**Higher Education Student Mobility Program Countries**

Students may carry out either one or a combination of the activities described below:

* a study period abroad at a partner higher education institution (HEI);

 Information on the European Commission website:

<https://ec.europa.eu/programmes/erasmus-plus/opportunities/individuals/students/studying-abroad_en>

The study period abroad must be part of the student's study programme to complete a degree at a short cycle, first cycle (Bachelor or equivalent), second cycle (Master or equivalent) and third or doctoral cycle.

A study period abroad may include a traineeship period as well. Such a combination creates synergies between the academic and professional experience abroad and may be organised in different ways depending on the context: either one activity after the other or both at the same time. The combination follows the funding rules and minimum duration of study mobility.

* a traineeship (work placement) abroad in an enterprise or any other relevant workplace. This includes Digital Opportunity Traineeships for students and recent graduates to further develop or acquire digital skills. Traineeships abroad at a workplace are supported during short cycle, first, second, third cycle studies and, in the case of mobility within Programme Countries, within a maximum of one year after the student’s graduation. This also includes the 'assistantships' for student teachers. Information on the European Commission website:

<https://ec.europa.eu/programmes/erasmus-plus/opportunities/traineeships-students_en>

Wherever possible, the traineeships should be an integrated part of the student's study programme.

**CONDITIONS OF PARTICIPATION OF STUDENTS**

**SELECTION**

Students apply to their HEI who carries out the selection of participants in the mobility action. The selection of students -as well as the procedure for awarding them a grant -must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process.

The HEI shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or process of students' selection.

The selection criteria -such as for example: the academic performance of the candidate, the previous mobility experiences, the motivation, the previous experience in the receiving country (i.e. return to country of origin) etc. -shall be made public. For students from Partner Countries, the first criterion for selecting students will be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants).

Lower priority will be given to those who have already participated in mobility actions in the same study cycle under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme. In the case of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees, previous participation is only taken into account for scholarship holders.

Once students are selected, they should receive from their sending institution the Erasmus+ Student Charter, setting out the student's rights and obligations with respect to her/his period of study or traineeship abroad, and explaining the different steps to be undertaken before, during and after mobility.

**AGREEMENT WITH THE STUDENT**

Prior to their departure, each selected student must sign an agreement which includes also a "learning agreement" setting out the programme of studies and/or traineeship to be followed, as agreed by the student, the sending and the receiving organisation. The template is available at <http://ec.europa.eu/education/opportunities/higher-education/quality-framework_en.htm>

This learning agreement defines the target learning outcomes for the learning period abroad and specifies the formal recognition provisions. The agreement also specifies the location of the study period and/or traineeship. In this learning agreement, the sending institution and the student should also agree on the language level (main language of instruction or workplace) to be reached by the student by the start of the study/traineeships period, in line with the recommended level specified in the inter-institutional agreement between sending and receiving institutions (or in line with the enterprise expectations in case of traineeships). Where applicable, the sending institution and the student will agree on the best suited linguistic support to be provided, so that the student can reach the agreed level (see next paragraph on online service for linguistic support).

**GRANT FOR STUDENTS**

Students may receive a "student grant" to contribute to the increased costs that the mobility period abroad generates. Such grant may consist of one or both of the following:

* an EU grant, calculated per month and paid as a unit cost (see the "funding rules" section in Part B of this Guide); and/or
* a national, regional and local grant provided by a public or private donor, or loan scheme.

Students with a zero-grant from EU funds are allowed (both for study and traineeship mobility), i.e. students who fulfil all Erasmus student eligibility criteria and benefit from all advantages of being an Erasmus student without receiving an EU mobility grant. The rules stated in this Programme Guide, except those relating to the allocation of grants, also apply to such students with a zero-grant from EU funds. The number of students with a zero-grant from EU funds for the entire mobility period counts in the statistics for the performance indicator used to allocate the EU budget between the countries.

