Erasmus+

Capacity Building in Higher Education (CBHE)

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

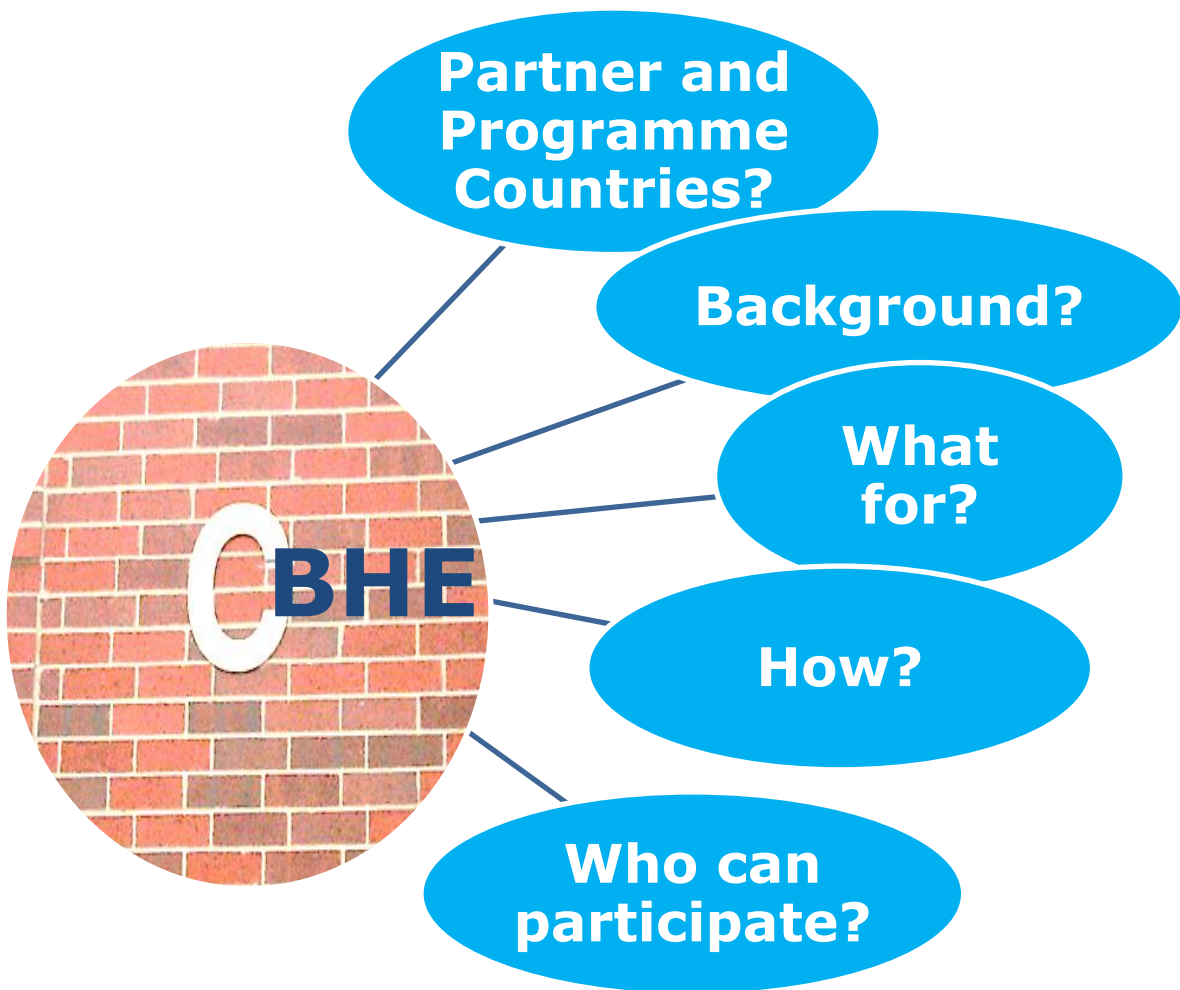| General Overview of the programme | → | The consortia and the financing rules | → | The application and assessment steps |

PART I

General Overview of the programme

CBHE

- Partner and Programme Countries?
- Background?
- What for?
- How?
- Who can participate?

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

Part I: Programme/Partner Countries

33 PROGRAMME COUNTRIES

Contribute financially to ERASMUS+

- EU Member States +
- Turkey, Iceland, Liechtenstein,
  Norway, Former Yugoslav Republic of Macedonia
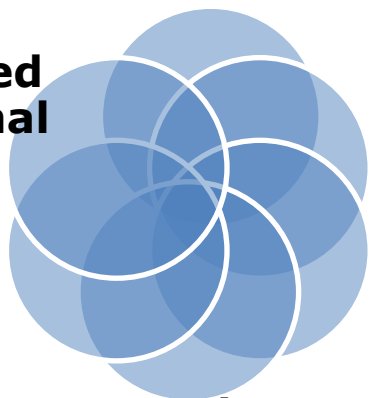
ELIGIBLE PARTNER COUNTRIES >150

