



Erasmus+

Capacity Building in Higher Education (CBHE)

YOUR SPECIAL MOBILITY STRAND

Presentation outlines

- A. Special Mobility Strand(SMS): definition and eligible activities/participants**
- B. Individual mobility scheme:**
- **Preparation**
 - **Implementation**
 - **Follow-up**
- C. Financial Management**
- D. EACEA Mobility Tool**







A. Special Mobility Strand (SMS): what is it?

- Additional support to the selected CBHE to support international **mobility of student and staff**
- Mobility for studying, training and teaching purposes that **must be** instrumental to the objectives of the CBHE



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Implementation Framework!!!

<p>Agreement number: [complete]</p>  <p>Education, Audiovisual and Culture Executive Agency</p> <p>GRANT AGREEMENT FOR Mixed financing (reimbursement)</p> <p>The Education, Audiovisual and Culture Executive Agency (the Agency), acting under powers of the Commission (the Commission) represented by the Head of Unit,</p> <p>on the one part,</p> <p>and....</p>  <p>KA2 - C</p> <p>Before you start...</p> <ul style="list-style-type: none"> - Test your connectivity, check the speed and the stability of the internet connection. - Check that you have the necessary software installed on your computer. - Check that you have the necessary hardware (e.g. headset, microphone) connected to your computer. - Check that you have the necessary permissions to use the system. <p>These resources:</p> <p>Programme:</p> <p>Key Action:</p> <p>Action:</p> <p>Action type:</p> <p>Call for proposals:</p> <p>Deadline for submission:</p> <p>Project start:</p> <p>Project duration:</p> <p>Language used:</p>	 <p>Erasmus+</p> <p>Capacity-Building projects</p> <p>Guidelines for the use of the Special Mobility Strand</p> <p>For grants awarded in 2014 and 2015</p> <p><i>In the case of conflicting information, the English version shall prevail.</i></p> <p>These Guidelines for the Use of the Special Mobility Strand</p>	 <p>Education, Audiovisual and Culture Executive Agency</p> <p>Erasmus+</p> <p>Capacity-Building projects</p> <p>Guidelines for the use of the Special Mobility Strand</p> <p>For grants awarded in 2014 and 2015</p> <p>These Guidelines for the Use of the Special Mobility Strand</p>	 <p>Education, Audiovisual and Culture Executive Agency</p> <p>Erasmus+</p> <p>Capacity-Building projects</p> <p>Guidelines for the use of the Special Mobility Strand</p> <p>For grants awarded in 2014 and 2015</p> <p>These Guidelines for the Use of the Special Mobility Strand</p>	 <p>EACEA MOBILITY TOOL USER MANUAL</p> <p>FOR THE SPECIAL MOBILITY STRAND OF CAPACITY BUILDING HIGHER EDUCATION PROJECTS</p> <p>EACEA MOBILITY TOOL USER MANUAL - SPECIAL MOBILITY STRAND OF CBHE PROJECTS - JAN 2016 1</p>
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A. Who can benefit? The students

- Must be registered in a Higher Education Institution (HEI) involved in the selected CBHE Project.
- Students must be **enrolled at least in the second year of higher education studies** (for study mobility)

Activities	From Partner C To Partner C	From Partner C To Programme C	From Programme C To Partner C	From Programme C To Programme C
Study	X	X	X	Not eligible
Traineeship	X	X	X	Not eligible

A. Eligible activities for students

Purpose	Duration	Receiving Organisation	Type of activities/targets
Studying	<p>Min. 3 months (or 1 academic term) – Max 12 months</p> <p>➤ including a complementary traineeship period, if planned</p>	Beneficiary HEI	<p>The same student may participate in mobility periods totalling up to 12 months maximum per cycle of study, 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	

^[1] Prior experience under E+Key Action1 - Credit Mobility, LLP-Erasmus Programme and the Erasmus Mundus Programme counts towards the 12 months per study cycle.

^[2] In one-cycle study programmes, such as Medicine, students can be mobile for up to 24 months.

