

Anexa VI.1

GUIDELINES FOR HEIs on the management of Erasmus mobility funds in the academic year 2009-2010

Mobility and support to mobility: relationships between higher education institutions/consortia and the individual beneficiaries

i. Selection of individual beneficiaries

1. The following types of individual beneficiaries are considered under the LLP :
 - students involved in study mobility or in a placement;
 - teachers from HEIs and enterprises involved in mobility for teaching assignments;
 - staff from HEIs involved in mobility for staff training.
2. The selection of students, teachers and HEI staff shall be carried out by HEI respecting the guidelines issued by the NA to the HEI. The HEI shall ensure that these tasks are executed in a fair, transparent and coherent way.
3. The following minimum requirements shall be implemented:
 - The grant award procedure must be transparent, fair, equitable, coherent and documented;
 - The HEI shall 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 selection process of individual beneficiaries;
 - All requirements relating to student, teacher or HEI staff selection shall be fully transparent, documented and shall be made available to all parties involved in the selection process. The grant award procedure shall be made public with clear indications on the eligibility, exclusion, selection and award criteria.
4. For the individual student grants, the sending HEI may set criteria, for example the academic performance of the candidate, the knowledge of the working language required in the host organisation, the motivation, etc.
5. For the teaching assignments grants, teachers will be required to provide a short "Teaching programme" endorsed by both the sending institution or enterprise and the host institution.

6. For the staff training grants, the selection of the HEI's staff will be done by the sending university on the basis of a "work plan" endorsed by both the sending and the host institution or enterprise. Particular attention shall be paid to potential conflicts of interest for applicant staff dealing with the Erasmus mobility. Both institutions shall be responsible for the quality of the mobility period abroad.
7. In the case of a mobility of staff from an enterprise to an HEI, it shall be arranged by an invitation of the university to the staff member of the enterprise; the grant is managed by the HEI.
8. The NA shall require that participating institutions maintain a complete list of all students, teachers and staff applying for Erasmus mobility. The records shall include the outcome of the application and, as appropriate, brief comments on applications. The list of selected beneficiaries shall be published by the appropriate means. Depending on the outcome, if possible, a reserve list shall be drawn at the same time and may be later used in case of withdrawal of a beneficiary or additional funding. Any case of potential conflict of interest shall be reported by the HEI to the NA.

ii. Eligibility criteria for student mobility

1. Criteria applying to the student

a. Legal Status of the student

- The student shall be a national of a participating country or recognised by the country in which he/she is resident as refugee, stateless person or permanent resident according to national legislation.

b. Student's registration in a HEI holder of a EUC

- The student shall be registered in a higher education institution which holds a EUC, whatever his/her field of study, in order to follow higher education studies leading to a recognised degree or other recognised tertiary level qualification, up to and including the level of doctorate.

c. Ineligible First Year Students

- For standard student study mobility, the student shall be enrolled at least in the second year of higher education studies. For placements, this condition does not apply.

2. Criteria applying to the mobility and the institutions

a. Inter-institutional agreement between eligible HEI

- Erasmus student study mobility shall be based on inter-institutional agreements between participating institutions each of which holds an Erasmus University Charter.
- This condition does not apply between the sending HEI and the host enterprise in the case of a placement.
- A HEI can in some cases be the 'host enterprise' for a student placement. In such a context, the student does not go for a study period. S/he is going to acquire work experience. No confusion should be possible. In that case, the rules are those for placements. Therefore, no inter-institutional agreements between participating HEIs is required and the host HEI is not required to hold an EUC.
- At least the sending or the receiving country must be an EU Member State.

b. Full recognition

- The home institution shall give full recognition for the period spent abroad.
- For periods of studies and placements which are part of the student's curriculum, the sending institutions shall award full recognition preferably by using ECTS credits. In the particular case of a period of placement that is not part of the curriculum of the student, the sending institution shall provide recognition at least by recording this period in the Diploma Supplement.

