

# 2020 Key Action 2 (KA2) Higher Education Handbook

Strategic Partnerships for Higher Education Mobility  
Projects

KA203

Version 2: 10 September 2020

This handbook is a guidance document for the management of Key Action 203 Projects. This handbook is designed to provide information to support your grant agreement including all associated annexes and the [2020 Erasmus Programme Guide](#) . Your **Grant Agreement** and the **2020 Erasmus Programme Guide** are the primary documents you should refer to and need to comply with.

Should any information in this handbook differ from either the Grant Agreement or the 2020 Programme Guide, the content of the Grant Agreement, its annexes and the Programme Guide will take precedence.

If you have any queries or feedback about the content of this Handbook please contact [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org).

## Overview of changes to the handbook

This is **version 2** of the 2020 Key Action 203 Operational Handbook. If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version
13	Participant Portal now called Organisation registration system	13

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## 1. The Transition Period

The latest information about UK participation in Erasmus+ after the transition period can be found on the [Transition period update page](#) of the Erasmus+ UK website. Please check this page regularly or [subscribe](#) to our newsletter.

## 2. Coronavirus guidance

For the latest updates and guidance on managing Erasmus+ projects during the outbreak of the coronavirus disease, please visit our [dedicated webpage](#). Please check this page regularly or subscribe to our newsletter.

## 3. General

For more information about Erasmus+ and Key Action 2, please refer to the following sections of the 2020 Erasmus+ Programme Guide:

General Information about the Erasmus+ Programme .....	Pages 5 – 24
Key Action 2 Overview .....	Pages 98 – 123
Information for Applicants .....	Pages 249 – 268
Specific Rules relating to Key Action 2 Strategic Partnerships .....	Pages 295 – 302
Dissemination- a practical guide for beneficiaries .....	Pages 309 – 315
Glossary of Key terms .....	Pages 318 – 326

This operational handbook only applies to KA203 (Strategic Partnerships) projects.

### 3.1. GDPR Compliance

For the purposes of the Data Protection Legislation, the European Commission – Department for Education is the Controller, the Processor is the UK National Agency and the beneficiary is the Sub-Processor.

All personal data contained related to the implementation of an Erasmus+ project shall be processed in accordance with:

- National legislation by the NA, in particular the UK Data Protection Act 2018;
- in accordance with Regulation (EC) No 45/2001 and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (and/or such law(s), regulation(s) and secondary legislation as may transpose the General Data Protection Regulation into the domestic law of all or any part of the United Kingdom), and repealing Directive 95/46/EC as from its entry into force on May 20181;
- the Data Processing Clauses as set out in Annex VIII of the Grant Agreement.

For more information, please refer to the Grant Agreement – Special Conditions – Article I.14, the Grant Agreement – Annex VIII and the 2020 Erasmus+ Programme Guide - Data Protection article.

## 4. Grant Agreement issuing and Signing

### 4.1. Payment Conditions

The aim of the pre-financing is to provide the beneficiary with a float.

A first pre-financing payment of 70% of the HEI's agreed grant amount will be made 30 days after the NA has countersigned the grant agreement which has been signed by the nominated legal representative and returned to the UK NA.

### 4.2. Bank Accounts and Currency

All payments from the UK NA to the HEI are made in Euros. The HEI must ensure that its designated bank account can receive payments in euros. The UK NA is not responsible for any delay or exchange rate losses caused as a result of the HEI's bank account's inability to receive such payments.

Beneficiaries with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, determined over the corresponding reporting period ([available here](#)).

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its [website](#), determined over the corresponding reporting period.

Beneficiaries with general accounts in euros must convert costs incurred in another currency into euros **in accordance with their usual accounting practices.**

Any conversion into euro of costs incurred in other currencies must be made by the beneficiary at the monthly exchange rate established by the Commission and published on its website applicable on the day when the bank account of the beneficiary is credited.

### 4.3. Grant Awards

The Grant Agreement details the payment and reporting arrangements for the project. Grant recipients may not benefit from any other EC funding for the same activity, even if this is across years.

The Erasmus+ grant is intended to co-finance mobility activity. Under no circumstances may the grant give rise to a profit. Please see page 246-247 of the 2020 Programme Guide for further information.

Amendments to agreements must be requested in writing. Amendments to agreements then take the form of a letter from the NA or a written amendment signed by both parties.

Please note that if information contained in this handbook differs from that in the Grant Agreement, then the Grant Agreement will take precedence.

### 4.4. Grant Agreement and Annexes

The Grant Agreement (Special Conditions) is split into several sections and annexes:

- **Annex I: General Conditions**

The General Conditions provide an overview of the obligations of beneficiaries. They can be found on the Erasmus+ website.

- **Annex II: Budget details and project description**
- **Annex III: Financial and contractual rules**

This annex provides information on the financial and contractual rules surrounding the Grant Agreement. It is the responsibility of the beneficiary to read this information and to ensure compliance.

- **Virtual Activity Addendum:** additional rules to those in Articles I.2 and II.2 of Annex III and only apply to cases where virtual activities need to be organised due to Covid-19.

- **Annex IV: Applicable Rates**

This annex defines what rates are applicable to each budget category.

- **Annex VII: Bank Details Form**

This must be submitted at Grant Agreement countersigning, even if no changes have been made to the institutional bank account. This will ensure that the UK NA makes all payments to the correct account.

The form should be signed by someone (with the requisite authority to make financial decisions on behalf of the HEI) from the managing HEIs finance department. Alternatively, this form can be completed on letter-headed institutional paper and submitted to the UK NA. There are further signing instructions provided with this annex and they should be consulted prior to the submission of your Bank Details form.

- **Annex VIII: GDPR Multi Beneficiary UK National Agency Processor to Sub-processor Contractual Governance**

This annex sets out the contractual governance that manages the data that is exchanged between the UK NA and the beneficiary.

**Important:** Please ensure that you check your Grant Agreement to confirm that the correct details have been listed for the legal representative and contact person for the project. If the legal representative or contact person for your project has changed since the submission of your application, you will be required to update the UK NA. It is recommended that this is done at your earliest convenience so that there any potential delay to the countersigning of your Grant Agreement is minimised.

## 4.5. Signatures

An original paper copy of the grant agreement between the NA and the HEI must be signed with original signatures and kept in hard copy.

## 4.6. Dissemination

By signing the Grant Agreement with the UK NA, the HEI accepts that their information may be published on the [Erasmus+ Funding Results webpage](#).

Information on use of the European Union emblem can be found in Article II.8 of the Grant agreement's [General Conditions](#) and is also published on the [UK NA Promotion and Dissemination website](#).

The preferred option to communicate about EU funding is to write “Co-funded by the European Union”, next to the EU emblem on the communication material where the EU emblem is used. The positioning of the text in relation to the EU emblem is not prescribed in a given way but the text should not interfere with the emblem in any way. The beneficiary may use the Dissemination Platform as per the EC’s instructions.

# 5. Project activities

## 5.1. Period of Activity

The project duration is either 24 or 36 months, as specified in the HEI’s application form and Grant agreement. All activities must be completed by the project end date as specified in article 1.2.2 of the grant agreement. If the grant agreement has not been signed by both parties (the NA and the HEI) prior to activity taking place, the HEI will be fully responsible for any risks that may arise from such activity (as with any activity that takes place outside the terms of the agreement).

For 24 month projects, the grant is awarded for activities taking place from 1 September 2020 to 31 August 2022.

For 36 month projects, the grant is awarded for activities taking place from 1 September 2020 to 31 August 2023.

### Changing the duration of your project

You can change the duration of your project if this will be a benefit to you. 24 month projects can be extended to 36 months, and 36 month projects can be reduced to 24 month projects. If you would like to change the duration of your project, you must make the request in writing to the UK NA **no later than 30 days prior to the project end date**, clearly stating the project number and the reasons for the extension.

## 5.2. Making changes to your project

### Change of project coordinator and project contacts

If the coordinator changes during the Erasmus+ project, you need to complete and email the [Project Contact Form](#) to the National Agency (NA) as soon as you are aware of a change.

