ERASMUS+ KA171 PROJECTS 2023-2026

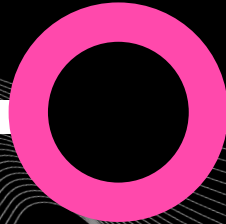# INTERNATIONAL CREDIT MOBILITY (ICM)

UNIVERSITY OF TWENTE.

CALL 2023: RUNNING YOUR PROJECT

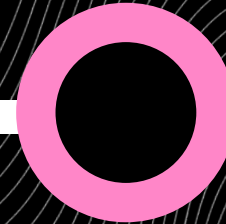INSTITUTIONAL ERASMUS+ COORDINATOR

MIRANDA BÖNHKE

IN THIS PRESENTATION:
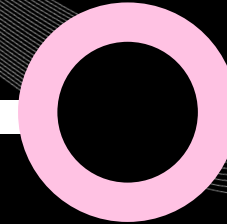
SET-UP

YOUR PROJECT
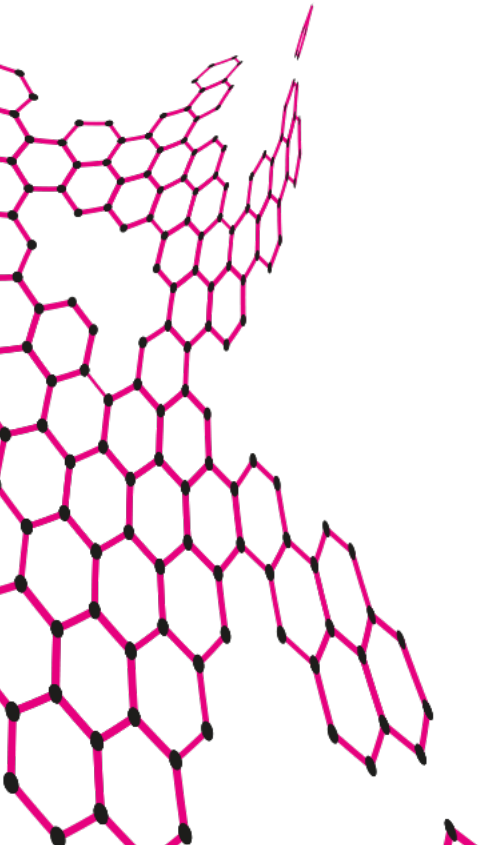FRAMEWORK

SET-UP

YOUR PROJECT
ADMINISTRATION

PLAN YOUR

MOBILITIES

SPECIFICS &DEVIATIONS

TO YOUR PROJECT
PLANNING

UNIVERSITY
OF TWENTE.

SET UP
YOUR PROJECT FRAMEWORK

UNIVERSITY
OF TWENTE.

YOUR PROJECT FRAMEWORK BEFORE THE FIRST MOBILITY

GRANT AGREEMENT (GA) (T-3 M.)

- Contract between UT and National Agency
- Lays out terms and conditions for Project duration
- Signing underpins financial flows from NA to UT
- SOIR prepares GA for signing Legal Representative
- SOIR assures UT/NA signed copy is archived.

INTER-INSTITUTIONAL AGREEMENT (IIA) (T-2 M.)

- "Contract" between partner institution and UT
- Lays out terms and conditions for Project duration
- Signing underpins uphold of ECHE principle by both parties and identifies IN/OUT flows for duration of project
- Project Coordinator provides SOIR with completed IIA application form, obtained through SOIR
- SOIR drafts IIA and concludes final content with partner institution
- SOIR facilitate the signing process with the partner.

UNIVERSITY OF TWENTE.

YOUR PROJECT FRAMEWORK IMPORTANT DATES

INTERIM (FINANCIAL) REPORT (P+1,5 Y)

- Overall project budget (cumulative) reaches 70% in spending, or at least:

- Reporting by **17.01.2025**

- SOIR will take care of this report in silo.

- Copy is available, if desired.

