

## MOBILITY PROJECT FOR HIGHER EDUCATION STUDENTS AND STAFF

This mobility project can comprise one or more of the following activities:

### **Student mobility:**

- a **study period** abroad at a partner higher education institution (HEI);
- a **traineeship (work placement)** abroad in an enterprise or any other relevant workplace<sup>7</sup>.

A study period abroad may include a traineeship period as well.

To ensure high-quality mobility activities with maximum impact on the students, the mobility activity has to respond to student degree-related learning and personal development needs. The study period abroad must be part of the student's study programme to complete a degree at a short cycle, first cycle (Bachelor or equivalent), second cycle (Master or equivalent) and third or doctoral cycle.

Traineeships abroad at a workplace are also supported during short cycle, first, second, third cycle studies and within a maximum of one year after the student's graduation. This also includes the 'assistantships' for student teachers.

Wherever possible, the traineeships should be an integrated part of the student's study programme. Student mobility can be in any subject area/academic discipline.

### **Staff mobility:**

- **teaching periods:** this activity allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad. Staff mobility for teaching can be in any subject area/academic discipline.
- **training periods:** this activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad.

## WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN THIS PROJECT?

Participating organisations involved in the mobility project assume the following roles and tasks:

- **Applicant organisation:** in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium coordinator: leading a mobility consortium of partner organisations of the same country aimed at organising any type of student and staff mobility.
- **Sending organisation:** in charge of selecting students/staff and sending them abroad. This also includes grant payments, preparation, monitoring and recognition related to the mobility period.
- **Receiving organisation:** in charge of receiving students/staff from abroad and offering them a study/traineeship programme or a programme of training activities, or benefiting from a teaching activity.
- **Intermediary organisation:** this is an organisation active in the labour market or in the fields of education, training and youth work. It may be a partner in a national mobility consortium, but is not a sending organisation. Its role may be to share and facilitate the administrative procedures of the sending higher education institutions and to better match student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.

The sending and receiving organisations, together with the students/staff, must have agreed on the activities to be undertaken by the students - in a 'Learning Agreement' - or by staff members - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party. When the activity is between two higher education institutions (student mobility for studies and staff mobility for teaching), an 'inter-institutional agreement' has to be in place between the sending and the receiving institutions before the exchanges can start.

<sup>7</sup> Following courses at a higher education institution cannot be considered as a traineeship.

By signing the Erasmus Charter for Higher Education (ECHE), higher education institutions commit to provide all the necessary support to mobile participants in terms of linguistic preparation. To support them, online linguistic support will be gradually implemented in the course of the Programme for all long-term mobility activities of two months and longer. It will be made available by the European Commission to eligible participants to assess their foreign language competences and to offer, where necessary, the most appropriate language learning before and/or during mobility (for more details, see Annex I of this Guide).

## WHAT ARE THE CRITERIA USED TO ASSESS THIS PROJECT?

Here below are listed the formal criteria that a higher education mobility project must respect in order to be eligible for an Erasmus+ grant:

