Quick Guide for New Erasmus Coordinators for KA103

Cyprus National Agency

June,2019

1st edition

1.Documents related to Project Management/Έντυπα που αφορούν στη διαχείριση της ΚΑ103

This is a short introduction to KA103 for New Erasmus Coordinators.

Please note that the documents related to the management of KA103 are to be found in the CY NA's website in "Project Management-Διαχείριση Σχέδιων" at :

http://www.erasmusplus.cy/tritovathmia-ekpedefsi-1-management

Please take to consideration that information found here is to be read in relation to the Erasmus Programme Guide published each call year as well as the signed Grant Agreement between the beneficiary and the CY NA.

2.Communication with the NA/ Επικοινωνία με την Εθνική Υπηρεσία

You may contact us via the Yammer Group(s) established by the Cyprus NA, for matters related to project management (Student or Staff Mobility) or to the programme (i.e. Brexit). However, for matters related only to your project (i.e. change of contact person, change of the legal representative, a change in your bank account details ,or for any amendments concerning your project) you may contact us individually, via email and/or helpdesk (tel: 22448891, santoniou@llp.org.cy)

Please note that requests for amendments, may take up from 3 to 5 working days to be processed.

Yammer Groups

- IROs: https://bit.ly/2X2l6Dt (Information about the Program, news and updates)
- FAQ: https://bit.ly/2wRAcNf (Frequently asked questions about Project Management)
- Digital Erasmus+: https://bit.ly/2ZaTEAW (Erasmus Without paper)
- ICM KA107: https://bit.ly/2R0xD50 (International Credit Mobility)

3. Project Life Cycle within a year / Κύκλος ζωής του προγράμματος εντός ενός έτους

Applications for funding / Υποβολή αιτήσεων

Each Key Action and Sector has a 'Call' released for applicants to apply for funding. For KA1 Higher Education, the call is released in **October** with a deadline usually in **February** of the following year. Cyprus NA organizes each year around **December** a **"How to apply session"** for each Action so that the beneficiary organizations are informed accordingly.

You must apply online via the Electronic Form that is released for the relevant call. You should be informed of the results of your application within four months of the application deadline. All 'indicative' deadlines can be found in the 2019 Programme Guide.

Grant Agreement (June) / Υπογραφή Συμβολαίων

If funding is approved, the NA will issue a Grant Agreement which includes the terms under which the grant is made between your organisation and by the NA. The NA will send the Grant Agreement by email to the preferred contact listed in your institution's application form.

Upon receipt of the Grant Agreement, two copies must be printed and both copies must be signed and dated **by the Legal Representative** as detailed in your organisation's application form. Your organisation must then return the two signed copies to the NA to countersign.

Once we have received the Grant Agreements, they are then countersigned by the CY NA Director. After we have countersigned, we will return one copy for you to keep for your records.

Initial Allocation Payment (June – July) / Α' προκαταβολή

Once the NA has countersigned the Grant Agreement, your project's Initial Allocation Payment will be raised and released within 30 days of countersignature. **The payment (1st installment) will concern the 60% of the contracted total of your organisation's Grant Agreement.**

Interim Report (February) /Ενδιάμεση Έκθεση

Half way through the year your organisation must report how much you have spent and expect to spend for the entire project by recording all mobilities that have taken place or will be taking place over that Erasmus+ year.

The interim report deadline is on February 28th.

You will be notified in advance (usually 2 weeks earlier, via the CY National Agency that you are expected to submit your Interim Report).

Normally, you will not know all the specific data required. However, the financial reporting needs to be as accurate as possible, since the result of the interim report may either lead to a reduction or an increase in the amount of your Grant Agreement. **You are kindly asked to be as correct as possible with respect to the figures presented in your Interim Reports.**

Your spent amount or the amount to be spent (amount secured), can be exported directly from your project on Mobility Tool+ (MT+), **via the tab Budget.**

Amended Grant Agreement (April) / Τροποποιημένη Συμφωνία Επιχορήγησης

Once we have received your institution's Interim Report, we will generate an Amended Grant Agreement which will confirm the amount your institution is expected to spend for that current call year and this will be based on the data validated in the Interim Report.

Second Allocation Payment / Β' προκαταβολή

After the Amended Grant Agreement has been countersigned by the NA, depending on your expenditure **(the interim report must show that at least 70% of the initial allocation has been allocated to mobilities),** your institution may receive a second allocation payment which is the remainder (20%) of your contracted grant amount.

Final Report – Mobility Data (Sept 30th for 16 month projects / May 31st for 24 month projects)

The Final Report is used to represent the mobilities which have taken place and how much your institution has spent over the Erasmus+ year. The NA will validate the data, looking at dates recorded and the destination country. After the Final

Report deadline, you are not able to continue allocating funds, even if the total amount used is less than your contracted amount, as stated in your Amended Grant Agreement.

Final Report – Narrative Report (Nov 29th for 16 month project / July 30th for 24 month project)

HEIs need to write a narrative report (through MT+) on their project after the project finishes. The narrative report must be submitted within 60 days of the project end date. There is a 'ready for submission' button that must be pressed in order to submit the report to the NA.

In the narrative report, some fields are automatically populated with the mobility information you have recorded on MT+ and the feedback reports that have been completed by project participants. There are text fields for you to complete. **Please provide detailed answers in relation to the questions as the report will be assessed.**

Closure Letter

We will issue a Closure Letter, providing a breakdown of each mobility type, confirming the figures calculated from your Final Report. We will also include the feedback and the scores for your narrative report with your closure letter. **You will then receive a Request for Repayment (Recovery) for any unspent funds.**

4. Types of Mobility and Budget Transfer in KA103/ Τύποι Κινητικότητας και μεταφορές ποσών

The following mobility types are associated with the KA103 Action and the following amendments (1-4, listed below) are common within Project Management of KA103.

- **SMS** (Student Mobility for Studies, from 3 to 12 months)

- **SMP** (Student Mobility for Placement, from 2 to 12 months, including recent graduates)

- **STA** (Staff Mobility for Teaching Assignment, from 2 days excluding travelling to 60days)

- **STT** (Staff Mobility for Training, from 2 days excluding travelling, to 60days)

- **OS** organizational Support **(350,00 euro per completed mobility)**

   Budget Transfers that do not require CY NA permission:

1) You may transfer 100% of your awarded amount from OS to all other budget headings (SMS, SMP, STA, STT).
2) You may transfer 100% between SMS and SMP (student categories)
3) You may transfer 100% Between STA and STT (staff categories)
4) You may transfer 100% from STA/STT to SMS/SMP (from Staff to Students)

However, you may not under any circumstances transfer the amount from Student Categories (SMS/SMP) to Staff Categories (STA/STT).

You need to contact the CY NA, that will examine your request and inform each beneficiary HEI on an individual basis, whether such an amendment may or may not take place.

5. Documentation, Tools and Support/ Έντυπα, εργαλεία και υποστήριξη

Participant documentation (Found in the «Management of Projects section/ Διαχείριση Σχεδίων» of our website)

- Inter-Institutional Agreement
- Student Grant Agreement
- Learning Agreement for Studies/Traineeship
- Learning Agreement for Studies -Guidelines
- Learning Agreement for Traineeships- Guidelines
- Staff Grant Agreement
- Mobility Agreement for Teaching/Training

Agreements (Grant and Learning/ Training Agreement) must be signed prior to the start of the mobility **in every case.** For each Agreement there are Guidelines to be taken to consideration that will help you fill the document in accordance with the Erasmus+ rules and regulations.

Grant agreements

Before staff or student mobility has commenced, the HEI must ensure that each student or staff member has signed a mobility grant agreement with their home HEI, formally accepting the grant and acknowledging the obligations associated with its acceptance. **The participant Grant Agreements provide the minimum text issued by the European Commission (EC). Institutions cannot remove text, unless it is highlighted in blue or yellow, but institutions can add clauses and text if necessary.**

6. Mobility Tool+

MT+ is the EC's reporting system for institutions to report the activity and funding spent on their project over the project lifetime.