Target Beneficiaries

Part I: Programme/Partner Countries

Partner Countries Neighbouring the EU
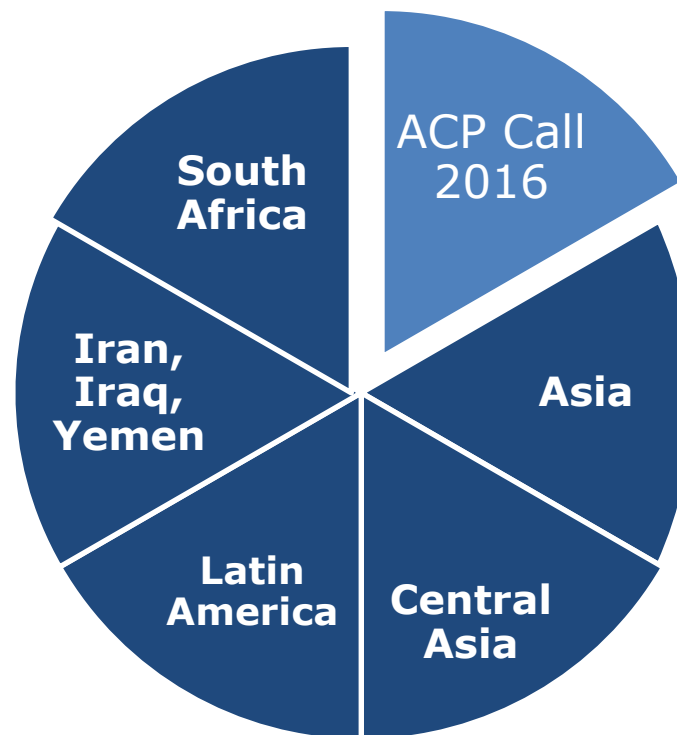
Russia

[as recognised by international law]

Western Balkans

Eastern Partnership countries

South-Mediterranean countries

Other Partner Countries

ACP Call 2016

Asia

Central Asia

Latin America

Iran, Iraq, Yemen

South Africa

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Part I: Background

Part of Erasmus+

Successor of Tempus, Alfa and Edulink

EU External Policies

Internationalisation and Modernisation of Universities
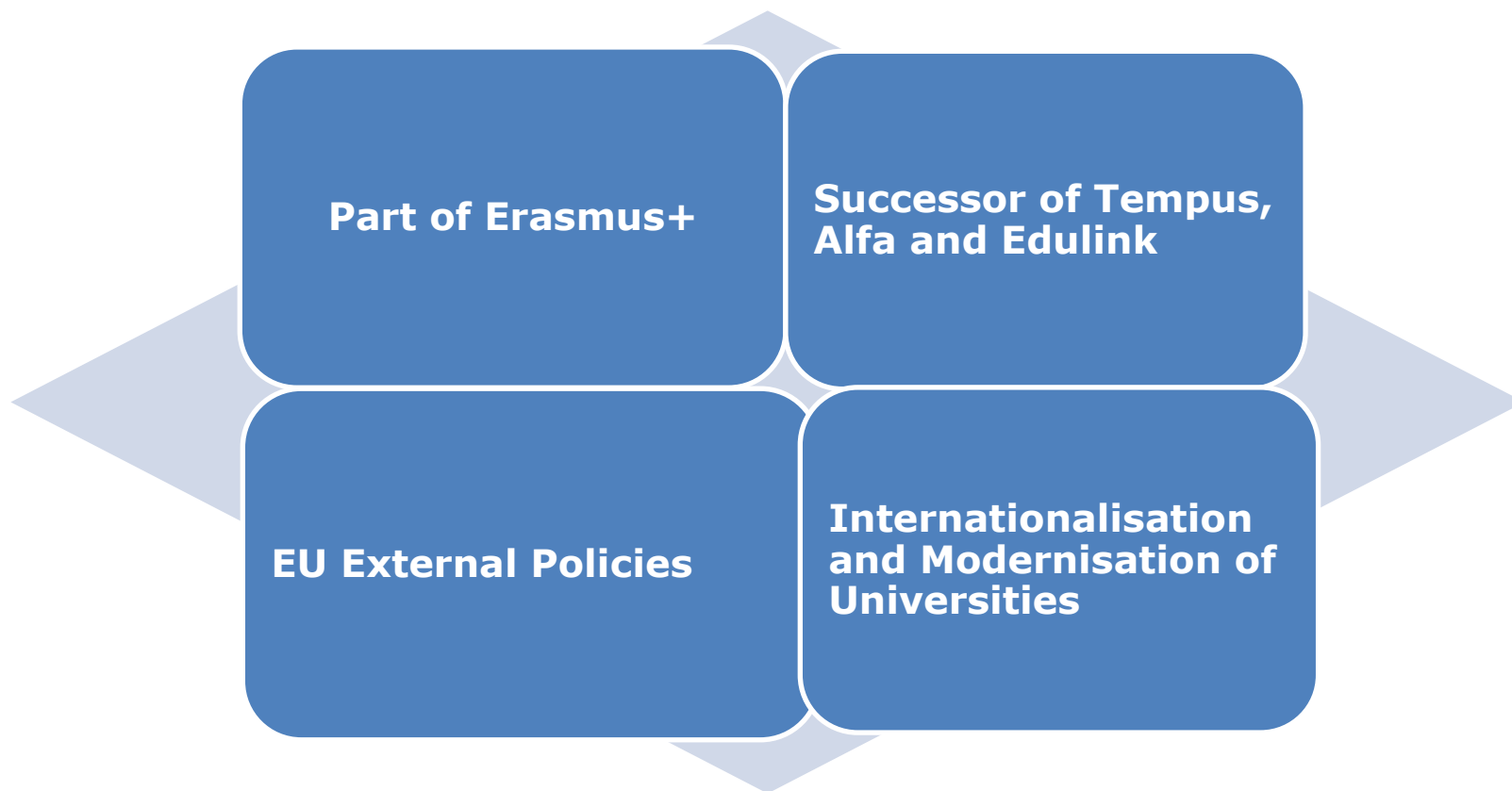
Part I: Background - Approaches