### Change of Legal Representative

If your Legal Representative changes during the Erasmus+ project, you must complete the Change of Data form and email it to the UK NA. You must also attach a letter of appointment from your HR department to confirm the new signatory has the authority to sign legal documents on behalf of the institution. You must then send the same documents to the ECHE team at the EC: [EACEA-ECHE@ec.europa.eu](mailto:EACEA-ECHE@ec.europa.eu)

## 5.3. Selection procedures

Sending organisations are responsible for selecting participants to undertake mobility activities. The selection process must be fair, transparent, coherent, documented and shall be made available to all parties involved. The profile of participants must correspond to the eligibility criteria set out in the 2020 Programme Guide. The sending organisation should define the selection procedure, i.e. how participants will be invited to apply, the documentation that the applicants need to submit and how it will be treated.

## 5.4. Protection and safety of participants

Protection and safety of participants involved in the Erasmus+ projects are important principles of the Programme. All participants should have the opportunity to take full advantage of the possibilities for personal and professional development and learning. This should be assured in a safe environment which respects and protects the rights of all persons.

To this end each organisation participating in the Erasmus+ Programme must have in place effective procedures and arrangements to promote and guarantee the safety and protection of the participants in their activity. With this regard, all participants must be insured against the risks linked to their participation in mobility activities. The Erasmus+ Programme does not define a unique format of insurance, nor does it recommend specific insurance companies. The Programme leaves it up to project organisers to seek the most suitable insurance policy according to the type of project carried out and to the insurance formats

available at national level. Furthermore, it is not necessary to subscribe to a project-specific insurance, if the participants are already covered by existing insurance policies of the project organisers.

In either case, the following areas must be covered:

- wherever relevant, travel insurance (including damage or loss of luggage);
- third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility);
- accident and serious illness (including permanent or temporary incapacity);
- death (including repatriation in case of projects carried out abroad).

If applicable, it is strongly recommended that participants in transnational activities are in possession of a European Health Insurance Card. This is a free card that gives access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Liechtenstein and Norway, under the same conditions and at the same cost (free in some countries) as people insured in that country. More information on the card and on how to obtain it is available [here](#).

## 5.5. Child Protection and the protection of vulnerable adults

Key Action 2 projects may involve the participation of individuals under the age of 18, either domestically or transnationally. It is the responsibility of all organisations within the partnership to ensure that all children participating in activities are protected. Child protection means protecting children and young people from abuse. This could be: physical abuse, emotional abuse, sexual abuse or neglect.

Some aspects of the Key Action 2 project can include taking vulnerable or young individuals out of their normal environment or out of normal hours for study. In some circumstances this could include the transnational mobility of students. All Higher Education Institutions involved in any project are responsible for minimising the risk of harm by identifying and managing potential risks and having a positive and open relationship with the participants involved in the project. You must consider that while in the UK there are strict child protection laws and UK Higher Education Institutions should have a clear child protection policy, other countries may not have such structure and procedure in place. It is important that your organisation and project partners communicate effectively and put appropriate measures in place to ensure the protection and safeguarding of young or vulnerable persons.

## 5.6. Force Majeure

Only in exceptional circumstances will the UK National Agency recognise the cause of withdrawal as force majeure. You are advised in these cases to contact the UK National Agency as soon as possible to see if it is possible to submit a claim under one or more of the cost components within your Grant Agreement i.e. Individual Support, Linguistic Support and/or Travel.

As per page 321 of the 2020 Programme Guide, force majeure is defined as ‘**an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part**’.

If so, you must clearly explain in writing the reasons for the withdrawal/cancellation. The UK National Agency will then assess your claim and determine whether it is justified by considering:

- whether there is a genuine reason for the withdrawal;
- whether you took reasonable steps to maintain the participant’s involvement in the project; and
- whether the costs are genuinely non-refundable (i.e. pre-booked accommodation).

The UK National Agency will inform you of the decision and what your next steps should be. If you are unable to demonstrate that reasonable steps were taken to avoid withdrawal, the UK National Agency reserves the right to request repayment of the corresponding part of the grant.

## 6. Covid-19 Specific Measures

In light of the exceptional circumstances created by the COVID-19 pandemic, the European Commission has introduced a series of flexibility measures, which are detailed below. Please also refer to the 2020 Addendum to the Grant Agreement for KA2 Strategic Partnerships. Furthermore, the Erasmus+ UK National Agency has prepared Mobility Tool+ guidance for UK HEIs on processing mobilities impacted by Covid-19. The document can be accessed on this page of the Erasmus+ website, located under the ‘Guides’ tab.

### Transnational Project Meetings

- When beneficiaries organise their meetings virtually, they are not entitled to receive the unit costs. The funding awarded under the Project Management and Implementation budget covers the costs related to these meetings.

### Multiplier Events

- Beneficiaries should identify the attendants to the events carried out online and provide evidence for their number.
- When beneficiaries organise their meetings virtually, the grant payable per participant is 15% of the unit cost corresponding to “local participants” (i.e. 15 EUR) up to a maximum of 5.000 EUR over the lifetime of the project.
- Triggering event: The event that conditions the entitlement to the above grant is that the multiplier event has taken place and that it is of an acceptable quality level.

Supporting documents:

- 1) Proof of the activity organised virtually and name and date of the multiplier event.
- 2) Proof of the number of attendees through a declaration signed by the organiser, specifying the names of the participants, and the name and address of the sending organisation.

- 3) Any documentation used or distributed for the multiplier event.

### **Learning, Teaching and Training Activities**

- Beneficiaries are allowed to organise their activities virtually. Where relevant, a blended mobility approach is encouraged, i.e. to start with a period of virtual mobility abroad, to be combined with a physical mobility abroad.
- In addition, the combination of virtual and physical periods must comply with the maximum duration of Learning, Teaching and Training activities as set in the 2020 Programme Guide.
- Beneficiaries shall also identify the participants to the events carried out online and provide with supporting documents evidence for their number.

Calculation of the grant amount: the grant amount takes the form of unit contribution towards individual support.

- No grant support for travel will be awarded.
- For virtual periods, the grant payed per participant is 15% of the corresponding unit costs for Individual Support.
- Where relevant, linguistic support may be provided in case of virtual activities and the same rules apply.
- The grant amount for Individual Support is calculated by multiplying the number of days/months of virtual participation per participant, by 15% of the unit contribution applicable per day/month for the type of participant and for the receiving country concerned, as specified in Annex IV of the Agreement. Travel days before or after the activity cannot be included for the calculation of the Individual Support.
- Triggering event for Individual Support: The participant is entitled to the grant once they have undertaken the activity.
- Triggering event for Linguistic Support: The participant is entitled to the grant once they have undertaken an activity exceeding 2 months, and that the person has actually undertaken language preparation in the language of instruction.

Supporting documents:

- 1) Individual Support: Proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as the start and end date of the virtual activity.
- 2) Linguistic Support: Proof of attendance of courses in the form of a declaration signed by the course provider, specifying the name of the participant, the language taught, and the duration of the linguistic support.

In addition, if duly justified and documented by the beneficiary, the following funding may be claimed for:

### **Exceptional costs**

- Costs related to buying and/or renting of equipment and/or resources necessary for the implementation of virtual and blended mobility activities can be covered through Exceptional Costs, even if no funds were initially allocated to this budget category.
- Calculation of the grant amount: the grant is a reimbursement of 75% of the eligible costs actually incurred.

Supporting documents:

- 1) Proof of payment of the cost incurred on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

### Special Needs Support

- The UK NA will also consider eligible any special needs support claimed for in order to allow the participation of those with special needs in virtual activities, under the same rules as specified in the 2020 Programme Guide.
- Budget transfers: The beneficiary is allowed to transfer funds allocated for any budget category to Special Needs Support, even if initially no funds were allocated for this category.
- Calculation of the grant amount: The grant is a reimbursement of 100% of the eligible costs actually incurred.

