erasmus+ call for proposals page](#) where we list the actions and the bodies that manage them.

If you need more information on where to go to manage your organisation's data, organisation contact person, authorised users and public documents, please feel free to use the following links:

- [EC's MT+ Force majeure guidance due to Coronavirus](#)
- [EC's FAQ: COVID-19](#)
- [UK NA's Advice about Erasmus+ in relation to Coronavirus](#)
- [UK NA's Frequently asked questions](#)

9. UK NA Contact details

If you have any queries about this subject, please contact the respective Erasmus+ Helpdesk:

Higher education

Tel: 0161 957 7755

Email: Erasmus@britishcouncil.org

Vocational education and training

Tel: 0121 212 8947

Email: erasmusplus@ecorys.com

Schools

Tel: 0161 957 7755

Email: erasmusplus.enquiries@britishcouncil.org

Adult education

Tel: 0121 212 8947

Email: erasmusplus@ecorys.com

Youth - Key Action 1

Tel: 0121 212 8947

Email: erasmusplus@ecorys.com

Youth - Key Action 2 and Key Action 3

Tel: 0161 957 7755

Email: erasmus.youth@britishcouncil.org