Erasmus+ International Credit Mobility

Handbook for Partner Countries

Version 1 – July 2024

Contents

Acronyms and abbreviations

We have tried to keep the language in this Handbook as simple and as clear as possible. When we have used acronyms or abbreviations, we have made sure to spell these out at least once. Here they are, just in case.

DAC: OECD's Development Assistance Committee

EC: European Commission

ECHE: Erasmus Charter for Higher Education

ECTS: European Credit Transfer and Accumulation System

ENFP: Erasmus+ National Focal Points

EU: European Union

GA: Grant Agreement

HEI: Higher Education Institution

ICM: International Credit Mobility (Key Action 171)

IIA: Inter-institutional agreement

IPA: Instrument for Pre-Accession Assistance

KA131:   Key Action 1 in Higher Education, supported by internal policy funds

KA171:   Key Action 1 in Higher Education, supported by external policy instruments (= ICM)

NA: Erasmus+ National Agency

NDICI: Neighbourhood, Development and International Cooperation Instrument

NEO: National Erasmus+ Office

OID: Organisation ID

OLS: Online language support

OS: Organisational Support

Introduction

The European Union's Erasmus+ programme has not only enabled Europeans to study, train and gain experience abroad, but also non-EU participants from Partner Countries. Since 2015, Erasmus+ opened mobility opportunities in the field of higher education to individuals and organisations from other parts of the world. Through "International Credit Mobility" - ICM for short - European HEIs can set up mobility agreements with partners around the world to send and receive students and staff. In current Erasmus+ programme period (2021-2027), international mobility of higher education students and staff has two strands: one supported by internal policy funds (KA131) and one by the external policy instruments[1] (KA171). The latter is the continuation of ICM (KA107) from the 2015-2020 programme period, and the first call for applications was launched in call 2022 of Erasmus+.

Between 2015 and 2020, ICM has made it possible for approximately 220.000 students and staff from 168 Programme and Partner Countries to move between Higher Education Institutions (HEIs) in Europe and beyond. Erasmus+ is an essential tool to promote people-to-people connectivity worldwide through its external dimension, aiming at cementing links between the European Education Area and the rest of the world. Building on the experience and the lessons learnt from the previous programme period, Erasmus+ 2021-2027 is strongly aligned with the EU's geopolitical priorities.

What's in it for individuals?

ICM projects contribute to strengthening societal links through educational exchanges and mobility. The aim is to support students, recent graduates and staff in higher education institutions, acquire and enhance key skills, competences and employability. Mobility for studying or training increase students' technical, inter-personal and inter-cultural skills and competences, as well as their confidence, ability to achieve goals, social and cultural openness. Staff can acquire new competences for their professional development, improve their language skills and learn about new working methods.

What's in it for institutions?

ICM aims to support reinforce the capacity, quality and relevance for the labour market and society at the participating institutions and support the exchange of good practices. ICM projects strengthen international ties between institutions, giving the partners the opportunity to increase their visibility at local and global levels. The programme helps to improve the quality of higher education.

Purpose of this Handbook

This Handbook aims to support HEIs from Partner countries not associated to the Erasmus programme[2] for a successful participation as a partner in a project funded by ICM. Although HEIs from Partner Countries are not allowed to directly apply for funding, they are involved in all phases of the ICM project (preparation of the application, implementation, reporting). This quick guide will provide basic information on the key documents, rules and guidelines needed. It will serve as a guide through all steps an institution will be expected to take and provide details on where to go for further information. If in doubt, the Erasmus+ Programme Guide constitutes a more detailed source of information – it remains the official reference document. In case of divergence between this Handbook and the Erasmus+ Programme Guide, the Programme Guide prevails. We hope this Handbook proves useful and wish you every success regarding your participation in ICM projects.

The International Credit Mobility Team

---

[1] Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI-GE) and Instrument of Pre-accession Assistance III (IPA III)

[2] There are 33 Erasmus+ Programme Countries (formally EU Member States and third countries associated to the Programme), which are the 27 EU Member States and six countries that have associated to the Programme, namely Iceland, Liechtenstein, Norway, the Republic of North Macedonia, Türkiye and Serbia. Partner Countries (formally third countries not associated to the Programme) are all other countries in the world, except for Regions 13 (Andorra, Monaco, San Marino, Vatican City State) and 14 (Switzerland, Faroe Islands and the United Kingdom) not covered by the EU's external financial instruments. For a detailed presentation, see table on p. 4.

I. What is International Credit Mobility (ICM)?

International Credit Mobility (ICM) supports the mobility of individuals enrolled or employed at a higher education institution (HEI), from a Programme Country (EU Member States and third countries associated to the programme) to a Partner Country (third countries not associated to the programme) or vice versa, namely:

Mobility type	Student mobility for studies (SMS)	Student mobility for traineeships (SMT)	Staff mobility for teaching (STA)	Staff mobility for training (STT)
Target group	open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates	open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, recent graduates (who have applied during their last year of studies), as well as third cycle doctoral candidates	academic staff and for invited staff from non-academic organisations to teach at a partner higher education institution (HEI) abroad	teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a Partner Country HEI
Mobility period and activities eligible	physical mobility period can last from 60 days to 12 months. For short-term doctoral mobility or if part of a blended mobility[3], physical mobility can last from 5 to 30 days	mobility period can last from 60 days to 12 months, or from 5 to 30 days for short-term doctoral mobility or if part of blended mobility	mobility period can last from 5 days to 60 days and can also be carried out as blended mobility	mobility period can last from 5 to 60 days and can also be carried out as blended mobility[4]

Student and staff mobility can take place in any subject area or academic discipline. Moreover, HEIs are free to apply for staff mobility or student mobility, or any combination of the two.

Staff teaching and training activities can be combined. A study period and a traineeship can also be combined, for a minimum of 2 months and a maximum of 12 months.

1. Eligible countries and partner organisations

In the context of the international dimension of the Erasmus+ programme, countries worldwide are grouped into regions according to the to the EU's external policy instruments (see table below). – Only HEIs in Programme Countries are eligible to apply for and receive funds. Higher education institutions from around the world are eligible to take part in ICM as partners, with exception of those located in regions 13[5] and 14[6]. Participating Partner Country HEIs must be recognised as such by competent authorities[7].

> If an exchange takes place with a HEI which is not recognised, the mobility is considered ineligible, and the funds must be recovered. As the organisation submitting the application and managing the funds, the beneficiary HEI is responsible for verifying the eligibility of all partners in their application, and throughout the project lifecycle.

Other organisations in Programme and Partner Countries are also eligible to take part in an ICM project. They can host students on traineeships or HEI staff in training, while staff from these organisations can be invited to teach at a HEI. These organisations must be active in the labour market or in the fields of education, training and youth. See dedicated section on 'traineeships'.

