



Education, Audiovisual and Culture Executive Agency

Erasmus+ Programme

Capacity-Building projects in the field of Higher Education (E+CBHE)

Guidelines for the Special Mobility Strand

For grants awarded in 2017 under Call EAC/A03/2016

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**These Guidelines for the Special Mobility Strand must be read jointly with the
Guidelines for the Use of the Grant for E+CBHE projects.**

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1. What is the Special Mobility Strand (SMS)?

The Special Mobility Strand (hereafter referred to as SMS) represents an additional support provided by the EU to the selected Erasmus+ Capacity Building in Higher Education (hereafter referred to as CBHE) Joint and Structural projects in order to finance international mobility of students and staff for studying, training and teaching purposes.

The objective of these Guidelines is to provide CBHE projects that include the SMS with the main leading principles and a series of important instructions to be followed during the implementation of their respective mobility scheme.

The SMS must be instrumental to the objectives of the project (integrated mobility) and should be considered as an additional support provided by the EU to reinforce the intervention logic of the CBHE projects.

Note that in these Guidelines, the general term "beneficiary(ies)" refers to all the beneficiary organisations, including the coordinator, composing the project partnership. Nevertheless, when deemed necessary, the term "coordinator" is specifically used to refer to the coordinating institution signing the Agreement.

2. Eligible activities, participants and duration of the mobility

The CBHE SMS targets exclusively three specific regions, namely the Western Balkans, the Eastern European Countries and the South-Mediterranean Countries (Region 1, 2, 3). In case of multi-regional CBHE projects including a SMS, the SMS will only contribute to the costs related to mobility activities involving the above mentioned eligible Partner Countries and the Programme Countries included in the partnership.

Individual mobility must take place between the beneficiary organisations belonging to the selected consortia. It must take place abroad (in a country different from the country of the sending organisation and the country where the student/staff lives) in any of the other beneficiary organisations involved in the project. Traineeships for students must take place abroad (in a country different from the country of the sending organisation and the country where the student has his/her accommodation during his/her studies) in any relevant organisation located in one of the countries involved in the project. Furthermore, in case of mobility for traineeships taking place in an organisation that does not belong to the CBHE selected consortium, a partner Higher Education Institution (member of the CBHE selected consortium) located in the country where the traineeship is taken place will have to be identified to follow-up the individual mobility and ensure that it has been carried out with success in line with the relevant mobility agreement and annexes.

The SMS offers participating organisations the possibility to organise mobility activities within a broad strategic framework. It enables the organisations involved to respond to the needs of students and staff members, but also to attain their internal plans for internationalisation, capacity building and modernisation in line with and in support of their CBHE project objectives.

The international mobility promoted under this scheme will have to respect the eligible profile of the participants and the mobility flows between Partner Countries (hereafter referred to as PC) and Programme Countries (hereafter referred to as PgC) as reported below.

2.1 Students

Students must be registered in a Higher Education Institution (HEI) involved in the selected CBHE Project and enrolled in studies leading to a recognised degree or other recognised tertiary level qualification (up to and including the level of doctorate). In case of mobility for studies, the students must be **enrolled at least in the second year of higher education studies**. For traineeships, this condition does not apply.

The table below reports the eligible flow of the students' mobility:

Activities	From PC To PC	From PC To PgC	From PgC To PC	From PgC To PgC
Study	X	X	X	Not eligible
Traineeship	X	X	X	Not eligible

2.2 Staff

Under the SMS, staff mobility is allowed in order to pursue the following two types of activities:

- **Teaching activities:** these activities allow HEI teaching staff members or staff members from any participating organisation to teach at a beneficiary HEI abroad.
- **Training activities in one of the consortium countries:** these activities support the professional development of HEI teaching and non-teaching staff members in the form of:
 - a) participation in structured courses, including professionally focused language trainings, or training events abroad (conferences excluded);
 - b) job shadowing/observation periods/trainings at a beneficiary HEI, or at another relevant organisation abroad.

The table below reports the eligible flow of the staff mobility:

Activities	Staff from beneficiary HEIs	Staff from no HEI beneficiaries	From PC To PC	From PC To PgC	From PgC To PC	From PgC To PgC
Teaching	X	X	X	X	X	Not eligible
Training	X	Not eligible	X	X	Not eligible	Not eligible

Section 2.3 below summarises the eligible activities of the SMS as well as the duration, the purpose and the organisations involved in the individual mobility.

