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Erasmus+ International Credit Mobility

Handbook for participating organisations

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Directorate-General for Education, Youth, Sport and Culture
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Acronyms and abbreviations

We have tried to keep the language in this Handbook as simple and as clear as possible. When we have used acronyms or abbreviations, we have made sure to spell these out at least once. Here they are, just in case.

BM: Beneficiary Module

DAC: OECD's Development Assistance Committee

EC: European Commission

ECHE: Erasmus Charter for Higher Education

ECTS: European Credit Transfer and Accumulation System

ENFP: Erasmus+ National Focal Points

EU: European Union

GA: Grant Agreement

HEI: Higher Education Institution

ICM: International Credit Mobility (Key Action 171)

IIA: Inter-institutional agreement

IPA: Instrument for Pre-Accession Assistance

KA131: Key Action 1 in Higher Education, supported by internal policy funds

KA171: Key Action 1 in Higher Education, supported by external policy instruments (= ICM)

NA: Erasmus+ National Agency

NDICI: Neighbourhood, Development and International Cooperation Instrument

NEO: National Erasmus+ Office

OID: Organisation ID

OLS: Online language support

OS: Organisational Support

Introduction

Erasmus+ international

Erasmus+, the European Union's programme to support of education, training, youth and sport, has a **strong international dimension**. This dimension funds both individual mobility and institutional cooperation between the 33 Member States and associated countries on the one hand and non-associated third countries across the world on the other.

The international actions of the Erasmus+ programme play a key role in strengthening the global dimension of the European Education Area. Building a European Education Area implies, inter alia, reinforcing international cooperation and dialogue between Europe and the rest of the world. International mobility and cooperation are key to raising the quality of the European national education systems, to make them more attractive and competitive on a global scale. The ultimate goal is to equip European citizens with those competences and skills that enable them to be active players in today's highly globalised society.

Erasmus+ international actions also contribute to the European Commission's priorities in external action, in particular by supporting the EU's enlargement process and the education dimension of the EU's Global Gateway Strategy. They also contribute to pursuing the goals of the United Nations' 2030 Agenda and its Sustainable Development Goals. In this regard, the EU represents an important inspirational and innovative model for the education systems of third countries worldwide. Sharing European best practices means not only to assist partner countries in transforming their education systems but also to work together in tackling existing and emerging global challenges that affect both Europe and other regions of the world (e.g., environmental issues, digitalisation and inclusion).

Scope of Erasmus+ international

Several actions of the programme under **Key Action 1** (learning mobility of individuals), **Key Action 2** (cooperation for innovation and the exchange of good practices) and **Jean Monnet** have an international dimension.

In budget terms, most of the opportunities for international mobility and cooperation offered by the programme target the higher education sector, although some international actions are also open in the fields of vocational education and training, youth and sport.

It is important to understand that not all international opportunities are available in all regions: more opportunities are open to the EU's priority regions, notably the Western Balkans, the countries neighbouring the EU and Sub-Saharan Africa. The wider range of opportunities and volume reflects the fact that greater priority means greater budget. Most Erasmus+ international opportunities – including ICM – are funded by regional budget envelopes.

Detailed information about Erasmus+ opportunities for international mobility and cooperation is available in the Erasmus+ Programme Guide.

International Credit Mobility

Since 1987, the European Union's Erasmus programme has enabled over 13 million Europeans to gain experience abroad. In 2015, Erasmus+ opened up mobility opportunities in the field of higher education to individuals and organisations from other parts of the world. Through "International Credit Mobility" - ICM for short - European HEIs can set up mobility agreements with partners around the world to send and receive students and staff. In the current Erasmus+ 2021-2027 programme, international mobility of higher education students and staff has two strands: one supported by internal policy funds (KA131) and one by external policy instruments[1] (KA171). The latter is the continuation of ICM (KA107) from the 2014-2020 programme period, and the first call for applications was launched in 2022.

Erasmus+ is an essential tool to promote people-to-people connectivity worldwide through its external dimension, aiming at cementing links between the European Education Area and the rest of the world. Building on the experience and the lessons learnt from the previous programme period, Erasmus+ 2021-2027 is strongly aligned with the EU's geopolitical priorities.

What's in it for individuals?

ICM projects contribute to strengthening societal links through educational exchanges and mobility. The aim is to support students, recent graduates and staff in higher education institutions acquire and enhance key skills, competencies, and employability. Mobility for studying or training increase students' technical, inter-personal and inter-cultural skills and competences, as well as their confidence, ability to achieve goals, and social and cultural openness. Staff can acquire new competences for their professional development, improve their language skills and learn about new working methods.

What's in it for institutions?

ICM aims to support human and institutional development, quality education, modernisation and employability as well as the exchange of good practices. ICM projects strengthen international ties between institutions, giving the partners the opportunity to increase their visibility at local and global levels. It helps to improve the quality of higher education.

We would encourage institutions to consider ways in which an ICM project can be a springboard towards further strategic international cooperation – bilaterally or as part of a wider network. Erasmus+ provides an ideal framework for many opportunities for this expanded international cooperation, but it can of course take place outside the Erasmus+ domain too. Have a look at the 'Synergies' section for more information and ideas.

Purpose of this Handbook

This Handbook aims to support beneficiary higher education institutions in the implementation of Call 2026 ICM projects between Programme and Partner countries[2], from application to final report. It will provide information on the key documents, rules and guidelines, as well as guide through the various steps all institutions will be expected to take and point to where to go for further information. This Handbook does not replace the Erasmus+ Programme Guide, which remains the official reference document. In case of divergence between this Handbook and the Erasmus+ Programme Guide, the Programme Guide prevails.

We hope this Handbook proves useful and wish you every success with your ICM project.

The International Credit Mobility Team

[1] Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI-GE) and Instrument of Pre-accession Assistance III (IPA III).

[2] For the purposes of ICM, there are 33 Erasmus+ Programme Countries (formally EU Member States and third countries associated to the Programme), which are the 27 EU Member States and six countries that have associated to the programme, namely Iceland, Liechtenstein, Norway, the Republic of North Macedonia, Türkiye and Serbia. Partner Countries (formally third countries not associated to the Programme) are all other countries in the world, except for Regions 13 (Andorra, Monaco, San Marino, Vatican City State) and 14 (Switzerland, Faroe Islands and the United Kingdom) not covered by the EU's external financial instruments. For a detailed presentation, see table on p. 6.

I. What is International Credit Mobility (ICM)?

International Credit Mobility (ICM) supports the mobility of individuals enrolled or employed at a higher education institution (HEI), from a Programme Country (EU Member States and third countries associated to the programme) to a Partner Country (third countries not associated to the programme) or vice versa, namely:

Table 1 - Overview of eligible participants and activities

Mobility type	Student mobility for studies (SMS)	Student mobility for traineeships (SMT)	Staff mobility for teaching (STA)	Staff mobility for training (STT)
Target group	open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates	open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, recent graduates (who have applied during their last year of studies), as well as third cycle doctoral candidates	academic staff and for invited staff from non-academic organisations to teach at a partner higher education institution (HEI) abroad	teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a Partner Country HEI
Eligible mobility period and activities	physical mobility period can last from 60 days to 12 months. For short-term doctoral mobility or if part of a blended mobility[3], physical mobility can last from 5 to 30 days	physical mobility period can last from 60 days to 12 months, or from 5 to 30 days for short-term doctoral mobility or if part of blended mobility	physical mobility period can last from 5 days to 60 days and can also be carried out as blended	physical mobility period can last from 5 to 60 days and can also be carried out as blended[4]
Student and staff mobility can take place in any subject area or academic discipline. Moreover, HEIs are free to apply for staff mobility or student mobility, or any combination of the two.				
Staff teaching and training activities can be combined. A study period and a traineeship can also be combined, for a minimum of 2 months and a maximum of 12 months.				

1. Who can apply?

Any Programme Country HEI with an Erasmus Charter for Higher Education (ECHE) is eligible to apply for ICM funding to its National Agency (NA) as an individual HEI and/or via a consortium application.

For an **application as a national mobility consortium**: The consortium must hold a higher education consortium accreditation. Organisations that do not hold a valid consortium accreditation can apply for this accreditation at the same time as applying for a mobility project. All HEIs involved in the consortium must hold a valid ECHE.

2. Eligible countries and partner organisations

In the context of the international dimension of the Erasmus+ programme, countries worldwide are grouped into Regions according to the to the EU's external policy instruments (see table below). Only HEIs in Programme Countries are eligible to apply for and receive funds. Higher education institutions from around the world are

[3] Blended mobility is a combination of physical mobility with a virtual component facilitating collaborative online learning.
[4] This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organisation located in a Programme Country.

eligible to take part in ICM as partners, with exception of those located in Regions 13[5] and 14[6]. Participating Partner Country HEIs must be recognised as such by competent authorities[7].

If an exchange takes place with a HEI which is not recognised, the mobility is considered ineligible, and the funds must be recovered. As the organisation submitting the application and managing the funds, the beneficiary HEI is responsible for verifying the eligibility of all partners in their application, and throughout the project lifecycle.

Other organisations in Programme and Partner Countries are also eligible to take part in an ICM project. They can host students on traineeships or HEI staff in training, while staff from these organisations can be invited to teach at a HEI. These organisations must be active in the labour market or in the fields of education, training and youth. See dedicated section on 'traineeships'.

Table 2 - Overview of eligible Partner countries

	Region	Countries
Instrument for Pre-accession (IPA III)	1. Western Balkans	**Albania, Bosnia and Herzegovina**, **Kosovo[8], Montenegro**
Neighbourhood, Development and International Cooperation Instrument (NDICI-Global Europe)	2. Neighbourhood East	Armenia, Azerbaijan, Belarus[9], Georgia, Moldova, Territory of Ukraine as recognised by international law
	3. South-Mediterranean countries	Algeria, Egypt, **Israel[10]**, Jordan, Lebanon, Libya, Morocco, Palestine[11], Syria, Tunisia
	4. Russian Federation	**Territory of Russia as recognised by international law[12]**
	5. Asia	Bangladesh, Bhutan, **Brunei**, Cambodia, China, DPR Korea, **Hong Kong, Japan**, India, Indonesia, **(Republic of) Korea**, Laos, **Macao**, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, **Singapore**, Sri Lanka, **Taiwan**, Thailand and Vietnam
	6. Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
	7. Middle East	**Bahrain**, Iran, Iraq, **Kuwait, Oman**, **Qatar, Saudia Arabia, United Arab Emirates**, Yemen
	8. Pacific	**Australia**, **Cook Islands**, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, **New Zealand**, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu
	9. Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, **Seychelles**, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda,

[5] Region 13: Andorra, Monaco, San Marino, Vatican City State

[6] Region 14: Faroe Islands, Switzerland, United Kingdom

[7] According to the Erasmus+ Programme Guide, this is any type of higher education institution, which in accordance with national law or practice, offers recognised degrees or other recognised tertiary level qualifications, regardless of what such an establishment is called, or a comparable institution at tertiary level which is considered by the national authorities as eligible to participate in the Programme in their respective territories.

[8] This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

[9] As of Call 2025, only incoming student mobility from Belarus is an eligible activity. Incoming staff mobility from Belarus and any outgoing mobility to Belarus is not supported by the Erasmus+ programme.

[10] The eligibility criteria formulated in Commission Notice Nr.2013/C-205/05 (OJEU C-205 of 19/07/2013, pp. 9-11) shall apply for all actions implemented through this Programme Guide, including with respect to third parties Receiving financial support in the cases where the respective action involves financial support to third parties by grant beneficiaries in accordance with article 204 of the EU's Financial Regulation.

[11] This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

[12] As of Call 2025, only incoming student mobility from Russia is an eligible activity. Incoming staff mobility from Russia and any outgoing mobility to Russia is not supported by the Erasmus+ programme.

		Zambia, Zimbabwe
	10. Latin America	Argentina, Bolivia, Brazil, **Chile**, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, **Uruguay,** Venezuela
	11. Caribbean	**Antigua & Barbuda**, **Bahamas, Barbados**, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, **St Kitts and Nevis**, St Lucia, St Vincent & Grenadines, Suriname, **Trinidad & Tobago**
	12. USA & Canada	**Canada, United States of America**

*All countries highlighted **in bold** are allowed to both send and host students on Bachelor and Master level as high income countries based on OECD's DAC list corresponding to the ICM Call Year. Bear in mind that this list is dynamic and should be consulted regularly. For countries in the DAC list, student mobility on Bachelor/Master level is only possible from these countries towards Europe, with the exception of Region 1 (Western Balkans). For more info, please check the section Restrictions on outgoing mobility.

3. Roles and responsibilities

Participating organisations involved in the mobility project take on the following roles and responsibilities:

- The **applicant organisation** (always the Programme Country HEI) submits an application to its National Agency (NA) on behalf of its partner(s). The applicant can also apply on behalf of a consortium of several partners from the same Programme Country.
- Once selected, the **beneficiary organisation** (always the Programme Country HEI) signs and manages the grant agreement and reports at the end of the project. The beneficiary is financially responsible for the entirety of the grant.
- The **sending organisation** (from either a Programme or a Partner Country) is responsible for selecting the students and staff and sending them abroad. This includes preparation, monitoring and recognition activities.
- The **receiving organisation** (from either a Programme or a Partner Country) hosts the students and staff from abroad, providing support during their stay.