---

[3] Blended mobility is a combination of physical mobility with a virtual component facilitating a collaborative online learning.
[4] This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organisation located in a Programme Country
[5] Region 13: Andorra, Monaco, San Marino, Vatican City State
[6] Region 14: Faroe Islands, Switzerland, United Kingdom
[7] According to the Erasmus+ Programme Guide, this is any type of higher education institution, which in accordance with national law or practice, offers recognised degrees or other recognised tertiary level qualifications, regardless of what such an establishment is called, or a comparable institution at tertiary level which is considered by the national authorities as eligible to participate in the Programme in their respective territories.

External financing instruments	Region	Countries
Instrument for Pre-accession (IPA III)	1. Western Balkans	**Albania, Bosnia and Herzegovina, Kosovo[8], Montenegro**
Neighbourhood, Development and International Cooperation Instrument (NDICI-Global Europe)	2. Neighbourhood East	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law
	3. South-Mediterranean countries	Algeria, Egypt, **Israel[9]**, Jordan, Lebanon, Libya, Morocco, Palestine[10], Syria, Tunisia
	4. Russian Federation	**Territory of Russia as recognised by international law**
	5. Asia	Bangladesh, Bhutan, **Brunei**, Cambodia, China, DPR Korea, **Hong Kong, Japan**, India, Indonesia, **(Republic of) Korea**, Laos, **Macao**, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, **Singapore**, Sri Lanka, **Taiwan**, Thailand and Vietnam
	6. Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
	7. Middle East	**Bahrain**, Iran, Iraq, **Kuwait, Oman**, **Qatar, Saudia Arabia, United Arab Emirates**, Yemen
	8. Pacific	**Australia**, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, **New Zealand**, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu
	9. Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, **Seychelles**, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
	10. Latin America	Argentina, Bolivia, Brazil, **Chile**, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, **Uruguay,** Venezuela
	11. Caribbean	**Antigua & Barbuda**, **Bahamas, Barbados**, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, **St Kitts and Nevis**, St Lucia, St Vincent & Grenadines, Suriname, **Trinidad & Tobago**
	12. USA & Canada	**Canada, United States of America**

*All countries highlighted **in bold** are allowed to both send and host students on Bachelor and Master level as high income countries based on OECD's DAC list corresponding to the ICM Call Year. Bear in mind that this list is dynamic and should be consulted regularly. For countries in the DAC list, student mobility on Bachelor/ Master level is only possible from these countries towards Europe, with the exception of Region 1 (Western Balkans).

---

[8] This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

[9] The eligibility criteria formulated in Commission Notice Nr.2013/C-205/05 (OJEU C-205 of 19/07/2013, pp. 9-11) shall apply for all actions implemented through this Programme Guide, including with respect to third parties Receiving financial support in the cases where the respective action involves financial support to third parties by grant beneficiaries in accordance with article 204 of the EU's Financial Regulation.

[10] This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

2. Roles and responsibilities

Participating organisations involved in the mobility project take on the following roles and responsibilities:

- The applicant organisation (always the beneficiary HEI) submits an application to its National Agency (NA) on behalf of its partner(s). The applicant can also apply on behalf of a consortium of several partners from the same Programme Country.
- Once selected, the beneficiary organisation (always the beneficiary HEI) signs and manages the grant agreement and reports at the end of the project. The beneficiary is financially responsible for the entirety of the grant.
- The Sending organisation (**from either a Programme or a Partner Country**) is responsible for selecting the students and staff and sending them abroad. This includes preparation, monitoring and recognition activities.
- The Receiving organisation (**from either a Programme or a Partner Country**) hosts the students and staff from abroad, providing support during their stay.

Students and staff apply directly for a grant at the institution where they are enrolled through open calls. The selection criteria for participation in the mobility activities are defined by the HEIs involved in the project in their inter-institutional agreement (IIA). Many of these procedures are flexible and institutions are welcome to find the arrangements which work best for their needs, for example, institutions may prefer to establish joint selection procedures. Selection criteria and procedures must be fair and transparent.

This table provides an overview of ICM eligible activities and eligible organisations:

	Student mobility for studies (SMS)	Student mobility for traineeships (SMP)	Staff mobility for teaching (STA)	Staff mobility for training (STT)
Sending organisation can be…	Programme or Partner Country HEI	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Programme or Partner Country public or private organisation	Programme or Partner Country HEI
Receiving organisation can be…	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Programme or Partner Country public or private organisation	Programme or Partner Country HEI	Programme or Partner Country HEI *or* Programme Country public or private organisation

3. KA131 international mobility[11]

Starting from the 2021-2027 programme period of Erasmus+, the classic Erasmus mobility scheme (intra-European or KA131) also includes an international dimension. However, in this framework, **Partner Country HEIs can only host students/staff from Programme Countries**. The mobility budget of KA131/International is capped at 20% of the latest awarded project grant and should involve several international partners within a diversified geographical mix. A separate IIA is not needed, if one already exists for either of the two mobility actions (KA131 or KA171).

However, many Partner Country HEIs – in parallel – collaborate in a complementary KA171 mobility project, which then allows them to send and not only receive learners and staff.

---

[11] More information is found in the Higher Education Mobility Handbook for Beneficiaries.

4.   Timeline

The selection of projects for ICM is based on an annual call for proposals issued by the European Commission and published on the Erasmus+ website in the autumn of the year preceding the projects' start date. The application and selection process are managed by each National Agency (NA)[12]; i.e. the NA in the Programme Country the applicant organisation (or consortium) is based.

Applicants must submit their grant application to their NA by the deadline specified in the call for proposals published on the Erasmus+ website for projects starting on 1 August of the same year.

ICM projects can run for either 24 or 36 months and the duration is selected by the applicant at application stage. The start and end dates of all mobility activities must fall within the start and end dates of the project.

For the full lifecycle of an ICM project, please see sections 2 and 3 of this Handbook.

Application Phase

Contractualization Phase

Implementation & Reporting Phase
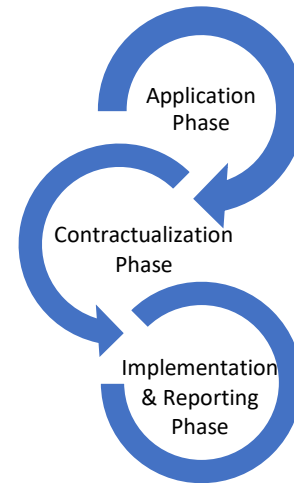
5.   Inclusion and Diversity

The Erasmus+ Programme aims at promoting equity and inclusion by facilitating access to participants with fewer opportunities. Therefore, in the case of student mobility, partners are encouraged to take other elements beyond academic merit into account to ensure participation of students from all walks of life.

> In the evaluation and selection process, in case of equivalent academic merit, preference should be assigned to students with fewer opportunities, commonly agreed by the partner HEIs as target groups in their IIA.

