



# Erasmus+

## Capacity Building in Higher Education (CBHE)

# What information will you have at the end of the presentation?



**General  
Overview of  
the programme**



**The consortia  
and the  
financing rules**

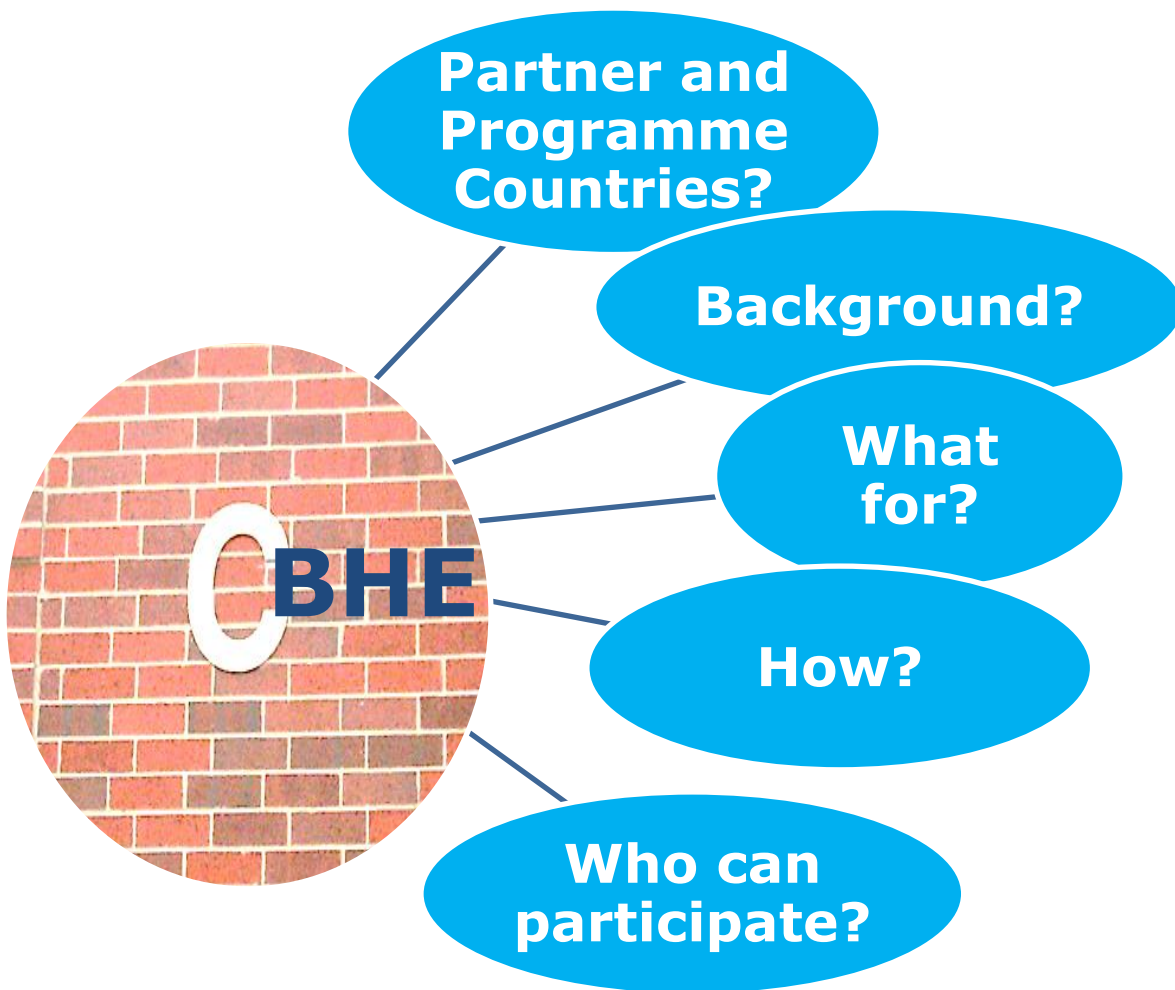


**The application  
and  
assessment  
steps**

# PART I



# General Overview of the programme



=> **Capacity-Building Projects** are transnational cooperation projects based on **multilateral partnerships** primarily between **higher education** institutions (HEIs) from Programme and eligible Partner Countries



## Part I: Programme/Partner Countries

### 33 PROGRAMME COUNTRIES

Contribute financially to ERASMUS+

- EU Member States +
- Turkey, Iceland, Liechtenstein, Norway, Former Yugoslav Republic of Macedonia