Students and staff apply directly for a grant at the institution where they are enrolled through open calls. The selection criteria for participation in the mobility activities are defined by the HEIs involved in the project in their inter-institutional agreement (IIA). Many of these procedures are flexible and institutions are welcome to find the arrangements which work best for their needs, for example, institutions may prefer to establish joint selection procedures. Selection criteria and procedures must be fair and transparent.

Table 3 - Overview of ICM activities and eligible organisations

	Student mobility for studies (SMS)	**Student mobility for traineeships (SMP)**	**Staff mobility for teaching (STA)**	**Staff mobility for training (STT)**
Sending organisation can be…	Programme or Partner Country HEI	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Programme or Partner Country public or private organisation	Programme or Partner Country HEI
Receiving organisation can be…	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Programme or Partner Country public or private organisation	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Programme Country public or private organisation

4. KA131 international mobility[13]

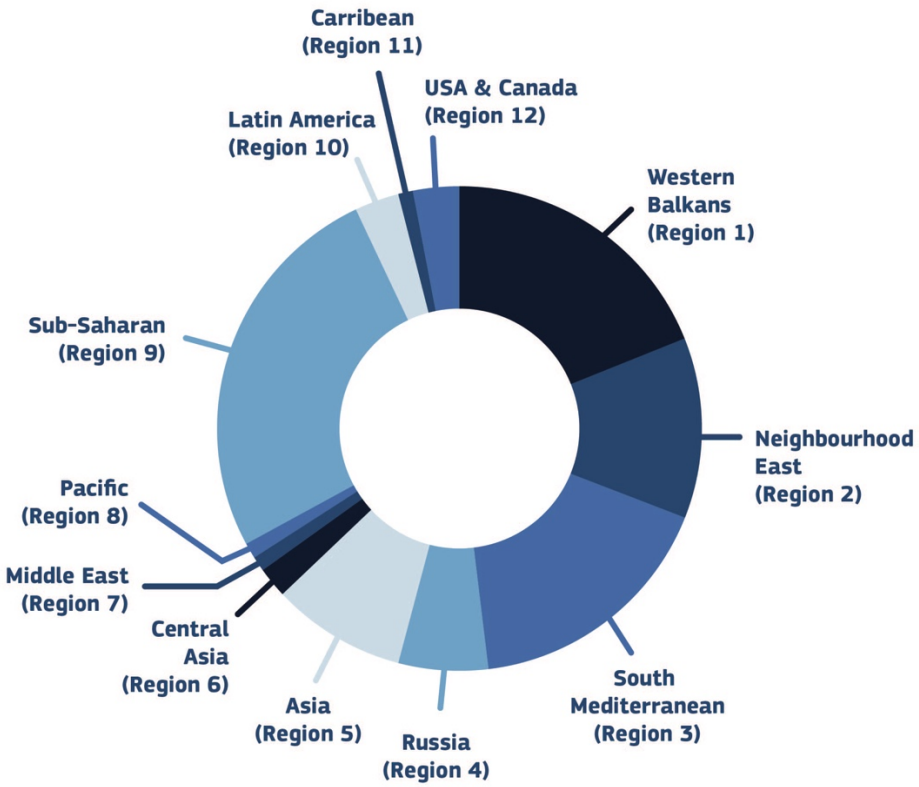
Starting from the 2021- 2027 programme period, the classic Erasmus (intra-European or KA131) scheme also includes an international dimension, although partner country HEIs can only host students/staff from programme countries. In many cases the involved higher education institutions from the partner countries also collaborate in an ICM/KA171 project, which allows them to send and not only receive learners and staff. The international mobility budget of KA131 is capped at 20% of the latest awarded project grant and should involve several international partners within a diversified geographical mix. A separate inter-institutional agreement is not needed if there already exists one for either of the two mobility actions (KA131 or KA171).

In addition to mobility of individuals, KA131 also supports blended intensive programmes (BIPs), which encourage groups of HEIs to jointly develop programmes of learning, teaching and training for groups of students or teaching and administrative staff and use innovative and digital ways of delivering it. If a Programme Country HEI has developed a BIP with KA131 funding, they can also receive incoming ICM participants as blended mobility funded by KA171. For more information on applicable rules, please consult the dedicated section of the Erasmus+ Programme Guide.

5. EU Budget – what you need to know

The EU budget available for this action is split into 12 'envelopes' corresponding to the regions of the world[14], covered by the EU's external financing instruments[15]. The size of each envelope is set according to the EU's geopolitical priorities, with some Regions benefitting from bigger budget envelopes and therefore funding more mobilities[16]. The largest budgets are allocated to Sub-Saharan Africa and the EU's neighbourhood regions – East and South, and the Western Balkans.

Graph 1 – Regional breakdown of ICM budget



[13] More information can be found in the Higher Education Mobility Handbook for Beneficiaries.
[14] The number and size of the budget envelopes will remain relatively stable under each call. The detailed budget is communicated each year ahead of the call deadline.
[15] More info here or here.
[16] Following Russia's war of aggression against Ukraine, the available funds for Region 4 have been subject to budgetary change.

Applicants should always keep the different budgets in mind when applying for mobilities. There is little point in applying for the entire national budget available in a smaller envelope (for instance Latin America or Pacific) when the NA, especially in large Programme Countries, will be under pressure to satisfy a large volume of demand from HEIs. On the other hand, competition may be considerably lower for larger budget envelopes, such as Sub-Saharan Africa and Western Balkans.

6. Indicative Geographical Targets for the programme period 2021-2027

Applicants should also be aware that in some Regions there are indicative targets to support geographical balance in the use of funds. NAs need to meet these targets by the end of the programme period, but not necessarily in each ICM Call year. Nevertheless, they are required to take into account these indicative targets when allocating funds.

This means that, all things being equal, NAs will be looking to fund projects with partners in low-income and least developed Partner Countries. So, if the applicant has the choice between equally strong partners, a strategic decision may be to give preference to the partnerships they have with the least developed countries in a given Region.

Table 4 - Overview of countries with geographical targets

Region	Composition of the region	Indicative Geographical Targets
Region 3 South Mediterranean	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia	no more than 15% of the budget available can be allocated to a single country
Region 5 Asia	DPR Korea, Indonesia, Malaysia, Maldives, Mongolia, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam	
	Bangladesh, Bhutan, Cambodia, Laos, Myanmar, Nepal	at least 25% of the budget available must go to projects with the least developed countries
	High income countries and territories: Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan	no more than 25% of the budget available can go to projects with High Income Countries
	China, India	no more than 15% with China, no more than 10% with India
Region 8 Pacific	Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu	
	High income countries: Australia, New Zealand, Cook Islands	no more than 86.5% of the budget available can go to projects with Australia and New Zealand combined
Region 9 Sub-Saharan Africa	no more than 8% of the available regional budget for a single country	
	Botswana, Cameroon, Cape Verde, Congo, Equatorial Guinea, Eswatini, Gabon, Ghana, Kenya, Mauritius, Namibia, Seychelles, Zimbabwe	
	Angola, Benin, Central African Republic, Chad, Comoros, Congo - Democratic Republic of the, Djibouti, Eritrea, Guinea-Bissau, Lesotho, Liberia, Madagascar, Malawi, Mozambique, Rwanda, Sao Tome and Principe, Sierra Leone, Somalia, Tanzania, Togo, Uganda, Zambia	at least 35% of the budget available must go to projects with the least developed countries
	Burkina Faso, Burundi, Côte d'Ivoire, **Ethiopia**, **Gambia**, **Guinea**, **Mali, Mauritania**, **Niger**, Nigeria, **Senegal**, South Africa, **South Sudan, Sudan**	Special emphasis should be put on migration priority countries. **Migration priority countries that are also LDCs are marked bold.**

Region 10 Latin America	Argentina, Bolivia, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela Brazil, Mexico	no more than 30% of the budget available can go to projects with Brazil and Mexico combined

7. Restrictions on outgoing mobilities (from Programme to Partner Country)

The financial instrument covering Regions 2-12 (NDICI) does not fund short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) mobility, from a Programme Country to any of the Partner Countries that are recipients of official development assistance (ODA). Region 1 is not concerned by this restriction, as the funding comes from IPA III. Please see the **non-restricted countries** in bold in the table on p. 4. This applies to mobility for studies and for traineeships. Only outgoing third cycle students (PhD candidates) or staff are eligible to be sent to these Partner Countries, while Programme Country HEIs can receive incoming students and staff without any restriction.

These restricted mobilities under ICM may be funded by internal policy funds, through the international opening of KA131 within the ceiling of the 20% of the awarded budget.

For more information on the funding rules, budget restrictions and country priorities, please visit the NA's website or see additional information for mobility projects supported by external policy in the Erasmus+ Programme Guide.

8. Grant breakdown

The applicant organisation applies for a number of student and/or staff mobilities, based on which a grant is calculated. This grant will cover the following costs:

8.1. Individual support

Mobility to…[17]	**Student monthly rate**[18]	**Student daily rate**[19]	**Staff daily rate**[20]
Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden	€ 900	€79 (5th-14th day) €56 (15th-30th day)	€ 190
Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	€ 850		€ 170
Bulgaria, Croatia, the Republic of North Macedonia, Hungary, Lithuania, Poland, Romania, Serbia, Türkiye	€ 800		€ 148
All Partner Countries	€ 700		€ 190

8.2. Travel support

Travel distances[21]	**In case of non-green travel**	**In case of green travel**[22]

[17] The composition of the three groups has been adjusted as of Call 2024.
[18] The rates for student mobility for studies and for traineeships are the same. In ICM, there is no "top-up" grant for traineeship mobility.
[19] The daily student rate applies on the physical component of a short-term blended mobility or a short-term doctoral mobility.
[20] These staff mobility rates apply up to the 14th day of activity, after which the grant drops to 70% of the amount shown. Rates were updated as of Call 2024.
[21] Travel distances must be calculated using the Distance Calculator supported by the European Commission. The travel distance for one direction is used to calculate the EU grant amount for the round trip. Use of sustainable means of transport for mobility.
[22] Use of sustainable means of transport for mobility. Rates for both green and non-green travel were updated as of Call 2024.

Between 10 and 99 km	€ 28 per participant	€ 56 per participant
Between 100 and 499 km	€ 211 per participant	€ 285 per participant
Between 500 and 1999 km	€ 309 per participant	€ 417 per participant
Between 2000 and 2999 km	€ 395 per participant	€ 535 per participant
Between 3000 and 3999 km	€ 580 per participant	€ 785 per participant
Between 4000 and 7999 km	€ 1188 per participant	€ 1188 per participant
8000 km or more	€ 1735 per participant	€ 1735 per participant

8.3. Organisational support

The grant foresees an organisational support (OS) contribution of € 500 per participant to cover costs directly linked to the implementation of mobility activities, such as the selection of participants, linguistic preparation, visa and insurance costs. It is important that the distribution of the OS grant reflect as far as possible each partner's workload in support of the mobility project. The cooperating institutions should agree on how to use or share the OS grant and include the details in the inter- institutional agreement.

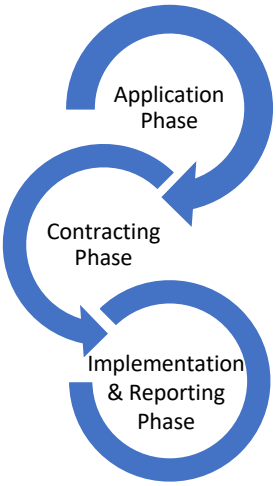
The rules of the programme allow transferring OS funds to travel and individual support (in order to fund longer or new mobilities). The use of this possibility presupposes that the HEIs are already providing high quality student and staff mobility, including visa and insurance support, as well as linguistic and cultural preparation for all participants. In case that flexibility is used, it cannot exceed 50% of the OS funds allocated to the whole project without an amendment of the grant agreement.

The beneficiary is entitled to the full OS allocated to the project if at least 90% of the planned activities have been performed. In the case of fewer performed activities, the OS will be decreased proportionately, and the difference needs to be returned to the NA or may be deducted from the final payment.

For more information on the grant, please refer to Part B of the Erasmus+ Programme Guide.

9. Timeline

The selection of projects for ICM is based on an annual call for proposals issued by the European Commission and published on the Erasmus+ website in the autumn of the year preceding the projects' start date. The application and selection process are managed by each National Agency (NA)[23]; i.e. the NA in the Programme Country where the applicant organisation (or consortium) is based.



Applicants must submit their grant application to their NA by the deadline specified in the call for proposals published on the Erasmus+ website for projects starting on 1 August of the same year.

ICM projects can run for either 24 or 36 months and the duration is selected by the applicant at application stage. The start and end dates of all mobility activities must fall within the start and end dates of the project.

For the full lifecycle of an ICM project, please see Annex II of this Handbook.

[23] The National Agencies are based in EU Member States and third countries associated to the Programme (previously called Programme Countries).

10. Inclusion and Diversity

The Erasmus+ Programme aims at promoting equity and inclusion by facilitating access for participants with fewer opportunities. To meet this objective in international credit mobility, it is essential that partners take inclusion and diversity into account from the project's inception.

Therefore, this Handbook will also highlight different elements that institutions should consider, from outreach and participant selection, to grant management and support.