FINAL (NARRATIVE AND FINANCIAL REPORT (P+3 Y)
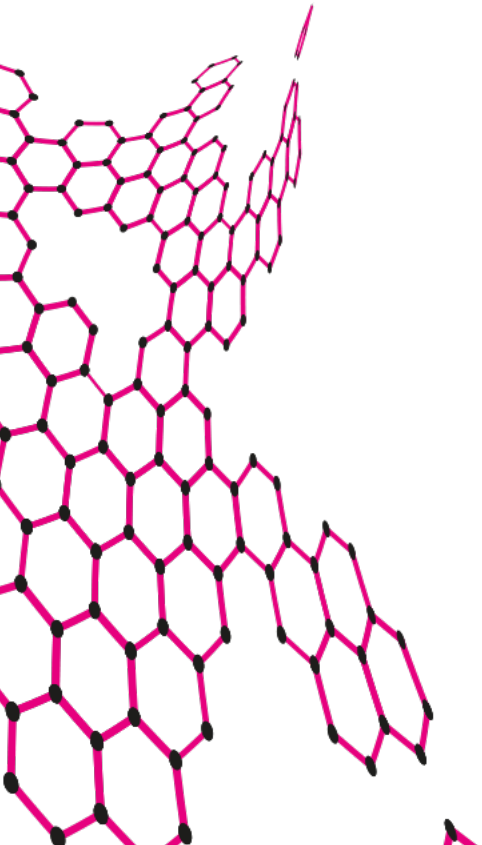
- All mobilities to be completed (incl. documentation) prior to end of project duration (31.07.2026)

- Reporting by **10.09.2026**

- SOIR will request you for narrative reporting through format.

- SOIR will submit on your behalf to the NA.

- Copy will provided to you by SOIR.

UNIVERSITY OF TWENTE.

5

SET UP
YOUR PROJECT ADMINISTRATION

UNIVERSITY
OF TWENTE.
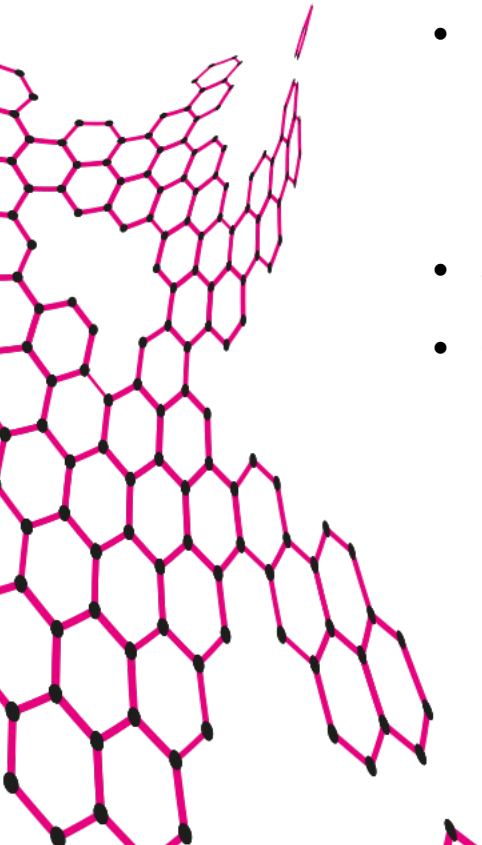
YOUR PROJECT ADMINISTRATION

Your project may start by:
01.08.2023

Set up **(T-1 M)**

- *Mobility Online* with connection to OSIRIS
  - managed by CES IM
  - maintained by CES SOIR
  - caters to nomination, registration, scholarship application
  - Before, during, after mobility
- *Beneficiary module* – maintained by SOIR
  - Managed by NA
  - Maintained by SOIR
  - Caters to report of mobilities and budget to EC
  - Before, during, after mobility
- **Operational archive**
  - Managed by SOIR
  - Maintained by SOIR
  - Caters to project documents, formats and individual files
  - Before, during, after mobility

UNIVERSITY OF TWENTE.

