

Erasmus+

Capacity Building

in the field of

Higher Education

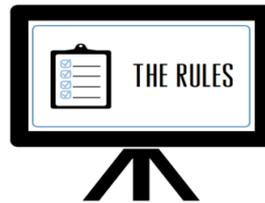


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What information will you have at the end of the presentation?



**General
Overview of the
programme**



**The consortia
and the
financing rules**



**The application
and assessment
steps**

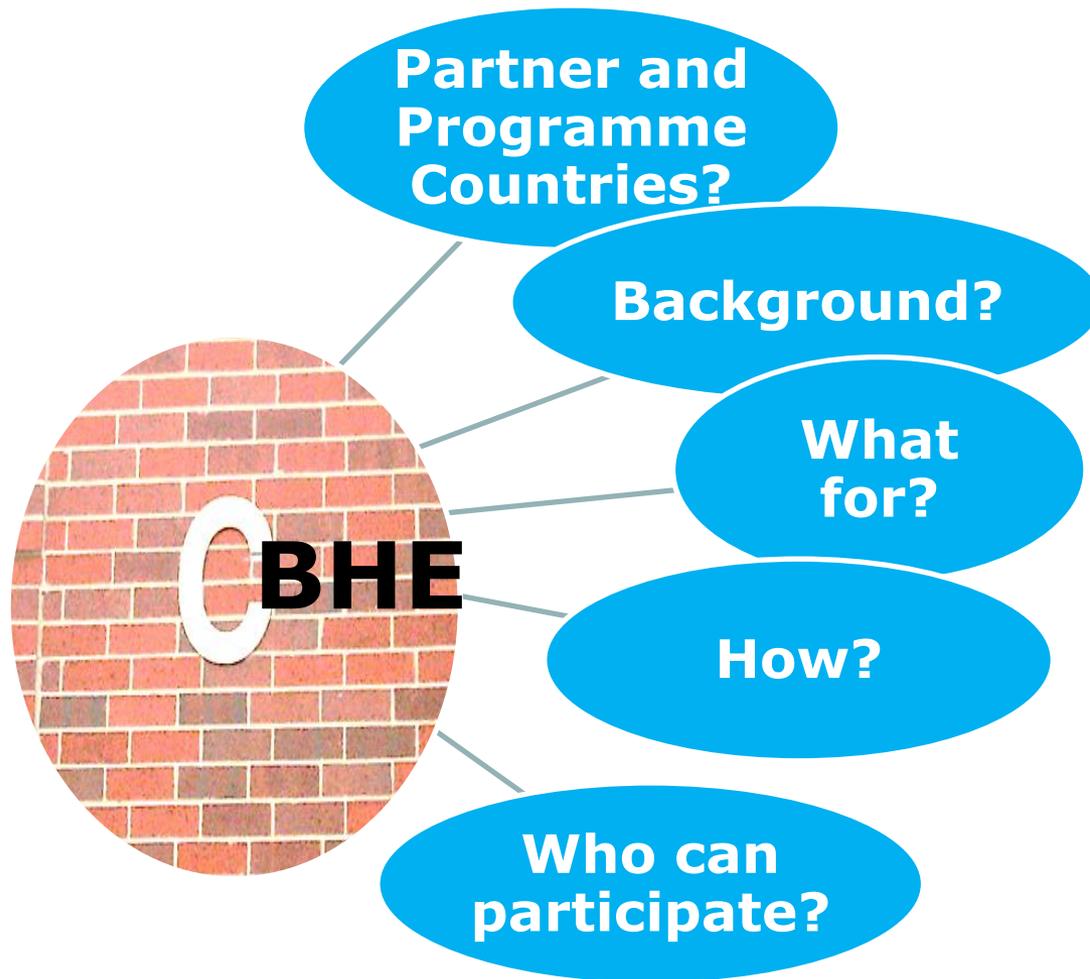


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PART I



General Overview of the programme



=> **Capacity-Building Projects** are transnational cooperation projects based on **multilateral partnerships** primarily between **higher education** institutions (HEIs) from Programme and eligible Partner Countries



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Part I: Programme/Partner Countries

33 PROGRAMME COUNTRIES

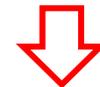
Contribute financially to ERASMUS+

EU Member States +

Turkey, Iceland, Liechtenstein,

Norway, Former Yugoslav Republic of Macedonia

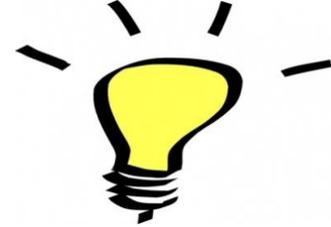
ELIGIBLE PARTNER COUNTRIES >150



Target Beneficiaries

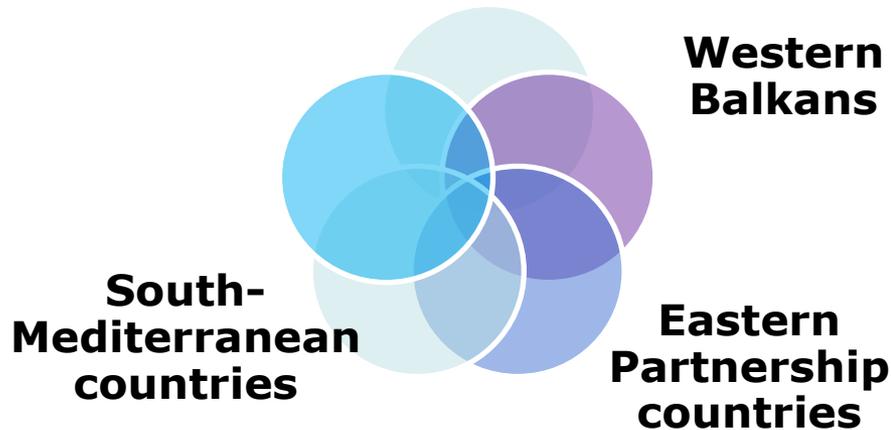


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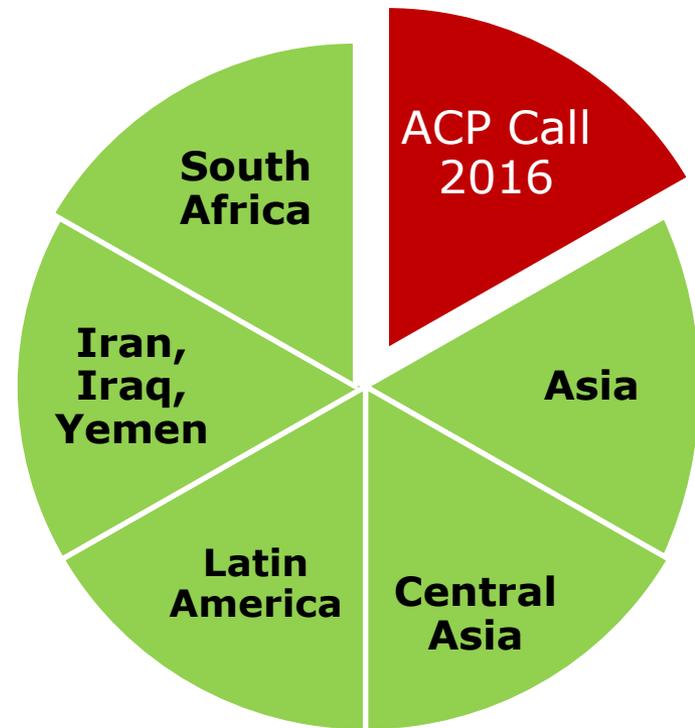


