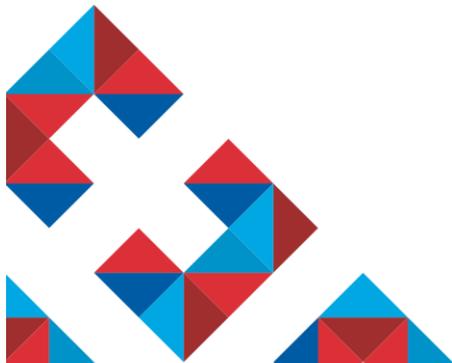# Key Action 1 (KA1) Guide for Applicants

Mobility for Higher Education students and staff to Programme and Partner Countries (International Credit Mobility)

Deadline: 11am (UK time) on Thursday 1 February 2018

Version 3: 26 January 2018

ERASMUS

CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

This document is Version 3 of the guidance notes for the 2018 Call for Key Action 1 Mobility for Higher Education Students and Staff to 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, 2015, 2016 or 2017 Programme Guide should be ignored for the 2018 call.

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Overview of changes to the guidance

This document is version 3 of the 2018 KA107 application guidance. 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
3	Updated note on types of Traineeships	3
11	Update on West Africa budget	11

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.

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 Higher Education Institutions (HEIs) 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 26 months. HEIs can apply for funding to support any of the following mobility activities within a project:

Student Mobility

- Study mobility to and from Partner Countries lasting **3 to 12 months** (or one academic term/trimester)
- Traineeships to / from Partner Country Organisations
- Partner Country HEI's – providing it is a traineeship rather than a study placement and it must be full time.

These traineeship placements can last **2 to 12 months** including outgoing "Digital skills" traineeships in Switzerland and The Faroe Islands (Region 14). These opportunities are not open to recent graduates.

A study period and a traineeship can be combined for a minimum of 3 months (or one academic term) and a maximum of 12 months.

Staff Mobility

- Staff mobility for teaching to and from Partner Countries- for academic staff and for invited staff from non-academic organisations to teach at a partner HEI abroad.

- Staff mobility for training to and from Partner Countries- for teaching and non-teaching staff to undertake part in a training event or undergo job shadowing/observation/training at a partner HEI.

Staff mobility activities can last from **five days to two months**, excluding travel time. The minimum two days must be consecutive. Teaching staff must complete a minimum of 8 teaching hours per week (or any shorter period of stay). If the mobility is longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week.

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).

Who is this guide for?

This step-by-step guide is to help UK HEI's or National Mobility Consortia complete the 2018 Erasmus+ Key Action 1 Learning Mobility of Individuals between Programme and Partner Countries web eforms.

The guide is for HEI's 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 or funding in another field, please see the Apply for Funding page on our website.

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

- The 2018 Erasmus+ Programme Guide;
- The European Commission's Guidance on applying for International Credit Mobility;
- The European Commission's Do's and Don'ts on applying for International Credit Mobility
- The European Commission's Web Application forms Guidelines
- Guide for experts on quality assessment of grant applications

Before you begin

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

1. Read more about this type of project.

2. Check that you are an eligible organisation.

3. Read about organisational and financial capacity.

![ERASMUS+ logo]
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

4. Register on the European Commission's Participant Portal.

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

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+ 2018 Programme Guide to find out more about Key Action 1 for Higher Education.

We recommend for Key Action 1 higher education applications you read the relevant sections below:

- the apply for International Credit Mobility section of our website
- Pages 5-23, 28-48, 264-269 of the Erasmus+ 2018 Programme Guide

2. Check that you are an eligible organisation

In order to apply for Erasmus+, Higher Education Institutions (HEIs) must have an Erasmus Charter for Higher Education (ECHE). This includes HEIs participating as funded partners in Erasmus+ projects. To check if your institution holds a valid ECHE, please see the list of awarded ECHE's.

| **Important note:** | Organisations in Partner Countries are not required to hold the ECHE if involved in an Erasmus+ project, but an international version of the Inter-Institutional Agreement must be signed before **any** mobilities can take place. |

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

You may apply for the Consortium Certificate at the same time as applying for Key Action 1 funding; please see the Erasmus+ 2018 Programme Guide pages 32-48, especially pages 39-41. Your consortium application will be assessed and then, if it is approved, your KA1 application will be assessed for funding. If your Consortium Certificate application is not successful, your KA1 HE application will be automatically ineligible.