ELIGIBLE PARTNER COUNTRIES >150

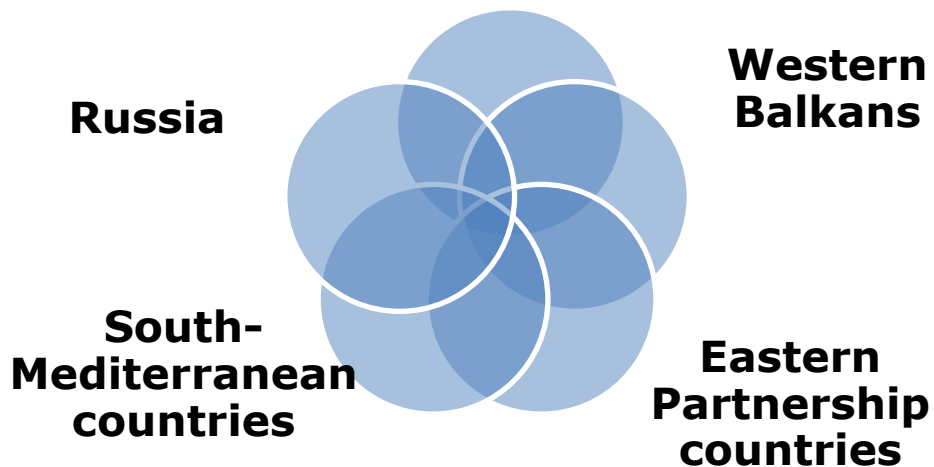


***Target Beneficiaries***

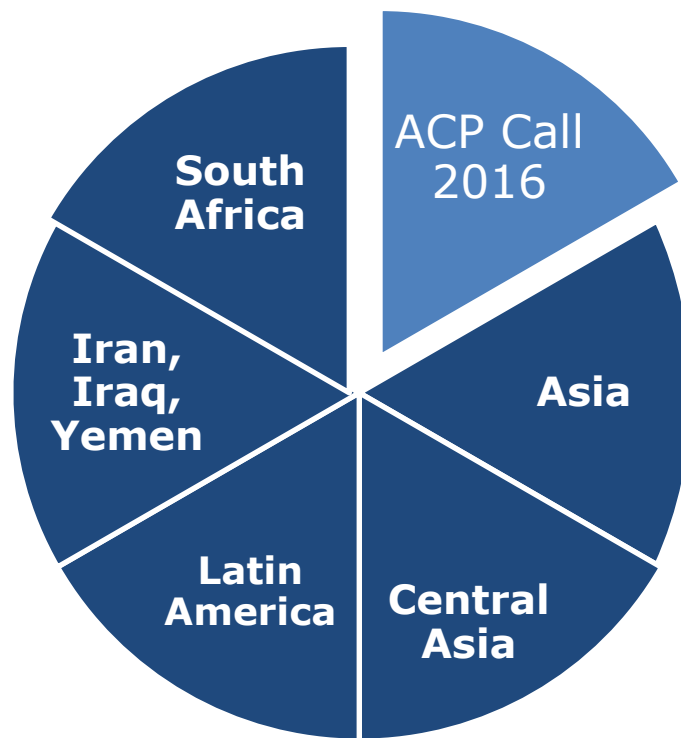


# Part I: Programme/Partner Countries

## Partner Countries Neighbouring the EU

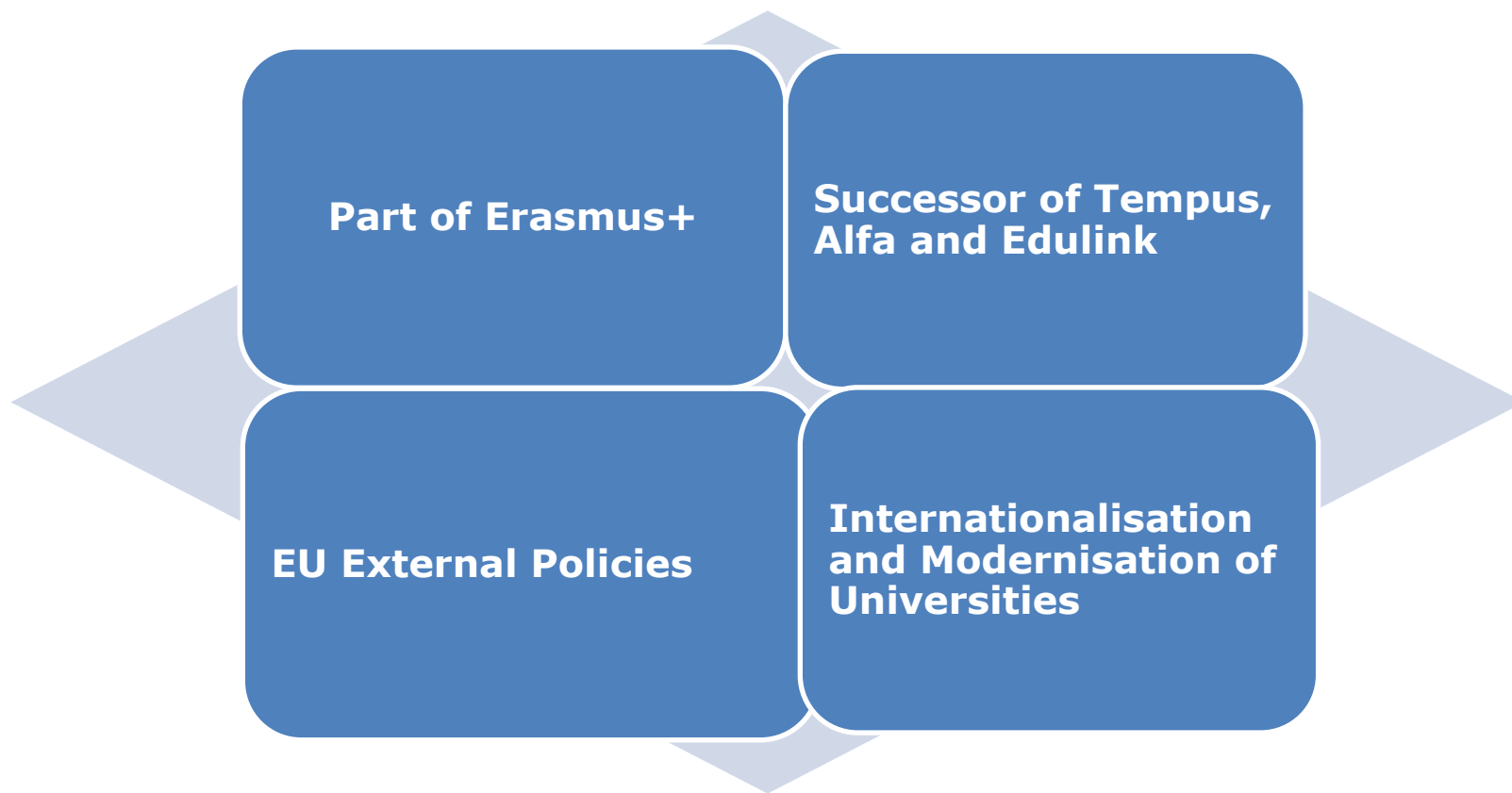


## Other Partner Countries





# Part I: Background





# Part I: Background - Approaches



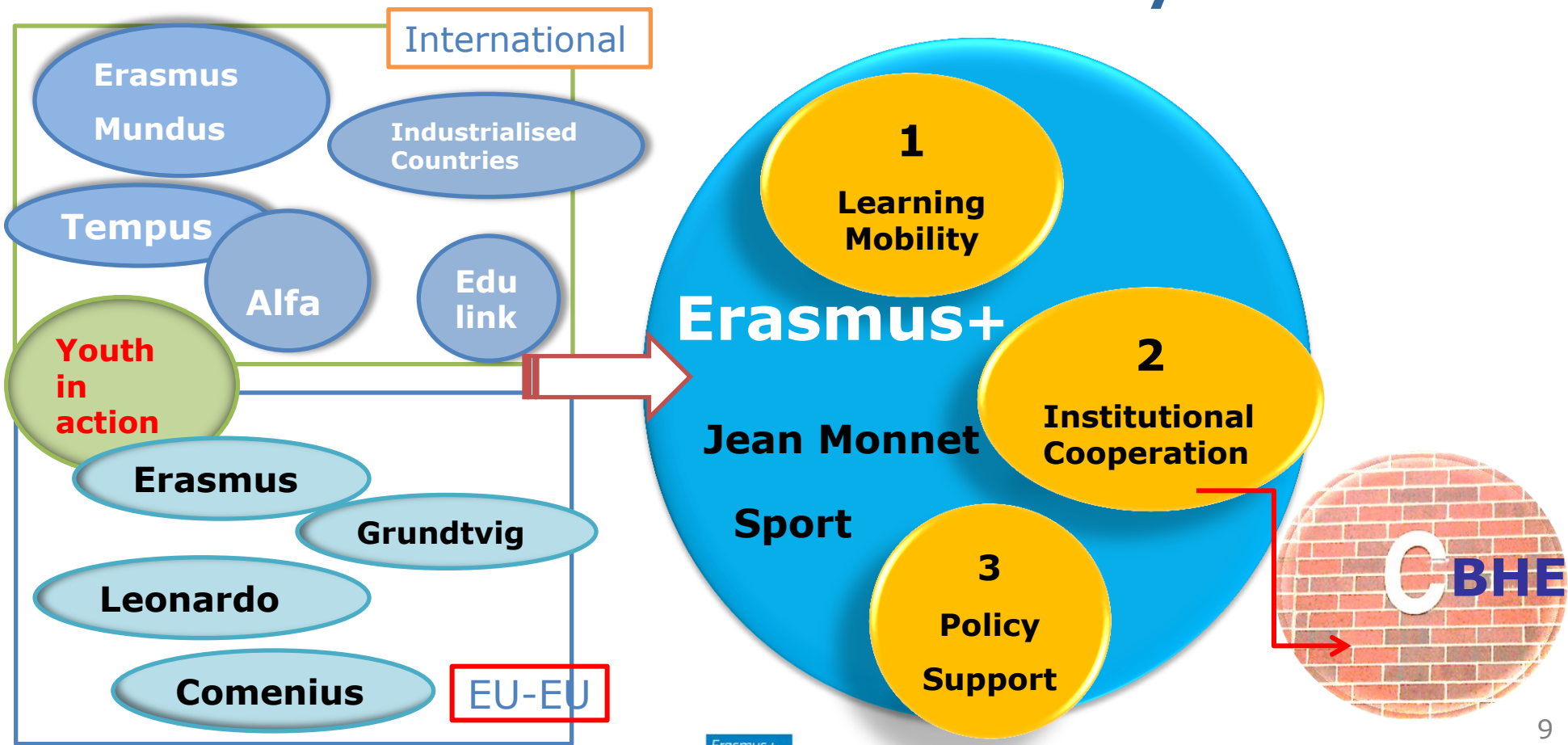




# Part I: Background – Where to find CHBE in Erasmus+

## 2007-2014

## 2014-2020: 3 Key actions





## Part I: What for? - Objectives

Improve the **modernisation** and **quality of HE** and **relevance** for the labour **market and society**

