



Erasmus+ International Credit Mobility

Handbook for Participating Organisations

*Version 5.0 – January 2022
(Call2022)*

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Acronyms and abbreviations

We have tried to keep the language in this Handbook as simple and as clear as possible. When we have used acronyms or abbreviations, we have made sure to spell these out at least once. Here they are, just in case...

BM: Beneficiary Module EC: European Commission

ECHE: Erasmus Charter for Higher Education

ECTS: European Credit Transfer and Accumulation System

ENFP: Erasmus+ National Focal Points

EU: European Union

FAQ: Frequently Asked Questions

HEI: Higher Education Institution

ICM: International Credit Mobility

IIA: Inter-institutional agreement

IPA: Instrument for Pre-Accession Assistance

KA131: Key Action 1 in Higher Education, supported by internal policy funds

KA171: Key Action 1 in Higher Education, supported by external policy instruments (=ICM)

NA: Erasmus+ National Agency

NDICI: Neighbourhood, Development and International Cooperation Instrument

NEO: National Erasmus+ Office

OID: Organisation ID

OS: Organisational Support

Introduction

For 35 years, European Union's Erasmus programme has enabled over 4 million Europeans to study, train and gain experience abroad. Since 2015, Erasmus+ opened up mobility opportunities in the field of higher education to individuals and organisations from other parts of the world. Through "International Credit Mobility" - ICM for short - European HEIs can set up mobility agreements with partners around the world to send and receive students and staff. In the new Erasmus+ 2021-2027, international mobility of higher education students and staff has two strands: one supported by internal policy funds (KA131) and one by the external policy instruments¹ (KA171). The latter is the continuation of ICM (KA107) from the 2015-2020 programme period, and the first call for applications was launched in call 2022 of Erasmus+.

Erasmus+ is an essential tool to promote people-to-people connectivity worldwide through its external dimension, aiming at cementing links between the European Education Area and the rest of the world. Building on the experience and the lessons learnt from the previous programme period, Erasmus+ 2021-2027 is strongly aligned with the EU's geopolitical priorities.

What's in it for individuals?

ICM projects contribute to strengthening societal links through educational exchanges and mobility. The aim is to support students and staff in higher education institutions acquire and enhance key skills, competences and employability. Mobility for studying or training increase students' technical, inter-personal and inter-cultural skills and competences, as well as their confidence, ability to achieve goals, and social and cultural openness. Staff can acquire new competences for their professional development, improve their language skills and learn about new working methods.

What's in it for institutions?

ICM aims to support reinforce the capacities, quality and relevance for the labour market and society at the participating institutions and support the exchange of good practices. ICM projects strengthen international ties between institutions, giving the partners the opportunity to increase their visibility at local and global levels. It helps to improve the quality of higher education.

Purpose of this handbook

This handbook aims to support both Programme and Partner Country HEIs² in the implementation of their ICM project, from application to final report. It will provide you with information on the key documents, rules and guidelines. It will guide you through the various steps your institution will be expected to take, and tell you where to go for further information. This handbook does not replace the [Erasmus+ Programme Guide](#)³, which you should refer to for more detailed information.

We hope you find this handbook useful, and wish you every success with your ICM project.

The International Credit Mobility Team

¹ Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI-GE) and Instrument of Pre-accession Assistance III (IPA III)

² For the purposes of ICM, there are 33 Erasmus+ Programme Countries (formally EU Member States and third countries associated to the Programme), which are the 27 EU Member States and six countries that have associated to the programme, namely Iceland, Liechtenstein, Norway, the Republic of North Macedonia, Turkey and Serbia. Partner Countries (formally third countries not associated to the Programme) are all other countries in the world, except for Regions 13 (Andorra, Monaco, San Marino, Vatican City State) and 14 (Switzerland, Faroe Islands and the United Kingdom) not covered by the EU's external financial instruments. For a detailed presentation, see table in p. 6.

³ <https://erasmus-plus.ec.europa.eu/programme-guide/erasmusplus-programme-guide>

I – What is ICM and how do I apply?

International Credit Mobility (ICM) supports the mobility of individuals enrolled or employed at a higher education institution (HEI), from a Programme Country to a Partner Country or vice versa, namely:

- **Student mobility for studies**, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The physical mobility period can last from 2 months (or one academic term) to 12 months, or from 5 to 30 days for short-term doctoral mobility or if part of a blended mobility⁴.
- **Student mobility for traineeships**, open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, recent graduates (who have applied during their last year of studies), as well as third cycle doctoral candidates. The mobility period can last from 2 to 12 months, or from 5 to 30 days for short-term doctoral mobility or if part of blended mobility.
- **Staff mobility for teaching** for academic staff and for invited staff from non-academic organisations to teach at a partner higher education institution (HEI) abroad. The mobility period can last from 5 days to 2 months (60 days) and can also be carried out as blended mobility
- **Staff mobility for training** for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a partner HEI. The mobility period can last from 5 days to 2 months and can also be carried out as blended mobility. This activity also supports the mobility of staff from Partner Country HEIs to train at a non-academic organisation located in a Programme Country.

Student and staff mobility can take place in any subject area or academic discipline. Moreover, HEIs are free to apply for staff mobility or student mobility, or any combination of the two.

Staff teaching and training activities can be combined. A study period and a traineeship can also be combined, for a minimum of 2 months (or one academic term) and a maximum of 12 months.

Who can apply?