Institutional - Systemic approach

Bottom-up programme

Involvement of **national authorities**

Strong emphasis on **dissemination sustainability and exploitation** of results

Structural Impact

2007-2014

International

- Erasmus Mundus
- Industrialised Countries
- Tempus
- Alfa
- Edu link
- Youth in action
- Erasmus
- Grundtvig
- Leonardo
- Comenius

EU-EU

2014-2020: 3 Key actions

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Jean Monnet

Sport

1 Learning Mobility

2 Institutional Cooperation

3 Policy Support

CBHE
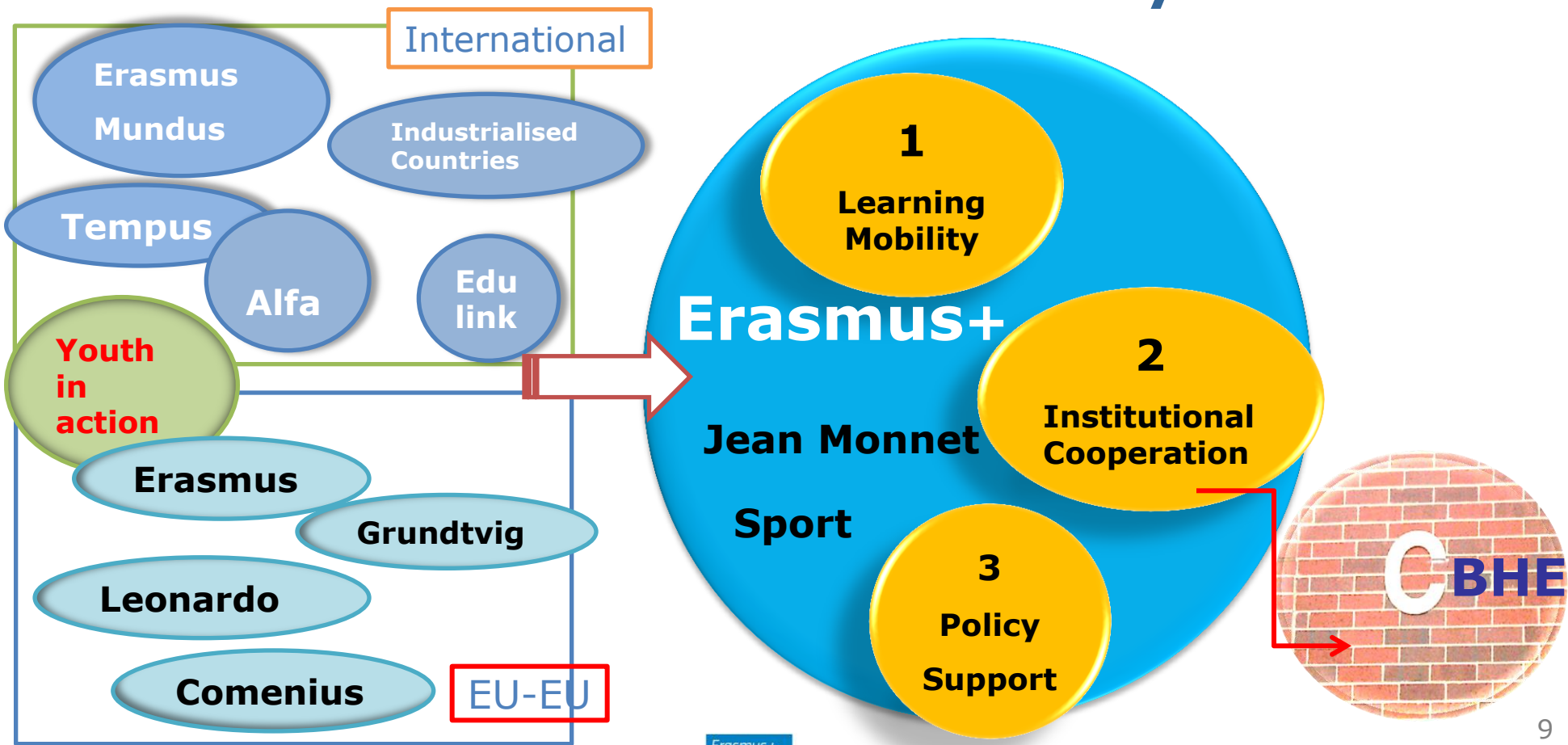
Part I: What for? - Objectives

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

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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

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

Development, testing and adaptating of tools and methods

Staff Training (academic and non-academic)

Strengthening internationalisation and promoting the Knowledge Triangle

Upgrading facilities necessary to implement innovative practices

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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)

Part I: How?