Examples for potential barriers for participation can be found in the Programme Guide (see section "Inclusion and Diversity[13] (under Priorities of the Erasmus+ Programme):

- Disabilities
- Health problems
- Barriers linked to education and training systems
- Cultural differences
- Social barriers
- Economic barriers
- Barriers linked to discrimination
- Geographical barriers

The criteria to be used for the selection of participants with fewer opportunities are defined either at national level by the NAs – in agreement with national authorities (NAU) – or individually by each ICM partnership. It is therefore important that partners – already at application stage – discuss how to ensure equity and inclusion of participants. This list of criteria may also just focus on certain inclusion aspects of their respective national or institutional context. The defined criteria should be included in the IIA.

Besides including the agreed inclusion criteria in the IIA, Partner Countries are furthermore encouraged to reach out to National Erasmus+ Offices (NEOs) and Erasmus+ National Focal Points (ENFPs) to make sure *their* respective national inclusion priorities are included and promoted in the IIA, too. Reaching out to NEOs and ENFPs then ensures awareness, visibility and recognition of such across all ICM partnerships with a given Partner Country and may help future ICM partners to identify their inclusion criteria.

---

[12] The National Agencies are based in EU Member States and third countries associated to the Programme (previously called Programme Countries).
[13] ICM applicants and beneficiaries are invited to consult the Implementation guidelines - Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy.

6. Application and assessment processes

6.1. Application process

HEIs from a Programme Country will fill in the application form on behalf of their partner(s) and submit the form to their NA. The person who starts the application needs to have an EU Login registration. We encourage **involving all partners** in the application process, as the applicant will be asked to provide detailed information on their cooperation arrangements and on the wider impact of their mobility project.

For the establishment of new partnerships, relevant Erasmus+ stakeholders (National Agencies) in Programme Countries or the international offices at specific HEIs may be of help – their local staff can provide support to identify potential partners for new partnerships. All contact details and info about the different NAs can be found here. The EU partner search tool and the Erasmus+ Project Results Platform may also prove helpful in identifying experiences partners in Europe.

> **Tips on choosing the right partner**
>
> The institution offers transparent descriptions of its programmes, including learning outcomes, credits, learning and teaching approaches and assessment methods;
>
> Its learning, teaching and assessment procedures are quality assured and can be accepted by your institution without requiring students to take any additional work or examination.
>
> Agreements may not only be made with institutions offering similar programmes, but also with institutions providing complementary ones.

The EU has – in addition – set up **National Erasmus+ Offices (NEOs)** in the Western Balkans, in Neighbourhood East, South-Mediterranean countries as well as in Central Asia. Since 2022, **Erasmus+ National Focal Points (ENFPs)** are being appointed in the remaining regions (Americas, Asia, Middle East, Pacific and Sub-Saharan Africa). All these stakeholders provide information about their country's higher education sector. More information about both sets of stakeholders can be found in a Corresponding Section and on the Erasmus+ contacts page. HEIs established in Partner Countries must be accredited by the relevant national accreditation procedure and must not be subject to EU sanctions.

When entering into new partnerships, starting with staff mobility may help to build mutual trust and good understanding of procedures and practices of your partner institution, before extending the partnership to student mobility.

6.2. Steps to get an OID

When beneficiary HEIs apply for ICM, they will be asked to enter an Organisation ID (OID). The OID is a unique identifier that is mandatory for applicants in ICM (European HEIs), **as well as for every partner organisation** involved in an ICM application.

> Partner Country HEIs need to register for an OID via the Erasmus+ and European Solidarity Corps platform, if they do not yet have one. Please note that **only one OID** per HEI is needed.

! **Our advice is to check first if the HEI already exists in the system**. Once registered, the HEI will receive an OID that could then be inserted by the European HEI when filling in the ICM application. **OID validation** by NAs is only necessary for direct applicants/beneficiaries of a project, i.e. for beneficiary HEIs only.

First Step – Create and EU Login Account

- Open https://webgate.ec.europa.eu/cas/ to get started.
- Click on CREATE AN ACCOUNT.
  You need to provide your **first name, last name**, **work e-mail address and a security code**.
- You will receive an e-mail to confirm and complete the registration process. Click on the link.
- Choose a password to set up your account.
- For help, please refer to the Help Section for EU Login on the webpage.

> The EU Login is a personalised account. If you change employer, please introduce a colleague to the process and ask them to set up a new account for future use. **Do not share your credentials!**

Second Step – Getting an OID

To get started with **ICM**, new organisations from non-associated countries (Partner Countries) need to get an **Organisation ID (OID):**

1. Open the Organisation Registration Website to get registered.

    The Organisation ID is mandatory for applicants and every organisation involved in an ICM application, including non-academic organisations.

2. Before starting your registration, **check if your organisation is already registered**. Go to REGISTER MY ORGANISATION > CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM.

3. If your institution is not yet registered, click on REGISTER A NEW ORGANISATION below the search result. Then log in with your EU Login (see above).

4. Start your registration by chronologically completing the sections ORGANISATION DATA, LEGAL ADDRESS, ORGANISATION CONTACT PERSON and USERS.

5. All required fields are marked in blue and need to be completed to finish.

6. The Erasmus+ National Agency certifies the new organisations by checking if the data registered in the system corresponds to the organisation's legal data in their supporting documents. [**optional for participation in ICM projects**]

After completing the new registration, you will receive the **Organisation ID**. It is an 8-digit unique identifier preceded by the letter E. The applicant HEI located in EU27/ E+ Associated countries will now be able to include your organisation in its application form.

Please note: If your OID status remains "Waiting for NA certification", your registration is still valid. For ICM applications, the NA may certify your OID, but this is not a mandatory step. A certified OID is mandatory only for participation in Cooperation Partnerships in higher education (KA220-HED).

6.3. Assessment process

The applications are assessed by experts appointed by the relevant NA according to the following three award criteria: 1) Quality of the project design and cooperation arrangements (40 points), Relevance of the strategy (40 points) and Impact and Dissemination (20 points). Each award criteria has a 50% threshold. While the beneficiary HEIs are responsible for the preparation and submission of the application, the Partner Country HEIs are still encouraged to take part in the whole process. Once the application has been submitted, it will undergo an evaluation procedure.

An evaluation committee will decide which projects are selected for funding based on the experts' assessment. The NA may fund mobility activities with one country and not the other – or reduce the number of mobility periods requested – due to lack of funds or for reasons of geographical balance. Countries with no funded activities under a Region, which has passed the minimum quality threshold, will be included in the project's reserve list and may be allowed mobility activities during implementation: 1) through a redistribution of funds by the NA; 2) through an internal budget shift among the project's countries of the same region, upon NA approval; 3) through the zero-grant option[14]. The beneficiary HEI in the Programme Country will share the results of the evaluation. More information on the assessment process is found in the Erasmus+ Programme Guide.

---

[14] The Zero grant indicates that a participant in an activity does not require a grant from Erasmus+ funds related to travel and subsistence. Participants in mobility activities, flagged as zero grant, may receive a non-Erasmus+ funding to contribute to their mobility costs (either through national, regional or another type of grant)

7. Understanding the contractual documents

This section covers the main elements that relate to the management of the International Credit Mobility (ICM) project by the beneficiary university in Europe. Since Partner Country HEIs are involved in the elaboration of the necessary contractual documentation, please pay attention to the details below.