Supporting documents:

- 1) Invoices of the related costs, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

The following rules are additional to those in Articles I.2 and II.2 in Annex III and only applies to cases where virtual activities need to be organised due to COVID-19:

- Beneficiaries are allowed to transfer up to 60% of the funds allocated for Transnational Project Meetings; Multiplier Events; Learning, Teaching and Training Activities; and Exceptional Costs to any other budget category, with the exception of the budget categories Project Management and Implementation; and Exceptional Costs.
- For Exceptional Costs, beneficiaries are allowed to transfer up to 10% of the funds from any budget category based on unit contributions to Exceptional Costs in order to cover costs related to buying and/or renting of equipment and/or services necessary for the implementation of virtual mobility activities due to COVID-19, even if no funds were initially allocated to the Exceptional Costs budget category.

## 7. IT Tools

### 7.1. Mobility Tool+ (MT+)

It is advised to keep Mobility Tool+ up to date as your project progresses. Final narrative reports will also be completed in Mobility Tool+. While you are able to view and edit the final narrative report, you should not submit this until after your project end date. The tool can be accessed via <https://webgate.ec.europa.eu/eac/mobility> . In order to log in to Mobility Tool+, you need to have an 'EU' account.

The contact person and legal representative for your organisation and partner organisations automatically have access to Mobility Tool+ using the email address we have detailed for them in our database. You will be able to log in once you have registered an 'EU Login' account that is linked to your email address. Once

logged in, you can then add additional contacts to assist with the reporting of the Erasmus+ project. In Mobility Tool+ your organisation should have access to its own reporting environment and is able to fill information in about conducted activities and related unit costs / real costs.

For more guidance on the tool please read the [MT+ Guidance for Beneficiaries](#).

## 7.2 Organisation Registration System

The [Organisation Registration System](#) is your entry point for the electronic administration of EU-funded projects under the programmes, such as Erasmus+. It is open to beneficiaries managing their EU grants to view and edit their organisational data, such as bank details or LEAR (Legal Entity Appointed Representative). A LEAR can, for example, be an administrative staff with access/rights to keep the Organisation Registration up to date, so please do not mistake this with the Legal Representative.

The 8-digit OID, which is prefixed with an E, is obtained and managed through the Organisation Registration System. When the contact person leaves the organisation without appointing another person, the access to update the OID is lost. An organisation can always request a password reset; however, this only works when the person forgets the password. If the person left the organisation, in most cases, the organisation does not have access to the email address any longer so a password reset will not help. Therefore, it is recommended for each organisation to have at least two people with access to OID to ensure there is a backup.

For more information please visit the Organisation Registration System [here](#)

## 7.3. Project Results Platform (PRP)

Dissemination and exploitation of results are crucial areas of the Erasmus+ project lifecycle. They give participating organisations the opportunity to communicate and share outcomes and deliverables, thus extending the impacts of their projects, improving their sustainability and justifying the European added value of Erasmus+. In order to successfully disseminate and exploit project results, organisations involved are asked to give the necessary thought to dissemination and exploitation activities when designing and implementing their project. The level and intensity of such activities should be proportional to the objectives, the scope and the targets of the different actions of Erasmus+.

**Please note:** Key Action 203 beneficiaries are contractually required to upload all their project results to the Project Results Platform.

# 8. Project Activities

## 8.1. Learning, Teaching, Training Activities

Learning, Teaching, Training activities for staff and students should have been applied for at the application stage. Full information about Learning, teaching, training activities can be found in Annex I 'Specific rules and information relating to Strategic Partnerships in the field of Higher Education' on pages 275 - 281 of the 2020 Programme Guide.

**Important Note:** As a reminder, cultural tourism activities will not be accepted as Learning, Teaching, Training activities.

Learning, Teaching, Training activities are split into three budget categories: Travel, Individual Support and Linguistic Support. Please be aware of the minimum and maximum durations for activities as stated in the table below. All durations below exclude travel days.

Type of activity	Duration
Blended Mobility of learners	5 Days To 2 Months of Physical Mobility
Intensive Study Programmes	5 Days To 2 Months (learners) 1 day to 2 months (teaching staff)
Long-term Teaching or Training Assignments	2 months To 12 Months
Short-term joint staff training events	3 Days To 2 Months

## 8.2. Individual Support

As per Annex III of the grant agreement Individual Support is calculated by multiplying the number of days/months per participant by the unit cost applicable per day/month for the type of participant and for the receiving country concerned. Individual support will cover the the costs of accommodation, insurance, food, and local travel to and from the placement within the host country.

This component of expenditure is paid as a lump sum and all Individual Support must be spent on the participant(s). Please note that participants are only eligible for unit costs per day for the days that they engage in mobility activity.

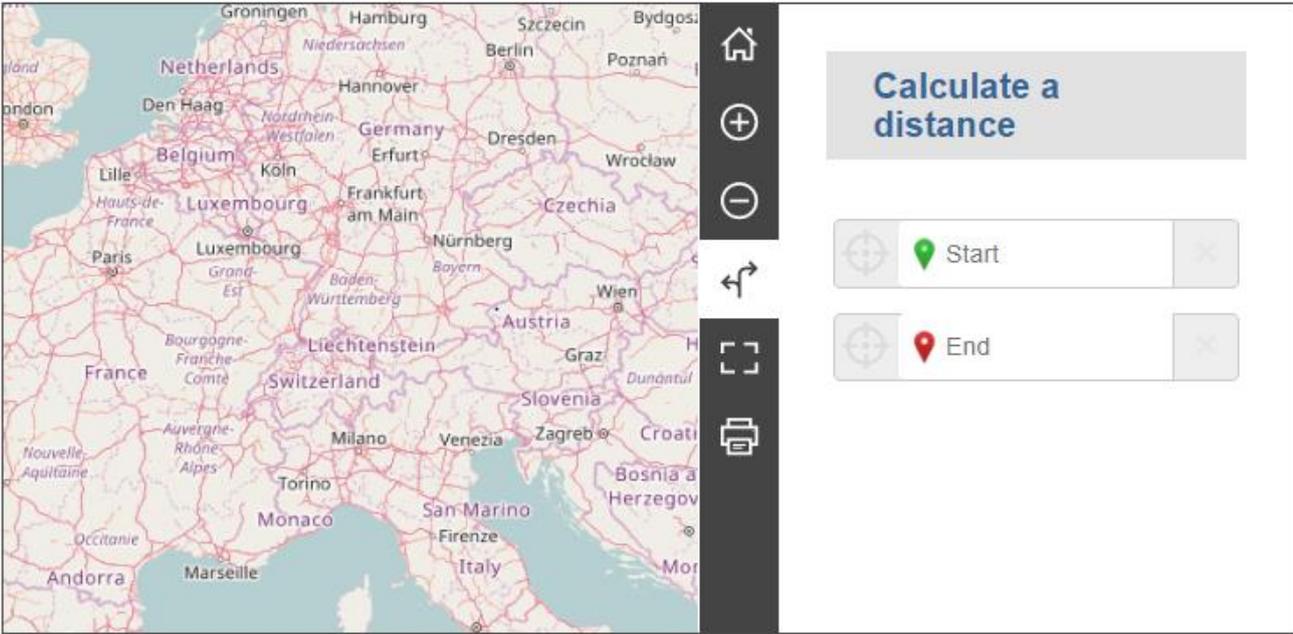
Details of each participant will have to be input onto Mobility Tool+.

## 8.3. Travel

Travel is a contribution to the travel costs of participants including accompanying persons from their place of origin to the venue of the activity and return. This budget category is based on the distance travelled per participant and is defined as the cost of the entire journey from the UK point of origin to the host destination (and return), including transfers. Travel distances are always calculated using the [Distance Calculator](#) supported by the European Commission. Using the calculator, you must indicate the distance of one-

waytravel to calculate the total amount of EU grant that will support the round trip as shown below.