Special Mobility Strand

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

Special Mobility Strand

European Commission

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

Special Mobility Strand

Students

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

Charactericistics: - 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

Special Mobility Strand

European Commission

Staff

Activities: teaching & training periods (5 days to 2 months)

Charactericistics:

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:

   a) structured courses/training events (conferences excluded);
   b) job shadowing/observation periods/trainings at a partner HEI/, relevant organisation abroad.

   at partner HEI or any other relevant organisation in a consortia country

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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
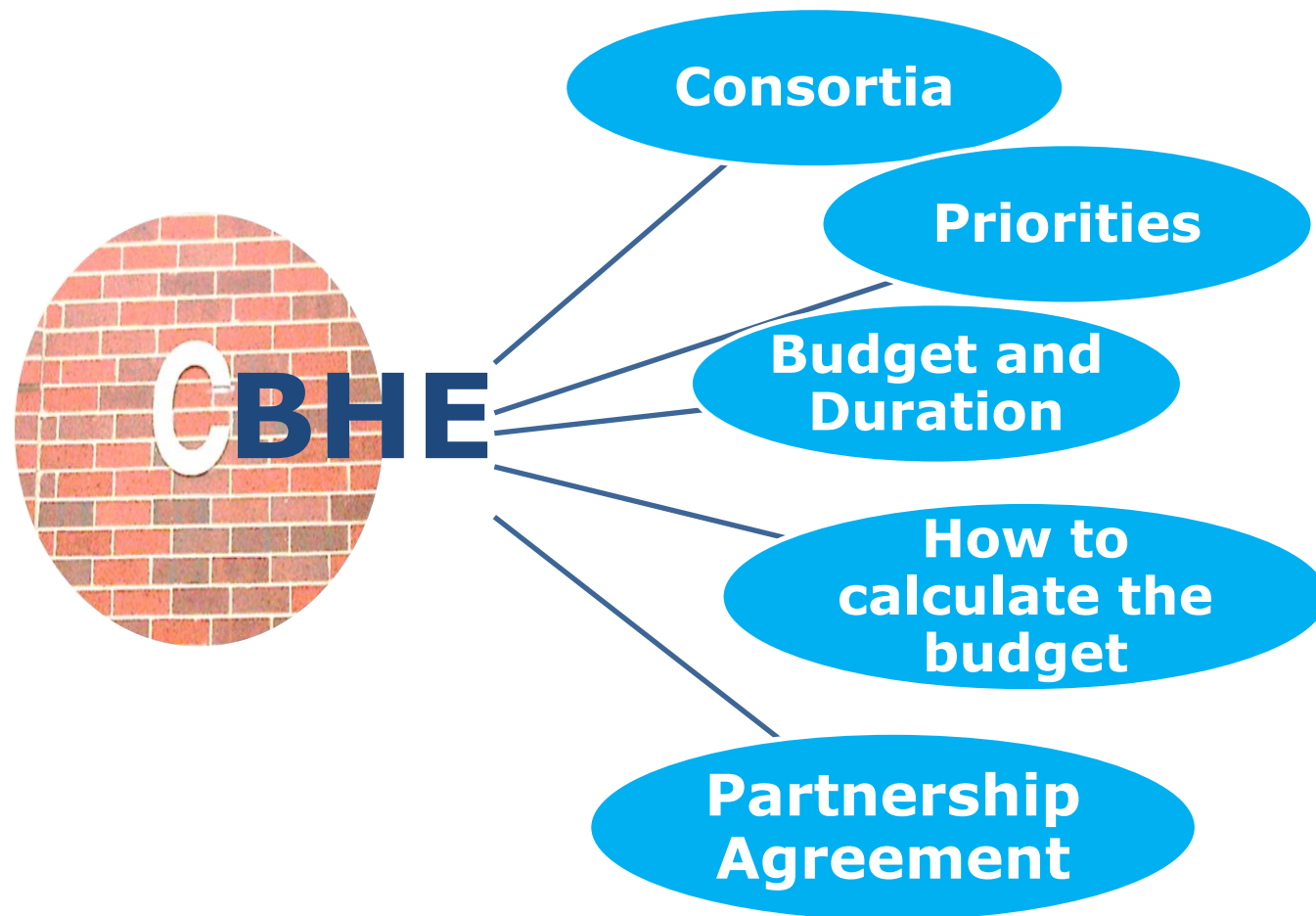
Part I: Who can participate? - Associated Partners

- **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

CBHE

- Consortia
- Priorities
- Budget and Duration
- How to calculate the budget
- Partnership Agreement

