



Erasmus+ International Credit Mobility

Handbook for Participating Organisations

Version 3.0 – December 2018

- **The project**

This section is crucially important as it will **determine which projects will ultimately be selected for funding** by the National Agency. To successfully complete this section, the applicant should have a clear idea of whom they are going to work with and how the responsibilities will be divided.

The applicant will list the Partner Countries with which it intends to cooperate. For each Partner Country, the full legal name of each partner institution must be clearly indicated (mandatory), together with their corresponding PIC, validated or non-validated, if one exists (optional at application stage). The applicant is also encouraged to name the non-academic partners that will host trainees or support staff mobility, although this information is not mandatory at the application stage.

The description of the project and the names of all partner institutions provided in the application form will be included under Annex II of the grant agreement between the National Agency and the beneficiary institution, and will therefore become **legally binding**.

For each Partner Country, the applicant will enter the type, number and duration of mobility flows requested, generating the corresponding EU grant requested. Each Partner Country project will be assessed separately, meaning that the NA might decide to fund mobilities with one Partner Country and not the other, or reduce the number of mobilities requested.

For each Partner Country, the applicant will be asked to answer four questions relating to:

- 1) the relevance of the planned mobilities
- 2) the quality of cooperation agreements
- 3) the quality of the project design
- 4) its impact and dissemination for each Partner Country

Due to limited budget availability, National Agencies may limit: i) mobility flows in (a) particular degree level(s), for example limiting applications to one or two cycles only – short, first, second or third cycle,²⁸ ii) mobility for staff only or students only, and iii) the duration of mobility periods. Please consult the **National Agency's website** to find out if any of these limitations apply.

Applicants should use the [Distance Calculator](#)²⁹ to calculate travel distances. If the city of origin and the host city are the same for all mobility activities in a flow, you should introduce the travel distance between those two cities. If there is more than one city of origin and/or host city, applicants may (a) encode a single flow using the average distance band or (b) encode several flows with different distance bands.

If the National Agency supports first and second cycle outgoing student mobility to regions 6, 7, 8, 9, 10 and 11, applicants will have an additional option when applying for outgoing student flows. They will be asked whether the flow is for "Short, first and second cycle outgoing student mobility". If the applicant wishes to send students to said regions, it will have to select "yes" and fill in the flow. This information is required for the NA to ensure that the requested flows are eligible, according to the secondary criteria that they may have set. To apply for regular outgoing student mobilities at PhD level and for incoming student mobilities at any level, it will have to select "no" in the drop down menu and fill in the flow.

Do's and don'ts for applicant HEIs

The following section details each of the four Award Criteria. Using feedback from experienced evaluators in different Programme Countries, it provides suggestions and useful examples of what to include and avoid in the application, in order to increase the chances of the project being selected for funding. The [Guide for Experts on Quality Assessment](#)³⁰ may also prove useful when filling in this section to shed some light on how each answer will be assessed.

²⁸ First cycle (Bachelor or equivalent), second cycle (Master or equivalent), third or doctoral cycle.

²⁹ Distance Calculator: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

³⁰ 2018 Erasmus+ Guide for Experts on Quality Assessment: http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/iii.01_esc-eguide_for_experts_on_quality_assessment_2018.pdf

1. Relevance of the strategy

30 PTS

"Explain why the planned mobility project is relevant to the **internationalisation strategy** of the higher education institutions involved (both in the Programme **and** Partner Country). Justify the proposed **type(s) of mobility** (studies, traineeship, staff teaching or staff training)."

DO

- ✓ Explain why you want to foster mobility.
Attract talent? Research purposes? Opportunities for staff development? Etc.
- ✓ Explain the preference given to a certain region/country.
Is there any institutional policy favouring the cooperation with this region/country? Is there particularly strong faculty cooperation with a specific HEI?
- ✓ Explain why the mobility project is relevant to your institution's internationalisation strategy.
Does your internationalisation strategy focus on building partnerships in education, innovation and research? Is the choice of the partner institution made for strengthening cooperation? How?
- ✓ Explain why the planned mobility project is relevant to the internationalisation strategy of the partner institution(s). *Please contact your partner(s) to find out.*
- ✓ Try to provide 'quantifiable information' on the profile of selected partners.
Size and influence in a particular area? Complementarity of faculties/departments involved? Similarity of study programmes?
- ✓ Try to distinguish the specific aims for choosing mobility of students and/or staff.
Do you need to strengthen the partnership before sending students? Build mutual trust? Ease the recognition process? Staff mobility might be the way to start.
- ✓ Keep it short and simple, but make sure that you get all your points across.

In case of new cooperation agreements, also:

- ✓ Explain why building cooperation with a new region/country is relevant for all the institutions involved.
Diversification of your AND your partner's internationalisation strategy?
- ✓ Explain the complementarity of your and your partner's institutions.

DON'T

- ✗ Try not to be too generic in your answers.
- ✗ Do not target cooperation with each and every possible Partner Country, as budget is limited for International Credit Mobility. In 2015, the average number of Partner Countries in applications was 4 or 5.
- ✗ Do not focus only on your home institution, but describe what is in it for your partner and what the common benefits are. Refer to strategies in the Partner Country.
- ✗ Do not provide the same justification for the choice of different Partner Countries. Although you might have a largely similar reason for picking partners in the same country/region, benefits will vary depending on the institution. Be sure you make that clear in your description (e.g. by emphasising the differences).
- ✗ Do not copy-paste. If some parts of your answers are the same for each Partner Country or institution, answer them only once and refer to your first answer throughout the application.