Set up **(T-1 M)**

YOUR PROJECT ADMINISTRATION

- *Mobility Online* workflow
  - Your IIA is administered and connected to mobilities (also archived in JOIN)
  - Nominations are processed
  - Individual mobility participants finalize their registration
  - Individual mobilities apply for scholarship
  - Supporting documents are provided and logged
- *Beneficiary module*
  - (accumulative) Budget overview
  - SOIR logs all mobility data per individual
  - SOIR accumulates & submits all reporting
- **Operational archive**
  - SOIR sets up Project Management Excel

    (planned and executed mobilities incl. financial status)
  - Archive for project documents & required formats in use
  - SOIR upkeeps individual files, and specific case work

UNIVERSITY
OF TWENTE.

PLAN YOUR MOBILITIES

UNIVERSITY
OF TWENTE.
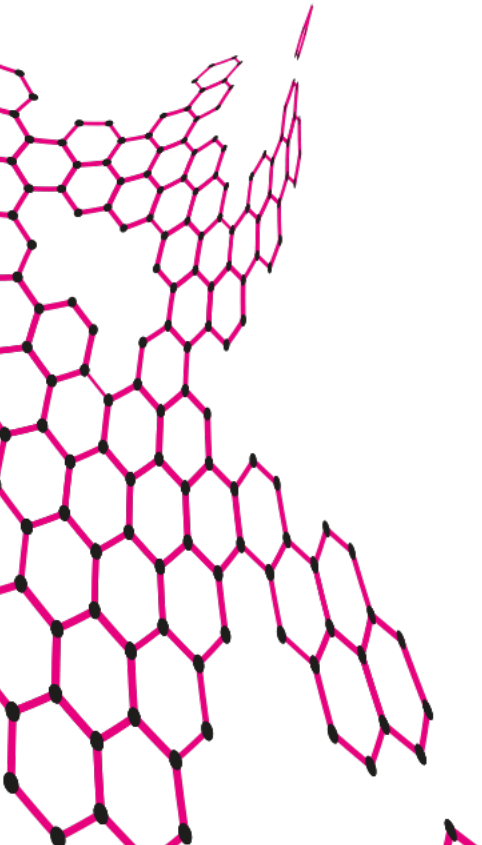
PROCESS MOBILITIES WITH E+

Plan the mobility T-3m

- Project coördinator (1) connects to partner contact and (2) must inform SOIR which student or staff will receive an E+ scholarship with the project.
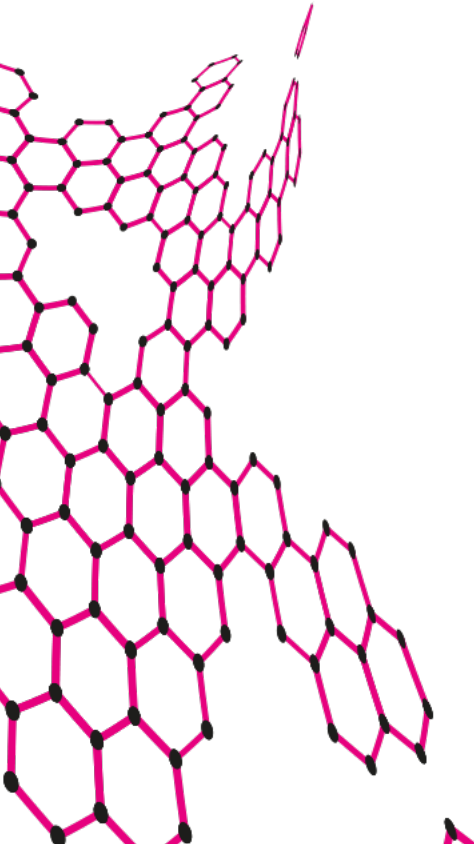- SOIR to inform Exchange Coordinator of faculty.

Nominations (T-3m)

- Mobility participant is guided by both Project coordinator and SOIR:
- Partner contact nominates student(s) via *Mobility Online.*
- Student can be nominated for 'courses'; SMS.
- Student can be nominated ro 'Placement'; SMP.
- Staff applications can be done without nomination in MO.