A. Who can benefit? The staff

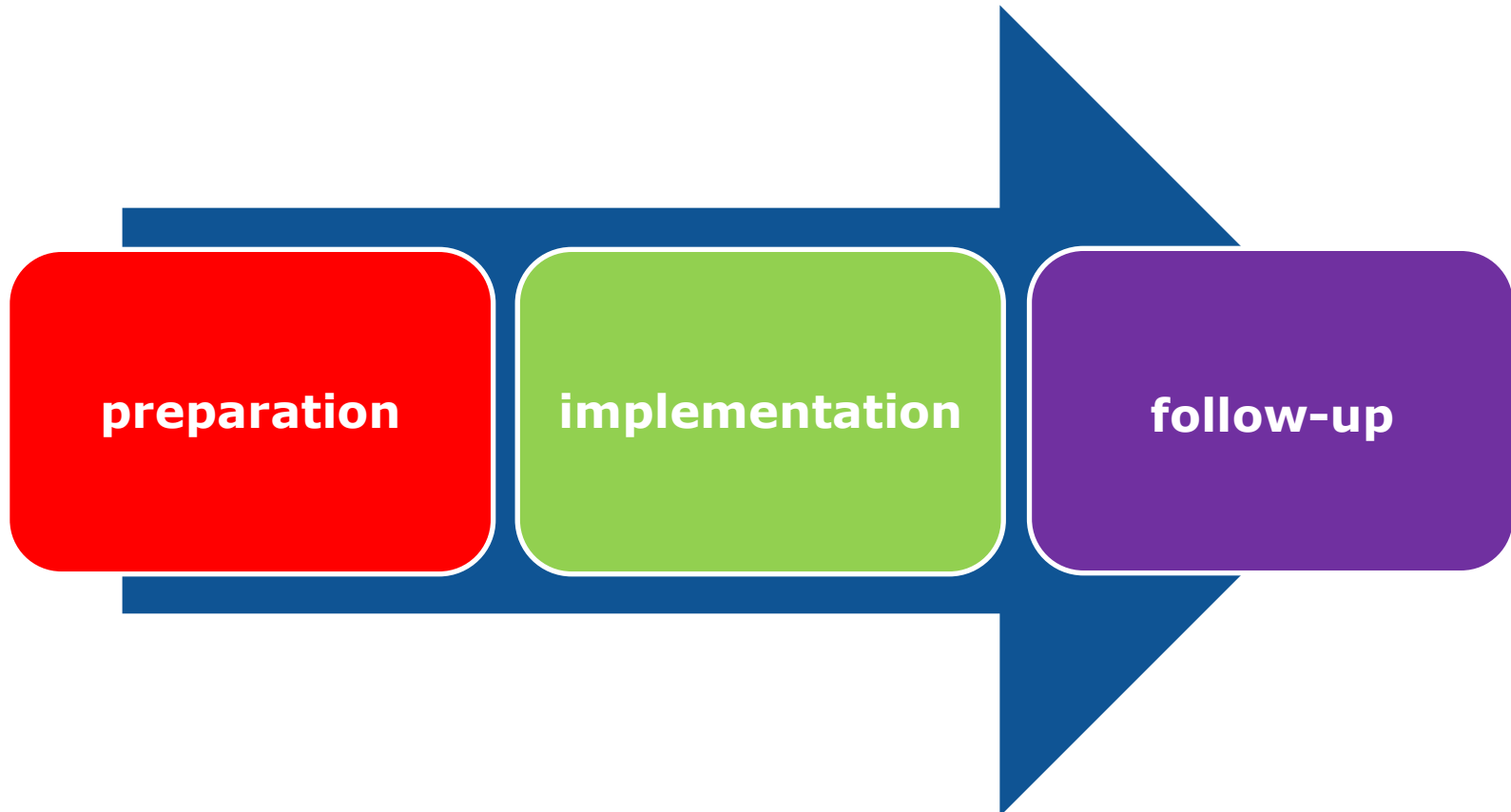
HEI staff members (teaching and non-teaching) and staff members from any participating organisation are eligible to participate in the SMS mobility.

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	<u>Not eligible</u>
Training	X	<u>Not eligible</u>	X	X	<u>Not eligible</u>	<u>Not eligible</u>

A. Eligible activities for staff

Purpose	Duration	Receiving Organisation	Type of activities/targets
Teaching	<p>5 days to 2 months</p>	Beneficiary HEI	HEI teaching staff or staff from enterprises to teach at a beneficiary HEI.
Training	<ul style="list-style-type: none"> ➤ excluding travel time ➤ min 8 hours per week (or any lower period). For incomplete week must be proportional 	<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.