Any Programme Country HEI with an Erasmus Charter for Higher Education (ECHE) is eligible to apply for ICM funding to its National Agency (NA) as an individual HEI and/or via a consortium application:

- **For an application as an individual HEI:** The applicant HEI must hold a valid [Erasmus Charter for Higher Education \(ECHE\)](#)⁵.
- **For an application as a national mobility consortium:** The consortium must hold a higher education consortium accreditation. Organisations that do not hold a valid consortium accreditation can [apply for this accreditation](#) at the same time as applying for a mobility project. All HEIs involved in the consortium must hold a valid ECHE.

Skip to "*Getting the right accreditation*" under the section Application Process for more information.

⁴ Blended mobility is a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork.

⁵ Erasmus Charter for Higher Education: <https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-charter-for-higher-education>

Erasmus+ Partner Countries eligible for International Credit Mobility

Instrument for Pre-accession (IPA III)	1. Western Balkans	Albania, Bosnia and Herzegovina, Kosovo ⁶ , Montenegro
Neighbourhood, Development and International Cooperation Instrument (NDICI-Global Europe)	2. Neighborhood East	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law
	3. South-Mediterranean countries	Algeria, Egypt, Israel ⁷ , Jordan, Lebanon, Libya, Morocco, Palestine ⁸ , Syria, Tunisia
	4. Russian Federation	Territory of Russia as recognised by international law
	5. Asia	Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam
		High Income Countries: Brunei, Hong Kong, Japan, (Republic of) Korea, Macao, Singapore, Taiwan
	6. Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
	7. Middle East	Iran, Iraq, Yemen
		High Income Countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
	8. Pacific	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu
		High Income Countries: Australia, New Zealand
9. Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe	
10. Latin America	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela	
11. Caribbean	Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago	
12. USA & Canada	Canada, United States of America	

⁶ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

⁷ The eligibility criteria formulated in Commission Notice Nr.2013/C-205/05 (OJEU C-205 of 19/07/2013, pp. 9-11) shall apply for all actions implemented through this Programme Guide, including with respect to third parties receiving financial support in the cases where the respective action involves financial support to third parties by grant beneficiaries in accordance with article 204 of the EU's Financial Regulation.

⁸ This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

Eligible partner organisations

Only HEIs in Programme Countries are eligible to apply for and receive funds. **Higher education institutions** from around the world are eligible to take part in ICM as partners, with the exception of those located in regions 13 and 14.⁹

Participating **Partner Country HEIs** must be **recognised** as higher education institutions (HEI)¹⁰ by competent authorities. After the project has been selected for funding and before any mobility can take place, the Programme Country HEI must sign an **inter-institutional agreement** with their Partner Country HEIs. Find out more about this agreement in section II of this Handbook.

If an exchange takes place with a HEI that is not recognised, the mobility is considered ineligible and the funds must be recovered. As the organisation submitting the application and managing the funds, the Programme Country HEI is responsible for verifying the eligibility of all partners in their application, and throughout the project lifecycle.

Other organisations in Programme and Partner Countries are also eligible to take part in an ICM project. These organisations can host students on traineeship or HEI staff in training, while staff from these organisations can be invited to teach at an HEI. These organisations must be active in the labour market or in the fields of education, training and youth. See dedicated section on 'Traineeships'.

Roles and responsibilities

Participating organisations involved in the mobility project take on the following roles and responsibilities:

- The **applicant organisation** (always the Programme Country HEI) submits an application to its NA on behalf of its partner(s). The applicant can also apply on behalf of a consortium of several partners from the same Programme Country.
- Once selected, the **beneficiary organisation** (always the Programme Country HEI) signs and manages the grant agreement, and reports at the end of the project. The beneficiary is financially responsible for the entirety of the grant.
- The **sending organisation** (from either a Programme or a Partner Country) is responsible for selecting the students and staff and sending them abroad. This includes preparation, monitoring and recognition activities.
- The **receiving organisation** (from either a Programme or a Partner Country) hosts the students and staff from abroad, providing support during their stay.

Students and staff apply directly for a grant at the institution where they are enrolled through open calls. The selection criteria for participation in the mobility activities are defined by the HEIs involved in the project in their IIA. Many of these procedures are flexible and institutions are welcome to find the arrangements which work best for their needs, for example, institutions may prefer to establish joint selection procedures. Selection criteria and procedures must be fair and transparent.

⁹ See table in p. 6.

¹⁰ According to the Erasmus+ Programme Guide, this is any type of higher education institution, which in accordance with national law or practice, offers recognised degrees or other recognised tertiary level qualifications, regardless of what such an establishment is called, or a comparable institution at tertiary level which is considered by the national authorities as eligible to participate in the Programme in their respective territories.

This table provides an overview of ICM activities and eligible organisations:

	Student mobility for studies (SMS)	Student mobility for traineeships (SMP)	Staff mobility for teaching (STA)	Staff mobility for training (STT)
Sending organisation can be...	Programme or Partner Country HEI	Programme or Partner Country HEI	Programme or Partner Country HEI <i>or</i> Programme or Partner Country public or private organisation	Programme or Partner Country HEI
Receiving organisation can be...	Programme or Partner Country HEI	Programme or Partner Country HEI <i>or</i> Programme or Partner Country public or private organisation	Programme or Partner Country HEI	Programme or Partner Country HEI <i>or</i> <u>Programme Country</u> public or private organisation

EU Budget – what you need to know

For the purposes of ICM and other Erasmus+ actions open to participation of Partner countries, these are grouped into regions, as already presented in the section “Erasmus+ Partner Countries eligible for International Credit Mobility”.

The EU budget available for this action is split into **12 discrete 'envelopes'** corresponding to the regions of the world¹¹, covered by the EU's external financing instruments¹². The size of each envelope is set according to the EU's external action priorities, with some regions benefitting from bigger budget envelopes and therefore funding more mobilities. The largest budgets are allocated to Sub-Saharan Africa and the EU's neighbourhood regions – East and South, and the Western Balkans.