Part I: Programme/Partner Countries

Partner Countries Neighbouring the EU



Other Partner Countries





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Part I: Background

Part of Erasmus+

**Successor of
Tempus, Alfa and
Edulink**

EU External Policies

**Internationalisation
and Modernisation
of Universities**



Part I: Background - Approaches



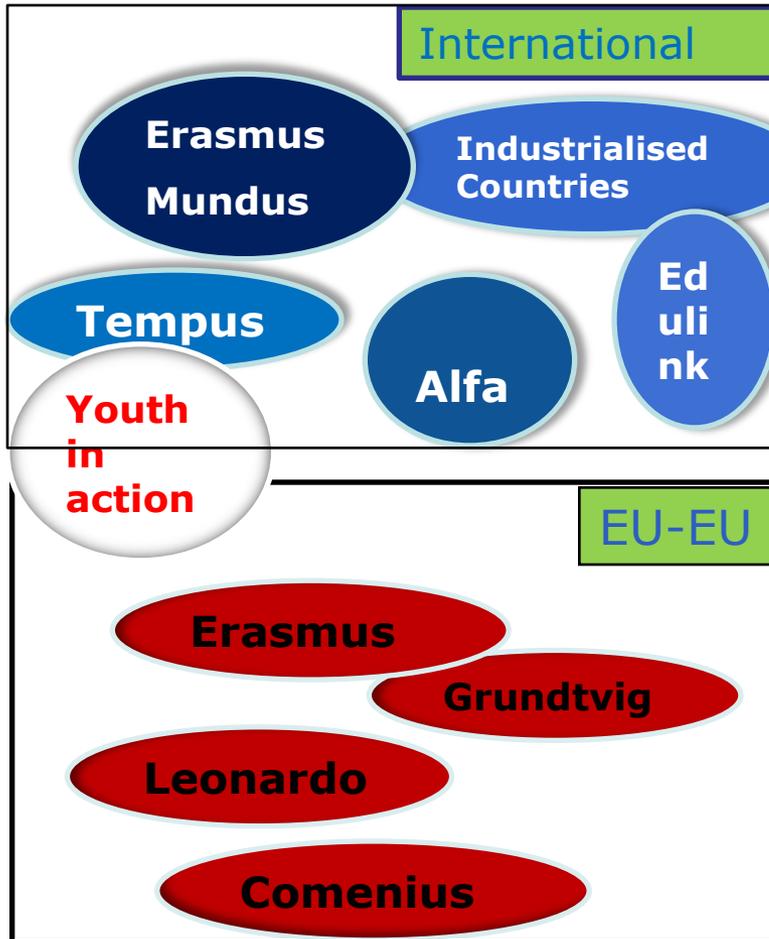


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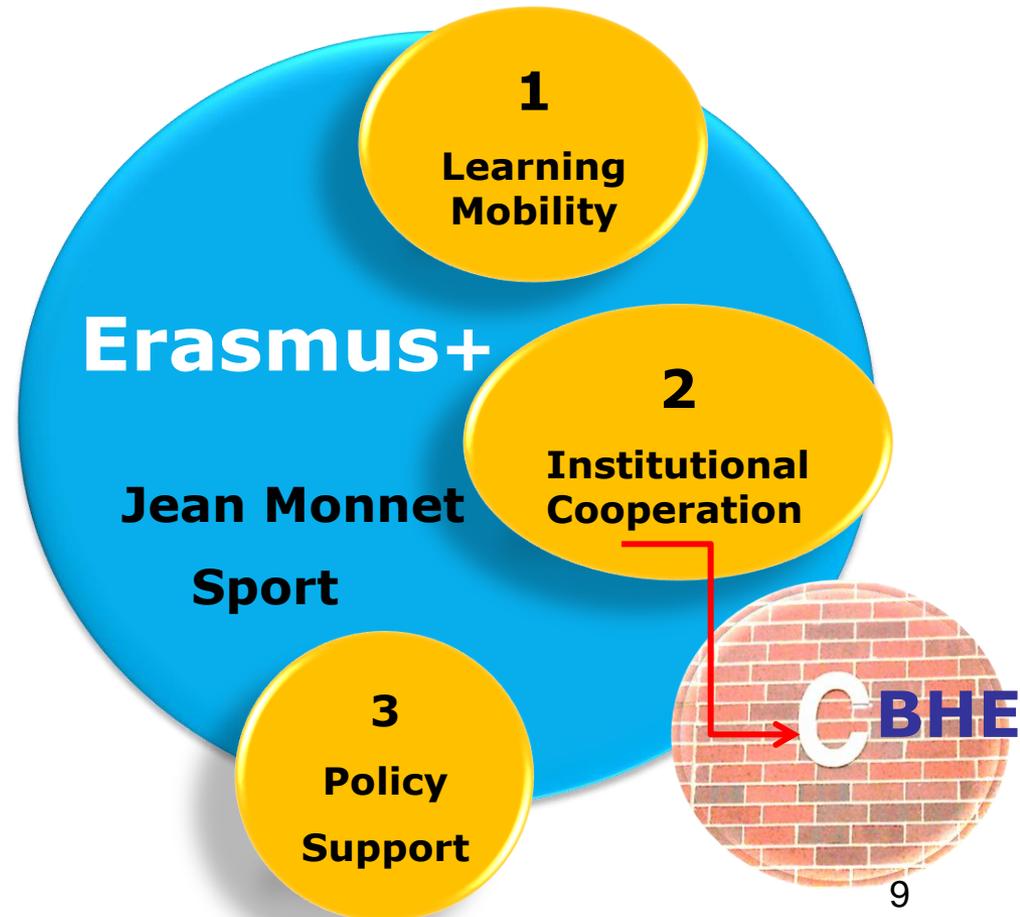


Part I: Background – Where to find CHBE in Erasmus+

2007-2014



2014-2020: 3 Key actions





Part I: What for? - Objectives

Improve the **modernisation** and **quality of HE** and **relevance** for the labour **market and society**

Improve the **competences and skills in HEIs** via innovative education programmes