**DistanceCalculator**



Leaflet | © OpenStreetMap contributors | Disclaimer

Travel is calculated according to rates produced by the European Commission. This will be automatically calculated on Mobility Tool+, after you have selected the distance band. Using Mobility Tool+ to add participant data in the Learning, Teaching, and Training Activities tab is a great way to establish how much money each participant is entitled to for travel, by selecting the relevant distance band.

When claiming travel costs, you will need to report the number of participants in each activity on Mobility Tool+, the dates of the activity and enter the appropriate unit cost on the basis of the one-way distance obtained from the European Commission’s online [distance calculator](#). Mobility Tool+ will calculate the grant amount automatically.

**Individual support is not allowed to be awarded for the 0-9KM travel distance band.**

**8.4. Expensive Travel Costs of Participants**

As stated in page 172 of the 2020 programme guide, applicants will be allowed to claim financial support for expensive travel costs under the heading “exceptional costs” (up to a maximum of 80% of the total eligible costs). This would be allowed provided that applicants can justify that the standard funding rules (based on unit costs per travel distance band) do not cover at least 70% of the travel costs of participants. If awarded the exceptional costs for expensive travel replace the standard travel grant.

Exceptional Costs	Expensive travel costs of participants, (for details, see section “what else you should know about this action”).	Real Costs	Expensive travel costs: maximum up to 80% of eligible costs	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form
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## 8.5. Linguistic Support

Linguistic Support is a contribution to the costs linked to the support offered to participants in order to improve their knowledge of the language at the host country. This would only apply for those mobilities that last between 2 and 12 months. On Mobility Tool+, you will need to report which participants received Linguistic Support. You will need to retain supporting documents in the form of proof of attendance to any language courses, invoices for the purchase of learning materials or a declaration signed by the participant, if the partner organisations delivered the linguistic support themselves. Please refer to your Grant Agreement for further details. This budget category may only apply to a small number of projects.

## 8.6. Transnational Project Meetings (TPM's)

Transnational project meetings are for project implementation and coordination purposes. Transnational Project Meetings should not be confused with Learning, Teaching, and Training activities. As per Annex III of your agreement, the venue for Transnational Project Meetings should be held and hosted in the country of one of the project partners. Transnational Project Meetings can also be held at the seat of an institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg, and The Hague). Travel costs for this budget category will be calculated using the Distance Band Calculator. For meeting costs to be eligible under the Transnational Project Meetings budget heading, activities must involve participants from partner organisations from at least two different Programme Countries. When the travel distance for Transnational Project Meetings is less than 100km, it is not possible to claim unit costs.

## 8.7. Intellectual Outputs

Your project will have been awarded a budget to produce Intellectual Outputs. These are tangible deliverables of the project (such as curricula, open educational resources, IT tools, analyses, studies, peer-learning methods, etc.) Any approved Intellectual Outputs will be listed in Annex II of your Grant Agreement and the associated costs are outlined in Annex III. Please note costs associated with Managers and Administrative staff members should be covered under your Project Management and Implementation budget. You will only be able to claim staff costs associated with Managers or Administrators against Intellectual Outputs if this is specified and approved in Annex II of your Grant Agreement.

To be classed as a member of staff, individuals must be employed by your organisation either on a professional or a voluntary basis. In order for costs to be eligible, partners need to be able to demonstrate a formal link (on a professional or voluntary basis) with the person(s) that staff costs are being claimed for. To demonstrate this formal link, you need to keep proof of the nature of the relationship (e.g. employment contracts or volunteer agreements). Please note that people working for the organisation on the basis of a service contract (e.g. translators, web designers, etc.) are not considered as staff of the organisation.

Therefore, their staff time cannot be claimed under Intellectual Outputs. Staff costs incurred by individuals external to the partner organisations belong under the Exceptional Costs budget category and should only be claimed if included and approved in the projects budget.

At reporting stage, you will need to report on Mobility Tool+ the number of days of work for each Intellectual Output per staff category for each partner. As per Annex III of the grant agreement proof of staff time in the form of timesheets will need to be kept and should state the staff members name, the category of staff, the dates and the total number days of work the person has contributed to the Intellectual Output.

## 8.8. Multiplier Events

Multiplier Events are national and transnational conferences (only if hosted by a partner and are relevant to disseminating the project), seminars, events sharing and disseminating the Intellectual Outputs realised by the project (excluding costs for travel and subsistence of representatives of participating organisations involved in the project). Support for Multiplier Events is provided only if in direct relation to the Intellectual Outputs of the project. As per Annex III of the grant agreement proof of attendance in form of a participants list (with name, date, place of the multiplier event and the name and address of the sending organisation) signed by participants will be required.

At reporting stage the coordinator must report on the description of the Multiplier events, the intellectual outputs covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants.

## 8.9. Special Needs Support

Special needs support is the budget category to help fund the additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories 'travel' and 'individual support').

Where costs have been incurred for participant(s) with specific needs, you will need to report the actual costs in Mobility Tool+. You will also need to indicate whether you have been granted this funding or if it is a budget transfer, then detail the type and total cost being claimed. At final reporting stage you will be required to provide invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, as well as the amount, currency and date.

## 8.10. Exceptional Costs

If detailed under Annex II of your grant agreement, any grant awarded under Exceptional Costs can be used as specified in your approved budget. Examples might include subcontracting requirements and costs related to the depreciation of equipment, but please check your specific agreement. For Exceptional Costs, you need to report the actual costs incurred in Mobility Tool+. The UK National Agency will reimburse 75% of the eligible costs actually incurred or €50,000, whichever is the lowest.

# 9. Budget management

## 9.1. Unit Costs and Actual Costs

While your project has been awarded a 'maximum grant amount', this does not necessarily mean that the project will be entitled to receive this full sum. Erasmus+ grants are made up of a combination of unit costs and real costs. Your project will only be eligible for Unit costs and Actual costs for activities that are realised. Annex III Financial and Contractual Rules of your grant agreement details each budget category as per below:

### **A. Calculation of the Grant Amount**

This information details how costs for each budget categories are calculated.

### **B. Triggering Event**

This part details the event that needs to take place in order for your project to be eligible for each cost, e.g. Transnational Project Meetings: To claim the unit cost for a participant, the participant must actually travel and complete the mobility and attend the meeting as approved by the UK National Agency. If the triggering event is not realised, the project would not be eligible for the Transnational Project Meeting unit costs for this participant. The Transnational Project Meeting cost for the participant who did not travel will be removed from the overall project grant budget (unless transferred using the budget category transfer rule as per page 14); either by deduction from the final grant payment, or recovery by way of invoice.

### **C. Supporting Documents**

This part details the supporting documents required for each budget category and what a needs to keep as evidence to prove that the triggering event happened e.g. Transnational Project Meetings: you are required to keep and retain a certificate of attendance per participant as a minimum.

### **D. Reporting**

This details the information you will be required to input into Mobility Tool+.