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 page 34 of the 2018 Programme Guide.

Please note that, with limited exception, Sole Traders, Partnerships and Unincorporated Associations are not eligible to apply for funding in Erasmus+.

3. Read about operational and financial capability

3.1 What is operational capacity?

For more information on operational capacity, see page 248 of the 2018 Programme Guide. Note: for HEIs, organisational 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.

3.2. 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.

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, in accordance with relevant UK legislation, not 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.

Important note:	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.

3.3. 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.

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 have previously registered, 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 before completing an Erasmus+ application form.

HEIs from Partner Countries 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 forms but the field is not mandatory at application stage.

The Participant Portal is accessible via an individual's EU login account; you can find a Participant Portal User Manual on our website.

5.   Upload or update the Legal Entity and Financial Identification Form

Organisations will need to upload or update evidence of their legal status via a Legal Entity form and a completed Financial Identification form.

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

Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered onto the web application form, the organisation's details will populate automatically.

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

Please see the Erasmus+ Programme Guide page 244, Part C Information for Applicants, which contains detailed guidance on how to complete these steps.

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

Please ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines. Please 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:

1. A formal eligibility check undertaken by the UK National Agency (NA) (as detailed in the application form).

2. The allocation stage. When allocating your grant, the NA will take into account:

   - the number of mobilities you have applied for;
   - The overall available budget for grants. This budget is allocated to the NA by the European Commission;
   - Your past performance.

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 2018 Programme Guide, page 39 - 41, for the quality criteria against which consortium applications will be assessed.

> **Important note:** **Please note that institutions can only submit one application for Key Action 107.** In the case that any duplicates or additional applications are submitted, the most recent application will be considered the single application

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:

Relevance of the strategy (maximum 30 points)	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.
Quality of the cooperation arrangements. (maximum 30 points)	The extent to which the applicant organisation has previous experience of similar projects with HEIs/organisations in the Partner Country and the clarity of the description of the responsibilities, roles and tasks between partners.

Quality of the activity of design and implementation (maximum 20 points)	The completeness and quality of arrangements for the selection of participants, the support provided to them and the recognition of their mobility period (in particular the Partner Country).
Impact and dissemination (maximum 20 points)	The potential impact of the project on participants, beneficiaries, partner organisations, at local, regional and national levels and the quality of measures aimed at disseminating the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the Programme and Partner Countries.

One or more experts will assess each mobility project. Experts will look at the four quality questions for **each set of mobility flows within 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".

Any relevant text you enter will be considered in the quality assessment. Please be concise and give the most relevant detail in the most relevant section of the form.

7. When will results be notified?

Key Action 107 applicants will receive a notification of awarded decision within four months of the application deadline. For further information on the project life-cycle deadlines and payment modalities, please see page 257 of the 2018 Programme Guide.

Funding results for successful projects will also be published on our 'Funding Results' page.

8. Where to find more help and advice

For further information, please refer to the Apply for International Credit Mobility section on our website.

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.

> **Important note**: The Erasmus+ HE Helpdesk is particularly busy before an application deadline. While the National Agency will try 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.

8.1. Eligible Countries

The following countries are eligible destinations under Key Action 1 Higher Education mobility for students and staff between Programme and Partner countries (see pages 22-23 of the 2018 Programme Guide).

For HEIs based in the UK, there are 13 budget "envelopes" for which you can for apply under the 2018 call for applications. These envelopes are divided into 14 instruments, as listed on the International Credit Mobility 2018 envelope budgets and rules document here. Any countries not listed are not eligible for International Credit Mobility in 2018.

Please note: Different budgets have different rules. Please see section 'Application Restrictions' on page 13 of this document for information.

If you are referring to pages 22- 23 of the 2018 Programme Guide please note Regions 5 and 12 are not eligible destinations for KA107 HE Mobility for students and staff between Programme and Partner Countries.

8.2. Partner Countries
You need to identify and name the HEI's from the Partner Countries you intend to work with.

You would need to put this in the "Quality Questions" section of the online application form per partner country. 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 have on the partners.

8.3 Eligible Participants
Student mobility for study: Students registered at an eligible HEI and undertaking a recognised degree or another recognised tertiary level qualification. If an undergraduate, students must be enrolled in at least the second year of their course.