Examples of what can constitute a barrier for participation can be found in the Programme Guide (see section "Inclusion and Diversity[24], under Priorities of the Erasmus+ Programme):

- Disabilities
- Health problems
- Barriers linked to education and training systems
- Cultural differences
- Social barriers
- Economic barriers
- Barriers linked to discrimination
- Geographical barriers

The criteria to be used for the selection of participants with fewer opportunities are defined either at national level by the NAs – in agreement with national authorities (NAU) – or individually by each ICM partnership. It is therefore important that partners – already at application stage – discuss how to ensure equity and inclusion of participants. This list of criteria may also just focus on certain inclusion aspects of their respective national or institutional context. The defined criteria should be included in the IIA.

11. Application and assessment processes

11.1. Application process

The Programme Country HEI will fill in the application form on behalf of its partner(s) and submit the form to its NA. The person who starts the application needs to have an EU Login registration. We encourage **involving all partners** in the application process, as the applicant will be asked to provide information on their cooperation arrangements and on the wider impact of their mobility project.

11.2. Finding a partner

To find a partner, we recommend you look at current or past cooperation agreements your institution might have, either at the level of the institution (typically via the international relations office), or at the level of individual faculties. We encourage applicant HEIs to start networking with potential partners in the summer before the official launch of the call to allow enough time prior to the application deadline.

Tips on choosing the right partner

The institution offers transparent descriptions of its programmes, including learning outcomes, credits, learning and teaching approaches and assessment methods.

Its learning, teaching and assessment procedures are quality assured and can be accepted by your institution without requiring students to take any additional work or examination.

Agreements may not only be made with institutions offering similar programmes, but also with institutions providing complementary ones. New partnerships could focus on a certain discipline or have a multidisciplinary approach based on the strategies of the institutions involved in the project.

If you are looking for new partnerships, we encourage you to contact the relevant Erasmus+ stakeholders in partner countries. These include the (i) **National Erasmus+ Offices (NEOs)** in the Western Balkans, the Neighbourhood countries and in Central Asia. Since 2022, (ii) **Erasmus+ National Focal Points (ENFPs)** appointed in other third countries (Africa, the Americas, Asia-Pacific and the Middle East). All these stakeholders provide information about their country's higher education sector. You can find information about both sets of stakeholders on the contacts page of the Erasmus+ website[25]. HEIs established in a partner country must be accredited by the relevant national accreditation procedure and should not be subject to EU sanctions.

If you are reluctant to enter new cooperation arrangements, you can think about starting with staff mobility to build mutual trust before extending the partnership to sending and receiving students.

[24] ICM applicants and beneficiaries are invited to consult the Implementation guidelines - Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy.
[25] National Erasmus+ Offices and Erasmus+ National Focal Points.

11.3. Getting the right accreditation

Having a valid Erasmus Charter for Higher Education (ECHE) is a pre-requisite for all HEIs established in a Programme Country that wish to participate in a mobility project either as a single HEI or as a member of a national mobility consortium. A call for proposals for the ECHE is held annually, and this is managed by the European Education and Culture Executive Agency (EACEA). The award of an ECHE is valid for the whole duration of the Erasmus+ programme.

HEIs established in a Partner Country must be accredited by the relevant national accreditation organisation and should not be subject to EU sanctions. As they are not eligible to receive an ECHE, the principles of the ECHE are enshrined in the inter-institutional agreement that they sign with their partner(s). More information on this agreement can be found in section II.

An organisation from a Programme Country, applying **on behalf of a national mobility consortium**, must hold a valid consortium accreditation. A call for consortium accreditation is published on an annual basis by the NAs. A consortium accreditation is valid for the whole duration of the Erasmus+ programme. Organisations must request an accreditation before applying for a grant. Please read the relevant section in the Erasmus+ Programme Guide to find out more about the conditions to obtain a consortium accreditation.

11.4. The Organisation ID (OID)

The Organisation ID is an 8-digit unique identifier preceded by the letter E. It is mandatory for applicants, as well as for every organisation involved in an ICM application, including non-academic organisations (for traineeships or staff mobility). Please note that the OID is a distinct number from the Participant Identification Codes (PIC), which is required for centralised Erasmus+ actions.

Before filling in the application form, the Programme Country applicant will need to register for an Organisation ID (OID), if not existing already. The Partner Country organisations to be included in the ICM project proposal should also have an OID at application stage.

Partners may be added later during implementation, as long as they are based in a country included in the project. In this case, Partner HEIs should acquire an OID before the beneficiary signs an amendment to the Grant Agreement (see section Beneficiary Grant Agreement), after which they will appear in Beneficiary Module[26]. For non-academic partners this process remains optional.

Please check carefully whether your institution or your partner already have an OID before registering a new one.

Please find a step-by-step guide on how to register for an OID in Annex I.

11.5. The application form: Context and Applicant Organisation(s)

The Programme Country institution can only submit one application for ICM per Call for Proposals, which should contain information on all the mobility activities they intend to carry out with their partner(s) in one or more Regions. HEIs should discuss and agree upon the details of their cooperation before writing the application.

There is no limit to the number of Regions in the proposal. The same institution can also apply for ICM as part of a consortium of HEIs in that Programme country, in which case they are responsible for preventing double funding of the same mobility.

In case of multiple submissions of the same application in the same selection round, the National Agency will consider as valid the last version submitted before the application deadline.

The applicant should first indicate under “Context”: its ICM project duration, the National Agency to which they apply (always in the same country as the applicant) and the language used to fill in the form.

Then, under “Applicant Organisation”, the applicant will have to provide its OID and indicate if they apply on behalf of a mobility consortium or not. Once the applicant's OID is entered, the fields Legal name and Country will be automatically filled in. The applicant will need to select if they apply on behalf of a mobility consortium.

[26] Beneficiary Module is the web platform tool for collaboration, management and reporting for mobility projects under Erasmus+.

If applying as a single HEI, under the sub-section with their name the applicant will see the fields entitled “Profile” and "Accreditation " automatically filled in and the corresponding Erasmus Code (e.g. A WIEN01) appearing under “Accreditation”. If the "Accreditation Reference" field remains empty, the OID entered is not linked to an Erasmus Code. Please find the most recent list of ECHE-awarded HEIs here to ensure the correct OID is filled in.

The Programme Country institution (or organisation) may apply on behalf of a higher education mobility consortium if it has a valid "Higher Education Mobility Consortium Accreditation" (from a previous call) or if it has submitted an application for a consortium accreditation (KA130) in the current call. An accreditation reference number is structured as follows: 2026-1-AT01-KA130-HED-000004464.

If the applicant has a valid consortium accreditation reference number from a successful application for accreditation and it remains valid for the current call, it will be possible to select the consortium accreditation reference number in the dropdown menu of the field "Mobility Consortium". This section appears automatically when a mobility consortium option is selected. If the mobility consortium has no consortium accreditation yet, it must submit a KA130 application for the accreditation of the consortium before filling in this part of the application. Once the accreditation is in place, it will be possible to select the draft "Higher Education Mobility Consortium Accreditation" as described above. In the case of national mobility consortia for Higher education student and staff mobility, the coordinator of the consortium applies on behalf of the whole consortium. The members of the consortium linked to the accreditation reference will be automatically displayed.

Last necessary information, before moving to the project’s details, is the identification of associated persons. There are three distinct roles: legal representative, primary contact point and contact point for OLS (Online Language Support). At least two associated persons should be inserted to ensure smooth and uninterrupted communication between the NA and the future beneficiary, but one associated person could be in charge of two roles (e.g. primary contact point and contact point for OLS).

11.6. The application form: Regional Partnerships and Project description

This section includes the award criteria determining which projects will ultimately be selected for funding by the National Agency. To complete this section successfully, the applicant must have a clear idea of who they are going to work with and how the responsibilities will be divided.

Under Regional Partnerships, the applicant will first list the Regions with which they intend to cooperate. For every added region, a new sub-section appears in the Content Menu on the left side called “Details for cooperation with Region X”. For each Region at least one partner institution (HEI or non-academic partner) should be inserted with their OID, based on which their full legal name and country will be displayed automatically. Therefore, the applicant does not need to insert partner countries separately.

The applicant is also encouraged to include their non-academic partners that will host trainees or support staff mobility. This information is not mandatory at application stage, if the non-academic partners do not have an OID, and they can be added during implementation phase. Nevertheless, in this case at least one partner HEI in the same country should be identified in the application, so that the country can be considered for funding.

In case the project is selected for funding, the names of all partner institutions provided in the application form will be included in Annex I of the grant agreement between the National Agency and the beneficiary institution and will therefore become legally binding. During implementation phase, beneficiaries will have the chance to add/ change partner institutions based on the project’s needs in the countries approved already at application stage.

Once all Regions and partner institutions are identified, the applicant can move to the next section “Project description”, and answer questions corresponding to the following three award criteria: Quality of the project design and cooperation arrangements, Relevance of the strategy, Impact and Dissemination. Below there is a more detailed presentation of the three award criteria, but additional guidance text can be found also in the relevant part of the Application form.

Quality of the project design and cooperation arrangements (once per application):

40 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 countries of the partner institutions) and explain how, for the planned mobility project, **responsibilities, roles and tasks** will be defined in the **Inter-institutional Agreement**. In addition, elaborate on how the project addresses the **respect and promotion of shared of EU values**."

Relevance of the strategy (per Region included in the application)

40 PTS

"Explain why the planned mobility project is relevant to the **internationalisation strategy** of the higher education institutions involved. Present **previous experience** of similar projects with higher education institutions in the selected regions and countries, if any. Present the proposed **type(s) of mobility** (studies, traineeship, staff teaching or staff training), the subject areas and other specificities. If diverting, please detail the relevance of the strategy for different partner countries in the same region."

Impact and dissemination (per Region included in the application)

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. If diverting, please detail the relevance of the strategy for different partner countries in the same region."

After “Project Description”, the applicant will have to fill in the different “Activities”. For each Partner Country, the applicant will need to enter at least one activity and for each activity at least one mobility flow. When entering the activity, only the general activity category is required (Learner or Staff mobility), as specifying between activity types (studies/ traineeship, teaching/training) will be required during implementation when the actual mobilities will be encoded in Beneficiary Module. Nevertheless, applicants are encouraged to reflect the diversity of their planned activities in their answers for the relevant award criteria. Especially, if non-academic partners are not included in the application due to lack of an OID, this will be the optimal way to refer to them and their involvement.

Once an activity is entered, the number and duration of mobility flows will be requested, generating the corresponding EU grant. Applicants may indicate an estimation about the participants with fewer opportunities. This estimation will not be binding for applicants, of course, but it serves two purposes. First, an indication about the project’s contribution to the Erasmus+ horizontal priority of inclusion and diversity and second, the calculation of additional funds to cover the associated top-ups to the individual support of the participants.

While this estimation will be taken into account in the overall quality evaluation of the project, applicants are encouraged to be realistic and study carefully the relevant parts of the Programme Guide, as well as list of criteria established on national level by the NA for the allocation of the additional support to participants with fewer opportunities.

Regarding learner mobility flows, the requested EU grant is calculated on the basis of the monthly rate for long-term learner mobility. If the applicant would like to plan short-term blended mobility as well, they should reflect the necessary grant for these short- term mobilities in a number of monthly rates and not insert the equivalent in duration (e.g. one monthly rate of long-term mobility is not sufficient to fund 30 days of short-term blended mobility).

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[27], 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 secondary criteria apply.

Applicants should use the Distance Calculator to calculate travel distances. If the city of origin and the host city are the same for all mobility activities in a flow, the travel distance between those two cities should be introduced. 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.

Example for calculating short-term mobility grant

To plan 6 incoming learner mobilities: 2 long-term (each for 5 months) and 4 short-term mobilities (each for 20 days), calculation of the individual support would be:

- 2 x 5 x 800 EUR = 8 000 EUR (long)
- 4 x 14 x 79 EUR +
  4 x 6 x 56 EUR = 5 768 EUR (short)

For the long-term, the applicant fills in 2 mobilities for in total 10 months.
For the short-term mobilities, applicant should request 5 768/800 = 7,2 months (rounded upwards to 8 months to ensure enough funding).
In total, 6 mobilities for 18 months are encoded.

As clarified previously under restrictions on outgoing mobilities (from Programme to Partner Country), certain countries face a restriction regarding the eligible outgoing student mobility flows. Contrary to the previous programme period, budget transfers from the Erasmus+ internal funds are no longer possible. These flows may now be funded under the international opening of KA131. If inserting an outgoing learner mobility flow towards one of these countries, the applicant will see a warning that the selected flow is only eligible for third (doctoral) cycle of studies.

11.7. Evaluation procedure

Once the application has been submitted to the National Agency, it will undergo an evaluation procedure. The NA will appoint experts to verify the eligibility and quality of the application, supported by the Erasmus+ Guide for experts on quality assessment prepared by the European Commission.

Experts will start by assessing the eligibility of all mobility flows requested, taking into account any secondary criteria outlined by the NA. If the application passes the eligibility check, all planned mobilities with a particular Region will be assessed separately according to the three award criteria. Each criterion will be given a mark as indicated above. A total score per Region will be calculated on this basis: the score of the Quality of the project design and cooperation arrangements + the scores of the Relevance of the Strategy and Impact and Dissemination. The total aggregated score per Region must be minimum 60/100 in order to be considered eligible for funding. Each award criterion also has a 50 % threshold meaning that the applicant needs to score minimum 10/20 and 20/40 to be considered eligible.

The expert may recommend that the NA select only mobilities with certain Regions in the same application (e.g. funding mobilities with Sub-Saharan Africa, but not with Latin America), or only some mobility flows within a given Region (only students or staff, incoming or outgoing). The expert can also recommend reducing the length of the proposed mobilities.

