

## What is Erasmus+?

Erasmus+ is a European Union (EU) program which supports projects, partnerships, events and mobility in the areas of education, training, youth and sport. The program, which runs from 2014 to 2020, provides funding opportunities for cooperation in all these areas, both among European countries and between European countries and Partner Countries throughout the world.

For over 25 years, Europe has funded the Erasmus program, which has enabled over 3 million European students to spend part of their studies in another higher education institution elsewhere in Europe. Erasmus+ now opens up these opportunities to individuals and organizations from other parts of the world (the EU calls these countries outside Europe “Partner Countries”).

Erasmus+ recognizes the importance of the extra-EU international dimension in all these areas, especially in higher education. The program builds on the experience and success of former EU programs in higher education (Alfa, Edulink, Erasmus Mundus and Tempus) and supports the international exchange of students, academics, ideas and good practice between institutions.

All mobility projects under Erasmus+ aim to help individual learners acquire skills, to support their professional development and deepen their understanding of other cultures. They also aim to increase the capacities, attractiveness and international dimension of the organizations taking part.

Cooperation under the Erasmus+ program is based on signed inter-institutional agreements (not on multilateral Partnerships as in the former Erasmus Mundus program).

## Erasmus+ international credit mobility

### Reference guide for partners

This quick reference guide will provide you with basic information on the key documents, rules and guidelines you will need to be aware of. It will guide you through the next steps your institution will be expected to take, and tell you where to go for further information.

#### 1. Understanding the contractual documents

##### The beneficiary grant agreement

This agreement links Freie Universität Berlin to the DAAD and provides the financial support for our mobility project. As a partner organization, you are not a direct party to this agreement but your mobility project is described within the grant.

##### The inter-institutional agreement

In order for the mobility to take place, an inter-institutional agreement has to be signed between the participating HEIs. In this inter-institutional agreement, the sending and receiving institutions agree on the range of courses open to visiting students and on the options for staff mobility. These agreements ensure that the sending institution will recognize the credits gained by its students, for activities successfully completed abroad, and count them towards the student’s degree upon return.

The agreement should be signed once the project has been selected for funding, and at the latest before the start of the first exchange.

By signing an inter-institutional agreement, both institutions commit themselves to respecting the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE) relating to the organization and management of mobility, and agree on a series of measures to ensure high quality mobility.

[http://ec.europa.eu/education/opportunities/higher-education/doc/he-charter\\_en.pdf](http://ec.europa.eu/education/opportunities/higher-education/doc/he-charter_en.pdf)

### **The learning and mobility agreements**

Before the mobility can start, the sending and receiving institutions, together with the participant (student or staff), must agree on the activities that the participant will undertake during the period abroad.

The learning agreement sets out the study program to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions. For more detailed information, please refer to the 'Guidelines on how to use the learning agreement for studies'.

Similarly, the mobility agreement for members of staff sets out the teaching or training program to be followed, and lists the rights and obligations of each party.

### **The participant grant agreement**

The grant agreement sets out the financial support and payment arrangements to the participant (student or staff). This agreement is signed between the participant and Freie Universität Berlin.

The agreement must be signed by both parties before the start of the mobility. The Erasmus+ grant can only be paid to the participant once this agreement has been signed. The National Agency for Erasmus+ and the Freie Universität Berlin will provide the Grant Agreement.

## **2. Managing the mobility project**

### Duration of the scholarships granted to Freie Universität Berlin and its partners

<i>Students (BA, MA, PhD)</i>	<i>Staff (academic and administrative)</i>
3 to 6 months	5 to 12 days (plus 2 travel days)

### What the Erasmus+ scholarship includes

<i>Students (BA, MA, PhD)</i>	<i>Staff (academic and administrative)</i>
From partner to FUB: 800 €/month	From partner to FUB: 120 €/day
From FUB to partner: 650 €/month	From FUB to partner: 160 €/day

Each participant receives a travel contribution based on the distance from the sending to the receiving institution:

Between 100 and 499 km	180 € per scholarship holder
Between 500 and 1999 km	275 € per scholarship holder
Between 2000 and 2999 km	360 € per scholarship holder
Between 3000 and 3999 km	530 € per scholarship holder
Between 4000 and 7999 km	820 € per scholarship holder
8000 km and more	1100 € per scholarship holder

The Erasmus+ scholarship does not provide any insurance scheme. Participants shall provide personally for their health insurance expenses.

Erasmus+ students are exempted from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the host institution.

## Selecting and sending participants

The sending institution is responsible for selecting participants and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognizing the mobility period. The receiving institution offers participants a study program, or a program of staff training or teaching activities at their institution. The inter-institutional agreement details the obligations of each institution.

The selection criteria for participants are defined by their sending higher education institution, in agreement with the receiving institution. The first criterion should be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

Information on the mobility opportunities available and the selection procedure should be made public. The selection of participants, as well as the procedure for awarding them a grant, must be fair, transparent and documented and should be made available to all parties involved in the selection process.

Erasmus+ encourages the participation of students and staff with special needs. If one of your selected participants has a physical, mental or health-related situation that would prevent them from participating in a mobility activity unless extra financial support was made available, you can ask Freie Universität Berlin to request "special needs" support from the DAAD in order to cover the extra costs involved.

## Recognition

It is mandatory that mobility periods are recognized by both higher education institutions as stipulated in the inter-institutional agreement and in the Learning Agreement.

The receiving institution must provide a Transcript of Records to the student and sending institution. The sending institution must fully recognize the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records.

The participant will report on the quality of the recognition process by the sending institution via an online EU survey with specific sections on recognition, the results of which will be carefully monitored.

## 3. Reporting

Once participants have been selected, Freie Universität Berlin will have to report on all the mobility activities undertaken and on the participants involved. This information will need to be updated on a monthly basis.

To this end, your institution will be expected to provide all necessary information on the participants coming from your institution. This will include participant profile, destination, duration of the mobility, etc.

### Participant Identification Code (PIC)

For reporting purposes, every organization involved in the project will need a 9-digit Participant Identification Code (PIC) unique to their higher education institution. Your institution's PIC will then have to be communicated to Freie Universität Berlin before they can start reporting on the mobility. The PIC should be registered to your institution's legal entity, which is typically at the level of the central university and not one of its faculties.

If your institution has taken part in a European program, such as a former Framework Program (FP7, FP6), Horizon2020, or the Capacity Building action in Erasmus+, it will already have a PIC. A simple search in the Participant Portal for Research & Innovation will allow you to find your institution's unique PIC.

If your institution does not already have a PIC, then you will have to register your organization in the Participant Portal to obtain one. Please note that 'Declared' or 'Dormant' PICs are accepted for International Credit Mobility projects. Please check carefully whether your institution already has a PIC before requesting a new one.

<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

## EU Survey

At the end of the period abroad, all mobile students and staff will be required to submit a final report.

Students will receive the survey by email one month before the end of their mobility period, and submission of the report will trigger the payment of the final grant instalment to the participant. Staff will be expected to complete the survey at the end of their mobility period.

As mentioned above, a further complementary survey specifically on recognition will be sent to the student after the mobility period to assess the quality of the recognition provided.

### 4. In a nutshell

#### What are the conditions?

Students must be registered at the partner university and enrolled in studies leading to a recognized degree or other recognized tertiary level qualification (up to and including the level of doctorate).

Staff must be employed at the partner university and work either as an academic or in the university administration.

#### What arrangements are made?

Prior to the departure the Erasmus+ scholar is provided with:

- A grant agreement covering the mobility period and signed between the student and his or her sending higher education institution;
- A "Learning Agreement" setting out the program of studies to be followed, as approved by the student, the sending and the receiving institution (for students)
- A "Mobility Agreement" setting out the objectives of the mobility as well as the activities to be carried out (for staff)

At the end of the period abroad:

- The receiving institution must provide the student and their sending institution with a transcript of records recording the duration of the mobility and confirming that the agreed program has been completed and confirming the results (for students)
- The sending institution must give full academic recognition for satisfactorily completed activities during the mobility period as agreed in the Learning Agreement, by using ECTS credits or an equivalent system. The mobility period should also be recorded in the Diploma Supplement.
- The receiving institution must provide the staff member and their sending institution with a certificate of stay recording the duration of the mobility and confirming the outcome and impact of the mobility (for staff)