c. No Fees

- No university fees (for tuition, registration, examinations, access to laboratory and library facilities, etc.) are to be paid to the host institution for the agreed course of study. 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 these are charged to local students. Students shall be informed that they continue to pay normal academic fees to their home institution during their period of study abroad.
- Outgoing Erasmus students shall not be liable to any additional fees or charges in connection with the organisation or administration of their Erasmus mobility.

d. Eligible enterprise for placement

- The host enterprise¹ shall be eligible;
- The following types of organisations are not eligible as host organisations:
 - European institutions²;
 - Organisations managing EU programmes (in order to avoid possible conflict of interests and/or double funding);
 - The national diplomatic representation (embassy etc.) of the country of the student (as defined under point 9 above – legal status of the student) in the host country.

e. Duration and composition of Student Mobility

- For Erasmus study mobility the minimum period is 3 months (or one full academic trimester/term) and the maximum period is 12 months.
- For Erasmus placements, the minimum duration is 3 months. The maximum duration is 12 months.
- All mobility periods spent in more than one country as part of an overall mobility within the same Learning Agreement in principle need to respect the minimum duration in each country. The mobility period in one country as part of an overall mobility may only be shorter than three months if there is a strong academic justification. In this case, the overall mobility period should not be less than three months and the approvals of the Senat Bureau and of the NA are required..
- The overall mobility must take place in consecutive periods or at least in the same academic year unless otherwise required by the curriculum requirements, which should be an exceptional case.

f. Recognition and Learning Agreement or Training Agreement

1 "Enterprise": An enterprise shall comply with definition in the LLP legal base (art. 2, nr. 25) to be eligible: " 'Enterprise' means all undertakings engaged in economic activity in the public or private sector whatever their size, legal status or the economic sector in which they operate, including the social economy". The definition of 'enterprise' implies that further to companies, HEIs, research centres, the self-employed, family firms, partnerships and associations regularly engaged in an economic activity may be considered as enterprises. It is the economic activity that is the determining factor, not the legal form.

² This includes also the European agencies (see website: <http://europa.eu/agencies/>)

- Before any student commences an Erasmus study period, his/her home institution shall check itself that the programme of study which will be followed at the host institution proposed is acceptable for the purposes of the degree or diploma the student is currently working toward, and that the Erasmus studies can therefore be recognised following its satisfactory completion.
- For study mobility, each student shall be issued a Learning Agreement in advance of the study period. The Learning Agreement shall be agreed by the host institution, the home institution and the student.
- For placements, the student must be provided with a personalised Training Agreement regarding the programme of the placement period; this agreement must be endorsed by the home HEI, the host organisation and the student.
- Any revision to a Learning/Training Agreement found to be necessary when the student first arrives at the host institution shall be finalised and formalised within one month of the student's arrival. Any subsequent changes to the Learning/Training Agreement which become necessary shall be formally agreed by all three parties and executed promptly.
- Upon satisfactory completion of the mobility period, the host institution shall provide the student with a transcript of work completed in accordance with the Learning or Training Agreement.
- Credit for, or recognition of studies undertaken by the student at the host institution/host enterprise may be withheld only if the student fails to achieve the level of academic/professional attainment required by the host institution/enterprise or otherwise fails to satisfy the agreed conditions required by the participating institutions for recognition.
- The Training Agreement includes the "Erasmus Quality Commitment" for student placements.
- The Erasmus Quality Commitment is the standard document which outlines the roles and responsibilities of the parties to the student placement.

iii. Additional rules concerning student mobility

1. Student Activity in the host country

- Erasmus mobility grants shall be awarded exclusively for the following activities abroad:

- Full-time undergraduate or postgraduate studies, including thesis preparation (but excluding research activities not specifically forming part of a course of studies), leading to a recognised diploma or degree, at an EUC institution.
- Full-time placements provided that the placement is recognised as a part of the student's programme by the home institution.
- A combination of a period of studies and a placement.

