

ERASMUS+ Programme Guide 2014, version 2, 27/02/2014

αναρτημένο στο <http://eclass.hua.gr/courses/UNI136/>

ERASMUS+ 2014/15 - κείμενα αναφοράς του ιδρυματικού έργου Κ.Ε.9-14 ΜΑΘΗΣΙΑΚΗ ΚΙΝΗΤΙΚΟΤΗΤΑ ΦΟΙΤΗΤΩΝ ΚΑΙ ΠΡΟΣΩΠΙΚΟΥ ΤΟΥ ΧΑΡΟΚΟΠΕΙΟΥ

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Part B – Mobility project for higher education students and staff



MOBILITY PROJECT FOR HIGHER EDUCATION STUDENTS AND STAFF

This mobility project can comprise one or more of the following activities:

[...]

Staff mobility:

- **teaching periods:** this activity allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad. Staff mobility for teaching can be in any subject area/academic discipline.
- **training periods:** this activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad.

The sending and receiving organisations, together with the students/staff, must have agreed on the activities to be undertaken by the students - in a 'Learning Agreement' - or by staff members - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party. When the activity is between two higher education institutions (student mobility for studies and staff mobility for teaching), an 'inter-institutional agreement' has to be in place between the sending and the receiving institutions before the exchanges can start.

ADDITIONAL ELIGIBILITY CRITERIA DURING IMPLEMENTATION FOR STAFF MOBILITY

Eligible participating organisations	<ul style="list-style-type: none"> ▪ Staff mobility for teaching: The receiving organisation must be a HEI awarded with an ECHE. The sending organisation must be: <ul style="list-style-type: none"> ○ a HEI awarded with an ECHE; or ○ any public or private organisation active in the labour market or in the fields of education, training and youth. For example, such organisation can be: <ul style="list-style-type: none"> – a public or private, a small, medium or large enterprise (including social enterprises); – a public body at local, regional or national level; – a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions; – a research institute; – a foundation; – a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education); – a non-profit organisation, association, NGO; – a body providing career guidance, professional counselling and information services. ▪ Staff mobility for training: The sending organisation must be a HEI awarded with an ECHE. The receiving organisation must be: <ul style="list-style-type: none"> ○ a HEI awarded with an ECHE; or ○ any public or private organisation active in the labour market or in the fields of education, training and youth. See examples in the previous page. <p>Each participating organisation must be established in a Programme Country. The international higher education mobility between Programme and Partner Countries will be launched at a later stage under Erasmus+ (for more information, see section xxx of this Guide).</p>
Duration of the activity	From 2 days to 2 months, excluding travel time. In all cases, a teaching activity has to comprise minimum 8 hours of teaching per week (or any lower period of stay).
Venue(s) of the activity	Staff must carry out their mobility activity in any Programme Country different from the country of the sending organisation and country of residence.
Eligible participants	<p>Staff mobility for teaching: staff employed in an HEI or in any public or private organisation active in the labour market or in the fields of education, training and youth (including employed doctoral candidates).</p> <p>Staff mobility for training: staff employed in an HEI.</p>

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ZERO-EU GRANT MOBILE PARTICIPANTS

Zero-EU grant students and staff are mobile participants that do not receive an EU grant related to travel and subsistence, but they otherwise fulfil all student and staff mobility criteria and benefit from all advantages of being Erasmus+ student and staff. Zero-EU grant students and staff may receive a regional, national or other type of grant to contribute to their mobility costs. Their number counts in the statistics for the performance indicator used to allocate the EU budget between the countries.

SPECIAL NEEDS SUPPORT

A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project / mobility Action would not be possible without extra financial support. Higher education institutions that have selected students and/or staff with special needs can apply for additional grant support to the National Agency in order to cover the supplementary costs for their participation in the mobility activities. For persons with special needs, the grant support may therefore be higher than the maximum individual grant amounts set out below. Higher education institutions will describe on their website how students and staff with special needs can request such additional grant support.

Extra funding for students and staff with special needs may be provided also from other sources at local, regional and/or national level.

OTHER SOURCES OF FUNDING

Students and staff may receive, on top of the EU grant, or in replacement of the EU grant (zero-EU grant mobile participants) regional, national or any other type of grant, managed by another organisation than the National Agency (e.g. Ministry or regional authorities). This type of grants provided by other sources of funding than the EU budget is not subject to the amounts and min/max ranges set in this document.