2.3 Eligible activities, mobility duration and organisations

	Purpose	Duration	Receiving Organisation	Type of activities/targets
S T U D E N T S	Study period	Min. 3 months (or 1 academic term) ¹ – Max 12 months ➤ including a complementary traineeship period, if planned	Beneficiary HEI	<p>The same student may participate in mobility periods totalling up to 12 months² maximum per cycle of study³, independently of the number and type of mobility activities:</p> <ul style="list-style-type: none"> ▪ during the first study cycle (Bachelor or equivalent) including the short-cycle (EQF levels 5 and 6); ▪ during the second study cycle (Master or equivalent - EQF level 7); and ▪ during the third cycle as doctoral candidate (doctoral level or EQF level 8).
	Traineeship	2-12 months	Any relevant place (beneficiary or not) in a country involved in the consortium	
S T A F F	Teaching	5 days to 2 months ➤ excluding travel time ➤ min 8 hours per week (or any lower period)	Beneficiary HEI	HEI teaching staff or staff from enterprises to teach at a beneficiary HEI.
	Training		<ul style="list-style-type: none"> ➤ Beneficiary HEI or any relevant organisation in a country involved in the consortium. ➤ Destination has to be different from the home country. 	<p>Support of the professional development of HEI teaching & non-teaching staff:</p> <ul style="list-style-type: none"> a) participation in structured courses, including professionally focused language trainings, or training events abroad (conferences excluded); b) job shadowing/observation periods/trainings at a beneficiary HEI, or at another relevant organisation abroad.

¹ Please consider that one academic term refers to the minimum period that must be spent at the same host organisation. This must coincide with the effective duration of the official academic term in the hosting organisation.

² Prior experience under E+Key Action1 - Credit Mobility, LLP-Erasmus Programme and the Erasmus Mundus Programme counts towards the 12 months per study cycle.

³ In one-cycle study programmes, such as Medicine, students can be mobile for up to 24 months.

In order to receive the CBHE contribution to the costs related to the mobility, students and staff mobility must be carried out and finalised within the eligibility period of the Grant Agreement, including any amendment. Any mobility exceeding the maximum duration authorized or the eligibility period of the Grant Agreement will not be considered as eligible.⁴

The activities to be implemented within the SMS can be divided in three different stages:

- **Preparatory activities** before the start of the mobility including practical arrangements, selection of participants, setting up of agreements with beneficiaries and participants, linguistic/intercultural/task-related preparation of participants before departure;
- **Implementation** of the mobility activities;
- **Follow-up** at the end of the mobility including the evaluation of the activities, the formal recognition - where applicable - of the learning outcomes of participants during the activity, as well as the dissemination and use of the project's outcomes.

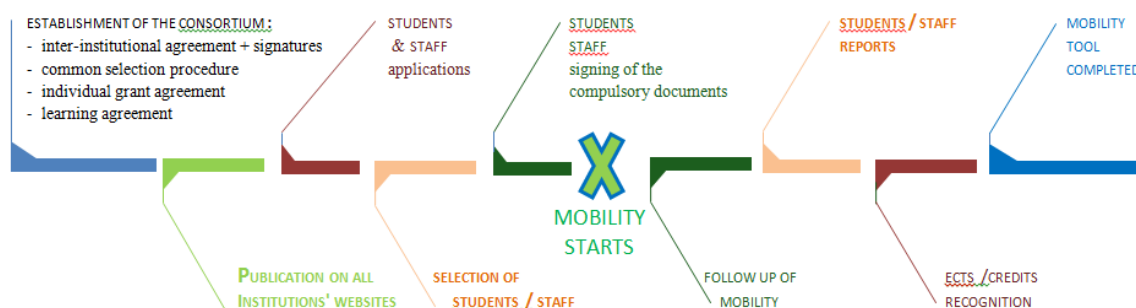
3. Preparatory activities before the start of the mobility

Preparatory activities forerunning the start of the individual mobility includes a broad range of practical arrangements that must be ensured before the individual mobility can effectively take place. Beneficiary organisations involved in the mobility scheme have to discuss and agree on the principles and procedures to follow in the implementation of the mobility scheme. This includes the preparation of compulsory documents related to the organisation of the mobility (i.e. Inter-institutional Agreement) and other documents related to the individual mobility (i.e. individual *Student/Staff Grant Agreement* and Learning/Mobility Agreements for study, training or teaching purposes).