Enhance the **management, governance and innovation capacities**, as well as the **internationalisation** of HEIs

Increased capacities of national authorities to **modernise their higher education systems**

Foster **regional integration+ cooperation** between **different regions** of the world



Part I: How? – Types of Projects

Joint Projects:

=> Impact
Institutions

curriculum
development

university governance
& management

Links between HE
institutions and the
wider economic and
social environment

Structural Projects:

=> Impact
Systems

modernisation of policies,
governance and management of
higher education systems

Links between HE **systems** and
the wider economic and social
environment



Part I: How ? - Joint Projects – Example of Activities



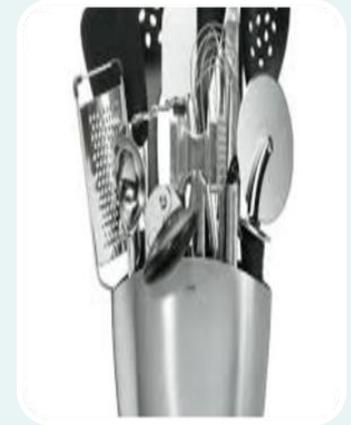
Development, testing and adapting of tools and methods



Staff Training (academic and non-academic)



Strengthening internationalisation and promoting the Knowledge Triangle



Upgrading facilities necessary to implement innovative practices



Part I: How? Structural Projects – Example of Activities



Internationalisation and Bologna Process

ECTS, 3 cycles, recognition of degrees etc.



Quality

Frameworks, assurance systems/guidelines



Innovation

policy making + monitoring
(including the establishment of representative bodies, organisations or associations)



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Part I: How ?



*Western Balkans, South-Mediterranean and Eastern Partnership countries **ONLY***



Complementary for Joint and Structural projects



Additional to the core budget

For whom?

***Students** registered in HEIs involved in project consortia
Staff employed in a HEI or enterprise in project consortia*



Programme Country to Programme Country flows are *ineligible*



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Part I: How? -

Conditions:

- Mobility should be instrumental and integrated in projects objectives (no mobility on its own)
- Added value and/or innovative character of the activities proposed (approx. 40% of the selected projects will receive additional funding)
- Comply with provisions of Erasmus Charter for Higher Education



Compulsory:
Inter-institutional agreements between institutions
Learning / mobility agreements for students and staff
Exemption of fees



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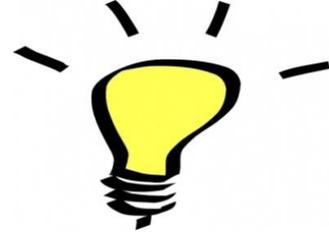
Part I: How?

Students

Activities:

Study periods (3-12 months)/traineeships-work placement. (2-12 months)

- Characteristics:**
- *covers all cycles (BA, MA, PhD); corresponds to study area/academic discipline addressed by the project*
 - *Students from HEIs of the consortia can study at partner HEI or do a traineeship at a consortia country institution*



Part I: How?

Special Mobility Strand

Staff

Activities:

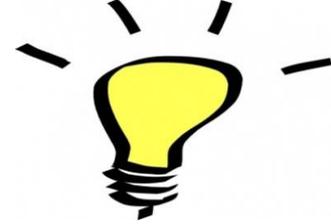
teaching & training periods (5 days to 2 months)

Characteristics:

teaching period => *HEI teaching staff /staff from enterprises to teach at a partner HEI abroad*

training period => *HEI teaching and non-teaching staff can attend at a partner HEI or any other relevant organisation in a consortia country :*

- a) structured courses/training events (conferences excluded);*
- b) job shadowing/observation periods/trainings*



Part I: Who can Participate? - Eligible Applicants

State-recognised public or private Higher Education Institutions

Associations/ Organizations of Higher Education Institutions

Only for Structural Projects: recognized national or international rector, teacher or student organisations.



Each applicant organisation must be located in a Programme or in a Partner country



Part I: Who can Participate ? - Eligible Partners

State-recognised public or private HEIs

Any public or private organisation active in the labour market or in the fields of education, training and youth (e.g. enterprise, NGO etc.)

Associations or organisations of HEIs with main focus on HE

International governmental organisation (self-financing basis)



Each participating organisation must be located in a Programme or in an eligible Partner country



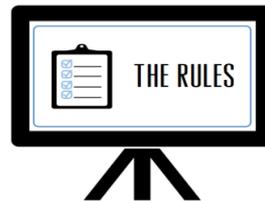
Part I: Who can participate? - Associated Partners

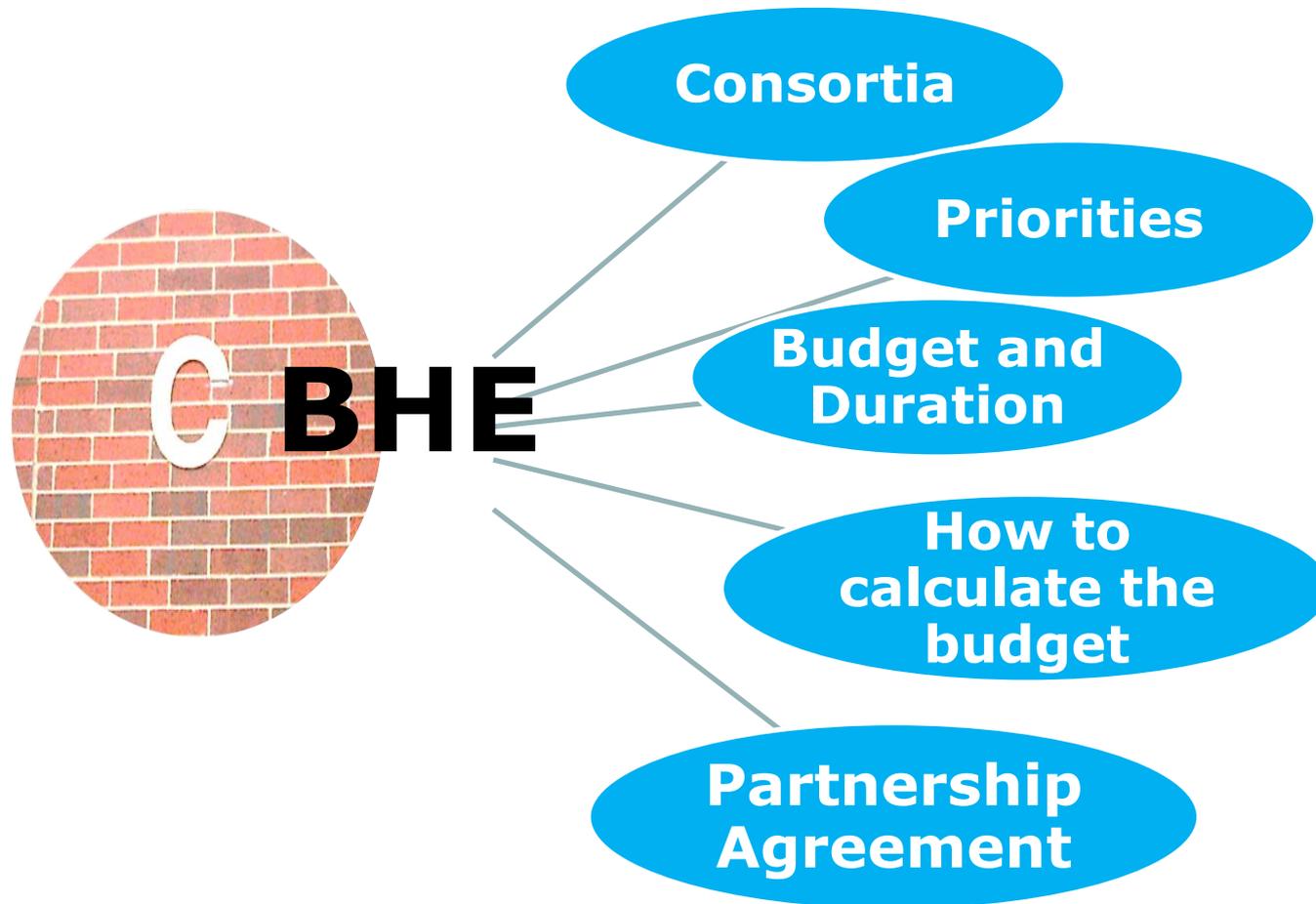
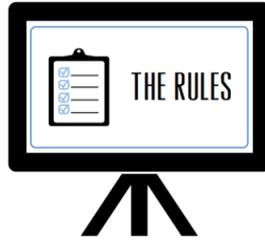