### GENERAL ELIGIBILITY CRITERIA

<p><b>Who can apply?</b></p>	<ul style="list-style-type: none"> <li>▪ For an application as individual HEI: higher education institutions established in a Programme Country and awarded with an Erasmus Charter for Higher Education (ECHE, for more information on the Charter, see the section "Erasmus Charter for Higher Education" below and the Annex I of this Guide).</li> <li>▪ For an application as national Mobility Consortium: coordinating organisations established in a Programme Country and coordinating a consortium awarded with a higher education Mobility Consortium Certificate. Organisations that do not hold a valid Mobility Consortium Certificate can apply for this Certificate on behalf of a Mobility Consortium at the same time of applying for a mobility project grant. These organisations will be eligible for a mobility project only if their application for the Mobility Consortium Certificate is successful.</li> </ul> <p>Higher education students and staff cannot apply directly for a grant; the selection criteria for participation in the mobility activities are defined by the higher education institution in which they study or are employed.</p>
<p><b>Eligible activities</b></p>	<p>A higher education mobility project must comprise one or more of the following activities:</p> <ul style="list-style-type: none"> <li>▪ Student mobility for studies;</li> <li>▪ Student mobility for traineeships;</li> <li>▪ Staff mobility for teaching;</li> <li>▪ Staff mobility for training.</li> </ul>
<p><b>Number of participating organisations</b></p>	<p>The number of organisations in the application form is one (the applicant). It is either a single HEI or a Mobility Consortium coordinator.</p> <p>During the implementation of the mobility project, a minimum of two organisations (at least one sending and at least one receiving organisation) from different Programme Countries must be involved.</p>
<p><b>Duration of project</b></p>	<p>16 or 24 months. The applicant must choose the duration at application stage, based on the scale of the project and on the type of activities planned over time.</p>
<p><b>Where to apply?</b></p>	<p>To the National Agency of the country in which the applicant organisation is established.</p>
<p><b>When to apply?</b></p>	<p>Applicants have to submit their grant application by <b>17 March at 12pm (midday Brussels time)</b> for projects starting as of 1 July of the same year.</p>
<p><b>How to apply?</b></p>	<p>Please see part C of this Guide for details on how to apply.</p>
<p><b>Other criteria</b></p>	<p>A HEI or Mobility Consortium can apply only once per selection round. However a HEI may be part of or coordinate several different consortia applying at the same time.</p>

## ADDITIONAL ELIGIBILITY CRITERIA DURING IMPLEMENTATION FOR STUDENT MOBILITY

<p><b>Eligible participating organisations</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Student mobility for studies:</b> Both sending and receiving organisations must be HEIs awarded with an ECHE.</li> <li>▪ <b>Student mobility for traineeships:</b> The sending organisation must be a HEI awarded with an ECHE. The receiving organisation can be<sup>8</sup>: <ul style="list-style-type: none"> <li>○ a HEI awarded with an ECHE or</li> <li>○ any public or private organisation active in the labour market or in the fields of education, training and youth. For example, such organisation can be: <ul style="list-style-type: none"> <li>– a public or private, a small, medium or large enterprise (including social enterprises);</li> <li>– a public body at local, regional or national level;</li> <li>– a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;</li> <li>– a research institute;</li> <li>– a foundation;</li> <li>– a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);</li> <li>– a non-profit organisation, association, NGO;</li> <li>– a body providing career guidance, professional counselling and information services.</li> </ul> </li> </ul> </li> </ul> <p>Each participating organisation must be established in a Programme Country. The international higher education mobility between Programme and Partner Countries will be launched at a later stage under Erasmus+.</p>
<p><b>Duration of the activity</b></p>	<p><b>Study periods:</b> from 3 to 12 months (including a complementary traineeship period, if planned).</p> <p><b>Traineeships:</b> from 2 to 12 months.</p> <p>The same student may receive grants for mobility periods totalling up to 12 months maximum per each cycle of study, independently from the number and type of mobility activities<sup>9</sup>:</p> <ul style="list-style-type: none"> <li>▪ during the first study cycle (Bachelor or equivalent) including the short-cycle (EQF levels 5 and 6);</li> <li>▪ during the second study cycle (Master or equivalent - EQF level 7); and</li> <li>▪ during the third cycle as doctoral candidate (doctoral level or EQF level 8).<sup>10</sup></li> </ul> <p>The duration of a traineeship by recent graduates counts towards the 12 months maximum of the cycle during which they apply for the traineeship.</p>
<p><b>Venue(s) of the activity</b></p>	<p>Students must carry out their mobility activity in a Programme Country different from the country of the sending organisation and country of residence.</p>
<p><b>Eligible participants</b></p>	<p>Students registered in a HEI and enrolled in studies leading to a recognised degree or other recognised tertiary level qualification (up to and including the level of doctorate). In case of mobility for studies, the students must be enrolled at least in the second year of higher education studies. For traineeships, this condition does not apply.</p> <p>Recent higher education graduates may participate in traineeships. Recent graduates must be selected by their HEI during their last year of study and must carry out and complete their traineeship abroad within one year of obtaining their graduation.</p>

<sup>8</sup> The following types of organisations are not eligible as receiving organisations for student traineeships:

- EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website [ec.europa.eu/institutions/index\\_en.htm](http://ec.europa.eu/institutions/index_en.htm));
- organisations managing EU programmes such as national agencies (in order to avoid a possible conflict of interests and/or double funding).