7.1. The beneficiary grant agreement

If the ICM project has been selected for funding, the beneficiary HEI from the Programme Country will sign a grant agreement with their National Agency.

This agreement links the beneficiary HEI to its NA and provides the financial support for their mobility project. The **partner institutions are not parties to this agreement**, but their mobility project is described in the grant agreement and is subject to the same quality framework of the programme.

The annexes to the grant agreement detail the activities that have been selected for funding and specify the breakdown of the grant. Additionally, the approved activities and the names of all partner institutions will be included under an annex, which is legally binding.

Although a HEI may not be listed in the initial application, it is still possible for the beneficiary HEI to include new partners during project implementation, as long as the Partner Country is already part of the successful project.

7.2. The inter-institutional agreement (IIA)

Before any mobility activity can take place, any potential Programme Country HEI must sign an IIA with the beneficiary HEI. It is important that the partners discuss the content from the moment they start preparing their application. **The agreement must be signed before the start of the first exchange (at the latest).**

A template for the IIA can be found on the [Erasmus+ website](#). It lays out minimum requirements for the agreement. However, partners are free to customise it. They have to detail how they will select participants, recognise study credits, share the organisational support grant and more. By signing an IIA, institutions commit to respecting the principles and quality requirements of the [Erasmus Charter for Higher Education](#) (ECHE) relating to the organisation and management of mobility.

7.3. The participant grant agreement

The participant grant agreement sets out the financial support and payment arrangements to the participant. This agreement is signed by the participant and the beneficiary HEI **before the start of the mobility**. The grant agreement template will be provided by the Programme Country NA.

7.4. The Learning and Mobility Agreements

Before a mobility can start, the participant, the Sending and the Receiving Organisations must agree on the activities that the participant will undertake during the period abroad.

7.4.1. Learning agreements (student mobility)

The Learning Agreements for Studies and for Traineeships[15] set out the study or traineeship programme to be followed by the student, define the target learning outcomes and specify how learning abroad will be recognised by the Sending Institution.

Both types of Learning Agreement templates share the same structure comprising parts on general information, information about the study or traineeship programme before, during and after the mobility. The Learning

---

[15] Please find the Learning Agreements [here](#).

Agreement must be approved and signed by the student, the Sending and the Receiving organisation, and the beneficiary HEI (if different).

All parties signing the Learning Agreement commit to complying with all agreed arrangements, thereby ensuring that the student will receive the recognition for the studies or traineeship carried out abroad without any further requirements. We recommend using the templates provided as a basis for the Learning Agreement, however, institutions already producing Learning Agreements or Transcripts of Records (using their own IT systems) may continue to do so.

Learning agreement for studies

First, the student must select a type of mobility they plan to undertake and the estimated duration of the planned mobility. They can select from the following mobility types:

- Semester (2022) / Long-term mobility (as of 2023): a long-term physical mobility abroad with a duration from 2 months (60 days) to 12 months. A virtual component could be added before, during or after the study mobility.
- Blended mobility with short-term physical mobility: short-term physical mobility abroad of 5-30 days combined with a compulsory virtual component.
- Short-term doctoral mobility: short-term physical mobility of 5-30 days for Doctoral candidates. A virtual component could be also added before, during or after the study mobility.

The Learning Agreement for studies sets out the educational components (including virtual, if applicable) that will be recognised by the Sending Institution (i.e. replaced in the student's degree) upon successful completion of the study programme abroad. The three parties (the student, Sending and Receiving organisations) must agree on these before the mobility takes place.

> Changes to the study programme during the mobility should be exceptional. However, if they arise, they must be introduced in the respective part of the Learning Agreement and be approved by all parties.

After the mobility, the Receiving Institution should send a Transcript of Records to the student and to the Sending Institution. Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should automatically recognise the student's academic outcomes successfully completed at the Receiving Institution.

> A study period abroad could be combined with a traineeship (see below), in which case the Learning agreement for studies template should be adjusted to fit both activity types.

Learning agreement for traineeships

The Learning Agreement for traineeships sets out the rights and responsibilities of the various parties, a detailed programme of the traineeship, information on insurance, and how the traineeship will be recognised upon successful completion.

Before the mobility, it is necessary to fill in information on the trainee, the beneficiary HEI, the Receiving Organisation[16] (and the Sending Institution, if different from the beneficiary).

Depending on the direction of the mobility and whether it is combined with a study period, the Learning Agreement could be tripartite or quadripartite:

- **Programme Country trainees** would sign either a Learning Agreement for Traineeships involving three parties: the *trainee*, *beneficiary HEI* and *non-academic Partner Organisation* or, if combined with a study period at a Partner Country HEI, a Learning Agreement for studies also involving the *Partner Country HEI (four parties in total)*.
- **Partner Country trainees** would always sign a Learning Agreement involving four parties: the *trainee*, the *Partner Country HEI*, the *beneficiary HEI* and the *Programme Country non-academic organisation*,

---

[16] For more information on eligibility for traineeship Receiving Organisations, please see the dedicated section "Specific eligibility criteria for student mobility" in the Erasmus+ Programme Guide.

regardless of whether the traineeship is combined with a study period, since the Programme HEI is the beneficiary and must be party to the agreement.

When applying for ICM funding for traineeships, the beneficiary HEIs may already have identified a host organisation for their students and recent graduates. Alternatively, it is possible for students and recent graduates to find their own work placement, provided this is approved by the participating HEIs.

Before the mobility, the detailed programme of the traineeship period should be presented with the tasks/deliverables to be carried out by the trainee, with their associated timing. If applicable, the added value of the virtual component of the traineeship should be clearly described.

> Changes to the traineeship programme during the mobility should be exceptional. However, if they arise, they must be introduced in the respective part of the Learning Agreement and be approved by all parties.

After the traineeship abroad, the Sending Institution should recognise the traineeship according to the commitments agreed upon in the Learning agreement, if it is embedded in the curriculum (it counts towards the student's degree). If applicable, the Sending Institution should provide the Transcript of Records to the trainee or record the results in a database (or other means) accessible to the student, normally five weeks after Receiving the Traineeship Certificate, without further requirements than those agreed upon before the mobility.

> Recognition by the Sending Institution is not applicable if the traineeship is taken on a voluntary basis (not obligatory for the degree/recent graduates), but the Receiving Institution should provide relevant documentation.

For more detailed information, please refer to these Guidelines on how to use the Learning Agreement, available for both types of student mobility.

7.4.2. Mobility Agreements (staff mobility)

The Mobility Agreement[17] for members of staff sets out the teaching or training programme to be followed and lists the rights and obligations of each party.

The selection of staff members will be made by the Sending Institution (or jointly with the Receiving Institution, if agreed) based on a draft mobility programme submitted by the staff member after consultation with the Receiving Institution. Prior to the start of the mobility, the final mobility programme shall be formally agreed by both the Sending and Receiving Institution (by exchange of letters or electronic messages). In the case of invited staff from organisations[18] and staff training at organisations, the organisation must also sign this agreement.

