

ERASMUS MOBILITY

Eligibility Criteria

Applications must fulfil the following eligibility criteria:

GENERAL ELIGIBILITY CRITERIA:

- Comply with the submission procedures set out in the relevant Call for proposals and in the section 3a, part "Instructions for proper submission" of this Guide;
- Comply with the deadlines set out in the relevant Call for proposals. Indicative dates are given for each action in Part II of this Guide, but the final published Call for proposals should be consulted;
- Comply with the rules on the minimum and maximum duration of projects and the minimum/maximum number of partners and countries involved, as indicated in Part II of this Guide.
- Involve, if an application is submitted by a consortium, at least one organisation established in an EU Member State. For multilateral projects, European associations with members established in several LLP participating countries who are actively participating in the project, shall be considered to fulfil the requirement regarding the minimum number of countries, without having to involve other bodies in the consortium, although this is recommended where appropriate. Unilateral projects and Jean Monnet multilateral projects do not have to comply with the condition to include at least one organisation established in an EU Member State;
- Be drawn up in one of the official languages of the European Union^{1 2 3 4}. Applications from a consortium must be submitted in the working language of the consortium;
- Be submitted exclusively using the correct **official application form** for the action concerned and be electronically completed in full⁵ (not handwritten);
- Grant request, where applicable, expressed in Euro.

If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

SPECIFIC ELIGIBILITY CRITERIA:

1.Student mobility for studies:

- Applications must be submitted by bodies which are legal entities.
- Erasmus student mobility for studies is based on bilateral inter-institutional agreements between the participating higher education institutions each of which must hold an Erasmus University Charter.

1 With the exception of mobility grant applications submitted to National Agencies in the EFTA/EEA and candidate countries. These grant applications may be drafted in the national language of the applicant.

2 Applicants for the Erasmus University Charter are required to provide the Erasmus Policy statement also in English, French or German.

3 Applicants for the Jean Monnet Programme must submit their applications in English, French or German.

4 Applicants for the Study Visits in the Transversal Programme are required to provide the application form in the working language of one of the selected Study Visits.

5 Applicants in some Actions may be required to complete an on-line application form.

- Full recognition must be given by the home institution for the period spent abroad, preferably using ECTS credits. Recognition shall be based on the Learning Agreement approved by all parties before the period of mobility starts. In addition, the use of Europass mobility documents is encouraged.
- The student must be registered in a higher education institution which holds an Erasmus University Charter and be enrolled in higher education studies leading to a recognised degree or other recognised tertiary level qualification up to and including the level of doctorate.
- The student must be enrolled at least in the second year of higher education studies.
- The student must be either:
 - a national of a country participating in the Lifelong Learning Programme;
 - a national of other countries enrolled in regular courses in institutions of higher education in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).
- The student may only receive two Erasmus grants: one grant for a study period and one for a placement period.
- At least the sending or the receiving country must be an EU Member State.

2.Student mobility for placements:

- Applications must be submitted by bodies which are legal entities.
- Full recognition must be given by the home institution for the period spent abroad, preferably using ECTS credits. Recognition shall be based on the training agreement approved by all parties before the period of mobility starts. In the particular case of a period of placement that is not part of the curriculum of the student, the sending institution shall provide recognition at least by recording this period in the Diploma Supplement or if not possible in the student's transcript of records. In addition, the use of Europass mobility documents is encouraged.
- The student must be registered in a higher education institution which holds an Extended Erasmus University Charter and be enrolled in higher education studies leading to a recognised degree or other recognised tertiary level qualification up to and including the level of doctorate.
- The student must be either:
 - a national of a country participating in the Lifelong Learning Programme;
 - a national of other countries enrolled in regular courses in institutions of higher education in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).
- The student may only receive two Erasmus grants: one grant for a study period and one for a placement period.
- At least the sending or the receiving country must be an EU Member State.
- The following types of organisations are not eligible as host organisations:
 - EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website ec.europa.eu/institutions/index_en.htm);

- organisations managing EU programmes (in order to avoid a possible conflict of interests and/or double funding);
- national diplomatic representations (embassy and consulate) of the home country of the student.

3. Staff Mobility - Teaching Assignments by HEI Teaching Staff and by Invited Staff from Enterprises:

- Applications must be submitted by bodies which are legal entities.
- The teaching assignment must be carried out in a higher education institution holding an Erasmus University Charter.
- Teaching assignment mobility is based on inter-institutional agreements between the sending and receiving higher education institutions or an agreement between the higher education institution and the enterprise concerned.
- The teaching programme must be agreed in advance by all parties.
- A teaching assignment can be taken up either by HEI teaching staff (employed by a HEI holding an Erasmus University Charter) or by staff from an eligible enterprise. An eligible enterprise shall comply with definition in the LLP legal base (art. 2, nr. 25): "'Enterprise' means all undertakings engaged in economic activity in the public or private sector whatever their size, legal status or the economic sector in which they operate, including the social economy". The definition of 'enterprise' implies that further to companies, HEIs, research centres, the self-employed, family firms, partnerships and associations regularly engaged in an economic activity may be considered as enterprises. It is the economic activity that is the determining factor, not the legal form.
- The teaching staff member must be either:
 - a national of a country participating in the Lifelong Learning Programme;
 - a national of other countries employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).
- At least the sending or the receiving country must be an EU Member State.

4. Staff Mobility - Training for HEI Staff at Enterprises and at HEI

- Applications must be submitted by bodies which are legal entities.
- Staff must be employed by a higher education institution holding an EUC.
- The staff member must be either:
 - a national of a country participating in the Lifelong Learning Programme;
 - a national of other countries employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website).
- At least the sending or the host country must be an EU Member State.