Part II: Consortia Structure

Partnership Agreements

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

European Commission

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

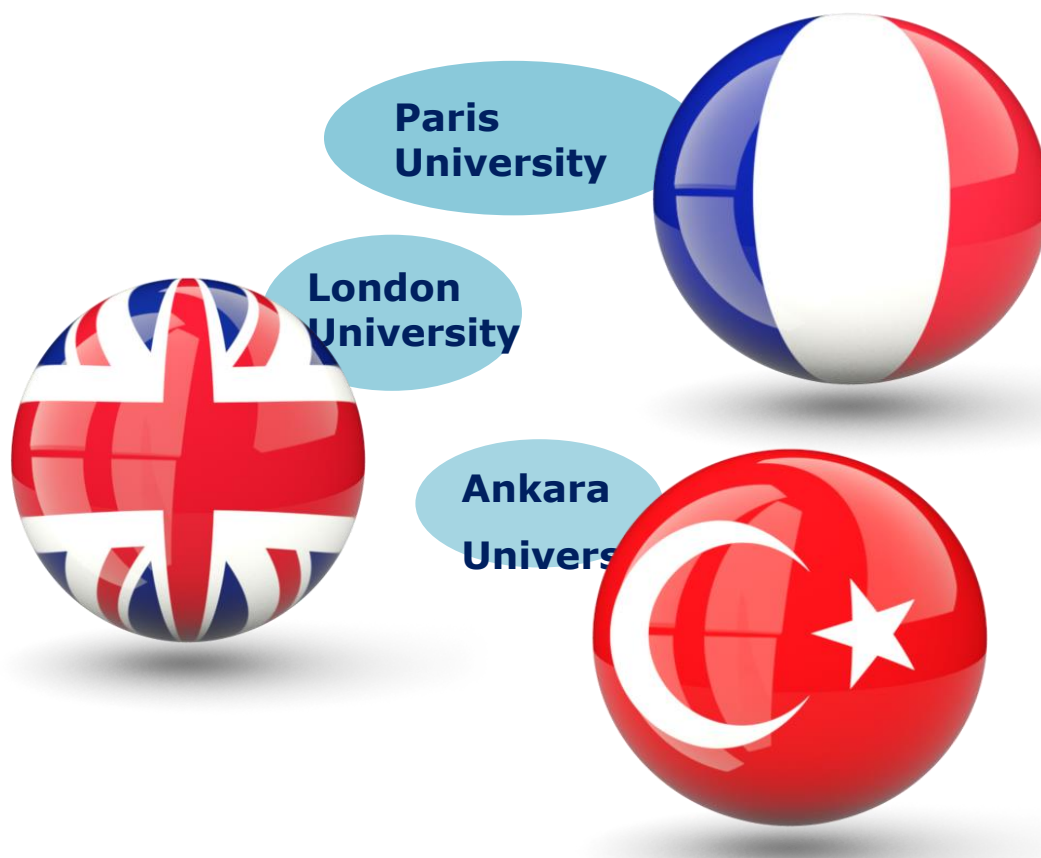**Min. 3 Programme Countries** min. 1 HEI each

Catholic University

University of the Republic

University Montevideo

Bonn University

Rome University

London University

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European Commission

Ex.2: minimum consortia: <u>multi-country project</u> (7 institutions)

<u>Min. 2 Partner Countries</u>
Min. 2 HEIs each

<u>Min. 3 Programme Countries:</u>
Min. 1 HEI each

Belgrade University

Novi Sad University

Durazzo University

Tirana University

Paris University

London University

Ankara Univers

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Example 3: consortia composition (multi-country project)

2 partner countries

Abai University

Kazakh University

Kiew Uni.

Cherkasy Uni.

Lviv Uni.

Bukovina Uni.

Nizhyn Uni.

3 programme countries

Madrid University

Wien Uni.

Linz Uni.

Salzburg Uni.

Turin Uni.

Roma Uni.

Genoa Uni.
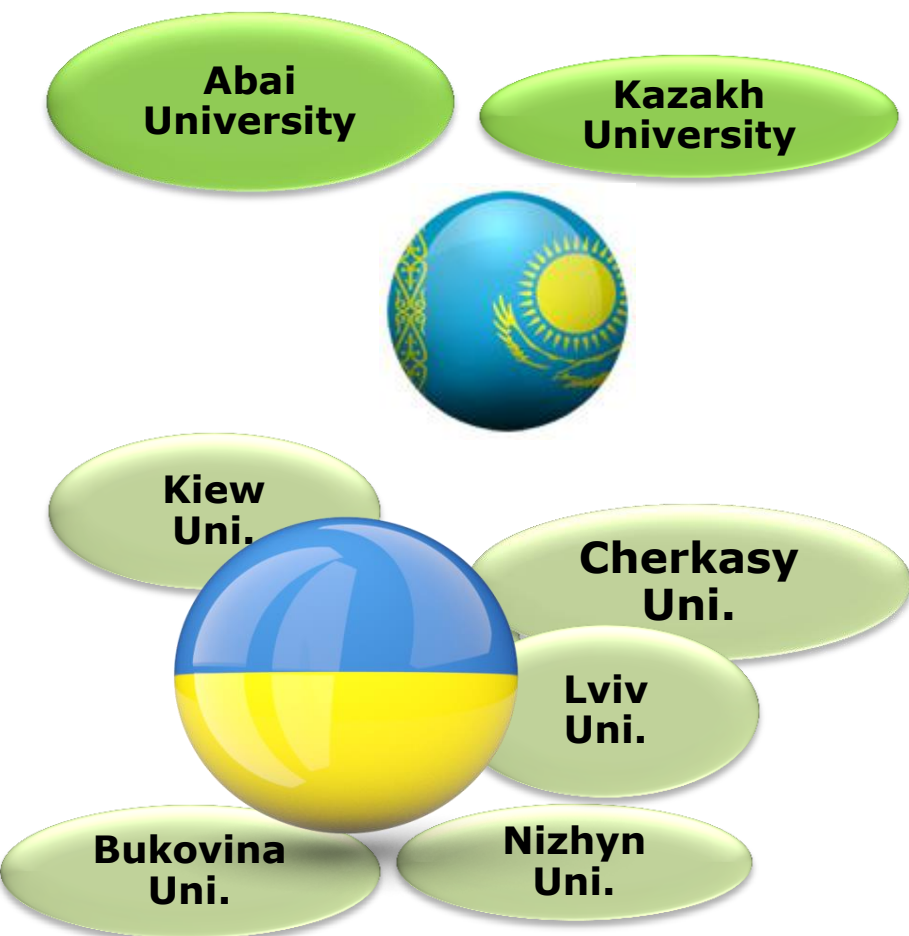
Part II: Priorities & Project Types

