European Commission

Erasmus+
International Credit Mobility

Quick reference guide for selected higher education institutions in Partner Countries

Erasmus+

Foreword

Congratulations! Your institution is part of a project that has been selected for funding for International Credit Mobility under Key Action 1 of the Erasmus+ programme, promoting the international exchange of students and staff between higher education institutions in Erasmus+ Programme and Partner Countries.[1]

This quick reference guide will provide you with basic information on the key documents, rules and guidelines you will need to be aware of. It will guide you through the next steps your institution will be expected to take, and tell you where to go for further information.

1. Understanding the contractual documents

- **The beneficiary grant agreement**

This agreement links the Programme Country higher education institution to its National Agency for Erasmus+ and provides the financial support for your mobility project. As a partner organisation, you are not a direct party to this agreement but your mobility project is described within the grant.

- **The inter-institutional agreement**

Before the mobility activity can take place, your institution must sign an **inter-institutional agreement** with the Programme Country institution involved in the project. You and your partner may wish to discuss the content of the agreement while preparing the project application. You should sign this agreement once your project has been selected for funding, and at the latest before the start of the first exchange.

Please use the **template** on the Erasmus+ website. You and your partner are free to customise this template as you see fit detailing how you will select participants, how you will recognise study credits, how you will share the organisational support grant, etc.

By signing an inter-institutional agreement, the institutions commit themselves to respecting the principles and quality requirements of the **Erasmus Charter for Higher Education (ECHE)** relating to the organisation and management of mobility, and agree on a series of measures to ensure high quality mobility.

For more information, the answers to the **Frequently Asked Questions** on the inter-institutional agreement between Programme Countries also apply to agreements with Partner Country institutions.
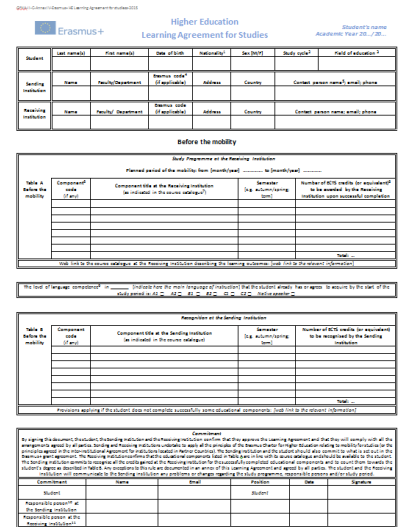
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[1] The 33 Programme Countries are: the 28 EU Member States, Iceland, Liechtenstein, Norway, the former Yugoslav Republic of Macedonia and Turkey. Partner Countries are all the other countries in the world. For a complete list of Partner Countries, see the Erasmus+ Programme Guide.

▪ **The learning and mobility agreements**

Before the mobility can start, the sending and receiving institutions, together with the participant (student or staff), must agree on the activities that the participant will undertake during the period abroad.

The **learning agreement** sets out the study programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions. For more detailed information, please refer to these '**Guidelines on how to use the learning agreement for studies**'.

Similarly, the mobility agreement for members of staff sets out the **teaching** or **training** programme to be followed, and lists the rights and obligations of each party.

▪ **The participant grant agreement**

The grant agreement sets out the financial support and payment arrangements to the participant (student or staff). Unlike other documents, this agreement is signed between the participant and the Programme Country institution.

The agreement must be signed by both parties before the start of the mobility. The Erasmus+ grant can only be paid to the participant once this agreement has been signed. The National Agency for Erasmus+ and the Programme Country institution will provide the Grant Agreement.

2. Managing the mobility project

▪ **Grant management**

The Programme Country institution will be responsible for signing the grant agreement with the participant and unless you specify otherwise in the inter-institutional agreement, they will administer all grant payments for mobility to Europe ("incoming") and from Europe ("outgoing").

The grant foresees organisational support (OS) of €350 per mobile participant (up to the first 100 participants; €200 for each additional participants), for both incoming and outgoing students or staff, to cover costs directly linked to the implementation of mobility activities. The grant should be shared amongst the participating institutions concerned on a mutually acceptable basis decided upon by the partners. You and your partner should agree on how the OS grant will be divided in the inter-institutional agreement.

All funding rules and grant amounts are set out on pages 44 to 50 of the **Erasmus+ Programme Guide**.

- ### Making changes to the project

If the mobilities that you had planned cannot be implemented as foreseen, please contact the Programme Country institution as soon as possible. In some cases, a change to the original project may be possible within the contract (e.g. changes between study cycles, or duration of the mobility period, etc.). Your partner will inform its National Agency for Erasmus+ to find out whether or not it is allowed and how to proceed. Any change requested by the Programme Country institution that may affect your institution or the participants involved, should first be discussed and agreed upon by both partners.

