

Key Action 1 (KA1) Guide for Applicants

Mobility for Higher Education Students and Staff to Programme Countries

Deadline: 11am (UK time) on Thursday 1 February 2018

Version 2: 15 January 2018

This document is Version 2 of the guidance notes for the 2018 Call for Key Action 1 Mobility for Higher Education Students and Staff to Programme Countries

It has been produced by the Erasmus+ UK National Agency to support you in completing and submitting your application.

Any previous documents relating to the 2014, 2015, 2016 or 2017 Programme Guide should be ignored for the 2018 call.

Overview of changes to the guidance

This document is version 2 of the 2018 KA103 application guidance. 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	Updated example of how to complete student activities on application form	13

Table of contents

Key Action 1 for Higher Education	4
Before you begin	5
1. Read more about this type of project	5
2. Check that you are an eligible organisation	5
3. Read about operational and financial capability	6
3.1 What is operational capacity?	6
3.2 What is financial capacity?	6
3.3 What kind of bank account does my organisation need to receive Erasmus+ funding?	7
4. Register on the European Commission's Participant Portal	7
5. Upload or update the Legal Entity and Financial Identification Form	7
6. Ensure you understand the quality criteria against which your application will be assessed	8
When will the results be notified?	8
Where to find more help and advice	9
Step-by-step guide to completing the application form	9
Context	9
Applicant Organisation	10
Mobility Activities	12
Annexes	14
Checklist	14
Submission	15
After submitting your application	17

Introduction to Key Action 1: Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work;
- focus on young people.

Under Key Action 1 organisations can apply for funding to run mobility projects. These projects enable organisations to offer structured study, work experience, job shadowing, training and teaching opportunities to staff and learners.

Key Action 1 for Higher Education

UK Higher Education Institutions (HEIs) can apply for student and staff mobility funding under Key Action 1. Each project can last either 16 or 24 months and HEIs can apply for funding to support any of the following mobility activities within a project:

Student Mobility

- Study period in a programme country abroad lasting three to 12 months (or one academic term/trimester);
- Traineeship (work placement) abroad lasting two to 12 months.

Recent graduates may be supported to undertake a traineeship but they must be selected by their HEI during their last year of study and the traineeship must take place within 12 months of graduating.

Staff Mobility

- Teaching periods – HEI staff or staff from enterprises deliver teaching at another HEI abroad;
- Training periods – staff undertake a training event or undergo job shadowing/observation/training in a relevant organisation abroad.

Staff mobility activities can last from two days to two months, excluding travel time. Those minimum two days must be consecutive. Teaching staff must complete 8 hours teaching per week (or any shorter duration).

Who is this guide for?

This step-by-step guide is to help UK HEIs complete the 2018 Erasmus+ Key Action 1 Learning Mobility of Individuals application form.

This guide is for HEIs who are considering applying for funding for mobility projects for students or staff. If you wish to apply for funding for a mobility project in another field, or for a Key Action 2 or Key Action 3 project, please see the [Apply for Funding](#) page on the UK website.

We recommend that, as a minimum, you consult the following documents to help you complete your application:

- The [2018 Erasmus+ Programme Guide](#);
- The European Commission's [Technical Guidelines](#)

Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about this type of project.
2. Check that you are an eligible organisation.
3. Read about organisational and financial capacity.
4. Register on the European Commission's Participant Portal.
5. Ensure you understand the quality criteria against which your application will be assessed.

1. Read more about this type of project

We recommend that you read the relevant sections of the UK Erasmus+ website and the European Commission's Erasmus+ [Programme Guide](#) to find out more about Key Action 1 (KA1) for higher education. For Key Action 1 higher education applications the relevant sections are:

- The [higher education mobility page](#) of the UK website.
- Pages 7-23, 32-48 and pages 264-269 of the Erasmus+ [Programme Guide](#).

2. Check that you are an eligible organisation

To be eligible to apply for Erasmus+, Higher Education Institutions (HEIs) must have an Erasmus Charter for Higher Education (ECHE). To check if your institution holds a valid ECHE, please see the updated [list of awarded ECHEs](#).

