



Erasmus+
AEF-Europe - Belgian National Agency for French-speaking community (BE01)

KA171 – International outgoing and incoming mobility supported by external policy
funds
Inclusion and diversity
Call 2022

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TABLE OF CONTENTS

INTRODUCTION.....	3
I. Financial support.....	3
A. Additional support for students With Fewer Opportunities	3
1. Outgoing mobilities (from Wallonia-Brussels Federation to third countries not associated to the Programme).....	4
2. Incoming mobilities (from third countries not associated to the Programme to Wallonia-Brussels Federation).....	4
B. Inclusion Support for participants and organisations.....	5
II. Mobility Format.....	7

INTRODUCTION

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 conception of the project itself.

The [Programme Guide Erasmus+ 2022](#) sets a list of examples of what can be considered as a barrier preventing the participation to an Erasmus+ project in its section on “Inclusion and Diversity”:

- 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 the national level by the National Agencies in agreement with their National Authorities.

This document should be shared between participating organisations in Erasmus+ KA171 projects 2022 involving HEI from Wallonia-Brussels Federation and third countries not associated to the Programme.

From a quality assurance perspective, it is recommended to specify the modalities of collaboration in terms of inclusion in the inter-institutional agreement.

I. Financial support

Only HEI in Programme countries are eligible to apply for Erasmus+ KA171 funds.

A. Additional support for students With Fewer Opportunities

An additional grant (“Inclusion top-up”) can be awarded to students considered as “with fewer opportunities” according to the national criteria set by each National Agency¹.

If participants fall into this category, the beneficiary may award these top-ups using the funds available in the grant agreement for cooperation with the specific region.

At the application stage, the beneficiary should already have applied for an indicative number of participants With Fewer Opportunities. Based on the number of funded individuals, a separate budget item (called “Top-up for participants With Fewer Opportunities”) is created within the project for each region. The beneficiary should first use this budget item and if not sufficient, may proceed with transfers from other budget items.

Any transfers will need to respect the general limitations applying to transfers between incoming and outgoing mobility. If there were no sufficient funds for cooperation with that country, or within the region this country belongs, to allocate the top-up, the beneficiary may transfer OS funds.

¹ The KA171 grant rates 2022 are published [on the NA website](#).

1. Outgoing mobilities (from Wallonia-Brussels Federation to third countries not associated to the Programme)

Are eligible for a top-up grant:

A. Students receiving a scholarship from the Wallonia-Brussels Federation	
B. Students of modest means	
C. Other socio-economic criteria:	<ul style="list-style-type: none"> - students receiving social integration income - students with caregiver status - students with an employment contract (outside school holidays) and therefore suffering a loss of income during their mobility - "lone-parent family:" students who bring up a child alone when this child is not enrolled yet in compulsory education - recent graduates who have benefited from the status of recipient of a study grant or student of modest conditions during the year preceding the mobility.
D. Doctoral students undertaking study/internship mobility	<ul style="list-style-type: none"> - self-funded doctoral students whose mobility entails a loss of income - "single parent" doctoral students who bring up a child alone when this child is not enrolled yet in in compulsory education - caregiver
E. Participants with special needs:	Participants with physical, mental and health related conditions
F to I. Specificities for social advancement higher education	Please consult the <i>Note Inclusion Enseignement Supérieur AC131/AC171 et Fonds nationaux 2022</i> for more details

2. Incoming mobilities (from third countries not associated to the Programme to Wallonia-Brussels Federation)

Are eligible for a top-up grant:

Socio-economic criteria	<ul style="list-style-type: none"> - student/parent receiving at most the average minimum income of the country - student whose parents are unemployed - students with caregiver ²status - students with an employment contract (outside school holidays) and therefore
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² A caregiver is a family member or someone who is considered to be like family providing care or support to the person who is critically ill or injured or needing end-of-life care.

	<p>suffering from a loss of income during their mobility</p> <ul style="list-style-type: none"> - "lone-parent family:" students who bring up a child alone when this child is not enrolled yet in compulsory education
Doctoral students undertaking study/internship mobility	<ul style="list-style-type: none"> - self-funded doctoral students whose mobility entails a loss of income - "single parent" doctoral students who bring up a child alone when this child is not enrolled yet in compulsory education - caregiver
Participants with special needs	Participants (student, recent graduate, doctoral student, staff member) with physical, mental and health related conditions

The rules of implementation are specified below:

1. The receiving HEI from Wallonia-Brussels Federation communicates with the sending HEI to share who falls into the category of incoming participants with fewer opportunities.
2. The sending HEI from third countries not associated to the Programme selects, in accordance with the directives issued by the National Agency, the participants with fewer opportunities and communicates, by email:
 - ✓ the name of the selected participant with mention of the nature of the profile (one of the criteria in the table above)
 - ✓ a declaration on honor (DOH) signed by the sending HEI certifying that the selected participant meets the criteria.
3. After a careful check-up of the completeness of the file (email + DOH), the receiving HEI from Wallonia-Brussels Federation gives its final decision and recognizes the "WFO" status.