The mobility scheme must be implemented in compliance with the quality standards required by E+ and the selection of candidates must be carried out in full respect of the principles of transparency and fairness in all its phases.

A thorough preparation of the mobility scheme including a commonly agreed methodology and decision making process within the consortia is an essential aspect of the SMS. This will ensure a sound implementation of the mobility and limit the occurrence of misunderstanding or ill management in the following phases.

The SMS will be articulated around the following scheme.



⁴ Please consider that the individual mobility cannot exceed the maximum duration, as indicated in 2.3, but could be prolonged for justified academic reasons beyond the eligibility period of the E+CBHE project as "zero-grant" mobility.

3.1 Inter-institutional Agreement

All principles and modalities related to the implementation of the SMS must lay out in the Inter-institutional Agreement.

The Inter-institutional Agreement is a compulsory document that must be agreed and signed by each beneficiary's organisation before the selection of the candidate students and staff. At any time, EACEA may ask for a copy of the Inter-institutional Agreement for monitoring or verification purposes.

A template of the Inter-institutional Agreement is available at the following page: https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en

This template contains a set of minimum requirements that must be maintained. However, consortia are expected to add clauses and specific provisions related to the management and implementation of the mobility scheme that have been previously discussed and agreed amongst all beneficiaries.

In addition, it is recommended that this agreement would contain specific indications related to the different phases of the implementation of the mobility scheme, the roles played by the three main actors involved (sending, receiving organisations and students/staff), the decision making process with the nomination of a board or steering committee, the appealing procedure and overall quality assurance measures to be ensured all the way throughout the implementation of the individual mobility. The Inter-institutional Agreement should contain clear provisions related to the recognition of study and training carried out abroad by students and staff members.

The Inter-institutional Agreement must lay out the general principles of the Erasmus Charter for Higher Education (ECHE)⁵ that must be adhered to by the organisations involved in the mobility scheme. With this Inter-institutional Agreement, sending and receiving organisations from Programme Countries and eligible Partner Countries commit themselves to ensure mobility of high quality. To this purpose they also ensure that outgoing participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency and provide appropriate linguistic support to incoming participants. Advantages can be taken of existing facilities within the institutions for language training.

In all cases, beneficiaries will be contractually obliged to deliver high quality services and their performance will be monitored as part of the general monitoring of the CBHE projects taking into account also the feedback provided by students and staff members.

3.2 Selection of candidates and compulsory documents

3.2.1 Selection of candidates

Candidates for a mobility grant must apply directly to their home organisations that must be beneficiaries of the consortia selected under the CBHE. The selection of students and staff members – as well as the procedure for awarding the grants - must be fair, transparent, coherent, regardless of the candidates' ethnic groups, religions, sexual orientations, political opinions and documented. All relevant information shall be made available to all parties involved in the selection process, namely the sending, the receiving organisations and all potential candidates.

⁵ Please note that while Programme Countries HEIs must have signed an ECHE in advance, Partner Countries HEIs are not requested to sign it. However, they must adhere to its principles which must be reported in the Inter-institutional Agreement. The template of the ECHE can be found here: http://ec.europa.eu/education/opportunities/higher-education/doc/he-charter_en.pdf

Consortia are expected to establish and agree on a set of common requirements and criteria that will have to be applied during the selection and assessment of the candidates. These requirements must be published (made available) in due time on the website of the project and easily accessible to all potential candidates. Each beneficiary organisation is expected to upload specific links in its institution website/portal redirecting potential candidates to the relevant project webpage.

These criteria may include, for example:

- *for students*: the academic performance of the candidate, the previous mobility experiences, the motivation, relevant language proficiency, the previous experience in the receiving country (i.e. return to country of origin) etc.
- *for staff*: profile matching with the needs of the project, priority for candidates who would go abroad for the first time, specific focus on a targeted seniority group (e.g. less experience rather than more experienced staff members), limitation on the possible number of mobility activities per staff member during a given time period, etc.

In order to ensure an appropriate visibility of the mobility opportunities offered within their projects, beneficiary organisations commit to relay and disseminate the information related to the mobility scheme within their own organisations.

According to Article II.4 of the Agreement the beneficiaries shall take all necessary measures to prevent any situation where the impartial and objective implementation of the Agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (“conflict of interests”). Throughout the entire selection process, beneficiaries are expected to take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or process of students and staff member selection.

The Agency reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken within a specified deadline.

To conclude, mobility candidates must be given the possibility to file an appeal against the decision to reject their application. Consortia should provide clear information with regard to the procedure to be followed in order to file such an appeal.

3.2.2 Grant Agreement for Student Mobility and Learning Agreements for studying and training purposes

Prior to their departure, each selected student is asked to sign an agreement that has been previously agreed by the sending and the receiving organisation. This agreement contains specific provisions related to the duration of the scholarship, the financial support that the students will receive, the payment arrangements, the insurance requirements during the mobility as well as other general conditions that must be respected.

The *Student Grant Agreement* includes two types of *Learning Agreement* which should be applied depending on the purpose of the mobility: a *Learning Agreement for studies* or a *Learning Agreement for traineeship*. The former sets out the targeted learning outcomes for the study period abroad and specifies the formal recognition provisions. The latter indicates the knowledge skills and competences that the student is expected to acquire by the end of the traineeship.

Both types of *Learning Agreements* must be agreed by the students and the appointed responsible persons on behalf of the sending and receiving organisation prior to the mobility. By signing the

Student Grant Agreement and related annexes students commit, to the best of their capacity, to accomplish the learning outcomes and working objectives established in agreement with the sending and receiving organisations. However, the individual mobility originally planned as indicated in the *Student Grant Agreement* may be modified for unexpected reasons, i.e. interrupted, suspended or extended. When this occurs reference should be made to Annex II of the Grant Agreement template (General Conditions).

Furthermore, possible modifications to the original study plan or traineeship plan can be made during the mobility, when the student has started his/her activities. In this case any modification must be reported in the *Learning Agreement* and countersigned by the relevant responsible person at the sending, and receiving organisation and by the student⁶.

The *Student Grant Agreement* and individual mobility support are not directly linked to the performance of the participant or with the number of ECTS credits earned by the student. However, the receiving university can reserve the right to terminate a *Student Grant Agreement* unilaterally in case the participant will be found in breach of the *Student Grant Agreement* and would act against the objective of the CBHE mobility scholarship purposes.

Together with the previous documentation once selected, students must receive the *Erasmus+ Student Charter*, setting out the student's rights and obligations with respect to her/his period of study or traineeship abroad, and explaining the different steps to be undertaken before, during and after the mobility.

A template of the *Student Grant Agreement*, including the two *Learning Agreements* and the *Erasmus+ Student Charter* is available on the EACEA webpage at the following page: https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en

Consortia are strongly invited to use the existing available templates. Specific conditions if relevant can be added to these templates provided that these are commonly agreed by the beneficiaries. The existing provisions cannot be removed from the templates.

3.2.3 Grant Agreement for Staff Mobility and Mobility Agreements

Similarly to the student mobility, selected staff members must also sign an individual *Staff Grant Agreement*. The selection of the staff members will be made by the sending organisation on the basis of a draft mobility programme submitted by the staff member after consultation with the receiving organisation. In any case, prior to the departure, the final mobility programme shall be formally agreed by both the sending and receiving organisation (by exchange of letters or emails).

Both the sending institution/enterprise and receiving institution/enterprise shall be responsible for the quality of the mobility period abroad.

The *Staff Grant Agreement* includes two types of *Mobility Agreements* which should be applied depending on the purpose of the mobility: a *Mobility Agreement for teaching* or a *Mobility Agreement for training*. Both types of *Mobility Agreements* are expected to outline the overall objectives of the staff mobility for teaching or training purposes, the activities that will be carried out as well as the added value represented by this mobility and the expected outcomes and impact. They must be signed by the two institutions involved in the individual mobility and the staff member.

⁶ Modification of the *Learning Agreement* during the individual mobility must be agreed by the three parties and can become effective through an exchange of emails or signature of the three parties concerned.

A template of the *Staff Grant Agreement* including the two types of *Mobility Agreements* is available on the EACEA webpage at the following page:

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en

Consortia are strongly invited to use the existing available templates. Specific conditions if relevant can be added to these templates provided that these are commonly agreed by the beneficiaries. The existing provisions cannot be removed from the templates.

