

## MOBILITY PROJECT FOR SCHOOL EDUCATION STAFF

This mobility project can comprise one or more of the following activities:

### Staff mobility:

- **teaching assignments:** this activity allows teachers or other school education staff to teach at a partner school abroad;
- **structured courses or training events abroad:** support the professional development of teachers, school leaders or other educational staff;
- **job shadowing:** provides an opportunity for teachers, school leaders or other school staff to spend a period abroad in a partner school or another relevant organisation active in the field of school education.

These activities are also an opportunity for teachers to gain competences in addressing the needs of pupils with disadvantaged backgrounds. Given the current context concerning young migrants, refugees and asylum seekers, particular attention will be also given to support projects that train teachers in such areas as training refugee children, intercultural classrooms, teaching pupils in their second language, classroom tolerance and diversity.

## WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN THIS PROJECT?

Participating organisations involved in the mobility project assume the following roles and tasks:

- Applicant organisation: in charge of applying for the mobility project, signing and managing the grant agreement and reporting. If the applicant organisation is a school, it also acts as sending organisation. The applicant can be a consortium coordinator: leading a national mobility consortium of partner organisations of the same country aimed at sending school education staff to activities abroad.
- Sending organisation: in charge of selecting teachers and other school education staff and sending them abroad.
- Receiving organisation: in charge of receiving teachers and other school education staff and offering them a programme of activities, or benefiting from a teaching activity provided by them.

The specific role of the receiving organisation depends on the type of activity and the relationship with the sending organisation. The receiving organisation may be:

- a course provider (in the case of participation in a structured course or training event);
- a partner school or other relevant organisation (in the case of e.g. job shadowing or teaching assignments). In this case, the sending and receiving organisations, together with the participants, should establish an agreement before the start of the activity. This agreement should define the objectives and activities for the period abroad, and specify the rights and obligations of each party.

Erasmus+ supports learning mobility of staff that:

- is framed within a European Development Plan for the sending organisation (aimed at modernising and internationalising their mission);
- responds to clearly identified staff development needs;
- is accompanied by appropriate selection, preparation and follow-up measures;
- ensures that the learning outcomes of participating staff are properly recognised;
- ensures that the learning outcomes are disseminated and widely used within the organisation.

## WHAT ARE THE CRITERIA USED TO ASSESS THIS PROJECT?

Here below are listed the formal criteria that a school education mobility project must respect in order to be eligible for an Erasmus+ grant:



## ELIGIBILITY CRITERIA

<b>Eligible activities</b>	<p>A school mobility project must comprise one or more of the following activities:</p> <ul style="list-style-type: none"> <li>▪ teaching assignments;</li> <li>▪ structured courses or training events abroad;</li> <li>▪ job shadowing</li> </ul>
<b>Eligible participating organisations</b>	<ul style="list-style-type: none"> <li>▪ <b>Teaching assignments:</b> The sending and receiving organisations must be schools (i.e. institutions providing general, vocational, or technical education on any level from pre-school to upper secondary education) <sup>42</sup>.</li> <li>▪ <b>Structured courses, training events and job shadowing:</b> The sending organisation must be a school or the coordinator of a national mobility consortium. The receiving organisation can be: <ul style="list-style-type: none"> <li>○ a school; or</li> <li>○ any public or private organisation active in the labour market or in the fields of education, training and youth. For example, such organisation can be: <ul style="list-style-type: none"> <li>– a VET or adult education school/institute/educational centre;</li> <li>– a higher education institution;</li> <li>– a public or private small, medium or large enterprise (including social enterprises);</li> <li>– a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;</li> <li>– a public body at local, regional or national level;</li> <li>– a non-profit organisation, association, NGO;</li> <li>– a research institute;</li> <li>– a foundation;</li> <li>– a body providing career guidance, professional counselling and information services;</li> <li>– an organisation providing courses or training.</li> </ul> </li> </ul> </li> </ul> <p>For applications presented by a national mobility consortium, eligible coordinating organisations are defined by the National Authority in the country<sup>43</sup> and can include:</p> <ul style="list-style-type: none"> <li>○ local or regional school authorities;</li> <li>○ school coordination bodies;</li> <li>○ schools</li> </ul> <p>All other organisations involved in the national mobility consortium must be schools. If the coordinator of the national mobility consortium is a school authority or coordination body, the schools in the consortium must be organisationally linked to the consortium coordinator. If the coordinator is a school, the justification for the formation of the consortium shall be included in the project application, explaining the reasons for the formation of the consortium and the capacity of the coordinator to lead the project.</p> <p>All participating organisations must be established in a Programme Country.</p>
<b>Who can apply?</b>	<ul style="list-style-type: none"> <li>▪ A school sending its staff abroad (individual application);</li> <li>▪ The coordinator of a national mobility consortium (consortium application)</li> </ul> <p>Individuals cannot apply directly for a grant.</p>