- ### Selecting and sending participants

The sending institution is responsible for selecting participants and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognising the mobility period. The receiving institution offers participants a study programme, or a programme of staff training or teaching activities at their institution. The **inter-institutional agreement** details the obligations of each institution.

The selection criteria for participants are defined by their sending higher education institution, in agreement with the receiving institution. The first criterion should be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

Information on the mobility opportunities available and the selection procedure should be made public. The selection of participants, as well as the procedure for awarding them a grant, must be fair, transparent and documented and should be made available to all parties involved in the selection process.

Erasmus+ encourages the participation of students and staff with special needs. If one of your selected participants has a physical, mental or health-related situation that would prevent them from participating in a mobility activity unless extra financial support was made available, you can ask your partner to request "special needs" support from their National Agency in order to cover the extra costs involved. You will find further information on page 45 of the **Erasmus+ Programme Guide**.

- ### Recognition

It is mandatory that mobility periods are recognised by both higher education institutions as stipulated in the inter-institutional agreement and in the Learning Agreement.

The receiving institution must provide a Transcript of Records to the student and sending institution. The sending institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records.

For more detailed information, please refer to the '**Guidelines on how to use the Learning Agreement for Studies**'.

The participant will report on the quality of the recognition process by the sending institution via an online EU survey with specific sections on recognition, the results of which will be carefully monitored.

3. Reporting

Once participants have been selected, your partner will have to report on all the mobility activities undertaken and on the participants involved. This information will need to be updated on a monthly basis.

To this end, your institution will be expected to provide all necessary information on the participants coming from your institution. This will include participant profile, destination, duration of the mobility, etc.

▪ **Participant Identification Code (PIC)**

For reporting purposes, every organisation involved in the project will need a 9-digit Participant Identification Code (PIC) unique to their higher education institution. Your institution's PIC will then have to be communicated to your partner before they can start reporting on the mobility. The PIC should be registered to your institution's legal entity, which is typically at the level of the central university and not one of its faculties.

If your institution has taken part in a European programme, such as a former Framework Programme (FP7, FP6), Horizon2020, or the Capacity Building action in Erasmus+, it will already have a PIC. A simple search in the **Participant Portal for Research & Innovation** will allow you to find your institution's unique PIC.

If your institution does not already have a PIC, then you will have to register your organisation in the Participant Portal to obtain one. Please note that 'Declared' or 'Dormant' PICs are accepted for International Credit Mobility projects. Please check carefully whether your institution already has a PIC before requesting a new one.

▪ **EU Survey**

At the end of the period abroad, all mobile students and staff will be required to submit a final report. Students will receive the survey by email one month before the end of their mobility period, and submission of the report will trigger the payment of the final grant instalment to the participant. Staff will be expected to complete the survey at the end of their mobility period.

As mentioned above, a further complementary survey specifically on recognition will be sent to the student after the mobility period to assess the quality of the recognition provided.

4. Useful resources

Erasmus+ Homepage: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

FAQs for Higher Education Institutions:
http://ec.europa.eu/education/opportunities/international-cooperation/documents/mobility-faqs_en.pdf

FAQs for Students & Staff: http://ec.europa.eu/education/opportunities/higher-education/doc/students-questions-answers_en.pdf

FAQs on the Inter-institutional Agreement:
http://ec.europa.eu/education/opportunities/higher-education/doc/iia-faq_en.pdf

Quality Framework: http://ec.europa.eu/education/opportunities/higher-education/quality-framework_en.htm

Erasmus+ documents and templates: http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents-applicants_en.htm

Erasmus+ Programme Guide: http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

Erasmus Charter for Higher Education:
http://ec.europa.eu/education/opportunities/higher-education/doc/he-charter_en.pdf

ECTS User's Guide: http://ec.europa.eu/education/library/publications/2015/ects-users-guide_en.pdf

Brochure on Erasmus+ international opportunities: http://bookshop.europa.eu/en/the-erasmus-programme-pbEC0414970/

5. Contact

National Erasmus+ Offices are responsible for the local management of the international dimension of the higher education aspects of the Erasmus+ Programme in 27 Partner Countries outside the EU. You can find the contact for your country at the following link: https://eacea.ec.europa.eu/erasmus-plus/contacts/national-erasmus-plus-offices_en

International Credit Mobility Timeline for Contractual Documents