<sup>9</sup> Prior experience under LLP-Erasmus Programme counts towards the 12 months per study cycle

<sup>10</sup> In one-cycle study programmes, such as Medicine, students can be mobile for up to 24 months

## ADDITIONAL ELIGIBILITY CRITERIA DURING IMPLEMENTATION FOR STAFF MOBILITY

<p><b>Eligible participating organisations</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Staff mobility for teaching:</b> The receiving organisation must be a HEI awarded with an ECHE. The sending organisation must be: <ul style="list-style-type: none"> <li>○ a HEI awarded with an ECHE; or</li> <li>○ any public or private organisation active in the labour market or in the fields of education, training and youth. For example, such organisation can be: <ul style="list-style-type: none"> <li>– a public or private, a small, medium or large enterprise (including social enterprises);</li> <li>– a public body at local, regional or national level;</li> <li>– a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;</li> <li>– a research institute;</li> <li>– a foundation;</li> <li>– a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);</li> <li>– a non-profit organisation, association, NGO;</li> <li>– a body providing career guidance, professional counselling and information services.</li> </ul> </li> </ul> </li> <li>▪ <b>Staff mobility for training:</b> The sending organisation must be a HEI awarded with an ECHE. The receiving organisation must be: <ul style="list-style-type: none"> <li>○ a HEI awarded with an ECHE; or</li> <li>○ any public or private organisation active in the labour market or in the fields of education, training and youth. See examples in the previous page.</li> </ul> </li> </ul> <p>Each participating organisation must be established in a Programme Country. The international higher education mobility between Programme and Partner Countries will be launched at a later stage under Erasmus+ (for more information, see section xxx of this Guide).</p>
<p><b>Duration of the activity</b></p>	<p>From 2 days to 2 months, excluding travel time. In all cases, a teaching activity has to comprise minimum 8 hours of teaching per week (or any lower period of stay).</p>
<p><b>Venue(s) of the activity</b></p>	<p>Staff must carry out their mobility activity in any Programme Country different from the country of the sending organisation and country of residence.</p>
<p><b>Eligible participants</b></p>	<p>Staff mobility for teaching: staff employed in an HEI or in any public or private organisation active in the labour market or in the fields of education, training and youth (including employed doctoral candidates).</p> <p>Staff mobility for training: staff employed in an HEI.</p>

Applicant organisations will be assessed against the relevant **exclusion and selection criteria**. For more information please consult Part C of this Guide.

### AWARD CRITERIA

#### AWARD CRITERIA FOR MOBILITY BETWEEN PROGRAMME COUNTRIES

There is no qualitative assessment and therefore there are no award criteria.

Any eligible grant application (after having passed the eligibility check) will get funding.

The actual grant amount awarded will depend on a number of elements:

- the number of mobility periods and months/days applied for;

- the past performance of the applicant in terms of number of mobility periods, good quality in the implementation of activities and sound financial management, in case the applicant has received a similar grant in previous years;
- the total national budget allocated for the mobility Action.

## WHAT ACCREDITATION DO APPLICANTS NEED FOR THIS MOBILITY PROJECT?

### ERASMUS CHARTER FOR HIGHER EDUCATION

The award of an Erasmus Charter for Higher Education (ECHE) is a pre-requisite for all higher education institutions established in a Programme Country that wish to participate in a Higher Education mobility project. Every year, the European Commission - via the Education, Audiovisual and Culture Executive Agency – publishes a specific call for proposals that sets the detailed conditions to be followed and qualitative criteria to be met in order to be awarded with an ECHE. This call is available on the website of the Executive Agency.

### MOBILITY CONSORTIUM CERTIFICATE FOR HIGHER EDUCATION

An organisation applying on behalf of a national mobility consortium must hold a valid Mobility Consortium Certificate. This Certificate is awarded by the same National Agency that assesses the request of funding for a higher education mobility project. The requests for accreditation and for mobility projects grant can be made at the same time. However, the grant for mobility projects will be awarded only to those HEIs and organisations that are successful at the end of the accreditation process. To obtain a Mobility Consortium Certificate, the following conditions must be met:

### ELIGIBILITY CRITERIA

<b>Eligible participating organisations</b>	<p>A national mobility consortium in higher education can be composed of the following participating organisations:</p> <ul style="list-style-type: none"> <li>▪ higher education institutions holding a valid Erasmus Charter for Higher Education (for more information on the Charter, see the section "Erasmus Charter for Higher Education" above and the Annex I of this Guide); and</li> <li>▪ any public or private organisation active in the labour market or in the fields of education, training and youth (see examples of eligible participating organisations in the previous page).</li> </ul> <p>Each participating organisation must be established in the same Programme Country.</p>
<b>Who can apply?</b>	Any eligible participating organisations can act as coordinator and apply on behalf of all the organisations involved in the consortium.
<b>Number of participating organisations</b>	<p>A national mobility consortium must comprise minimum three eligible participating organisations, including two sending HEIs.</p> <p>All member organisations of the mobility consortium must be identified at the time of applying for the Mobility Consortium Certificate.</p>
<b>Duration of the certificate</b>	Three consecutive annual calls <sup>11</sup> and no later than 2020/2021.
<b>Where to apply?</b>	To the National Agency of the country in which the applicant organisation is established.
<b>When to apply?</b>	Applicants have to submit their grant application by <b>17 March at 12pm (midday Brussels time)</b> for projects starting as of 1 July of the same year.
<b>How to apply?</b>	Please see part C of this Guide for details on how to apply.

<sup>11</sup> For those applying for and being awarded a certificate in the first year of the Programme, the duration is three annual calls and then four annual calls until the end of the Programme.

## AWARD CRITERIA

The mobility consortium application will be assessed against the following criteria:

<p><b>Relevance of the consortium (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives of the Action (see section "What are the aims of a mobility project")</li> <li>- the needs and objectives of the organisations participating in the consortium and of the individual participants</li> </ul> </li> <li>▪ The extent to which the proposal is suitable for: <ul style="list-style-type: none"> <li>- producing high-quality learning outcomes for participants</li> <li>- reinforcing the capacities and international scope of the organisations participating in the consortium</li> <li>- bringing added value at EU level through results that would not be attained by activities carried out by each single HEI</li> </ul> </li> </ul>
<p><b>Quality of the consortium composition and the cooperation arrangements (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The extent to which: <ul style="list-style-type: none"> <li>- the consortium involves an appropriate composition of sending higher education institutions with, where relevant, complementary participating organisations from other socio-economic sectors with the necessary profile, experience and expertise to successfully deliver all aspects of the project</li> <li>- the consortium coordinator has previous experience in managing a consortium or a similar project type</li> <li>- the distribution of roles, responsibilities and tasks/resources is well defined and demonstrates the commitment and active contribution of all participating organisations</li> <li>- tasks/resources are pooled and shared</li> <li>- the responsibilities are clear for contractual and financial management issues</li> <li>- the consortium involves newcomers to the Action</li> </ul> </li> </ul>
<p><b>Quality of the consortium activity design and implementation (maximum 20 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of a mobility project (preparation, implementation of mobility activities, and follow-up)</li> <li>▪ The quality of the practical arrangements, management and support modalities (e.g. finding receiving organisations, matchmaking, information, linguistic and intercultural support, monitoring)</li> <li>▪ The quality of cooperation, coordination and communication between the participating organisations, as well as with other relevant stakeholders</li> <li>▪ Where relevant, the quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools</li> <li>▪ If applicable, the appropriateness of measures for selecting participants in the mobility activities and for promoting disadvantaged persons to participate in mobility activities</li> </ul>
<p><b>Impact and dissemination (maximum 30 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the activities led by the consortium</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on participants and participating organisations during and after the project lifetime</li> <li>- outside the organisations and individuals directly participating in the project, at institutional, local, regional, national and/or international levels</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities led by the consortium within and outside the participating organisations and partners</li> </ul>