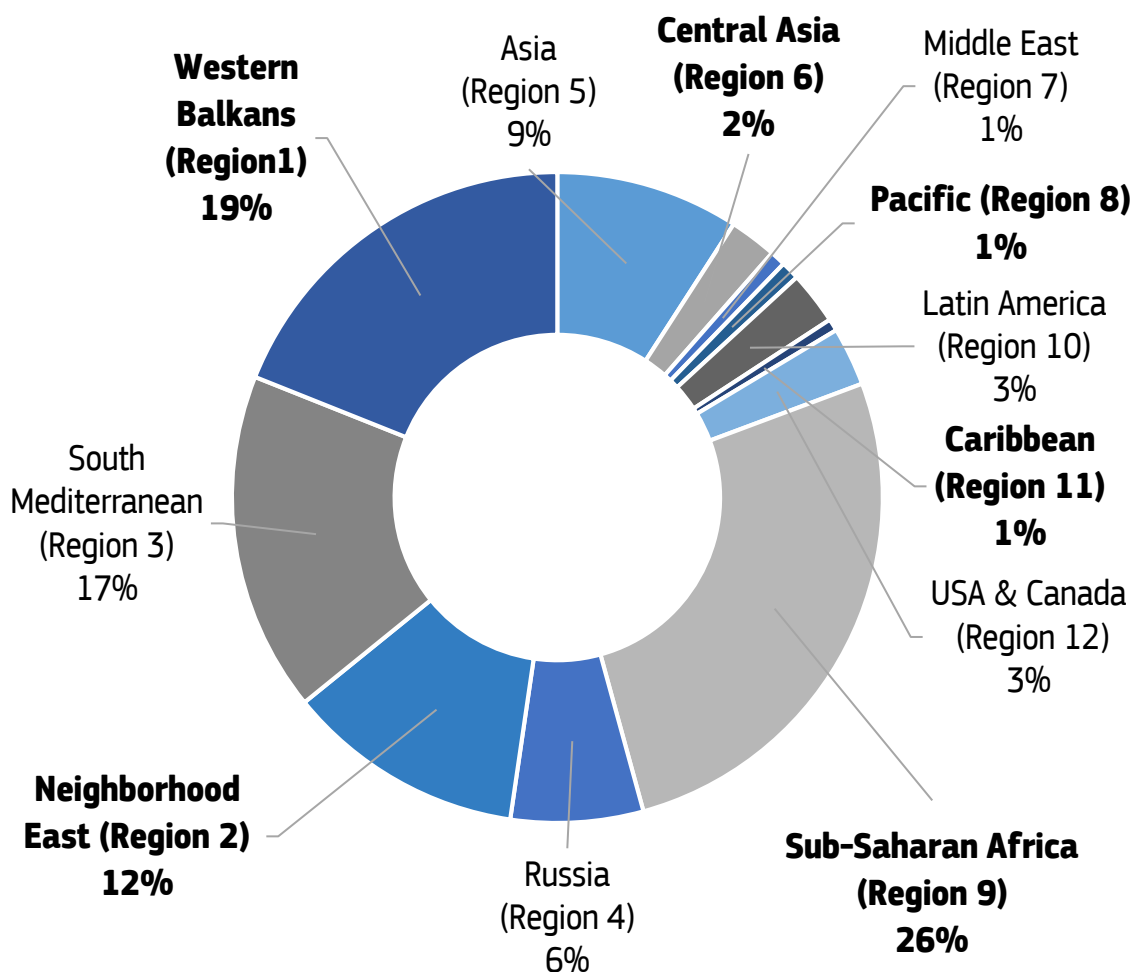
See below a chart pie demonstrating the distribution of the budget between the different regions of the world:

¹¹ The number and size of the budget envelopes will remain relatively stable under each call. The detailed budget is communicated each year ahead of the call deadline.

¹² Visit our website to find out more:

<https://ec.europa.eu/international-partnerships/funding>

https://ec.europa.eu/neighbourhood-enlargement/enlargement-policy/overview-instrument-pre-accession-assistance_en



Applicants should always keep the different budgets in mind when applying for mobilities. There is little point in applying for the entire national budget available in a smaller envelope (for instance Latin America or Pacific) when the NA, especially in large Programme Countries, will be under pressure to satisfy a large volume of demand from HEIs. On the other hand, competition may be considerably lower for larger budget envelopes, such as Sub-Saharan Africa and Western Balkans.

Indicative Geographical Targets for the programme period 2021-2027

Applicants should also be aware that in some regions there are **indicative targets** to support **geographical balance** in the use of funds. NAs need to meet these targets by the end of the programme period, but not necessarily in each ICM Call year. Nevertheless, they are required to take into account these indicative targets when allocating funds.

This means that, all things being equal, NAs will be looking to fund projects with partners in low-income and least developed Partner Countries. So if the applicant has the choice between equally strong partners, a strategic decision may be to give preference to the partnerships they have with the least developed countries in a given region.

