

ERASMUS+ KA171 MOBILITY PROJECTS PARTNERSHIP CONCLUSION PROCESS

VEVU – *University of Applied Sciences “Lavoslav Ružička” in Vukovar* - [project applicant from program Countries.](#)

Partner HEI- *potential international higher education institution – from Partner Countries.*

Eligible partner organisations at ICM handbook page 7.

The purpose of this guideline is:

- to facilitate the procedure of concluding new partnerships within KA171 mobility projects with VEVU
- to provide insight to potential partners entering Erasmus+ projects regarding project activities ICM (international Credit Mobility) to consider what they can expect and the obligations that VEVU expects from partner institutions.

VEVU implements Erasmus+ KA171 projects after the approval of project funding through Erasmus+ grants by AMPEU, the national agency authorised as decentralised body in charge for managed the KA1 mobility projects in Croatia - country where the application organisation (VEVU) is based.

In order to get the Grand award, VEVU needs to submit project proposals according to the annual Call for proposals issued by the European Commission for relevant year.

KA171 Project proposal application VEVU with partner HEIs is a preparatory step for concluding cooperation.

I. ERASMUS+ KA171 PROJECT PROPOSAL FLOW [link](#).

Other general useful links

Useful LINKS

[Erasmus+ Guide last version](#)

[ICM Handbook](#) (KA171)

1. **PRELIMINARY AGREEMENT** - for Project KA171-20__ mutual cooperation

Preparing and submission of project proposal 20__-KA171 –HED

2. **Project result – feedback July- August 20__.**

3. **CONCLUDING ERASMUS+ INTER-INSTITUTIONAL AGREEMENTS (IIA)**

ERASMUS+ KA171 GUIDELINES FOR PARTNER HEIs

KA171 PROJECT PROPOSAL COOPERATION STEPS:

- VEVU Initiating meeting - **with interested partner HEIs.**
 - (On-line according the invitation sent by email)
 - Mobility project main info for new partners – updates according program rules
 - Project preparation - application process; coordinator and collaborate roles;
 - Communication rules and deadlines
- **Partner HEI feedback on accepting** the invitation and joining **the partnership with VEVU** - based on insights about Mobility projects implementation from ICM handbook and Erasmus+ guide relevant version to Call that is plan to apply the project proposal.
- **Application Input information Form** by each partner institution - relevant for partner HEI delivered through digital form.
- **Partner documentation for concluding the cooperation** -uploaded on agreed shared place the instructions from the initial meeting. (Pre- agreement and annexes)
- **Meeting with potential partner HEI** – project application - final review
- Submitting the Project application at internal Call

Eligibility criteria for partnership at KA171: compatibility and equivalence of study programs between HEIs.

DOCUMENTS FOR ESTABLISHING A PARTNERSHIP by partner HEI:

- Recognition/accreditation proof for HEI by competent authorities.

HEIs established in a Partner Country must be accredited by the relevant national accreditation (the new partners or renewed accreditations)

- Preliminary agreement for project KA171 cooperation
- Declaration on consent for processing of personal data and partner organisation data
- Partner HEI input information for project proposal 20__ - KA171 form

Partner HEI roles:

- **Sending HEI** and **Receiving HEI** (ICB Handbook page 7)
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If the application is successful and got final grand award decision, VEVU and partner HEI from the Partner Country sign an Inter- Institutional Agreement.

Kick – off meeting with the partner HEI project assistants. – end August /beginning September 20__.

Expected project implementation period August 202__ – July 20__.

PROJECT APPLICATION RESULT FEEDBACK

- sent to partner HEIs by email form VEVU upon the final grand award decision by AMPEU

Preparation of implementation:

- Accepted project – kick off meeting
(Review of project activities and implementation timetable plans; updates in accordance with the budget and approved mobilities; communication and implementation procedures, rules and obligations of each partner part clarifications; Communication and dissemination package of internationalization of VEVU; Guidelines for the implementation of internal tenders for the selection of KA1 mobility participants 2021-2027. management and quality controlling and impact evaluation)
- IIA sing with VEVU and partner HEI

Project implementation:

Minimum contribution to implementation by each HEI involved in project

Before mobility: promotional and information activities at sending HEI; incoming participants info packages – courses catalogues, safety and risk prevention measures at all partner HEIs; Internal calls - participants selection and nomination by sending HEI; pre-arrival support (accommodation/visa/travel/ inclusion and integration)– registration of arrival - acceptance letter; grand agreement to mobility participant by VEVU; ...

During stay: Inclusion and integration support, host activities by receiving HEI; during stay support; before leaving documentation concluding,.

After Mobility: Mobility recognition and mobility impacts dissemination.

Detail at Kick - off project meeting between VEVU and HEIs partners.

VEVU project coordinator and HEI partner project assistant

VEVU as project coordinator is in charge for project management and support to partner's HEIs. VEVU Erasmus coordinator is the primer contact at VEVU as well.

Each partner HEI will determinate primer contact for project KA171 implementation as partner HEI project assistant.

Primer contacts – project assistants at each partner HEI together with VEVU Erasmus coordinator are in charge for administration, exchange of documents and monitoring, reporting and evaluation project activities for the implementation of activities at each of the partner HEIs.

Project Monitoring and evaluation of impacts will be done by instruction from Erasmus Coordinator. The implies reports uploading at google disk monitoring files, and provides the links and records of realization in accordance with agreed indicators for monitoring results or effects that will be shared with project assistants at kick off meeting.

Partner HEI project assistant in in charge for all official communication between project holder HEI (VEVU) coordinator and internal partner HEI regarding the project implementation, management, reporting and evaluation.

The primer contact at each host HEI is in charge for all official communication between incoming mobility participants and host HEIs regarding incoming mobility.

The primer contact at each Host HEI is in charge for communication between mobility participants and sending HEI regarding the outgoing mobility.

Primer contacts at each HEI is in charge for informing and communication with internal relevant staff at own HEI depending on depending on the need for implementing the mobility.

- (ECTS/academic coordinators for mobility plans – dates, topics, courses, subject for lectures, final thesis topics ... Host/home supervisors or mentors for traineeship programs.
- Member of selection Committee regarding selection and nomination acceptance,
- Supporting services staff included in host or home rule implementation.

COMUNICACION

Official communication will be email, official institutional mail if applicable; at the request, original document of letter, note or report will be provided to each partner HEI.

Part of the Communication for participant support that is required as way of informing support is info package and course catalogues published at web pages of each HEI for incoming and outgoing participants (students/staff).

For informal and faster effective communication, social networks Viber and Watsap are used. On-line monitoring and support meetings are done via MS Teams, and document exchange via Google Drive and Google Forms, since not all partners have access to MS Teams.

Communication between institutions towards end users takes place according to the same principle formally and informally by the official appointed as the primary contact for the implementation of the project at each VU.

Sending HEI rule/receiving HEI rule

In the project implementation phase, each partner institution participates in the role of HEI sender and receiving HEI in accordance with the rules from the Erasmus+ program guide and the ICM Handbook (KA171) and it's responsible for the relevance and preservation of all documentation related to internal tenders/calls for selecting the mobility participants as well as internal documentation related to the realization of incoming mobility at each own HEI. With special emphasis on supporting documentation for top up Erasmus+ grant support for the participants with fewer opportunities in order to save translation costs for candidates.