Improve the **competences and skills in HEIs** via innovative education programmes

Enhance the **management, governance and innovation capacities**, as well as the **internationalisation** of HEIs

Increased capacities of national authorities to **modernise their higher education systems**

Foster **regional integration+ cooperation between different regions** of the world



## Part I: How? – Types of Projects

### Joint Projects:

=> Impact  
Institutions

curriculum development

university governance  
& management

Links between HE  
**institutions** and the  
wider economic and  
social environment

### Structural Projects:

=> Impact  
Systems

modernisation of policies,  
governance and management of  
higher education systems

Links between HE **systems** and the  
wider economic and social  
environment



## Part I: How ?- Joint Projects – Example of Activities



**Development,  
testing and  
adaptating of  
tools and  
methods**



**Staff Training  
(academic and  
non-academic)**



**Strengthening  
internationalisation  
and promoting the  
Knowledge  
Triangle**



**Upgrading  
facilities  
necessary  
to  
implement  
innovative  
practices**



## Part I: How? Structural Projects – Example of Activities



### Internationalisation and Bologna Process

ECTS, 3 cycles, recognition of degrees etc.



### Quality

Frameworks, assurance systems/guidelines



### Innovation

policy making + monitoring (including the establishment of representative bodies, organisations or associations)



## Part I: How?

### Special Mobility Strand



Western Balkans, South-Mediterranean  
and Eastern Partnership countries **ONLY**



Complementary for Joint and Structural projects



Additional to the core budget

### For whom?

**Students** registered in HEIs involved in project consortia

**Staff** employed in a HEI or enterprise in project consortia



Programme Country to Programme Country flows are ineligible



## Part I: How? -

### Special Mobility Strand

#### Conditions:

- Mobility should be instrumental and integrated in projects objectives (no mobility on its own)
- Added value and/or innovative character of the activities proposed (approx. 40% of the selected projects will receive additional funding)
- Comply with provisions of Erasmus Charter for Higher Education



#### **Compulsory:**

***Inter-institutional agreements  
between institutions***

***Learning / mobility agreements  
for students and staff***

***Exemption of fees***



## Part I: How?

### Special Mobility Strand

### Students

#### Activities:

Study periods (3-12 months)/traineeships-work placement. (2-12 months)

#### Characteristics:

- covers all cycles (BA, MA, PhD); corresponds to study area/academic discipline addressed by the project
- Students from HEIs of the consortia can study at partner HEI or do a traineeship at a consortia country institution





## Part I: How?

### Special Mobility Strand

#### Staff

##### Activities:

teaching & training periods (5 days to 2 months)

##### Characteristics:

##### **teaching period=>**

HEI teaching staff /staff from enterprises to teach at a partner HEI abroad

##### **training period=>**

HEI teaching and non-teaching staff can attend:

- a) structured courses/training events (conferences excluded);
- b) job shadowing/observation periods/trainings at a partner HEI/, relevant organisation abroad.

at partner HEI or any other relevant organisation in a consortia

country



## Part I: Who can Participate? - Eligible Applicants

**State-recognised public or private Higher Education Institutions**

**Associations/ Organizations of Higher Education Institutions**

**Only for Structural Projects: recognized national or international rector, teacher or student organisations.**



**Each applicant organisation must be located in a Programme or in a Partner country**



## Part I: Who can Participate ? - Eligible Partners

**State-recognised public or private HEIs**

**Any public or private organisation active in the labour market or in the fields of education, training and youth (e.g. enterprise, NGO etc.)**

**Associations or organisations of HEIs with main focus on HE**

**International governmental organisation (self-financing basis)**



**Each participating organisation must be located in a Programme or in an eligible Partner country**



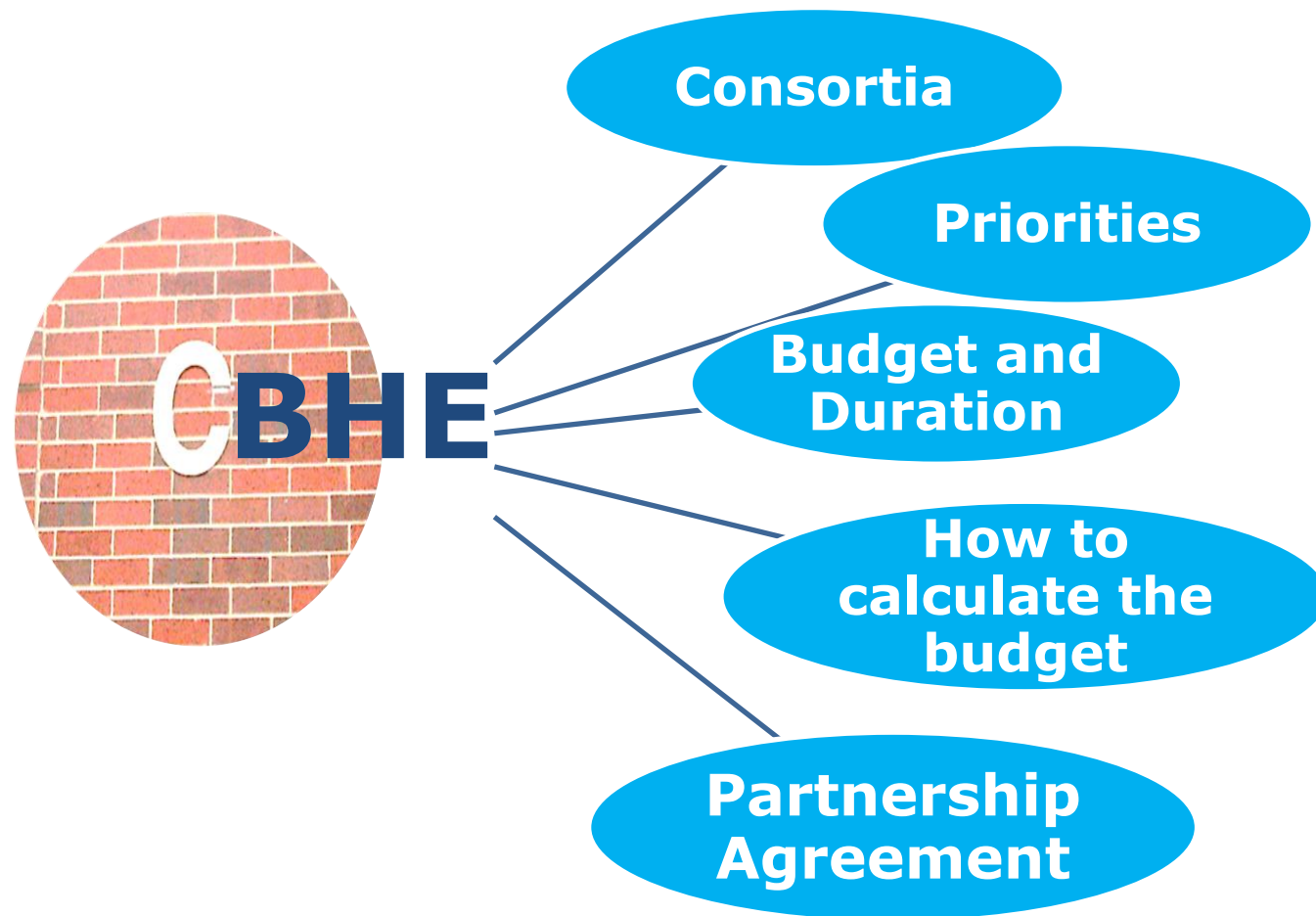
## Part I: Who can participate? - Associated Partners