- **Contribute indirectly**
- “Associated partners” are **not considered as part of the consortium** and therefore **cannot benefit from any financial support** from the project
- Ex: non-academic partners providing placement opportunities



Part II – The Consortia and the financing rules







Part II: Consortia Structure

Partnership
Agreement
s

Main Principles

PROGRAMME COUNTRIES

Min. 3 countries
min. 1 HEI each

PARTNER COUNTRIES

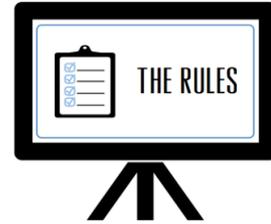
Min. 1 country
min. 2 HEIs /each

**STRUCTURAL
PROJECTS:**
Partner
Country
Ministries
for HE must
participate

**At least as many
Partner Country HEIs as
Programme Country HEIs**



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Ex.1a : minimum consortia: national project (6 HE institutions)

Min. 1 Partner Country: at least as many HEIs as in the Programme Countries

**Min. 3 Programme Countries
min. 1 HEI each**

Military Technical College

University Cairo

University Alexandria



Bonn University



Rome University

London University





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Ex.1b: minimum consortia: **ineligible** national project/Latin America (6 HEIs)

Min. 1 Partner Country: at least as many HEIs as in the Programme Countries

Min. 3 Programme Countries min. 1 HEI each

Catholic University

University of the Republic

University Montevideo



Bonn University



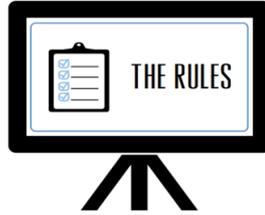
Rome University

London University





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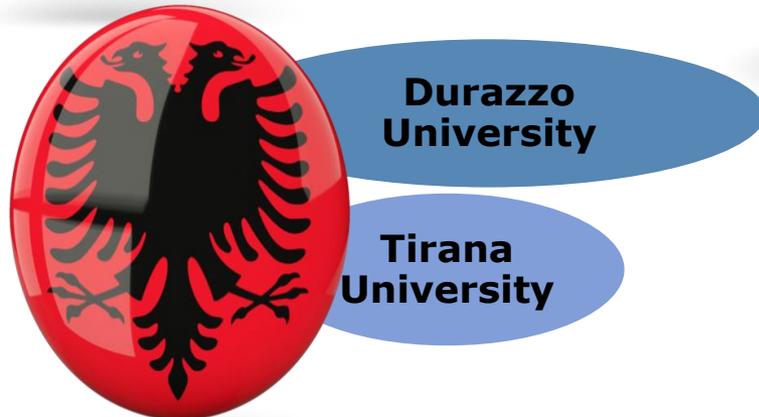
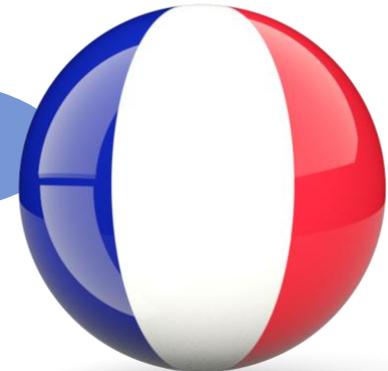
Ex.2: minimum consortia: multi-country project (7 institutions)

Min. 2 Partner Countries

Min. 2 HEIs each

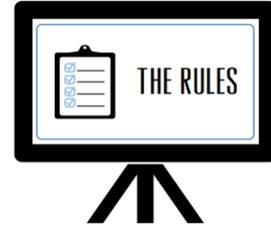
Min. 3 Programme Countries:

Min. 1 HEI each



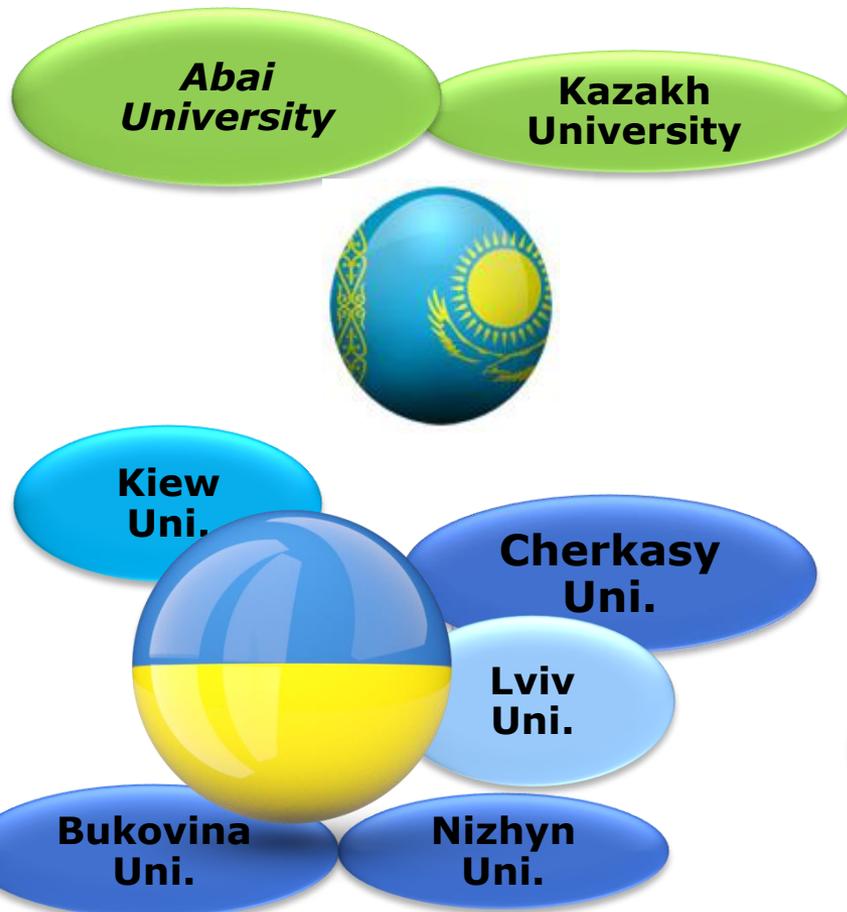


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Example 3: consortia composition (multi-country project)

2 partner countries



3 programme countries





Part II: Priorities & Project Types

National Projects

Defined by the **Ministries of Education** in close consultation with the EU Delegations

Must address

National priorities set for Partner Country in Regions 1, 2, 3, 7, 10

Regional priorities for the regions where no national priorities are established: Regions 6, 7, 8, 9

Multi-Country Projects

Defined by the **Commission** and based on EU's external policy priorities

Must address

the **regional priorities** for countries in the same region (regional projects)

or

regional / national priority common to different regions (cross-regional projects)



Part II: Priorities – Categories/Themes

Themes Categories	Curriculum Development	Governance and Management	Higher Education and Society
A. Subject Areas	X		
B. Improving quality of education and training	X	X	X
C. Improving Management and operation of HEIs		X	X
D. Developing the HE sector within society at large		X	X



Part II: Budget and Duration

Budget Allocation 2015 (in Million €)

Region	Indicative budget Million €
1 Western Balkans	12,67
2 Eastern Partnership countries	13,66
3 South-Mediterranean countries	28,06
6 Asia	33,46
7 Central Asia	8,68
8 Latin America	12,26
9 Gulf countries	1,85
10 South Africa	3,42
TOTAL	114,06



Part II: Budget and Duration-Overview





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Part II: How to calculate the budget -Categories

Staff costs (max 40%)

4 Staff Categories (Manager, Researcher/ Teacher/Trainer, Technician, Administrator)

Travel costs

Students/staff from partners in countries involved in the project from their place of origin to the venue of the activity and return. Activities and related travels must be carried out at **project beneficiaries organisation**.

Costs of stay

Subsistence, accommodation, local and public transport, personal or optional health insurance.

Equipment (max 30%)

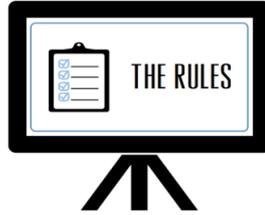
Purchased exclusively for the benefit of HEIs in the Partner Countries

Sub-contracting (max 10%)

Exceptional for services related to competences that can't be found in the consortia



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Part II: How to calculate the budget -Methods

5 Budget Categories

Staff - UC

Travel - UC

Cost of Stay - UC

Equipment - RC

Sub-contracting - RC

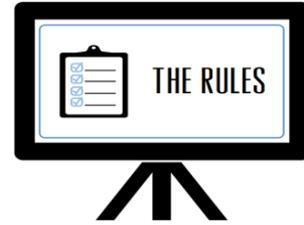
2 Allocation / Justification Methods

Real Costs (RC)

Unit Costs (UC)

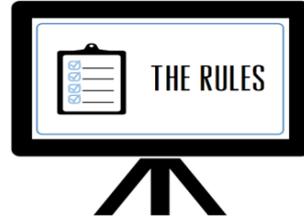
Other types of costs (ex.: dissemination, publishing, overheads costs, etc.) are not considered for the calculation of the grant.

>>> Expected to be **covered by co-funding.**



Part II: How to calculate the budget – Unit Costs

- A unit cost is a **fixed contribution** which is multiplied by the specific **number of units** to cover the costs linked to the implementation of a specific activity or task.
- **EU Grants** : 2 important principles.
 - Non profit
 - Co-funding
- How to respect these principles under a "*unit cost*" approach?
- **E+ Unit Cost amounts** are the result of a statistical analysis carried out on real project costs from previous generation of programmes (LLP, Erasmus Mundus, Jean Monnet, Tempus, etc.)
- **For CBHE**, the simulation carried out on former Tempus projects showed that "*statistically*" the combination of real and unit costs corresponded +/- to 90% of their total eligible costs.



Part II: How to calculate the budget –Unit Costs

- **Real costs:** How did you **use** the grant ?
 - => **input** based
 - => Expenses incurred, supporting documents

- **Unit costs:** what did you **achieve** with the grant ?
 - => **output** based
 - => No need to prove the actual expenditure but you need to show the "triggering event" (i.e.: the fact the activity was indeed properly implemented (e.g. teaching, training))



Part II: How to calculate the budget – Unit Cost

Unit Costs

Grant Allocation

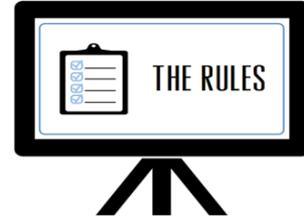
Volume (/nature) of activities proposed in the application

Grant Justification

(final report)

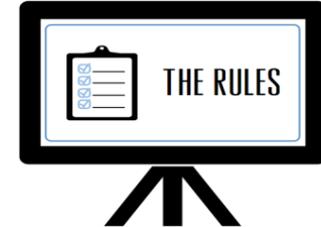
Eligibility verification of the "triggering event"

Use of the Grant
internal decision of the partnership (in coherence with application)



Part II: How to calculate the budget - STAFF COSTS

Financing mechanism for staff costs (see Programme Guide page 158, 160 and page 161 Table A and B)	Amount	
Unit costs Subdivided in 4 categories and country groups (4 groups for Programme and 4 groups for Partner Countries)	per manager involved per day	Max. 40% of the total grant
	per researcher/ teacher/trainer involved per day	
	per technician involved per day	
	per administrative staff involved per day	



Part II: How to calculate the budget Travel/Cost of Stay

Costs of Stay

(see Programme Guide page 159)

Travel Costs

(see Programme Guide page 158)

for eligible activities please refer to page 287-288

DAYS	STAFF	STUDENTS
1-14	120€	55€
15-60	70€	40€
61 - 180	50€	n.a.