B. Main phases of the mobility scheme



B. Preparation: Basic Principles

- Abide by the principles of [E+Charter](#)
- Relevant information on selection process and admission and selection criteria must be available to candidates well in advance
- Associate partners cannot benefit from the SMS

B. Preparation: compulsory documents

**Inter-institutional agreement
(General Framework)**

**Individual Grant Agreement
(Duration & Financial Support)**

**Learning and Mobility
Agreement
(Content & Credits/L.
Outcomes)**

To be signed by:

- **Each Organisation in the consortium**
(before starting the selection of the mobility scheme)
- **The Individual, the Sending and the receiving organisation**
(before the start of the individ. mobility)

B. Preparation: Inter-institutional Agreement



- Signed by each beneficiary's organisation before the selection of the mobility scheme (collective or bilateral)
- Provides specific provisions on the roles of the organisations, selection procedure, admission/selection criteria, appeal procedures, decision making process, quality assurance measures...
- Template available on the *CBHE beneficiary space*: minimum requirements must be maintained but new provisions can be added.

B. Preparation: Define tasks

Inter-institutional Agreement (IIA)	
Sending Organisation	Receiving Organisation
<ul style="list-style-type: none">• Promote and raise awareness• Select the candidates in line with IIA• Provide support in preparation of the individual mobility (visa, administrative question, insurance etc)	<ul style="list-style-type: none">• Inform locally• Prepare logistics and support for incoming individuals• Welcome and monitor the activities

B. Preparation: **Individual Grant Agreement**

Grant 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
- Participants' report
- other general conditions

B. Preparation: Individual Grant Agreement



**Grant agreement
for students**

+

Learning Agreement for studies
Learning Agreement for traineeship

**Grant agreement
for staff**

+

Mobility Agreement for teaching
Mobility Agreement for training

B. Preparation: **Learning/Mobility Agreement**

Grant agreement for students		Grant agreement for staff	
Learning Agreement for		Mobility Agreement for	
Studies	Traineeship	Teaching	Training
<ul style="list-style-type: none"> • List of courses with ECTS (or equivalent) • targeted learning outcomes • formal recognition 	<ul style="list-style-type: none"> • knowledge skills • competences expected to be acquired • (compulsory/voluntary?any ECTS?) 	<ul style="list-style-type: none"> • overall objectives • activities and added value foreseen • expected outcomes and impact 	

Learning Agreement and Mobility Agreement must be:

agreed and signed

**by the individual, the sending and the receiving organisations
BEFORE departure**

B. Implementation: basic principles

- Pre-financing of the grant must be foreseen for students in order to facilitate the installation process.
- Receiving organisation and sending organisation have to ensure a constant follow-up and regular monitoring on the individual mobility.
- All mobility details must be encoded in the EACEA Mobility tool

B. Follow-up: basic principles

Beneficiary organisations involved in the SMS commit to:

- Recognise the ECTS or equivalent credits obtained by the students during the activities carried out and agreed in the Learning Agreement
- Avoid any extension of the study period upon return to take additional exams
- Recognise, disseminate and embed the learning outcomes of the staff mobility (for training purposes)
- Solicit the individuals to fill in the Participant Report before the end of mobility (for students) and right after the end of the mobility (for staff).

C. Financial Management

C. Financial Management: basic principles

- The budgets of your CBHE and SMS must be kept separated
- It is a contribution to cover two types of costs (*based on the principle of unit costs*): **Subsistence costs and travel**
- Individuals cannot benefit at the same time from SMS support and E+International Credit Mobility
- Students selected must be exempted from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the receiving institution.

C. Subsistence costs for 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 Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law, Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia	750€	650€
All other Partner Countries	Not eligible	Not eligible

C. Subsistence costs for students

- The amount must be paid in full and directly to the student concerned.
- Consortia are strongly recommended to manage their SMS grants in an account in euros.

C. Subsistence costs for 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 Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia	100€	70€	160€	112€
All other Partner Countries	Not eligible		Not eligible	

C. Subsistence costs for staff

Beneficiary organisation in accordance with their institutional practice can decide to either :

- provide the amount directly to the staff members concerned or
- provide the participant with direct provision of the required services (i.e. payment of the hotel, subsistence, local transportation, personal or optional health insurance).

C. Travel Costs for students and staff

Distance Band	Amount per participant (return trip)
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

C. Travel Costs for students and staff

Consortia 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. Institutions shall ensure that the provision of services will meet the necessary quality and safety standards.

C. Modification of the mobility scheme

Regardless of the duration, the **minimum number of:**

- students from Partner Countries and Programme Countries
- staff members from Partner Countries and Programme Countries

As foreseen in the original proposals **must be respected!**

These figures and the budget allocation for each of the 4 categories are indicated in the Estimated Budget of the Action, Annex III of the CBHE Grant Agreement signed with the Agency.

C. Modification of the mobility scheme

Modification to Annex III of the CBHE Grant Agreement (GA) can take place provided that:

- it does not affect the minimum number of mobilities foreseen,
- the change in the amount of the budget indicated in the GA for one or more of the mobility categories does not exceed 10 %, and
- the total estimated budget indicated in the GA is not exceeded.