## WHAT ELSE YOU SHOULD KNOW ABOUT THIS ACTION?

More specific rules and criteria and additional useful information relating to this Action can be found in the Annex I of this Guide. Interested organisations are invited to read carefully the relevant sections of this Annex before applying for financial support.

## WHAT ARE THE FUNDING RULES?

In the application form, the applicants of mobility projects for higher education students and staff will have to provide the following information:

- number of students and staff that are supposed to take part in mobility activities;
- average duration per participant of the planned mobility activities;
- number and average duration of mobility activities (students and staff) realised in the previous two years.

On this basis, the National Agencies will award a grant to applicants to support a certain number of mobility activities, up to the maximum number requested by the applicant.

The following rules will apply to support financially these activities:

### A) FUNDING RULES APPLYING TO ALL MOBILITY ACTIVITIES

Eligible costs		Financing mechanism	Amount	Rule of allocation
<b>Organisational Support</b>	Any cost directly linked to the implementation of mobility activities (excluding subsistence and travel for participants)	Unit costs	up to the 100 <sup>th</sup> participant: 350 EUR per participant + beyond the 100 <sup>th</sup> participant: 200 EUR per additional participant	Based on the number of mobility participants
<b>Special needs support</b>	Additional costs directly related to participants with disabilities	Portion of eligible costs	100% of eligible costs	Conditional: the request for financial support must be motivated in a specific application form once participants have been selected

### ORGANISATIONAL SUPPORT GRANT FOR THE BENEFICIARY (HIGHER EDUCATION INSTITUTIONS OR CONSORTIA):

The organisational support grant is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both incoming and outbound, to comply with the Erasmus Charter for Higher Education. For example:

- organisational arrangements with partner institutions, including visits, 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;
- provide updated course catalogues for international students;
- provide information and assistance to students and staff;
- selection of students and staff;
- preparation of the learning agreements to ensure full recognition of the students' educational components; preparation and recognition of mobility agreements for staff;
- linguistic and intercultural preparation provided to both incoming and outbound students and staff;
- facilitate the integration of incoming mobile participants in the HEI;
- ensure an efficient mentoring and supervision arrangements of mobile participants;
- specific arrangements to ensure the quality of student traineeships in enterprises;
- ensure recognition of the educational components and related credits, issuing transcript of records and diploma supplements;
- support the reintegration of mobile participants and build on their acquired new competences for the benefit of the HEI and peers.

Higher education institutions commit themselves to comply with all the principles of the Charter to ensure mobility of high quality, including these ones: "ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency" and "provide appropriate linguistic support to incoming mobile participants". Advantages can be taken of existing facilities within the institutions for language training. Those HEIs which would be able to provide student and staff mobility of high quality, including linguistic support, at a lower cost (or because it is funded under other sources than EU funding) would have the possibility to transfer 50% of the organisational support grant to fund more mobility activities.

In all cases, beneficiaries will be contractually obliged to deliver such high quality services and their performance will be monitored and checked by National Agencies, taking into account also the feedback provided by students and staff via the Mobility Tool and directly accessible to the National Agencies and the Commission.

In the case of mobility consortia, this grant can be shared among all the national members according to rules that they will have agreed among themselves.

The organisational support grant is calculated on the number of all supported outbound mobile participants (including zero-grants) and incoming staff from enterprises teaching at an HEI, that is the beneficiary or a member of the mobility consortium. Zero-EU grant mobile participants (see below) count as supported mobile participant as they benefit from the mobility framework and organisational activities. Organisational support is therefore also paid for zero-EU grant mobile participants.