Below an overview of countries with geographical targets:

Region	Composition of the region	Indicative Targets	Geographical Targets
Region 3 – South Mediterranean	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia	no more than 15% of the budget available can be allocated to a single country	
Region 5 – Asia	Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam	at least 25% of the budget available must go to projects with the least developed countries	
	High income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan	no more than 25% of the budget available can go to projects with High Income Countries no more than 15% with China no more than 10% with India	
Region 8 – Pacific	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High income countries: Australia, New Zealand	no more than 86.5% of the budget available can go to projects with High Income Countries	
Region 9 – Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe	at least 35% of the budget available must go to projects with the least developed countries Special emphasis should be put on migration priority countries. Migration priority countries that are also LDCs are marked bold.	no more than 8% of the available regional budget for a single country
Region 10 – Latin America	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela	no more than 30% of the budget available can go to projects with Brazil and Mexico combined	

Restrictions on outgoing mobilities (from Programme Country to Partner Country)

The financial instrument covering regions 2-12 (NDICI) does not fund **short cycle, first cycle** (Bachelor or equivalent) or **second cycle** (Master or equivalent) mobility, from a Programme Country to any of the Partner Countries that are recipients of official development assistance (ODA)¹³. Region 1 is not concerned by this restriction, as the funding comes from IPA III. Please see these countries in bold in the table below.

This applies to mobility for **studies and for traineeships**. Outgoing third cycle students (PhD candidates) or staff are eligible to be sent to these Partner Countries, and Programme Country HEIs can receive incoming students and staff without any restriction.

These restricted mobilities under ICM may be funded by your mobility project supported by internal policy funds, through the international opening of KA131 within the ceiling of the 20% of the awarded budget.

All eligible Partner Countries are listed on the next page. For more information on the funding rules, budget restrictions and country priorities, please visit the [NA's website](#)¹⁴ or see the relevant section in the [Erasmus+ Programme Guide](#).

Instrument for Pre-accession (IPA III)	1. Western Balkans	Albania, Bosnia and Herzegovina, Kosovo¹⁵, Montenegro
Neighbourhood, Development and International Cooperation Instrument (NDICI-Global Europe)	2. Neighborhood East	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law
	3. South-Mediterranean countries	Algeria, Egypt, Israel¹⁶ , Jordan, Lebanon, Libya, Morocco, Palestine ¹⁷ , Syria, Tunisia
	4. Russian Federation	Territory of Russia as recognised by international law
	5. Asia	Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam High Income Countries: Brunei, Hong Kong, Japan, (Republic of) Korea, Macao, Singapore, Taiwan
	6. Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
	7. Middle East	Iran, Iraq, Yemen High Income Countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
	8. Pacific	Cook Islands , Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau , Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High Income Countries: Australia, New Zealand

¹³ <https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf>

¹⁴ National Agencies: <https://erasmus-plus.ec.europa.eu/national-agencies>

¹⁵ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

¹⁶ The eligibility criteria formulated in Commission Notice Nr.2013/C-205/05 (OJEU C-205 of 19/07/2013, pp. 9-11) shall apply for all actions implemented through this Programme Guide, including with respect to third parties receiving financial support in the cases where the respective action involves financial support to third parties by grant beneficiaries in accordance with article 204 of the EU's Financial Regulation.

¹⁷ This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

	9. Sub-Saharan Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles , Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
	10. Latin America	Argentina, Bolivia, Brazil, Chile , Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay , Venezuela
	11. Caribbean	Antigua & Barbuda , Bahamas , Barbados , Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis , St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago
	12. USA & Canada	Canada , United States of America

Grant breakdown

The applicant organisation applies for a number of student and/or staff mobilities, based on which a grant is calculated. This grant will cover the following costs:

Individual support

Mobility to...	Student monthly rate ¹⁸	Student daily rate ¹⁹	Staff daily rate ²⁰
Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden	€ 900	€ 70 (5-14 th day)	€ 180
Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain	€ 850		€ 160
Bulgaria, Croatia, Czech Republic, Estonia, the Republic of North Macedonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	€ 800	€ 50 (15 th -30 th day)	€ 140
All Partner Countries	€ 700		€ 180

¹⁸ The rates for student mobility for studies and for traineeships are the same. In ICM, there is no "top-up" grant for traineeship mobility.

¹⁹ The daily student rate applies on the physical component of a short-term blended mobility or a short-term doctoral mobility.

²⁰ These staff mobility rates apply up to the 14th day of activity, after which the grant drops to 70% of the amount shown.

Travel support

Travel distances ²¹	In case of standard travel	In case of green travel ²²
Between 10 and 99 KM	€23 per participant	Not applicable
Between 100 and 499 KM	€ 180 per participant	€ 210 per participant
Between 500 and 1999 KM	€ 275 per participant	€ 320 per participant
Between 2000 and 2999 KM	€ 360 per participant	€ 410 per participant
Between 3000 and 3999 KM	€ 530 per participant	€ 610 per participant
Between 4000 and 7999 KM	€ 820 per participant	Not applicable
8000 KM or more	€ 1,500 per participant	Not applicable

Organisational support

The grant foresees an **organisational support (OS)** contribution of **€500 per participant** to cover costs directly linked to the implementation of mobility activities, such as the selection of participants, linguistic preparation, visa and insurance costs. It is important that the distribution of the OS grant reflect as far as possible each partner's workload in support of the mobility project. The cooperating institutions should agree on how to use or share the OS grant and include the details in the inter-institutional agreement.

The rules of the programme allow transferring OS funds to travel and individual support (in order to fund longer or new mobilities). The use of this possibility presupposes that the HEIs are already providing high quality student and staff mobility, including visa and insurance support, as well as linguistic and cultural preparation for all participants. In case that flexibility is used, it cannot exceed 50% of the OS funds allocated to the whole project.

For more information on the grant, please refer to Part B of the [Erasmus+ Programme Guide](#).

Timeline

The selection of projects for ICM is based on an annual call for proposals issued by the European Commission and published on the Erasmus+ website in the autumn of the year preceding the projects' start date. The application and selection process is managed by each NA. This is the NA in the country where the applicant organisation (or consortium coordinator) is based.