<sup>42</sup>Please refer to the list of eligible schools in each country. For more information, contact the National Agency in the country

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<b>Number of participating organisations</b>	<p>A mobility activity is transnational and involves minimum two participating organisations (at least one sending and at least one receiving organisation) from different countries. Receiving organisations do not need to be identified at the time of applying for a grant.</p> <p>In the case of projects presented by a national mobility consortium, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant. A consortium must comprise at least 3 organisations (the coordinator and at least two more schools).</p>
<b>Duration of project</b>	1 to 2 years. The applicant must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.
<b>Duration of activity</b>	<p>From 2 days to 2 months, excluding travel time.</p> <p>The minimum 2 days must be consecutive.</p>
<b>Venue(s) of the activity</b>	Mobility Activities must be carried out abroad, in another Programme Country.
<b>Eligible participants</b>	<p>Staff in charge of school education (teaching and non-teaching, including school managers, heads, etc.), as well as other educational staff (school inspectors, school counsellors, pedagogical advisors, psychologists, etc.) involved in the strategic development of the sending school(s).</p> <p>Staff of local or regional school authorities or school coordination bodies leading a national mobility consortium who are involved in school policy, school development, or other activities of strategic importance for the school education sector.</p> <p>All participants must be in a working relation with the sending organisation.</p>
<b>Where to apply?</b>	To the National Agency of the country in which the applicant organisation is established <sup>44</sup> .
<b>When to apply?</b>	<p>Applicants have to submit their grant application by <b>5 February at 12:00 (midday Brussels time)</b> for projects starting between 1 June and 31 December of the same year.</p> <p><b>Possible additional deadline:</b></p> <p>National Agencies may organise a second round of applications if funds remain unused, for which the rules set out in this Guide will also apply. National Agencies will inform of this possibility via their website.</p> <p>If a second round is organised, applicants have to submit their grant application by <b>1 October at 12:00 (midday Brussels time)</b> for projects starting between 1 January and 31 May of the following year.</p>
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.
<b>Other criteria</b>	An organisation or national mobility consortium can apply only once per selection round. However, an organisation may be part of or coordinate several different national mobility consortia applying at the same time.

Applicant organisations will be assessed against the relevant **exclusion and selection criteria**. For more information please consult Part C of this Guide.

#### AWARD CRITERIA

Projects will be assessed against the following criteria:

<sup>44</sup> Please note: schools under the supervision of national authorities of another country (e.g. lycée français, German schools, UK "Forces" schools) apply to the NA of the supervising country.



<b>Relevance of the project (maximum 30 points)</b>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to:               <ul style="list-style-type: none"> <li>- the objectives of the Action (see section "What are the aims of a mobility project");</li> <li>- the needs and objectives of the participating organisations and of the individual participants as specified in the European Development Plan.</li> </ul> </li> <li>▪ The extent to which the proposal is suitable for:               <ul style="list-style-type: none"> <li>- producing high-quality learning outcomes for participants;</li> <li>- reinforcing the capacities and international scope of the participating organisations.</li> </ul> </li> </ul>
<b>Quality of the project design and implementation (maximum 40 points)</b>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up);</li> <li>▪ The consistency between project objectives and proposed activities ;</li> <li>▪ The quality of the European Development Plan of the applicant organisation;</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities;</li> <li>▪ The quality of the practical arrangements, management and support modalities;</li> <li>▪ In case of national mobility consortia: appropriateness of the consortium composition, potential for synergies within the consortium, and the capacity of the coordinator to lead the project;</li> <li>▪ The quality of the preparation provided to participants;</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools.</li> </ul>
<b>Impact and dissemination (maximum 30 points)</b>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project;</li> <li>▪ The potential impact of the project:               <ul style="list-style-type: none"> <li>- on individual participants and on the participating organisations during and after the project lifetime;</li> <li>- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.</li> </ul>

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 15 points for the categories "relevance of the project" and "impact and dissemination"; 20 points for the category "quality of the project design and implementation").