### **ZERO-EU GRANT MOBILE PARTICIPANTS**

Zero-EU grant students and staff are mobile participants that do not receive an EU grant related to travel and subsistence, but they otherwise fulfil all student and staff mobility criteria and benefit from all advantages of being Erasmus+ student and staff. Zero-EU grant students and staff may receive a regional, national or other type of grant to contribute to their mobility costs. Their number counts in the statistics for the performance indicator used to allocate the EU budget between the countries.

### **SPECIAL NEEDS SUPPORT**

A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project / mobility Action would not be possible without extra financial support. Higher education institutions that have selected students and/or staff with special needs can apply for additional grant support to the National Agency in order to cover the supplementary costs for their participation in the mobility activities. For persons with special needs, the grant support may therefore be higher than the maximum individual grant amounts set out below. Higher education institutions will describe on their website how students and staff with special needs can request such additional grant support.

Extra funding for students and staff with special needs may be provided also from other sources at local, regional and/or national level.

### **OTHER SOURCES OF FUNDING**

Students and staff may receive, on top of the EU grant, or in replacement of the EU grant (zero-EU grant mobile participants) regional, national or any other type of grant, managed by another organisation than the National Agency (e.g. Ministry or regional authorities). This type of grants provided by other sources of funding than the EU budget is not subject to the amounts and min/max ranges set in this document.

## **B) GRANT SUPPORT FOR THE MOBILITY OF STUDENTS**

Students will receive an EU grant as a contribution to their costs for travel and subsistence during the period of study or traineeship abroad. These amounts will be defined by the National Agencies in agreement with National Authorities, and/or the higher education institutions on the basis of objective and transparent criteria as described below. The exact amounts will be published on the websites of National Agencies and of higher education institutions.

### **CRITERION 1 – SENDING AND RECEIVING COUNTRIES OF THE STUDENT**

The EU grant provided to students will depend on their mobility flow, as follows:

- mobility towards a country of similar living costs: students will receive the medium range EU grant;
- mobility towards a country of higher living costs: students will receive the higher range EU grant;
- mobility towards a country of lower living costs: students will receive the lower range EU grant.

Programme Countries are divided into the three following groups:

<b>Group 1 Programme Countries with higher living costs</b>	Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway, Switzerland
<b>Group 2 Programme Countries with medium living costs</b>	Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey
<b>Group 3 Programme Countries with lower living costs</b>	Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia

The amounts defined by National Agencies will be set within the following minimum and maximum ranges:

- **Medium range EU grant:** a medium range, between **200 and 450 EUR per month**, will apply to mobility activities towards a country of similar living costs: a) from Group 1 to Group 1, b) from Group 2 to Group 2 and c) from Group 3 to Group 3.
- **Higher range EU grant:** corresponds to the medium range applied by the National Agency plus at least 50 EUR and between **250 and 500 EUR per month**. It applies to mobility activities towards a country of higher living costs: a) from Group 2 to Group 1 countries and b) from Group 3 to Group 1 and 2 countries.
- **Lower range EU grant:** corresponds to the medium range applied by the National Agency minus at least 50 EUR and between **150 and 400 EUR per month**. It applies to mobility activities towards a country of lower living costs: a) Group 1 to Group 2 and 3 countries and b) from Group 2 to Group 3.

When defining the amounts to be applied by beneficiaries in their country, National Agencies will consider two specific criteria:

- the availability and the level of other sources of co-financing from private or public bodies at local, regional or national level to complement the EU grant;
- the general level of demand of students who intend to study or receive training abroad.

National Agencies may decide to grant flexibility to their higher education institutions by fixing ranges instead of amounts at national level. This should be based on justified grounds, for example in countries where co-financing is available at regional or institutional level.

## **CRITERION 2 - ADDITIONAL SUPPORT FOR SPECIFIC TARGET GROUPS, ACTIVITIES AND SENDING COUNTRIES/REGIONS**

### Students from disadvantaged backgrounds (other than those with special needs)

The national authorities together with the National Agencies responsible for the implementation of Erasmus+ in a given Programme Country may decide (based on an opt-in/opt-out option, depending on the support already provided at national level) that all the HEIs in their country should top up the individual support from their EU grant to students from disadvantaged backgrounds, with an amount of **between 100 and 200 EUR per month**. The precise level and the criteria to be applied would be defined at national level by the national authorities.

