

## 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.
- **staff training:** this activity supports the professional development of teachers, school leaders or other school education staff in the form of: a) participation in structured courses or training events abroad; b) a job shadowing/observation period abroad in a partner school or another relevant organisation active in the field of school education.

## 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. The applicant is also the 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>Who can apply?</b>	<p>A school (i.e. an institution providing general, vocational, or technical education on any level from pre-school to upper secondary education) established in a Programme Country<sup>12</sup> and sending its staff abroad.</p> <p>Individuals cannot apply directly for a grant.</p>
<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>▪ Staff training.</li> </ul>
<b>Number of participating organisations</b>	<p>The number of organisations in the application form is one (the applicant). During the stage of implementation of the mobility project, a minimum of two organisations (one sending and at least one receiving organisation) from different countries must be involved.</p>
<b>Eligible participating organisations</b>	<ul style="list-style-type: none"> <li>▪ <b>Teaching assignments:</b> Sending and receiving organisations must be schools established in different Programme Countries.</li> <li>▪ <b>Staff training:</b> The sending organisation must be a school (the applicant). The receiving organisation can be: <ul style="list-style-type: none"> <li>○ a school; or</li> <li>○ any public or private organisation established 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, a 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>Each organisation must be established in a Programme Country.</p>
<b>Duration of project</b>	<p>1 or 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.</p>
<b>Duration of activity</b>	<p>From 2 days to 2 months, excluding travel time.</p>
<b>Venue(s) of the activity</b>	<p>Mobility Activities must be carried out abroad, in another Programme Country.</p>
<b>Eligible participants</b>	<p>Education staff (teaching and non-teaching, including school managers, heads, etc.), working in the sending school.</p>
<b>Where to apply?</b>	<p>To the National Agency of the country in which the applicant organisation is established<sup>13</sup>.</p>

<sup>12</sup> Please refer to the list of eligible schools in each country. For more information, contact the National Agency in the country.

<sup>13</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>When to apply?</b>	Applicants have to submit their grant application by <b>17 March at 12pm (midday Brussels time)</b> for projects starting as of 1 July of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.
<b>Other criteria</b>	A school can apply only once per selection round.

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:

<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 and priorities 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</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>▪ 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 YOU SHOULD KNOW ABOUT THIS ACTION?

More compulsory criteria and additional useful information relating to this Action can be found in the Annex I of this Guide. Interested organisations are requested 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, from their place of origin to the venue of the activity and return	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission.
			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: 1100 EUR per participant	
<b>Organisational Support</b>	Any cost 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	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
<b>Individual support</b>	Costs directly linked to the subsistence of participants during the activity	Unit costs	up to the 14 <sup>th</sup> day of activity: <u>A3.1</u> per day per participant + between the 15 <sup>th</sup> and 60 <sup>th</sup> day of activity: 70% of <u>A3.1</u> per day per participant	Based on the duration of the stay per participant
<b>Course fees</b>	Costs directly linked to payment of fees for the enrolment in courses	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 must be motivated in the application form
<b>Special needs support</b>	Additional costs directly related to participants with disabilities	Portion of eligible costs	100% of eligible costs	Conditional: the request for financial support to cover special needs support must be motivated in the application form

**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
Denmark, Ireland, Netherlands, Sweden, United Kingdom	80-160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Switzerland, Turkey	70-140
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	60-120
Estonia, Croatia, Lithuania, Slovenia	50-100