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)
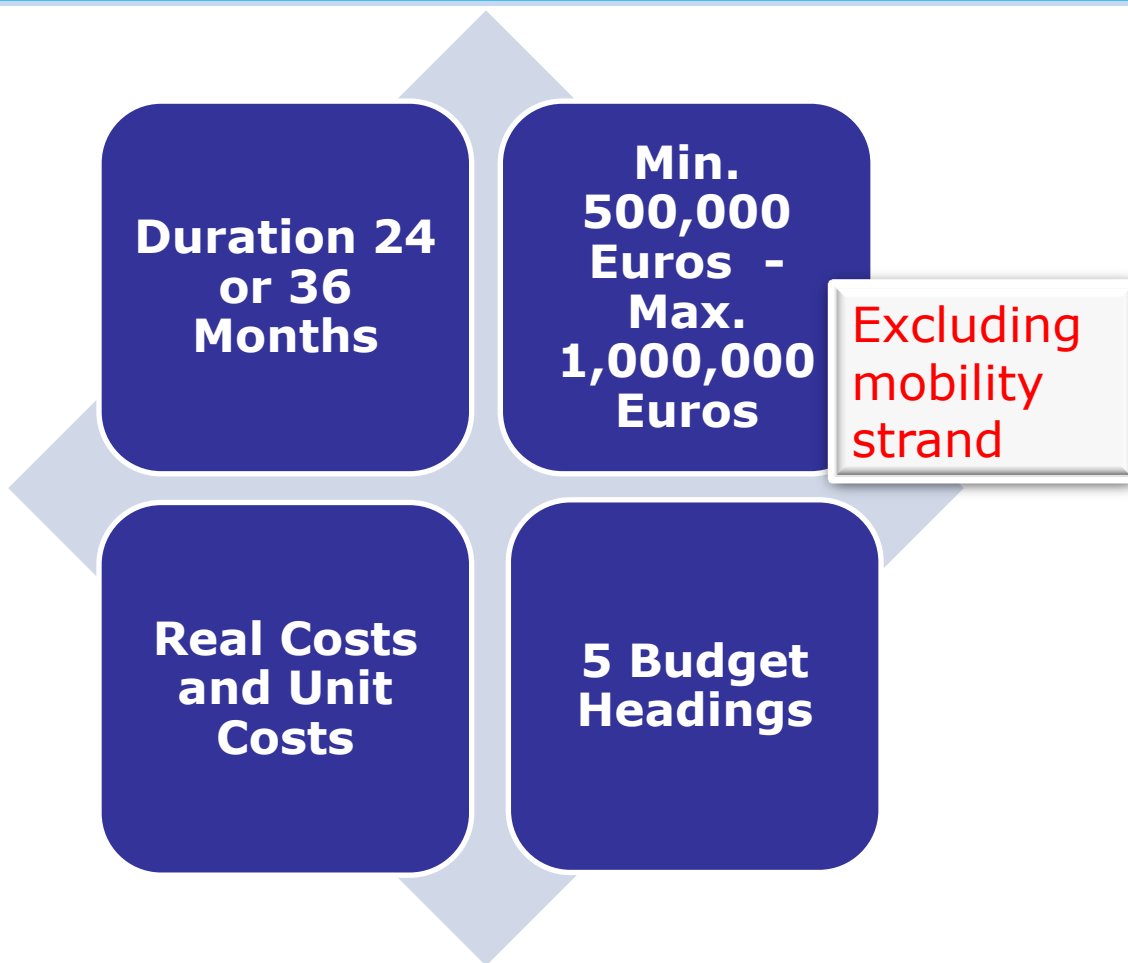
Part II: Priorities – Categories/Themes

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
4 Russia [as recognised by international law]	6,72
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	120,78

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Part II: Budget and Duration-Overview