Consortia managing HE mobility under Erasmus+ KA1 must have a Consortium Certificate before they can apply for any Erasmus+ funding.

You may apply for the Consortium Certificate at the same time as applying for KA1 funding; see the Erasmus+ Programme Guide pages 32-48, especially pages 39-41. Your consortium application will be assessed and then, if it is approved, your KA1 application will be assessed for funding. If your Consortium Certificate application is not successful, your KA1 HE application will be automatically ineligible.

All applying organisations must be based and registered in the UK. For more information, please see the eligibility criteria for higher education Key Action 1 projects on page 34 of the Programme Guide.

Please note that, with limited exception, Sole Traders, Partnerships and Unincorporated Associations are not eligible to apply for funding in Erasmus+.

3. Read about operational and financial capability

3.1 What is operational capacity?

For more information on operational capacity, see page 248 of the [2018 Programme Guide](#). Note: for HEIs, organisational capacity is assessed through the ECHE.

The National Agency will limit the number of live projects an organisation manages at any one time if there is no evidence of sufficient operational capacity to successfully deliver them.

3.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities.

A formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60,000 euro.

In all other cases, you must demonstrate that they have suitable reserves or income to deliver the project successfully.

You must therefore provide a set of accounts, in accordance with relevant UK legislation, not more than 15 months old, on the deadline date of the round to which you are applying.

The accounts should show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors) which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

Important note:

Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

3.3 What kind of bank account does my organisation need to receive Erasmus+ funding?

All grants are paid in Euros. It is strongly recommended that you use a Euro bank account to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account. **It is important that the name of your bank account matches the name of your organisation or the name of your group**, so that we can make payments to you. If this is not possible please contact British Council to discuss your options.

4. Register on the European Commission's Participant Portal

Registration on the [European Commission's Participant Portal](#) is compulsory and you will not be able to submit your application if you have not registered your organisation. If you have previously registered prior there is no need to re-register.

Please note that both the applicant organisation and partner organisations must have registered on the European Commission's [Participant Portal](#) before completing an Erasmus+ application form.

The Participant Portal is accessible via an individual's ECAS account. A video guide on how to register on ECAS together with a Participant Portal User Manual is on our [website](#).

5. Upload or update the Legal Entity and Financial Identification Form

Organisations will need to upload or update evidence of their legal status via a [Legal Entity form](#) and a completed [Financial Identification form](#).

Important note: Please note that any information included in the Legal Entity Form and Financial Identification Form must match details in the application form and Participant Portal.

Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the organisation's details will feed through automatically.

Useful tip: If your HEI has participated in other European Commission-funded programmes, particularly within research, you may already have a PIC, in which case please do not create a new one.

Please see the Erasmus+ [Programme Guide](#) page 244, Part C Information for Applicants, which contains detailed guidance on how to complete these steps.

6. Ensure you understand the quality criteria against which your application will be assessed

Please ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines. Remember to proof-read your application.

Your application should reflect your institutional strategy, as set out in your ECHE. Your project will be monitored against the requirements and standards set out in that document.

All applications then go through the following processes:

1. A formal eligibility check undertaken by the UK National Agency (NA) (as detailed in the application form).
2. The allocation stage. When allocating your grant, the NA will take into account:
 - the number of mobilities you have applied for;
 - the overall available budget for grants. This budget is allocated to the NA by the European Commission;
 - your past performance.

For applications for a Consortium Certificate, there will be a qualitative assessment undertaken by external experts selected for their experience and knowledge of higher education. Please see the [Programme Guide](#), page 39-41 for the quality criteria against which consortium applications will be assessed.

Important note: Please note that institutions can submit only one application for Key Action 1. In the case that any duplicates or additional applications are submitted, the most recent application will be considered the single application for that institution.

When will the results be notified?

Key Action 1 applicants will receive a notification of awarded decision within four months of the application deadline. For further information on the project life-cycle deadlines and payment modalities, please see page 257 of the [2018 Programme Guide](#).