Registration (T-2)

- Students to complete registration in MO.
- MO guides student to Banking, Visa, Housing and Insurance information by Admission Office (Incoming Exchange team – CES/SAS)
- Staff to complete registration in *Mobility Online*

- SMP: the processing timeline is 3 month due to potential visa and work permits processing (HR).
- Staff: Project Coordinator is to verify with HR faculty if HR registration is required in view or work permits/housing offer/insurance.

UNIVERSITY OF TWENTE.

PROCESS MOBILITIES WITH E+

Scholarship T-1m

- Students to complete LA, GA in *Mobility Online* for scholarship allocation
- Staff to complete MA, GA in *Mobility Online* for scholarship allocation

- Once documents received by SOIR, prior to start of mobility, payment order is given to Department of Finance

Top-up (T-1m)

Student may apply for Top-up Fewer Opportunities, and Green mobility, by supplying through MO:
 A. Student IN – Statement/Declaration of Honour
 B. Student OUT - Proof of 'Aanvullende beurs' or Green Travel + Declaration of Honour.
Staff may apply for Top-up Green mobility, by supplying to SOIR:
 C. Staff IN – Statement/Declaration of Honour.
 D Staff OUT – Proof of Green Travel + Declaration of Honour.

UNIVERSITY OF TWENTE.

PROCESS MOBILITIES WITH E+

During the mobility

- Student studies or does assignment
- Staff member does teaching or training activity
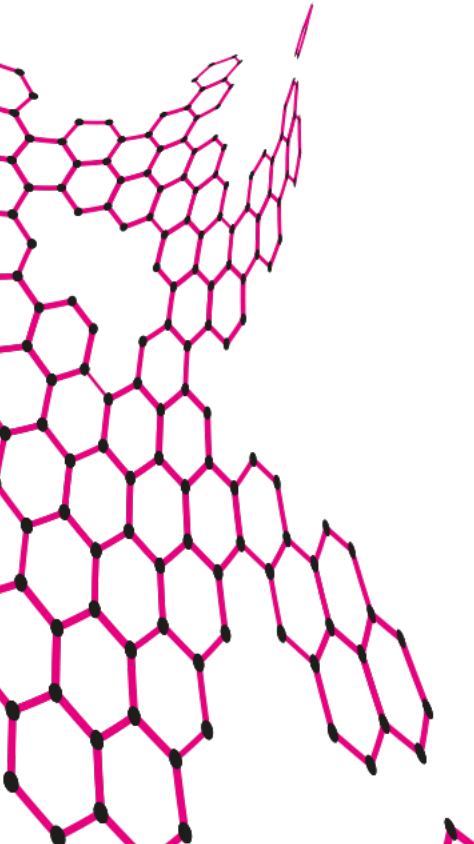
Finishing the mobility 1

- Student or Staff member to submit E+ evaluation ("Participant Report"/"EU survey").
- Student to supply Transcript of records (if at UT obtained by student through BOZ) and Statement of the host. SoH Format is supplied by SOIR to student. Latter should include start- and end date of mobility.
- Staff to supply Certificate of Attendance (obtained through SOIR). CoA should include start- and end date of mobility.

Finishing the mobility 2

- When former documents are obtained by SOIR, SOIR will finalize reporting in *Mobility Tool.*

UNIVERSITY OF TWENTE.

PAYMENT OF SCHOLARSHIP - STUDENT

Duration of stay
> 2 months

- Student IN obtains Dutch bank account (or use Revolut or Bunq)
- Cash payment for two weeks **<u>upon</u>** arrival, upon request of project coordinator.
- 75%-25% instalments
- 1st instalment **<u>upon</u>** arrival in NL (no-prefinancing!)
- 2nd instalment: Supply of the aforment mentioned documents constitute as a request for (final) payment of the scholarship.