Student Traineeships: Students registered at an eligible HEI and undertaking a recognised degree or another recognised tertiary level qualification.

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. For the 2018 call invited staff from non-academic organisations can go to teach at a partner HEI abroad.

Staff mobility for training: part time or full time staff employed in a Programme or Partner country HEI. This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organisation located in a Programme Country.

For consortium applications only the HEI's staff is 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 2018 Programme Guide

9. Application restrictions for Higher Education International Credit Mobility

The different budget envelopes have different rules. **Please note the budget rules have changed since the 2017 call. The budget rules for the 2018 call are as follows:**

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 these Partner Countries.**

For the **West Africa** budget, programme country HEI's can receive incoming study/traineeship mobilities and staff teaching/ training mobilities without restrictions, and can be used for outgoing mobilities for staff training _and_ teaching. This funding is additional to the funding that is already available for Sub-Saharan Africa under the EDF budget. **HEI's will not be able to combine the funding within the same project,** therefore **HEI's will need to opt for either the EDF Budget or the West African budget** when applying for funding in Nigeria for instance.

There are no restrictions on incoming/outgoing mobility in the IPA, PI or ENI Region East, ENI Region South, ENI Russia.

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, Panamá, Perú, Uruguay, & Venezuela

Unlike intra-European Credit Mobility, there are no quotas for student's vs staff mobility with Partner Countries. In other words, provided the rules of each budget category are taken into account, 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.

For more information about applying for International Credit Mobility, please see the Apply for Funding page of the Erasmus+ website.

10. Step-by-Step Guide to Completing the online application form

For the 2018 call for applications for Key Action 107, beneficiaries must complete and submit a web form through the European Commission's application portal. The online application can be found here under the "open calls" tab.

The Application form for Key Action 107 is shown under "Higher Education student and staff mobility between Programme and Partner Countries". You must click "apply" to access the form. Once started, the application will be available under the "My applications" tab.

> **Important Note:** If you are a new user, you must create an EU Login account before accessing the Web application forms. Please use the following link here.

Please note: All applications made to the UK National Agency must be submitted in English

Guidelines explaining the web application process can be found here. You can find guidelines on completing web forms for the 2018 call for applications here.

A. Context

This section consists of fields containing information specific to the application being made. In the top right hand side, the following information should be shown:

Call 2018 Round 1 KA1 - Learning Mobility of Individuals
KA107 - Higher education student and staff mobility between Programme and Partner countries
FormId KA107-A754C9CB Deadline (Brussels Time) 01 Feb 2018 12:00:00

Please note the form ID will be unique to your organisation's application form.

The following fields will then be shown and must be completed.

Project start date: All projects starts on 1 June 2018 (automatically populated)

Project Total Duration [months]: select **16** or **26** months**.** 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: This will be automatically populated For **16** month projects, the project end date should be **30 September 2019** and for **26** month projects the end date should be **31 July 2020.**
National Agency of the applicant organisation: UK 01 (United Kingdom) should be selected from drop down list**.**
Language used to fill in form: English (for all applications to the UK National Agency)

B. Applicant Organisation

Before completing this section of the form, you must register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number. Please refer to page 7 of this guide for further information.

Are you applying on behalf of a consortium? Select 'Yes' or 'No' from dropdown menu**.** If you select 'Yes' and your organisation holds valid Higher Education Mobility Consortium Accreditation, you will be able to select the accreditation reference for your organisation under the dropdown list for **Accreditation Reference**. Please note, you must input your organisation's PIC under **Applicant Organisation** in order for the information to show

> **Important Note:** Once awarded, the Consortium Certificate provides accreditation for three consecutive calls. Therefore, if you applied under the 2014 or 2015 call, you will need to apply for this accreditation again.

 As a minimum, you will need to create a draft of the KA108 Consortium Accreditation before selecting the accreditation reference from

If no valid Higher Education Mobility Consortium Accreditation (KA108) is in place for the PIC, you will be shown the following message:

> ⚠ There is no valid Higher Education Mobility Consortium Accreditation (KA108) or draft accreditation applications (KA108) for Call 2018. Please create a draft accreditation (KA108) for Call 2018 to be able to select it as Accreditation Reference below

Therefore, you will either need to create a draft KA108 application or submit an application for a KA108 application. The application form is available here under 'Accreditation of Higher Education mobility Consortia'.