- **Contribute indirectly**
- “Associated partners” are **not considered as part of the consortium** and therefore **cannot benefit from any financial support** from the project
- Ex: non-academic partners providing placement opportunities

# Part II – The Consortia and the financing rules





## Part II: Consortia Structure

### Main Principles

**Partnership  
Agreements**

#### PROGRAMME COUNTRIES

**Min. 3 countries  
min. 1 HEI each**

#### PARTNER COUNTRIES

**Min. 1 country  
min. 2 HEIs /each**

**STRUCTURAL  
PROJECTS:  
Partner  
Country  
Ministries  
for HE must  
participate**

**At least as many  
Partner Country HEIs as  
Programme Country HEIs**

## Ex.1a : minimum consortia: national project (6 HE institutions)

**Min. 1 Partner Country: at least as many HEIs as in the Programme Countries**

**Min. 3 Programme Countries  
min. 1 HEI each**





## Ex.1b: minimum consortia: **ineligible** national project/Latin America(6 HEIs)

**Min. 1 Partner Country: at least as many HEIs as in the Programme Countries**

**Min. 3 Programme Countries  
min. 1 HEI each**



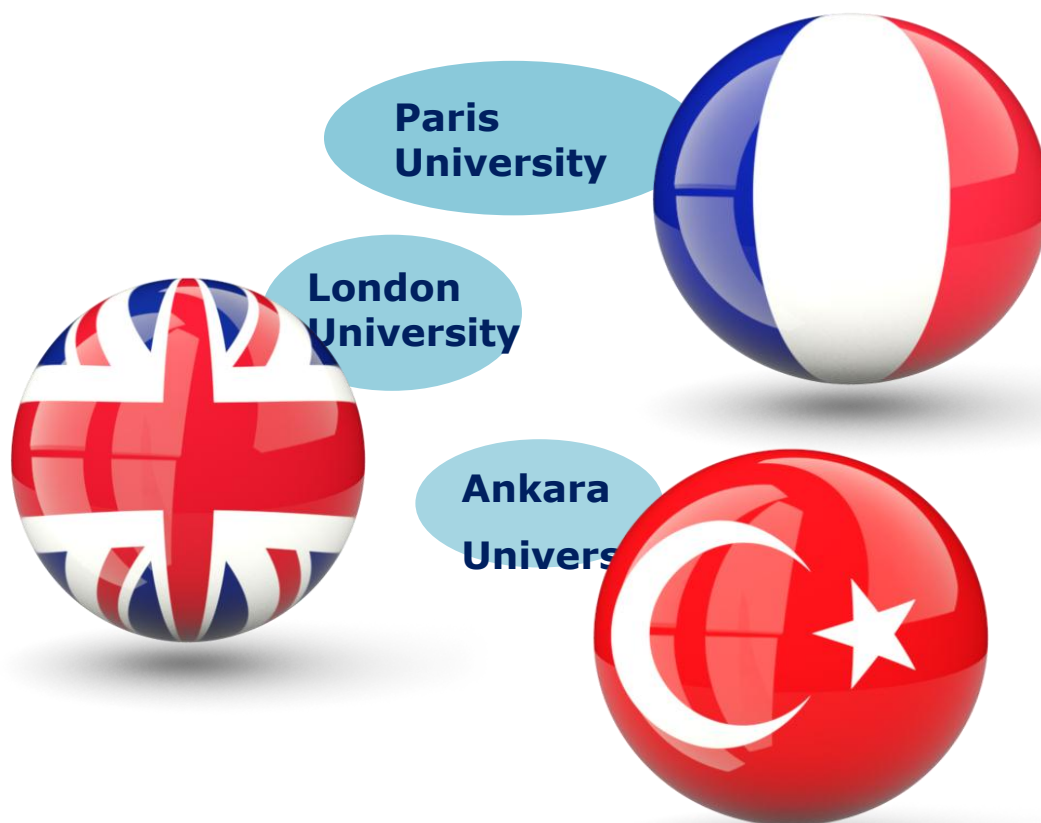
## Ex.2: minimum consortia: multi-country project (7 institutions)

Min. 2 Partner Countries

Min. 2 HEIs each

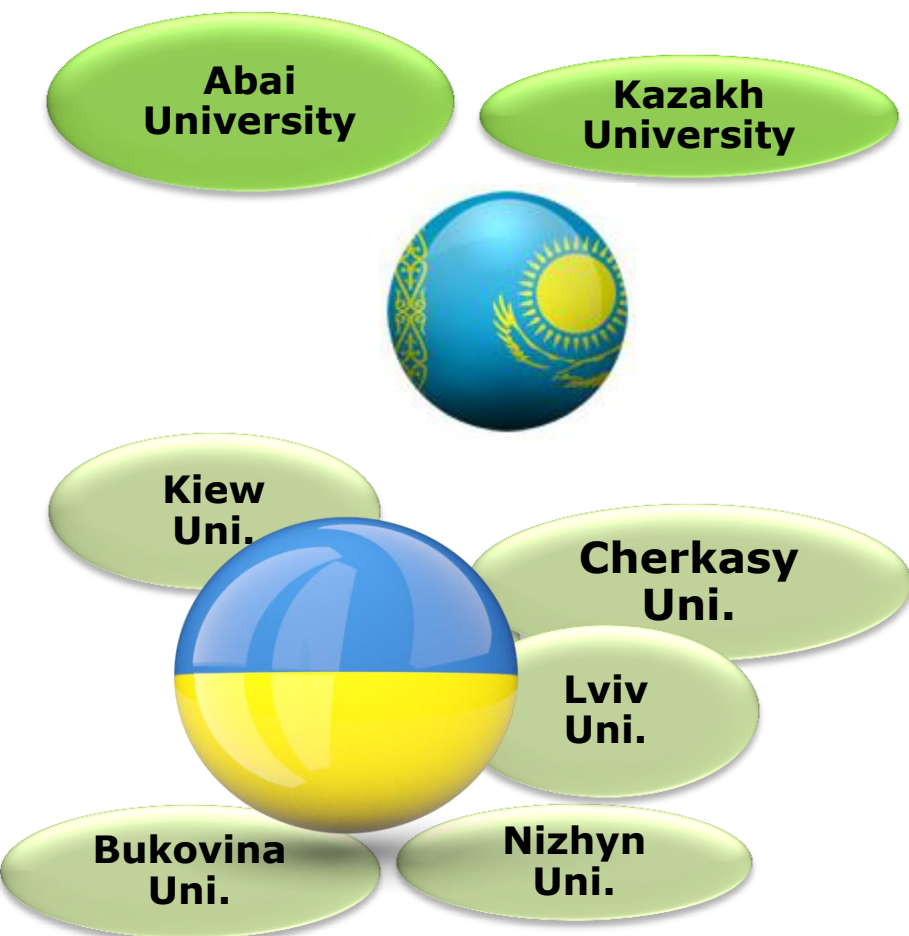
Min. 3 Programme Countries:

Min. 1 HEI each



## Example 3: consortia composition (multi-country project)

### 2 partner countries



### 3 programme countries



## Part II: Priorities & Project Types

### National Projects

Defined by the **Ministries of Education** in close consultation with the EU Delegations

Must address  
**National priorities** set for Partner Country in Regions 1, 2, 3, 7, 10  
**Regional priorities** for the regions where no national priorities are established:  
Regions 6, 7, 8, 9

### Multi-Country Projects

Defined by the **Commission** and based on EU's external policy priorities

Must address  
the **regional priorities** for countries in the same region  
(regional projects)  
**or**  
**regional / national priority common** to different regions  
(cross-regional projects)

## Part II: Priorities – Categories/Themes

Themes Categories	Curriculum Development	Governance and Management	Higher Education and Society
<b>A. Subject Areas</b>	<b>X</b>		
<b>B. Improving quality of education and training</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>C. Improving Management and operation of HEIs</b>		<b>X</b>	<b>X</b>
<b>D. Developing the HE sector within society at large</b>		<b>X</b>	<b>X</b>

## Part II: Budget and Duration

### Budget Allocation 2015 (in Million €)

Region	Indicative budget Million €
1 Western Balkans	12,67
2 Eastern Partnership countries	13,66
3 South-Mediterranean countries	28,06
6 Asia	33,46
7 Central Asia	8,68
8 Latin America	12,26
9 Gulf countries	1,85
10 South Africa	3,42
<b>TOTAL</b>	<b>114,06</b>

# Part II: Budget and Duration-Overview





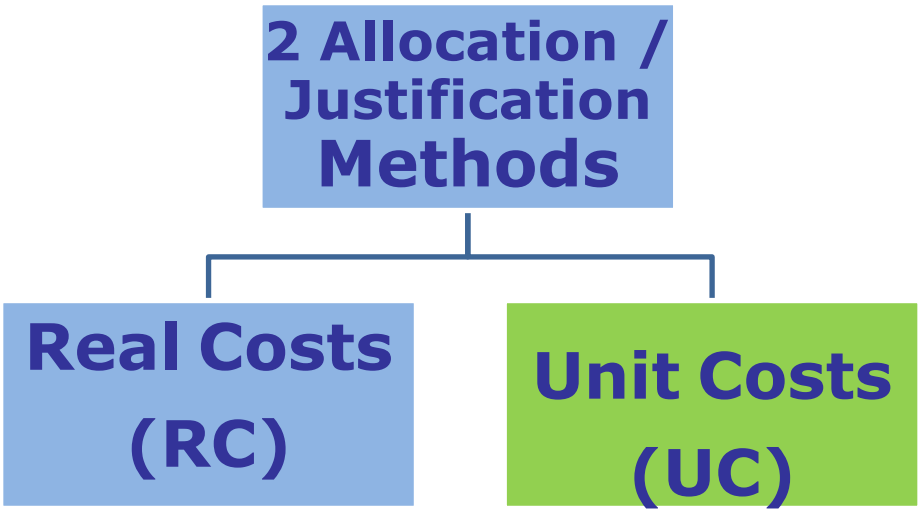
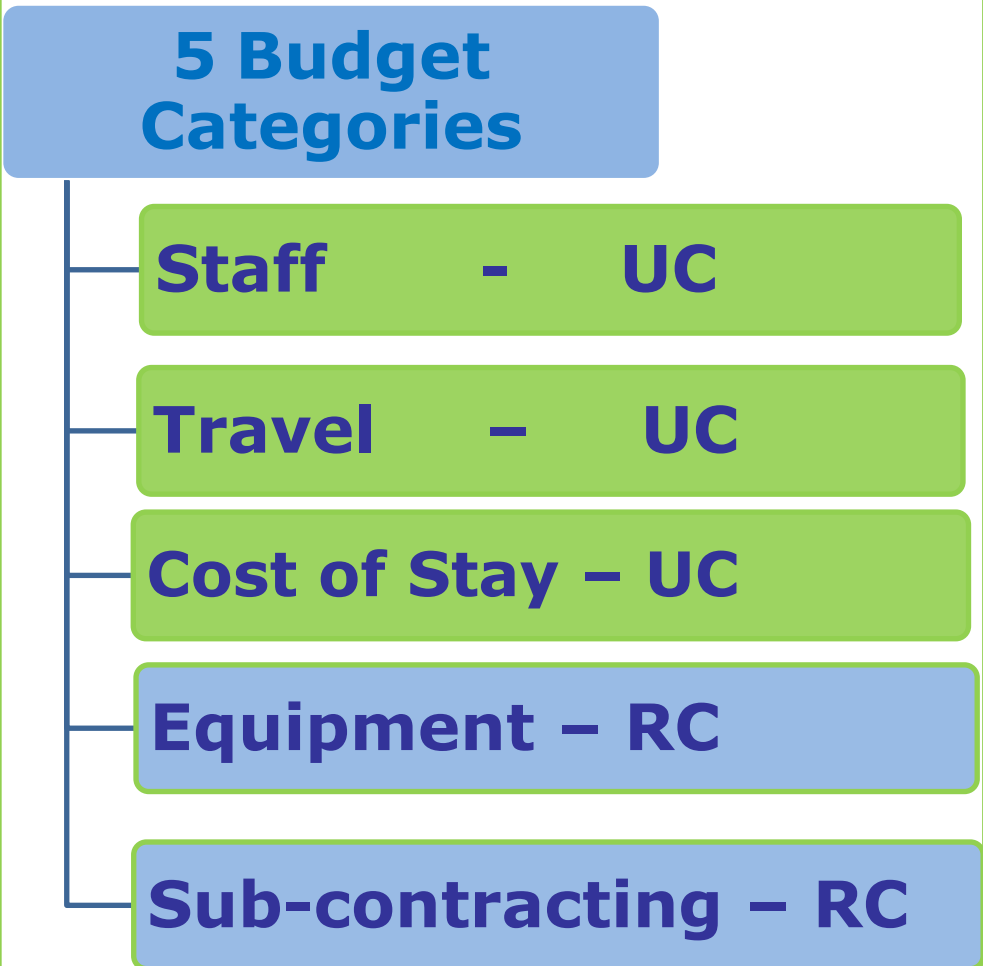
# Part II: How to calculate the budget -Categories

<b>Staff costs (max 40%)</b>	<b>4 Staff Categories</b> (Manager, Researcher/Teacher/Trainer, Technician, Administrator)
<b>Travel costs</b>	<b>Students/staff from partners</b> in countries involved in the project from their place of origin to the venue of the activity and return. Activities and related travels must be carried out at <b>project beneficiaries organisation.</b>
<b>Costs of stay</b>	Subsistence, accommodation, local and public transport, personal or optional health insurance.
<b>Equipment (max 30%)</b>	Purchased <u>exclusively</u> for the benefit of HEIs in the Partner Countries
<b>Sub-contracting (max 10%)</b>	Exceptional for services related to competences that can't be found in the consortia





# Part II: How to calculate the budget - Methods



**Other types of costs** (ex.: dissemination, publishing, overheads costs, etc.) are not considered for the calculation of the grant.  
**>>> Expected to be covered by co-funding.**

## Part II: How to calculate the budget –Unit Costs

- A unit cost is a **fixed contribution** which is multiplied by the specific **number of units** to cover the costs linked to the implementation of a specific activity or task.
- **EU Grants** : 2 important principles.
  - Non profit
  - Co-funding
- How to respect these principles under a "*unit cost*" approach?
- **E+ Unit Cost amounts** are the result of a statistical analysis carried out on real project costs from previous generation of programmes (LLP, Erasmus Mundus, Jean Monnet, Tempus, etc.)
- **For CBHE**, the simulation carried out on former Tempus projects showed that "*statistically*" the combination of real and unit costs corresponded +/- to 90% of their total eligible costs.