Applicants must submit their grant application to their NA by the deadline specified in the call for proposals published on the Erasmus+ website for projects starting on 1 August of the same year.

ICM projects can run for either 24 or 36 months, and the duration is selected by the applicant at application stage. The start and end dates of all mobility activities must fall within the start and end dates of the project.

²¹ Travel distances must be calculated using the distance calculator supported by the European Commission (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>). The travel distance for one direction is used to calculate the EU grant amount for the round trip.

²² Use of sustainable means of transport for mobility.

Inclusion and diversity

The Erasmus+ Programme aims at promoting equity and inclusion by facilitating access to participants with fewer opportunities compared to their peers. To meet this objective in international credit mobility, it is essential that partners take inclusion and diversity into account from the start of the project's inception.

Therefore, this Handbook will also highlight different elements that institutions should consider, from outreach and participant selection, to grant management and support.

Before you get started, check the Programme Guide and see the list of examples of what can constitute a barrier for participation in its section on "Inclusion and Diversity"²³, under Priorities of the Erasmus+ Programme:

- Disabilities;
- Health problems;
- Barriers linked to education and training systems;
- Cultural differences;
- Social barriers;
- Economic barriers;
- Barriers linked to discrimination
- Geographical barriers.

The criteria to be used for the selection of participants with fewer opportunities are defined at national level by the National Agencies in agreement with National Authorities. The list of national criteria, established by each NA, can focus on certain inclusion aspects of their national context. Please check with your National Agency whether such list applies in your country.

²³ Part A of the Erasmus+ Programme Guide 2022 provides a non-exhaustive list of potential barriers. Additionally, ICM applicants and beneficiaries are invited to consult the Implementation guidelines - Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy: https://ec.europa.eu/programmes/erasmusplus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

Application process

The Programme Country HEI will fill in the application form on behalf of its partner(s) and submit the form to its National Agency. The person who starts the application, need to have an EU Login registration. We encourage involving all partners in the application process, as the applicant will be asked to provide detailed information on their cooperation arrangements and on the wider impact of their mobility project.

- **Finding a partner**

To find a partner, we recommend you look at current or past cooperation agreements your institution might have, either at the level of the institution (typically via the international relations office), or at the level of individual faculties.

If you are looking for new partnerships, we encourage you to contact the relevant National Agency, who might know of interested partners, as well as the National Erasmus+ Offices²⁴ in a number of countries neighbouring the EU. The [EU partner search tool](#) may also prove helpful.

If you are reluctant to enter into new cooperation arrangements, you can think about starting with staff mobility to build mutual trust before extending the partnership to sending and receiving students.

- **Getting the right accreditation**

Having a valid **Erasmus Charter for Higher Education (ECHE)** is a pre-requisite for all HEIs established in a Programme Country that wish to participate in a mobility project either as a single HEI or as a member of a national mobility consortium. A call for proposals for the ECHE is held annually, and this is managed by the Education, Audiovisual and Culture Executive Agency (EACEA)²⁵. The award of an ECHE is valid for the whole duration of the Erasmus+ programme.

HEIs established in a Partner Country must be **accredited** by the relevant national accreditation organisation and should not be subject to EU sanctions²⁶. As they are not eligible to receive an ECHE, the principles of the ECHE are enshrined in the **inter-institutional agreement** that they sign with their partner(s). You can find more information on this agreement under section II.

An organisation from a Programme Country, applying on behalf of a national mobility consortium, must hold a **valid consortium accreditation**. A call for consortium accreditation is published on an annual basis by the NAs. A consortium accreditation is valid for the whole duration of the Erasmus+ programme. Organisations must request an accreditation before applying for a grant. **Please read the relevant section in the Erasmus+ Programme Guide** to find out more about the conditions to obtain a consortium accreditation.

Tips on choosing the right partner

The institution offers transparent descriptions of its programmes, including learning outcomes, credits, learning and teaching approaches and assessment methods;

Its learning, teaching and assessment procedures are quality assured and can be accepted by your institution without requiring students to take any additional work or examination;

Agreements may not only be made with institutions offering similar programmes, but also with institutions providing complementary programmes.

²⁴ National Erasmus+ Offices are responsible for the local management of the international dimension of the higher education aspects of the Erasmus+ programme in neighbouring Partner Countries outside the EU. <https://erasmus-plus.ec.europa.eu/national-erasmus-offices>

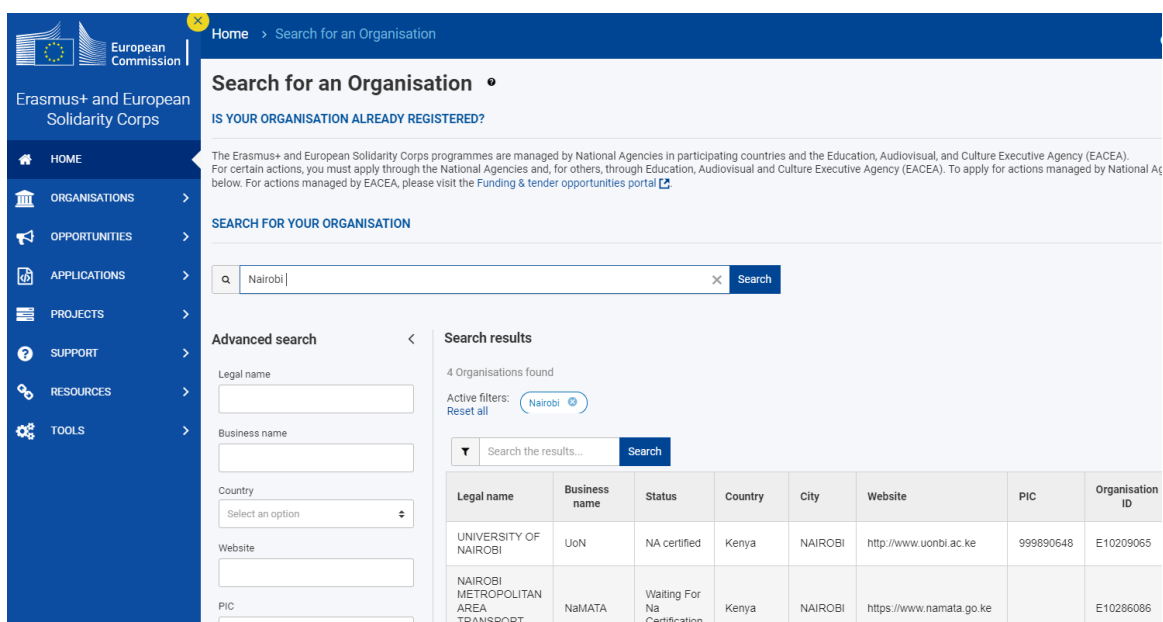
²⁵ Education, Audiovisual and Culture Executive Agency: <https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-charter-for-higher-education>

²⁶ Link to be provided.

- **The Organisation ID (OID)**

OIDs replace the existing Participant Identification Codes (PIC) for decentralised actions like ICM (PICs will remain valid for centralised actions). **The Organisation ID is an 8-digit unique identifier preceded by the letter E.** It is mandatory for applicants, as well as for every organisation involved in an ICM application, including non-academic organisations (for traineeships or staff mobility).

All the organisations that already had a PIC in the previous programme period (before call 2020), have received a new OID automatically which can be consulted at [the Organisation Registration web site](#) providing the PIC or other contact details of the Organisation. Straightforward registration of new OIDs is also possible through that tool.



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IS YOUR ORGANISATION ALREADY REGISTERED?

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA). For certain actions, you must apply through the National Agencies and, for others, through Education, Audiovisual and Culture Executive Agency (EACEA). To apply for actions managed by National Agencies below. For actions managed by EACEA, please visit the [Funding & tender opportunities portal](#).

SEARCH FOR YOUR ORGANISATION

Nairobi

Search

Advanced search

Legal name

Business name

Country

Select an option

Website

PIC

Search results

4 Organisations found

Active filters: Nairobi

Reset all

Search the results...

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID
UNIVERSITY OF NAIROBI	UoN	NA certified	Kenya	NAIROBI	http://www.uonbi.ac.ke	999890648	E10209065
NAIROBI METROPOLITAN AREA TRANSPORT	NaMATA	Waiting For Na Certification	Kenya	NAIROBI	https://www.namata.go.ke		E10286086

Before filling in the application form, the Programme Country applicant will need to register for an **Organisation ID (OID)**, if not existing already. The Partner Country organisations to be included in the ICM project proposal should also have an OID at application stage. Otherwise, partners without OID (especially non-academic for traineeships/training) may be added later during implementation, as long as they are based in a country included in the project. Partner HEIs should acquire an OID at the moment of encoding mobilities into Beneficiary Module²⁷, while for non-academic partners this remains optional.

Please check carefully whether your institution or your partner already have an OID before registering a new one.

²⁷ Beneficiary Module is the web platform tool for collaboration, management and reporting for mobility projects under Erasmus+.

- **The application form: Context and Applicant Organisation(s)**

The Programme Country institution can only submit **one application** for ICM per Call for Proposals, which should contain information on all the mobility activities they intend to carry out with their partner(s) in one or more regions HEIs should discuss and agree upon the details of their cooperation before writing the application.

There is no limit to the number of regions in the proposal. The same institution can also apply for ICM as part of a consortium of HEIs in that Programme country, in which case they are responsible for **preventing double funding** of the same mobility.

In case of multiple submissions of the same application in the same selection round, the National Agency will consider as valid the **last version submitted** before the application deadline.

The applicant should first indicate under "Context": its ICM project duration, the National Agency to which they apply (always in the same country as the applicant) and the language used to fill in the form.

Then, under "Applicant Organisation", the applicant will have to provide its OID and indicate if they apply on behalf of a mobility consortium or not. Once the applicant's OID is entered, the fields Legal name and Country will be automatically filled in. The applicant will need to select if they apply on behalf of a mobility consortium.

If **applying as a single HEI**, under the sub-section with their name the applicant will see the fields entitled "Profile" and "Accreditation" automatically filled in and the corresponding Erasmus Code (e.g. A WIEN01) appearing under "Accreditation". If the "Accreditation Reference" field remains empty, the OID entered is not linked to an Erasmus Code. Please go to the [FACEA website](#) for the most recent list of ECHE-awarded HEIs to ensure the correct OID is filled in.

The Programme Country institution (or organisation) may **apply on behalf of a higher education mobility consortium**, if it has a valid "Higher Education Mobility Consortium Accreditation" (from call 2021) or if it has submitted an application for a consortium accreditation (KA130) in the current call. An accreditation reference number is structured as follows: 2021-1-AT01-KA130-HED-000004464.

If the applicant has a valid consortium accreditation reference number from a successful application for accreditation and it remains valid for the current call, it will be possible to select the consortium accreditation reference number in the dropdown menu of the field "Mobility Consortium". This section appears automatically when a mobility consortium option is selected. If the mobility consortium has no consortium accreditation yet, it must submit a KA130 application for the accreditation of the consortium before filling in this part of the application. Once it is done, it will be possible to select the draft "Higher Education Mobility Consortium Accreditation" as described above. In the case of national mobility consortia for Higher education student and staff mobility, **the coordinator of the consortium applies on behalf of the whole consortium**. The members of the consortium linked to the accreditation reference will be automatically displayed.

