

# ERASMUS+ PROJECT LIFE CYCLE

*STEP BY STEP*



Co-funded by the  
Erasmus+ Programme  
of the European Union

Vice-Rectorate for Internationalisation and Global Engagement



- 1. WHAT IS ERASMUS+?**
- 2. PROJECT PREPARATION**
- 3. PROJECT APPROVED: PREVIOUS STEPS**
- 4. PROJECT RUNNING: BEFORE THE MOBILITY**
- 5. PROJECT RUNNING: DURING THE MOBILITY**
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## WHAT IS ERASMUS+?

- **Acronym for "European Region Action Scheme for the Mobility of University Students" -chosen because it coincides with the Latin name of the philosopher, theologian and humanist Erasmus of Rotterdam (1465-1536)-**
- **Created in 1987**
- **In 2004 it surpassed the two million participants and was awarded the Prince of Asturias Award for International Cooperation, being considered "one of the most important cultural exchange programmes in the history of mankind".**



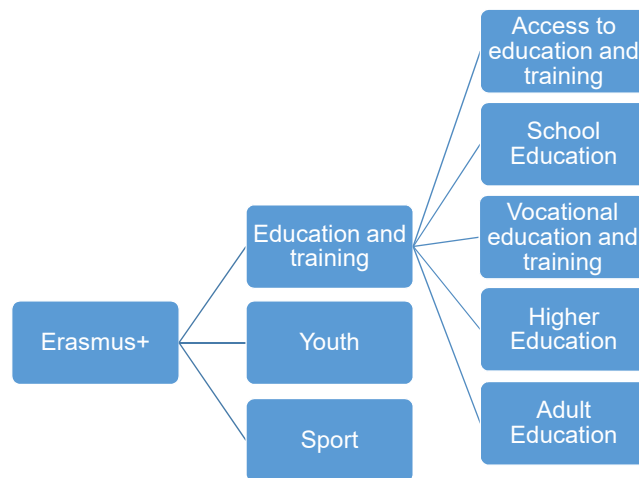
## WHAT IS ERASMUS+?

- **It supports and facilitates the academic mobility of students, teachers and university administrative and service staff**
- **It aims to "enhance the quality and strengthen the European dimension of higher education by promoting transnational cooperation between universities, stimulating mobility and improving transparency and full academic recognition of studies and qualifications"**



## FIELDS COVERED

**Erasmus+ offers opportunities for all people, in all fields and educational sectors.**



## WHO MANAGES THE ERASMUS+ PROGRAMME?

**The European Commission (EC) is responsible for the development of the Erasmus+ programme and its implementation is carried out through:**

- **Centralized Actions:** direct management of the EC or the European Education and Culture Executive Agency.
- **Decentralized Actions:** indirect management by the National Agencies established in the Erasmus+ Programme Countries.



## ERASMUS+ STRUCTURE

Three main activity lines or Key Actions (KA) in addition to the Jean Monnet Action:



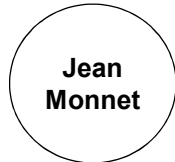
Educational mobility of people



Cooperation between organisations and institutions



Support for policy development and cooperation

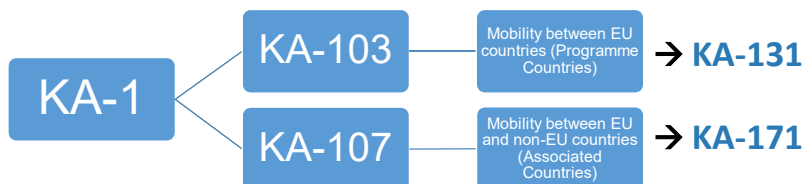


Contributes to the dissemination of knowledge on EU integration issues



## KA-1: EDUCATIONAL MOBILITY OF PEOPLE

New Erasmus+ 2021-2027



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## **PROPOSAL PREPARATION/SUBMISSION**

- **The EC publishes a call for proposals in February that is managed by each Erasmus+ National Agencies.**
- **The university applying for a project (coordinator) must prepare a competitive proposal in collaboration with its partners.**
- **This proposal must obtain the best possible score in order to be eligible for funding.**
- **Depending on the number of applicants, the Spanish National Agency may cut funding.**



## **THE APPLICATION**

- **Contact details and information about the partner university**
- **One general question**
- **Specific questions per region**
- **Mobility flows**



## **QUALITY OF PROJECT DESIGN AND COOPERATION MECHANISMS**

**Describe how responsibilities, roles and tasks will be divided between you and your partners as sending/hosting organisations throughout the project and how this will be defined in inter-institutional agreements.**

**Refer to the arrangements and measures foreseen in the different phases of the mobility project, including:**



- **Selection of participants,**
- **The support offered to the participants before, during and after the mobility period**
- **Measures to ensure the full recognition of all participants (students and staff), by your institution and partners**
- **Procedures for interviewing participants after the mobility period**



## **PROJECT QUALITY AND REGIONAL STRATEGY**

**Relevance of the strategy: present the project you have planned with this region and explain how it relates to the internationalisation strategy of all HEIs involved**



## **IMPACT AND DISSEMINATION**

**Describe the expected impact of the mobility project on participants, beneficiaries, partner organisations and at local, regional and national level.**

**Indicate the measures that will be carried out in your cooperation with this region in order to disseminate the results of the mobility project within the institution itself and, if applicable, externally.**



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- 1. Proposal is submitted (February)**
- 2. Spanish Erasmus+ National Agency communicates the result (usually June)**
- 3. Coordinating university communicates the result to partners**
- 4. Coordinator and partners start preparing their Erasmus+ Interinstitutional Agreements**



**Once Interinstitutional Agreements are signed, we can publish our Erasmus+ calls.**

- Partners are also required to publish them (or their own version –with reference to UC’s website-.**
- These calls should be disseminated as widely as possible both in the UC and in partner universities (permanent urls recommended).**
- Erasmus+ info days or similar events are very useful.**



## VISUAL IDENTITY AND LOGO FOR PROJECTS ERASMUS+ PROJECTS

The preferred option to communicate EU funding through the Erasmus+ Programme is to write next to the EU emblem the following text:



Co-funded by the  
Erasmus+ Programme  
of the European Union



## Erasmus Logos can be downloaded here:

- <http://sepie.es/doc/comunicacion/logos/cofinanciadoEN.png>
- [http://sepie.es/doc/comunicacion/logos/cofinanciado\\_blancoyazulEN.png](http://sepie.es/doc/comunicacion/logos/cofinanciado_blancoyazulEN.png)
- [http://sepie.es/doc/comunicacion/logos/cofinanciado\\_blancoEN.png](http://sepie.es/doc/comunicacion/logos/cofinanciado_blancoEN.png)
- [http://sepie.es/doc/comunicacion/logos/cofinanciado\\_negroEN.png](http://sepie.es/doc/comunicacion/logos/cofinanciado_negroEN.png)
- <http://sepie.es/doc/comunicacion/logos/erasmus-plus-png.zip>



## DISCLAIMER

**In addition to the use of the official logo for beneficiaries of the Erasmus+ programme, on websites, any kind of publication and studies funded by the European Union Erasmus+ Programme, the following text must be used as appropriate:**



## DISCLAIMER

**“This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein”.**



## **NOMINATION**

- **After call publication partners are asked to rank their applications and send them to the UC.**
- **UC Internationalisation Commission ratifies candidates**
- **UC issues invitation letter and award letter and contacts the Embassy/Consulate if required.**
- **Practical information is sent to candidates (accommodation, ...etc.)**



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## BEFORE THE MOBILITY

Students check UC course catalogue:

In English

<https://web.unican.es/en/Studying/academic-offer/courses-taught-in-English>

In Spanish

Bachelor:

<https://web.unican.es/en/Studying/academic-offer/undergraduate-courses>

Master:

<https://web.unican.es/en/Studying/academic-offer/graduate-courses>



## BEFORE THE MOBILITY

- **Participants Apply for their visa**
- **Book their accommodation**
- **Fill in and submit their Learning Agreement (LA)**
- **Send travel form**
- **Register at home university (they are students in two universities simultaneously)**
- **Send a copy of their insurances to the UC**
- **Sign the Erasmus+ Grant Agreement**



## **LEARNING AGREEMENT (LA)**

**Purpose: provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.**

**In countries belonging to the European Higher Education Area (EHEA) an academic year of full-time study is normally made up of educational components totaling 60 ECTS credits.**



## **LEARNING AGREEMENT (LA)**

**The Sending Institution should indicate in Table B of the document the group of educational components counting towards the student's degree that would normally be completed at the Sending Institution and which will be replaced by the Study Programme at the Receiving Institution. The total number of ECTS credits (or equivalent) in Table B should correspond to the total number of ECTS credits (or equivalent) contained in Table A.**



### Before the mobility

#### Study Programme at the Receiving Institution

Planned period of the mobility: from [month/year] ..... to [month/year] .....

Table A Before the mobility	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
				<b>Total: ...</b>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

#### Recognition at the Sending Institution

Table B Before the mobility	Component co (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; ter	Number of ECTS credits (or equivalent) to be recognised the Sending Institution
		<i>Course X</i>	---	10
		<i>Module Y</i>	---	10
		<i>Laboratory Work</i>	---	10
				<b>Total: 30</b>



#### Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for Institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus-grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person <sup>10</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					



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## **DURING THE MOBILITY**

- Registration at the UC**
- First Erasmus+ grant instalment**
- Course modification if necessary**
- TUI application**
- Optional: Spanish Course at the CIUC**
- Second grant instalment before the end of the third month**
- Follow up meeting during the semester**





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## **AFTER THE MOBILITY**

- EU Survey**
- Third and last Erasmus+ grant instalment**
- ToR application after exams**
- Erasmus+ Certificate of Attendance**
- Academic Recognition Report**



**Partner universities are expected to send to the UC their exchange student' ToR in order to ensure compliance with what was agreed in the LA prior to the start of mobility.**

**This must be demonstrated to the National Agency in case of an audit of our project.**



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- **The coordinating university must submit a final report to the Erasmus+ National Agency on the basis of the answers provided in the EU Survey (deadline: two months after the end of the project).**
- **Within five years after the end of a project audits can be carried out.**



### **More information:**

**E-mail:**  
[ka107@unican.es](mailto:ka107@unican.es)

**Web:**  
<https://web.unican.es/en/Studying/admission/international-credit-mobility>