3.3 Erasmus+ Students and Alumni Association (ESAA)

Students selected and participating in the SMS are required to register to the Erasmus+ Student and Alumni Association (ESAA) at the following website:

http://www.esaa-eu.org/#get_involved

This association brings together all European Union funded exchange students and alumni and offers a dynamic platform for networking, professional development and intercultural learning while promoting European Higher Education and worldwide cooperation. ESAA can improve the student exchange experience and career prospects of Erasmus+ students.

ESAA offers a wide range of possibilities to its members by uniting four existing organizations under one new umbrella:

- The Erasmus Mundus Students and Alumni Association (EMA)
- Erasmus Student Network (ESN)
- garagErasmus
- OCEANS Network

4. Implementation of the individual mobility

Once the selection of candidates (student and staff) and all practical arrangement have been completed, the individual mobility can start. Beneficiaries are expected to ensure a constant follow-up of the individual mobility. A regular monitoring of the quality of the studying, teaching and training experience must be set in place.

EACEA Mobility Tool

The EACEA has developed a database which will serve the purpose of helping the coordinators in the management of the individual mobility, in keeping information on selected candidates' activities, mobility tracks, credits earned, amounts received and provide the coordinators with automated reports.

Please note that this tool is different from the mobility tool that must be used to keep track of the mobility under the E+ Key Action 1-International Credit Mobility.

As soon as the selection of the individual is finalised, the coordinating institution must encode general information regarding the participant and the type of mobility activity s/he will carry out (e.g. participant name, destination, duration of the mobility, etc.) into the EACEA Mobility Tool.

Students /staff members benefitting from a SMS grant ought to be informed about the fact that their personal data will be encoded in the Mobility Tool of the Agency.

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data".

The coordinator of the CBHE project is responsible for updating the EACEA Mobility Tool with any change occurred to participants or activities during the lifetime of the CBHE project. The Agency reserves the right to ask the coordinators to update the Mobility Tool regularly for purposes linked to overall statistical analysis and quantitative assessments.

In addition, the coordinator is required to submit a mobility report extracted from the EACEA Mobility Tool in line with the reporting obligations specified in the Grant Agreement signed with EACEA.

The EACEA Mobility Tool is available at the following link: <https://eacea.ec.europa.eu/mobility/>

The coordinator will be provided with a password in order to access it for the first time. Technical users' guidelines are available on the tool webpage.

5. Follow-up at the end of the individual mobility

5.1 Recognition of learning outcomes

Programme country and Partner Countries organisations participating in the mobility exchange are formally committed to recognise the credits obtained during the mobility abroad or during the traineeship if this was embedded in the curriculum of the students.

The receiving organisation must provide the student and his/her HEI with a Transcript of Records or a Traineeship Certificate confirming the results of the agreed programme. These documents are part of the *Learning Agreements* (Table D) which are annexed to the *Student Grant Agreement*.

Regarding staff mobility, the sending institutions should ensure that the learning outcomes of participating staff members are properly recognised, disseminated and widely used within the organisation and beyond upon return of the concerned staff member.

5.2 EU Survey: the Participant Report

At the end of the period abroad, all students and staff members who have undertaken a mobility activity are required to complete and submit a Participant Report. Beneficiary universities involved in the mobility scheme are required to ensure that the students and staff members are well aware of the obligation to fill the Participant Report and that this is done in respect of the provision of the individual *Student/Staff Grant Agreement* that they will sign with the selected students and staff members.

Students shall be prompted to fill in the report as of 30 days before the end of the mobility whereas Staff members will be asked to fill the respective report at the end of the mobility experience.

Consortia will be required to partially or fully reimburse to the Agency the EU grants of those students and staff members who fail to submit the Participant Report. Reimbursement shall not be requested when a student or staff member has been prevented from completing her/his planned activities abroad due to a case of force majeure. Such cases shall be reported to the Agency in due time.

6. Financial Management of the grant

6.1 General Remarks

The budget granted for the implementation of the SMS and the budget granted for the implementation of the CBHE project must be kept separated. Under no circumstances a transfer of funding between the CBHE projects and the SMS or vice versa will be allowed.

The SMS granted budget is meant to contribute exclusively to the costs related to the individual mobilities and cannot be used for other purposes. The individual financial support under this strand will contribute to cover two specific types of costs incurred by the students and staff members: subsistence costs and travel costs.

The contribution to cover these costs is based on the principles of unit costs as defined in the Guidelines for the Use of the Grant for CBHE projects in section 3.3.

6.2 Individual Grant

6.2.1 Students

When signing the *Learning Agreement*, students are entitled to receive an EU grant to support them during the period of study/traineeship abroad.

Students taking part in the CBHE SMS are exempted from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the receiving institution. However, small fees may be charged for costs such as insurance, student unions and the use of miscellaneous material such as photocopies, laboratory products, on the same basis as those charged to local students. Outbound students shall not be liable to any additional fees or charges in connection with the organisation or administration of their mobility period. Under no circumstances, these fees can be deducted automatically from the individual grant by the beneficiary HEIs.

The scholarship start date should be the first day that the student needs to be present at the receiving organisation. For example, this could be the start date of the first course/first day at work, a welcoming event organised by the receiving institution or language and intercultural courses; this may include attending language courses organised or provided by other organisations than the receiving HEI if the sending HEI considers it as a relevant part of the mobility period abroad.

The end date should be the last day the student needs to be present at the receiving organisation. For example, this could be the last day of the exam period/course/work/mandatory sitting period.

The confirmed start and end dates of student mobility periods shall be provided in the *Transcript of Records* issued by the receiving institution in the case of mobility for studies and in the *Traineeship Certificate* in the case of mobility for traineeships. These documents are part of the *Learning Agreements* annexed to the individual *Student Grant Agreement*. The beneficiary may attach a statement by the receiving institution or enterprise instead of including it in the Transcript of Records or Traineeship Certificate. All dates must be correctly indicated in the EACEA Mobility Tool.

Students and staff members taking part in a CBHE SMS cannot at the same time be beneficiaries of E+ Key Action 1 learning mobility grants and vice versa.

The mobility of students could combine a period of study with a traineeship period in any relevant workplace as well as focus exclusively on training in any relevant workplace. In both cases students can be entitled to receive a compensation for the activities carried out during the traineeship period.

The entitlement to any grant or loan awarded to students to study in their home institution should be maintained during the period abroad.

6.2.2 Staff

When signing the *Mobility Agreement*, staff members are entitled to receive an EU grant to support them during the period of training and/or teaching abroad.

The scholarship start date and end date should refer to the first and last day of the activities that the staff member is expected to perform at the hosting organisation as agreed in the *Staff Grant Agreement* and the annexed *Mobility Agreement*. The confirmation of these dates shall be provided in the Certificate of Attendance issued by the receiving institution.

6.2.3 Individual Insurance

Organisations involved in the SMS must have in place effective procedures and arrangements to promote and guarantee the safety and protection of the students and staff members involved in a mobility activity. They must be insured against the risks linked to their participation in these activities. It is up to the project organisers to seek the most suitable insurance policy according to the type of project carried out and to the insurance formats available at national level. Furthermore, it is not necessary to subscribe to a project-specific insurance, if the participants are already covered by existing insurance policies of the project organisers.

In either case, the following areas must be covered:

- wherever relevant, travel insurance (including damage or loss of luggage);
- third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility);
- accident and serious illness (including permanent or temporary incapacity);
- death (including repatriation in case of projects carried out abroad).

The individual *Student/Staff Grant Agreement* must contain reference to the insurance coverage during the mobility.

6.3 Subsistence Costs

Financial support is granted to contribute to cover costs incurred during the mobility such as subsistence costs, accommodation, use of public transport and personal optional health insurance (see the *Student/Staff Grant Agreement*) for the individual participating in the mobility scheme. As reported in the E+ Programme Guide and here below, the amount provided varies depending, on the one hand on the destination and on the other, on the origin of the mobility whether it is from a Partner or a Programme country.

In respect of the disposition provided in the *Student/Staff Grant Agreement* an important percentage of the individual mobility grant must be paid in advance to the student and staff members at the moment of starting the mobility in order to facilitate the individual to install properly in the receiving country and at the host organisation. This will have to be indicated in the agreement to be signed with the student or the staff members selected.

SUBSISTENCE COSTS: STUDENTS

RECEIVING COUNTRIES	Students from Partner Countries Amount (per month)	Students from Programme Countries Amount (per month)
Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway	850€	Not eligible
Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey	800€	Not eligible
Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia	750€	Not eligible
Albania, Bosnia and Herzegovina, Montenegro, Serbia and Kosovo ⁷ Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law, Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine ⁸ , Syria, Tunisia	750€	650€
All other Partner Countries	Not eligible	Not eligible

The amount corresponding to the subsistence costs must be paid in full and directly to the concerned student according to the modality established in the student *GrantAgreement*.

In order to ensure that on the one hand participating students receive the full amount foreseen for their subsistence costs and on the other hand participating institutions are not confronted with budgetary losses resulting from variations in the exchange rate from or to euros, consortia are strongly recommended to manage their SMS grants in an account in euros.

These amounts are established on a monthly basis. It is based on the assumption that a mobility month is composed of 30 days. In the case of incomplete months, the financial support from E+ is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month. The EACEA Mobility Tool will provide an automatic calculation of the contribution to the subsistence costs that the students and staff members are entitled to receive.

- *For example, a student from University of Cairo was selected to study at Master level (EQF/ISCED 6) at the University of Rome. The start date is 21/09/2017 and the end date is 28/03/2018. The total duration will be 6 months and 8 days. The calculation to be made to obtain the total contribution to the subsistence costs is the following:*

$$(6 \text{ months} \times 850\text{€}) + (850\text{€} : 30\text{dd}) \times 8\text{dd} = 5.326,7\text{€}$$

⁷ 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.

⁸ 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.

SUBSISTENCE COSTS: STAFF

RECEIVING COUNTRIES	Staff from Partner Countries Amount (per day)		Staff from Programme Countries Amount (per day)	
	up to the 14 th day	between the 15 th & 60 th day	up to the 14 th day	between the 15 th & 60 th day
Denmark, Ireland, Netherlands, Sweden, United Kingdom	160€	112€	Not eligible	
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Turkey	140€	98€	Not eligible	
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	120€	84€	Not eligible	
Estonia, Croatia, Lithuania, Slovenia	100€	70€	Not eligible	
Albania, Bosnia and Herzegovina, Montenegro, Serbia and Kosovo ⁹ Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine ¹⁰ , Syria, Tunisia	100€	70€	160€	112€
All other Partner Countries	Not eligible		Not eligible	

Consortia can either provide the amount corresponding to the contribution to the subsistence costs directly to the staff members concerned or provide the participant with individual support in the form of direct provision of the required individual support services (i.e. payment of the hotel, subsistence, local transportation, personal or optional health insurance). In such case, the beneficiary shall ensure that the provision of services will meet the necessary quality and safety standards.

Different amounts to cover the subsistence costs for staff members are applied depending if the duration of the mobility is between 5 up to 14 days and between 15 and 60 days. The EACEA Mobility Tool will provide an automatic calculation of the contribution to the subsistence costs that the students and staff members are entitled to receive.

For example, a staff member is travelling for teaching purposes from the University of Yerevan to the University of Antwerp. The start date is 06/10/2016 and the end date is 25/10/2016: the duration is 20 days. Based on the different unit costs, the total contribution to the subsistence costs will be calculated as follows:

$$(140€ \times 14dd) + (98€ \times 6dd) = 1.960€ + 588€ = 2.548€.$$

Please consider that in case of staff mobility the institutions can decide to add a maximum of 2 days of travel to the calculation of the final duration and therefore to the subsistence costs. In the example above the duration will, therefore, be 22 days:

$$(140€ \times 14dd) + (98€ \times 8dd) = 1.960€ + 784€ = 2.744€.$$

⁹ 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.

¹⁰ 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.

6.4 Travel Costs

E+ scholarships contributes to cover the travel costs incurred by the students and staff members from the place of origin (home institution within the partnership) to the venue of the activity and return (including visa fee and related obligatory insurance, travel insurance and cancellation costs). Activities and related travels must be carried out in the project beneficiaries' countries.

By default, the place of origin is understood as the place where the sending organisation is located and the place of the venue as the place where the receiving organisation is located. If the place of departure is different from the place of the home institution, a prior authorisation from the Agency is needed.

The contribution to the travel costs incurred is provided on the basis of the *distance bands* principle and varies depending on the distance as reported in the table below. For the establishment of the distance band applicable, the beneficiary shall use the on-line distance calculator available on the Commission's website at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

Once obtained the appropriate distance, the applicable distance band per each individual mobility should be chosen in the EACEA Mobility Tool. The tool will provide the applicable amount automatically.

The calculation of the grant is based exclusively on the application of the unit costs and is independent from the actual costs incurred for the travel. The unit cost amounts defined to cover staff and students' travel costs will be used for determining the final eligible grant resulting from the analysis of the final report.