2. Zero-grant students

Erasmus allows for "zero-grant Erasmus students" (both for study and placement mobility), i.e. students who fulfil all Erasmus student mobility criteria and benefit from all advantages of being an Erasmus student without receiving an Erasmus mobility grant. The rules stated in this guide, except those relating to the allocation of grants, also apply to such "zero-grant Erasmus students".

3. Mobility to Home Country

- a. A national of a participating country who is temporarily resident in another participating country for the purpose of pursuing a programme of education at a HEI shall be eligible to undertake Erasmus mobility to its country of origin, but shall be given lowest priority in the selection of applications.
- b. Home institutions shall draw to the attention of the prospective host institution that "return to home country" students are being proposed.

4. Multiple Erasmus periods

- a. During his higher education studies, an individual may receive a maximum of three Erasmus grants:
 - one grant for a period of study abroad;
 - one grant for a placement abroad;
 - one grant for participation in an Erasmus Mundus Master Course (as already agreed under the former Socrates-Erasmus programme).
- b. The total duration of all grants may not exceed 24 months (including the grant for the Erasmus Mundus Master Course).
- c. The rules apply independently of whether it is a zero-grant student or not.

- d. *Transition period*: taking into account the grants awarded under the predecessor programmes Socrates and Leonardo da Vinci II, the following rules apply:
- if a student has had 2 grants, one grant for a study period under Socrates and one for a placement under Leonardo da Vinci II s/he can be awarded a grant for an Erasmus Mundus Masters Course under the LLP;
 - if a student has had one grant for a study period under Socrates s/he can be awarded a grant for a placement and a grant for an Erasmus Mundus Masters Course under the LLP;
 - if a student has had one grant for a placement under the Leonardo da Vinci II programme s/he can be awarded a grant for a study period and a grant for an Erasmus Mundus Masters Course under the LLP;

5. Extension to Current Mobility Period

Where the Erasmus National Agency and HEI policy allows, an extension to a current mobility period may be agreed between the home and the host institutions subject to the following:

- The agreement must be made and arrangements completed in advance of the scheduled completion of the current Erasmus period.
- The extension must follow immediately on the current Erasmus period. There can be no gaps (holidays and university closures are not considered "gaps"). If there is a gap, then a justification must be made by the institutions and approved by the NA.
- No mobility period, including any extension granted, shall extend beyond 30 September (or beyond the end) of the academic year in which it commences.

6. Combination of placement and studies during a single study mobility period

a. It is possible to combine a period of placement with a period of study in a single "study" mobility period abroad. Single period means that: a) the placement must take place under the supervision of the same receiving HEI where the student will carry out his/her study; b) the two activities must take place in consecutive periods or at least in the same academic year unless otherwise required by the course, which should be an exceptional case to be

approved by Senat Bureau and the NA. The grant rates used for the "combined period" are the rates for studies.

- b. The duration of the combined period is between 3 and 12 months. This means that it is possible, for instance to combine 1 month of placement and 2 months of studies.

7. Unchanged national grants and loans

The payment of national grants and loans to outgoing students shall be maintained.

8. The Erasmus Student Charter

All the rights and obligations of an Erasmus student are written down in the Erasmus Student Charter, which is given to each student before leaving for his/her study period abroad. National Agencies shall ensure that each outgoing student receives a copy of the Student Charter.

iv. Eligibility criteria for staff mobility (teaching assignment / staff training mobility)

1. Criteria applying to the teaching and other staff

- a. Teaching assignment: teaching staff shall be employed by an HEI holding an EUC or by an eligible enterprise. The teaching assignment must be carried out in an HEI holding an EUC.
- b. Staff training: the staff involved in staff training shall be employed by an HEI holding an EUC. If the host organisation is an HEI, it must also hold an EUC.
- c. The teaching staff and staff to be trained shall be a national of a participating country or recognized by the country in which he/she is resident as refugee, stateless person or permanent resident according to national legislation.