If you select 'No', a section regarding **the Erasmus Policy Statement** will appear, along with the following question: **Please provide the link to the webpage where your Erasmus Policy Statement is published**, which you must complete with the relevant link.

You must enter your organisation's PIC number into the application form under **Applicant Organisation.** Once entered, the fields in this section will automatically populate your organisation's

information. If a ⚠ symbol appears after inputting your pic this means that some mandatory

information has not been provided. You can resolve this by clicking the on the right hand side of the screen, as below:

	PIC	Legal name	Country	
⚠	949701296	Demo Organisation Ltd.	Belgium	☰

After clicking the symbol, you will be shown the option to 'Reset PIC Data' or 'Organisation Details'. If you clicking on 'Organisation Details', you will be taken to a new screen where the missing sections will be shown as below:

Applicant Organisation / Applicant Organisation Details | ✅ Details | ✅ Profile | ⚠ Accreditation | ⚠ Associated Persons

Click each section with a ⚠ symbol next to it and you will be taken to the relevant section to provide the mandatory information that is missing.

If the required information for the Legal Representative and Contact person is missing, click ☰ and you can complete any missing fields. Your organisation can list only **one Legal Representative**, and up to **three** people as a '**Contact Person**'.

Once the sections are completed a ✅ symbol will appear next to the sections on the left hand side of the screen. You **must** ensure any sections with a ⚠ are completed before continuing. Once done, you can click on the 'Partner Countries' to proceed with the application.

> **Important Note:** The pre-populated information entered into this section of the form will be based on the information provided during the PIC registration process. If there are any changes to the information originally provided, you should log onto the Participant Portal and update the information accordingly.

Associated persons

You will need to enter the associated persons into the application form. For Legal representative you will need to insert the details of the person who is authorised to enter into a legally binding commitment on behalf of your organisation. If your application is approved this person will be the signatory for the grant agreement.

If the address of the legal signatory is the same as the organisation address you can click "Same Address as Organisation", if the address is different you will need to input this onto the application form.

We strongly recommend that the Legal Representative and appropriate officers within your organisation review the Declaration of Honour together with the 2018 Programme Guide, Part c, Step 2: Check the Compliance with the Programme Criteria on Page 245. Please ensure you give special attention to the Exclusion Criteria.

Please input the details of the member of staff responsible for co-ordinating the project at the applicant organisation. If the address of the legal signatory is the same as the organisation address you can click "Same Address as Organisation", if the address is different you will need to input this onto the application form.

You are able to input up to three contacts for the project. You can add contacts by clicking 'Add associated person'

C. Partner Countries

For this section of the application form you will need to click onto the 'Partner Countries' section and you will able to add the partner countries you wish to work within your project.

You will need to click the button to add each of the partner countries within your project.

The following will then appear:

No ⇕	⇕	Country ⇕	Number or Organisations ⇕	
1	⚠	....	1	☰
2	⚠	....	1	☰

To add the details, click on the ☰ icon and select 'Details' (if you have added a Partner Country by accident you can select delete button).

When you select 'Details' you will then see the following screen:

Partner Countries / Partner Country Details | ⚠ Institutions | ☑ Non-academic partner | ⚠ Quality Questions | Main Activities

Partner Country Details

Partner Country

Institutions

Provide a list of the higher education institutions from the Partner country indicating their corresponding PIC if one exists.

No		PIC	Legal Name	Email of Contact Person
1	⚠			

ADD

You will need to input the partner country from the dropdown list.

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 'Legal name' and the 'Email of the contact person' at the Partner Country Institution.

If you are applying for Student traineeships under the selected partner country and the information is available, please provide a list of the receiving organisations.

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D. Quality Questions

The following questions will appear, and will be repeated when each partner country is added to the application form.

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 "Activities' Details".

Thematic focus of Partnership

You may select a maximum of 3 subject areas that are relevant to your project with this Partner Country.

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). If applicable, provide as well the available information on your previous experience and planned cooperation arrangements with receiving organisations for traineeships in your country and this partner country.

Quality of Project design and implementation

Present the different phases of the mobility project and summarise what 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 bear in mind that their might be limitations within certain budget envelopes. Please consult the Programme Guide and your National Agency's website to know which limitations apply.