Funding results for successful projects will also be published on the [Funding Results](#) page of the Erasmus+ website.

Where to find more help and advice

For further information, please refer to the [Apply for higher education student and staff mobility funding](#) section on our website.

The Erasmus+ team at the British Council are here to help you with any queries regarding your higher education application. You can contact us by phone on 029 2092 4311 or by email at Erasmus@britishcouncil.org.

Important note: The Erasmus+ HE Helpdesk is particularly busy before an application deadline. While the National Agency will try to answer and solve your queries, it is always recommended to start completing your application well in advance of the deadline to avoid any unforeseen issues.

Step-by-step guide to completing the application form

For the 2018 call for applications for Key Action 103, beneficiaries must complete a web form and submit the web form through the European Commission's application portal. The application form can be found [here](#) under the 'Open Calls' tab.

The application form for Key Action 103 is shown under 'Higher Education student and staff mobility within programme countries'. You must click 'Apply' to access the form. Once started, the application will be available under the 'My Applications' tab.

Guidelines explaining the web application process can be found [here](#). You can find guidelines on completing web forms for the 2018 call for applications [here](#).

Context

This section consists of fields containing information specific to the application being made. In the top right hand side, the following information should be shown:

Call 2018 Round 1 KA1 - Learning Mobility of Individuals

KA103 - Higher education student and staff mobility within programme countries

FormId KA103-5D940DCD Deadline (Brussels Time) 01 Feb 2018 12:00:00

Please note, the Form ID will be unique to your organisation's application form.

The following fields will then be shown and must be completed:

Project Start Date: All projects start on 1 June 2018 (automatically populated)

Project Total Duration [months]: Select **16** or **24** months. The project duration is the total duration for your whole project and not just the proposed activity durations. The overall project duration will need to encompass all project-related activities from promotion and recruitment through to evaluation and dissemination.

Project End Date: **Automatically populated** based on Project Duration [months].

- End date for 16 month projects: 30-09-2019
- End date for 24 month projects: 31-05-2020

National Agency of the Applicant Organisation: UK01 should be selected

Language used to fill in the form: English (for all applications to the UK National Agency)

Applicant Organisation

Before completing this section of the form, you must register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number. Please refer to page 7 of this guide for further information.

You will be asked **Are you applying on behalf of a consortium?** Select 'Yes' or 'No' from dropdown menu. If you select 'Yes' and your organisation holds valid Higher Education Mobility Consortium Accreditation, you will be able to select the accreditation reference for your organisation under the dropdown list for **Accreditation Reference**. Please note, you must input your organisation's PIC under **Applicant Organisation** in order for the information to show.

Important note: Once awarded, the Consortium Certificate provides accreditation for three consecutive calls. Therefore, if you applied under the 2014 or 2015 call, you will need to apply for this accreditation again.

As a minimum, you will need to create a draft of the KA108 Consortium Accreditation before selecting the accreditation reference from

If no valid Higher Education Mobility Consortium Accreditation (KA108) is in place for the PIC, you will be shown the following message:

⚠ There is no valid Higher Education Mobility Consortium Accreditation (KA108) or draft accreditation applications (KA108) for Call 2018. Please create a draft accreditation (KA108) for Call 2018 to be able to select it as Accreditation Reference below

Therefore, you will either need to create a draft KA108 application or submit an application for a KA108 application. The application form is available [here](#) under 'Accreditation of Higher Education mobility Consortia'.

If you select 'No', a section regarding **the Erasmus Policy Statement** will appear, along with the following question: **Please provide the link to the webpage where your Erasmus Policy Statement is published**, which you must complete with the relevant link.

You must enter your organisation's PIC number into the application form under **Applicant Organisation**. Once entered, the fields in this section will automatically populate your organisation's information.