Both the Sending and Receiving Institution are responsible for the quality of the mobility period abroad.

Mobility Agreement for teaching

For staff teaching mobility, a minimum of 8 hours of teaching per week (or any shorter period of stay) has to be respected. If the mobility is longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.

If the teaching activity is combined with a training activity during a single period abroad, the minimum number of hours of teaching per week is reduced to 4 hours (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from non-academic organisations.

> In case the mobility combines teaching and training, the Mobility Agreement for teaching template should be adjusted to fit both activity types.

Before the mobility, it is necessary to fill in information on the teaching staff member, the Sending Institution/ Organisation and the Receiving Institution.

- In the case of mobility for teaching between HEIs, the agreement must be always signed by three parties: the *staff member*, the *Sending* and the *Receiving HEI*.

---

[17] Please find the Mobility Agreement here.
[18] Any enterprise or more generally any public or private organisation active in the labour market or in the fields of education, training and youth.

- In the case of mobility of invited Programme Country staff from organisations to teach in a Partner Country HEI, the agreement must be signed by four parties: the *participant*, the *beneficiary HEI*, the *HEI Receiving* the staff member and the *organisation* they belong to.
- In the case of mobility of invited staff from Partner Country organisations to teach in a beneficiary HEI, it will be sufficient with the signature of the *staff member*, the *beneficiary HEI* and the *Sending Organisation*.

Mobility Agreement for training

Before the mobility, it is necessary to fill in information on the *staff member*, the *Sending Institution* and the *Receiving Organisation*.

- In the case of mobility between HEIs, the agreement must be always signed by three parties: the *staff member*, the *Sending* and the *Receiving HEI*.
- In the case of mobility of Higher education staff from a Partner Country to a Programme Country enterprise, the agreement must be signed by four parties: the *participant*, the *beneficiary HEI*, the *Sending HEI* and the *organisation Receiving* the staff member.

II. Implementing ICM

1. Erasmus+ Quality Standards

1.1. The Erasmus Charter for Higher Education (ECHE)

The Erasmus Charter for Higher Education (ECHE) provides the general quality framework for European and international cooperation activities a HEI may carry out with Erasmus+. The award of an ECHE is a pre-requisite for all HEIs located in a Programme Country and willing to participate in learning mobility of individuals and/or cooperation among organisations and institutions under Erasmus+. The Charter is awarded for the full duration of each Erasmus+ programme period. The ECHE Annotated Guidelines outline the requirements HEIs institutions in the EU must fulfil to comply with the Charter principles.

> **Since the ECHE is not required for Partner Country HEIs' involvement in mobility projects, the quality framework will be established through inter-institutional agreements (IIA) signed by the partners.**

1.2. The Erasmus+ Student Charter

Once an Erasmus+ student or a trainee have been selected, the beneficiary HEI must make sure that they receive a copy of the Erasmus+ Student Charter. The Student Charter highlights the students' rights and obligations and is available in all 24 official EU languages.

2. Selection of participants and eligibility criteria

2.1. Selection procedure

Normally, the Sending HEI selects participants, and nominates them to be approved by the Receiving Institution. Some institutions may prefer to set joint procedures, including for example joint selection panels to ensure consistent selection of participants.

The selection procedure must be fair, transparent and well-documented, as they will be checked during monitoring visits at the beneficiary institution by the National Agencies. The calls for applications and the selection criteria (e.g. academic performance of the candidate, motivation, relevant experience etc.) shall be made public. The Sending and the Receiving Institution should have a common understanding regarding selection of participants and should have set a basic timeline and identified the colleagues responsible for the nomination of students and staff. Fees may not be charged under any circumstances to applicants for the organisation or administration of their Erasmus+ mobility period. However, small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material may be charged.

Any reported cases will be thoroughly examined by the European Commission and the relevant NA and may lead to a suspension or termination of the ECHE of the beneficiary institution (and therefore of the grant agreement). If this should occur at a Partner Country HEI, the beneficiary HEI may discontinue their partnership and seek for alternative partner HEIs in the same country. The HEI shall take the necessary measures to prevent any conflict of interest regarding persons who may be invited to take part in the selection process. There should be appeal procedures in place.

2.2. Eligibility criteria

A student can go on mobility several times, up to a maximum of 12 months per study cycle (excluding time covered by virtual components during a blended mobility). Prior experience under LLP-Erasmus Programme; Erasmus+ mobility for higher education students (both KA103 and KA107) and as scholarship holders of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees is taken into account for the maximum of 12 months. However, non-funded periods under ICM (e.g. virtual component of a blended mobility), participation in Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees as self-financing participants are not taken into account for the 12 months-rule.

Regarding staff mobility, the abovementioned restrictions do not apply. Members of staff can carry out any kind of mobility – neither their prior mobility, nor the duration of such constitute a limitation in terms of eligibility: Staff mobility can be carried out by any type of higher education staff or by invited staff from outside the HEIs. However, a general practice of rotation among selected staff is recommended to ensure that it is not always the same people benefitting from the programme.

3. Support to participants

Support should be provided by both Sending and Receiving Institutions - before the start of mobility (visa, residence permit, accommodation, linguistic and cultural preparation etc.), during the mobility (institutional mentoring, buddy systems with peer students, student and (local) alumni organisations, etc.), and after the mobility (recognition, transfer of records, etc.). The inter-institutional agreement (IIA) details the obligations of each institution.

3.1. Financial support to participants (individual and travel support)

The participants receive individual and travel support as a contribution to their costs for travel and subsistence related to their period of study or traineeship, teaching or training abroad. Please be advised that both, the applicable rates and the modalities of payment in place may vary. Please check back with the Programme Guide for further information.

Additional support for students with fewer opportunities is also available. The Erasmus+ Programme foresees a **top-up grant for students with fewer opportunities** according to national criteria set by each National Agency in the Programme Countries and adapted accordingly at partnership level. We advise to discuss both the inclusion criteria and the financial support for participants with fewer opportunities already at the moment of setting up the IIA with the beneficiary HEI.

3.2. Inclusion support for participants and organisations

For certain participants with fewer opportunities, in particular those with physical, mental or health-related conditions, the **fixed top-up for participants with fewer opportunities** (see above) may not suffice to allow their participation in the mobility, as well as cover preparatory visits and accompanying persons.

As this would prevent them from participating in a mobility activity, the beneficiary HEI may request **further inclusion support** for participants from their NA, **based on real costs incurred**. These requests will be assessed by the NAs and individually allocated based on the available funds. Further information can be found in Part B of the Erasmus+ Programme Guide.