Distance Bands	Unit Cost
100-499 km	180€
500-1999 km	275€
2000-2999 km	360€
3000-3999 km	530€
4000-7999 km	820€
8000 km and more	1.100€



Part II: How to calculate the budget - Travel/Cost of Stay

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Example 1:

Staff Trip: From Paris to Bxl

(308 KM)

Duration 2 days

Real expense:

Travel Costs :120 €

Hotel + Subsistence Costs (250 €)

Total real expenses: 370 €

Calculation (unit-costs):

Travel Costs: 180 €

Costs of Stay: 2 x 120 € =240 €

Total unit-costs: 420 €

Example 2 :

Staff Trip: From Paris to Berlin

(771 KM)

Duration 2 days

Real expense:

Travel Costs :250 €

Hotel + Subsistence Costs (300 €)

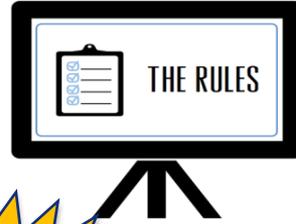
Total real expenses: 550 €

Calculation (unit-costs):

Travel Costs: 275 €

Costs of Stay: 2 x 120 € =240 €

Total unit-costs: 515 €



Part II: How to calculate the budget

**Special
Mobility
Strand**

Max. 80% of the total EU grant awarded for the joint or structural project (excluding the mobility strand)

(see Programme Guide page 162-165)

Travel costs

Cost of Stay



Part II: How to calculate the budget -

Travel Costs



Distance Bands	Unit Cost
100-499 km	180€
500-1999 km	275€
2000-2999 km	360€
3000-3999 km	530€
4000-7999 km	820€
8000 km and more	1.100€



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Part II: How to calculate the budget STUDENTS - Cost of Stay



Costs of Stay €/Month

Students from Programme

Irrespective of hosting country

650 €

Students from Partner countries

Country group 1 hosting	Country group 2 hosting	Country group 3 + 4 hosting
850 €	800 €	750 €



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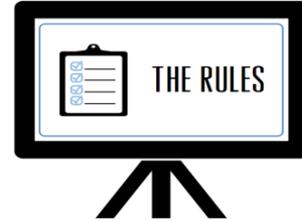
Part II: How to calculate the budget STAFF Costs of Stay

Cost of Stay €/Day
Staff from Partner Countries

Cost of Stay €/Day
Staff from Programme Countries

Days	Country group 1 hosting	Country group 2 hosting	Country group 3 hosting	Country group 4 hosting
1-14	160 €	140 €	120 €	100 €
15-60	112 €	98 €	84 €	70 €

Days	Irrespective of hosting country
1-14	160 €
15-60	112 €



Part II: Partnership Agreement

- **Mandatory**
- **To be submitted to the Agency within 6 months of the signature of grant contract (Signed by the legal rep.)**
- **Joint** (one doc signed by all partners) **or Bilateral** (partner A + coordinating inst.)
- **Template** available to be adapted to specific needs of partnership
- **Comprehensive** : covering **all aspects** of the project:
 - **The partners role and responsibilities;**
 - **Financial Management;**
 - **Project Management;**
 - **Project Quality Assurance;**
 - **Student issues**
 - **Decision/Conflict resolution mechanisms**

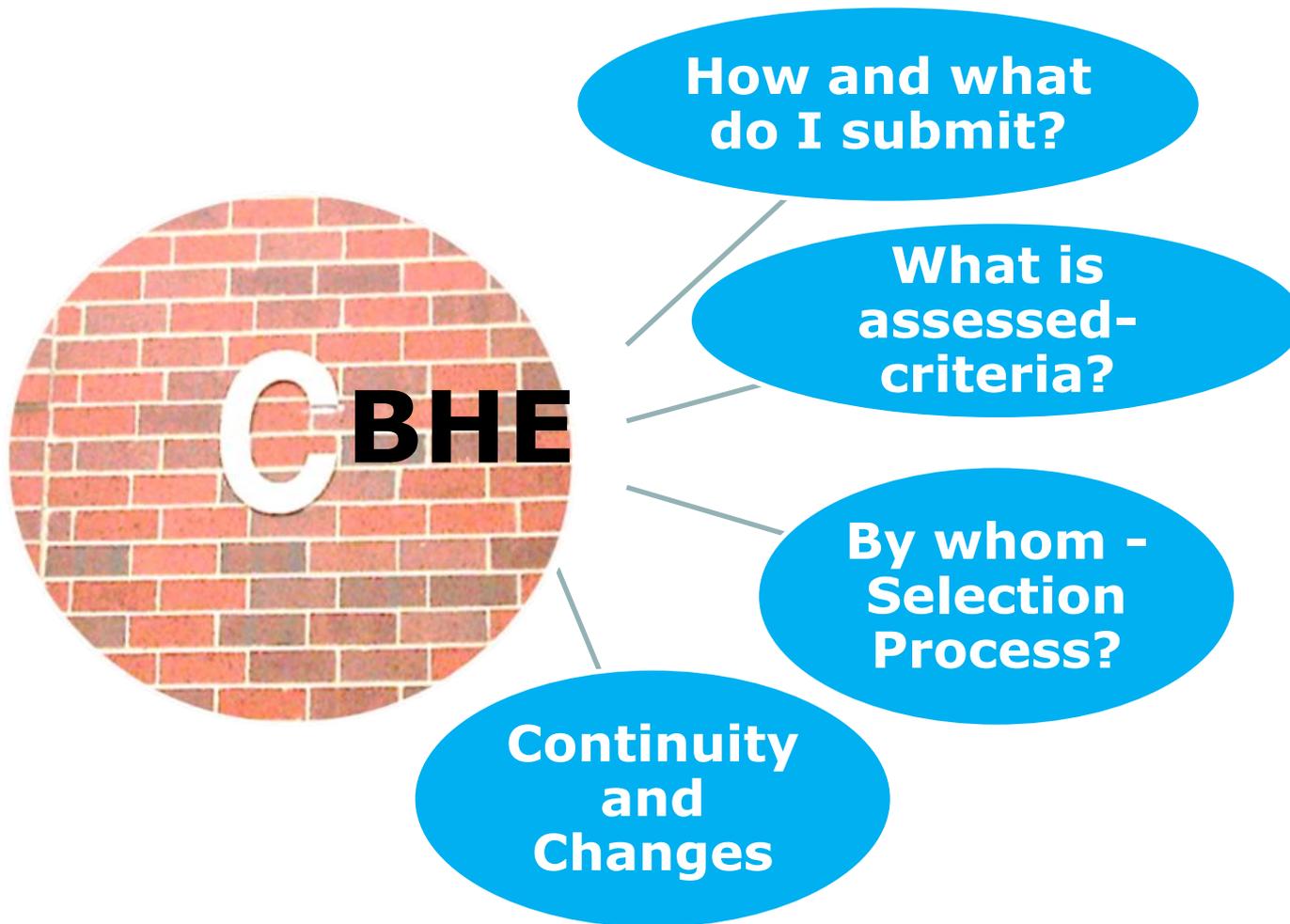


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Part III – The application and



Selection procedure





Part III- Application and Selection procedure Indicative roadmap for selection process

Steps	Date
Publication of the Call for Proposals	Oct. 2014
Deadline for submission of applications	10 February 2015
Expert assessment	March-April 2015
Consultation of local/regional stakeholders	May-June 2015
Award Decision	July 2015
Notification of applicants and Publication of results on EACEA web site	July-August 2015
Preparation and signature of grant agreements	August –September 2015
Start of Eligibility Period	15 October 2015



Part III: How and what do I submit? - General

When? How? Where?

