

Erasmus+ International Credit Mobility

Quick reference guide for higher education institutions in Partner Countries

Foreword

Congratulations! Your institution is part of a project that has been selected for funding for International Credit Mobility under Key Action 1 of the Erasmus+ programme, promoting the international exchange of students and staff between higher education institutions in Erasmus+ Programme and Partner Countries.

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 Palacký University (UP) to its National Agency for Erasmus+ and provides the financial support for your mobility project. As a partner organisation, you are not a direct party to this agreement but your mobility project is described within the grant agreement.

The inter-institutional agreement

Before any mobility activity can take place, your institution must sign an inter-institutional agreement with UP. You and your partner UP department may wish to discuss the content of the agreement while preparing the project application. You should sign this agreement once your project has been selected for funding, and at the latest before the start of the first exchange.

Please use the template provided by UP. You and your partner UP department are free to customise this template as you see fit detailing how you will select participants, how you will recognise study credits, if and how you will share the organisational support grant, etc. It is not, however, possible to delete any of the contents from the template.

Please describe in the IIA the agreed mechanism of student learning outcomes and grades recognition – the credit transfer mechanism and/or any specific requirements.

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

Organisation ID (OID)/Participant Identification Code (PIC)

For reporting purposes, every organisation involved in the project will need an Organisation ID (OID), an 8-digit unique identifier preceded by the letter E. OIDs replace the Participant Identification Codes (PIC). All the organisations that already had a PIC before call 2020 and have participated in a decentralised action, have received a new OID automatically which can be consulted at the Organisation Registration web site (<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>) providing the PIC or other contact details of the organisation.

Straightforward registration of new OIDs is also possible through that tool.

The OID 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 does not already have an OID/PIC, then you will have to register your organisation in the Participant Portal to obtain one (<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>). Please check carefully whether your institution already has an OID/PIC before requesting a new one.

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 programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions.

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

You will receive the forms with guidelines from UP and will also find them at

<https://iro.upol.cz/en/documents/international-credit-mobility-ka107/> .

The participant grant agreement

The grant agreement sets out the financial support and payment arrangements to the participant (student or staff). Unlike other documents, this agreement is signed between the participant and Palacký University.

The agreement must be signed by both parties before the mobility, in the case of participants coming to UP as soon as possible after their arrival. The Erasmus+ grant can only be paid to the participant once this agreement has been signed.

2. Managing the mobility project

Grant management

Palacký University will be responsible for signing the grant agreement with the participants, they will administer all grant payments for mobility to Europe ("incoming") and from Europe ("outgoing").

Your students coming to Olomouc will receive 800 EUR per month (30 days) plus a contribution towards the travel expenses according to the distance band:

100-499km – 180 EUR: Ukraine (Lviv)

500-1999km – 275 EUR: Belarus, Bosnia, Montenegro, Russia (St. Petersburg, Moscow), Serbia, Ukraine (Kyiv, Zhitomyr)

2000-2999km – 360 EUR: Georgia, Israel, Morocco

3000-3999km – 530 EUR: Iran

4000-7999km – 820 EUR: Bhutan, Canada (Alberta), Cabo Verde, Kazakhstan, Nepal, Russia (Tomsk), Zambia

8000 km and more – 1500 EUR: Canada (Camosun), Colombia, Dominican Republic, Indonesia, Mosambique, RSA,

Furthermore, UP will reimburse the costs of students' health insurance.

Academics will receive 140 EUR/day of their stay in Olomouc plus two travel days for the first 14 days and 98 EUR/day for the period from the 15. day.

They will receive the same contribution towards travel expenses as students.

Making changes to the project

If the mobilities that you had planned cannot be implemented as foreseen, please contact UP as soon as possible. In some cases, a change to the original project may be possible within the contract (e.g.

changes between study cycles, or duration of the mobility period, etc.). Any change should first be discussed and agreed upon by both partners.

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 recognising the mobility period. The receiving institution offers participants a study programme, or a programme 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.

Students coming to UP must be nominated through UP on-line system. The institutional coordinator and the person responsible for student mobilities will receive information about the nomination procedure and access to the system once the IIA has been signed and then again at least three months before the deadline.

As soon as the nomination is successfully submitted, nominated students will receive unique access to on-line application.

For information update/possible changes please follow <http://www.upol.cz/en/students/exchange-students/erasmus/>.

Furthermore a written record of the selection of students and staff must be sent to UP. You will receive a template of this record together with the information about the nomination procedure.

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 your partner to request "special needs" support from their National Agency in order to cover the extra costs involved. It is necessary to apply for this support well in advance so inform UP about such participant as soon as possible.

UP will give every Erasmus+ student a copy of the Erasmus+ Student Charter once they have arrived and signed the grant agreement. The Student Charter highlights the students' rights and obligations. It tells them what they are entitled to and what to expect from their sending and receiving organisations at each step of their Erasmus+ experience.

Recognition

It is mandatory that mobility periods are recognised 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 recognise 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 by UP and European Commission.

3. Reporting

Once participants have been selected, UP will have to report on all the mobility activities undertaken and on the participants involved, in an online tool called Mobility Tool+. This information will need to be updated on a monthly basis if there have been any changes.

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.

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. Useful resources

Erasmus+ Homepage: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

Erasmus+ Programme Guide: https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

Erasmus Charter for Higher Education: https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/he-charter_en.pdf

Erasmus+ Student Charter: http://ec.europa.eu/education/opportunities/higher-education/doc/charter_en.pdf

Brochure on Erasmus+ international opportunities: <http://bookshop.europa.eu/en/the-erasmus-programme-pbEC0414970/>

ECTS User's Guide: http://ec.europa.eu/education/library/publications/2015/ects-users-guide_en.pdf

Egracons European Grade Conversion System: <http://egracons.eu/> Erasmus+ International Credit Mobility Quick reference guide

5. Contact

Palacký University, International Relations Office
Křížkovského 8, 771 47 Olomouc
www.iro.upol.cz

Yvona Vyhnánková - Institutional Coordinator (general issues, inter-institutional agreements)
yvona.vyhnankova@upol.cz

Eva Ohnisková – student mobility
eva.ohniskova@upol.cz

Petra Soldánová – staff mobility
petra.soldanova@upol.cz