## Part II: How to calculate the budget –Unit Costs

- **Real costs:** How did you **use** the grant ?
  - => **input** based
  - => Expenses incurred, supporting documents
- **Unit costs:** what did you **achieve** with the grant ?
  - => **output** based
  - => No need to prove the actual expenditure but you need to show the "triggering event" (i.e.: the fact the activity was indeed properly implemented (e.g. teaching, training))

## Part II: How to calculate the budget – Unit Cost

### Unit Costs

#### Grant Allocation

*Volume (/nature) of activities proposed in the application*

#### Grant Justification

(final report)

*Eligibility verification of the "triggering event"*

#### Use of the Grant

*internal decision of the partnership (in coherence with application)*

## Part II: How to calculate the budget - STAFF COSTS

Financing mechanism for staff costs (see Programme Guide page 158, 160 and page 161 Table A and B)	Amount	
<p><b>Unit costs</b></p> <p><b>Subdivided in 4 categories and country groups (4 groups for Programme and 4 groups for Partner Countries)</b></p>	per manager involved per day	<p><b>Max. 40% of the total grant</b></p>
	per researcher/ teacher/trainer involved per day	
	per technician involved per day	
	per administrative staff involved per day	

## Part II: How to calculate the budget Travel/Cost of Stay

### Costs of Stay

(see Programme Guide page 159)

### Travel Costs

(see Programme Guide page 158)

for eligible activities please refer to page 287-288

DAYS	STAFF	STUDENTS
1-14	120€	55€
15-60	70€	40€
61 - 180	50€	n.a.

Distance Bands	Unit Cost
100-499 km	180€
500-1999 km	275€
2000-2999 km	360€
3000-3999 km	530€
4000-7999 km	820€
8000 km and more	1.100€

## Part II: How to calculate the budget - Travel/Cost of Stay

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

### Example 1:

Staff Trip: From Paris to Bxl (**308 KM**)

**Duration 2 days**

#### Real expense:

Travel Costs :120 €

Hotel + Subsistence Costs (250 €)

Total real expenses: 370 €

#### Calculation (unit-costs):

Travel Costs: 180 €

Costs of Stay: 2 x 120 € =240 €

Total unit-costs: 420 €

### Example 2 :

Staff Trip: From Paris to Berlin (**771 KM**)

**Duration 2 days**

#### Real expense:

Travel Costs :250 €

Hotel + Subsistence Costs (300 €)

Total real expenses: 550 €

#### Calculation (unit-costs):

Travel Costs: 275 €

Costs of Stay: 2 x 120 € =240 €

Total unit-costs: 515 €

## Part II: How to calculate the budget -

### Special Mobility Strand

**Max. 80% of the total EU grant awarded for the joint or structural project (excluding the mobility strand)**

(see Programme Guide page 162-165)

**Travel costs**

**Cost of Stay**



## Part II: How to calculate the budget - Travel Costs

**Special  
Mobility  
Strand**

Distance Bands	Unit Cost
100-499 km	180€
500-1999 km	275€
2000-2999 km	360€
3000-3999 km	530€
4000-7999 km	820€
8000 km and more	1.100€

## Part II: How to calculate the budget STUDENTS - Cost of Stay

**Special  
Mobility  
Strand**

### Costs of Stay **€/Month**

#### Students from Programme Countries

Irrespective of hosting country
<b>650 €</b>

#### Students from Partner countries

Country group 1 hosting	Country group 2 hosting	Country group 3 + 4 hosting
<b>850 €</b>	<b>800 €</b>	<b>750 €</b>



## Part II: How to calculate the budget STAFF Costs of Stay

**Special  
Mobility  
Strand**

**Cost of Stay €/Day**  
**Staff from Partner Countries**

Days	Country group 1 hosting	Country group 2 hosting	Country group 3 hosting	Country group 4 hosting
1-14	160 €	140 €	120 €	100 €
15-60	112 €	98 €	84 €	70 €