Students taking part in a higher education mobility project supported by the Erasmus+ Programme -whether or not they receive an Erasmus+ EU grant for their participation -are exempted from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the receiving institution. However, small fees may be charged for costs such as insurance, student unions and the use of miscellaneous material such as photocopies, laboratory products, on the same basis as these are charged to local students. Outbound students shall not be liable to any additional fees or charges in con-nection with the organisation or administration of their mobility period.

In addition, the entitlement to any grant or loan awarded to students to study in their sending institution must be main-tained during the period abroad.

In the case of traineeships, if the receiving enterprise/organisation grants the student an allowance or any kind of remuner-ation, it is compatible with the Erasmus+ EU grant.

A mobility period is compatible with a part-time job and, if the student receives an Erasmus+ EU grant, it is compatible as well with the revenue that the student would receive as long as he or she carries the activities foreseen in the agreed mobil-ity programme.

Students taking part in a higher education mobility project (either studying or doing a traineeship abroad) cannot be at the same time beneficiaries of an Erasmus Mundus Joint Master Degree scholarship, and vice versa.

Students that receive an Erasmus+ EU grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement (unless they were prevented from completing their planned activities abroad due to a case of force majeure). They may be asked to partially or fully reimburse the EU grant received if they fail to complete and submit the final online report.

**GRANT SUPPORT FOR THE MOBILITY OF STUDENTS**

**Grand for 2020 studies:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Receiving country** | **STUDY MOBILITY** | **TRAINEESHIPS MOBILITY** |
| **EUR per month** | **EUR per month** |
| **Group 1**  | Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway | 520 | 700 |
| **Programme Countries with higher living costs**  |
| **Group 2** | Austria, Belgium, ,Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal | 470 | 650 |
| **Programme Countries with medium living costs**  |
| **Group 3** | Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, Republic of North Macedonia, Turkey | 420 | 600 |
| **Programme Countries with lower living costs**  |

Students may receive an EU grant as a contribution to their costs for travel and subsistence during the period of study or traineeship abroad. These amounts will be defined by the National Agencies in agreement with National Authorities, and/or the higher education institutions on the basis of objective and transparent criteria as described below. The exact amounts will be published on the websites of National Agencies and of higher education institutions.

**MOBILITY WITHIN PROGRAMME COUNTRIES -**CRITERION 1 **–SENDING AND RECEIVING COUNTRIES OF THE STUDENT**

The EU grant provided to students will depend on their mobility flow, as follows:

* mobility towards a country with similar living costs: students will receive the medium range EU grant;
* mobility towards a country with higher living costs: students will receive the higher range EU grant;
* mobility towards a country with lower living costs: students will receive the lower range EU grant.

The amounts defined by National Agencies will be set within the following minimum and maximum ranges:

* Medium range EU grant: a medium range, between **220 and 470 EUR per month,** will apply to mobility activities towards a country of similar living costs: a) from Group 1 to Group 1, b) from Group 2 to Group 2 and c) from Group 3 to Group 3.
* Higher range EU grant: corresponds to the medium range applied by the National Agency plus at least 50 EUR and between **270 and 520 EUR per month.** It applies to mobility activities towards a country of higher living costs: a) from Group 2 to Group 1 countries and b) from Group 3 to Group 1 and 2 countries.
* Lower range EU grant: corresponds to the medium range applied by the National Agency minus at least 50 EUR and between **170 and 420 EUR per month.** It applies to mobility activities towards a country of lower living costs: a) Group 1 to Group 2 and 3 countries and b) from Group 2 to Group 3.

When defining the amounts to be applied by beneficiaries in their country, National Agencies will consider two specific criteria:

* the availability and the level of other sources of co-financing from private or public bodies at local, regional or national level to complement the EU grant;
* the general level of demand of students who intend to study or receive training abroad.

National Agencies may decide to grant flexibility to their higher education institutions by fixing ranges instead of amounts at national level. This should be based on justified grounds, for example in countries where co-financing is available at regional or institutional level.

**MOBILITY WITHIN PROGRAMME COUNTRIES -**CRITERION 2 **-ADDITIONAL SUPPORT FOR SPECIFIC TARGET GROUPS, ACTIVITIES AND SENDING COUNTRIES/REGIONS**

Students from disadvantaged backgrounds (other than those with special needs)

The national authorities together with the National Agencies responsible for the implementation of Erasmus+ in a given Programme Country may decide (based on an opt-in/opt-out option, depending on the support already provided at national level) that all the HEIs in their country should top up the individual support from their EU grant to students from disadvantaged backgrounds (including refugees, asylum seekers and migrants), with a single amount of **between 100 and 200 EUR per month**. The precise single monthly amount and the criteria to be applied would be defined at national level by the national authorities.

**Students in traineeships**

Students carrying out traineeships will receive an additional top-up from the EU grant with an amount **between 100 and 200 EUR per month**. The precise level will be determined by National Agencies and/or higher education institutions according to the level of demand and level of co-financing for this type of mobility. In all cases, the same level should be given to all students within the same higher education institution, independently from any top-up and/or contribution in kind that the student may receive from the host enterprise. Students from disadvantaged backgrounds who take part in traineeships are entitled to receive the top-up for students from disadvantaged backgrounds instead of the top-up for traineeships, in case the top-up for traineeships is lower.

**ONLINE LINGUISTIC SUPPORT**

By signing the Erasmus Charter for Higher Education, HEIs commit to provide all the necessary support to participants in mobility activities in terms of linguistic preparation. In this regard, an online linguistic support will be gradually implemented in the course of the Programme for all mobility activities between Programme Countries lasting two months and longer.

Such online support is made available by the European Commission to selected students, with a view to assess their competence in the language they will use to study or carry out their traineeships abroad. This tool will also offer them, where necessary, the possibility to improve the knowledge of the language before and/or during the mobility period. Participants with a level of at least B2 in the main language of instruction or work may choose to follow an OLS course in the language of the receiving country, if available. The provision of linguistic support shall be based on mutual trust between sending and receiving institutions. The recommended level of language competence is stated in the Inter-institutional agreements and the Learning agreements, and thus agreed upon by the three parties. With Erasmus+, sending HEIs commit themselves to ensure that their outgoing students have the requested language level, and such mutual agreement should be sufficient. Sending higher education institutions are responsible for providing their students with the most appropriate linguistic support, be it through OLS or any other approach that can be funded through the organisational support, to ensure that their students get the recommended level agreed with the receiving institution by the start of the mobility. Therefore, sending HEIs are not required to send the results of the OLS language assessment to the receiving institutions. It is up to the students to decide whether they agree to disclose the results of their OLS language assessment to the receiving institution or not.

The online linguistic support will be provided as follows:

* National Agencies allocate online licences to higher education institutions according to general criteria specified by the European Commission;
* once selected by their higher education institution all students (except native speakers and in duly justified cases) benefiting from the online service must carry out an online test to assess their competences in the main language they will use for studying or doing the traineeship abroad. This is a pre-requisite before leaving on mobility. The results of this test will be communicated to the student and to the sending HEI. This will allow the sending HEI to quantify the number of students that will potentially need an online language course;
* based on the number of online licences available for language courses, HEIs will distribute licences according to student needs. The students will assume the responsibility of following the online course, as described and agreed in the grant agreement;
* at the end of the mobility period, the student will carry out a second assessment to measure the progress made in the language. The results will be communicated to the student and to the sending HEI.

Further details are made available on the websites of the European Commission and National Agencies.

For all other types of mobility, or if the Commission's online service is not available for a given language, higher education institutions may provide other types of linguistic support to students, to be funded under the "organisational support" grant.

**DURING MOBILITY**

**INTERRUPTION OF STUDENTS' MOBILITY**

When a mobility period of a student is interrupted, for example because there is a gap between the end of a language course and the start of the actual study/traineeship, the number of days of interruption shall be encoded in Mobility Tool+ and the grant amount adapted accordingly.

For traineeship between Programme Countries, the period of mobility abroad may be interrupted by the enterprise holidays if the enterprise is closed during this period. The grant is maintained during this period. The closure period does not count towards the minimum duration of a traineeship period but it will count towards the maximum of 12 months per each cycle of study for which the same student may receive grants for mobility periods.

**PROLONGATION OF STUDENTS' MOBILITY**

A prolongation of an on-going mobility period may be agreed between the sending and the receiving organisations subject to the following:

* the request for prolongation of the mobility period must be introduced at the latest one month before the end of the mobility period initially planned;
* if the request is accepted by all parties, the grant agreement must be amended and all the arrangements related to the prolongation of the duration must be completed;
* if the student receives an Erasmus+ grant, the sending institution may either amend the grant amount to take into account the longer duration, or reach an agreement with the student that the additional days are considered "zero-grant from EU funds" period;
* the actual start and end dates of the mobility period shall be included in the receiving institution's Transcript of Rec-ords or in the student's Traineeship Certificate according to the following definitions:
1. the start date should be the first day that the student needs to be present at the receiving organisation (for example, this could be the start date of the first course/first day at work, a welcoming event organ-ised by the receiving institution, or language and intercultural courses);
2. the end date should be the last day the student needs to be present at the receiving organisation (for example, this could be the last day of the exam period/course/work/mandatory sitting period).
* the actual duration defined as indicated above is the period to be indicated by the HEIs in their final reports and is the maximum number of months to be covered through the EU grant. When the prolongation of the student's mobility is considered as “zero-grant from EU funds” days, these days shall be deducted from the total duration of the mobility period to calculate the final grant amount;
* the additional period must follow immediately after the on-going mobility period. There can be no gaps (holidays and university/enterprise closures are not considered "gaps") unless duly justified and approved by the National Agency.

**AFTER MOBILITY**

**a. RECOGNITION OF LEARNING OUTCOMES**

At the end of the period abroad, the receiving institution/enterprise must provide the student and his HEI with a transcript of records or traineeship certificate ('transcript of work') confirming the results of the agreed programme.

The follow-up to the mobility period includes formal recognition, by the sending institution, of the credits awarded abroad for formal learning of newly acquired competences (using ECTS credits or an equivalent system) including for traineeships, where applicable, and the documentation of outcomes resulting from non-formal and informal learning outside the classroom or workplace (using the Diploma Supplement). However this does not apply for traineeships carried out by recent graduate students.

The results of language assessment and online language courses will be reported centrally but will not provide any formal qualification.

As regards staff mobility, the sending institutions should ensure that the learning outcomes of participating staff are properly recognised, disseminated and widely used within the institution.

**b. REPORTING**

At the end of the period abroad, all students and staff who have undertaken a mobility activity are required to complete and submit a final report. For mobility activities lasting two months or more, the report also includes a qualitative evaluation of the linguistic support received during the mobility period.

Those students and staff who fail to submit the report may be required by their sending HEI to partially or fully reimburse the EU grant received. Reimbursement shall not be requested when a student or staff member has been prevented from completing her/his planned activities abroad due to a case of force majeure. Such cases shall be reported by the beneficiary and be subject to the written acceptance by the NA.

**Duration of the activity**

Study periods: from 3 to 12 months (including a complementary traineeship period, if planned). Traineeships: from 2 to 12 months. The same student may participate in mobility periods totalling up to 12 months maximum per each cycle of study28, independently of the number and type of mobility activities.

Participation with a zero grant from EU funds counts as well towards this maximum duration :

* during the first study cycle (Bachelor or equivalent) including the short cycle (EQF levels 5 and 6);
* during the second study cycle (Master or equivalent EQF level 7); and
* during the third cycle as doctoral candidate (doctoral level or EQF level 8). The duration of a traineeship by recent graduates counts towards the 12 months maximum of the cycle during which they apply for the traineeship.