> **Important note:** The European Commission has created a 'Do's and don'ts' document to provide guidance to applicants when answering these Quality Questions. This document can be found here

E. Impact and dissemination

Explain the desired impact of the mobility project on 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.

Dissemination activity may be in the form of local meetings, workshops or discussions with members of a wider community and you may use hand-outs, reports, evaluations or video to assist this.

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?

The Erasmus+ Project Results Platform is the European Commission's dissemination tool. It contains general information about funded Erasmus+ and information on Lifelong Learning and Youth in Action projects from across Europe. In due course the project outcomes of some of these projects will be uploaded to the platform as well. This is not a contractual requirement for KA1 projects but is encouraged for dissemination purposes.

F.   Main Activities

For this section you will need to complete the details of all anticipated mobilities to and from partner countries as accurately as you can, from 1 June 2018 to the selected end date of your project.

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.

To add activities you will need to click on the **ADD ACTIVITY** button.

The following will then appear:

Id ⇕	⇕	Activity Type ⇕	Total No of Flows ⇕	Total No of Participants ⇕	Total Budget ⇕	
A1	⚠	......	1	0	0.00 EUR	☰

To add activities, click on the ☰ icon and select 'Activity Details' (if you have added an activity in error, you can select the 'Delete Activity' button).

Please complete the **Activity Type** by selecting one of the following options from the drop down menu:

- Student Mobility for Traineeships to/from Partner Countries
- Student mobility for studies to/from Partner Countries.
- Staff mobility for Teaching to/from Partner Countries;
- Staff mobility for Training to/from Partner Countries;

Flows

To create a new flow you need to click the **ADD FLOW** button.

The following will then appear:

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Flow No ⇅	⇅	Incoming / Outgoing	Total Duration Excluding Travel (days) ⇅	Total Duration Including Travel (days) ⇅	Total No. of Participants ⇅	
1	⚠	……				☰

To add flows, click on the ☰ icon and select 'Flow Details' (if you have added an activity in error, you can select the 'Delete Activity' button).

For Student/Staff mobilities you will need to select if the activity is **Incoming/Outgoing** for each of the flows. The **Country of Origin** will be automatically populated and the **Country of Destination:** this will be automatically populated**.**

For the **Distance Band** field you will need to use the European Commission's distance calculator to calculate the distance between the sending and receiving organisations. The distance calculated is one way and the travel grant awarded is for a return journey. Please use the venue city if known. If not, please use the capital of the Destination Country. For the **No. of Total Participants** field you will be required to enter the total number of participants for that flow.

For **Student Study / Traineeship mobility** you will be required to fill out the following fields:

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). (The maximum number of extra days you can enter is 29)

Total Duration (days): This will be automatically populated. If you see an error message saying "The requested total duration for the total number of participants does not correspond to the minimum duration per mobility as defined by the Programme Guide, i.e. 2 months per traineeship mobility." You will need to recalculate the duration.

Average duration per participant (all fields will be auto populated)

> **Important note**: The European Commission considers one month as 30 days. Any days that do not total a full month (up to 29) must be inserted in the total duration (total days) field.

For **Staff Teaching/ Training Mobility** you will be required to fill out the following fields:

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 <u>excluding travel days</u>**.** For instance: five staff members on mobility for five days, the Total Duration (excluding travel days) would be 25.

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 will automatically populate depending on what you have inserted for Total Duration and Travel Days.

Average Duration per Participant: Auto populated.

Once you have entered the activities for the partner country you will see the total Activity budget has been auto calculated.

<div style="background-color:red;color:white;">

G. Budget Summary
</div>

For further information please consult pages 44-45 of the Programme Guide for the overview of funding rules. Please note that all amounts are expressed in Euro.

Once you have entered the information for all the partner countries you will see a total grant amount and you will also see the budget per partner country.

<div style="background-color:red;color:white;">

H. Travel
</div>

This section will automatically populate from data recorded in the "Partner Countries" section.

Please note: Travel Grant per Participant and Total Travel Grant Requested fields will automatically populate based on set rates (as shown below) for both Students and Staff. These cannot be manually populated.

Travel distances[32]	Amount
Between 10 and 99 KM:	20 EUR per participant
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1500 EUR per participant

They are also listed on pages 46 of the 2018 Programme guide.