3.3. Zero-grants from EU funds

Mobility activities without any financial contribution taking place in the framework of Erasmus+, i.e. *zero-grant mobility periods,* are also possible under the International Credit Mobility action. However, there are certain conditions aiming at limiting their scope and number to ensure inclusiveness:

a. Once on mobility, a zero-grant extension is possible if the participant requests an extension of the mobility period (because the exam period is delayed, for instance) and the beneficiary HEI does not have sufficient funds to meet the request.

b. Before a mobility starts, it should be planned as a zero-grant mobility in its entirety. It is not possible to plan a period covered by an Erasmus+ grant combined with a zero-grant period (e.g. sending the participant for twelve months, but paying for only six, effectively reducing the grant by half).

Zero-grant mobility activities can only be organised with partner institutions that are already part of the grant agreement (either as funded or as non-funded countries). Any secondary criteria that a National Agency may have set, as well as the restrictions for short, first and second cycle outgoing student mobility, do not apply to zero-grant mobility activities, as the participants do not receive a grant from Erasmus+ EU funds. However, please use other available funds to mobilise participants with a zero-grant from EU funds. For example, participants may receive a regional or national grant from the Partner Country, or any other type of financial contribution. If possible, it is recommended to provide grants of similar amount to the Erasmus+ grant rates.

3.4. Online Language Support (OLS)

The Erasmus+ programme offers an [Online Language Support](#) (OLS) for its participants, hosted by the EU Academy portal. All languages of Programme Countries will be available, while other international languages will be added in the future. To promote multilingualism among Erasmus+ participants, access to language learning is not restricted only to the language(s) of the Receiving Country or the ones used during the mobility. The beneficiary HEI must ensure that OLS accesses are awarded to all eligible participants, as soon as possible after their selection.

Participants can take as many language courses (and assessments) as they wish, in the languages of their choice available in the OLS tool. All involved HEIs should make effort to ensure that all the OLS accesses (which include both assessments and courses) are actively used by the selected participants.

3.5. Visa

Participants in Erasmus+ projects may need to obtain a visa for staying abroad in the country hosting the activity. Participating organisations are responsible for ensuring that all required authorisations (short or long-stay visas or residence permits) are in order before the planned activity takes place. These should be requested in good time, since the process may take several weeks or even months.

The [EU Immigration Portal](#) contains general information on visas and residence permits, for both short and long stays (more than 90 days). NAs may also provide advice and support concerning visas, residence permits, social security, and so on.

All HEIs involved must provide assistance, when required, in securing visas for incoming and outgoing participants. Information and documentation should be available on their website. Where possible, the HEI should provide a contact person who may assist with visa-related issues, with a description of the services offered and the support that can be provided.

In cases in which it is difficult to obtain visas (e.g. if diplomatic missions are not located in the countries of residence or if postal applications are not accepted), institutions should attempt to help by providing assistance in contacting diplomatic representatives. The European Commission encourages institutions to use their OS grant to offset participants' visa expenses, where possible. Participants themselves remain responsible for their visa application.

Note that higher education students from third countries who come to the EU for a period of study or for a traineeship are covered in almost all EU Member States[19] by Directive (EU) 2016/801 of 11 May 2016 for the purposes of research, studies, training, voluntary service, pupil exchange schemes or educational projects and au pairing. This Directive provides that, where all the general and relevant specific conditions are fulfilled, the non-EU citizens are entitled to a residence permit or visa.

In general, participants in Erasmus+ projects staying in the destination country for more than three months will need a long-stay visa and/or a residence permit before travelling. A short-stay visa is not an appropriate authorisation when the stay exceeds three months. In these cases, the documents necessary for applying for the relevant authorisation to enter and stay depend on the purpose of the stay and on the rules of the destination country. The following table provides general guidelines on issuing visas and residence permits to Erasmus+ participants coming from Partner Countries (see next page).

---

[19] With the exception of Denmark and Ireland

Destination Country	If short stay – three months or less	If long stay – over three months
Erasmus+ Countries which are members of the **Schengen Area**: Austria Belgium Bulgaria Croatia Czechia Denmark Estonia Finland France Germany Greece Hungary Iceland Italy Latvia Liechtenstein Lithuania Luxembourg Malta Netherlands Norway Poland Portugal Romania Slovakia Slovenia Spain Sweden	Non-EU nationals may need a **short-stay visa (or 'Schengen visa')** depending on their nationality. Check if a visa is needed. In principle, Schengen visa holders can travel freely within Schengen area countries. Anybody holding a single-entry visa can enter the Schengen area only once. Whereas holding a multiple-entry visa allows re-entry to the Schengen area a number of times during the validity period of the visa, while respecting the maximum period of allowed stay. General requirements for application (indicative list): - A completed and signed application form - A valid travel document and a photograph in the right format - Documents related to the purpose of the trip (e.g. the Erasmus+ documentation) - Evidence of financial means to cover travel and stay - Documents related to accommodation - Travel medical insurance covering a minimum of €30,000 and valid for the entire Schengen area and for the duration of the stay. The **administrative fee** (in most cases €80 at the time of writing) is waived for students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training, as well as for researchers travelling for the purpose of carrying out scientific research. See the website of the competent Programme Country for detailed information. The EU Immigration Portal contains links to the national authorities of the destination countries which are members of the EU.	Non-EU national participants need **a long-stay visa or a residence permit** issued by destination country. Sometimes the destination country issues a residence permit replacing the long-stay visa once the non-EU national arrives in its territory. The rules differ depending on the length of the stay and on the country of destination. The EU Immigration Portal contains links to the national authorities of the Programme Countries that are members of the EU. If participants hold a residence permit or a long-stay visa issued by a Schengen area country, they can move within the Schengen area up to 90 days in any 180-day period. Non-EU nationals travelling to a Schengen area country via another Schengen area country must make sure that they have a long-stay visa or residence permit issued by the destination country. Higher education institutions should cover fees, insurance and bank transfer costs (or part of these) using Erasmus+ organisational support funds, i.e. not deducting these from the participant's individual support grant. Any cost charged to the participant's individual support grant should be clearly explained to the participant and agreed, in advance, by both parties.

Destination Country	If short stay – three months or less	If long stay – over three months
Erasmus+ Countries which are **not members** of the Schengen Area: Cyprus North Macedonia Ireland Serbia Türkiye	Non-EU national participants will need a **national short-stay visa** or not, depending on the rules of the country of destination.	As above, accounting for national legislation in the host country.

3.6. Interruption, early termination and extension of mobility

3.6.1. Interruption of the mobility

If a participant interrupts their mobility period, the number of days and grant amount must be adjusted by the beneficiary HEI. Since term breaks, time in between two terms and public holidays are considered part of the academic year, interruptions of mobilities rarely occur.

3.6.2. Early termination of the mobility and force majeure

If mobility is terminated due to unforeseeable circumstances beyond the participant's control, they are entitled to the grant amount <u>for the actual duration of the mobility</u>. Any remaining funds must be refunded. If the termination of the mobility is due to *force majeure*, the mobility should be marked as force majeure in the beneficiary Module by the beneficiary HEI and a short justification needs to be provided.