Last necessary information, before moving to the project's details, is the identification of associated persons. There are three distinct roles: legal representative, primary contact point and contact point for OLS (Online Language Support). At least two associated persons should be inserted to ensure smooth and uninterrupted communication between the NA and the future beneficiary, but one associated person could be in charge of two roles (e.g. primary contact point and contact point for OLS).

- **The application form: Regional Partnerships and Project description**

This section includes the award criteria **determining which projects will ultimately be selected for funding** by the National Agency. To complete this section successfully, the applicant must have a clear idea of whom they are going to work with and how the responsibilities will be divided.

Under Regional Partnerships, the applicant will first list the regions with which they intend to cooperate. For every added region, a new sub-section appears in the Content Menu on the left side called "Details for cooperation with Region X". For each region at least one partner institution (HEI or non-academic partner) should be inserted with their OID, based on which their full legal name and country will be displayed automatically. Therefore, the applicant does not need to insert partner countries separately.

The applicant is also encouraged to include their non-academic partners that will host trainees or support staff mobility. This information is not mandatory at application stage, if the non-academic partners do not have an OID, and they can be added during implementation phase. Nevertheless, in this case at least one partner HEI in the same country should be identified in the application, so that the country can be considered for funding.

In case the project is selected for funding, the names of all partner institutions provided in the application form will be included in Annex II of the grant agreement between the National Agency and the beneficiary institution, and will therefore become **legally binding**. During implementation phase, beneficiaries will have the chance to add/ change partner institutions based on the project's needs in the countries approved already at application stage.

Once all regions and partner institutions are identified, the applicant can move to the next section "Project description", and answer questions corresponding to the following three award criteria: Quality of the project design and cooperation arrangements, Relevance of the strategy, Impact and Dissemination. Below there is a more detailed presentation of the three award criteria, but additional guidance text can be found also in the relevant part of the Application form.

1) Quality of the project design and cooperation arrangements

(once per application)

40 PTS

"Present the **different phases** of the mobility project and summarise what partner organisations plan in terms of **selection** of participants, the **support** provided to them and the **recognition** of their mobility period (in particular in the countries of your partner institutions), and explain how, for the planned mobility project, **responsibilities, roles and tasks** will be defined in the **Inter-institutional Agreement**."

2) Relevance of the strategy (per region included in the application)

40PTS

"Explain why the planned mobility project is relevant to the **internationalisation strategy** of the higher education institutions involved. Present **previous experience** of similar projects with higher education institutions in the selected regions and countries, if any. Present the proposed **type(s) of mobility** (studies, traineeship, staff teaching or staff training), the subject areas and other specificities. If diverting, please detail the relevance of your strategy for different partner countries in the same region."

3) Impact and dissemination (per region included in the application)

20 PTS

"Explain the desired **impact** of the mobility project on **participants, beneficiaries, partner organisations** and at **local, regional and national levels**. Describe the measures, which will be taken to **disseminate the results** of the mobility project **at faculty and institution levels**, and beyond where applicable. If diverting, please detail the relevance of your strategy for different partner countries in the same region."

After “Project Description”, the applicant will have to fill in the different “Activities”. For each Partner Country, the applicant will need to enter **at least one activity** and for each activity **at least one mobility flow**. When entering the activity, only the **general activity category** is required (Learner or Staff mobility), as specifying between activity types (studies/ traineeship, teaching/training) will be required during implementation when the actual mobilities will be encoded in the Beneficiary Module. Nevertheless, applicants are encouraged to reflect the diversity of their planned activities in their answers for the relevant award criteria. Especially, if non-academic partners are not included in the application due to lack of an OID, this will be the optimal way to refer to them and their involvement.

Once an activity is entered, the number and duration of mobility flows will be requested, generating the corresponding EU grant. The applicant may indicate **an estimation about the participants with fewer opportunities** and indicate the use of **Green Travel** by the participants²⁸. These estimations will not be binding for the applicants, of course, but they serve two purposes. First, an indication about the project’s contribution to the Erasmus+ horizontal priorities (inclusion and diversity, environment and fight against climate change) and second, the calculation of additional funds to cover the associated **top-ups to the individual and travel support** of the participants. While these estimations will be taken into account in the overall quality evaluation of the project, applicants are encouraged to be realistic and study carefully the relevant parts of the Programme Guide (e.g. for eligible distance bands for Green Travel), as well as list of criteria established on national level by the NA for the allocation of the additional support to participants with fewer opportunities.

Regarding learner mobility flows, the requested EU grant is calculated on the basis of the monthly rate for long-term learner mobility. If the applicant would like to plan **short-term blended mobility** as well, they should reflect the necessary grant for these short-term mobilities in a number of monthly rates and not insert the equivalent in duration (e.g. one monthly rate of long-term mobility is not sufficient to fund 30 days of short-term blended mobility).

Example for calculating short-term mobility grant

To plan 6 incoming learner mobilities : 2 long-term (each for 5 months) and 4 short-term mobilities (each for 20 days), calculation of the individual support would be:

- $2 \times 800 \text{ EUR} \times 5 = 8\,000 \text{ EUR}$
- $4 \times 14 \times 70 \text{ EUR} + 4 \times 6 \times 50 \text{ EUR} = 5\,120 \text{ EUR}$

For the long-term, applicant fills in 2 mobilities for 10 months.
For the short-term mobilities, applicant should request $5\,120/800 = 6,4$ months (rounded upwards to 7 months to ensure enough funding).