2. Quality of the cooperation arrangements

30 PTS

"Detail your **previous experience** of similar projects with higher education institutions 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**. If applicable, provide information about your previous experience and planned cooperation arrangements with receiving organisations for traineeships in your country and in this Partner Country."

DO

- ✓ Explain the division of competences which has been agreed with your partner, as outlined in the *Inter-institutional Agreement*.
Who offers which courses and when? Who provides support for visa/insurance/accommodation? Who is in charge for the selection and/or evaluation of participants? What will the students/staff have to do? Etc.
 - ✓ Detail how the finances will be split between you and your partner, if applicable.
Will you share the Organisational Support grant? Will you provide funds in addition to the EU grant?
 - ✓ Explain how communication channels will work between you and your partner.
Who is responsible for the paperwork? How will you monitor and report on the mobilities? Beware that you will have to report on mobilities in the EU's Mobility Tool+ on a monthly basis.
 - ✓ Make sure that you and your partner have the financial and operational capacity to carry out these activities.
 - ✓ Talk about similar previous experience and what this means for future cooperation.
If you have previous experience with institutions in the Partner Country chosen, explain how this application builds on and enhances existing partnership arrangements?
- In case of new partnerships, also:
- ✓ Explain how previous international cooperation experience will be used to develop new partnerships.
 - ✓ Provide information about your institution's experience in implementing credit mobility in general (between Programme Countries or between Programme & Partner Countries).

DON'T

- ✗ Do not assume that because you have previous experience, you do not have to explain how your project will work in future.
- ✗ Do not talk about cooperation arrangements only from your point of view. Explain what the partner institution will be doing.
- ✗ Be careful not to give the same information as in part 3: Quality of the project design and implementation, where you will be able to further develop the actual project implementation (in particular selection, support and recognition).
- ✗ Do not copy-paste.

3. Quality of the project design and implementation

20 PTS

"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). Bear in mind that certain flows may not be eligible. Please consult the Programme Guide and your **National Agency's** website to know which limitations apply."

DO

- ✓ Try to organise this section around the 3 phases of the mobility period: Before, During & After.
What is offered to the students/staff during the different phases? By whom?
- ✓ For outgoing mobility to countries in regions 6, 7, 8, 9, 10 and 11, consult your National Agency to see whether it is eligible. *Outgoing mobility to these countries is eligible only at doctoral level or for staff, unless your National Agency has made additional funds available. If so, specify the number of students and total duration per study level (e.g. 3 BA students to Cape Town University for a total duration of 18 months and 2 MA students for 24 months).*
- ✓ Mention the completeness and quality of arrangements for the selection, support and recognition, both at your institution and at the partner institution.
How will the participants be selected? Will they receive support for insurance/visa/housing? What kinds of facilities are available to the participants (libraries etc.)? How many credits or equivalent units will they receive? Etc.
- ✓ Try to address the additional support for disadvantaged people, language training, cultural integration activities, etc. - if planned.
Will participants receive language courses? Will there be social and integration activities? How will participants from disadvantaged backgrounds or with special needs be encouraged to participate?
- ✓ Give an indicative timeline for each activity.
When will the participants be selected? When will they receive language training? For how long? When will their mobility periods be recognised? Etc.

DON'T

- ✗ Do not forget that secondary criteria might apply (e.g. only staff or only student mobility).
- ✗ Do not forget to mention the study levels and total duration for outgoing mobility to countries in regions 6, 7, 8, 9, 10 and 11.
- ✗ Do not focus solely on what you are going to do, but explain what your partner will be doing (recognition!).
- ✗ Do not forget to mention recognition for staff mobility. How will the home university capitalise on the experience abroad that their staff has undertaken?
- ✗ Do not simply repeat what you have already said in part 2: Quality of the cooperation arrangements. Try to develop. If need be, refer to the previous part, but do not copy paste.

4. Impact and Dissemination

20 PTS

"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."

DO

- ✓ Explain the impact and outcomes of the mobility project on the different stakeholders.
What is the expected impact on the participants (e.g. what skills will they acquire)? What is the expected impact on your institution? What about your partner institution(s)?
- ✓ Explain the impact at local/regional/national level, including in the Partner Country.
How will the outcomes be measured and evaluated? How will you know whether you have achieved the desired and expected impacts?
- ✓ Describe what dissemination activities you intend to carry out and through which channels.
Do you have means to measure success and disseminate results (e.g. publications, surveys, newsletters, alumni networks etc.)? If not, how will you develop them? Will you work together with your partner?
- ✓ Explain who will benefit from the dissemination of project results.
Will you keep the dissemination activity at the faculty/university level only or go beyond? What about your partner?
- ✓ The stated impact should be relative to the number and type of activities planned.
While sending a Bachelor's student to a Partner Country might have an impact on the individual, it will hardly have a regional or national impact. But perhaps a focussed exchange of staff in a particular faculty is embedded within a strategy of developing joint curricula or joint research projects.

DON'T

- ✗ Do not forget to explain the expected impact at the partner institution, on its participants and at local, regional and national level.
- ✗ Do not mention only your dissemination strategy, but explain what your partner will be doing.
- ✗ If your dissemination activities are the same for each partnership, do not copy-paste. Mention them once and refer to them throughout the rest of your answers.
- ✗ Do not understand "desired impact" as what you wish to have as impact, but as what you can actually implement as a result of the mobility activities.