Duration of stay
> 2 months

- Student OUT is paid toward Dutch bank account.
- 75%-25% instalment
- 1st instalment upon arrival at destination (no-prefinancing!)
- 2nd instalment: Supply of the aforment mentioned documents constitute as a request for (final) payment of the scholarship.

UNIVERSITY
OF TWENTE.

PAYMENT OF SCHOLARSHIP - STAFF

Duration

- < 1 month: 1 instalment
- > 1 month: 2 instalments, 75%-25%

Staff IN

- Instalment paid towards bank account mentioned in GA
- Start of the mobility (no prefinancing)

Staff OUT

- Instalment paid towards workorder number (of faculty). Staff claim expenses through myfin.utwente.nl. The GA can be used as 'receipt' entitling an UT staff member to the amount as indicated in GA, or can be settled with an advance if used.

UNIVERSITY OF TWENTE.
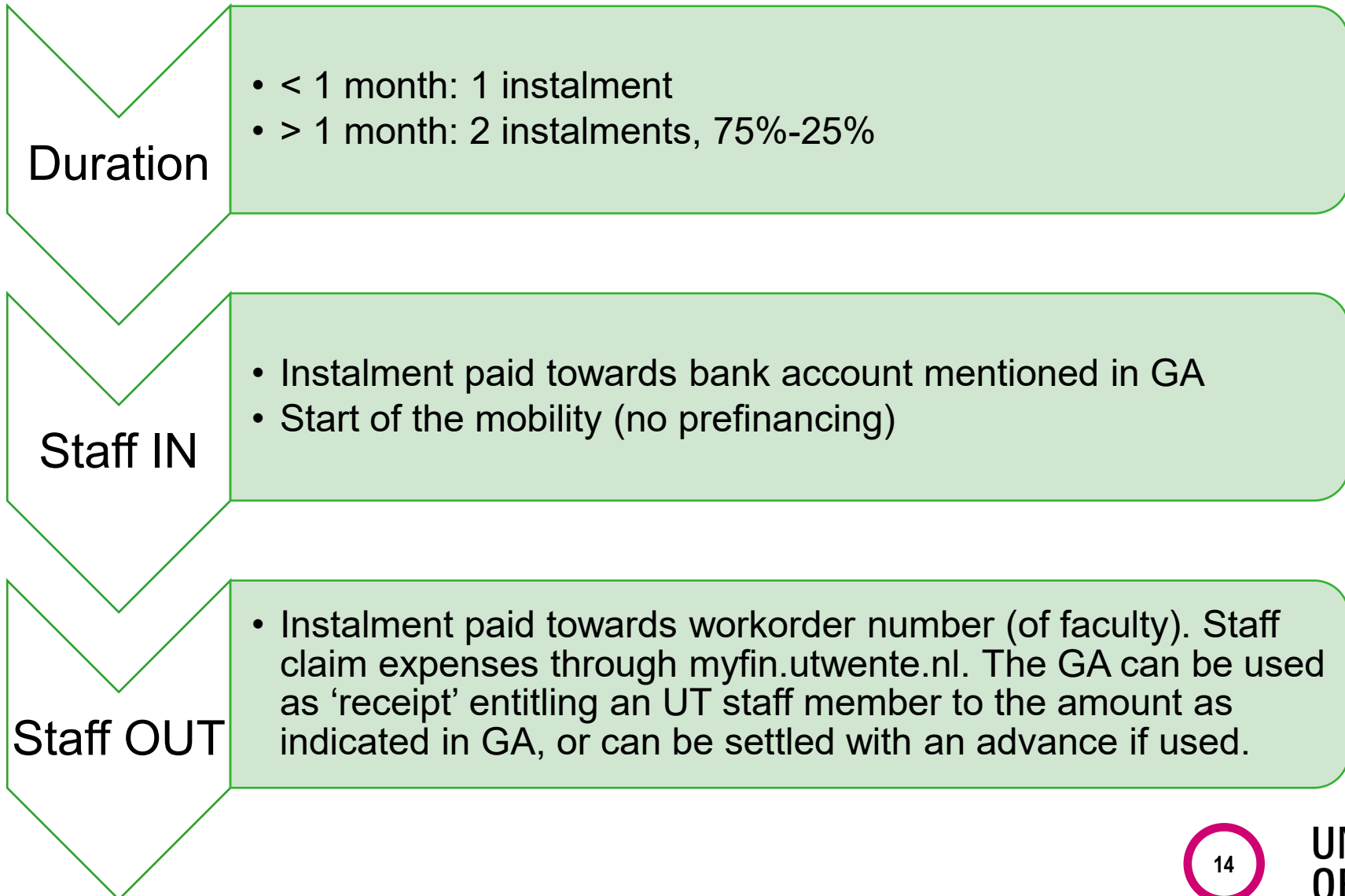
INCOMING STAFF NOMINATION