B. Inclusion Support for participants and organisations

For some participants with fewer opportunities, the top-up for fewer opportunities may not be sufficient to enable them to take part in the mobility, or to finance as preparatory visits and accompanying persons. As this would prevent them from participating in a mobility activity unless extra financial support was made available, the beneficiary HEI may request inclusion support for participants from their NA based on real costs incurred. These requests will be assessed by the National Agencies and according to its established procedures accepted provided funds are available.

Moreover, for every participant with fewer opportunities receiving inclusion support (based on real costs), the organisation will receive a unit cost of 100 EUR as inclusion support for organisations.

a. Support for the participant

Eligible cost	<p>This support covers additional costs directly related to participants with fewer opportunities whose costs cannot be fully covered by the inclusion top-up. These costs are intended to cover the additional financial assistance required to enable</p> <ul style="list-style-type: none"> - participants (student, recent graduate, doctoral student, staff member) suffering from a physical, mental or health-related problem - "single parent" students and doctoral students - students and doctoral students who are caregivers
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	<ul style="list-style-type: none"> - students and doctoral students with an employment contract (outside school holidays) and therefore suffering from a loss of income during the mobility, <p>to participate in the mobility activity as well as in the preparatory visits and for accompanying persons (including costs related to travel and subsistence, if justified and as long as it is not covered through budget categories "travel support" and "individual support" for these participants).</p>
Financing mechanism	Real Cost
Rule of allocation	Funds for inclusion support for participants, once the participants have been selected, may be made available in two ways. The beneficiary (HEI from Wallonia-Brussels Federation) may either submit a funding request to the NA or do a budget transfer according to article I.15.
Terms of availability in the event of budget transfer (without amendment)	<p>In accordance with Article I.15 of the AN-BEN Grant Agreement, the beneficiary is authorized to transfer funds between the different budget categories, without submitting a request for amendment, within the limits of the last approved budget.</p> <p>Eligible transfers from and to the category of actual costs are detailed in point I.15.</p> <p><u>The transfer does not generate the issuance of an amendment but must be justified and subject to approval by the Agency.</u></p> <p>A validation request must be submitted to the Agency via the modification request platform:</p> <ul style="list-style-type: none"> - during the eligibility period of the 2022 Agreement - before or during the mobility (if the costs are of an unforeseeable nature) and before the end of it - and, at the latest before the end of the eligibility period of the 2022 Agreement. <p>The request specifies the amount of financial support required and provides the elements necessary for the Agency to decide on the eligibility of the request, as specified in the modification request platform.</p>
Terms of availability in the event of a funding request from the Agency (with amendment)	<p>The request is submitted to the Agency, via the modification request platform (cumulative conditions). :</p> <ul style="list-style-type: none"> - during the eligibility period of the 2022 Agreement - before or during the mobility (if the costs are of an unforeseeable nature) and before the end of it - and, at the latest 31/12/2024. <p>The request specifies the amount of financial support required and provides the elements necessary for the Agency to decide on the eligibility of the request, as specified in the modification request platform.</p> <p><u>The request is validated by the Agency and is the subject of an amendment to the Grant Agreement.</u></p>
Check	<p>The supporting documents to be kept are specified in Annex III of the Grant Agreement and listed below</p> <p>In the event of a desk check³, the HEI submits the following supporting documents:</p>

³ Desk check is an in-depth check of supporting documents at the NA premises that may be conducted at or after the final report stage. Upon request, the beneficiary must submit to the National Agency the supporting documents for all budget categories.

	<ul style="list-style-type: none"> - documentation justifying the need for inclusion support for the participant signed by the receiving or sending organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date, documentation of the planned real costs and their approval by the NA - proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice, and if relevant a documentation signed by the receiving organisation specifying the confirmed start and end date of the stay of the accompanying person). <p>No supporting documentation should be submitted at the final report stage.</p> <p>For participants with special needs, the HEI is required to keep the supporting documents proving this status, such as medical certificate, employment contract for accompanying persons, in its internal archives. The HEI may be required to present them during a check.</p>
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b. Support for the organisation

Eligible costs	This support covers costs related to the organisation of mobility activities for participants with fewer opportunities who need additional support based on actual costs.
Funding mechanism	Contribution to unit costs: €100 per participant obtaining additional support for inclusion based on actual costs.
Allocation rule:	Based on number of participants with fewer opportunities receiving additional support based on actual costs.

II. Mobility Format

The student or recent graduates with fewer opportunities may combine a shorter physical mobility with a virtual component (blended short-term mobility). In these cases, physical mobility must last between 5 days and 30 days and be combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork.