



Erasmus+ **International Credit Mobility**

Frequently Asked Questions for Higher Education Institutions

November 2015

This document covers the main questions and answers from higher education institutions (HEIs) in 'Programme' and 'Partner Countries' interested in participating in 'international credit mobility' under Key Action 1 of the Erasmus+ programme, promoting the international exchange of students and staff between institutions in Erasmus+ Programme and Partner Countries. The questions and answers are arranged thematically.

Before submitting a question through the [contact form](#), make sure that:

- it is not answered in the FAQ (some questions might fall under several categories);
- it is not answered in the [Programme Guide](#);
- you have contacted your [National Agency](#) (in "Programme Countries") or [National Erasmus+ Office](#) (in some "Partner Countries"), and they could not provide you with an answer.

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General

1. What is international credit mobility?

For over 25 years, Europe has funded the Erasmus programme, which has enabled over 3 million European students to spend part of their studies in another higher education institution (HEI) elsewhere in Europe. Erasmus+ now opens up these opportunities to students and staff from other parts of the world.

Under international credit mobility, a HEI in a Partner Country can send its students, doctoral candidates or staff to a partner HEI in a Programme Country, and vice versa. Students or doctoral candidates are able to study abroad for a limited period of 3 to 12 months for which credits are obtained. After the mobility phase, the students return to their sending institution to complete their studies. Similarly, staff can spend a teaching and/or training period abroad for up to 2 months.

2. What are "Programme" and "Partner Countries"?

The Erasmus+ programme refers to 'Programme Countries' and 'Partner Countries'.

Programme Countries are those countries participating fully in the Erasmus+ programme. To do so, they have set up a National Agency and contribute financially to the programme. The 33 Programme Countries are:

- The 28 EU Member States, and;
- Iceland, Liechtenstein, Norway, the Former Yugoslav Republic of Macedonia and Turkey.

Partner Countries are all the other countries in the world, grouped together in different regions. Not all Partner Countries are eligible for international credit mobility (see question 3).

3. Is international credit mobility available with any country in the world?

Not all Partner Countries are eligible for international credit mobility. Switzerland, Andorra, Monaco, San Marino, the Vatican City State, as well as Iran, Iraq, Yemen and the countries of the Gulf Cooperation Council (Bahrain, Kuwait, Oman, Qatar, Saudi Arabia and United Arab Emirates) are not eligible for international credit mobility.

For a list of eligible Partner Countries, please refer to pp.23-24 of the [Erasmus+ Programme Guide](#).

4. Is the Partner Country's geographical location of any significance?

The budget available for mobility between Programme and Partner Countries is divided between different regions. The different regions of the world are

prioritised, meaning that some regions benefit from larger budget envelopes, funding more mobilities.

The regions with the biggest budgets include the EU's neighbouring countries (East and South), Asia and Central Asia, and the Western Balkans. The regions with smaller budgets include Latin America, African, Caribbean and Pacific countries, the industrialised Americas and industrialised Asia, and South Africa.

Further information on the amounts available under each budgetary envelope will be published on the [National Agency](#)'s website.

5. What are the EU priorities and targets for this action?

For each region, the EU has set a number of targets which will need to be reached **at European level** over the whole duration of the Erasmus+ programme (2014-2020):

With Neighbouring countries (East and South), mobility should be mainly inbound to Europe: no more than 10% of the mobility should be outbound to these countries. This does not apply to Russia;

With Developing Asia and Latin America, at least 25% of the mobility should be organised with the least developed countries of the region. These countries are:

- For Asia: Afghanistan, Bangladesh, Cambodia, Laos, Nepal, Bhutan and Myanmar;
- For Latin America: Bolivia, El Salvador, Guatemala, Honduras and Paraguay;

No more than 30% of the budget available for Asia should be spent on mobility with China and India, and no more than 35 % available for Latin America should be spent on Brazil and Mexico.

The targets do not have to be attained by individual HEIs, but National Agencies will take these targets into account when allocating the available budget. In addition, HEIs are encouraged to work with partners in the poorest and least developed Partner Countries.

6. Are there any rules or limitations linked to a Partner Country's geographical location?

In addition to the targets mentioned in question 5, a few more rules apply:

- Outgoing mobility of European students to Asia, Latin America, South Africa and other African, Caribbean and Pacific countries cannot be funded by the EU's external cooperation budget. Outgoing mobility from Europe can therefore only be at doctoral level and for staff. There will however be a few exceptions for students and staff from certain Programme Countries. Please check your [National Agency](#)'s website.

Higher education institutions are free to apply for 100% staff mobility or 100% student mobility or anything in between.

- Where the budget envelope for a particular Partner Country or region is limited, a National Agency may choose to add one or more secondary

criteria. Programme Country HEIs are therefore encouraged to check their [National Agency](#)'s website to find out if any additional limitations apply.

In general, the funds will have to be used in a geographically balanced way. For this reason, higher education institutions are strongly encouraged to work with partners in the poorest and least developed Partner Countries in addition to the large emerging economies.

7. Can an institution established in a Partner Country exchange students or staff with an institution from another Partner Country?

No, international credit mobility is only possible between a HEI or a consortium established in a Programme Country and a HEI established in a Partner Country.

Application process

8. Who can submit an application?

International credit mobility is open to participants from HEIs established in Programme and Partner Countries. The application form, however, can only be filled in and submitted by a HEI from a Programme Country on behalf of the partners.

The applicant Programme Country HEI will need to hold an [Erasmus Charter for Higher Education \(ECHE\)](#). See p.35 of the [Erasmus+ Programme Guide](#) for more information on eligibility criteria.

9. Where can I find the application form?

The application form will be available on the [National Agency](#)'s website from October 2016. The applicant HEI must submit the application to the National Agency.

Please note that there are two different applications forms for intra-EU mobility and international credit mobility. Please make sure you fill out the right one.

10. Are there technical guidelines to help HEIs fill out the application form?

HEIs will find the technical guidelines to help them complete the electronic application forms at the following link:

http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents/eform-technical-guide_en.pdf

11. How many application forms can a HEI from a Programme Country submit?

A HEI from a Programme Country can only submit **one application form** for international credit mobility as an individual institution, covering all the Partner Country HEIs it intends to work with. However, the Programme Country HEIs can

also apply for international credit mobility as part of a **consortium**, in which case it is responsible for preventing double funding of the same mobility should the two channels be used simultaneously (see question [99](#)).

12. Is it possible to sign multilateral agreements (e.g. between two Programme Countries and one Partner Country)?

No, agreements for international credit mobility can only be signed between institutions in two countries, one Programme Country and one Partner Country.

13. Can HEIs apply every year?

HEIs can apply every year, regardless of whether they have already secured funding for a given project, and each year the application will be evaluated strictly on its merits.

14. How many selection rounds will there be within a single call for proposals?

In principle, there will only be one round of applications per year for international credit mobility.

If, however, funds are left over from the first round of applications, another round of applications may be organised under the same call for proposals. Applications will be limited to those regions for which funds are still available after the first round of applications. Potential applicants will have to consult their [National Agency](#)'s website to find out whether or not their country will participate in this second round, and with which regions of the world they can apply for mobility projects.

15. Can HEIs apply for more than one selection round under the same call?

If a second round is organised, HEIs can apply again in the same year, including those that have already secured funding for a given project, and those that did not apply or were unsuccessful in securing funding for the first round of applications. If their project is selected, it is their responsibility to prevent double funding of the same mobility.

16. Does the HEI from the Programme Country have to identify the Partner HEIs it is going to work with in the application form?

Yes, in the 'Quality Questions' of the application form, the applicant will be asked to enter the name(s) of the partner higher education institutions it intends to work with for each Partner Country.

The applicant will have to explain why the planned mobility project is relevant to the internationalisation strategy of both higher education institutions (from the Programme and Partner Country), detail previous cooperation with that and other

higher education institutions in the Partner Country, and describe the impact of the project on the partner institution.

The application form will be attached to the grant agreement between the higher education institution from the Programme Country and the National Agency, and will therefore become legally binding.

17. Does the inter-institutional agreement have to be signed at the time of submission of the application form?

The [inter-institutional agreement](#) does not need to be signed at application stage. However, the agreement must be signed at the latest before the start of the mobility period. The partner institutions are nevertheless encouraged to discuss the content of the agreement while preparing the project application.

18. Do HEIs from Partner Countries also need a PIC? If so, at what stage?

For reporting purposes, the Partner Country HEI will need a 9-digit Participant Identification Code (PIC) unique to their institution. The Partner Country HEI will need a PIC **as soon as they have been selected**, and in any case **before the start of the mobility**. This PIC will then have to be communicated to the Programme Country HEI before they can start reporting on the mobility. Please note that no PIC will be required at application stage for the Partner Country institution.

If the Partner Country 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 them to find their institution's unique PIC.

If the Partner Country institution does not already have a PIC, then they will have to register their organisation in the Unique Registration Facility (URF) of the Participant Portal to obtain one. The higher education institution should check carefully whether their institution already has a PIC before requesting a new one.

19. I already have a PIC for another EU programme. Do I need to apply again for Erasmus+?

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 unique PIC. This PIC is valid for all actions and EU programmes. Please check carefully whether your institution already has a PIC before requesting a new one.

20. What mobility activities can a HEI apply for?

There are three possible types of activities (see 'Activities' Details' of the application form):

- Student mobility for **studies** to/from Partner Countries;

- Staff mobility for **teaching** to/from Partner Countries;
- Staff mobility for **training** to/from Partner Countries.

Note: Student mobility for traineeships (work placements) to/from Partner Countries is not foreseen in the 2016 Call.

21. Can a HEI apply for a specific type of activity only (e.g. only staff or only student mobility)?

Yes. Programme Country higher education institutions are free to apply for 100% staff mobility or 100% student mobility or anything in between. However, these choices have to be duly justified in the "Quality Questions" of the application form.

22. Is the total number of participants indicated in the application form calculated on an annual basis or for the total duration of the mobility project?

The number of participants is for the total duration of the mobility project (e.g. 16 or 24 months). A project lasting 24 months does not prevent a higher education institution from applying for a new project every year.

23. What language should the application form be submitted in?

The application form must be submitted in one of the official languages of the European Union. Please check your [National Agency](#)'s website to see if they have asked for the form to be filled out in a particular language.

Mobility projects and mobility flows

24. What is a mobility project?

A mobility project consists of **all the sets of mobility flows** for which a higher education institution from a Programme Country (or several higher education institutions in case of a consortium) requests funding in the application form. The applicant applies for all the sets of mobility flows with different Partner Countries under the same application (see question [28](#)).

The mobility project must comprise one or more of the following activities:

- Student mobility for **studies** to/from Partner Countries;
- Staff mobility for **teaching** to/from Partner Countries;
- Staff mobility for **training** to/from Partner Countries.

A mobility project can last 16 or 24 months.

Note: Student mobility for traineeships (work placements) is not foreseen in the 2016 Call.

25. What is the start date of the mobility project? What is the duration?

The start date for all mobility projects under the first call is **1st June**. The duration is **16 or 24 months**.

The start date for all mobility projects under the second call is **1st February**. The duration for projects selected under the second call is always **16 months**.

Note: The duration of the project is different from the duration of the activity(ies) within a project. The start and end dates of the activities can vary; the only principle is that the start and end dates of all activities foreseen by the project must fall within the start and end dates of the project.

26. Can the duration of a mobility project be anything between 16 to 24 months?

No, the duration of the mobility project is not flexible. Page 36 of the [Programme Guide](#) specifies that the duration of the project can only be either "16 or 24 months."

27. Can the duration of a mobility project be changed from 16 to 24 months and vice versa?

Yes, the duration of the mobility project can be extended to 24 months or reduced to 16 months. However, any such change is subject to an **amendment request** from the beneficiary and must be authorised by the National Agency. Please see question [72](#) for more information.

28. What is a mobility flow?

There are twelve possible mobility flows with Partner Countries:

Incoming	Outgoing
Short cycle	Short cycle
1 st cycle	1 st cycle
2 nd cycle	2 nd cycle
3 rd cycle	3 rd cycle
Staff teaching	Staff teaching
Staff training	Staff training

29. Are there any limitations regarding mobility flows with certain countries/regions?

To find out which countries are eligible, please refer to question [3](#).

In addition, outgoing student mobility to **Latin America, Asia, Central Asia and South Africa** is limited to PhD candidates (i.e. 3rd cycle studies). There are no restrictions regarding incoming mobility from those countries/regions, or outgoing

mobility for staff. Higher education institutions from Programme Countries who apply for excluded mobility flows will see the ineligible flows rejected (but not the whole application).

Note: In some Programme Countries, outgoing mobility of short, 1st and 2nd cycle students to the above-mentioned regions/countries will be possible. Please consult your [National Agency](#)'s website.

30. Which students are eligible for mobility?

In order to be eligible, a student must carry out their mobility activity in a Programme Country or Partner Country different from the country of the sending organisation and the country where the student has his/her accommodation during his/her studies. It is not required for the student to have the nationality of the country of the sending institution.

31. Do students or staff need to be working or studying in a specific discipline to be eligible?

No, international credit mobility is open to all disciplines. Institutions specify the subject areas in which they wish to cooperate in their inter-institutional agreements.

32. Can a participant go on mobility to a branch campus of his/her home institution located in a Partner Country?

No, the Erasmus+ programme does not fund mobilities between branch campuses of the same higher education institution, regardless of where they are located (in Europe or beyond).

However, participants from branch campuses are eligible for international credit mobility as long as they respect the following two criteria: They cannot carry out mobility activities

- 1) in the country of the sending institution, or
- 2) in the country where they have their accommodation during their studies (see p.38 of the Erasmus+ [Programme Guide](#)).

These conditions apply to all Erasmus+ participants. In the case of branch campuses, the country of the sending institution is the country where the parent institution is located. The country of accommodation would (in most cases) be the country where the branch campus is located.

33. What is the maximum mobility period for students and staff?

Students can go on mobility for a maximum of 12 months per study cycle and the maximum mobility period for staff is 2 months.

34. What is the minimum mobility period for students and staff?

The minimum duration of the mobility period for students is 3 months or 1 academic term or trimester. The minimum mobility period for staff is 5 days.

35. Is the number of mobilities related to the length of the project?

No, the number of mobilities is related to the budget received based on the quality of the application. The HEI can decide how many staff/ students they will send abroad and at what time in the project.

36. When does the mobility period start? When does it end?

The **start date** of the mobility period is the first day the student should be present at the receiving institution. This could be the start date of the first course/first day at work, a welcome event organised by the receiving institution, or language and intercultural courses; this may include attending language courses organised or provided by other organisations than the receiving institution, if the sending institution considers it as a relevant part of the mobility period abroad.

The **end date** of the mobility period is the last day the student must be present at the receiving institution and not the actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

37. Can mobilities continue past the project end date if a participant did not finish his mobility period yet?

No, the rule is that mobilities cannot continue past the project end date. In other words, the entire mobility period must be included within the project start and end dates – and the same rule applies to 'zero-grant' students without Erasmus+ assistance. This means that if the project end date falls within the middle of a semester at the receiving institution, this semester cannot be used to receive students from the specific project.

38. What happens in case of an early return of a student?

According to article 3.6 of the student grant agreement, every National Agency can define the rules for recovery of the grant after early termination of the mobility. The NA can also decide in which case students have to return because of *force majeure*.

If the NA considers the student's reason to terminate the mobility to be a *force majeure*, the mobility has to be marked as *force majeure* in MT+. Depending on the recovery rules set by the NA, the student might have to return (part) of the grant.

If the NA does not consider the early return to be a case of *force majeure*, the mobility will not be encoded in MT+ and the grant will have to be returned.

39. Can a participant be sent on mobility several times during his/her studies?

Yes, Erasmus+ enables students to study or train abroad more than once as Erasmus+ students as long as the minimum duration for each activity (e.g. 3 months for studies) and a total maximum of 12 months **per study cycle** is respected. However, higher education institutions may decide to give lower priority to students who have already benefited from a mobility period in the same study cycle (under the LLP-Erasmus programme, Erasmus Mundus or Erasmus+).

Note: Students who follow long cycle or one-cycle study programmes, such as Medicine, can be mobile for up to 24 months during their studies.

40. Can students or staff be sent on mobilities to more than one country?

Yes, students can go on mobilities for up to 12 months per study cycle, this can be in more than one country. There are no restrictions for staff mobilities. More details can be found on p.37 of the [Programme Guide](#).

41. Can an Erasmus Mundus Joint Master Degree student go on exchange with an Erasmus + international credit mobility grant at the same time?

Yes, but only if the student did not receive an EMJMD scholarship. EMJMD scholarship holders cannot benefit from another EU funded scholarship scheme to follow the same EMJMD course for the entire period of the course, as outlined on p.99 of the [Programme Guide](#).

EMJMD students without an EMJMD scholarship, can only participate in mobility periods of up to 12 months per study cycle.

42. Can someone who has previously taken part in an EU funded programme benefit from an international credit mobility grant?

Previous participation in an EU programme as a **self-funded participant** should not be taken into account, as these students did not receive support from EU funds. Self-funded previous participation should not count towards the maximum of 12 months, nor should the participant's application be given lower priority.

However, previous participation undertaken in the framework of an **EU-funded** Erasmus Mundus Action 2 project or Erasmus Mundus Joint Master Degree must be taken into account when calculating the maximum eligible mobility period, and the application should be given lower priority.

43. What criteria should be followed when selecting students?

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.

Quality Assessment

44. What is the quality assessment?

The budget for international credit mobility is limited and competition is expected to be high. The Programme Country institutions will therefore be asked to answer four questions for every set of mobility flows with a given Partner Country. This is done in the "Quality Questions" of the application form. Experts will then assess each set of mobility flows according to the following criteria:

- Relevance of the strategy (max. 30 points)
- Quality of the cooperation arrangements (max. 30 points)
- Quality of the activity design and implementation (max. 20 points)
- Impact and dissemination (max. 20 points)

To be considered for funding, proposals must score at least 60 points in total, with a minimum of 15 points for "relevance of the strategy", as set out on p.40 of the [Erasmus+ Programme Guide](#).

45. How does the quality assessment work?

One or more experts will assess each mobility project, looking at four quality questions **for each set of mobility flows with a given Partner Country**. Only the best sets of mobility flows will be selected for funding.

Please see p.40 of the [Erasmus+ Programme Guide](#) for more information on award criteria. See also question 46.

46. Are there guidelines for applicants on the quality assessment?

Yes. We recommend reading the ['Do's and don'ts for applicant higher education institutions'](#). This document will provide you with some useful information on the Quality Questions of the application form. Using feedback from experienced evaluators in different Programme Countries, it provides suggestions and useful examples of what to include and avoid in your application, in order to increase the chances of your project being selected for funding.

Understanding the contractual documents

Inter-Institutional Agreement

47. What is 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. 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.

The template for the inter-institutional agreement can be found here (make sure you have the correct version):

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

The template sets out the minimum requirements to be included in the agreement. The partners are free to add to this template, detailing how they will select participants, how they will recognise study credits, if and how they will share the organisational support grant, etc.

48. When does the inter-institutional agreement need to be signed?

The inter-institutional agreement must be signed **before the start of the mobility period** and higher education institutions are strongly encouraged to discuss the content of the agreement already at the time of application. Inter-institutional agreements must be made available during monitoring visits.

49. How many inter-institutional agreements can a HEI sign?

The main principle is that each mobility flow between higher education institutions, whatever their location (in a Programme or in a Partner Country), must be covered by an inter-institutional agreement.

If the mobility flows are organised between a Programme Country higher education institution (or a consortium) and several higher education institutions located in the **same Partner Country** (i.e. an Italian university and two Moroccan universities), the parties involved are free to sign a bilateral inter-institutional agreement or a multilateral one, as long as the minimum requirements set in the agreement template are fulfilled (see question [47](#)).

50. Who at the institution can sign the inter-institutional agreement?

Only the central authority at the higher education institution can officially apply for international credit mobility and sign related documents, and not individual faculties. This is the legal representative linked to the Participant Identification Code (PIC), typically the rector of that institution.

However, the signature of official documents can be delegated to another representative (such as the dean of a faculty) on the condition that:

- The signature by duly delegated deans also commits other services of the institution, such as the admissions office, international office, student support functions, where necessary for the full implementation and respect of the inter-institutional agreement and the learning agreements.
- Cooperation with another faculty in that institution is covered by a separate inter-institutional agreement signed by the dean of that faculty.

51. Is the use of ECTS or equivalent mechanisms mandatory for HEIs from Partner Countries?

Yes, HEIs from Partner Countries are expected to use the European Credit Transfer and Accumulation System (ECTS) or equivalent mechanisms. It is essential that mobility periods are recognised by both parties, as stipulated in the inter-institutional agreement and in the learning agreement.

52. Can extra information be included that is not required in the inter-institutional agreement template?

Yes, the template of the inter-institutional agreement includes the minimum requirements that must be included in the agreements between both institutions, but the institutions may add clauses to better reflect the nature of the institutional partnership.

53. For what duration are inter-institutional agreements signed?

For the first round, all projects start on 1 June. They can be 16 or 24 months long, although HEIs are encouraged to sign 24 months projects (with an end date of 31 May).

For the second round, all projects start on 1 February 2016 and can only last 16 months, ending on 31 May.

54. Are electronic signatures accepted in the inter-institutional agreement?

The European Commission has not set any official rule in this regard. Some National Agencies will accept scanned signatures and others will not. Please consult with your [National Agency](#).

The grant agreements

55. What is the beneficiary grant agreement?

The beneficiary grant agreement links the Programme Country higher education institution to its National Agency for Erasmus+ and provides the financial support for their mobility project. The institution organisation in the Partner Country is not a direct party to this agreement but their mobility project is described within the grant.

56. What is the participant grant agreement?

The participant 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.

All funding rules and grant amounts are set out on pp.43-49 of the [Erasmus+ Programme Guide](#).

Learning and mobility agreements

57. What is a learning or mobility agreement and when does it need to be signed?

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 above documents are available here:

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

58. Must the HEI use the Learning Agreement template provided? Can it be adapted?

We recommended using the template provided, as far as possible, as the basis for the Learning Agreement.

Higher education institutions currently producing Learning Agreements or Transcripts of Records using their own IT system may continue to do so. Institutions are free to customize the template provided by adding additional fields (such as information on the coordinator of a consortium) or adapting the format (e.g. font size and colours). Institutions may also decide to request less information in the Learning Agreement, if such information is already provided in other documents or the institution's databases.

In any event, the Learning Agreement must include at least the names of the two institutions, as well as the names and contact details of the student and contact persons at both the sending and receiving institutions (see question 59).

59. What information on the student and institution must be included in the Learning Agreement?

The Learning Agreement should contain at least the following information:

- Names of all the institutions involved;
- Name and contact details of the student;
- Name and contact details of the sending and receiving institution contact person.

All other requested information should be provided elsewhere and can be recorded in the Mobility Tool+ as requested.

60. How do HEIs organise the recognition of credits earned during the mobility?

It is mandatory that mobility periods be 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.

61. What is the Erasmus+ Student Charter and who provides it?

The sending institution – whether in the Programme or Partner Country - must give every Erasmus+ student a copy of the [Erasmus+ Student Charter](#) once they have been selected. The Student Charter highlights the students' rights and obligations. It tells them what they are entitled to and what to expect from their sending and receiving organisations at each step of their Erasmus+ experience.

This document is available in all Programme Country languages on the [Quality Framework](#) page.

Making changes to the project

For detailed guidelines on making changes to the project, please refer to the '[Guide on Amendments to the Beneficiary Grant Agreements under call 2015](#)', which is available here:

http://ec.europa.eu/education/opportunities/international-cooperation/international-mobility_en.htm

62. Can a HEI request a change to the initial project?

Yes, 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.). The Programme Country institution may request a change to the initial project set out in the application that was funded, to their National Agency. Depending on the type of change requested, an amendment to the project may be required. The National Agency reserves the right to grant or refuse the request.

63. Can a HEI organise more mobilities than initially planned?

Yes, the HEI can fund more mobilities than initially planned because Annex I of the Grant Agreement does not specify the precise duration of individual mobilities, but indicates a total duration for all participants. It is therefore possible to organise shorter mobilities than the average duration so that additional mobilities can be organised with the left-over funds. This is possible as long as the rules regarding flexibility of projects, the minimum duration of a mobility and the value of the grant amounts are respected. For instance, the HEI could reduce the length of single mobilities in order to fund more mobilities. Alternatively, the HEI could transfer part of its organisational support funds to finance more mobilities.

64. Which changes are possible with an amendment?

Subject to approval by the National Agency that the core of the project funded is preserved and provided that any secondary criteria that the National Agency may have set is respected (i.e. limiting the study cycle or the duration of the mobility periods, giving preference to only staff or only student mobility), an amendment may be requested to allow for the transfer of up to 100% of the funds allocated for travel and individual support:

- a) Between all study cycles for student inbound mobility;
- b) Between all study cycles for student outbound mobility; except for mobility with the following Partner Countries: South Africa, developing Asian countries, Latin America (including Cuba), where flexibility only applies between first and second study cycles;
- c) Between inbound student and inbound staff mobility;

d) Between outbound student and outbound staff mobility, except for mobility with the following Partner Countries: South Africa, developing Asian countries, Latin America and Cuba, where flexibility only applies between third cycle outbound doctoral mobility and outbound staff mobility;

e) Between staff teaching and staff training.

Please note: study cycles apply to projects selected under the 2015 Call, and for regions 6, 7, 8, 10 and 11 under subsequent calls (for a detailed list of countries, please check the Erasmus+ Programme Guide). Please contact the National Agency for more information.

Please see [70](#) and [71](#) for rules on changing, increase or reducing the number of Partner Country institutions.

65. Which changes are possible without an amendment?

Programme Country HEIs may set the duration of mobilities or organise mobilities for a different number of participants than initially specified, without requesting an amendment, as long as the minimum and maximum durations set out in the [Programme Guide](#), and any possible secondary criteria published by the National Agency, are respected.

66. What is the procedure for requesting an amendment?

- a) The Programme Country HEI applies to its National Agency for an amendment, detailing the requested change, explaining why it is needed and how it would still be in line with the application that was funded.
- b) It is recommended to request the amendment before making any change to the project. Costs for mobilities implemented in a different way than initially foreseen will not be eligible if they required an amendment which had not been approved by the National Agency.
- c) The procedure for requesting an amendment is decided by the National Agency. An amendment must be always done in writing and will consist on an exchange of letters (or emails if accepted by the National Agency) with acknowledgement or receipt or an amendment that will be signed by both parties (on paper or through electronic means).

67. Can the National Agency refuse my amendment request?

Yes, the National Agency reserves the right to refuse the request on the grounds that it substantially alters the intent of the original proposal that was selected for funding. In this case no amendment is granted. Please check the ['Guide on Amendments to the Beneficiary Grant Agreements under call 2015'](#) to see which are the most common requests for changes and their applicable rules.

68. Can the Partner Country institution request an amendment?

If the mobilities planned by the Partner Country HEI cannot be implemented as foreseen, the HEI should contact the Programme Country institution as soon as possible. The Programme Country HEI will inform its National Agency to find out whether or not it is allowed and how to proceed. Any change requested by the Programme Country institution that may affect the Partner Country institution or the participants involved, should first be discussed and agreed upon by both partners.

69. Are the Partner HEIs named in the application form legally binding for the applicant?

Yes, the application form containing the description of the project will be annexed to the grant agreement between the National Agency and the higher education institution from the Programme Country and is therefore legally binding.

70. Can the Programme Country HEI choose to work with a different Partner Country HEI than the one named in the application form?

Yes, subject to approval by the National Agency, the Programme Country HEI may request an amendment to change the Partner Country HEI specified in the grant agreement for another HEI **in the same Partner Country**. The quality assessment and subsequent selection of projects are based on the answers given in relation to a specific Partner Country. The Programme Country higher education institution has to sign an inter-institutional agreement with the new partner.

71. Can the Programme Country HEI choose to increase or reduce the number of Partner Country HEIs in the project?

Yes, subject to approval by the National Agency, the Programme Country HEI may request an amendment to increase or reduce the number of Partner Country HEIs specified in the grant agreement, and long as the new partner(s) are in the same Partner Country, and were mentioned in the application form (unless exceptional circumstances apply).

Any change requested by the Programme Country institution that may affect the partner institution or the participants involved, should first be discussed and agreed upon by both partners.

72. Can HEIs request a change of project duration?

Yes, the duration of the mobility project can be extended to 24 months or reduced to 16 months. However, any such change is subject to an **amendment request** from the beneficiary and must be authorised by the National Agency

73. Can HEIs request to transfer funds between study cycles and between student and staff mobility?

Yes, the HEI can request this through an amendment, subject to certain restrictions. Restrictions apply to:

- mobility with the following Partner Countries: South Africa, developing Asian countries¹, Latin America² and Cuba, where flexibility only applies between first and second study cycles;
- mobility with the following Partner Countries: South Africa, developing Asian countries, Latin America and Cuba, where flexibility only applies between third cycle outbound doctoral mobility and outbound staff mobility.

This is also subject to the assessment by the National Agency that the core of the project described in the Grant Agreement is preserved.

Please note: study cycles apply to projects selected under the 2015 Call, and for regions 6, 7, 8, 10 and 11 under subsequent calls (for a detailed list of countries, please check the Erasmus+ Programme Guide). Please contact the National Agency for more information.

74. Can HEIs makes changes from incoming to outgoing mobility?

No, the international mobility action does not allow for any change from incoming to outgoing and vice versa, even with an amendment.

75. What happens if the amendment is not done in time?

If the amendment is not done before the end of the grant agreement, the funds associated with the new Partner higher education institutions are forfeit.

76. What if the Programme Country institution can no longer send students to a given Partner Country?

Since the Programme Country institution cannot request a change to a different Partner Country than the one applied for, the options are:

- i) The Partner Country institution may be changed to another institution *within the same* Partner Country (in a safer area, for example);
- ii) The institution may request an amendment to send staff instead of students;

¹ Developing Asian countries: Afghanistan, Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.

² Latin American countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.

- iii) depending on whether the project is 16 or 24 months, the institution may wait a few months before sending participants, instead of sending them immediately.

Funding and Payments

77. How is the organisational support calculated in the context of international credit mobility?

The organisational support grant will be calculated automatically based on the number of participants, (both incoming and outgoing), both students and staff.

The grant foresees organisational support 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.

This total will be given to the Programme Country beneficiary. Any split between participating institutions should be agreed upon by all partners on a mutually acceptable basis and set out in the inter-institutional agreement.

All funding rules and grant amounts are set out on pages 43 to 49 of the [Erasmus+ Programme Guide](#).

78. How are the funds distributed between HEIs from the Programme and Partner Countries? Can the HEI from the Programme Country transfer part (or all) of the funds to the HEI from a Partner Country (e.g. to cover travel costs)?

The Programme Country institution will be responsible for signing the grant agreement with the participant and, unless specified otherwise in the inter-institutional agreement, that institution will administer all grant payments for mobility to Europe ("incoming") and from Europe ("outgoing"). The Programme Country institution is free to transfer part (or all) of the funds to its partner, although it will remain accountable for these funds.

79. Can the HEI use organisational support to fund more mobilities? Can it be used to fund any type of mobility?

The funds for organisational support are allocated at the moment of the grant award taking into account individual mobilities. As such, it is 'charged' to each budget envelope. However, once the organisational support is triggered via mobilities taking place, it becomes a resource for the beneficiary HEI for the entire project (as an overhead). Flexibility is allowed to organise new mobilities with any Partner Country HEI that is already part of the contract (independently of the country).

The **new** mobilities can be organised for any type of mobility (i.e. student mobility for studies, staff teaching or staff training) as long as the minimum and maximum durations set out in the [Programme Guide](#) are respected.

80. How is the organisational support calculated if a HEI is funded under both rounds?

Projects selected under the second round are considered completely separate projects to those selected under the first. The organisational support is calculated for the new project without taking into account the OS allocated under the first round, so €350 up to the 100th participant, and €200 beyond that.

81. What happens to the organisational support paid to a HEI in case of early termination of a mobility?

According to Annex III of the contract, a margin of 10% flexibility is allowed regarding the organisational support. If the total number of actual mobilities is within 10% of the planned number of mobilities, the HEI is still entitled to the same OS amount.

82. Are there funds available to conclude new inter-institutional agreements? Can the organisational support be used for preparatory visits?

Yes, as explained on page 43 of the Erasmus+ [Programme Guide](#), the organisational support is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, to ensure the full implementation of the principles of the ECHE. This includes visits to potential partners, to agree on the terms of the inter-institutional agreements for the selection, preparation, reception and integration of mobile participants; and to keep these inter-institutional agreements updated.

83. Can HEIs use organisational support funds in order to participate in study fairs or international summits in the field of higher education?

Yes, once the OS is transferred to the institution, it effectively becomes a resource for the beneficiary HEI and serves as a contribution to any cost incurred by the institution to support international mobility projects and opportunities. As such, HEIs can use OS funds to fund their participation in events such as study fairs or international summits in the field of higher education.

84. What distance band should be used to calculate the travel support?

Please use the European Commission's distance calculator to calculate travel distances between the city of origin and the city of destination, available at: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

85. Can a student receive travel support from another place than the city of the home university?

Yes, the provisions regarding travel support are defined in Annex III to the beneficiary grant agreement. The HEI will be expected to report this in the Mobility Tool+.

86. What documentation will be needed in order to prove travel costs?

The general rule is that participants only need to provide proof of attendance of the activity abroad. The supporting documents are specified in article II.16.2.3 of the beneficiary grant agreement. Travel tickets or other invoices specifying the place of departure and the place of arrival are only requested in case of travel from a place different from the location of the sending organisation and/or travel to a place different from the receiving organisation's location, leading to a change of distance band.

87. In case the HEI pays some of the costs directly for travel, how should this be documented in the grant agreement?

If the institution does decide to provide the participant with travel support in the form of direct provision, we strongly encourage them to keep a record of this payment, and keep it together with the grant agreement.

88. Should visa, insurance and bank transfer costs be charged to the participant's grant or from organisational support?

While the European Commission has not set any rules in this regard, we strongly encourage HEIs to cover visa, insurance and bank transfer costs using organisational support funds and not deduct these from the participant's individual support grant. Any cost charged to the participant's individual support grant should be clearly understood by the participant and agreed by both parties.

89. The distance calculator does not adequately reflect the price of travel. What can I do?

The travel support is a contribution by the European Commission and follows the no-profit and co-financing principles. The top-up amounts for travel are not meant to cover all the costs incurred by the participants, but to support them as far as possible. In some cases, the travel costs will be overestimated and in other cases, these will be underestimated. The use of unit costs as contribution to travel considerably simplifies, streamlines and reduces administrative costs for all actors. Furthermore, it ensures an appropriate contribution which can be planned and predicted by the beneficiaries.

90. What is the deadline for the pre-financing payment by the HEI to the participants?

- **For students:** Within 30 calendar days following the signature of the grant agreement by the student and the higher education institution from the Programme Country, and no later than the start date of the mobility period, or upon receipt of the confirmation of arrival.
- **For staff:** Within 30 calendar days following the signature of the agreement by both parties, and no later than the start date of the mobility period.

The modalities for payment will be laid down in the grant agreement between the higher education institution and the student/staff.

91. Can a HEI decide to combine a mobility period covered by a grant with a zero-grant mobility period?

In international credit mobility, it is not possible for higher education institutions to split the duration of the mobility into a period covered by a grant and a period covered by a "zero-grant" (i.e. a student going on mobility without receiving an Erasmus mobility grant). The individual support, as decided prior to the start of the mobility, has to remain the same throughout the whole duration of the mobility. A mobile participant either receives a grant from start to finish of the mobility, or is on a zero-grant period from the outset.

However, Article 2 of the participant grant agreement does allow for the funded mobility period to be extended with a zero-grant period, in very exceptional cases, e.g. the final exams have been postponed and the student must stay longer, the student has been given an incredible opportunity to attend a course or work on a project beginning after his planned return date, etc. The demand to the institution must be introduced at least one month before the end of the originally planned mobility period, and if granted, the HEI may choose to extend the mobility with a zero-grant, keeping in mind that the total duration of the mobility cannot exceed 12 months. When reporting, the HEI will be required to enter a new end date in Mobility Tool+ (Extension End Date).

92. Can HEIs decide to reduce the amount of the individual support or travel support in order to fund more mobilities?

No. The amounts of the individual support (i.e. monthly allowance for students and per diem for staff) and travel support (i.e. top-up amounts to cover travel costs from/to Partner Countries) are fixed (see pages 46 to 48 of the [Erasmus+ Programme Guide](#) for detailed amounts). They remain fixed for the whole duration of the mobility and a percentage cannot be applied.

93. Can participants receive additional funding besides their EU-grant?

Students and staff may receive, besides the EU-grant or in replacement of the EU-grant (in case of zero-EU grant mobile participants) a national, regional and/or local grant provided by a public or private donor. This type of grant provided by

other sources of funding than the EU budget is not subject to the amounts and minimum and maximum levels set out in the Erasmus+ [Programme Guide](#). This is valid for mobilities between Programme Countries and for mobilities between Programme and Partner Countries.

The top-up grant has to be written down in a separate grant agreement (outside of the Erasmus+ grant agreement between the Programme Country higher education institution and the participant).

94. Can a HEI make the payment to the participant each month?

The 2015 grant agreement does not allow for monthly payments to the student. There are currently three ways in which the payment can be made:

1. A single pre-financing (100% of the grant)
2. A pre-financing payment of 70% and then a final payment of 30%
3. A pre-financing payment of 50%, a second instalment of 30% and a final payment of 20%

If it is necessary to pay bank fees for the transfer, the beneficiary may decide to pay them with organisational support funds or from the participant's grant itself. This would have to be clearly explained to the participant and agreed by all parties.

Another option would be for the beneficiary to transfer the funds to its partner so that the Partner HEI directly pays the grant to inbound participants. The beneficiary and the Partner Country HEI can define the details of this cooperation in their inter-institutional agreement. However, the Programme Country HEI should be aware that, as beneficiary, it will be responsible for reporting and it would be held accountable in case a recovery is needed or there is any other breach of obligations (p.36 of the Programme Guide).

Reporting

95. How do I report on a mobility activity?

The Programme Country higher education institution is responsible for reporting all the mobility flows in the Mobility Tool+, as it is the institution that manages the funds on behalf of the partnership.

For reporting purposes, every organisation involved in the project will need a 9-digit Participant Identification Code (PIC) unique to their higher education institution. The Partner Country institution will have to communicate their unique PIC to their partner in the Programme Country before the latter can start reporting on the mobility. The PIC should be registered to the institution's legal entity, which is typically at the level of the central university and not one of its faculties. See questions [18](#) and [19](#).

96. Must participants from Partner Countries also fill out the participant report?

Yes, all participants from Partner and Programme Countries must fill out the participant report.

97. When do participants have to report?

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.

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.

98. Do I receive information about my outgoing participants?

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.

Consortia

99. If a consortium applies for international mobility, can the HEIs that constitute the consortium still apply separately?

According to the Erasmus+ [Programme Guide](#), a higher education institution may apply for grants via two different channels: either i) directly to the National Agency as an individual higher education institution, or ii) via a consortium of which it is a member. The higher education institution is responsible for preventing double funding of a participant when the two channels are used simultaneously, i.e. it cannot finance the same mobility twice.

100. Is there a separate application form for accreditation of consortia applying for international credit mobility?

No. The single [application form for the accreditation](#) of higher education mobility consortia takes both intra-EU and international activities into account.

101. Can a consortium include HEIs from other programme countries?

For international credit mobility, a national mobility consortium can only be made up of institutions established in the same Programme Country. The Programme Country organisation applying on behalf of a national mobility consortium must hold a valid Mobility Consortium Certificate.

102. Can a consortium add new partners over the years? Does every new partner require a new accreditation of the consortium?

Yes, new partners can be added to a consortium. This requires an amendment and the request should be sent to the National Agency. The National Agency assesses the implications of this change on the consortium, checks if the eligibility criteria are fulfilled etc. If this does not have an impact on the overall scope and quality of the consortium, there is no need for a new accreditation.

103. Can a consortium accredited in a given year apply for a mobility activity under the Call in a different year?

In order to have a mobility project running, a national mobility consortium needs to have submitted two successful applications: one for the accreditation (multiannual – valid for 3 years) and one for the funding (annual).

The accreditation form goes into some detail about the objectives and added value of the consortium, the foreseen mobility activity types, the management, etc. If a consortium then decides to deviate from what is explained in this accreditation form, the National Agency will ask the consortium to update the accreditation form by editing the relevant parts. This does not require a new application for accreditation – the National Agency can decide that a request for an amendment is sufficient. Only if the National Agency considers the changes to be so radical that the overall scope and quality of the consortium is at risk, will it ask for a new application for accreditation.

The accreditation form explicitly asks the consortium to specify if mobility to/from Partner Countries is foreseen (section: Description of the Consortium). If a consortium has received accreditation in one year without mentioning its intentions to organise mobility activities to/from Partner Countries in the accreditation form, but would like to apply for funding in a later year, the National Agency will ask for an update as described above.

Like other applicants, the consortium will be required to submit a detailed proposal for their mobility project with Partner Countries.

Staff Mobility

104. What is the definition of "staff mobility for teaching"?

Teaching assignments can come in various forms and take place as seminars, lectures and tutorials, for example. Actual teaching in this context should require the teacher to be physically present with the students.

Although e-mail tutoring or any other forms of distance learning as well as preparation are highly encouraged, they do not count in the minimum number of 8 hours of teaching.

Aside from this, higher education institutions have the flexibility to judge themselves which types of teaching should be funded by assessing the added value of the content proposed in the mobility agreement in terms of quality and impact on their internationalisation and modernisation strategy.

105. If a teacher stays at a host institution for one week and 2 days, what will be the minimum number of teaching hours?

The minimum number of teaching hours for an incomplete week, if the mobility lasts longer than one week, should be proportional to the duration of that week. For instance, if a teacher stays at a receiving institution for one week + 2 days, he/she should teach for 8 hours + approximately 3 hours, so 11 hours in total.

106. Is it possible for a Programme Country member of staff to go on staff exchange to a public or private organisation in a Partner Country?

No. The [Programme Guide](#) states that it is possible for the receiving organisation **in the Programme Country** to be a public or private organisation active in the labour market or in the fields of education, training and youth. However, Programme Country staff can only go on staff exchange to a higher education institution in a Partner Country within an inter-institutional agreement.

Other

107. Will the Online Linguistic Support (OLS) tool be available for international credit mobility with Partner Countries?

No. The OLS will not be applicable for international mobility (neither incoming nor out-going) in the 2016 Call.

108. Is it possible for students to take courses which do not count towards their degree, during their international mobility?

This is up to the higher education institutions to decide. Additional courses cannot be obligatory and should not take precedence over the courses counting towards the student's degree. Recognition of ECTS credits or similar is not compulsory for those additional courses, unless otherwise agreed. However, the courses should be registered in an annex to the Learning Agreement so that the student, the sending and the receiving institution confirm **before the mobility** that those courses will be taken but will not count towards the degree, even if they are successfully completed by the student. When they sign their [inter-institutional agreement](#), the higher education institutions decide which subject areas are open to mobilities. Ultimately, when the individual learning agreements are signed, the three parties decide which courses can be taken abroad and how they will be recognised.

109. Will HEIs from a Programme Country lose their ECHE if there is a problem of recognition by their partner HEI?

No, a higher education institution from a Programme Country will not lose its [Erasmus Charter for Higher Education \(ECHE\)](#) if the institution from a Partner Country does not fulfil its obligations (e.g. recognise the mobility of its students/staff). However, the issue of recognition is an important point in the selection procedure and is covered under point 3: *Quality of project design and implementation* of the application form.

110. What is the level of involvement of a HEI from a Partner Country in securing health insurance for the incoming/outgoing students/staff?

It is up to the higher education institution from the Partner Country to decide what the needs are in terms of insurance, which vary from country to country. The European Commission does not provide any central insurance scheme.

111. Is there any information available specifically for the Partner Country institution?

Yes, your partner can consult the '**Quick Reference Guide for Partner Country institutions**'. It will provide them with basic information on the key documents, rules and guidelines they will need to be aware of. It will guide them through the next steps their institution will be expected to take, and tell them where to go for further information.

This guide can be found at the following link:
http://ec.europa.eu/education/opportunities/international-cooperation/international-mobility_en.htm

NB: As the links to documents are frequently updated, some links may be out of date. Please always make sure that you have the latest version.