## WHAT ELSE SHOULD YOU KNOW ABOUT THIS ACTION?

### EXCEPTIONAL COSTS FOR EXPENSIVE TRAVEL

Applicants for mobility projects will be allowed to claim financial support for expensive travel costs of participants under the budget heading "exceptional costs" (up to a maximum of 80% of total eligible costs: see "What are the funding rules?"), including cases where the participants opt for cleaner, lower carbon emission means of transport (e.g. train), which result in expensive travel costs. This will be allowed provided that applicants can justify that the standard funding rules (based on unit costs per travel distance band) do not cover at least 70% of the travel costs of participants. If awarded, the exceptional costs for expensive travel replace the standard travel grant.

### OTHER INFORMATION

More compulsory criteria and additional useful information relating to this Action can be found in Annex I of this Guide. Interested organisations are invited to read carefully the relevant sections of this Annex before applying for financial support.



## WHAT ARE THE FUNDING RULES?

The budget of the mobility project must be drafted according to the following funding rules (in euro):

Eligible costs		Financing mechanism	Amount	Rule of allocation
<b>Travel</b>	Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return	Contribution to unit costs	For travel distances between 10 and 99KM: 20 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission <sup>45</sup> . The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip <sup>46</sup> .
			For travel distances between 100 and 499 KM: 180 EUR per participant	
			For travel distances between 500 and 1999 KM: 275 EUR per participant	
			For travel distances between 2000 and 2999 KM: 360 EUR per participant	
			For travel distances between 3000 and 3999 KM: 530 EUR per participant	
			For travel distances between 4000 and 7999 KM: 820 EUR per participant	
			For travel distances of 8000 KM or more: 1500 EUR per participant	
<b>Organisational Support</b>	Costs directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes, dissemination activities.	Contribution to unit costs	up to the 100 <sup>th</sup> participant: 350 EUR per participant + beyond the 100 <sup>th</sup> participant: 200 EUR per additional participant	Based on the number of participants

<sup>45</sup> [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

<sup>46</sup> For example, if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the applicant will a) calculate the distance from Madrid to Rome (1365,28 KM); b) select the applicable travel distance band ( i.e. between 500 and 1999 KM) and c) calculate the EU grant that will provide a contribution to the costs of travel of the participant from Madrid to Rome and return (275 EUR).



<b>Individual support</b>	Costs directly linked to the subsistence of participants, including accompanying persons, during the activity	Contribution to unit costs	up to the 14 <sup>th</sup> day of activity: A3.1 per day per participant + between the 15 <sup>th</sup> and 60 <sup>th</sup> day of activity: 70% of A3.1 per day per participant	Based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity).
<b>Course fees</b>	Costs directly linked to payment of fees for the enrolment in courses	Contribution to unit costs	70 EUR per participant per day Maximum of 700 EUR per participant in the mobility project	Conditional: the request for financial support to cover course fees, special needs support and exceptional costs must be motivated in the application form
<b>Special needs support</b>	Additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories "travel" and "individual support").	Real costs	100% of eligible costs	
<b>Exceptional costs</b>	Costs for providing a financial guarantee, if the National Agency asks for it.  Expensive travel costs of participants, including the use of cleaner, lower carbon emission means of transport (for details, see section "What else should you know about this action").	Real costs	75% of eligible costs  Expensive travel costs: maximum up to 80% of eligible costs	

**TABLE 1 – INDIVIDUAL SUPPORT (AMOUNTS IN EURO PER DAY)**

The amounts depend on the country where the activity takes place. Each National Agency will define - on the basis of objective and transparent criteria - the amounts applicable to projects submitted in their country. These amounts will be set within the minimum and maximum ranges provided in the table below. The exact amounts will be published on the website of each National Agency.

Receiving country	Staff mobility
	Min-Max (per day)
	A3.1
<b>Group 1:</b> Norway, Denmark, Luxembourg, United Kingdom, Iceland, Sweden, Ireland, Finland, Liechtenstein	80-180
<b>Group 2:</b> Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Cyprus, Greece, Malta, Portugal	70-160
<b>Group 3:</b> Slovenia, Estonia, Latvia, Croatia, Slovakia, Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, the Republic of North Macedonia, Serbia	60-140