



## **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.

##### **The inter-institutional agreement**

Before the 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.

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.

##### **Participant Identification Code (PIC)**

For reporting purposes, every organisation 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 your partner 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 programme, such as a former Framework Programme (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 organisation 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.

### **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.

### **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:

500-1999 km	275 EUR (Belarus, Bosnia, Russia - Kostroma, St. Petersburg, Serbia)
2000-2999 km	360 EUR (Israel)
4000-7999 km	820 EUR (Bhútán, Canada, Kazachstan, Russia-Tomsk, USA – Valdosta, Amherst, Zambia)
8000 km and more	1100 EUR (Brazil, South Africa, Tchai-wan, USA – Las Vegas, Arlington)

Furthermore, UP will reimburse the costs of their 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.

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.

### **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](http://ec.europa.eu/programmes/erasmus-plus/index_en.htm)

Erasmus+ Programme Guide: [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

Erasmus Charter for Higher Education: [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)

Erasmus+ Student Charter: [http://ec.europa.eu/education/opportunities/higher-education/doc/charter\\_en.pdf](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](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](http://www.iro.upol.cz)

**Yvona Vyhnánková** - Erasmus+ Institutional Coordinator (general issues, inter-institutional agreements)  
[yvona.vyhnankova@upol.cz](mailto:yvona.vyhnankova@upol.cz)

**Eva Ohnisková** – student mobility  
[eva.ohniskova@upol.cz](mailto:eva.ohniskova@upol.cz)

**Petra Soldánová** – staff mobility  
[petra.soldanova@upol.cz](mailto:petra.soldanova@upol.cz)