Based on the expert's assessment, an evaluation committee will decide which projects are ultimately selected for funding. The NA might decide to fund mobilities with one country and not the other or reduce the number of mobilities requested following the experts' recommendations, due to lack of funds or for reasons of geographical balance. Countries with no funded activities under a Region, which has passed the minimum quality threshold, will be included in the project's reserve list and may be allowed mobilities during implementation: 1) through a redistribution of funds by the NA; 2) through an internal budget shift among the project's countries of the same Region, upon NA approval; 3) through the zero-grant option. See also Grant Award decision below.

In keeping with the indicative targets for geographical balance, the committee can modify the ranked order of sub-projects within a given Region in order to ensure a better geographical spread. Where possible and in addition to the overarching criteria of merit and geographical balance, the NA will seek to spread the available budget widely to avoid a small number of HEIs dominating. The NA will strive to be as inclusive as possible,

[27] First cycle (Bachelor or equivalent), second cycle (Master or equivalent), third or doctoral cycle.

maximising participation of stakeholders without undermining quality, geographic balance or the minimum critical size per mobility project to ensure feasibility.

11.8. Grant award decision

NAs will notify the institutions of their final grant award decision. Successful applicants will be invited to sign a beneficiary grant agreement with their NA.

If an inter-institutional agreement with each of the partners has not been signed yet, this should be done at this point, and in any case before the start of the first mobility. More information can be found in the next section.

The total awarded EU grant will be spread on the Regions that have passed the minimum quality threshold and were selected. The beneficiary will have to respect the maximum amounts awarded per Region, but between countries within a given Region, a flexible budget management will be allowed. In order to respond to changing circumstances beyond the control of the beneficiary (travel restrictions or unsafe conditions in a certain country, problematic cooperation with a certain partner institution, etc.), the beneficiary will be invited to seek NA approval for a budget shift between countries in the same Region and which were included in the application, regardless of their initial funding status. To allow this flexibility mechanism, the NA will need to be presented with the factual difficulties encountered in the specific third country and that efforts to identify a new partner institution in the same country have already been explored. Overall, the beneficiary's and the NA's objective shall be to ensure that the project can go ahead as close as possible to its description at application stage.

If one of the regional sub-projects passed the quality threshold (60 points) but is rejected due to lack of funds in the given budget envelope, it may be placed on a reserve list. If any of the beneficiaries should abstain from receiving funding, NAs can offer the funds to the applicant that is next on the reserve list for the same budget envelope. The deadline for this is the 31 December of the call year.

The Grant Agreement will include the Regions, which successfully passed the qualitative assessment and could not be granted funds due to insufficient funding or for geographical balance reasons, in a "List of non-funded Countries". The condition for this is to receive funding for cooperation with at least one Region. The objective is to allow for future budget shifts within the project or thanks to a redistribution of funds by the NA at interim report stage and for the organisation of mobilities as "zero-grant from EU funds" within the quality framework of the programme. More details are available in the section "Zero-grants from EU funds" in part II of this Handbook.

II. Preparing and implementing the mobility

This section covers the main elements that relate to the management of the ICM project. Please pay attention to the contractual documents listed below and note that National Agencies will request to see these documents during monitoring visits and/or checks.

1. Contractual documents

1.1. The beneficiary grant agreement

If the ICM project has been selected for funding, the beneficiary HEI or HEIs, in case of a national consortium, will sign a grant agreement with their National Agency.

This agreement links the beneficiary HEI to its NA and provides the financial support for their mobility project. The partner institutions are not parties to this agreement, but their mobility project is described in the grant agreement and is subject to the same quality framework of the programme. This grant agreement captures the core of the project and is based on the information that was provided in the application form, assessed by a team of evaluators who will have selected the project – or parts of it – for funding.

The **annexes** to the grant agreement detail the activities that have been selected for funding and specify the breakdown of the grant. As indicated above, the approved activities and the names of all partner institutions provided in the successful application form will be included under Annex I of this grant agreement and will therefore be **legally binding**.

Although a HEI is not included at the application stage, it is still possible for the beneficiary to include them later in the project during implementation, as long as the partner country is part of the beneficiary's ICM project.

This should be done via an amendment. The National Agency will be responsible of introducing them into the IT tools with the use of their OID. Non-academic partners may be added directly by the beneficiary HEI in Beneficiary Module without the need of an amendment or an OID.

Annex I also includes a "**List of non-funded countries**". This list contains countries that successfully passed the qualitative assessment, but no funds could be allocated due to insufficient funding or for geographical balance reasons. Mobilities with these non-funded countries may be organised thanks to budget transfers within the same region, as long as at least one country from the region has been selected for funding. If all the countries belonging to the same region are on the list of non-funded countries, then mobilities with this region may be organised only as "zero-grant from EU funds"; for more details on zero-grants please read the dedicated section.

In principle, the **selected mobility flows must be implemented in accordance with this annex.** However, certain modifications of the project are possible with or even without an amendment; for more details on project modifications, please read the dedicated section.

1.2. The inter-institutional agreement (IIA)

Before any mobility activity can take place, **your institution must sign an** inter-institutional agreement with the partner institution(s) involved in the project. It is crucial that the partners discuss the content of the agreement from the moment they start preparing their application. You should sign this agreement once your project has been selected for funding, and **at the latest before the start of the first exchange**. Inter-institutional agreements must be made available by the beneficiary HEI during monitoring visits of the National Agencies.

Please use the template on the Erasmus+ website.

Beyond the minimum requirements laid out in this template, the partners are free to customise it as they see fit, detailing how they will select participants; recognise study credits; share the organisational support grant; and so on.

By signing an IIA, institutions commit to respecting the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE) relating to the organisation and management of mobility.

Only the central authority at the institution can officially apply for ICM and sign documents related to the application and the beneficiary grant agreement, not the individual faculties or departments. This legal representative is typically the rector of that institution.

The signature of official documents can be delegated to another representative (such as the dean of a faculty) in **exceptional cases** and 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 to the fully implementing and respecting the inter-institutional agreement and learning/mobility agreements.

If cooperation with other faculties at that institution are covered by separate inter-institutional agreements, they need to be signed by their respective Deans (i.e. one Dean cannot sign for the whole institution). The European Commission has not set any rules concerning the use of electronic signatures. National Agencies may accept scanned signatures in accordance with national legislation.

Unlike partner HEIs, non-academic partners do not sign an inter-institutional agreement. The rules and obligations of all parties should be detailed in the Learning Agreement for Traineeships or the Mobility agreement.

1.3. The participant grant agreement

The participant grant agreement sets out the financial support and payment arrangements to the participant. This agreement is signed by the participant and the beneficiary HEI. The grant agreement template will be provided by the Programme Country NA.

The agreement must be signed by both parties before the start of the mobility. The beneficiary HEI administers all grant payments for incoming mobility to and outgoing mobility from their country.

1.4. The Learning and Mobility Agreements

Before a mobility can start, the participant, the Sending and the Receiving Organisations must agree on the activities that the participant will undertake during the period abroad.

1.4.1. Learning agreements (student mobility)

The Learning Agreements for Studies and for Traineeships[28] set out the study or traineeship programme to be followed by the student, define the target learning outcomes and specify how learning abroad will be recognised by the sending Institution.

Both types of Learning Agreement templates share the same structure comprising parts on general information, information about the study or traineeship programme before, during and after the mobility. The Learning Agreement must be approved and signed by the student, the Sending and the Receiving organisation, and the beneficiary HEI (if different).

All parties signing the Learning Agreement commit to complying with all agreed arrangements, thereby ensuring that the student will receive the recognition for the studies or traineeship carried out abroad without any further requirements. We recommend using the templates provided as a basis for the Learning Agreement, however, institutions already producing Learning Agreements or Transcripts of Records (using their own IT systems) may continue to do so.

Institutions are free to **customise 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.

a) Learning agreement for studies

First, the student must select a type of mobility they plan to undertake and the estimated duration of the planned mobility. They can select from the following mobility types:

- **Long-term mobility**: a long-term physical mobility abroad with a duration from 2 months (60 days) to 12 months. A virtual component could be added before, during or after the study mobility.
- **Blended mobility with short-term physical mobility**: short-term physical mobility abroad of 5-30 days combined with a compulsory virtual component.
- **Short-term doctoral mobility**: short-term physical mobility of 5-30 days for Doctoral candidates. A virtual component could be also added before, during or after the study mobility.

[28] Please find the Learning Agreements here.

The Learning Agreement for studies sets out the educational components (including virtual, if applicable) that will be recognised by the Sending Institution (i.e. replaced in the student's degree) upon successful completion of the study programme abroad. The three parties (the student, Sending and Receiving organisations) must agree on these before the mobility takes place.

Changes to the study programme during the mobility should be exceptional. However, if they arise, they must be introduced in the respective part of the Learning Agreement and be approved by all parties.

After the mobility, the Receiving Institution should send a Transcript of Records to the student and to the Sending Institution. Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should automatically recognise the student's academic outcomes successfully completed at the Receiving Institution.

A study period abroad could be combined with a traineeship (see below), in which case the Learning agreement for studies template should be adjusted to fit both activity types.

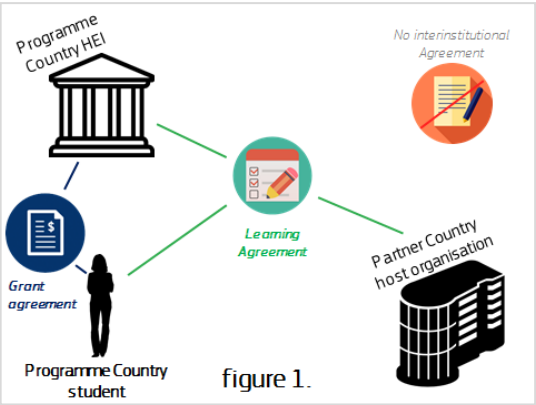
b) Learning agreement for traineeships

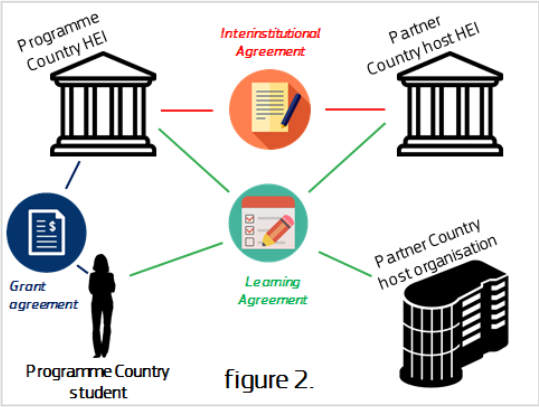
The Learning Agreement for traineeships sets out the rights and responsibilities of the various parties, a detailed programme of the traineeship, information on insurance, and how the traineeship will be recognised upon successful completion.

Before the mobility, it is necessary to fill in information on the trainee, the beneficiary HEI, the Receiving Organisation[29] (and the Sending Institution, if different from the beneficiary).

Depending on the direction of the mobility and whether it is combined with a study period, the Learning Agreement could be tripartite or quadripartite:

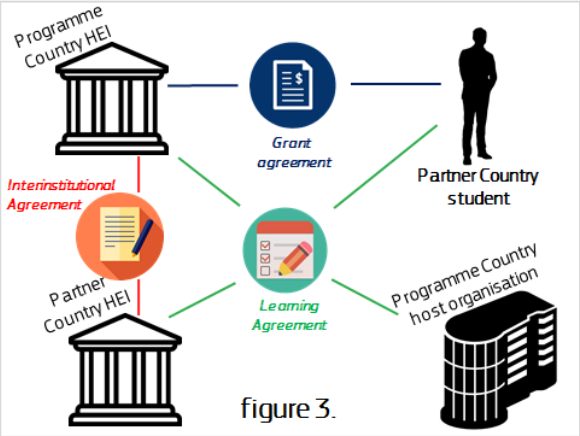
- **Programme Country trainees** would sign either a Learning Agreement for Traineeships involving three parties: the *trainee*, *beneficiary HEI* and *non-academic Partner Organisation (see figure 1)* or, if combined with a study period at a Partner Country HEI, a Learning Agreement for studies also involving the *Partner Country HEI (four parties in total) (see figure 2)*.





[29] For more information on eligibility for traineeship Receiving Organisations, please see the dedicated section "Specific eligibility criteria for student mobility" in the Erasmus+ Programme Guide.

- **Partner Country trainees** would always sign a Learning Agreement involving four parties: the *trainee*, the *Partner Country HEI*, the *beneficiary HEI* and the *Programme Country non-academic organisation*, regardless of whether the traineeship is combined with a study period, since the Programme HEI is the beneficiary and must be party to the agreement (see figure 3).



When applying for ICM funding for traineeships, the beneficiary HEIs may already have identified a host organisation for their students and recent graduates. Alternatively, it is possible for students and recent graduates to find their own work placement, provided this is approved by the participating HEIs.

Before the mobility, the detailed programme of the traineeship period should be presented with the tasks/deliverables to be carried out by the trainee, with their associated timing. If applicable, the added value of the virtual component of the traineeship should be clearly described.

Changes to the traineeship programme during the mobility should be exceptional. However, if they arise, they must be introduced in the respective part of the Learning Agreement and be approved by all parties.