Plan the mobility
- Project coordinator (1) connects to partner and (2) must **inform SOIR which academic will get the E+ scholarship**

Arrange the formalities 1
- Academic arranges *stay at UT* with Project coordinator (hotel/residence, visa/workpermits, insurance). It is advised to connect to the faculty HR officer for visiting staff.

Arrange the formalities 2
- SOIR arranges E+ paperwork with the academic and reports to *Benificiary tool* of the NA

UNIVERSITY OF TWENTE.

During the mobility

- Academic teaches/is being trained at UT

Finishing the mobility 1

- Academic to submit E+ evaluation (automatically send upon end of mobility), and
- certificate of attendance (format is shared by SOIR) to be signed by the supervisor at the host insitution

Finishing the mobility 2

- SOIR to finalize reporting in *Beneficiary Module* in collaboration with the Project Coordinator.

UNIVERSITY OF TWENTE.

OUTGOING STAFF NOMINATION

Plan the mobility
- Project coordinator must **inform SOIR which academic will get the E+ scholarship**

Arrange the formalities 1
- Academic arranges *stay at partner* with Project coordinator

Arrange the formalities 2
- SOIR arranges E+ paperwork with the academic and reports to *Beneficiary Module* of the NA

UNIVERSITY OF TWENTE.

During the mobility

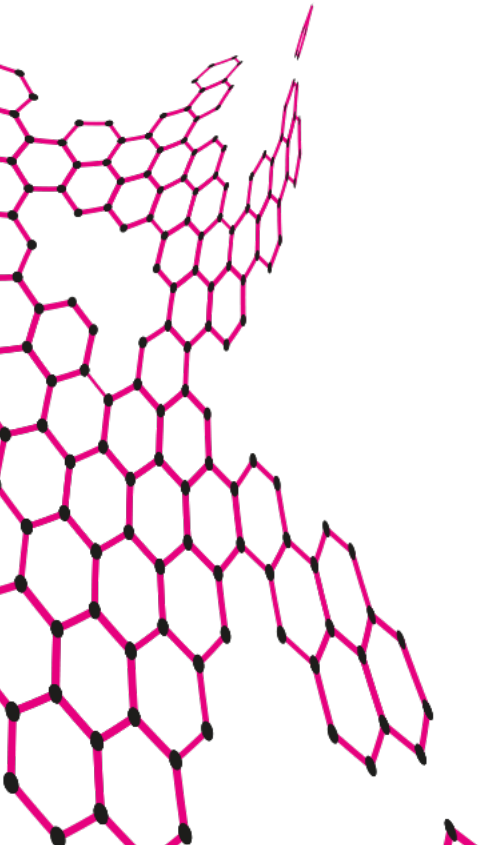- Academic teaches/is being trained at partner instituten

Finishing the mobility 1

- Academic to submit E+ evaluation (automatically send upon end of mobility), and
- certificate of attendance (format is shared by SOIR) to be signed by the supervisor at the host insitution

Finishing the mobility 2

- SOIR to finalize reporting in *Beneficiary Module* in collaboration with the Project Coordinator.

UNIVERSITY OF TWENTE.