Example 1 Student mobility

Purpose:	studying Master level (<i>EQF/ISCED 6</i>) and traineeship
Mob track:	from University of Cairo to the University of Rome (<i>2130.34 km</i>)
Start date:	21/09/2017
End date:	28/03/2018
Duration:	6 months 8 days
Sub. costs:	<i>(6 months x 850€) + (850€: 30dd) x 8dd = 5.326,7€</i>
Travel:	360€
<u>Total grant:</u>	<u>5686,7€</u>

Example 2 Staff mobility

Purpose:	teaching
Mob track:	from the University of Yerevan to the University of Antwerp (3298.36 km)
Start date:	06/10/2016
End date:	25/10/2016
Duration:	20 days
Sub. costs:	$(140€ \times 14\text{dd}) + (98€ \times 6\text{dd}) = 1.960€ + 588€ = \mathbf{2.548€}$
Travel:	530€
<u>Total grant:</u>	<u>3.078€</u>

Documents inventory

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

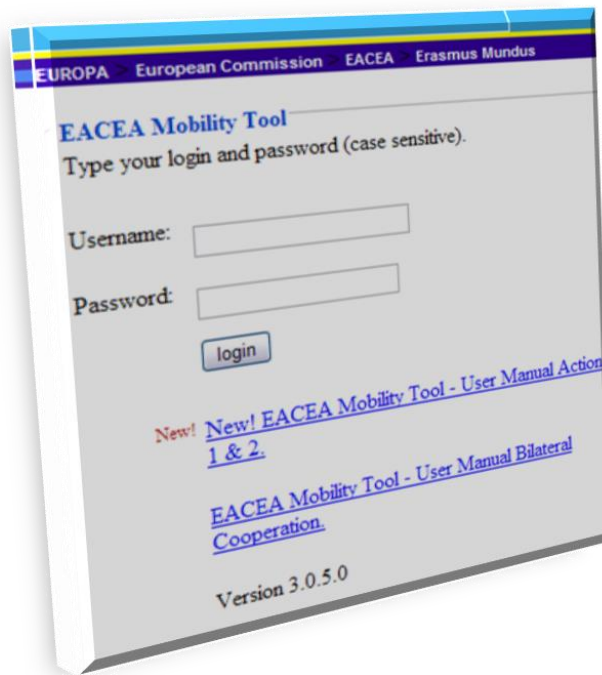
EACEA Mobility Tool

- SUPPORT to the coordinators in the management of the individual mobility
 - TRANSCRIPTION OF INFORMATION on mobility tracks, activities, credits earned, amounts disbursed and automatic reports.
- **coordinators must update the tool regularly**
- ✓ To ease the management
 - ✓ For statistical analysis and quantitative assessments



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EACEA MOBILITY TOOL





Agreement Nbr	Title	Coordinating institution	Project duration
2015-CB	TEST JP 10-11	ECOLE NATIONALE SUPERIEURE DE TECHNIQUES AVANCEES BRETAGNE	24

Application Year	Mobility start (D/M/Y)	Mobility end (D/M/Y)	Eligibility start	Eligibility end	Save dates
2015	15/10/2015	14/10/2017	15/10/2015	14/10/2017	

Country	Consortium partners (show/hide)	Status
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Coordinator (show/hide)	Telephone	Email
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Contractor (show/hide)	Telephone	Email
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Students CB

Main List [+] | Non-Scholarship holders [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
Programme Country	100	100	7 / 100	Add to selected category	<input type="checkbox"/>
Partner Country	100	100	4 / 100	Add to selected category	<input type="checkbox"/>
		Validate			

all | none

Staff CB

Main List [+] | Non-Scholarship holders [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
Programme Country	100	100	9 / 100	Add to selected category	<input type="checkbox"/>
Partner Country	100	100	4 / 100	Add to selected category	<input type="checkbox"/>
		Validate			

[Back to Course](#)

Students CB

[Main List](#) | Non-Scholarship holders

Agreement Nbr	Title	Application Year
2015-CB	TEST JP 10-11 (CBHE-JP)	2015

Programme Country = 7 / 100 - [Add to this category](#)

[\(show/hide custom phase dates\)](#)

Family Name First Name	Gender	Nationality	Resid.	View	Request EA CEA	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
JAKOURIAN Johannes	M	Austria	Afghanistan	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
JOHN DEGROOT	M	Netherlands	Belgium	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
LAZARUS Pegasus	F	Bulgaria	Afghanistan	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
1 TEST CBHR-JP	M	Belgium	Andorra	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