**Cost of Stay €/Day**  
**Staff from Programme Countries**

Days	Irrespective of hosting country
1-14	160 €
15-60	112 €

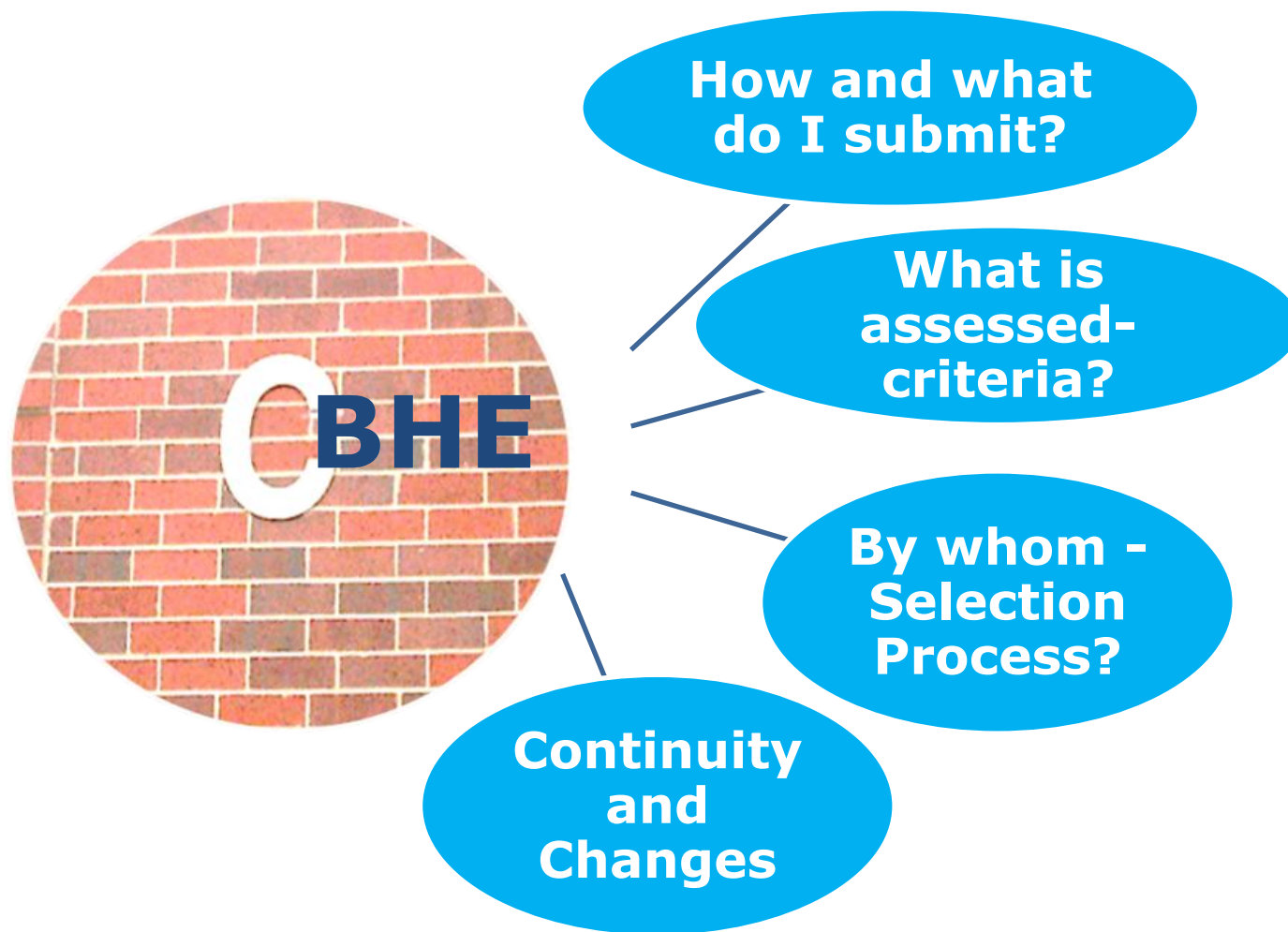
## Part II: Partnership Agreement

- **Mandatory**
- **To be submitted to the Agency within 6 months of the signature of grant contract (Signed by the legal rep.)**
- **Joint** (one doc signed by all partners) **or Bilateral** (partner A + coordinating inst.)
- **Template** available to be adapted to specific needs of partnership
- **Comprehensive** : covering **all aspects** of the project:
  - The **partners role** and responsibilities;
  - **Financial Management;**
  - **Project Management;**
  - **Project Quality Assurance;**
  - **Student issues**
  - **Decision/Conflict** resolution mechanisms

# Part III – The application and



# Selection procedure





## Part III- Application and Selection procedure

### Indicative roadmap for selection process-CBHE

Steps	Date
Publication of the Call for Proposals	Oct. 2014
Deadline for submission of applications	10 February 2015
Expert assessment	March-April 2015
Consultation of local/regional stakeholders	May-June 2015
Award Decision	July 2015
Notification of applicants and Publication of results on EACEA web site	July-August 2015
Preparation and signature of grant agreements	August –September 2015
Start of Eligibility Period	15 October 2015



## Part III: How and what do I submit? - General

### When? How? Where?

- One deadline - One-phase submission - on-line to EACEA
- Application form = unique reference information for the submission deadline.

### What?

- Specific application form:

**eForm**: project data – parts A, B, C

+ **compulsory** annexes:

- ✓ **Detailed project description** (Word doc) – parts D, E, F, G, H, I, J
- ✓ **Budget tables** (Excel doc)
- ✓ **Declaration of Honour+ Mandates** (in one single PDF doc)



**Pre-filled with info  
from Participant  
Portal - PIC**





## Part III: How and what do I submit ? Application form - structure & contents

### **eForm** (PDF Adobe doc)

- A. Identification of the applicant and other partners
- B. Description of the project (summary information)
- C. Specific information related to CBHE

### **Detailed project description** (Word doc. Attached to eForm)

- D. Quality of the project team and the cooperation arrangements
- E. Project characteristics and relevance
- F. Quality of the project design and implementation
- G. Impact, dissemination and exploitation, sustainability; **LFM; Workplan**
- H. Work packages
- I. Special Mobility Strand (where applicable)
- J. Other EU Grants



## Part III: What is assessed? Assessment of CBHE Projects

**Eligibility  
Criteria**

**Exclusion  
&  
Selection  
Criteria**

**Award  
Criteria**



## Part III: What is assessed? Eligibility Criteria

Formal submission requirements

Grant size and duration

Applicant, Partners and Partnership requirements (number of partners, status of the grant applicant & partners, etc.)



## Part III: What is assessed? Exclusion and Selection Criteria

The institution is **not in one of the situations described in section C.** Exclusion criteria of the Guidelines (such as bankruptcy, professional misconduct, subject of fraud, corruption, administrative penalties, conflict of interest, etc.)

**Legal person status** of the applicant organisation

**Financial capacity** to complete the proposed activities (**private entities only**)

**Operational capacity** to complete the proposed activities

*Based on supporting and administrative documents, like the declaration of honour, legal entity form, profit and loss accounts...*



## Part III: What is assessed? Award Criteria

**Relevance**  
(30 points)

**Quality of  
Design +  
Implementation**  
(30 points)

**Quality of  
Team +  
Cooperation  
arrangements**  
(20 points)

**Impact and  
Sustainability**  
(20 points)

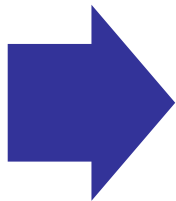
**To be considered for funding, proposals must score  
at least 60 points in total and - out of these points at least 15 points for "Relevance"**



## Part III: What is assessed? Award Criterion 1 – Relevance

### DEFINITION

- *The project contributes to the achievement of the policy objectives of the participating partners*
- *It is based on and addresses real needs & problems of the target groups*



### CONTENT

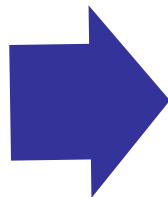
- How clearly the project addresses the Programme **objectives** and **priorities (annual, thematic, geographical priorities)**
- **Needs analysis** and presentation of **specific problems** addressed
- Definition of **target groups**
- What is **innovative** or complementary to other initiatives
- How the **project was prepared**



## Part III: What is assessed ? Award Criterion 2 - Quality of Design and Implementation

### DEFINITION

- *The activities proposed are appropriate to achieve the specific and wider objectives*
- *It uses the most appropriate methodology*
- *It demonstrates a logical and sound planning capacity*



### CONTENT

Description of the project as a whole, including:

- **specific objectives**
- **activities**, expected **outcomes**, wider and specific objectives
- academic **content** and pedagogical **approach**
- **involvement** of academics, students and stakeholders at large
- **quality control** processes



## Part III: What is assessed? Award Criterion 3 - Quality Team and Cooperation

### **DEFINITION**

- *The partnership includes all the skills, recognised expertise and competences required*
- *Suitable distribution of tasks*
- *Sound communication and coordination*



### **CONTENT**

- Presentation of the **partners competences** and **roles** in the project
- Description of any **complementary skills**, expertise and competences directly relating to the planned project activities
- ensure **regional dimension**
- Planned measures to ensure effective **communication**





## Part III: What is assessed? Award Criterion 4 - Impact and Sustainability

### DEFINITION

- *Information/outcomes of the project are made available to groups not directly involved (multiplier effect)*
- *Optimal use of the results during & beyond the project lifetime*
- *Expected impact will be substantial and sustainable in the long term (financial, institutional and policy level)*



### CONTENT

- Expected **impact** at different levels
- **Dissemination strategy:** outputs to be disseminated, target groups, dissemination tools & activities
- **Measures** planned to ensure the sustainability of project outcomes and outputs at **three levels:** financial, institutional and political
- **Evidence of impact** on HE at institutional / national level in PCs



## Part III: What is assessed? Quality Design & Implementation

Additional  
Award  
Criteria

### DEFINITION

- *Full contribution to the achievement of the related project and added value of the project*
- *Transparent procedures selection of participants*
- *Quality systems*