SPECIFICS AND DEVIATIONS TO YOUR PROJECT PLANNING

UNIVERSITY OF TWENTE.

SPECIFICS FOR THE PROJECT

Scholarhips:

- Min. duration requirement per country/per mobility:
Students: min. 2 mths – max 12 months (excl. travel days)
Staff: min. min. 5 days – max 60 days (excl. travel days)

- Scholarship amount based on the number of days. Days include weekend days and travel days, months are based on 30 days.

- Scholarship amount is subject to distance, nature of mobility, duration, and top-ups eligibility.

- Incoming mobilities are **to pre-finance** their stay on own means. Scholarship payment is upon start of the mobility.

- Staff teaching scholarships must have a minimum of 8/h of teaching per week.

Allocation of funds:

- Placement/Traineeship/Internship: incorporate a min. 3mnths processing time in your plans, prior to start of the mobility. This is due to potential visa/work permit applications at HR.

- All scholarship documents must be complete for a successful E+ scholarship allocation. The mobility agreement and grant agreement must be completed prior to the start of the mobility.

- It is not possible to transfer funds to short-, first- and second cycle (Ba/Ma) outgoing student mobility to any of the Partner Countries that are recipients of official development assistance (ODA).

- No extension to project duration is applicable.

20

DEVIATIONS

- Budget transfers between staff and students are allowed with restrictions (calculated on overall/total KA171 budget).

- Increase number of mobilities is permitted, fitting the project budget. No extra funds are added for increasing the number of mobilities.

- Changing inbound flows to outbound flows with restrictions (calculated on overall/total KA171 budget).

- Certain modifications of the project are possible with or even without an amendment (i.e. adding a partner institute).

- Using KA131 International Mobility for outbound Ba/Ma students.

- Moving budget between countries in same E+ indicated region in special circumstances and with amendment (i.e. Ukraine/Moldova).

UNIVERSITY
OF TWENTE.

SPECIFICS FOR THE PROJECT

Scholarhips:

- Min. duration requirement per country/per mobility:
  Students: min. 2 mths – max 12 months (excl. travel days)
  Staff: min. min. 5 days – max 60 days (excl. travel days)

- Scholarship amount based on the number of days. Days include weekend days and travel days, months are based on 30 days.

- Scholarship amount is subject to distance, nature of mobility, duration, and top-ups eligibility.

- Incoming mobilities are **to pre-finance** their stay on own means. Scholarship payment is upon start of the mobility.

- Staff teaching scholarships must have a minimum of 8/h of teaching per week.

Allocation of funds:

- Placement/Traineeship/Internship: incorporate a min. 3mnths processing time in your plans, prior to start of the mobility. This is due to potential visa/work permit applications at HR.

- All scholarship documents must be complete for a successful E+ scholarship allocation. The mobility agreement and grant agreement must be completed prior to the start of the mobility.

- It is not possible to transfer funds to short-, first- and second cycle (Ba/Ma) outgoing student mobility to any of the Partner Countries that are recipients of official development assistance (ODA).

- No extension to project duration is applicable.

PAY ATTENTION TO:

- Erasmus+ Logo use (presentations, webinars, publications)
- Open source/Open access Publication
- Update your project space on the UT Erasmus+ website.
- Disseminate your results – news, interviews, publications, presentations, etc. (need ideas, consult your IEC).

UNIVERSITY
OF TWENTE.

Q&A

- Any questions?

UNIVERSITY
OF TWENTE.

WHO IS WHO?

- **Project coordinator**: faculty representative, in charge of the content, management and execution of the project.

- SOIR-E+ overall coordination of KA1:
  - Miranda Bönhke: m.bonhke@utwente.nl
- SOIR-E+ Inter-Institutional Agreements:
  - Silvia Kampherbeek: exchange-agreements@utwente.nl
- SOIR-E+ scholarship administration for KA171:
  - Yael Veenstra: y.veenstra@utwente.nl

UNIVERSITY OF TWENTE.