After the traineeship abroad, the Sending Institution should recognise the traineeship according to the commitments agreed upon in the Learning agreement, if it is embedded in the curriculum (it counts towards the student's degree). If applicable, the Sending Institution should provide the Transcript of Records to the trainee or record the results in a database (or other means) accessible to the student, normally five weeks after Receiving the Traineeship Certificate, without further requirements than those agreed upon before the mobility.

Recognition by the Sending Institution is not applicable if the traineeship is taken on a voluntary basis (not obligatory for the degree/recent graduates), but the Receiving Institution should provide relevant documentation.

For more detailed information, please refer to these Guidelines on how to use the Learning Agreement, available for both types of student mobility.

1.4.2. Mobility Agreements (staff mobility)

The Mobility Agreement[30] for members of staff sets out the teaching or training programme to be followed and lists the rights and obligations of each party.

The selection of staff members will be made by the Sending Institution (or jointly with the Receiving Institution, if agreed) based on a draft mobility programme submitted by the staff member after consultation with the Receiving Institution. Prior to the start of the mobility, **the final mobility programme shall be formally agreed by both the sending and receiving Institution** (by exchange of letters or electronic messages). In the case of invited staff from organisations[31] and staff training at organisations, the organisation must also sign this agreement.

Both the Sending and Receiving Institution are responsible for the quality of the mobility period abroad.

[30] Please find the Mobility Agreement here.
[31] Any enterprise or more generally any public or private organisation active in the labour market or in the fields of education, training and youth.

a) Mobility Agreement for teaching

For staff teaching mobility, a minimum of 8 hours of teaching per week (or any shorter period of stay) has to be respected. If the mobility is longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.

If the teaching activity is combined with a training activity during a single period abroad, the minimum number of hours of teaching per week (or any shorter period of stay) is reduced to 4 hours. There is no minimum number of teaching hours for invited staff from non-academic organisations.

In case the mobility combines teaching and training, the Mobility Agreement for teaching template should be adjusted to fit both activity types.

Before the mobility, it is necessary to fill in information on the teaching staff member, the Sending Institution/ Organisation and the Receiving Institution.

- In the case of mobility for teaching between HEIs, the agreement must be always signed by three parties: the *staff member*, the *Sending* and the *Receiving HEI*.
- In the case of mobility of invited Programme Country staff from organisations to teach in a Partner Country HEI, the agreement must be signed by four parties: the *participant*, the *beneficiary HEI*, the *HEI Receiving* the staff member and the *organisation* to which they belong.
- In the case of mobility of invited staff from Partner Country organisations to teach in a beneficiary HEI, it will be sufficient with the signature of the *staff member*, the *beneficiary HEI* and the *Sending Organisation*.

b) Mobility Agreement for training

Before the mobility, it is necessary to fill in information on the *staff member*, the *Sending Institution* and the *Receiving Organisation*.

- In the case of mobility between HEIs, the agreement must always be signed by three parties: the *staff member*, the *Sending* and the *Receiving HEI*.
- In the case of mobility of Higher education staff from a Partner Country to a Programme Country enterprise, the agreement must be signed by four parties: the *participant*, the *beneficiary HEI*, the *Sending HEI* and the *organisation Receiving* the staff member.

2. Erasmus+ Quality Standards

2.1. The Erasmus Charter for Higher Education (ECHE)

The Erasmus Charter for Higher Education (ECHE) provides the general quality framework for European and international cooperation activities a HEI may carry out with Erasmus+. The award of an ECHE is a pre-requisite for all HEIs located in a Programme Country and willing to participate in learning mobility of individuals and/or cooperation among organisations and institutions under Erasmus+. The Charter is awarded for the full duration of each Erasmus+ programme period. The ECHE Annotated Guidelines outline the requirements HEIs institutions in the EU must fulfil to comply with the Charter principles. Please also refer to the ECHE Monitoring Guide and to the ECHE self-assessment tool for more information.

Since the ECHE is not required for Partner Country HEIs' involvement in mobility projects, the quality framework will be established through inter-institutional agreements (IIA) signed by the partners.

2.2. The Erasmus+ Student Charter

Once an Erasmus+ student or a trainee have been selected, the beneficiary HEI must make sure that they receive a copy of the Erasmus+ Student Charter. The Student Charter highlights the students' rights and obligations and is available in all languages of Programme Countries.

3. Selection of participants and eligibility criteria

3.1. Selection procedure

Normally, the Sending HEI selects participants, and nominates them to be approved by the Receiving Institution. Some institutions may prefer to set joint procedures, including for example joint selection panels to ensure consistent selection of participants.

The selection procedure must be fair, transparent and well-documented, as they will be checked during monitoring visits at the beneficiary institution by the National Agencies. The calls for applications and the selection criteria (e.g. academic performance of the candidate, motivation, relevant experience etc.) shall be made public. The Sending and the Receiving Institution should have a common understanding regarding selection of participants and should have set a basic timeline and identified the colleagues responsible for the nomination of students and staff. **Fees may not be charged under any circumstances to applicants for the organisation or administration of their Erasmus+ mobility period.** However, small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material may be charged.

Any reported cases will be thoroughly examined by the European Commission and the relevant NA and may lead to a suspension or termination of the ECHE of the beneficiary institution (and therefore of the grant agreement). If this should occur at a Partner Country HEI, the beneficiary HEI may discontinue their partnership and seek for alternative partner HEIs in the same country. The HEI shall take the necessary measures to prevent any conflict of interest regarding persons who may be invited to take part in the selection process. There should be appeal procedures in place.

The Erasmus+ Programme aims at promoting **equity and inclusion** by facilitating access to participants with fewer opportunities compared to their peers. Therefore, in the case of student mobility, partners are encouraged to take other elements beyond academic merit into account to ensure participation of these students. In the evaluation and selection process in case of equivalent academic merit, preference should be assigned to students with fewer opportunities, commonly agreed by the partner HEIs as target groups in the IIA.

For further details on inclusion support for participants please see section Support to participants (below).

3.2. Eligibility criteria

A student can go on mobility several times, **up to a maximum of 12 months per study cycle** (excluding time covered by virtual components during a blended mobility). Prior experience under Erasmus Programme; Erasmus+ mobility for higher education students (both KA103 and KA107) and as scholarship holders of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees is taken into account for the maximum of 12 months. However, non-funded mobility periods under Erasmus+ (e.g. virtual component of a blended mobility), participation in Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees as self-financing participants are not taken into account for the 12 months-rule.

Regarding staff mobility, the abovementioned restrictions do not apply. Members of staff can carry out any kind of mobility – neither their prior mobility, nor the duration of such constitute a limitation in terms of eligibility: Staff mobility can be carried out by any type of higher education staff or by invited staff from outside the HEIs. However, a general practice of rotation among selected staff is recommended to ensure that it is not always the same people benefitting from the programme.

3.3. Registering participants in Beneficiary Module

Once the participants are selected, the beneficiary HEI must encode general information on each participant and the type of mobility activity they will carry out into an online tool, called **Beneficiary Module**.

Beneficiary Module is an information system designed, developed and maintained by the European Commission. It allows Erasmus+ beneficiary organisations to access and manage information on their project, request individual participant reports and submit their final report to their NA. NAs also use **Beneficiary Module** to monitor and validate the project information entered by beneficiary organisations at any time.

As stated in the beneficiary grant agreement, the beneficiary HEI is responsible for updating the tool **at least once a month** during the lifetime of the mobility project with any new information regarding the participants and mobility activities.

Did you know?

The names and email addresses of participants in Beneficiary Module are shared securely with European Union Delegations around the world. With this information, they organise pre-departure events for students and staff before they go abroad. They also put returning participants in touch with those about to leave, to provide support and advice.

The list of Partner HEIs registered in Beneficiary Module is shared with National Erasmus+ Offices, Erasmus+ National Focal Points, and European Union Delegations around the world who provide assistance to the institutions in their respective countries.

4. Support to participants

Support should be provided by both sending and receiving Institutions – before the start of mobility (visa, residence permit, accommodation, linguistic and cultural preparation etc.), during the mobility (institutional mentoring, buddy systems with peer students, student and (local) alumni organisations, etc.), and after the mobility (recognition, transfer of records, etc.). The inter-institutional agreement (IIA) details the obligations of each institution.

4.1. Financial support to participants (individual and travel support, top-ups for participants with fewer opportunities)

The participants receive individual and travel support as a contribution to their costs for travel and subsistence related to their period of study or traineeship, teaching or training abroad. Please find the applicable rates in Part I Grant breakdown of this Handbook, also available in the Programme Guide.

Additional support for students with fewer opportunities is also available. The Erasmus+ Programme foresees a **top-up grant for students with fewer opportunities** according to national criteria set by each National Agency in the Programme Countries and adapted accordingly at partnership level. Students and recent graduates with fewer opportunities on long-term mobility receive a top-up amount of 250 EUR per month, while those on short-term mobility receive a single amount of 100 EUR for a physical mobility of 5-14 days and 150 EUR for a physical mobility of 15-30 days. These top-up amounts are not provided in an accumulative way in case of multiple barriers faced by the participant with fewer opportunities.

If such additional support is needed, such top-ups may be awarded using the funds available in the contract for cooperation with the specific Region. Already at application stage, institutions apply for an indicative number of participants with fewer opportunities. Based on the number of funded individuals, a separate budget item (top-up for participants with fewer opportunities) is created within the project for such purpose on a regional level. This budget item should be used first and, if not sufficient, transfers from other budget items may follow. Please carefully check the section "Making changes to the project". Any transfers will need to respect the general limitations applying to transfers between incoming and outgoing mobility. If there were no sufficient funds for cooperation with that Country or within the Region this country belongs to, or to allocate the top-up, OS funds may be transferred or additional funding may be applied for (to the National Agency in charge).

Top-up amount for participants with fewer opportunities can also be combined with inclusion support for individuals based on real costs (please see following section for more details).

4.2. Inclusion support for participants and organisations

For certain participants with fewer opportunities, in particular those with **physical, mental or health-related conditions**, the fixed top-up for participants with fewer opportunities (see above) may not suffice to allow their participation in the mobility, as well as cover preparatory visits and accompanying persons.

As this would prevent them from participating in a mobility activity, the beneficiary HEI may request further **inclusion support for participants** from their NA, **based on real costs incurred**. These requests will be assessed by the NAs and satisfied based on the available funds. For every participant with fewer opportunities receiving inclusion support (based on real costs), the organisation will receive a unit cost of € 125 as **inclusion support for organisations**.

In case of **accompanying persons**, the daily rate for staff applies for their subsistence costs up to 60 days; in exceptional cases, where the accompanying person needs to stay abroad for more than 60 days, these extra subsistence costs will be supported by inclusion support as real costs.

If needed, students and recent graduates can **combine inclusion support and the fewer opportunities top-up**, regardless of whether the amount of the inclusion support is lower or higher than total amount of the top-up. The combination of the two types of financial support can be due to different types of costs incurred due to the same barrier or due to the existence of multiple barriers faced by the same participant.

The top-up amount is an addition to the individual support base amount. Individual support is a contribution to standard travel and subsistence costs linked to the mobility of a student and the top-up is increasing this contribution. Non-standard travel and subsistence costs can be covered by inclusion support, if the participant provides the relevant proof (for example an additional airplane seat, or travel costs of accompanying persons).

Further information can be found in Part B of the Erasmus+ Programme Guide.

4.3. Online Language Support (OLS)

The Erasmus+ programme offers an Online Language Support (OLS) for its participants, hosted by the EU Academy portal. All languages of Programme Countries will be available, while other international languages will be added in the future. To promote multilingualism among Erasmus+ participants, access to language learning is not restricted only to the language(s) of the Receiving Country or the ones used during the mobility. The beneficiary HEI must ensure that OLS accesses are awarded to all eligible participants, as soon as possible after their selection.

Participants can take as many language courses (and assessments) as they wish, in the languages of their choice available in the OLS tool. All involved HEIs should make effort to ensure that all the OLS accesses (which include both assessments and courses) are actively used by the selected participants.

4.4. Visa

Participants in Erasmus+ projects may need to obtain a visa for staying abroad in the country hosting the activity. Participating organisations are responsible for ensuring that all required authorisations (short or long-stay visas or residence permits) are in order before the planned activity takes place. These should be requested in good time, since the process may take several weeks or even months.

The EU Immigration Portal contains general information on visas and residence permits, for both short and long stays (more than 90 days). NAs may also provide advice and support concerning visas, residence permits, social security, and so on.

All HEIs involved must provide assistance, when required, in securing visas for incoming and outgoing participants. Information and documentation should be available on their website. Where possible, the HEI should provide a contact person who may assist with visa-related issues, with a description of the services offered and the support that can be provided.

In cases in which it is difficult to obtain visas (e.g. if diplomatic missions are not located in the countries of residence or if postal applications are not accepted), institutions should attempt to help by providing assistance in contacting diplomatic representatives. The European Commission encourages institutions to use their OS grant to offset participants' visa expenses, where possible. Participants themselves remain responsible for their visa application.

Note that higher education students from third countries who come to the EU for a period of study or for a traineeship are covered in almost all EU Member States[32] by Directive (EU) 2016/801 of 11 May 2016 for the purposes of research, studies, training, voluntary service, pupil exchange schemes or educational projects and au pairing. This Directive provides that, where all the general and relevant specific conditions are fulfilled, the non-EU citizens are entitled to a residence permit or visa.