If a  symbol appears after inputting your PIC, this means that some mandatory information has not been provided. You can resolve this by clicking the  on the right hand side screen, as below:

PIC	Legal name	Country	
 949701296	Demo Organisation Ltd.	Belgium	

After clicking the  symbol, you will be shown the option to 'Reset PIC Data' or 'Organisation Details'. If you clicking on 'Organisation Details', you will be taken to a new screen where the missing sections will be shown as below:

[Applicant Organisation](#) / [Applicant Organisation Details](#) | Details |  Profile  Accreditation  Associated Persons

Click each section with a  symbol next to it and you will be taken to the relevant section to provide the mandatory information that is missing.

If the required information for the Legal Representative and Contact person is missing, click  and you can type all the required details in. Your organisation can list only **one Legal Representative**, but up to **three** people as a '**Contact Person**'.

You can continue to edit the application organisation details by clicking 'Applicant Organisation Details' as below:

[Applicant Organisation](#) / [Applicant Organisation Details](#)  Associated Person

Once this section is completed a  symbol will appear next to 'Applicant Organisation' on the left hand side of the screen. You **must** ensure any sections with a  are completed before

continuing. Once done, you can click on the ‘Mobility Activities’ to proceed with the application.

Important note: The pre-populated information entered into this section of the form will be based on the information provided during the PIC registration process. If there are any changes to the information originally provided, you should log onto the [Participant Portal](#) and update the information accordingly

Mobility Activities

You must enter the total duration of all requested student mobility periods in **full months** and **extra days** and of all requested staff mobility periods in **days**.
Important note: Please note, the European Commission considers **one month** to be **30 days**.

Important note: You will only be able to add one activity type once. Therefore, you will need to add each mobility type in one row e.g. you will only be able to select Student mobility for studies between Programme Countries from the drop down once and therefore **all** students being sent on study mobility must be listed in one row.

ADD ACTIVITY

To add an activity click the **ADD ACTIVITY** button.

The following will then appear:

ID	Activity type	No. of Participants	Total duration (full months)	Total duration (extra days)	Total duration (days)
A1					
Total		0	0	0	0

To add activities, click on the  icon (circled above) and select ‘Activity Details’ (if you have added an activity in error, you can select the ‘Delete Activity’ button).

Please complete the details of all anticipated mobilities to Programme Countries as accurately as you can, from 1 June 2018 to the selected end date of your project.

Drop down menus allow you to choose the type of mobility: student study or traineeship, staff teaching or training. You will then need to fill in the numbers and duration for each type of mobility for all participants of that mobility type. The duration input is the total for all participants as indicated under ‘No. of Participants’ and must be cumulative (please see examples for student and staff mobility below).

Student mobility example:

If an organisation was sending 20 students on study placement for 10 months each and 9 students on traineeship for 4.5 months each, the duration would be calculated as follows:

$$20 \times 10 \text{ months} = 200 \text{ months (study)}$$

$$9 \times 4.5 \text{ months} = 40.5 \text{ months (40 months and 15 extra days) total duration}$$

ID	Activity type	No. of Participants	Total duration (full months)	Total duration (extra days)	Total duration (days)	
A1	<input checked="" type="checkbox"/> Student mobility for studies between Programme Countries	20	200	15	6015	
A2	<input checked="" type="checkbox"/> Student mobility for traineeships between Programme Countries	9	40	15	1215	
Total		29	240	30	7230	

Useful Tip:

For students, you will only be able to insert figures under 'Total No. of Participants', 'Total Duration (full months)' and 'Total Duration (extra days)'.

For staff, you will only be able to insert figures under 'Total No. of Participants' and 'Total Duration (days)'.

Staff mobility example:

If an organisation was sending a total 3 staff members for 27 days each for teaching and 6 staff for 36 days each for training , the duration would be calculated as follows:

$$3 \times 27 \text{ days} = 81 \text{ days (teaching)}$$

$$6 \times 36 \text{ days} = 216 \text{ days (training)}$$

ID	Activity type	No. of Participants	Total duration (full months)	Total duration (extra days)	Total duration (days)	
A1	<input checked="" type="checkbox"/> Staff mobility for teaching between Programme Countries	3			81	
A2	<input checked="" type="checkbox"/> Staff mobility for training between Programme Countries	6			216	
Total		9	0	0	297	

Please note that the accuracy of your application numbers may affect your grant in subsequent years. When allocating funds, the UK National Agency may analyse past performance.