### Students in traineeships

Students carrying out traineeships will receive an additional top-up from the EU grant with an amount **between 100 and 200 EUR per month**. The precise level will be determined by National Agencies and/or higher education institutions according to the level of demand and level of co-financing for this type of mobility. In all cases, the same level should be given to all students within the same higher education institution, independently from any top-up and/or contribution in kind that the student may receive from the host enterprise. The top-up for students with disadvantaged backgrounds would not apply in this case.

### Students from outermost Programme Countries and regions

Considering the constraints imposed by the remoteness from other Programme Countries, students from outermost regions, Cyprus, Iceland, Malta and Overseas Countries and Territories will receive the following higher amounts for individual support:

<b>From</b>	<b>To</b>	<b>Amount</b>
Outermost regions, Cyprus, Iceland and Malta, Overseas Countries and Territories	Group 1 countries	750 EUR per month
	Group 2 countries	700 EUR per month
	Group 3 countries	650 EUR per month

In addition, students from these countries will receive the following support to cover travel costs:

<b>Travel distances</b>	<b>Amount</b>
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

Top-ups for traineeships or disadvantaged backgrounds would not apply in this case.

Level of financial support defined by higher education institutions

In all cases, higher education institutions will be required to respect the following principles and criteria when defining and/or applying the EU rates within their institution:

- The rates must be defined and/or applied in an objective and transparent manner, taking into account all the principles and the methodology described above (i.e. considering the mobility flow as well as the additional specific funding);
- The same level of grant must be given to all students going to the same group of countries for the same type of mobility – studies or traineeships (except for students from disadvantaged backgrounds or with special needs).

### C) GRANT SUPPORT FOR THE MOBILITY OF STAFF

Staff will receive an EU grant as a contribution to their costs for travel and subsistence during the period abroad as follows:

Eligible costs		Financing mechanism	Amount	Rule of allocation
<b>Travel</b>	Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission.
			For travel distances between 500 and 1999 KM: 275 EUR per participant	
			For travel distances between 2000 and 2999 KM: 360 EUR per participant	
			For travel distances between 3000 and 3999 KM: 530 EUR per participant	
			For travel distances between 4000 and 7999 KM: 820 EUR per participant	
			For travel distances of 8000 KM or more: 1100 EUR per participant	
<b>Individual support</b>	Costs directly linked to the subsistence of participants during the activity	Unit costs	up to the 14 <sup>th</sup> day of activity: <u>A1.1</u> per day per participant + between the 15 <sup>th</sup> and 60 <sup>th</sup> day of activity: 70% of <u>A1.1</u> per day per participant	Based on the duration of the stay per participant

## TABLE A – INDIVIDUAL SUPPORT (AMOUNTS IN EURO PER DAY)

The amounts depend on the receiving country. These amounts will be set within the minimum and maximum ranges provided in the table below. When defining the amounts to be applied by beneficiaries in their country, National Agencies, in agreement with National Authorities, will consider two specific criteria:

- the availability and the level of other sources of co-financing from private or public bodies at local, regional or national level to complement the EU grant;
- the general level of demand of staff who intend to teach or receive training abroad.

The same percentage within the range should be applied to all destination countries. It is not possible to give the same amount for all destination countries.

Receiving country	Staff mobility
	Min-Max (per day)
	A1.1
Denmark, Ireland, Netherlands, Sweden, United Kingdom	80-160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Switzerland, Turkey	70-140
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	60-120
Estonia, Croatia, Lithuania, Slovenia	50-100

National Agencies may decide to grant flexibility to their higher education institutions by fixing ranges instead of amounts at national level. This should be based on justified grounds, for example in countries where co-financing is available at regional or institutional level.

The exact amounts will be published on the website of each National Agency and higher education institutions.