Programme Country = 7 / 100 - [Add to this category](#)

[\(show/hide custom phase dates\)](#)

Family Name First Name	Gender	Nationality	Resid.	View	Request EA CEA	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
RASHW Test	M											
ENCORFE TEST	M											
JAKOURIAN Johannes	M	Austria	Afghanistan	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
JOHN DEGROOT	M	Netherlands	Belgium	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

Partner Country = 4 / 100

Family Name First Name	Gender	Nationality	Resid.	View	Request EA CEA	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
FRED John	M	Moldova	Bhutan	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
MOHASSEIM Abdel	M	Algeria	Egypt	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
K;JHGF jhgfd	M	Belarus	Azerbaijan	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
PATRIZIA Patrizi	M	Jordan	Bermuda	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

all| none

Export list

Programme Country








Partner Country

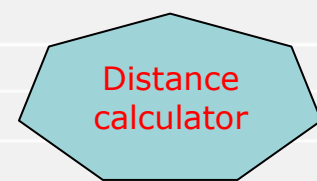
STUDENT MOBILITY

Mobility - Activity history for BLABLA Test

Start date (DMY)	End date (DMY)	Receiving Organization	Mobility Aim	ECTS acquired	Duration	Modify	Delete
01/01/2016	15/03/2016	Academy of Economic Studies of Moldova	Student Mobility for Traineeship		75.00	modify	delete
					75		

Add a new mobility entry:

Start date	<input type="text"/>	 (mandatory format for all date fields dd/mm/yyyy)
End date	<input type="text"/>	 Calculate days
Duration calculated (days)	<input type="text"/>Extension Duration <input type="text"/> Extension Date <input type="text"/> 
Receiving Organisation	AALBORG UNIVERSITET 	
Subsistence rate per month :	<input type="text"/>	
Distance band :	0 km to 99 km 	
Travel costs :	<input type="text"/>	
Subsistence paid	<input type="text"/>	
Total Scholarship :	<input type="text"/>	Refresh
Mobility Aim	<input type="radio"/> Student Mobility for Traineeship <input type="radio"/> Student Mobility for Studies <input type="radio"/> Combined studying and traineeship	
ECTS acquired	<input type="text"/>	Description of Recognised Credits or equivalent <input type="text"/>
Level of Study/Teaching	<input type="text"/> 	
Field of Education	<input type="text"/> 	
Type of Training	<input type="checkbox"/> Traineeship recognised as part of the curriculum <input type="checkbox"/> Traineeship carried out on voluntary basics <input type="checkbox"/> Traineeship is paid <input type="checkbox"/> Traineeship is Not paid	
Mobility track	Mobility accomplished <input type="checkbox"/>	
Add new mobility		



STAFF MOBILITY

Start date (DMY)	End date (DMY)	Receiving Organization	Mobility Aim	Duration	Modify	Delete
01/02/2016	05/03/2016	AALBORG UNIVERSITET	Staff mobility for Teaching	35.00	modify	delete
				35		

Modify a mobility entry [[add new](#)]:

Start date	<input type="text" value="01/02/2016"/>	(mandatory format for all date fields dd/mm/yyyy)	
End date	<input type="text" value="05/03/2016"/>	<input type="button" value="Calculate days"/>	
Duration calculated (days)	<input type="text" value="35.00"/>Extension Duration	<input type="text"/> Extension Date <input type="text"/>
Receiving Organisation	<input type="text" value="AALBORG UNIVERSITET"/>		
Subsistence rate per Day :	1-14 <input type="text" value="160"/>	15-60	<input type="text" value="112"/>
Total Number of teaching/training Hours	<input type="text"/>		
Travel Days (max. 2)	<input type="text"/>		
Distance band :	<input type="text" value="0 km to 99 km"/>		
Travel costs :	<input type="text" value="0"/>		
Subsistence paid	<input type="text" value="4592.00"/>		
Total Scholarship :	<input type="text" value="4592.00"/>	<input type="button" value="Refresh"/>	
Mobility Aim	<input checked="" type="radio"/> Staff mobility for Teaching <input type="radio"/> Staff mobility for Training <input type="radio"/> Combined Teaching and Training		
Level of Study/Teaching	<input type="text"/>		
Type of Training	<input checked="" type="checkbox"/> WorkShop <input type="checkbox"/> Job hadowing <input type="checkbox"/> Training <input type="checkbox"/> Other		
Mobility track	Mobility accomplished <input type="checkbox"/>		
	<input type="button" value="Modify mobility"/>		