In general, participants in Erasmus+ projects staying in the destination country for more than three months will need a long-stay visa and/or a residence permit before travelling. A short-stay visa is not an appropriate authorisation when the stay exceeds three months. In these cases, the documents necessary for applying for the relevant authorisation to enter and stay depend on the purpose of the stay and on the rules of the destination country. The following table provides general guidelines on issuing visas and residence permits to Erasmus+ participants coming from Partner Countries (see below).

Table 5 - General guidelines on issuing visas and residence permits

Destination Country	**If short stay – three months or less**	**If long stay – over three months**
Erasmus+ Countries which are members of the **Schengen Area**: Austria Belgium Bulgaria Croatia Czechia Denmark Estonia Finland France Germany Greece Hungary Iceland Italy Latvia Liechtenstein Lithuania Luxembourg Malta Netherlands Norway Poland Portugal Romania Slovakia Slovenia Spain Sweden	Non-EU nationals may need a **short-stay visa (or 'Schengen visa')** depending on their nationality. Check if a visa is needed. In principle, Schengen visa holders can travel freely within Schengen area countries. Anybody holding a single-entry visa can enter the Schengen area only once. Whereas holding a multiple-entry visa allows re-entry to the Schengen area a number of times during the validity period of the visa, while respecting the maximum period of allowed stay. General requirements for application (indicative list): - A completed and signed application form - A valid travel document and a photograph in the right format - Documents related to the purpose of the trip (e.g. the Erasmus+ documentation) - Evidence of financial means to cover travel and stay - Documents related to accommodation - Travel medical insurance covering a minimum of €30,000 and valid for the entire Schengen area and for the duration of the stay. The **administrative fee** (in most cases €80 at the time of writing) is waived for students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training, as well as for researchers travelling for the purpose of carrying out scientific research. See the website of the competent Programme Country for detailed information. The EU Immigration Portal contains links to the national authorities of the destination countries which are members of the EU.	Non-EU national participants need **a long-stay visa or a residence permit** issued by destination country. Sometimes the destination country issues a residence permit replacing the long-stay visa once the non-EU national arrives in its territory. The rules differ depending on the length of the stay and on the country of destination. The EU Immigration Portal contains links to the national authorities of the Programme Countries that are members of the EU. If participants hold a residence permit or a long-stay visa issued by a Schengen area country, they can move within the Schengen area up to 90 days in any 180-day period. Non-EU nationals travelling to a Schengen area country via another Schengen area country must make sure that they have a long-stay visa or residence permit issued by the destination country. Higher education institutions should cover fees, insurance and bank transfer costs (or part of these) using Erasmus+ organisational support funds, i.e. not deducting these from the participant's individual support grant. Any cost charged to the participant's individual support grant should be clearly explained to the participant and agreed, in advance, by both parties.
Erasmus+ Countries which are **not members** of the Schengen Area: Cyprus North Macedonia Ireland Serbia Türkiye	Non-EU national participants will need a **national short-stay visa** or not, depending on the rules of the country of destination.	As above, accounting for national legislation in the host country.

[32] With the exception of Denmark and Ireland.

5. Grant payment to the participant

The beneficiary HEI will be responsible for signing the grant agreement with the participant and, unless specified otherwise in the inter-institutional agreement, they will administer all grant payments for both incoming and outgoing mobility. The grant agreements leave flexibility to institutions in view of fixing the most appropriate calendar for the payment of the grants. It is important to make sure that students are aware of the planned calendar and the requirements that they need to fulfil to receive the payments.

The following measures are considered best practice to reduce the costs that students need to cover upfront:

- **Arranging travels** or providing a pre-financing of the student grant.
- Regarding accommodation, when the students are hosted in dormitories, using the student grant to **pay for the deposit**
- Provide students with their grant as soon as possible upon arrival and, if necessary, by other means than bank transfers (e.g. cash cards and, provided there is a clear audit trail, cash payments)

When organising mobility of participants HEIs have the option to either provide the **unit costs** (travel, individual support) directly to the participant or **via provision of services-in-kind**, for instance by purchasing travel tickets in advance. All payment procedures and deadlines must be agreed upon before the mobility and included in the grant agreement.

If a mobility needs to be cancelled, the beneficiary HEI should contact the NA. Costs incurred before the start of the mobility will be eligible if the NA accepts the cause of "**force majeure**". This means that the mobility is not taking place due to an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part (e.g. delay or rejection of a visa application).

When the beneficiary HEI has implemented 100% of the awarded activities, they are free to use any remaining funds within the same project, as they see fit, e.g. to support participants currently in mobility by offering a longer duration or implement new mobilities. Based on the non-profit principle of grants, funds that have not been spent during the life cycle of the project shall be returned to the National Agency, according to the Grant Agreement provisions.

6. Zero-grants from EU funds

Mobility activities without any financial contribution taking place in the framework of Erasmus+, i.e. *zero-grant mobility periods,* are also possible under the International Credit Mobility action. However, there are certain conditions aiming at limiting their scope and number to ensure inclusiveness:

a. **Once on mobility**, a zero-grant extension is possible if the participant requests an extension of the mobility period (because the exam period is delayed, for instance) and the beneficiary HEI does not have sufficient funds to meet the request. To request a zero-grant extension, beneficiaries have to use the zero-grant extension field in Beneficiary Module.
b. **Before a mobility starts**, it should be planned as a zero-grant mobility in its entirety. It is not possible to plan a partial zero-grant mobility, which means a period covered by an Erasmus+ grant combined with a zero-grant period (e.g. sending the participant on mobility for twelve months, but paying for only six, effectively reducing the grant by half).

Can OS funds be used to support a zero-grant student?

Institutions are welcome to use their institutional funds to support zero-grant students. However, organisational support (OS) funds should primarily be used by the beneficiary HEI and partners to contribute to the organisation of granted mobilities.
If the beneficiary HEI transfers a share of OS funds to create a new mobility, that mobility will be considered a normal mobility in Beneficiary Module and will receive a grant according to Erasmus+ rates.
Please bear in mind when reporting the overall OS for the project in Beneficiary Module that such a new mobility is not entitled to organisational support.

The "Non-funded days" field in Beneficiary Module should not be used and has now been greyed out. Beneficiary HEIs can use the fields "Interruption days" to encode interruption days in the mobility period, and "Zero-grant extension" when a non-funded extension of the mobility is requested.

Zero-grant mobility activities can only be organised with partner institutions that are already part of the grant agreement (either as funded or as non-funded countries).

Any secondary criteria that a National Agency may have set, as well as the restrictions for short, first and second cycle outgoing student mobility, do not apply to zero-grant mobility activities, as the participants do not receive a grant from Erasmus+ EU funds.

However, beneficiaries are encouraged to use other available funds to organise zero-grant mobilities. For example, participants may receive a regional or national grant, or any other type of financial contribution. If possible, it is recommended to provide grants of similar amount to the Erasmus+ grant rates.

If the zero grant mobilities performed are within the awarded number of mobilities in the KA171 project, they can count normally for the beneficiary to keep the awarded OS (90% rule). If the zero grant mobilities are performed on top of the awarded mobilities, then they do not trigger automatically more OS (same as extra funded mobilities that would not either), but they would require an approval from the NA side to offer more OS based on the availability of funds).

7. Interruption, early termination and extension of mobility

7.1. Interruption of the mobility

If a participant interrupts their mobility period, the number of days and grant amount must be adjusted by the beneficiary HEI. In this case, the “Interruption days” field in Beneficiary Module should be used. Since term breaks, time in between two terms and public holidays are considered part of the academic year, interruptions of mobilities rarely occur.

7.2. Early termination of the mobility and force majeure

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the beneficiary HEI is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If participants terminate the agreement before their agreement ends or if they fail to follow the agreement in accordance with the rules, they shall have to refund the amount of the grant already paid, except if agreed differently with the beneficiary HEI.

If mobility is terminated due to unforeseeable circumstances beyond the participants’ control, they are entitled to the grant amount for the actual duration of the mobility. Any remaining funds must be refunded. If the termination of the mobility is due to *force majeure*, the mobility should be marked as force majeure in Beneficiary Module by the beneficiary HEI and a short justification needs to be provided.

7.3. Extension of the mobility

Mobility period extensions may be agreed upon by Sending and Receiving HEI. Extension requests must be made at least one month before the end of the initial mobility period. If accepted, the grant agreement must be amended. If the participant receives an Erasmus+ grant, the Sending Institution may adjust the grant amount for the longer duration **or** agree that additional days are considered as "zero-grant from EU funds" period. The actual start and end dates of the mobility period should be included in the Receiving Institution's Transcript of Records/Mobility certificate. The actual duration is the period to be indicated by the HEIs in their final reports and is the maximum number of months to be covered through the EU grant. Any additional period must follow immediately after the on-going mobility period. In Beneficiary Module, the relevant fields for extending the mobility should be used. In the case of a zero-grant extension, the “Zero-grant extension” flag and related fields should be used.

8. Making changes to the project

Once the grant agreement has been signed and the project is underway, it may turn out that some of the planned activities can no longer be implemented as foreseen. The following section highlights which changes are possible (with or without an amendment) and which are not[33].

WITHOUT AMENDMENT

You may:

- ✓ Increase or reduce the number of mobilities specified in Annex I of the Grant Agreement and set the duration of each mobility within the eligible durations, as per the Programme Guide
- ✓ Change between activity categories (student / staff) and activity types (studies/traineeship, teaching/training) provided the type of mobility is eligible.
- ✓ Transfer funds allocated for individual and travel support (including if applicable, top-ups for participants with fewer opportunities) between Partner countries, provided that these are within the same Region and are listed in Annex I upon NA approval.
- ✓ Transfer up to 100% of funds allocated for individual support to travel support, and vice versa, as well from these categories to top-ups for students and recent graduates with fewer opportunities. This is possible also between student and staff mobility, provided that funds are used for cooperation with the same Region.
- ✓ Transfer funds allocated for top-ups for students and recent graduates with fewer opportunities to other budget categories, provided that funds are used for cooperation with the same Region. The beneficiary HEI has to provide a justification why these funds could not be used for their initial purpose.
- ✓ Change incoming mobility flows to outgoing, and vice versa, provided the sum total of the changes incurred does not exceed 40% of the total project budget allocated in Annex I, and provided that the type and direction of the mobility is eligible (see below). The 40% threshold is set to ensure that the core of the mobility project is respected.
- ✓ Transfer up to 50% of the funds allocated for organisational support to individual support (including, if applicable, top-ups for participants with fewer opportunities) and travel for student/staff mobility as well as inclusion support for participants
- ✓ Change or add non-academic organisations to the project, provided the NA is notified.

WITH AMENDMENT

Conditional upon the NA's approval, you may, with an amendment:

- ✓ Change incoming mobility flows to outgoing, and vice versa, where the sum total of the changes incurred exceeds 40% of the total project budget allocated in Annex I, provided that the type and direction of the mobility is eligible.
- ✓ Transfers of more than 50 % of the funds allocated for organisational support to individual support (including, if applicable, top-ups for participants with fewer opportunities) and travel for student/staff mobility as well as inclusion support for participants.
- ✓ Add new HEI(s) from Partner country(ies) indicated in Annex I, that did not figure in the original application.
- ✓ Change the duration of your project, from 24 to 36 months and vice versa.

[33] These changes are possible as long as the minimum and maximum durations set out in the Erasmus+ Programme Guide and any possible secondary criteria set by the NA are respected. Please note that the final grant after amendment can never exceed the grant requested at application stage for the entire project, unless additional funds are granted for inclusion purposes.

NOT POSSIBLE

- ⊗ You may not, under any circumstances, transfer funds between Regions.
- ⊗ Addition of countries not indicated in Annex I is not allowed.
- ⊗ It is not possible to transfer funds to short-, first- and second cycle outgoing student mobility to any of the Partner Countries that are recipients of official development assistance (ODA). Please see table on p. 11.

9. Support and monitoring

9.1. In programme countries

Each Programme Country NA provides support and guidance to its beneficiary HEIs throughout the project, and conducts regular monitoring of all decentralised actions, including ICM projects, both remotely and through on-site visits.

Monitoring visits will be used primarily to support and counsel the beneficiary HEI from Programme Countries as well as to gather and disseminate good-practice examples. They can also contribute to collecting information on qualitative aspects of programme management and on the effectiveness and impact of the granted project on the beneficiary HEI. The NA may, if it wishes to, complement these monitoring visits with fact-finding missions to Partner Countries to gather information on project implementation.

9.2. In partner countries

National Erasmus+ Offices assist the European Commission, and the local authorities in the countries concerned (located in Western Balkans, Neighbourhood East, South Mediterranean countries, and Central Asia) with the implementation of the Erasmus+ Programme.

They are responsible for:

- providing information on Erasmus+
- assisting applicants and participants
- supporting policy dialogue
- maintaining contact with the local authorities and EU Delegations

In some Partner Countries (in Africa, Americas, Asia, Pacific and the Middle East) the networks of **Erasmus+ National Focal Points (ENFPs)** support the European Commission and the local authorities to provide guidance, practical information and assistance on all aspects of participation in Erasmus+ in. They act as focal points for the stakeholders in their country and contribute to improving awareness, visibility, relevance, effectiveness, and impact of the international dimension of Erasmus+.

III. After the mobility: Credit and grades recognition

1. Credit recognition

1.1. Recognition of credits and enhancing quality

Mobility periods must be **recognised by both HEIs** as stipulated in the **inter-institutional agreement and in the Learning Agreement**. The Receiving Institution provides the Sending Institution and the student with a **Transcript of Records** (or equivalent document) within a reasonably short period of time (stipulated between the two institutions) after the issuing of the student's results at the Receiving Institution. The beneficiary is responsible for encoding the number or recognised credits or equivalent units in Beneficiary Module.