To access the Mobility Tool go to http://www.erasmusplus.cy/Tools and you will come to an EU login screen. Contacts defined in the electronic application form as contact persons and legal representatives for the applicant/beneficiary organisation will automatically have access to their corresponding projects in Mobility Tool+.

This happens when the project's data is submitted from EPlusLink. **National Agency users can also have access to Mobility Tool+ <u>for monitoring and validation purposes.</u>** The email address associated with this contact person will receive the notification from the system once the project is created in the Mobility Tool. This contact person will be able to create new contacts with or without access to edit the project details in MT+. Sometimes there can be a problem with logging in and you will see an error message. Two frequent error messages and ways of solving the problems:

FREQUENT LOGIN ERROR MESSAGES:

 "My role has not been defined".

This means the email address that was used in the creation of the EU Login account is not listed as a contact for your institution with the MT+ or access hasn't been granted. The NA, or another contact at your institution with access, can add or amend your details on MT+ so it links with your EU Login account.

 "Incorrect username or password supplied, please try again. "

You may have selected a different domain than that on which your account is registered. Sometimes it switches the domain over to European Commission, for instance. You should always log in using the EXTERNAL domain. When logging into the EU Login screen, ensure it says 'External domain' above the login boxes.

You can find guidance on using the Mobility Tool [here.](#)

Before adding mobilities, you will need to add partner institutions and organisations (traineeships don't require an Inter-Institutional Agreement but for the purpose of reporting on the Mobility Tool, traineeship providers are classed as partners).

7.Online Linguistic Support ("OLS")

Access it via http://erasmusplusols.eu/

Any student undertaking their mobility in a language that is not their 'native' language (for example a CY student completing their mobility in French) **must undertake an assessment via the OLS prior to the start of the mobility** (if the language is on the OLS system).

There is a second assessment to be completed after the mobility has finished which is linked to the first assessment license.

The OLS languages available are: English, French, Spanish, German, Italian, Dutch, Czech, Danish, Polish, Portuguese and Swedish, Finish, Slovenian, Slovakian, see [here](#)

There is also an online course for the language of the assessment, but the course is not mandatory. In order to participate in the course, the student must complete the assessment first. If the student receives a result between CEFR (Common European Framework Reference) levels A1 and B1 in their first language assessment they are automatically allocated a language course licence.

If a student achieves a result between CEFR levels B2 and C2 in their first language assessment, a course licence can be manually allocated to the student. You can see students who have achieved a result between B2 and C2 in the (Licence Allocation to Participants – Course) and course licences can be allocated to the student under that tab.

If a student is undertaking a mobility that is in their native language, they are not required to complete the assessment. Further guidance on the OLS system is available the homepage. Any technical problems should be reported to the service provider via the 'report a problem' link at the top of the screen. For more information about the OLS language assessment and language courses, these 'guides' have been created by the European Commission (EC) for help with assessment and courses:

- OLS language assessments
- OLS language courses

8. ECHE (Erasmus Charter)/ Χάρτης Erasmus, Monitoring and Guidelines/Παρακολούθηση και Οδηγίες

All Higher Education Institutions (HEI) that wish to apply for funding under Erasmus+ are required to have an ECHE. The ECHE provides the quality framework for Erasmus+ funded activities carried out by an HEI and is a pre-requisite for all HEIs wishing to participate in Erasmus+.

The Call for proposals for the award of the ECHE is held annually and is awarded for the full remaining duration of the Erasmus+ Programme (i.e. until 2020), and therefore HEIs which already hold the ECHE do not need to re-apply.

To see if an institution has an ECHE, please visit the Commission's updated list of those awarded the ECHE.

If you have been awarded the ECHE, you need to display it on your institution's website.

For help with strengthening the ECHE compliance of your institution, consult the ECHE guidelines as well as the ECHE monitoring guide. A website, **Erasmus Charter for Higher Education: Make it Work for You!**, is under development and will feature a self-assessment tool for checking ECHE compliance