Duration 24 or 36 Months

Min. 500,000 Euros - Max. 1,000,000 Euros

Excluding mobility strand

Real Costs and Unit Costs

5 Budget Headings

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

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)
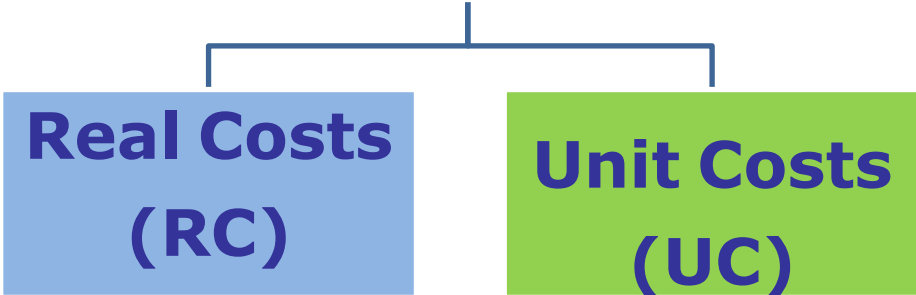
Other types of costs (ex.: dissemination, publishing, overheads costs, etc.) are not considered for the calculation of the grant.
>>> Expected to be **covered by co-funding.**

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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)

European Commission

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)

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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	

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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€

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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 €

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Special Mobility Strand

Part II: How to calculate the budget -

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

Special Mobility Strand

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

Special Mobility Strand

Costs of Stay €/Month

Students from Programme Countries

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

Special Mobility Strand

Cost of Stay €/Day
Staff from Partner 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 €

Cost of Stay €/Day
Staff from Programme Countries

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

How and what do I submit?

What is assessed-criteria?

By whom - Selection Process?

Continuity and Changes
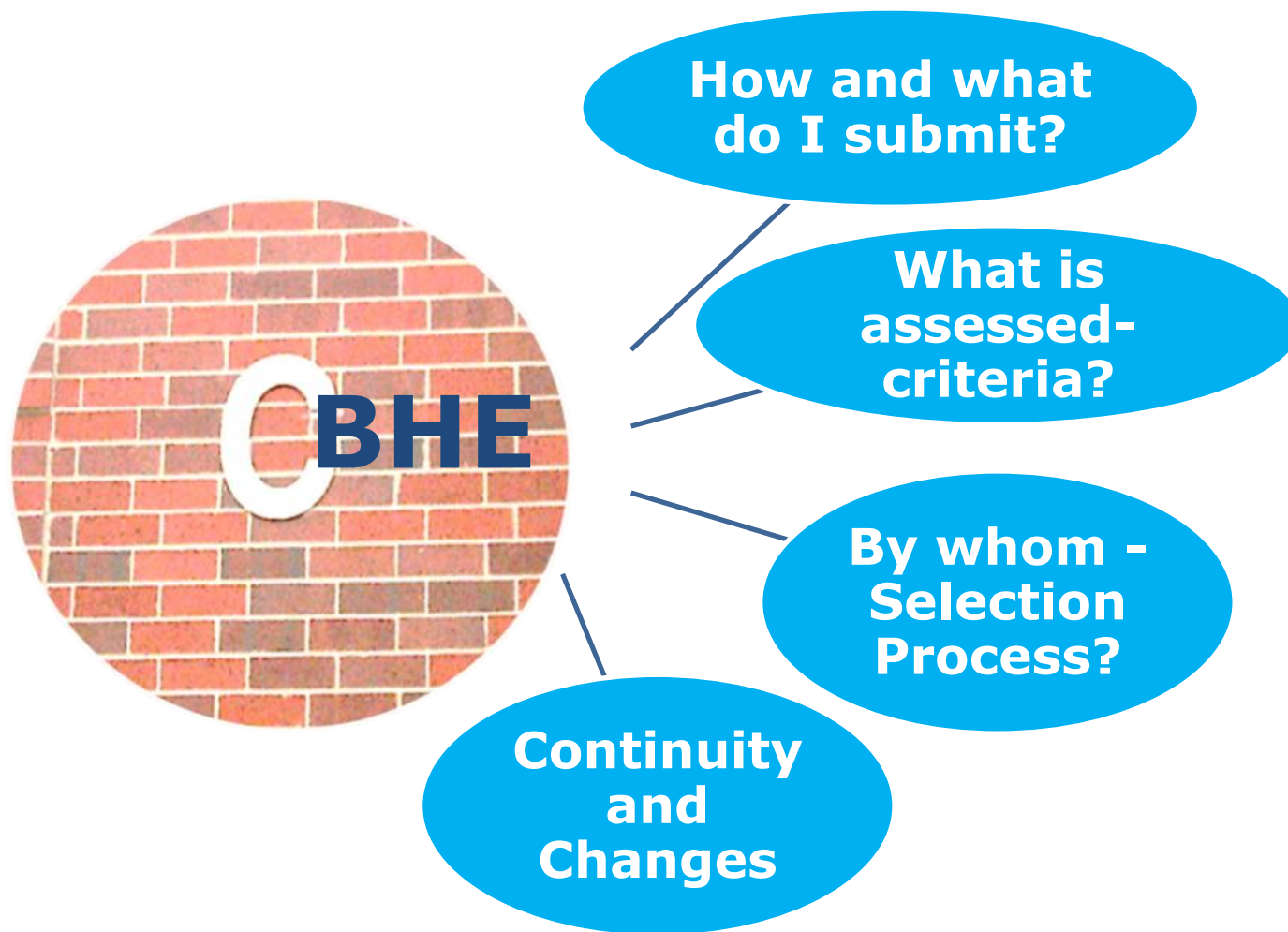
CBHE

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

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

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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