Upon successful completion of the set of educational components included in the Learning Agreement and confirmed by the Transcript of Records sent by the Receiving Institution and made available to the student, **the Sending Institution should fully recognise the agreed number of credits**. The Sending Institution should specify clearly how the educational components taken abroad have been integrated into the home degree programme (when applicable, grades are converted).

In case the students have not completed them successfully at the Receiving Institution, institutional procedures should be defined and communicated to the students before the beginning of the mobility.

Another important document used in the European Higher Education Area is the Diploma Supplement. This document is designed to provide graduates with a transparent record of their achievements. Therefore, the educational components successfully completed abroad will be attached to the Diploma Supplement with their original titles (and their translation into the language(s) in which the Diploma Supplement is issued), the indication of the institution where they have been taken, and the credits and grades awarded. Experience has shown that **these good practices facilitate the management of credit mobility and recognition**.

The institution should clearly define responsibilities for implementing and monitoring credit mobility and ensure that application procedures and selection criteria for credit mobility are transparent and fair, and that an appeal mechanism is in place. A staff member should be appointed in each department or subject area and be formally authorised to discuss the programme of study abroad with the student and to approve and sign the Learning Agreement on behalf of the Sending Institution before the start of the mobility period, and the Transcript of Records after the mobility period. Individuals should not be asked to negotiate academic recognition with staff members who are not authorised to do so or with a committee, before or after their study abroad period, neither should the student be asked to sit for any other examinations or have to do extra work after having returned.

1.2. Integration of credit mobility into programmes

Structuring credit mobility in the curricula facilitates recognition. Institutions can:

a. identify the semester or year when a period of study abroad would best fit into the programme (mobility window)

b. schedule in that semester/year the educational components with learning outcomes that can be easily achieved abroad (e.g. international or comparative courses, supplementary/elective courses, preparation of dissertation, language courses, work placements)

c. identify partner institutions, where compatible/complementary learning outcomes could be achieved

1.3. Grade distribution

European educational systems have developed different national grading scales and different ways of using them within the same country. While it is essential to acknowledge these differences, it is also important to make them transparent within the European Higher Education Area and other Regions of the world, so that grades awarded in all countries, subject areas or institutions can be properly understood and correctly compared.

Mobile students have the right to fair treatment and to transparency of their grades when credits are transferred from one institution to another. Transparency of performance levels is particularly important for graduates applying for a job in their own or in another country. – To ensure transparent and coherent information on the

performance of the individual student, each HEI should provide a statistical distribution table of the passing grades awarded in the programme or field of study attended by the student (grade distribution table) showing how the grading scale is practically used in that programme.

Even in cases when transferring the grades is not necessary in the local academic tradition of Receiving Institutions, calculating a grade distribution table will facilitate fair treatment of the incoming students upon their return to the Sending Institution. It should be noted that it is also good practice to provide internal boards of examiners with detailed statistical data on examination grading in order to make the process more transparent and indicate any disparities which may indicate issues for further consideration. – Partners in joint degree programmes should agree in advance within their consortium how they will deal with grading and transfer of grades.

Grade distribution tables have to be developed in a standardised format for reference groups of students enrolled in degree programmes belonging to the same field of studies. Such groups should be of reliable size in terms of number of students and number of years considered.

Calculating the grade distribution tables is a task that will be undertaken at centralised level in many institutions. The production of distribution tables should not cause undue difficulties in institutions as the required data are generally available in institutional information systems and the calculation of percentages is easily done with simple software. It only requires the following:

a. Identify the reference groups within the institution by using objective and transparent criteria which should be attached to the grade distribution tables produced. In the absence of methods based on comparable learning outcomes, it is recommended to use the ISCED-F classification which offers a standardised and hierarchical classification of fields of study.
b. Calculate the absolute number of passing grades awarded to each reference group identified in at least the last two years. Remember that information on success rates may be provided in general terms but not in this calculation.
c. Calculate the grade distribution in terms of percentages of the passing grades awarded to the reference group and develop cumulative percentages. As a result, there will be a grade distribution table with percentages and cumulative percentages for each reference group identified.

The following is an illustrative example of a grading table:

Grade used in institution (from highest to lowest passing grade)	Number of passing grades awarded to the reference group	Percentage of each grade with respect to the total passing grades awarded	Cumulative percentage of passing grades awarded
10	50	5%	5%
9	100	10%	15%
8	350	35%	50%
7	300	30%	80%
6	200	20%	100%
Total	***1,000***	***100%***	

When included in a student's Transcript of Records and Diploma Supplement, the table facilitates the interpretation of each grade awarded and will not require any further calculation.

1.4. Grade conversion

When institutions decide to transfer their mobile students' grades, the staff responsible for credit transfer should compare the grade distribution table from their reference group with the one developed by the other institution for the parallel reference group. The position of each grade within the two tables can be compared and, on the basis of this comparison, individual grades are converted. Typically, the percentage ranges of the grades overlap. The objective of the exercise is transparency. Therefore, the Receiving Institution should decide in advance whether they will take the minimum, average or maximum comparable grade.

The European Grade Conversion System project (EGRACONS) has developed an online tool to facilitate grade conversion and is free for universities to use.

For more information on credit transfer and recognition, please refer back the ECTS Users' Guide.

2. Reporting

2.1. The participant report

At the end of the period abroad, **all students and staff will be required to submit a participant report**. Incoming students will receive the link to the report by email one month before the end of their mobility period, while staff and outgoing students will be expected to complete the report at the end of their mobility. Submission of the report will trigger the payment of the final grant instalment to the participant.

A **further complementary report specifically on recognition** will be sent to the students after the mobility period to assess the quality of the recognition provided, if not already complete when filling out the participant report.

2.2. The periodic report

Periodic reports are an important component in the management of grant agreements and a pre-condition for further pre-financing to beneficiaries, if applicable. The total grant amount is set at the beginning of the project and following the periodic report it can be either reduced or increased (up to the total amount requested at application stage) via an amendment of the grant agreement.

EAC has developed a periodic report template form, which the NAs are encouraged to use. This template is generated, filled in and submitted from Beneficiary Module. Each NA will decide on the frequency and timing, set out in the Data sheet of the Grant Agreement. The NAs using their own templates can also adjust the content of their periodic reports.

These reports allow National Agencies to keep track of the project implementation and provide a precise picture of budget at a stage where corrective measures can still be implemented. The periodic report covers the period from the beginning of the project implementation (1 August of the call year) to the date specified in the Data sheet of the Grant agreement as the deadline for the periodic report. The level of further pre-financing will be determined in accordance with the provisions of the Beneficiary Grant Agreement.

Beneficiaries may request an amendment, but it is the NA in charge that decides whether or not the request is accepted. In such a request, it needs to be specified what kind of amendment(s) is/are being asked for (return of funds, additional funds or change of project duration). Please note that not all NAs allow redistribution of funds.

Be aware that a periodic report is distinct from a progress report, therefore mainly quantitative questions are asked with regards to budget spending. If no changes to the grant agreement are required, the periodic report serves the purpose of project monitoring. Any particular challenges and/or best practices may be shared in the optional Additional Comments section.

2.3. The final beneficiary report

At the end of the project, the beneficiary HEI will be asked to submit their final report to their NA. This should include a short description of the project, highlighting the successes and shortcomings in the project implementation. A budget section will provide a detailed overview of the budget usage during the project. This and other parts of the report will be prefilled with information from the Commission’s IT tools (Beneficiary Module, BM) which is why it is crucially important that all information provided is accurate and up-to-date. The beneficiary should ensure that all sections are complete before submitting the report and that all required annexes are attached. Partners of a project are expected to provide additional information regarding the implementation of the project. It is also an occasion to highlight successes and voice concerns at the end of the project.

The final report will be assessed on the basis of quality criteria and scored out of a total of 100 points. If the final report scores below 60 points, the NA may reduce the final grant amount for organisational support on the basis of poor, partial or late implementation of the project even if all activities reported were eligible and actually took place.

The final report will be assessed in conjunction with the participant reports, using a common set of quality criteria focusing on:

1. The extent to which the planned mobility activities were achieved or exceeded and how the budget/grant was efficiently used in line with the grant agreement. (maximum 40 points)
2. The extent to which the implementation of the mobility project respects the requirements set out in the Erasmus Charter for Higher Education (ECHE) and in their applicable inter-institutional agreement(s). The quality of communication and cooperation among participating organisations and plans for future cooperation should also be assessed. Furthermore, the extent to which the action relates to the Erasmus+ and the horizontal priorities. (maximum 40 points).
3. The impact of the project activities on participants and participating organisations, and at local, regional and national levels. The dissemination measures taken by the participating organisations in order to share project results. (maximum 20 points).

IV. Synergies with other Erasmus+ and EU-funded actions

1. Erasmus+ actions (Capacity Building, Erasmus Mundus, Jean Monnet)

Each successful ICM partnership provides a solid basis for an effective mobility relationship between two higher education institutions.

The duration of the ICM project and the mobility periods of the individuals, particularly staff, could be used to expand the bilateral relationship into something more, possibly a new Erasmus+ project in a different area. Programme country higher education institutions can also consider about how to do this on a multilateral level by building on their work on common topics with their different partners in the context of ICM.

Most universities have an individual or team who oversees international cooperation. This person or team should have a clear strategic view of these different higher education opportunities as targets for the university's 'international business development'.

Tips on where to start:

- Brief staff in faculties and in central services about these opportunities and the way that ICM could provide a first step towards new initiatives. All staff should have a clear vision of what is possible and how to start the ball rolling. Close contact with the National Agency and the National Erasmus+ Office or Erasmus+ National Focal Point in the country concerned could be also beneficial.
- Give each departing staff member a task linked to the international strategy, on top of their teaching or administrative assignment. During their time abroad they should speak to their peers about potential future cooperation, based on this clear vision of how to turn an idea into a project. Set up a de-brief session for returning staff.
- Try to keep a network of staff who have experienced ICM mobility, as the university's 'staff alumni' Involve them in brainstorming about these opportunities, and in turning an idea into a project proposal. The EC and National Agencies might also wish to contact them or enlist their help in promotion events.

Capacity Building for Higher Education/Vocational Education and Training

Capacity Building projects are designed to enhance, modernise, and equip higher and vocational education institutions and their staff to effectively fulfil their various missions. These initiatives can concentrate on areas such as curriculum development, pedagogical methods, engagement with the world of work and community outreach, as well as institutional management.

The focus is on Capacity Building for Higher Education (CBHE), with these projects specifically targeting higher education institutions and sectors as the primary beneficiaries. However, there may also be opportunities within Capacity Building for Vocational Education and Training (CBVET), especially for vocational tertiary education institutions or those managing International Credit Mobility (ICM) traineeships. In their case, new ideas may be spread regarding teacher training, trainer training, and the rolling out of new teaching techniques.

Some examples of how both types of projects could be combined:

- ICM supports mobility of administrative staff, including the possibility to send or receive staff working for the international relations office (IRO) of the university. ICM have been signalled by third country HEIs as an important basis for building their own capacities for internationalisation (hosting students and staff, recognition of learning outcomes). Universities can send a staff member with a specific remit to look at wider bilateral cooperation – at faculty level, or in the form of an institutional Memorandum of Understanding.
- Universities can also look at some of the past CBHE projects that have worked to build capacities in student/staff mobility. Setting up the framework and developing skills for an IRO's work has often been the main objective of past CBHE projects. And note that all finalised projects are obliged to publish project results on the Erasmus+ Project Results Platform – so institutions can benefit from the findings and outcomes of projects, even if they are not involved.
- Teaching staff mobility could be used in a strategic manner: teaching assignments can be combined with more strategic work on developing a cooperation project to introduce new teaching methods, enhance research, or technology transfer.

- If there is a thematic match, CBHE project partners developing new curricula could test modules on ICM students their universities are hosting to get a better international assessment of their effectiveness. Consult visiting ICM staff on curriculum design.
- Reflect upon the ICM partnerships with different institutions, their common topics and faculties involved. Could this be the start of a community of expertise in a given area, and/or the basis for a CBHE project?

Erasmus Mundus actions: Erasmus Mundus Joint Masters and Erasmus Mundus Design Measures

Erasmus Mundus Joint Master programmes are designed and offered by a consortium of at least three higher education institutions from different countries. Their programme offers a skills set for a particular profession or research sector: each partner in a consortium offers different parts of the programme. The EU funding covers a number of full scholarships for students and a contribution to the costs of managing the programme and hosting guest lecturers. It is possible to be full member of an Erasmus Mundus master programme or just associated partner of a consortium. The latter option receives no direct EU funding but allows benefiting from a deeply integrated network and some ad hoc cooperation opportunities.

Erasmus Mundus Design Measures support the design of new, innovative and highly integrated master programmes by facilitating the setup of international partnerships required for the delivery of such programmes. While Design Measures are formally mono-beneficiary projects, the beneficiary institution needs to involve other institutions in designing aspects, such as joint procedures for student application, admission, selection and monitoring, common services offered to students, integrated teaching/training activities, etc.