*One deadline - One-phase submission - on-line to EACEA
Application form = unique reference information for the
submission deadline.*

What?

➤ **Specific application form:**

eForm: project data – parts A, B, C

+ **compulsory** annexes:

- ✓ **Detailed project description** (Word doc) – parts D, E, F, G, H, I, J
- ✓ **Budget tables** (Excel doc)
- ✓ **Declaration of Honour+ Mandates** (in one single PDF doc)

**Pre-filled with info
from Participant
Portal - PIC**



Part III: How and what do I submit ? Application form - structure & contents

eForm (PDF Adobe doc)

- A. Identification of the applicant and other partners
- B. Description of the project (summary information)
- C. Specific information related to CBHE

Detailed project description (Word doc. Attached to eForm)

- D. Quality of the project team and the cooperation arrangements
- E. Project characteristics and relevance
- F. Quality of the project design and implementation
- G. Impact, dissemination and exploitation, sustainability; LFM; Workplan
- H. Work packages
- I. Special Mobility Strand (where applicable)
- J. Other EU Grants



Part III: What is assessed? Assessment of CBHE Projects

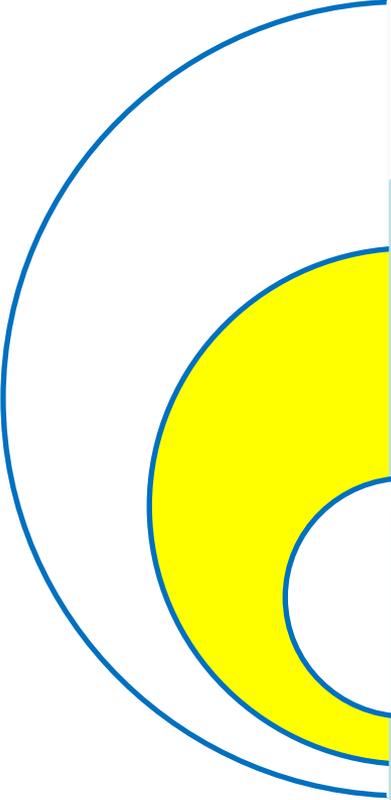
**Eligibility
Criteria**

**Exclusion
&
Selection
Criteria**

**Award
Criteria**



Part III: What is assessed? Eligibility Criteria

A diagram on the left side of the slide consisting of three overlapping semi-circles. The outermost is a thin blue line, the middle one is a yellow fill, and the innermost is a thin blue line. They are arranged in a way that they appear to be nested or overlapping from left to right.

Formal submission requirements

Grant size and duration

Applicant, Partners and Partnership requirements (number of partners, status of the grant applicant & partners, etc.)



Part III: What is assessed? Exclusion and Selection Criteria

The institution is **not in one of the situations described in section C**. Exclusion criteria of the Guidelines (such as bankruptcy, professional misconduct, subject of fraud, corruption, administrative penalties, conflict of interest, etc.)

Legal person status of the applicant organisation

Financial capacity to complete the proposed activities (**private entities only**)

Operational capacity to complete the proposed activities

Based on supporting and administrative documents, like the declaration of honour, legal entity form, profit and loss accounts...



Part III: What is assessed? Award Criteria

Relevance
(30 points)

**Quality of
Design +
Implementation**
(30 points)

**Quality of
Team +
Cooperation
arrangements**
(20 points)

**Impact and
Sustainability**
(20 points)

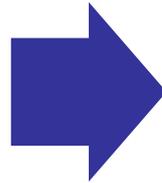
**To be considered for funding, proposals must score
at least 60 points in total and - out of these points at least 15 points for
"Relevance"**



Part III: What is assessed? Award Criterion 1 – Relevance

DEFINITION

- *The project contributes to the achievement of the policy objectives of the participating partners*
- *It is based on and addresses real needs & problems of the target groups*



CONTENT

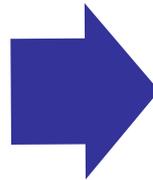
- How clearly the project addresses the Programme **objectives** and **priorities (annual, thematic, geographical priorities)**
- **Needs analysis** and presentation of **specific problems** addressed
- Definition of **target groups**
- What is **innovative** or complementary to other initiatives
- How the **project was prepared**



Part III: What is assessed ? Award Criterion 2 - Quality of Design and Implementation

DEFINITION

- *The activities proposed are appropriate to achieve the specific and wider objectives*
- *It uses the most appropriate methodology*
- *It demonstrates a logical and sound planning capacity*



CONTENT

Description of the project as a whole, including:

- **specific objectives**
- **activities**, expected **outcomes**, wider and specific objectives
- academic **content** and pedagogical **approach**
- **involvement** of academics, students and stakeholders at large
- **quality control** processes



Part III: What is assessed? Award Criterion 3 - Quality Team and Cooperation

DEFINITION

- *The partnership includes all the skills, recognised expertise and competences required*
- *Suitable distribution of tasks*
- *Sound communication and coordination*



CONTENT

- Presentation of the **partners competences** and **roles** in the project
- Description of any **complementary skills**, expertise and competences directly relating to the planned project activities
- ensure **regional dimension**
- Planned measures to ensure effective **communication**



Part III: What is assessed? Award Criterion 4 - Impact and Sustainability

DEFINITION

- *Information/outcomes of the project are made available to groups not directly involved (multiplier effect)*
- *Optimal use of the results during & beyond the project lifetime*
- *Expected impact will be substantial and sustainable in the long term (financial, institutional and policy level)*



CONTENT

- Expected **impact** at different levels
- **Dissemination strategy:** outputs to be disseminated, target groups, dissemination tools & activities
- **Measures** planned to ensure the sustainability of project outcomes and outputs at **three levels:** financial, institutional and political
- **Evidence of impact** on HE at institutional / national level in PCs



Part III: What is assessed? Quality Design & Implementation



Additional
Award
Criteria

DEFINITION

- *Full contribution to the achievement of the related project and added value of the project*
- *Transparent procedures selection of participants*
- *Quality systems*