### CONTENT

Relevance of the mobility strand for the project

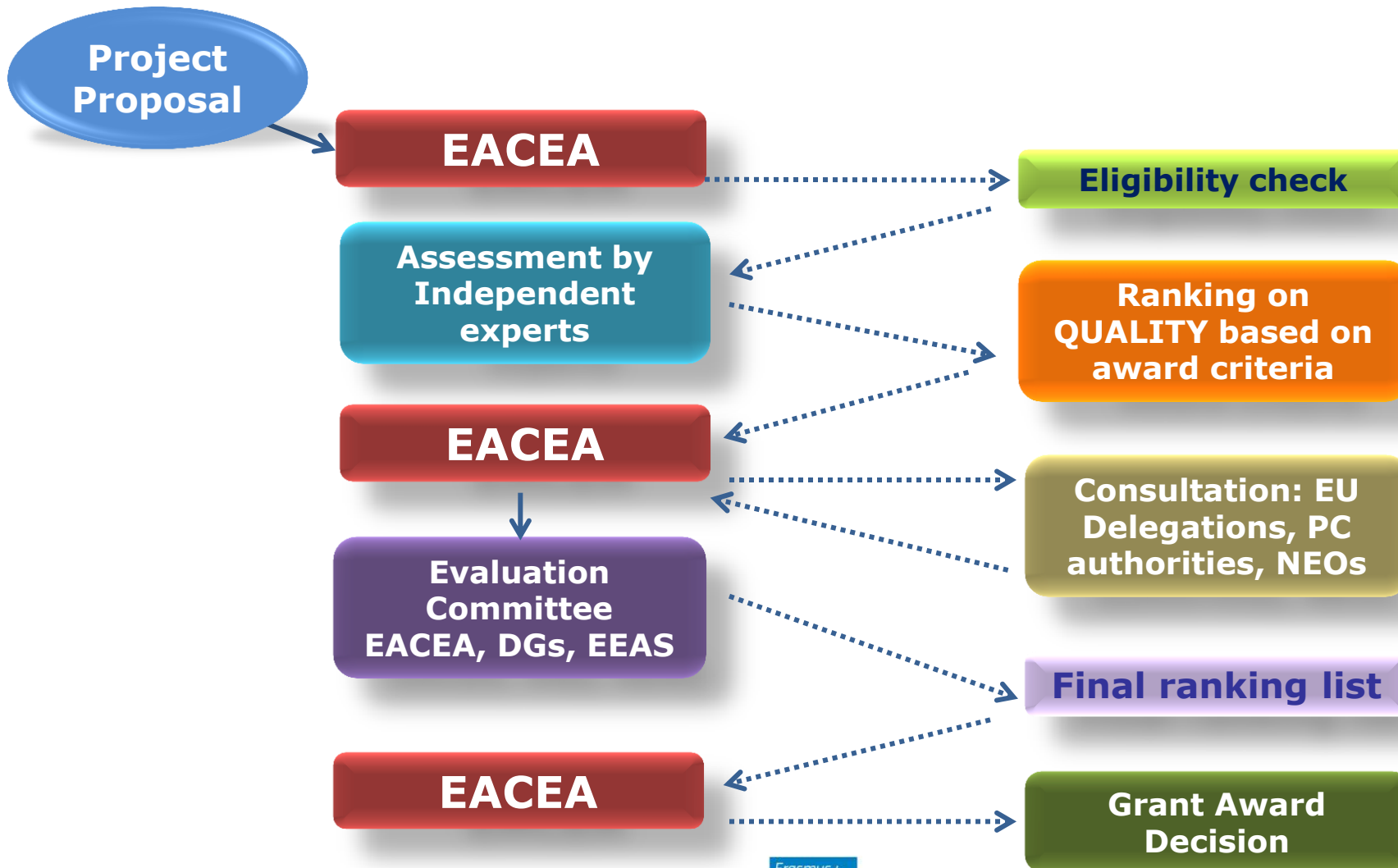
Well-**articulated** with the project; demonstrated **added value**

Demonstration of positive **impact** for individual and institutions

**Validation and recognition** at institutional level



## Part III: What is assessed? - Selection Process





## Part III: What is assessed? - Award Decision

**EACEA takes  
decision based on:**

**Evaluation  
Committee's  
recommendation,  
taking into account:**

*ranking list on quality established by external experts*

*the results from the consultation process*

*the budget available for each region*

*the need to achieve a geographical balance within a region*

*sufficient coverage of the priorities*



# Local Support

## **Centrally managed (EACEA) but local support :**

International E+ Contact Points (**ICPs**) in Programme Countries

[https://eacea.ec.europa.eu/erasmus-plus/contacts/international-erasmus-plus-contacts\\_en](https://eacea.ec.europa.eu/erasmus-plus/contacts/international-erasmus-plus-contacts_en)

National Erasmus+ Offices (**NEOs**) in certain Partner Countries (PCs)

[https://eacea.ec.europa.eu/erasmus-plus/contacts/national-erasmus-plus-offices\\_en](https://eacea.ec.europa.eu/erasmus-plus/contacts/national-erasmus-plus-offices_en)

### **Other useful links:**

#### **Erasmus+ website - EACEA**

[http://eacea.ec.europa.eu/erasmus-plus\\_en](http://eacea.ec.europa.eu/erasmus-plus_en)

#### **Programme Guide Version 1(2015): 01/10/2014**

[http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

Relevant pages in the Programme Guide (which need to be consulted in the context of the Programme Guide in general): PP 146-165; PP 287-295

#### **Erasmus+ website – EU Commission**

[http://ec.europa.eu/programmes/erasmus-plus/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/index_en.htm)

## Part III: Continuity with the past but new elements:

- **Partnership** criteria and compulsory Partnership agreement
- **Geographical scope** (28 -> 33 Programme Countries AND 27 -> 150 Partner Countries)
- Special **Mobility Strand** & related requirements
- Introduction of **Unit Costs**
- **Size of Grant** - 500.000-1 Million € (excluding the mobility strand)
- **Participant Portal** (registration)

## Part III: Continuity with the past but new elements:

- **Management** of the action by EACEA
- Different **partnership** requirements (smaller) and introduction of a compulsory partnership agreement
- **Duration** (24 or 36 months)
- a wider **geographical scope** (from 28 EU countries to 33 programmes countries and from 18 LA countries to more than 150 PCs).
- Introduction of **unit costs**
- **No more contingency reserve**
- **No more obligation to spend 70%** of the budget in LA or for the benefit of LA partners
- Smaller size of the **grant** (in particular max amount reduced from max. 3M to 1 million)
- **Application procedure** (one single step procedure)
- Compulsory **registration** of the participating institutions in the participant portal (PIC)

## Part III: Continuity with the past but new elements:

- **Management** of the action by EACEA
- Different **partnership** requirements (requirement of Programme Country Partners) and introduction of a compulsory partnership agreement
- a wider **geographical scope** (33 programmes countries and more than 150 PCs)
- Introduction of **unit costs**
- **Application procedure** (one single step procedure)
- Compulsory **registration** of the participating institutions in the participant portal (PIC)





thank you

merci  
obrigado  
grazie  
gracias  
kiitos  
спасиби  
tack  
köszönöm  
hвала  
teşekkür ederim  
danke  
ačiū  
Dank u  
hvala vam  
tak  
bakka þér  
σας ευχαριστώ  
ddiolch 'ch  
dëkuj  
dziękuje  
תודה  
Ďakujem  
hvala  
blagodarya  
Tapadh leibh  
falemmnderit  
спасибо  
trugarez  
multumesc  
tānan teid  
Дзякуй  
Go raibh maith agaibh  
Pablies  
Vi благодарам  
谢谢  
धन्यवाद