To add another mobility type, select 'Add Activity' and follow the process as above again. If you

wish to remove an activity type click  and select **Delete Activity**. This will delete all of the information for the activity in the row you have selected.

Share of staff mobility for specific training: This section will only show if 'Staff mobility for training between Programme Countries (HE-STT-P) or Staff mobility for teaching between Programme Countries (HE-STA-P)' has been selected in the Activities' Details table.

Please input the percentage figure of staff mobility activities dedicated to training in pedagogical and/or curriculum design skills out of all Erasmus+ higher education staff mobility activities requested.

You should input this percentage to the best of your knowledge. You could, for example, base this on previous applications for staff mobility made by staff in your university or contact the departments in your university that will be sending staff under the Erasmus+ project. You will not be penalised if you send more or less than the percentage of staff as indicated in this question.

Annexes

The following documents need to be annexed to the application form:

- The **Declaration of Honour** signed by the Legal Representative as named in your application under 'Applicant Organisation'. To download the Declaration of Honour, click [DOWNLOAD DECLARATION OF HONOUR](#). This will save a copy to your computer, which you can then print so it can be signed by your organisation's Legal Representative. When you are ready to upload the Declaration of Honour, click [ADD DECLARATION OF HONOUR](#) and you can select the document from your computer.

To attach any other documents you feel to be relevant, click the [ADD FILE](#) button on the right hand side of the box displayed. This will then open an additional window which will allow you to browse files on your computer and upload them.

Please note that only .pdf, .doc, .docx, .xls, .xlsx, .jpg, .txt, .odt, .ods, .cdoch, .ddoch, .bdoch files can be submitted electronically with an application; no other files will be accepted. A file which has been added in error can be removed by clicking the  button to the right of the document name.

Checklist

Before submitting your application, please make sure that it fulfils the all of the requirements listed in the 'Checklist' section of the application form. You will need to check all of the boxes as shown below:

Before submitting your application form to the National Agency, please make sure that:

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: UK01 (UNITED KINGDOM)

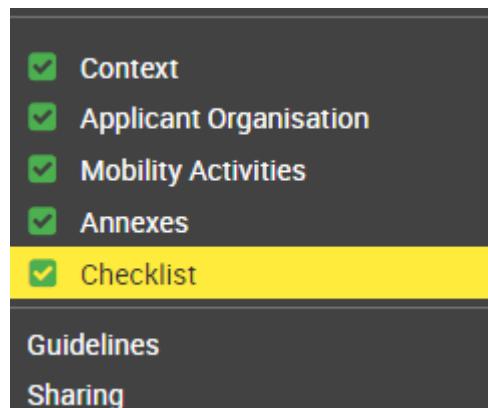
You will also need to check the box showing under Data Protection Notice at the bottom of the screen which shows:

- I agree with the Data Protection Notice

Submission

Important note: You should submit your application **only** when you are happy with the finalised version. You need to ensure that your computer is connected to the internet in order to submit your application.

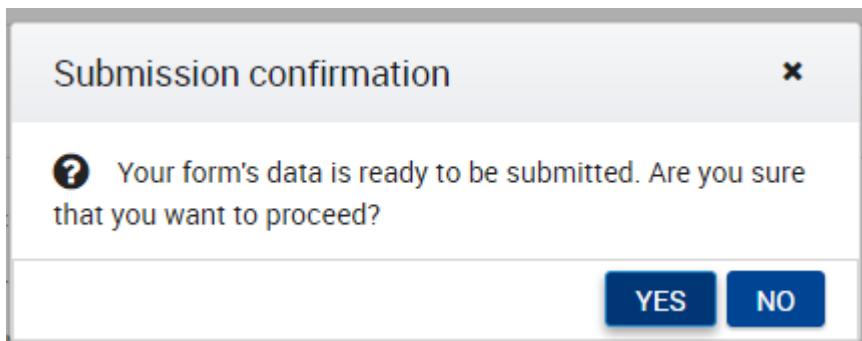
Once all sections of the form are complete, the top left hand side of the application will show as follows (the yellow highlighting will vary depending on which section you are viewing):