3.6.3. Extension of the mobility

Mobility period extensions may be agreed upon by Sending and Receiving HEI. Extension requests must be made at least one month before the end of the initial mobility period. If accepted, the grant agreement must be amended. If the participant receives an Erasmus+ grant, the Sending Institution may adjust the grant amount for the longer duration **or** agree that additional days are considered as "zero-grant from EU funds" period. The actual start and end dates of the mobility period should be included in the Receiving Institution's Transcript of Records/Mobility certificate. The actual duration is the period to be indicated by the HEIs in their final reports and is the maximum number of months to be covered through the EU grant. Any additional period must follow immediately after the on-going mobility period.

4. Support from National Agencies, National Erasmus+ Offices and Erasmus+ National Focal Points

4.1. National Agencies (NAs)

Each Programme Country NA provides support and guidance to its beneficiary HEIs throughout the project, and conducts regular monitoring of all decentralized actions, including ICM projects, both remotely and through on-site visits.

Monitoring visits will be used primarily to support and counsel the beneficiary HEI from Programme Countries as well as to gather and disseminate good-practice examples. They can also contribute to collecting information on qualitative aspects of programme management and on the effectiveness and impact of the granted project on the beneficiary HEI. The NA may, if it wishes to, complement these monitoring visits with fact-finding missions to Partner Countries to gather information on project implementation.

4.2. National Erasmus+ Offices (NEOs)

National Erasmus+ Offices assist the European Commission, and the local authorities in the countries concerned (located in Western Balkans, Neighbourhood East, South Mediterranean countries, and Central Asia) with the implementation of the Erasmus+ Programme.

They are responsible for:

- providing information on Erasmus+
- assisting applicants and participants
- supporting policy dialogue
- maintaining contact with the local authorities and EU Delegations

4.3.   Erasmus+ National Focal Points (ENFPs)

In some Partner Countries (in Africa, Americas, Asia, Pacific and the Middle East) the networks of National Focal Points (NFPs) support the European Commission and the local authorities to provide guidance, practical information and assistance on all aspects of participation in Erasmus+ in. They act as focal points for the stakeholders in their country and contribute to improving awareness, visibility, relevance, effectiveness, and impact of the international dimension of Erasmus+.

III.   After the mobility: Credit and grades recognition

1.   Credit recognition

1.1.   Recognition of credits and enhancing quality

Mobility periods must be **recognised by both HEIs** as stipulated in the **inter-institutional agreement and in the Learning Agreement**. The Receiving Institution provides the Sending Institution and the student with a **Transcript of Records** (or equivalent document) within a reasonably short period of time (stipulated between the two institutions) after the issuing of the student's results at the Receiving Institution.

Upon successful completion of the set of educational components included in the Learning Agreement and confirmed by the Transcript of Records sent by the Receiving Institution and made available to the student, **the Sending Institution should fully recognise the agreed number of credits**. The Sending Institution should specify clearly how the educational components taken abroad have been integrated into the home degree programme (when applicable, grades are converted).

In case the students have not completed them successfully at the Receiving Institution, institutional procedures should be defined and communicated to the students before the beginning of the mobility.

Another important document used in the European Higher Education Area is the Diploma Supplement. This document is designed to provide graduates with a transparent record of their achievements. Therefore, the educational components successfully completed abroad will be attached to the Diploma Supplement with their original titles (and their translation into the language(s) in which the Diploma Supplement is issued), the indication of the institution where they have been taken, and the credits and grades awarded. Experience has shown that **these good practices facilitate the management of credit mobility and recognition**.

The institution should clearly define responsibilities for implementing and monitoring credit mobility and ensure that application procedures and selection criteria for credit mobility are transparent and fair, and that an appeal mechanism is in place. A staff member should be appointed in each department or subject area and be formally authorised to discuss the programme of study abroad with the student and to approve and sign the Learning Agreement on behalf of the Sending Institution before the start of the mobility period, and the Transcript of Records after the mobility period. Individuals should not be asked to negotiate academic recognition with staff members who are not authorised to do so or with a committee, before or after their study abroad period, neither should the student be asked to sit for any other examinations or have to do extra work after having returned.

1.2.   Integration of credit mobility into programmes

Structuring credit mobility in the curricula facilitates recognition. Institutions can:

a. identify the semester or year when a period of study abroad would best fit into the programme (mobility window)

b. schedule in that semester/year the educational components with learning outcomes that can be easily achieved abroad (e.g. international or comparative courses, supplementary/ elective courses, preparation of dissertation, language courses, work placements)

c. identify partner institutions, where compatible/complementary learning outcomes could be achieved

1.3.   Grade distribution

European educational systems have developed different national grading scales and different ways of using them within the same country. While it is essential to acknowledge these differences, it is also important to make them transparent within the European Higher Education Area and other regions of the world, so that grades awarded in all countries, subject areas or institutions can be properly understood and correctly compared.

Mobile students have the right to fair treatment and to transparency of their grades when credits are transferred from one institution to another. Transparency of performance levels is particularly important for graduates applying for a job in their own or in another country. – To ensure transparent and coherent information on the performance of the individual student, each HEI should provide a statistical distribution table of the passing grades awarded in the programme or field of study attended by the student (grade distribution table) showing how the grading scale is practically used in that programme.

Even in cases when transferring the grades is not necessary in the local academic tradition of Receiving Institutions, calculating a grade distribution table will facilitate fair treatment of the incoming students upon their return to the Sending Institution. It should be noted that it is also good practice to provide internal boards of examiners with detailed statistical data on examination grading in order to make the process more transparent and indicate any disparities which may indicate issues for further consideration. – Partners in joint degree programmes should agree in advance within their consortium how they will deal with grading and transfer of grades.

Grade distribution tables have to be developed in a standardised format for reference groups of students enrolled in degree programmes belonging to the same field of studies. Such groups should be of reliable size in terms of number of students and number of years considered.

Calculating the grade distribution tables is a task that will be undertaken at centralised level in many institutions. The production of distribution tables should not cause undue difficulties in institutions as the required data are generally available in institutional information systems and the calculation of percentages is easily done with simple software. It only requires the following:

a. Identify the reference groups within the institution by using objective and transparent criteria which should be attached to the grade distribution tables produced. In the absence of methods based on comparable learning outcomes, it is recommended to use the ISCED-F classification which offers a standardised and hierarchical classification of fields of study.

b. Calculate the absolute number of passing grades awarded to each reference group identified in at least the last two years. Remember that information on success rates may be provided in general terms but not in this calculation.

c. Calculate the grade distribution in terms of percentages of the passing grades awarded to the reference group and develop cumulative percentages. As a result, there will be a grade distribution table with percentages and cumulative percentages for each reference group identified.

The following is an illustrative example of a grading table:

Grade used in institution (from highest to lowest passing grade)	Number of passing grades awarded to the reference group	Percentage of each grade with respect to the total passing grades awarded	Cumulative percentage of passing grades awarded
10	50	5%	5%
9	100	10%	15%
8	350	35%	50%
7	300	30%	80%
6	200	20%	100%
Total	*1,000*	*100%*	

When included in a student's Transcript of Records and Diploma Supplement, the table facilitates the interpretation of each grade awarded and will not require any further calculation.