## 9.2. Unit Costs: The use of lump sums, the reimbursement on the basis of unit costs and the flat-rate financing

Projects are entitled to the unit cost flat rates, provided that a triggering event happens and supporting documentation is retained as evidence. Projects are still entitled to full unit costs (flat rate) even if the ‘real’ expenditure is less. E.g. A project is awarded €575 for one person to travel to a Transnational Project Meeting (distance band 100 and 1999KM). The participant travels and attends the transnational project meeting as planned. The project retains the required supporting documentation e.g. certificate of attendance as evidence that the triggering event happened. Even if the participant actual expenditure is only €500, the project would still be entitled to the full €575 unit costs for attendance to the Transnational Project Meeting. Please see the below example:

<p>Amount <b>spent</b> by participant to attend transnational project meeting</p>  <p>Flight Tickets: €100</p>  <p>Subsistence: €100</p>  <p>Local Travel: €50</p>  <p>Insurance: €20</p>  <p>Hotel: €230</p> <p><b>Actual Expenditure Total = €500</b></p>	<p>Amount project can <b>claim</b> for participant involvement in transitional project meeting</p> <p>Distance Band 100 - 1999. Distance established using <a href="#">Distance Band Calculator</a></p> <table border="1"> <tr> <td rowspan="2" style="vertical-align: middle;">Contribution to unit costs</td> <td>For travel distances between 100 and 1999KM:</td> </tr> <tr> <td><b>575 EUR</b> per participant per meeting</td> </tr> <tr> <td></td> <td>For travel distances of 2000 KM or more:</td> </tr> <tr> <td></td> <td><b>760 EUR</b> per participant per meeting</td> </tr> </table> <p>Supporting documentation retained as evidence and submitted with final report.</p> <p>Unit Cost the project is eligible to claim = €575</p> <p>Actual Expenditure: €500</p> <p><b>Surplus = €75</b></p>	Contribution to unit costs	For travel distances between 100 and 1999KM:	<b>575 EUR</b> per participant per meeting		For travel distances of 2000 KM or more:		<b>760 EUR</b> per participant per meeting
Contribution to unit costs	For travel distances between 100 and 1999KM:							
	<b>575 EUR</b> per participant per meeting							
	For travel distances of 2000 KM or more:							
	<b>760 EUR</b> per participant per meeting							

The left over €75 would be seen as **surplus**. You do not need to transfer this surplus as your project will still be entitled to the full flat rate. In the spirit of the Erasmus+ programme, this surplus should be used to further strengthen the quality of your Erasmus+ project. This principle does not work for budget categories based on Actual costs as we only fund these according to actual expenditure.

Budget Category	Cost Type
Project Management and Implementation	Unit Cost
Transnational Project Meetings	Unit Cost
Intellectual Outputs	Unit Cost
Multiplier Events	Unit Cost
Travel	Unit Cost
Individual Support	Unit Cost
Linguistic Support	Unit Cost
Special Needs Support	Actual Cost
Exceptional Costs	Actual Cost

### 9.3. Actual Costs

The two budget categories, Special Needs Support and Exceptional Costs, are based on the principle of actual costs. 100% of eligible costs under Special Needs Support will be reimbursed (up to the budget category amount awarded) on the condition that invoices and receipts are provided. 75% of eligible costs under exceptional costs will be reimbursed, provided that this does not exceed the budget category amount awarded by the UK National Agency. **Please note that receipts and invoices are required as evidence for real cost expenditure.**

### 9.4. Budget Transfers

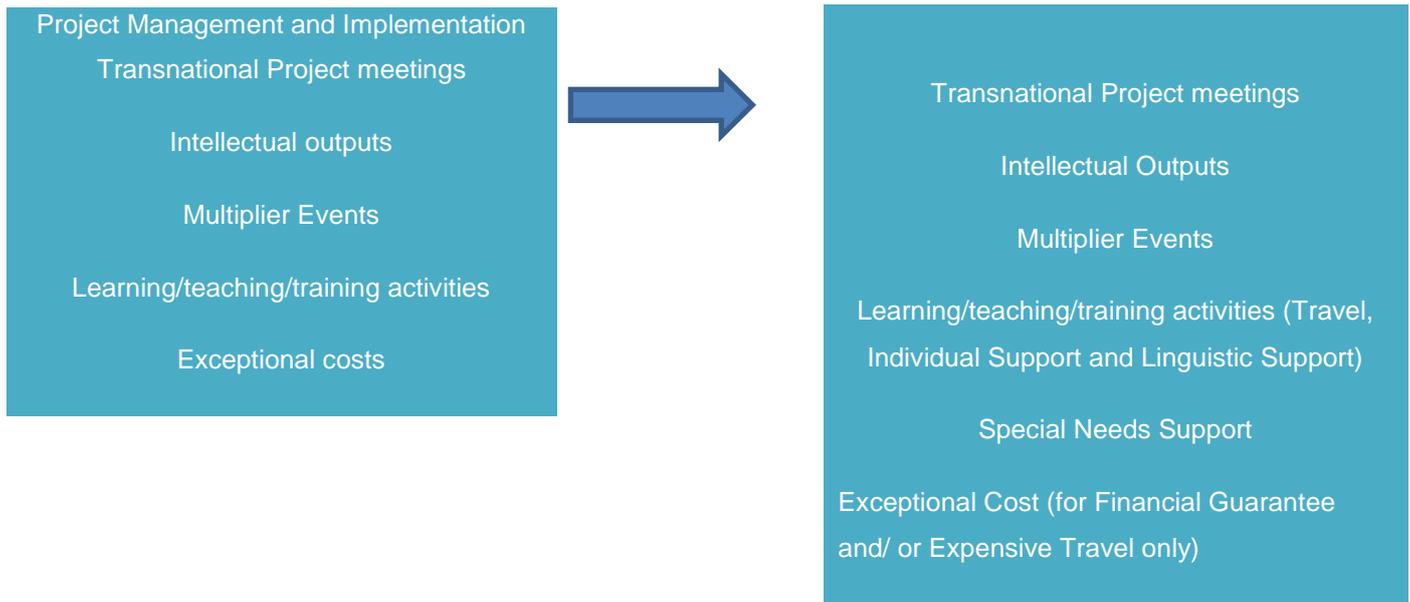
As per article 1.3.3 of your grant agreement, there is some flexibility in regards to transferring funds between the different budget categories, without submitting a formal contract amendment request to the UK National Agency for approval.

**Important Note:** Please read the information in this section and the information in your Grant Agreement (Annex I 1.3.3) in its entirety, and contact us as soon as possible if you have any questions regarding the principle of budget category transfers. It is highly recommended to update Mobility Tool+ as your project progresses. This will assist you with managing your budget, keeping track of unit costs you are eligible to claim for and managing budget category transfers.

It is important to understand that triggering events are needed for a project to be eligible for the associated costs. It is also important to understand that surplus does not need to be budget category transferred.

Below you can see a diagram which demonstrates which budget categories money can be transferred from and to. Please note the principles of triggering events and supporting documentation still stands after budget category transfers have taken place.

As stated in your Grant Agreement, the beneficiary is allowed to transfer funds between the different budget categories resulting in a change of the estimated budget and the related activities described in Annex II of the Grant Agreement, without requesting an amendment of the Agreement as specified in Article I.3.3 of the Grant Agreement, under the conditions that the Project is implemented in accordance with the approved project application and overall objectives described in Annex II, and the following rules are respected:



**You cannot transfer to these two categories:**



**Unit Costs**

- You cannot decrease a budget category by more than 20%;
- You cannot increase a budget category by more than 20%;
- **You cannot transfer money to the Project Management and Implementation category**

**Actual Costs**

- you **can ONLY** transfer to **Exceptional Costs under Financial Guarantee\* or Expensive Travel costs**, in so far as required by the UK NA in Article I.4.2 even if no funds are allocated for Exceptional