CONTENT

Relevance of the mobility strand for the project

Well-**articulated** with the project; demonstrated **added value**

Demonstration of positive **impact** for individual and institutions

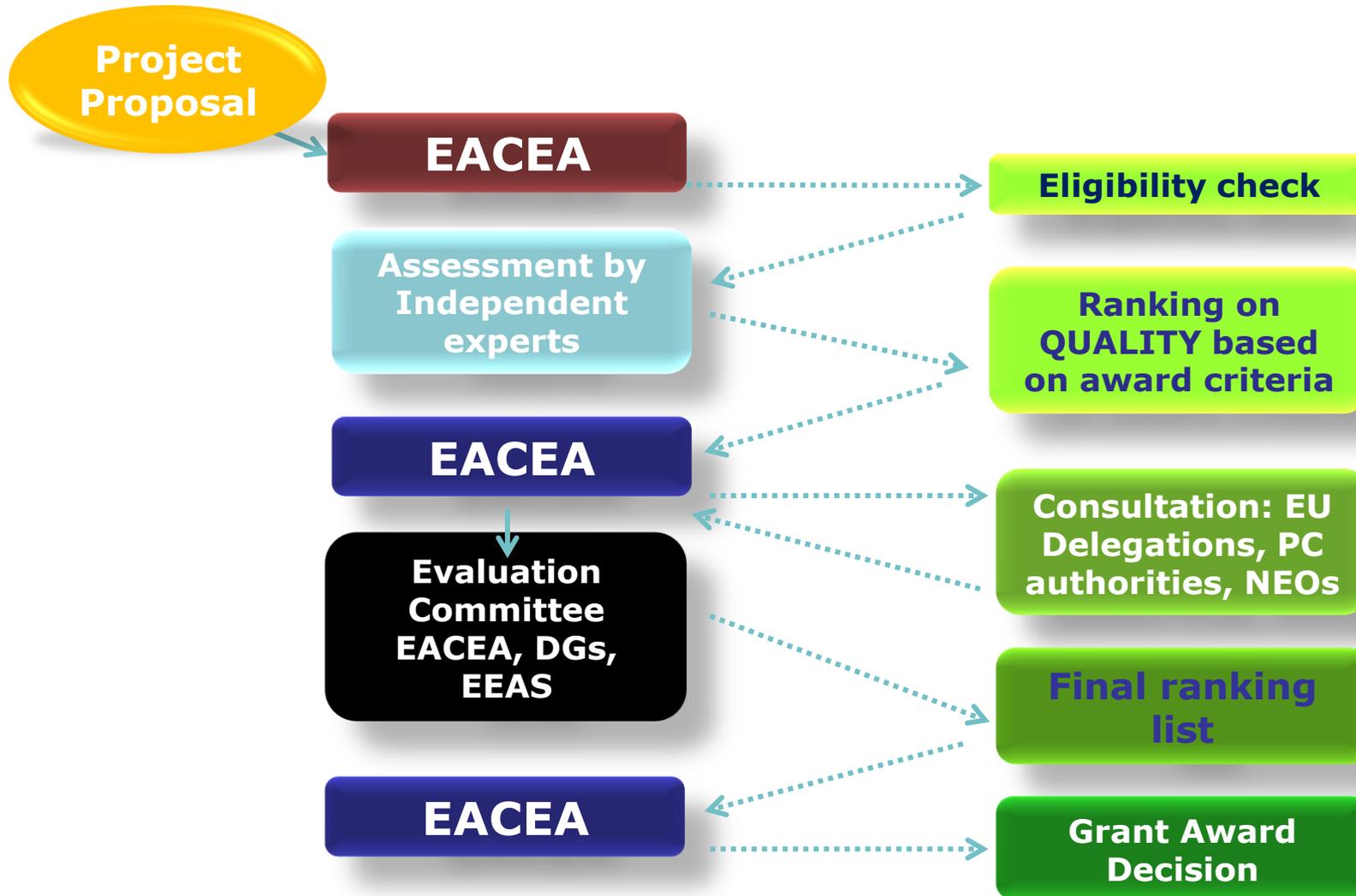
Validation and recognition at institutional level



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Part III: What is assessed? - Selection Process





Part III: What is assessed? - Award Decision

EACEA takes decision based on:

Evaluation Committee's recommendation
taking into account:

ranking list on quality established by external experts

the results from the consultation process

the budget available for each region

the need to achieve a geographical balance within a region

sufficient coverage of the priorities



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Local Support

Centrally managed (EACEA) but local support :

International E+ Contact Points (ICPs) in Programme Countries

https://eacea.ec.europa.eu/erasmus-plus/contacts/international-erasmus-plus-contact-points_en

National Erasmus+ Offices (NEOs) in certain Partner Countries

https://eacea.ec.europa.eu/erasmus-plus/contacts/national-erasmus-plus-offices_en

Other useful links:

Erasmus+ website - EACEA

http://eacea.ec.europa.eu/erasmus-plus_en

Programme Guide Version 1(2015): 01/10/2014

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

Relevant pages in the Programme Guide (which need to be consulted in the context of the Programme Guide in general): PP 146-165; PP 287-295

Erasmus+ website – EU Commission

http://ec.europa.eu/programmes/erasmus-plus/index_en.htm



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NEW

Part III: Continuity with the past but new elements:

TEMPUS

- **Partnership** criteria and compulsory Partnership agreement
- **Geographical scope** (28 -> 33 Programme Countries AND 27 -> 150 Partner Countries)
- Special **Mobility Strand** & related requirements
- Introduction of **Unit Costs**
- **Size of Grant** - 500.000-1 Million € (excluding the mobility strand)
- **Participant Portal** (registration)



Part III: Continuity with the past but new elements:



ALFA

- **Management** of the action by EACEA
- Different **partnership** requirements (smaller) and introduction of a compulsory partnership agreement
- **Duration** (24 or 36 months)
- a wider **geographical scope** (from 28 EU countries to 33 programmes countries and from 18 LA countries to more than 150 PCs).
- Introduction of **unit costs**
- **No more contingency reserve**
- **No more obligation to spend 70%** of the budget in LA or for the benefit of LA partners
- Smaller size of the **grant** (in particular max amount reduced from max. 3M to 1 million)
- **Application procedure** (one single step procedure)
- Compulsory **registration** of the participating institutions in the participant portal (PIC)



Part III: Continuity with the past but new elements:



EDULINK

- **Management** of the action by EACEA
- Different **partnership** requirements (requirement of Programme Country Partners) and introduction of a compulsory partnership agreement
- a wider **geographical scope** (33 programmes countries and more than 150 PCs)
- Introduction of **unit costs**
- **Application procedure** (one single step procedure)
- Compulsory **registration** of the participating institutions in the participant portal (PIC)



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