2. Criteria applying to the mobility and the HEIs/enterprises

a. Eligible Institutions and Inter-institutional agreement between HEIs:

- The host HEI shall be the holder of an EUC;
- The host enterprise shall be eligible;
- The mobility assignment between HEI to be carried out is based on inter-institutional agreements. This rule does not apply for mobility between HEI and enterprises.

- At least the sending or the receiving country must be an EU Member State.

b. Agreed teaching programme/ work plan

- Teaching assignment: the partner higher education institutions shall have agreed in advance on the teaching programme of lectures to be delivered by the visiting teacher.

- Staff Training: the partner institutions shall have agreed in advance on the work plan to be achieved by the visiting staff. Language training and attendance of seminars, workshops and conferences can be considered for staff training mobility. For each HEI, these training activities should not represent the majority of training days of all staff participating in the Erasmus staff training. This experimental phase will be closely monitored by the NA.

c. Duration

- Teaching assignment: there is an obligation to deliver at least 5 hours of teaching (i.e. at least one day). A minimum duration of 5 working days is strongly recommended to provide a meaningful contribution to the teaching programme and international academic life at the host institution. Shorter periods should be exceptional. The maximum duration is 6 weeks.

- Staff training: the duration of the mobility shall be from 5 working days to 6 weeks. Bearing in mind that for high level staff from institutions it is sometimes difficult to be absent for one week, shorter stays abroad are allowed. The institution shall provide a justification in such cases with specific attention to the content and relevance for the staff concerned.

3. Additional rules for teaching assignments/ staff training mobility

a. Priority to first time mobility

To ensure the participation of the greatest possible number of teachers/staff priority shall be given to teachers/staff going abroad for the first time.

b. Zero-grant for teaching assignments /staff training

"Zero-grant" Erasmus teachers or staff are allowed.

v. ***Grant agreement for student mobility***

1. Grant agreement including Learning / Training agreement

- A model grant agreement between HEI and students for placement mobility is provided by the NA.

- The grant agreement documents shall include the Learning or Training agreement (which includes the Erasmus Quality Commitment).

- Written records shall be kept confirming that students who are awarded an Erasmus mobility grant have been informed of and have accepted the terms and obligations resulting from the grant agreement before the mobility commences.

2. Grant amount

The grant amount for each individual student is calculated by the home university on the basis of the guidelines issued by the NA. Zero-grant students shall also be required to acknowledge the terms and obligations of their mobility agreement.

3. Student reporting and closure of grant agreement with students

- All students who have undertaken Erasmus mobility shall be required to complete a student report following completion of the mobility.

- The HEI shall reclaim from students any sum not used in accordance with the contractual provisions.

- - **The failure of a student to fulfil the course requirements of his/her study period abroad may be grounds for a request for partial or full reimbursement of the grant. Reimbursement shall not be requested where a student has been prevented from completing his/her planned course of study abroad due to a case of force majeure. Such cases shall be reported by the sending institution and any exemption shall be approved in writing by the NA.**

vi. ***Grant agreement for teachers/staff mobility***

1. Grant agreement including Teaching/Work Programme

- A model of grant agreement between HEI – teacher/staff both for assignments and training mobility is provided by the NA.

- The grant agreement documents shall include the Teaching or Work Programme

2. Grant amount

The calculation of the individual amounts is done by the home university on the basis of the guidelines issued by the NA.

3. Teachers`/staff reporting and closure of grant agreement with teachers/staff

- All teachers/staff who have undertaken Erasmus mobility shall be required to complete a report following completion of the mobility.

- The HEI shall reclaim from teachers/staff any sum not used in accordance with the contractual provisions.

- The failure of a beneficiary to fulfil the teaching programme/work plan abroad may be grounds for a request for partial or full reimbursement of the grant. Reimbursement shall not be requested where a teacher/staff has been prevented from completing his/her planned activities abroad due to a case of force majeure. Such cases shall be reported by the sending institution and any exemption shall be approved in writing by the NA.