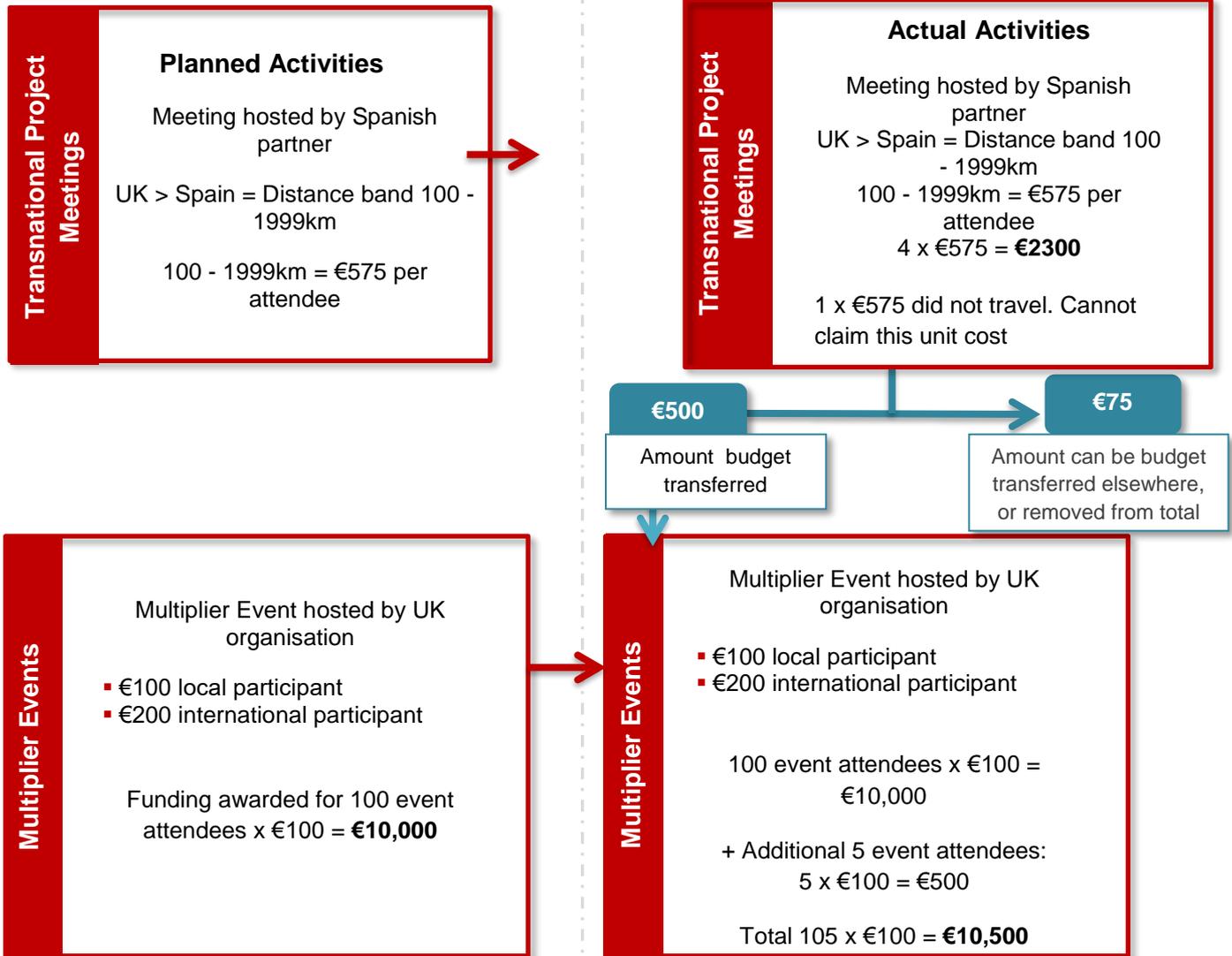
Costs as specified in Annex II. In this instance the 20% cap for increasing the Exceptional Costs category does not apply.

*(\*If the financial capacity is not considered satisfactory, the National or Executive Agency may require any beneficiary which has been awarded a grant exceeding 60 000 EUR to lodge a guarantee in advance in order to limit the financial risks connected with the pre-financing payment. This guarantee can be requested for up to the same amount of the pre-financing payment(s). 2020 Programme Guide, page 266)*

- You cannot transfer money **from** the Special Needs Support budget category but there is an exception that you can transfer **to** this category even if no money was originally granted for special needs support. Please note, the 20% transfer cap does not apply to the Special Needs category.

For a better understanding of possible budget transfers you can check the budget structure of your project in Mobility Tool+.

If there is a transfer from budget category A to category B, then the relevant triggering events are those governing the budget for Category B. The transfer happens before the triggering event, not after. So, for example, if you are granted a unit cost for Transnational Project Meetings, but want to use this cost for a Multiplier Event, additional event attendees would attend the Multiplier Event and they would be reported on Mobility Tool+. It is important however that the difference between the contracted and the reported amounts does not exceed the transfer flexibility defined within your Grant Agreement. The incurred costs must respect the eligibility criteria for the budget category in which they are reported. Please see example below:



Adding activity information into Mobility Tool+ (see screenshot below) can assist you in tracking how much budget your project is entitled to as it progresses. You can see that there are columns which help manage any budget category transfers.

	Budget Transfers (% of Approved Budget)					Current Budget (in Mobility Tool)	% Current/Approved budget
	Approved Budget (by National Agency)	Minimum Allowed After Transfers To Another Budget Item		Maximum Allowed After Transfers From Another Budget Item			
		% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget		
<b>Total Project</b>	33,560.00 €					32,410.00 €	0.00 %
Reduction of EU Grant						0	
Project management and implementation	6,000.00 €	80.00 %	4,800.00 €	100.00 %	6,000.00 €	6,000.00 €	100.00 %
Transnational Project Meetings	8,010.00 €	80.00 %	6,408.00 €	120.00 %	9,612.00 €	6,860.00 €	85.64 %
Intellectual Outputs	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
Multiplier Events	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %

## 9.5. Project Management and Implementation

Eligible costs under this budget category include staff costs for general project management (e.g. planning, finances, coordination and communication between partners, etc.); small scale learning/teaching/training materials, tools, approaches etc. Other eligible costs could include virtual cooperation and local project activities (e.g. class-room project work with learners, organisation and mentoring of embedded learning/training activities, etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.); general project management and administrative tasks (including staff time for these tasks) should be covered under Project management and implementation rather than the Intellectual Outputs budget.

## 10. Reporting

The HEI must show that reported activities have taken place, but it is not required to show details of each item of expenditure, except in the instance of Special Needs Support and Exceptional costs.

You can find more information in Annex III- Financial and Contractual rules which details the types of documentation that are acceptable.

### 10.1. Interim report

All Key action 2 projects are required to submit an “Interim Report” during the lifetime of their project you can find the date this is required in Article I.4.3 of your grant agreement.

For this report you would need to ensure that all activities that have taken place are recorded on Mobility Tool+.

#### **Interim report outcome**

In so far as the interim report demonstrates that at least 70% of the amount of first pre-financing payment has been used, the interim report is considered as a request for a further pre-financing payment. Amount corresponding to 40% of the maximum amount listed in Article I.3.1. of the Grant Agreement.

Where the interim report shows that less than 70% of the previous pre-financing payment(s) has been used to cover costs of the project, a further interim report must be submitted once at least 70% of the amount of the first pre-financing payment has been used, which must be considered as a request for further pre-financing payment. The total of the further pre-financing payment corresponds to 40% of the maximum amount listed in Article I.3.1. of the Grant Agreement.

Where the second interim report shows that the beneficiary will not be able to use the maximum grant amount as specified in Article I.3.1 within the contractual period defined in Article I.2.2, the UK NA will issue an amendment reducing the maximum grant amount accordingly and, in case the reduced maximum grant amount is less than the amount of pre-financing transferred to the coordinator until that date, recover the excess amount of pre-financing from the coordinator in accordance with Article II.26.

**Please note that all reports are to be submitted via Mobility Tool+.**

**Please note;** you can access the Interim report on Mobility Tool+ under the 'Reports' section. Only one person can edit the report at any given time. In order for other contacts on the programme to make changes to the report you would have to click 'Release Draft', contacts should then be able to see the green 'Edit Draft' tab as shown in the screenshot.

## 10.2. Final report

All HEIs are required to submit a final report via Mobility Tool+ at the end of every project. The report will include a narrative report to demonstrate the qualitative aspects of the project implementation in addition to the quantitative data. **The final report must be submitted within 60 days of the project end date (which can be found in Article I.2.2 of the grant agreement).** Mobility Tool+ remains fully open during the reporting period, however, no changes to project records in MT+ will be possible passed the final report deadline. Lead organisations must enter activity and budget information about their project in Mobility Tool+ as the project progresses. Organisations can then begin completing the narrative report. **Please Note: Final reports should not be submitted before the project end date.**

Organisations are required to submit the final report on Mobility Tool+ by the stated deadline in order for the final payment to be paid (upon successful assessment of the final report), i.e. the final report is considered as request for payment of the balance of the grant.

**Important note:** Please ensure that you update your project summary. This is pre-populated from the application form and is therefore in the future tense. The project summary should describe what you have done in the project rather than what you plan to do.