In total, 6 mobilities for 17 months are encoded.

Due to limited budget availability, National Agencies may limit: i) mobility flows in (a) particular degree level(s), for example limiting applications to one or two cycles only – short, first, second or third cycle,²⁹ ii) mobility for staff only or students only, and iii) the duration of mobility periods. Please consult the [National Agency’s website](#) to find out if any of these **secondary criteria** apply.

Applicants should use the [Distance Calculator](#)³⁰ to calculate travel distances. If the city of origin and the host city are the same for all mobility activities in a flow, you should introduce the travel distance between those two cities. If there is more than one city of origin and/or host city, applicants may (a) encode a single flow using the average distance band or (b) encode several flows with different distance bands.

²⁸ Please check Glossary of terms in Programme Guide 2022.

²⁹ First cycle (Bachelor or equivalent), second cycle (Master or equivalent), third or doctoral cycle.

³⁰ Distance Calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

As clarified already at the end of the section “EU Budget – what you need to know”, certain countries face a restriction regarding the eligible outgoing student mobility flows. Contrary to the previous programme period, budget transfers from the Erasmus+ internal funds is no longer possible. These flows may be now funded under the international opening of KA131. If inserting an outgoing learner mobility flow towards one of these countries, the applicant will see a warning that the selected flow is only eligible for third (doctoral) cycle of studies.

Evaluation procedure

Once the application has been submitted to the National Agency, it will undergo an evaluation procedure. The NA will appoint experts to verify the eligibility and quality of the application, supported by the [Guide for Experts on Quality Assessment](#)³¹ prepared by the European Commission.

Experts will start by **assessing the eligibility of all mobility flows requested**, taking into account any secondary criteria outlined by the NA (see previous section “Activities”).

If the application passes the eligibility check, all planned mobilities with a particular region will be assessed separately according to the three award criteria. Each criterion will be given a mark as indicated above. A total score **per region** will be calculated on this basis: the score of the **Quality of the project design and cooperation arrangements** + the scores of the **Relevance of the Strategy and Impact and Dissemination**. The total aggregated score per region must be minimum 60/100 in order to be considered eligible for funding. Each award criteria also has a 50 % threshold meaning that the applicant needs to score minimum 10/20 and 20/40 to be considered eligible.

The expert may recommend that the NA select only mobilities with certain regions in the same application (e.g. funding mobilities with Sub-Saharan Africa, but not with Latin America), or only some mobility flows within a given region (only students or staff, incoming or outgoing). The expert can also recommend reducing the length of the proposed mobilities.

Based on the expert's assessment, an **evaluation committee** will decide which projects are ultimately **selected for funding**. The NA might decide to fund mobilities with one country and not the other, or reduce the number of mobilities requested following the experts recommendations, due to lack of funds or for reasons of geographical balance. Countries with no funded activities under a Region, which has passed the minimum quality threshold, will be included in the project's reserve list and may be allowed mobilities during implementation: 1) through a redistribution of funds by the NA; 2) through an internal budget shift among the project's countries of the same region, upon NA approval; 3) through the zero-grant option. See also Grant Award decision below.

In keeping with the indicative targets for geographical balance, the committee can modify the ranked order of sub-projects within a given region in order to ensure a better geographical spread. Where possible and in addition to the overarching criteria of merit and geographical balance, the NA will seek to spread the available budget widely to avoid a small number of HEIs dominating. The NA will strive to be as inclusive as possible, maximising participation of stakeholders without undermining quality, geographic balance or the minimum critical size per mobility project to ensure feasibility.

³¹ Link to be provided.

Grant award decision

NAs will notify the institutions of their final grant award decision. Successful applicants will be invited to sign a beneficiary grant agreement with their NA.

If you have not signed an **inter-institutional agreement** with each of your partners yet, you should do so at this point, and in any case **before the start of the first mobility**. You will find more information in the next section.

The total awarded EU grant will be spread on the regions that have passed the minimum quality threshold and were selected. The beneficiary will have to respect the maximum amounts awarded per region, but between countries within a given region, a flexible budget management will be allowed. In order to respond to changing circumstances beyond the control of the beneficiary (travel restrictions or unsafe conditions in a certain country, problematic cooperation with a certain partner institution, etc.), the beneficiary will be invited to seek NA approval for a budget shift between countries in the same region and which were included in the application, regardless of their initial funding status. To allow this flexibility mechanism, the NA will need to be presented with the factual difficulties encountered in the specific third country and that efforts to identify a new partner institution in the same country have already been explored. Overall, the beneficiary's and the NA's objective shall be to ensure that the project can go ahead as close as possible to its description at application stage.

If one of your regional sub-projects passed the quality threshold (60 points), but is rejected due to lack of funds in the given budget envelope, it may be placed at **a reserve list**. In the event that any of the beneficiaries should abstain from receiving funding, NAs can offer the funds to the applicant that is next on the reserve list for the same budget envelope. The deadline for this is the 31 December of the call year.

Your Grant Agreement will include the regions, which successfully passed the qualitative assessment and could not be granted funds due to insufficient funding or for geographical balance reasons, in a "**List of non-funded Countries**". The condition for this is to receive funding for cooperation with at least one region. The objective is to allow for future budget shifts within the project or thanks to redistribution of funds by the NA at interim report stage and for the organisation of mobilities as "zero-grant from EU funds" within the quality framework of the programme. More details are available in the section "Zero-grants from EU funds" in part II of this Handbook.