I. Individual Support

This section will automatically populate from data recorded in the section 'Partner Countries'. 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. Top-ups for traineeships or disadvantaged backgrounds would not apply in this case. The rates for Individual Support for students are listed below and can be found on pages 46-48 of the 2018 Programme Guide:

Students to/from Partner Countries (for Study and Traineeships):

From	To	Amount
Eligible Partner Countries	Group 1 Programme Countries	900 EUR per month
	Group 2 Programme Countries	850 EUR per month
	Group 3 Programme Countries	800 EUR per month
Programme Countries	Partner Countries	700 EUR per month

Staff to/from Partner Countries (for Teaching/Training):

Receiving country	Staff from Programme Countries Min-Max (per day) A1.1	Staff from Partner Countries Amount (per day) A1.2
Norway, Denmark, Luxembourg, United Kingdom, Iceland, Sweden, Ireland, Finland, Liechtenstein	80-180	180
Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Cyprus, Greece, Malta, Portugal	70-160	160
Slovenia, Estonia, Latvia, Croatia, Slovakia, Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, the Former Yugoslav Republic of Macedonia	60-140	140
Partner Countries	180	Not eligible

The original table can be found on page 48 of the 2018 Programme Guide. Please note we have simplified the table to the purpose of applicants of mobility between Programme and Partner Countries.

J. 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 42-43 of the 2018 Programme Guide.

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

This section will automatically populate from the number of participants in 'Partner Countries'. Please note the Total Grant Requested field will also automatically populate and cannot be manually amended. Rates are listed below and can also be found on page 42 of the 2018 Programme Guide.

Eligible Costs		Financing Mechanism	Amount	Rule of Allocation
Organisational Support	Cost directly linked to the implementation of mobility activities (excluding subsistence and travel for participants)	Contribution to Unit Costs	In the case of mobility between programme and partner countries: 350 Euros per participant	Based on the number of mobility participants

K. Annexes

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

▪ The Declaration of Honour signed by the Legal Representative as named in your application under 'Applicant Organisation'. To download the Declaration of Honour, click DOWNLOAD DECLARATION OF HONOUR . This will save a copy to your computer, which you can then print so it can be signed by your organisation's Legal Representative. When you are ready to upload the Declaration of Honour, click ADD DECLARATION OF HONOUR and you can select the document from your computer.

To attach any other documents you feel to be relevant, click the ADD FILE button on the right hand side of the box displayed. This will then open an additional window which will allow you to browse files on your computer and upload them.

Please note that only .pdf, .doc, .docx, .xls, .xlsx, .jpg, .txt, .odt, .ods, .cdoc, .ddoc, .bdoc files can be submitted electronically with an application; no other files will be accepted. A file which has been added in error can be removed by clicking the ⊛ button to the right of the document name

The legal representative of the applicant organisation, for HEIs, would normally be the Vice Chancellor / Pro Vice Chancellor. Please stamp the Declaration of Honour with your institution stamp before uploading it.

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.

L. Checklist

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

Checklist

Before submitting your application form to the National Agency, please make sure that:

☐ It fulfils the eligibility criteria listed in the Programme Guide.

☐ All relevant fields in the application form have been completed.

☐ You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: UK01 (UNITED KINGDOM)

☐ Partner higher education institutions are recognised by the competent authorities in their countries.

You will also need to check the box showing under Data Protection Notice at the bottom of the screen which shows:

☑ I agree with the Data Protection Notice

M.   Submission

Important note:	You should submit your application **only** when you are happy with the finalised version. You need to ensure that your computer is connected to the internet in order to submit your application.

Once all sections of the form are complete, the top left hand side of the application will show as follows (the yellow highlighting will vary depending on which section you are viewing):
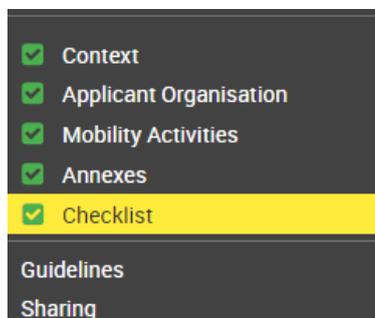

You can then select to submit the application form clicking **SUBMIT** at the bottom of the page. You **will not** be able to click the 'Submit' button until all sections of the web form are complete.