**Failure to report, or report correctly, may result in some or all Erasmus+ funding being withdrawn and a request for recovery being issued.**

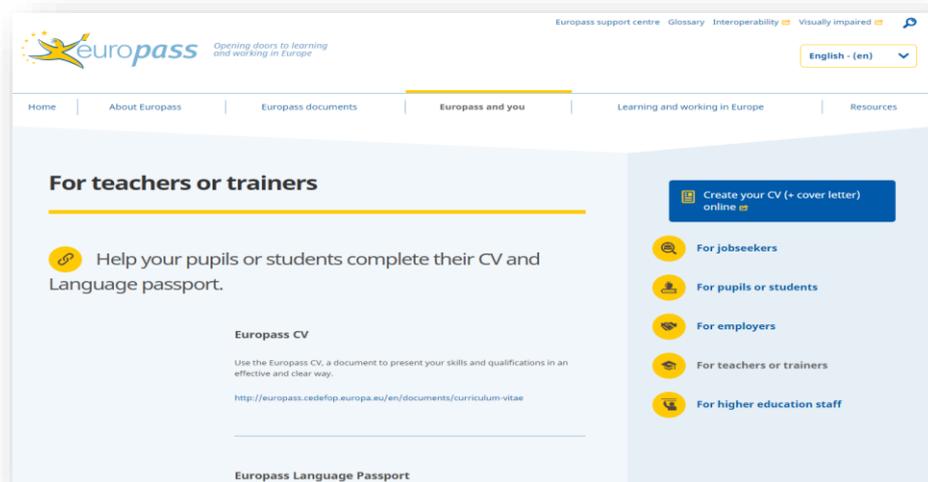
Once a project final report has been submitted, it will be assessed by expert external assessors. You will then receive a final report feedback and score. The final report will be assessed on the basis of quality criteria and scored out of a total maximum of 100 points. If the final report scores less than 50 points in total, the UK National Agency will reduce the final grant amount on the basis of poor, partial or late implementation of the project.

## 11. Validation

It is important that all Learning, Teaching and Training Activities (transnational and domestic) are either formally or informally validated. Accreditation through a course of study is a favourable form of validation but other less formal methods are acceptable. Other acceptable methods include Certificates of Achievement created by the host or beneficiary organisations. Formal forms of validation are as below and should be utilised where possible:

### 11.1. Europass

The UK National Agency recommends that all projects use Europass to validate the participants time on placement. Europass is a European wide initiative which aims to help individuals to present and document their skills and qualifications in a clear and transparent way throughout Europe. Europass consists of five documents, which enables potential employers to understand which subject has been studied, what training has been completed and how much experience has been gained. For further information regarding Europass visit the [website](#).



### 11.2. Continuous Professional Development (CPD)

For staff, it is recommended that placements are validated as part of their Continuous Professional Development (CPD) plan within their home organisation.

## 11.3. Language Validation

The portfolio of Europass documents includes the Europass Language Passport, this is a way of validating the skills gained on placement as well as adding information about other language training (either formal or informal) an individual may have received.

## 12. Impact and Dissemination

Dissemination and exploitation of results is one of the crucial areas of the Erasmus+ programme. You can find specific information about Dissemination in Annex II Dissemination and Exploitation of results - A Practical Guide for Beneficiaries on pages 314 - 317 of the [2020 Programme Guide](#).

**Tangible** impact and results may include:

- an approach or a model to solve a problem;
- a practical tool or product such as handbooks, curricula, e-learning tools;
- research reports or studies;
- good practice guides or case studies;
- recognition certificates;
- evaluation reports;
- newsletters or information leaflets.

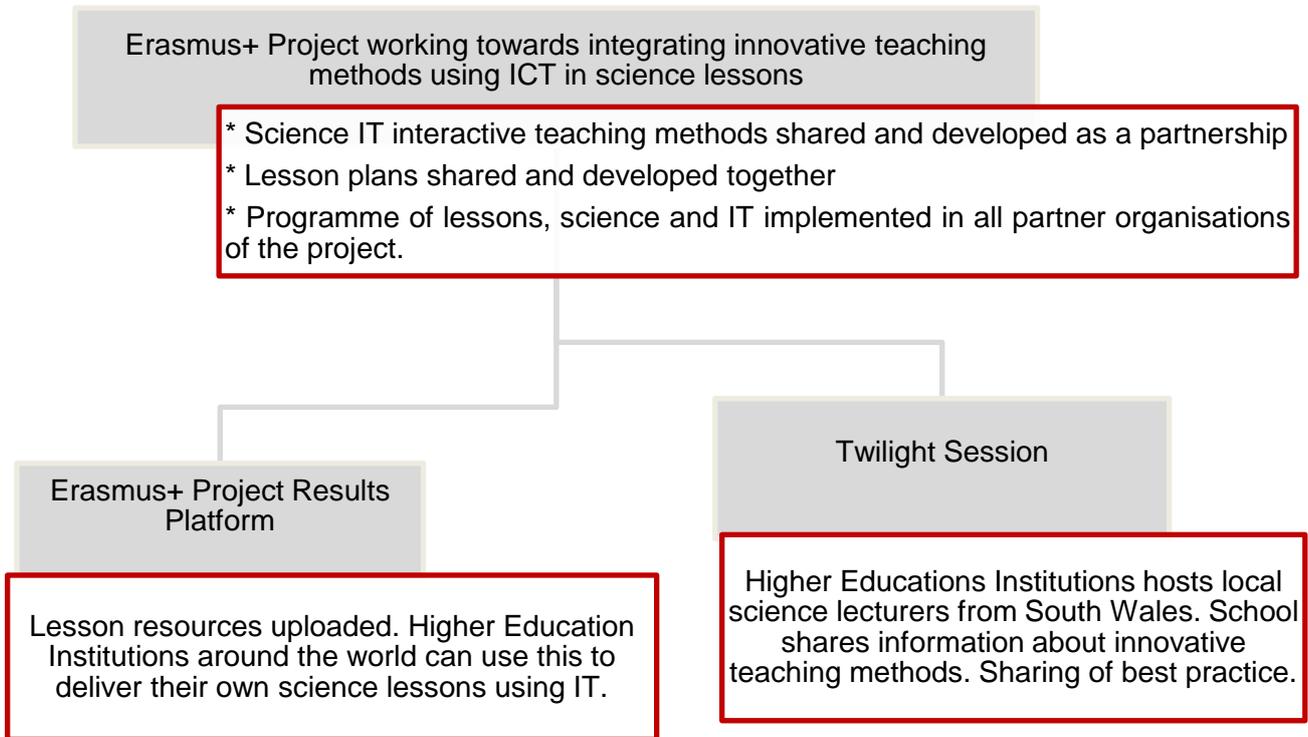
**Intangible** impact results may include for example:

- knowledge and experience gained by participants, learners or staff
- increased skills or achievements;
- improved cultural awareness;
- better language skills.

### 12.1. What is dissemination?

Dissemination is a plan process of providing information on the results of you project. It involves spreading the word about your project's results, successes and outcomes as far as possible. Dissemination is an essential part of all Erasmus+ funded projects and should raise awareness about your project, its activities and highlight the outcomes of the project. Participants, beneficiary organisations and host organisations should all be included within the project's dissemination activities. You should refer to the dissemination plan outlined in your application form, which should cover why, what, how, when, to whom and where the dissemination of results will take place.

Dissemination should be considered throughout the project, should be linked directly to the project's evaluation process and should take place both during and after the funding period. Dissemination consists of both concrete (tangible) results as well as of skills and personal experiences that both project organisers and participants to the activities have acquired (intangible results). Please see the following diagram:



For projects involving staff, it is particularly important that participants individually disseminate their findings, across both formal and informal networks upon their return from their mobility. Good practice and lessons learnt should be implemented within the participants' own organisation and through wider local, regional, national and/or European networks.