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C) GRANT SUPPORT FOR THE MOBILITY OF STAFF

Staff will receive an EU grant as a contribution to their costs for travel and subsistence during the period abroad as follows:

Eligible costs	Financing mechanism	Amount	Rule of allocation
Travel	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission.
		For travel distances between 500 and 1999 KM: 275 EUR per participant	
		For travel distances between 2000 and 2999 KM: 360 EUR per participant	
		For travel distances between 3000 and 3999 KM: 530 EUR per participant	
		For travel distances between 4000 and 7999 KM: 820 EUR per participant	
		For travel distances of 8000 KM or more: 1100 EUR per participant	
Individual support	Unit costs	up to the 14 th day of activity: <u>A1.1</u> per day per participant + between the 15 th and 60 th day of activity: 70% of <u>A1.1</u> per day per participant	Based on the duration of the stay per participant

MOBILITY PROJECT FOR HIGHER EDUCATION STUDENTS AND STAFF

1. BEFORE MOBILITY

a. ACCREDITATION OF PARTICIPATING ORGANISATIONS

ERASMUS CHARTER FOR HIGHER EDUCATION

The Erasmus Charter for Higher Education (ECHE) provides the general quality framework for European and international cooperation activities a higher education institution (HEI) may carry out within the Programme. The award of an Erasmus Charter for Higher Education is a pre-requisite for all HEIs located in a Programme Country and willing to participate in learning mobility of individuals and/or cooperation for innovation and good practices under the Programme. For HEIs located in Partner Countries, the ECHE is not required, and the quality framework will be established through inter-institutional agreements (see below) between HEIs.

A call for proposals for the award of the ECHE is launched by the Executive Agency in Brussels on an annual basis. If awarded, the Charter is valid for the entire duration of the Programme. The conditions for applying to receive an ECHE are described in the website of the Executive Agency at: http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php.

HEIs must respect all the provisions of the ECHE during the implementation of the project. Their compliance will be monitored by the National Agency. Violation of any of its principles and commitments may lead to its withdrawal by the European Commission.

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b. INTER-INSTITUTIONAL AGREEMENT

Student mobility for studies and staff mobility for teaching between HEIs shall take place as part of an inter-institutional agreement between HEIs. This inter-institutional agreement, in the case of mobility between Programme Countries and Partner Countries will lay out the general principles that are adhered to in an ECHE and both sides will commit to implementing them.

The inter-institutional agreement may also be extended to cover student mobility for traineeships and/or staff mobility for training, relying on their partner institutions' knowledge of enterprises to identify receiving enterprises/organisations abroad.

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e. CONDITIONS OF PARTICIPATION OF STAFF

SELECTION

Staff taking part in a higher education mobility project must be selected by their sending HEI in a fair and transparent way. Prior to their departure, they must have agreed on a mobility programme with the sending and receiving institutions/enterprise.

The selection of teachers and HEI staff shall be carried out by the HEI. The selection and grant award procedure must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process. The selection criteria (for example priority given to staff going abroad for the first time, limitation on the possible number of mobility activities per staff member during a given time period, etc.) shall be made public.

The HEI shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or selection process of individual beneficiaries.

In the case of a mobility of staff from an enterprise to an HEI, it shall be arranged by an invitation of the institution to the staff member of the enterprise; the grant is managed by the receiving HEI.

MOBILITY AGREEMENT

The selection of the HEI's staff will be made by the sending institution on the basis of a draft mobility programme submitted by the staff member after consultation with the receiving institution/enterprise. Prior to departure, the final mobility programme shall be formally agreed by both the sending institution/enterprise and the receiving institution/enterprise (by exchange of letters or electronic messages).

Both the sending institution/enterprise and receiving institution/enterprise shall be responsible for the quality of the mobility period abroad.

GRANT FOR STAFF

The financial rules for the two types of staff mobility are the same. The grant is a contribution to the travel and subsistence costs for a period of teaching or training abroad (see the "funding rules" section in Part B of this Guide).

"Zero-grant" mobility of higher education staff is allowed.

[...]

3. AFTER MOBILITY

a. RECOGNITION OF LEARNING OUTCOMES

[...]

As regards staff mobility, the sending institutions should ensure that the learning outcomes of participating staff are properly recognised, disseminated and widely used within the institution.

b. REPORTING

At the end of the period abroad, all students and staff who have undertaken a mobility activity are required to complete and submit a final report. For mobility activities lasting two months or more, the report also includes a qualitative evaluation of the linguistic support received during the mobility period.

Those students and staff who fail to submit the report may be required by their sending HEI to partially or fully reimburse the EU grant received. Reimbursement shall not be requested when a student or staff member has been prevented from completing her/his planned activities abroad due to a case of force majeure. Such cases shall be reported by the sending institution and be subject to the written acceptance by the NA.