

## INTERNATIONAL DIMENSION INFO DAYS

10<sup>TH</sup> & 11<sup>TH</sup> November, 2014  
Tallinn, Estonia

**Questions collected during the info days together with Answers and Recommendations  
based on Work Group discussions**

**Note for Higher Education Institutions**

### **International Credit Mobility (ICM) for higher education students and staff**

**Inter-institutional agreement.** There is no need to sign the inter-institutional agreement before submitting the application form for E+ ICM funding. However, the inter-institutional agreement has to be signed before the mobility takes place (legal commitment taken in the application form) and it is highly advisable to already now start discussing cooperation modalities with your partners. The existence of previous or running cooperation agreements between the applicant HEI and its partners (e.g. setting out the respective roles and tasks) is also an advantage. We would advise universities to work with partners they already know. Otherwise, they could start with staff mobility, to prepare the ground for future student mobility. HEIs will have to list the HEIs with which they would like to cooperate in the application form and they should reflect about how their previous experience with these partners will ensure the quality of their planned mobilities when answering the quality questions.

**Distance band.** When filling in the application form, try to be as accurate as possible regarding the grant requested for travel support. You should use the distance calculator available on the Commission's website ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm))

- If you know the city of origin and the city of destination for all mobility activities in a flow and they are the same for all mobility activities in that flow, you will introduce the travel distance between those two cities;
- If there are several cities of origin and/or destination in a flow, you will introduce the average of the different travel distances.
- If the city of origin or the city of destination is not known yet, you will introduce the travel distance from/to the capital of that country.

**Application form.** In the table activity details there will be a row for each "flow", a flow refers to participants (students or staff) participating in mobility activities between two countries. Each activity type must be entered in a separate table under "Activities' Details" of the application form; mobilities for different education levels (study cycles) will be added separately in different rows of the table under "student mobility". The questions will be asked (automatically) for each of the Partners Countries with which you have applied for mobilities (Page 40 in the Programme Guide). Through these questions you should also explain how you will select applicants. The recognition of mobility is assessed under the question on "project design and implementation".

**Check your NA's website to know what is eligible and what budget is available.** The e-form does not automatically check all the information provided, so you need to be careful when filling in your application. Check before applying that the flows and countries you are asking for are eligible (e.g. out-going short cycle, first and second cycle mobility to Brazil may not be eligible! The assessment will be done per Partner Country).

## Questions and Answers

### 1. Will OLS be obligatory for incoming students from Partner Countries?

OLS will not be applicable for international credit mobility (neither incoming nor outgoing) in the 2015 call.

### 2. Will the budget envelope structure remain in place until 2020?

Indeed, this structure has been put in place to respect the conditions attached to the different external instruments that provide funding for international credit mobility. These conditions reflect the priorities agreed for different regions of the world.

### 3. Are there funds available to make new contacts? Can the OS funds be used for preparatory visits?

As explained in the Programme Guide (page 44), the organisational support grant is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both incoming and outgoing, to comply with the Erasmus Charter for Higher Education in Programme Countries and with the principles of the ECHE as reflected in the inter institutional agreements agreed in the case of institutions from Partner Countries. The first example provided in the Guide are organisational arrangements with partner institutions, including visits to potential partners, to agree on the terms of the inter-institutional agreements for the selection, preparation, reception and integration of mobile participants; and to keep these inter-institutional agreements updated.

### 4. Can we send one student several times during one cycle of his education?

Yes, the same student can participate in mobility for studies between Programme and Partner Countries, mobility for studies or traineeship between Programme Countries several times in the same study cycle. The maximum duration of an Erasmus+ mobility (or of different mobilities undertaken in the same cycle) cannot exceed 12 months per study cycle and the minimum duration for each type of mobility has to be respected (e.g. 3 months for studies). However, according to the Programme Guide (page 251), HEIs should give lower priority to those students who have already benefited from mobility actions in the same study cycle under the LLP-Erasmus programme, Erasmus Mundus or Erasmus+ Programme. All the selection criteria shall be made public.

### 5. Full recognition for students is probably not easy because of different credit systems in Partner Countries.

Indeed, it is very important to prepare together with your partners the recognition arrangements of mobility periods. This is one of the elements that will be assessed in the application form and it has to be included in the Inter-institutional agreement.

The Erasmus+ Learning Agreement has been designed to promote full recognition of the study period abroad. In this context, the sending institution must fully recognise the number of ECTS credits (or equivalent system) contained in the planned study programme for successfully completed activities in the way agreed by the student and the sending and receiving institutions. The Learning Agreement foresees the possibility to include an annex where any exception can be agreed upon by all parties before the mobility takes place.

### 6. Is North Korea eligible for Credit Mobility? And what about the USA, Canada and Japan?

Yes, they are all eligible as stated in the Programme Guide (page 37). They are included in region 13 "other Industrialised countries" (page 25), that covers Australia, Brunei, Canada, Hong Kong, Japan, (Republic of) Korea, Macao, New Zealand, Singapore, Taiwan and the United States of America.

## Erasmus Mundus Joint Master Degrees (EMJMD)

Keep in mind that differences in national legislation and institutional requirements can affect many aspects of the implementation of a joint master programme. Such aspects include e.g. the awarding of a joint degree and tuition fee policies. There are a lot of materials, best practices and guides available, make use of them and start your preparations in good time!

### Questions and Answers

#### 1. Under old Action 2 how many mobilities were supported for which 2014 year?

The planned number of mobilities for the Action 2 partnerships selected in 2014 is 4070. In the table below there is a distribution per nationality (European and non-European) and profile of the participant:

Nationality	Under-Grad.	Master	Doc.	Post-Grad.	Staff	Total
EU	143	241	272	136	309	1.101
NEU	822	728	675	289	455	2.969
<b>Total</b>	<b>965</b>	<b>969</b>	<b>947</b>	<b>425</b>	<b>764</b>	<b>4.070</b>

#### 2. Is the management fee per consortium or per university?

The whole grant including the management fees and the academic staff mobility, as well as a variable number of student scholarships is for the consortium and not per university.

#### 3. What is the max fee that a University can charge for tuition?

The scholarships cover a maximum of 9.000 EUR / year for Partner Country students and a maximum of 4.500 EUR / year for Programme Country students for tuition fees (including insurance costs). Please note that tuition fees applied to EMJMD grant holders may not be different from the usual tuition fees applied by the Universities for the self-paying students of the Master concerned. Moreover:

- If the amount set and charged per student is lower than the maximum EU contribution, this will result in a lower EU grant contribution to the consortium;
- If the amount set and charged per student is higher than the maximum EU contribution, the cost in excess of the EU grant contribution must be covered by the consortium and cannot be charged to the scholarship holder (ie. the consortium will grant the EMJMD scholarships holders a fee waiver).

#### 4. Is a JMP awarding single degrees not eligible as EMJMD if the national legislations of consortium members currently do not allow joint degrees?

We are strongly promoting joint degrees, but double or multiple degrees are accepted.

#### 5. The intake level mentioned - does that refer only to those on scholarships - can others pay to take the course?

Indeed, the EU grant includes funding for an indicative number of between 13 to 20 scholarships per intake. On top of this, consortia should advertise their programmes to attract as well self-paying students.

**6. Are these applications done centralised?**

Yes, the EMJMD are managed centrally by the Executive Agency based in Brussels (EACEA) and applications shall be done through the e-forms published at EACEA's website.

**7. Which partner countries will be a priority?**

There is no regional preferences, students are selected on the basis of excellence, from any country of the world. But in the 2015 call, there are a few regional envelopes with additional funding, for which universities can apply

**8. How many projected JMDs is it planned to approve in 2015?**

Around 18

**9. Is Switzerland eligible for joint master courses?**

Yes, Switzerland can participate as any other Partner Country in Erasmus Mundus Joint Master Degrees.

**10. Can "old" Erasmus Mundus Master Courses apply for funding from EMJMD?**

Yes, they can.

**11. Why are they called Erasmus Mundus Joint Master Degrees and not Erasmus+ Joint Degrees?**

In the 10 years since the creation of the first Erasmus Mundus Courses, the Erasmus Mundus brand has grown up to be recognised as a label for quality and a sense of community has emerged among universities participating in Erasmus Mundus actions and alumni. In addition, since this programme existed already around the world for all Partner Countries, it was possible to keep this brand name.

## Capacity Building in the field of Higher Education (CBHE)

### Questions and Answers

**1. Do I understand that we have no obligations to national agencies? We don't need to report anything to them like budgets or participants?**

The CBHE projects do not report to NAs and to NEOs either. However, the NEOs will be involved in the field monitoring visits to the projects in the respective countries as part of their assignment with the Executive Agency.

**2. Will an ICP of Erasmus+ at NA be contacted for formal eligibility of CBHE applicant institutions?**

Yes, there will be a formal consultation for eligibility of the HEIs as applicants in particular for Partner Countries, where the NEOs' support may be required. For what concerns the programme countries, the Erasmus University Charter will be sufficient to justify the role of applicant.

**3. How the associations/organisations must be registered? On a European level? On a national level? Does an association/organisation applying for CBHE have to be a legal entity?**

To be eligible as applicant or even simple partner, an association of higher education (or students, or teachers, or rectors) must be established as a legal entity in one of the countries eligible for CBHE. Associations will not count amongst the minimal number of higher education institutions required for the partnership composition, as they do not deliver diplomas/degrees.

**4. Are any partner countries preferred (e.g. like in Erasmus Mundus Action 3: Promotion of European Higher Education?)**

No, no preference for the countries. In CBHE projects each country will receive a share from the regional allocation, certainly depending on the quality of the project proposals and their relevance for the respective regions.

**5. How about inter regional projects (Central Asia and South Med for example), are they encouraged? How about budget? And how about the Mobility Strand in this case?**

The inter-regional (or cross-regional, as usually called) projects are possible and can be accepted for funding, but the priority they address must be common for all the Partner Countries involved from different regions. The project has to justify very well how the chosen priority relates to the needs identified in each of the Partner Countries addressed. To check the national and regional priorities, please visit the KA2 – Capacity Building for higher education webpage for 2015 Call:

[https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-2-capacity-building-in-field-higher-education-2015\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-2-capacity-building-in-field-higher-education-2015_en) (Budget allocation, Regional and National Priorities table, under "Guidelines" section on the left hand side menu)

Special Mobility Strand can be applied for only by the Regions 1, 2 and 3. If the project also involves other regions, those cannot be accounted for the Special Mobility Strand. For example, in a project targeting Central Asia and South Mediterranean areas, only the South Mediterranean countries will be eligible for the Mobility Strand.

**6. Russia is left out of the Capacity building projects (one-country actions). Are you aware of other EU programmes related to education or research where this kind of limitation has been adapted due to the EU sanctions on Russia?**

No, Russia has not been left out. On the contrary, please see the participation of Russia in this programme action is mentioned in the Erasmus+ Programme Guide, p.150, Eligibility Criteria, Number and profile of participating organisations.

**7. Should there be several target (partner) countries in Joint Projects?**

It can be either one target country (in that case the project will be a "national one") or to more countries from the same region (multi-country, regional one) or different regions (multi-country, cross-regional).

**8. Can a project be moved from Joint Projects to Structural Projects by assessors and vice versa?**

No, from the first step of application – creation of the eForm – you are required to choose either Joint Projects or Structural Projects. The contents that will come are very similar but structured according to the two types. For example, a set of questions are designed for Joint Projects and different ones for Structural Projects. Once generated, the eForm is irreversible. If you change your mind, you have to restart the whole process from the creation of the eForm.

**9. "Involvement of national authorities": also in Joint Projects?**

National authorities can be involved in both types of projects: Joint Projects or Structural Projects, according to their role and relevance with the project topic. However, the presence of the Ministries responsible for Higher education from the Partner Countries involved in a project is compulsory in Structural Projects.

#### **10. Can a partner country lead a project?**

I confirm that a Partner Country (except from Region 4, Russian Federation) can submit a project as a project coordinator (see Programme Guide, page 150, Who can apply?). Then, in each project Partner Countries may be lead organisations for different Work Packages.

#### **11. Is Russia eligible for CBHE?**

Yes, the participation of Russia in this programme action is mentioned in the Erasmus+ Programme Guide, p.150, Eligibility Criteria, Number and profile of participating organisations.

#### **12. Why the branding "Tempus" disappeared?**

Compared to other E+ programme actions (Jean Monnet, Joint Master Degrees), which continue by their own on a self-standing basis, Tempus merged with other programmes: Alfa, Edulink. For fairness, it could not impose its name to the others; whilst the other two programmes would have had the same ambition to keep the brand... therefore a neutral name had to be found. Finally, no name – but what it does is most important: it does "capacity building for higher education".

#### **13. Is it possible to download e-form as file on one's computer and then to fill it in, not doing it all the time on-line?**

Yes, it was possible already during Tempus IV, and it is the same for CBHE projects – you download the e-form, fill-in, can share with your partners, and then have to submit it accordingly (with all the mandatory attachments) – for details, please, see the Presentation of Mrs Dorina Angelescu (EACEA).

#### **14. What about the gender issue – the EC should not finance the projects where there is no gender equality ensured in the partner countries (due to the traditions, or...)?**

Gender issues are embedded in the evaluation criterion about the project relevance. If in the description there are only declarative phrases – no way to assess the potential implementation. There can be some outstanding cases during the project implementation, but hopefully the overall situation is improving.

#### **15. Requirement of PIC – Programme Country institutions, Partner Country institutions?**

PIC has to be for the institutions from Programme countries as well as from the Partner countries. For Programme countries the HEI has to have eligible Erasmus Charter for Higher Education (further - ECHE), the Programme Country HEI's PIC has to relate to the number of ECHE.

#### **16. Can there be 2 PIC codes for the same institution?**

It can only be so in case there is a legal autonomy in place for a particular structural unit of the institution, there have to be legal arrangements for that in place. The PIC is related only to the legal entity, if this is the case – there could be 2 PICs.

#### **17. English language course for the teachers in Partner Country – is such type of activity eligible for CBHE projects?**

Yes, if it is in line with the needs of Partner Country and accordingly justified.

#### **18. Bank account/transfers systems in Partner Countries – are they ready for the transfers to/from Programme Country etc.?**

Situation in respect of that is different in different Partner Countries, but hopefully manageable.

#### **19. Could you, please, explain/give an example for the CBHE project which „is involving wider social-economic environment“?**

Everything that is outside the higher education institutions, beyond the academic environment, for example, enterprises, other higher education stakeholders, etc.

## **20. Associations of higher education institutions – where such associations have to be registered?**

Such association has to be registered as a legal entity in one of the Programme or Partner countries which are covered by the CBHE Activity; they cannot be registered in the ineligible country for the CBHE Activity. Such associations are not considered as higher education institutions (further – HEIs) as they are not HEIs – not delivering degrees, not issuing diplomas etc., but can act as applicant or partner organisation in the project – WITHOUT counting for the minimal number of higher education institutions that must be always respected.

## **21. Why Tempus programme did not keep its brand name for new Erasmus+ programme?**

In the new Erasmus+ Key Action 2 Activity – Capacity Building Higher Education in Partner Countries (CBHE) – it is not only Tempus programme which is integrated in this activity, but also other higher education co-operation programmes, e.g. Alfa, Edulink etc., so it would not be appropriate to keep as a brand name just the name of one programme.

## **22. There are some concerns about the unit costs for staff to be involved in the CBHE projects – they seem to be too low for some countries?**

The new approach in terms of unit-costs applies to almost all actions in Erasmus+ and is part of an overall effort to simplify the financial procedures at application and reporting stages, giving more flexibility to the institutions when managing projects. The unit costs have been established to calculate the average contribution to cover the costs of a certain number of activities/expenses (staff costs, travel and accommodation costs for CBHE). The fixed contribution results from the multiplied number of "unit costs" defined for different grouping of countries. They are based on in-depth statistical analyses, at the European Commission level, of historical and current data of projects from the previous generations of programmes, including Tempus.

The principle of co-funding has been taken into account in the definition of the funding approach and in particular in defining the level of the unit costs used to calculate the budget/grant of the project.

This means that, although the implementation of the project may require other types of expenditures (such as costs for dissemination, publishing, translation if not sub-contracted, overheads costs), these expenditures will not be taken into account for the calculation of the grant proposed. As a result, they will have to be covered by co-funding. Co-funding has therefore to be estimated by the project partners at the beginning, at the time of the preparation of the application.

## **23. How should the co-financing be calculated?**

Co-financing is not supposed to be calculated in exact amounts, it should only be stated in the application by naming the activities or products that will be carried out or produced on applicants' own expenses. If the partners manage to save some funds from fixed-rate budget lines, it is allowed to use the savings for any activities or products which were initially planned to be co-financed.