Some examples of how both types of projects could be combined:

- Consider the key faculties involved in ICM partnership(s). Given the actual volume of mobilities in the inter-institutional agreement, HEIs may decide to concentrate on a couple of key strategic faculties or disciplines. Could this experience with staff and student mobility contribute to joint teaching, a joint programme, and – ultimately – an Erasmus Mundus Masters or Design Measure?
- *Staff mobility* is a chance to explore joint teaching: how do visiting staff interact with their host colleagues to prepare the lessons and/or student assessment? *Student mobility* is a chance to look at how universities align curricula with their partner institutions in terms of content, methods, and recognition in order to enhance their international outlook.
- If ICM partners are involved in Erasmus Mundus master programmes, ICM master's student could join an Erasmus Mundus module at this ICM partner for six months.
- An ICM partner involved in an Erasmus Mundus programme could be an inspiration for some skills-centred intra-faculty cooperation within the same university. Many Erasmus Mundus programmes are focused on a skills set for a given profession and involve different faculties.
- If the faculty focus matches the content of one or more Erasmus Mundus programmes, faculty staff could seek a guest lecturer slot under Erasmus Mundus either independently or as ICM staff mobility. In addition, IRO staff mobility could support Erasmus Mundus applications back home.
- Self-funded students enrolled in the joint master could be selected as ICM participants for their mobility from one EMJM consortium partner to another or opt for short-term mobility in any of the HEIs involved in EMJM to conduct research for their master thesis, participate in study trips or field studies, or find professional traineeships.

Jean Monnet

Jean Monnet Actions (JMA) for higher education, namely modules, chairs and centres of excellence, aim at promoting excellence worldwide in teaching and research in the field of European Union studies in the widest sense – both the nature of the EU project and the way its policies shape international cooperation. These are mono-beneficiary actions. More than one in three JMAs are in third countries not associated to Erasmus+, confirming the international character of these actions.

Jean Monnet policy debate funds large thematic networks in higher education, whose primary objective is to collect, share and discuss research findings, content of courses, experiences, and products (studies, articles, etc.) among the partners.

Some examples of how both types of projects could be combined:

- Make sure relevant faculties are aware of this opportunity and think outside the box when deciding which are relevant faculties – it might be more than Law, Politics and Trade!
- Identify which of the ICM partners have ongoing Jean Monnet Activities. Look at the potential for bringing staff interested in Jean Monnet to these partners. Or entrust any mobile staff with the task to make contacts with Jean Monnet teams on behalf of their colleague back home.
- Promote your ICM partners with Jean Monnet Activities as a relevant destination for your ICM students, as they will receive top teaching about European Union studies. These programmes could form the basis of the study agreement or be an elective addition.

European University Alliances

European Universities are ambitious transnational alliances of higher education institutions developing long-term structural and strategic cooperation. Key cooperation principles are: the development of joint long-term strategies and European inter-university campuses, where students, academics, university staff and researchers enjoy seamless mobility, flexible curricula, practical and/or work-based experience.

It's **not possible** for non-associated third country HEIs to join European University Alliances as full partners (except for HEIs from Western Balkans). But these Alliances are developing enhanced ways of working together on mobility, joint teaching and qualifications. If already part of an alliance:

- consider aligning the individual ICM partnerships with the strategic focus (thematic or regional) of the alliance
- suggest that ICM partners from countries in the European Higher Education Area (Bologna process) join the alliances formally as associated members or invite partners outside EHEA to participate informally in activities.

2. Horizon Europe (MSCA and EIT)

Horizon Europe is the EU's key funding programme for **research and innovation** for the period 2021-2027.

Similarly to Erasmus+, Horizon Europe has a **strong international dimension**, which can be used to build internationalisation strategies and strengthen Europe's attractiveness as a study and research destination. Both programmes foster cooperation between HEIs, but also reach beyond academia, involving organisations from the non-academic sector (e.g. SMEs).

Marie Skłodowska-Curie Actions

Synergies could be established with the Marie Skłodowska-Curie Actions (MSCA) under Pillar I, which funds doctoral and postdoctoral programmes and collaborative research and innovation projects.

Around 70% of beneficiaries under the MSCA are higher education institutions, meaning they could potentially be implementing actions under Erasmus+ in parallel. However, university staff and faculties often work in silos, and those dealing with the MSCA might not be aware of the opportunities available under Erasmus+, and vice versa.

Below are some examples of possible synergies and complementarities:

- Individual ICM participants could participate in the work of MSCA research teams (provided that the eligible durations of the activities are respected) through:
    - traineeship mobility,
    - blended mobility,
    - staff mobility. MSCA researchers can also be invited to come and teach in higher education institutions to share the outcomes of their work.
- Existing ICM partnerships could be used to set up collaborative research and innovation exchange projects under the MSCA Staff exchanges, which fund mobility of staff (1-12 months). Exchanges need to be international, inter-sectoral and/or interdisciplinary, and are open to any type of staff contributing to research and innovation activities (researchers, administrative/managerial/technical staff).
- ICM alumni can apply for:

- PhD positions in MSCA Doctoral Networks and COFUND following the successful completion of their Master degree (or equivalent)
- Postdoctoral positions under MSCA Postdoctoral fellowships and COFUND following the successful defence of their PhD thesis.

While mobility projects are focused on the individuals, they create close links between university administrations. This combination of institutional familiarity and individual links between staff, in particular, can often be a fertile ground for considering new areas of cooperation in specific disciplines.

European Institute of Innovation and Technology

Synergies can also be pursued with the European Institute of Innovation and Technology (EIT), which operates under Horizon Europe's Pillar III. The EIT is an EU body that drives innovation by bringing together higher education institutions, research organizations, businesses, and public and non-profit entities. These partnerships, known as Knowledge and Innovation Communities (KICs), are dedicated to finding and commercializing solutions to global challenges, including climate change, digital transformation, food sustainability, health innovation, sustainable energy, advanced manufacturing, raw materials, urban mobility, and culture and creativity.

In 2021, the EIT launched the HEI Initiative: Innovation Capacity Building for Higher Education. This initiative provides higher education institutions with expertise, coaching, access to the EIT's innovation ecosystem, and funding to help them develop tailored innovation action plans.

Additionally, the EIT has established a framework for global outreach, engaging with countries whether they are associated with Horizon Europe or not. Organized by individual KICs or through cross-KIC collaborations, these outreach activities aim to:

- Attract global talent and students to EIT's educational programs.
- Exchange knowledge with leading innovation ecosystems, creating beneficial networks for the EIT Community.
- Identify international partners to enhance EIT KICs' strategies in addressing societal challenges.

Projects under the International Credit Mobility (ICM), which support the mobility of students and staff—particularly at the master's and doctoral levels—can greatly benefit from cross-fertilization with EIT-funded KICs when they focus on similar disciplines or research areas. For instance:

- Researchers involved in KICs could take part in ICM mobility for teaching or research training linked to KIC activities abroad.
- Students and recent graduates on ICM mobility could enrich their study period by participating in EIT educational programs, such as EIT summer schools.
- Participants in EIT educational programs could extend their learning experience with traineeships funded by ICM, fostering a comprehensive educational journey.

Useful resources and contacts

Useful resources

Erasmus+ Programme Guide:

http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

All guidelines & supporting documents:
http://ec.europa.eu/programmes/erasmus-plus/resources/documents_en

Information on opportunities for individuals under Erasmus+
https://ec.europa.eu/programmes/erasmus-plus/opportunities/individuals_en

Erasmus+ Project Results Platform: information and inspiration
https://erasmus-plus.ec.europa.eu/projects

Contacts

National Agencies in the Programme Countries
https://erasmus-plus.ec.europa.eu/contacts/national-agencies

National Erasmus+ Offices
https://erasmus-plus.ec.europa.eu/contacts/national-erasmus-offices

Erasmus+ National Focal Points
https://erasmus-plus.ec.europa.eu/contacts/erasmus-national-focal-points

Annex I - Step-by-step guide on how to register for an OID

Applicant as well as Partner Country HEIs need to register for an OID via the Erasmus+ and European Solidarity Corps platform, if they do not yet have one. Please note that **only one OID** per HEI is needed.

First Step – Create an EU Login Account

- Open https://webgate.ec.europa.eu/cas/ to get started.
- Click on CREATE AN ACCOUNT.
  You need to provide your **first name, last name**, **work e-mail address and a security code**.
- You will receive an e-mail to confirm and complete the registration process. Click on the link.
- Choose a password to set up your account.
- For help, please refer to the Help Section for EU Login on the webpage.

The EU Login is a personalised account. If you change employer, please introduce a colleague to the process and ask them to set up a new account for future use. **Do not share your credentials!**

Second Step – Getting an OID

To get started with **ICM**, applicant and partner organisations need to get an **Organisation ID (OID):**

1. Open the Organisation Registration Website to get registered.

   The Organisation ID is mandatory for applicants and every organisation involved in an ICM application, including non-academic organisations.

2. Before starting your registration, **check if your organisation is already registered**. Go to REGISTER MY ORGANISATION > CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM.

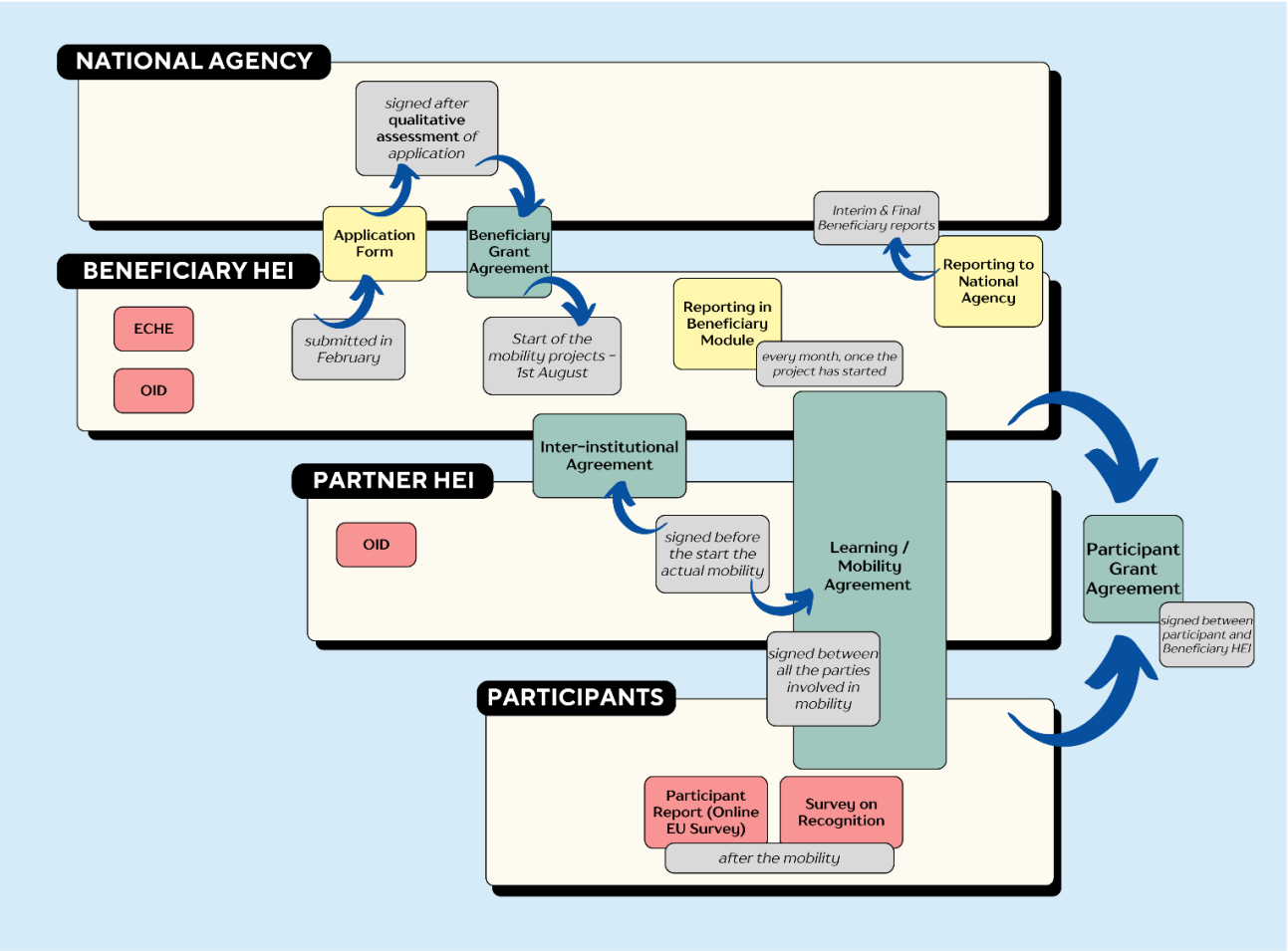
3. If your institution is not yet registered, click on REGISTER A NEW ORGANISATION below the search result. Then log in with your EU Login (see above).

4. Start your registration by chronologically completing the sections ORGANISATION DATA, LEGAL ADDRESS, ORGANISATION CONTACT PERSON and USERS.

5. All required fields are marked in blue and need to be completed to finish.

6. The Erasmus+ National Agency certifies the new organisations by checking if the data registered in the system corresponds to the organisation's legal data in their supporting documents. [**optional for partner organisations in third countries not associated to the programme**]

Annex II - Project timeline



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- at the following standard number: +32 22999696,
- via the following form: european-union.europa.eu/contact-eu/write-us_en.

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For access to legal information from the EU, including all EU law since 1951 in all the official language versions, go to EUR-Lex (eur-lex.europa.eu).

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