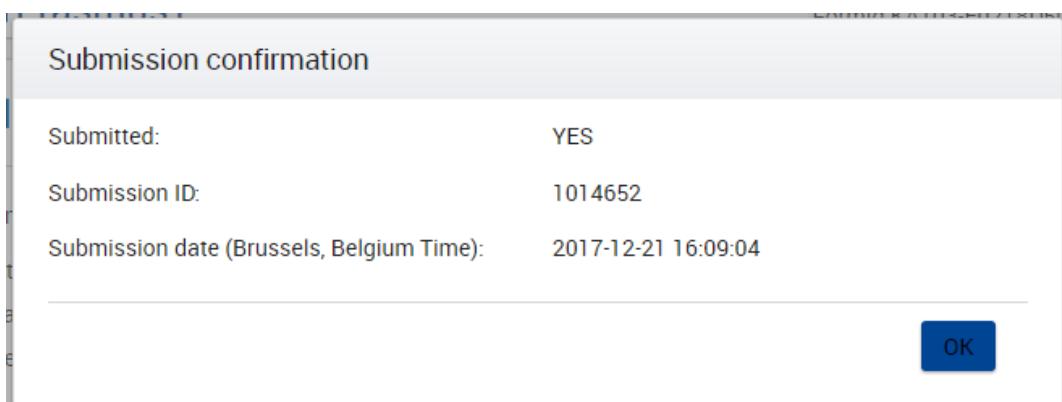
SUBMIT

You can then select to submit the application form clicking **SUBMIT** at the bottom of the page. You **will not** be able to click the 'Submit' button until all sections of the web form are complete.

Upon clicking 'Submit' the following screenshot will appear:



If you click 'Yes', the screen will show that the application is being submitted and the following will appear. Please make a note of your Submission ID as this will be the number used to locate your application in the event of any questions:



The deadline for applications is **1 February 2018 at 11am UK time**. If you submit your application after this deadline, and the alternative submission procedure outlined below is not completed in time, **your application will be made ineligible**.

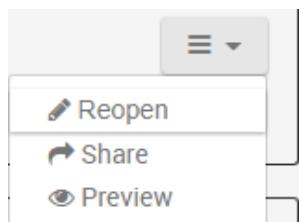
More information on the submitting an application can be found [here](#). Under section 3 of this document entitled 'Late submission of the application', you can find details of the submission procedure in place if you are unable to meet the deadline **due to a technical error**.

Please note: It is not normal practice for the National Agency to accept late applications. We therefore recommend that organisations aim to complete and submit applications well in advance of the deadline.

After submitting your application

Once you have submitted your application, you will be able to access the submitted version of the document under the 'My Applications' tab of the European Commission's website [here](#) (you must log in using the EU login used to submit the application).

You can use the button on the right hand side of the screen to do the following:



All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest-scoring applications are selected, based on the budget available.

Applicants will be informed of the outcome by email and grant agreements will be issued to successful applicants.

If you have any queries, please contact the Erasmus+ HE Helpdesk:

Tel: 02920 924311

Email: Erasmus@britishcouncil.org

By using this document, you accept this disclaimer in full. This guidance document has been produced solely for guidance by UK KA103 project beneficiaries and no other reason and therefore should not be relied upon by any third party. The content of this document is not advice and should not be treated as such. Neither the United Kingdom National Authority function for the Erasmus+ programme (the "National Authority") nor the United Kingdom National Agency function for the Erasmus + Programme (the "National Agency") nor any person acting on their behalf may be held responsible for the use which may be made of this guidance document and any information contained in this document. The National Authority and the National Agency have not verified, nor do they make any representations or assurances as to, the quality, nature of, efficacy or otherwise of this document or as to the accuracy, completeness or adequacy of any information contained in this document. Should you wish to use the materials in this document, you agree to acknowledge that the materials were originally developed by the National Agency for the UK Erasmus + Programme.