Upon clicking 'Submit' the following screenshot will appear:
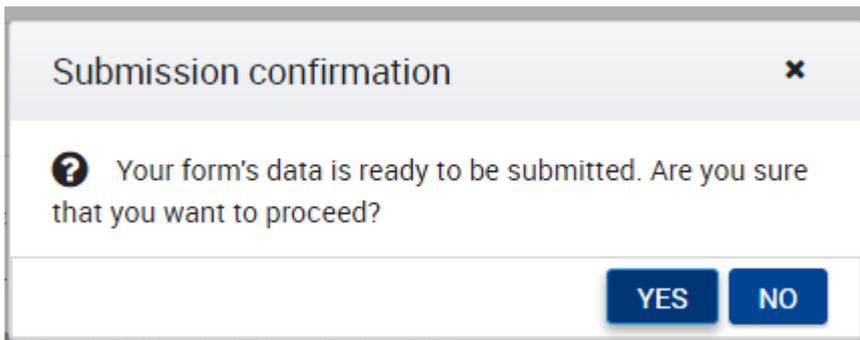
If you click 'Yes', the screen will show that the application is being submitted and the following will appear. Please make a note of your Submission ID as this will be the number used to locate your application in the event of any questions:
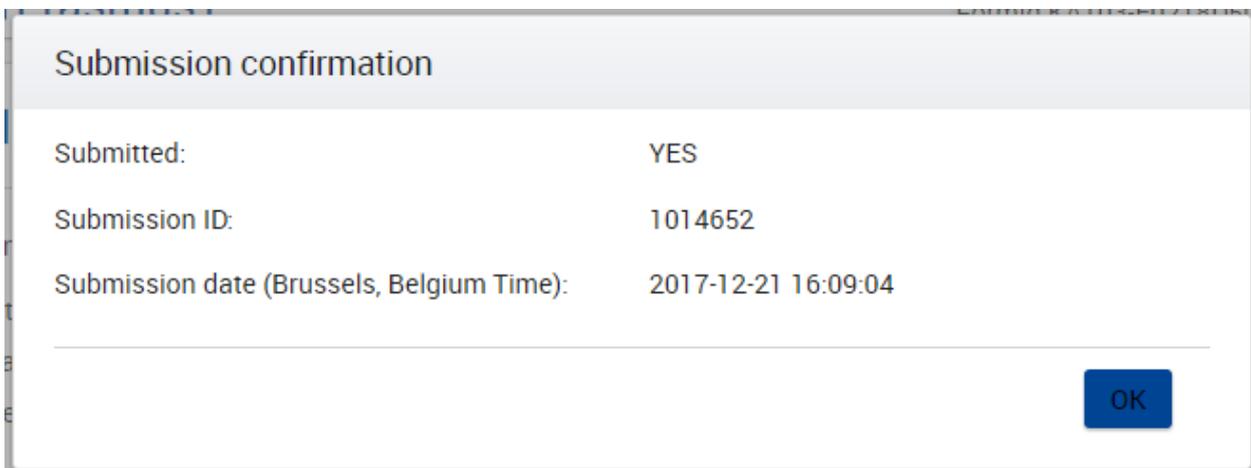

The deadline for applications is **1 February 2018 at 11am UK time.** If you submit your application after this deadline, and the alternative submission procedure outlined below is not completed in time, **your application will be ineligible.**

More information on submitting an application can be found here. Under section 3 of this document entitled 'Late submission of the application', you can find details of the submission procedure in place if you are unable to meet the deadline **due to a technical error.**

N. After submitting your application

After submitting the form you will be able to access the submitted version of the form under the 'My Applications' tab.
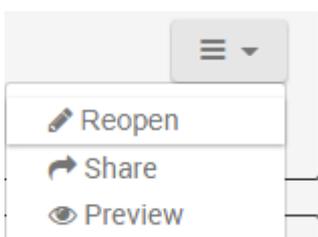
All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest-scoring applications are selected, based on the budget available.

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

If you have any queries, please contact the Erasmus+ HE Helpdesk:

Tel: 02920 924311

Email: Erasmus@britishcouncil.org

O. Sharing your application

You have the possibility to share the application as read only to your colleagues or partners by entering the email of the person whom you give access to. Please note that any person accessing the form will need an EU login account for the email you enter.

1. Click **Sharing** in the left side menu

2. Click **SHARE APPLICATION**

3. Enter the **User Email** and a Comment (not mandatory)

4. Click **SHARE**

Please note that in the first version of the form no emails will be sent on the user and you will need to inform the user yourself.