1.4.   Grade conversion

When institutions decide to transfer their mobile students' grades, the staff responsible for credit transfer should compare the grade distribution table from their reference group with the one developed by the other institution for the parallel reference group. The position of each grade within the two tables can be compared and, on the basis of this comparison, individual grades are converted. Typically, the percentage ranges of the grades overlap. The objective of the exercise is transparency. Therefore, the Receiving Institution should decide in advance whether they will take the minimum, average or maximum comparable grade.

The European Grade Conversion System project (EGRACONS) has developed an online tool to facilitate grade conversion and is free for universities to use.

For more information on credit transfer and recognition, please refer back the ECTS Users' Guide.

2.   Reporting and lifecycle of the project

2.1.   The participant survey

At the end of the period abroad, all students and staff will be required to submit a participant survey. Incoming students will receive the link to the report by email one month before the end of their mobility period, while staff and outgoing students will be expected to complete the survey at the end of their mobility. Submission of the report will trigger the payment of the final grant instalment to the participant.

A further complementary survey specifically on recognition will be sent to the students after the mobility period to assess the quality of the recognition provided, if not already complete when filling out the participant survey.

2.2.   The interim and final beneficiary report

Interim reports are an essential component in the management of grant agreements by the HEIs from Programme Countries. They are also considered as a condition for further pre-financing to beneficiaries from the same countries. These reports allow the National Agency of the HEI Programme Country to keep track of the project implementation and provide a precise picture of budget at a stage where corrective measures can still be implemented. Despite only beneficiary HEIs are obliged to submit an interim report, the partner university may still ask for complementary information.

2.3.   The final beneficiary report

At the end of the project, the beneficiary HEI from Programme Countries will be asked to submit their final report to their NA. This should include a short description of the project, highlighting the successes and shortcomings in the project implementation. A budget section will provide a detailed overview of the budget usage during the project. This and other parts of the report will be prefilled with information from the Commission's IT tools (beneficiary Module, BM) which is why it is crucially important that all information provided is accurate and up-to-date. The beneficiary should ensure that all sections are complete before submitting the report and that all required annexes are attached. Partner of a project are expected to provide additional information regarding the implementation of the project. It is also an occasion to highlight successes and voice concerns at the end of the project.

Project timeline
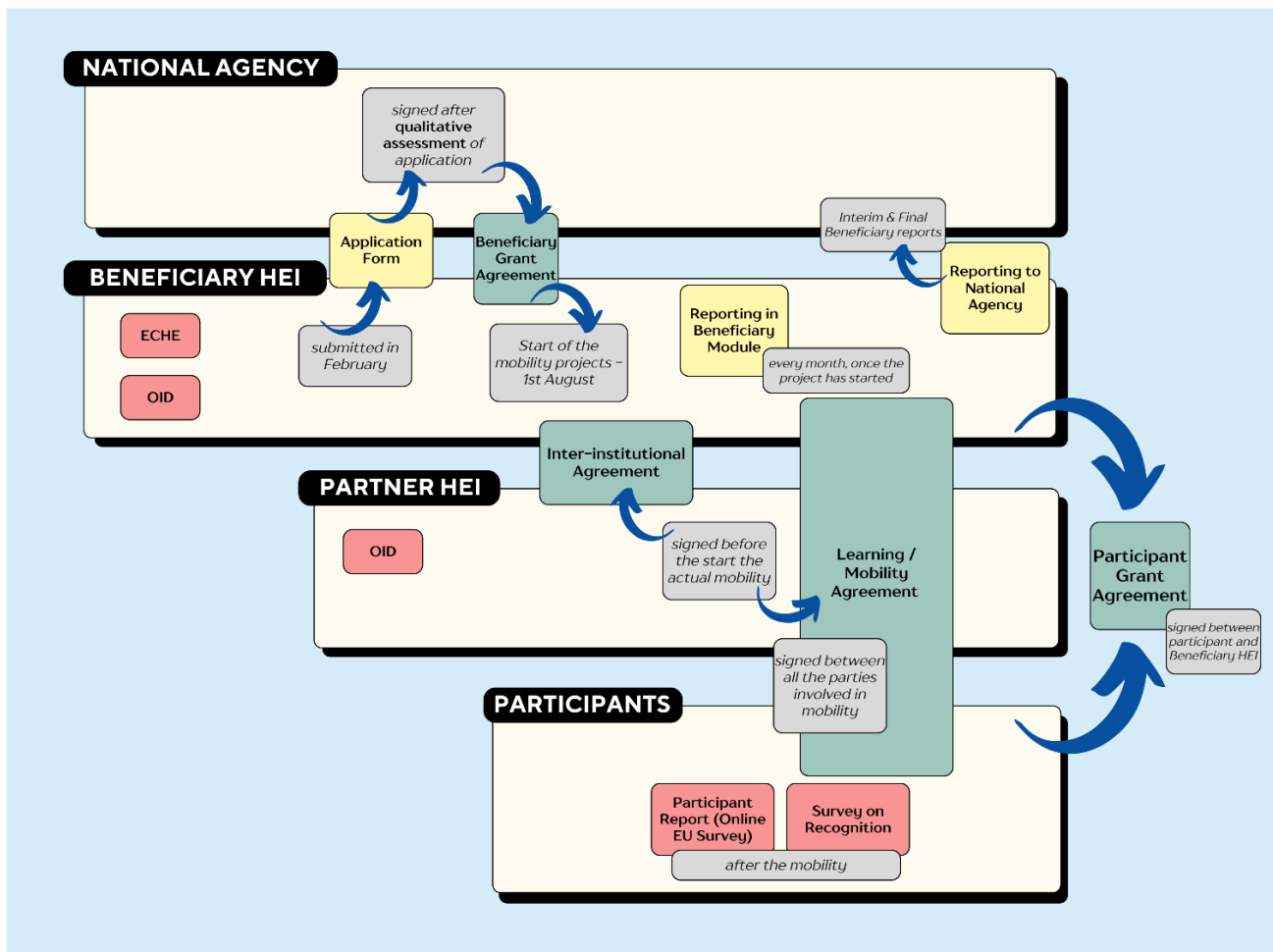
Useful resources

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

All guidelines & supporting documents:
http://ec.europa.eu/programmes/erasmus-plus/resources/documents_en

Information on opportunities for individuals under Erasmus+
https://ec.europa.eu/programmes/erasmus-plus/opportunities/individuals_en

Contact

National Agencies in the Programme Countries
https://erasmus-plus.ec.europa.eu/contacts/national-agencies

National Erasmus+ Offices
https://erasmus-plus.ec.europa.eu/contacts/national-erasmus-offices

Erasmus+ National Focal Points
https://erasmus-plus.ec.europa.eu/contacts/erasmus-national-focal-points