Projects that produce good results on a participant level and on a wider scale may be used as case studies on the Erasmus+ website and in other media. This can be another way of disseminating the results and impact that your project has on the participants, organisation and wider community. If possible, it would be beneficial not only to send written information to us, but also, photographic evidence and/or videos of the participants on placement.

## 12.2. Impact+ Tool

The UK National Agency has developed the Impact+ Exercise to help applicants and projects think about what their impact could be and how to measure it. To find out more about the Impact+ exercise please see the website [here](#).

## 12.3. Using the Media and Press

International activity can provide interesting stories for the media, and Erasmus+ offers lots of opportunities for this. There is good scope for you to secure coverage in local and regional media for your activity. Coverage in your local paper, or on a local radio or TV station, allows you to share your successes with a wider audience and can provide good publicity for your organisation. Promoting Erasmus+ in the media also raises awareness of the programme among other organisations so that they can reap the benefits of international activity too.

## 12.4. Supporting Documentation

To support your report you are required to produce supporting documentation as evidence for certain aspects of your grant. Supporting documentation must be annexed with your final report. Failure to produce supporting documentation for a mobility or unit cost could make the mobility or unit cost ineligible for funding. Information about the supporting documentation required can be found in your Grant Agreement in Annex III. Some templates can be found on the '[Manage Your Grant](#)' webpage of our website.

**Important note:** You should ensure that the costs incurred as part of your Erasmus+ project are considered eligible in accordance with your project Grant Agreement. You must also ensure that expenditure is substantiated by adequate supporting documents that can be produced in the context of the checks or audits as described in your Grant Agreement.

Specific information about the supporting documentation that your organisation is required to retain for each budget category of your grant can be found in your project Grant Agreement.

We would like to remind you that your organisation should also keep evidence of all project expenditure. Keeping evidence of project expenditure by way of receipts and invoices is not only good practice but may be required in evidence should your project be subject to your organisation's internal audits or external audits associated specifically with your Erasmus+ project.

It is advisable to keep as much original information and evidence as possible in a project file. This will facilitate a smooth handover should your Erasmus+ project coordinator change during your project lifetime, and also help your organisation complete the narratives of its Erasmus+ final report when the time comes.

## 12.5. Certificates of Attendance

Please ensure that all participants who travel abroad as part of the project return a Certificate of Attendance to your organisation. This is a **mandatory document** that will need to be attached to your final report as proof that Transnational Project Meetings and Learning, Teaching, Training Activities took place. You are

free to use the [certificate](#) on our website as a template, or you can produce your own, provided it contains the relevant information needed as stipulated in your Grant Agreement. Template supporting documentation can be found on the '[Manage Your Grant](#)' webpage of our website. Participants undertaking structured courses must also retain their course fees invoice in addition to the Certificate of Attendance.

Please check your Grant Agreement to ensure that any course fees invoice details the required information on it.

## 13. Monitoring Activities

The UK National Agency is required under its contract with the European Commission to undertake monitoring activities, audits and checks on a representative sample of organisations each year. The checks vary in scope and depth according to the kind of check performed. These checks are carried out to ensure that the management of the Erasmus+ Programme is satisfactory and within the terms of the Grant Agreement and programme rules.

Beneficiaries are accountable to the UK National Agency for the implementation of the project, for the use of funds received and for the amounts paid to participants. Therefore, beneficiaries should ensure that appropriate reporting and monitoring procedures are in place. Beneficiaries must gather and retain all necessary information and documentary evidence, which demonstrates clear and transparent management of the project as this may be inspected by the European Commission.

Please refer to section VI. of Annex III – Financial and Contractual Rules for a full list and description of National Agency checks.

## 14. Contact Us

The Erasmus+ Team for Higher Education is on hand to help you with any queries you may have regarding your Key Action 203 project. You can [contact us](#) via the following channels:

### **Erasmus+ Email**

For project related enquiries you can contact us via: [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

### **Erasmus+ Help Line**

+44 (0)161 957 7755. Our helpline is open Monday – Friday 09:00 - 17:00 (UK time).

## 15. Social Media

Keep up-to-date with the Erasmus+ programme by connecting with us through our social media channels. We advertise events, deadlines and further information through the following channels:



Sign up to our newsletter

[www.erasmusplus.org.uk/subscribe-to-our-newsletter](http://www.erasmusplus.org.uk/subscribe-to-our-newsletter)



Follow us on Twitter:

@erasmusplusuk / [www.twitter.com/erasmusplusuk](http://www.twitter.com/erasmusplusuk)



Like us on Facebook:

[www.facebook.com/ukerasmusplus](http://www.facebook.com/ukerasmusplus)



View our YouTube channel:

[www.youtube.com/erasmusplusuk](http://www.youtube.com/erasmusplusuk)

## 16. Next Steps and Other Opportunities

### 16.1. British Council Knowledge Centre

British Council Knowledge Centre is a resource where Higher Education Institutions can find International Higher Education reports, research, videos and blog. The Knowledge Centre conducts research and analysis, providing evidence to shape the global policy level debate around issues facing international research and higher education.

This vision and understanding of the international higher education landscape informs the strategies of institutions by highlighting global trends and emerging opportunities. There are different themes that can be explored, including innovation and industry, talent development and employability, national strategies and policies, partner collaboration and student mobility, among others.

### 16.2. International Higher Education

The International Higher Education team uses their expertise in higher education to build trust and understanding with other countries.

The International Higher Education team aims to support the capacity and capability of governments, institutions and individuals in the UK and other countries to take an active role in developing their country, their community and themselves.

## 16.3. International Higher Education Digest

Subscribe to the International Higher Education Digest to keep up-to-date with all British Council news, opportunities, events and reports on international higher education. You can subscribe to the International Higher Education Digest by clicking [here](#).

## 17. British Council Going Global

Going Global is a conference for leaders of international education to debate the future of further and higher education. Participants include but are not limited to:

- University vice-chancellors, presidents, rectors and their advisers
- College principals and their advisers
- Ministers and government representatives – central, regional and local
- Journalists – press and media
- Policy and strategy makers and their advisers
- Professional and trade bodies working in international education
- Those with a responsibility for internationalisation

The Going Global conference:

- provides a unique platform for knowledge sharing
- connects local, national, regional and global agendas
- provides a global network for policy makers and practitioners working in the field of international education
- supports evidence led policy decisions deriving from research and regional policy dialogues
- supports global thought leadership

The Going Global Conference has a different theme and is held in a different location each year. If you would like to learn more about Going Global, please click [here](#).

## 18. Euraxess – Researchers in Motion

EURAXESS - Researchers in Motion is a unique pan-European initiative providing access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it. It also supports researcher mobility and career development, while enhancing scientific collaboration between Europe and the world.

EURAXESS is a unique European Research Area (ERA) initiative providing access to a complete range of information and support services for European and non-European researchers wishing to pursue research careers in Europe. It offers access to the job market; assists researchers in advancing their careers in another European country and supports research organisations in their search for outstanding research talent. EURAXESS is a truly pan-European initiative, supported by 40 participating countries across Europe.

The EURAXESS portal is composed of four main sections devoted to four specific initiatives for researchers:

- EURAXESS Jobs is a stress-free recruitment tool where no charges apply.
- EURAXESS Services is a network of more than five hundred Service Centres located in 40 European countries.
- EURAXESS Rights provides all information regarding the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which aim at setting out rules and obligations of researchers, their employers and funders, as well as transparent and fair recruitment procedures through the Human Resources Strategy. Besides, information about Entry conditions as well as social security and pensions.
- EURAXESS Links is a networking tool for European researchers working outside Europe and non-European ones wishing to collaborate and/or pursue a research career in Europe.

For more information about Euraxess, click [here](#).

## 19. Useful Links

- [UK National Agency website](#)
- [European Commission Erasmus+ website](#)
- [Mobility Tool+](#)
- [Organisation Registration System EC Distance Calculator](#)
- [Mobility Tool+ Guidance](#)
- [Europass website:](#)
- [Erasmus+ Projects Results Platform](#)
- [Euraxess](#)

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