Both in case of students and staff mobility, the institution can either provide directly to the participant the unit costs corresponding to the appropriate distance band or provide the participant with travel support in the form of direct provision of the required travel support services. In such case, the institution shall ensure that the provision of services will meet the necessary quality and safety standards.

The amounts reported in the table below correspond to a return trip from the place of origin to the receiving organisation and back to the place of origin.

	Distance Band	Amount per participant (return trip)
Travel costs (students and staff)	For travel distances between 10 and 99 KM	20 EUR
	For travel distances between 100 and 499 KM	180 EUR
	For travel distances between 500 and 1999 KM	275 EUR
	For travel distances between 2000 and 2999 KM	360 EUR
	For travel distances between 3000 and 3999 KM	530 EUR
	For travel distances between 4000 and 7999 KM	820 EUR
	For travel distances of 8000 KM or more	1100 EUR

In the context of a circular travel (e.g.: a participant leaves his/her place of departure A in order to participate in a project activity in another location B, and then leaves B to participate immediately in a second project activity in a third location C, before returning directly to his/her place of departure A), the grant contribution to the travel costs will be calculated with the sum of:

- The unit cost amount corresponding to the distance band from A to B
- +
- The unit cost amount corresponding to the distance band from B to C

In case of circular travel, the final travel (in order for the participant to return to his/her original place of departure) is never taken into account for the calculation of the grant contribution to the travel costs. This is due to the fact that the unit cost amounts used for calculating the grant contribution are already covering return trips.

Please note that the notion of circular travel implies a project activity in each destination and does not apply to air travels with stopover(s).

7. Modification of the mobility scheme

The consortium commits to respect the mobility scheme submitted with the original proposals and in particular the planned minimum number of mobilities in each of the following four categories: students from Partner Countries, students from Programme Countries, staff members from Partner Countries and staff members from Programme Countries.

The minimum number of individual mobility (regardless of the duration) and the budget allocation foreseen for each of these categories are indicated in the *Estimated Budget of the Action*, Annex III of the CBHE Grant Agreement signed with the Agency.

As specified in Article I.8 of the Grant Agreement, the coordinator may, in agreement with the beneficiaries, when carrying out the action, adjust the estimated budget as shown in Annex III by transfers between the mobility categories, provided that:

- this adjustment of expenditure does not affect the minimum number of mobilities foreseen,
- the amount of the budget indicated in Annex III of the Grant Agreement for one or more of the mobility categories is not increased by more than 10 %, and
- the total estimated budget indicated in Annex III of the Grant Agreement is not exceeded.

In practice, this means that in the final report, the maximum amount declared under a mobility category can be 110% of the authorised amount as indicated in Annex III of the Grant Agreement for the mobility category in question without prior authorisation required.

The corresponding increase as well as any significant decrease of expenditure under a given mobility category should however be justifiable with regard to the objectives of the CBHE project.

For increasing a mobility budget category by more than 10%, the coordinator must submit an amendment request by justifying the need for this change together with an updated budget breakdown following the template of Annex III of the Grant Agreement. If the Agency accepts this change, an amendment letter including a new Annex III will be sent to the coordinator.

The maximum grant as specified in Annex III of the Grant Agreement can never be exceeded.

Any request for modification of the CBHE consortium (i.e. withdrawal of a Beneficiary HEI) cannot affect or jeopardize the individual mobility currently being hosted by the concerned beneficiary.

8. Documents inventory

The table below reports a recapitulative list of compulsory documents that were mentioned in the relevant sections of these Guidelines and that must be used for the preparation and implementation of the SMS.

Inter-Institutional Agreement	
Grant Agreement (GA) for students mobility	
GA Annex	Learning Agreement for studies + <i>Guidelines on how to use the Learning Agreement for studies</i>
	Learning Agreement for traineeships + <i>Guidelines on how to use the Learning Agreement for traineeships</i>
Grant Agreement (GA) for staff mobility	
GA Annex	Mobility Agreement for teaching
	Mobility Agreement for training
Participant EU survey	
Erasmus+ Student Charter	

The above documents are available on the EACEA website at the following page:

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en

Please consider that the templates can only be modified by integrating additional elements related to your mobility scheme. The existing content represents the minimum requirements that cannot be modified or removed.