Eligibility Criteria

Exclusion & Selection Criteria

Award Criteria

Formal submission requirements

Grant size and duration

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

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"

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**

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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*
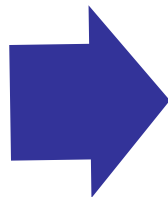
CONTENT

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

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**

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
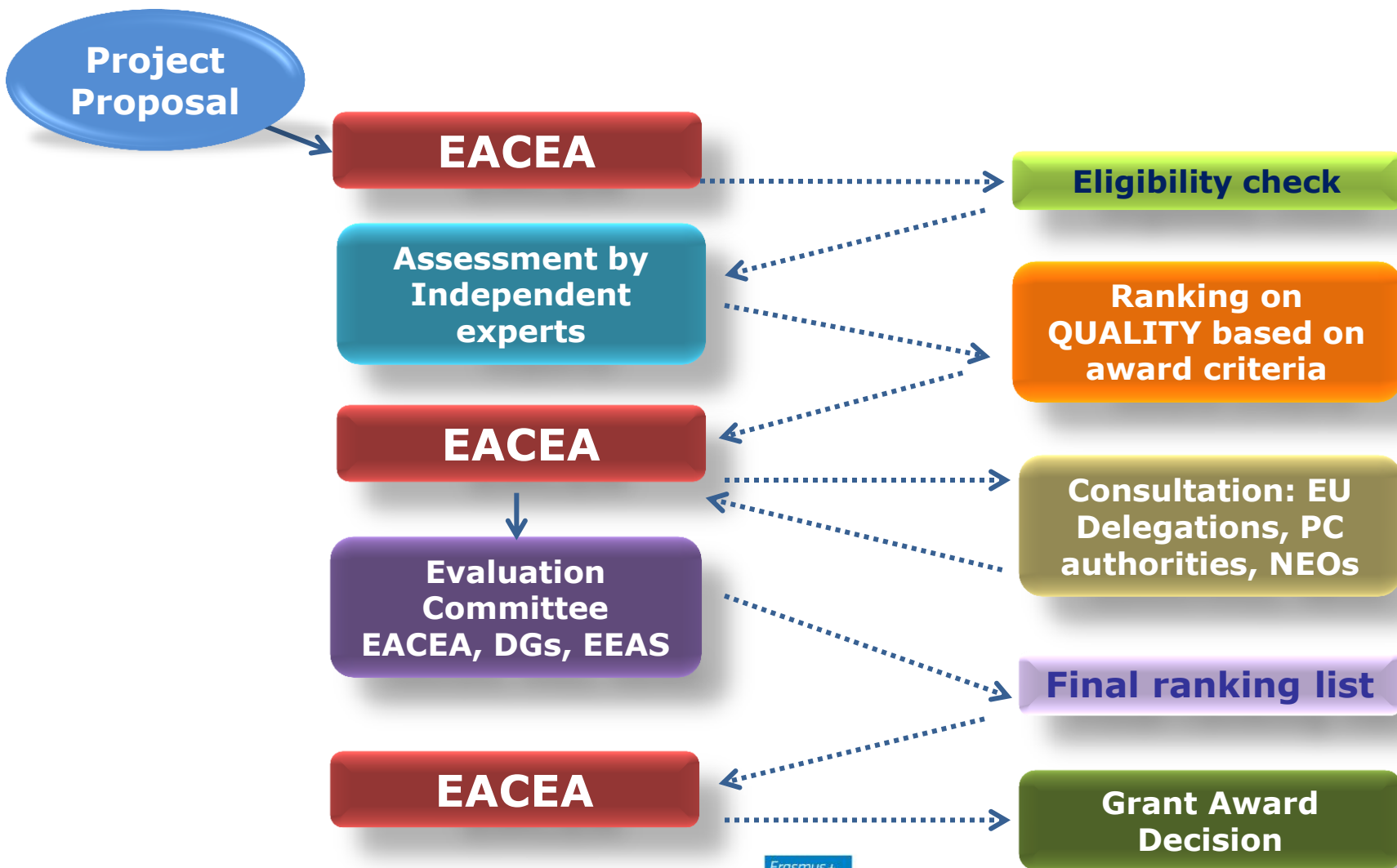
Relevance of the mobility strand for the project

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

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

Validation and recognition at institutional level

Part III: What is assessed? - Selection Process

Project Proposal

EACEA → **Eligibility check**

Assessment by Independent experts → **Ranking on QUALITY based on award criteria**

EACEA → **Consultation: EU Delegations, PC authorities, NEOs**

Evaluation Committee EACEA, DGs, EEAS → **Final ranking list**

EACEA → **Grant Award Decision**

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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*

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 (PCs)

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

Part III: Continuity with the past but new elements:

- **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:

- **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)

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Part III: Continuity with the past but new elements:

- **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)