



# Erasmus+ Programme (ERASMUS)

## Application Form

Administrative Forms (Part A)  
Technical Description (Part B)

Erasmus Charter for Higher Education (ECHE) 2021-2027

Version 1.0  
15 April 2021

### Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal



## IMPORTANT NOTICE

### What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ Annexes) in the Submission System. The templates to use are available there.


### How to prepare and submit it?


The Application Form must be prepared by the Consortium and submitted by a Representative. Once submitted, you will receive a confirmation.

### Character and page limits:

- page limit **25** pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.**

**Call:**

()

**Topic:**

**Type of Action:**

**Proposal number:**

**Proposal acronym:**

**Type of Model Grant Agreement:**

Table of contents

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Section	Title	Action
1	General information	
2	Participants	
3	Budget	

**How to fill in the forms**

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

# Application forms

Proposal ID

Acronym

## 1 - General information

Field(s) marked \* are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement
Acronym	<input type="text" value="Acronym is mandatory"/>
Language	<input type="text" value="Please select a language"/>
Proposal title	<input type="text" value="Max 200 characters (with spaces). Must be understandable for non-specialists in your field."/>
	<small>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: &lt; &gt; " &amp;</small>
Duration in months	<input type="text" value="Estimated duration of the project in full months."/>
Fixed keyword 1	<input type="text"/> <input type="button" value="Add"/>
Free keywords	<input type="text" value="Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces)."/>

### How will your project contribute to the Priorities of the European Commission?

Please select at least one Priority or "not applicable". For each Priority selected, indicate also at least one Domain and at least one Policy Area.

Visit the EC website [https://ec.europa.eu/info/strategy/priorities-2019-2024\\_en](https://ec.europa.eu/info/strategy/priorities-2019-2024_en) for more information.

Priorities are applicable  Priorities are not applicable

1	<input type="text" value="Priority:"/> <input type="text" value="Domain:"/> <input type="text" value="Policy area:"/>	<input type="button" value="Remove"/>
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# Application forms

Proposal ID

Acronym

## Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- o Objectives
- o Activities
- o Type and number of persons benefiting from the project
- o Expected results
- o Type and number of outputs to be produced

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters

2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

Yes  No

Please give the proposal reference or contract number.

Previously submitted proposals should be with either 6 or 9 digits.

Remove

## Declarations

Field(s) marked \* are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. \*
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).
- 3) We declare:
  - to be fully compliant with the eligibility criteria set out in the call
  - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
  - to have the financial and operational capacity to carry out the proposed project.
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

**False statements** or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

# Application forms

Proposal ID

Acronym

## 2 - Participants

### List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

Example, not to complete

## Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

## organisation data

PIC	Legal name	
<b>Accreditation type</b>	<b>Accreditation number</b>	<b>Expiration date</b>
<i>Erasmus Charter for Higher Education</i>		
Short name:		
Address		
	Street	
	Town	
	Postcode	
	Country	
	Webpage	
<b>Specific Legal Statuses</b>		
Legal person .....	unknown	
Public body .....	unknown	
Non-profit .....	unknown	
International organisation .....	unknown	
Secondary or Higher education establishment .....	unknown	
Research organisation .....	unknown	
<b>SME Data</b>		
<b>Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.</b>		
SME self-declared status.....	unknown	
SME self-assessment .....	unknown	
SME validation sme .....	unknown	

## Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

### Departments carrying out the proposed work

#### Department 1

Department name *Name of the department/institute carrying out the work.*

not applicable

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

### Links with other participants

Type of link	Participant



## Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

### Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title \_\_\_\_\_

Gender  Woman  Man  Non Binary

First name

Last name

E-Mail

Position in org. Please indicate the position of the person.  
\_\_\_\_\_

Department *Name of the department/institute carrying out the work.*  
\_\_\_\_\_

Same as organisation name

Same as proposing organisation's address

Street *Please enter street name and number.*  
\_\_\_\_\_

Town *Please enter the name of the town.*  
\_\_\_\_\_

Post code *Area code.*  
\_\_\_\_\_

Country *Please select a country*  
\_\_\_\_\_

Website *Please enter website*  
\_\_\_\_\_

Phone *+xxx xxxxxxxxxx*  
\_\_\_\_\_

Phone 2 *+xxx xxxxxxxxxx*  
\_\_\_\_\_

# Application forms

Proposal ID

Acronym **Acronym is mandatory**

## 3 - Budget

No.	Name of beneficiary	Country	A. Personnel costs - without volunteers /€	A. Personnel costs – volunteers /€	B. Subcontracting costs/€	C. Purchase costs - Travel and subsistence/€	C. Purchase costs - Equipment/€	C. Purchase costs - Other goods, works and services/€	Total eligible costs/€	Ineligible costs	Total estimated project costs and contributions	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs	Max grant amount	Income generated by the project	In kind contributions	Financial contributions	Own resources	Total estimated project income
			(a1)	(a2)	(b)	(c1)	(c2)	(c3)	(h)	(j)	(k)	(U)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)
1			0	0	0	0	0	0	0,00	0	0		0,00	0,00	0,00	0	0	0	0	0,00
	Total		0	0	0	0	0	0	0,00	0	0		0,00	0,00	0,00	0	0	0	0	0,00

Example, not to complete

## Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

### Section

### Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete

Example, not to complete

**APPLICATION FORM (PART B)****COVER PAGE**

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

**Note:** Please take due account of the call conditions published on the Portal. Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project acronym:	[acronym]
Project title:	[title]
Coordinator contact:	[name NAME], [organisation name]

PARTICIPANTS				
<i>Please use the same numbering as in Part A of the Application Form.</i>				
Number	Role	Name	Short name	Country
1	COO			

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**HEI PROFILE**

General profile (n/a for Topic 1)

<b>Number of students</b>	
<i>Count students enrolled in all higher education degree programmes offered by your institution (data from official HEI register).</i>	
Short cycle	
1 <sup>st</sup> Cycle (e.g. Bachelor):	
2 <sup>nd</sup> Cycle (e.g. Master):	
3 <sup>rd</sup> Cycle (e.g. PhD):	
<b>Number of staff</b>	
<i>Count staff (equivalent full-time) involved in your higher education degree programmes.</i>	
Teaching staff:	
Administrative staff:	
<b>Number of degree courses</b>	
<i>Count the study programmes in higher education you offer.</i>	
Short cycle	
1 <sup>st</sup> Cycle (e.g. Bachelor):	
2 <sup>nd</sup> Cycle (e.g. Master):	
3 <sup>rd</sup> Cycle (e.g. PhD):	

<b>Participation in EU and international student mobility programmes (ongoing academic year)</b>	
<b>Credit mobility students</b>	
<i>Count any student mobility programme between 2 and 12 months (Erasmus+ Programme or any other programmes / schemes).</i>	
<b>Note:</b>	
<i>Erasmus+ Programme countries are: EU Member States and EEA and associated countries (see <a href="#">Erasmus+ associated countries</a>).</i>	
<i>Erasmus+ Partner countries are listed in the <a href="#">Erasmus+ Programme Guide</a>.</i>	
<b>Study mobility</b>	
Number of outbound students to Programme countries:	
Number of outbound students to Partner countries:	
Number of incoming students from Programme countries:	
Number of incoming from Partner countries:	
<b>Traineeships</b>	
Number of outbound students to Programme countries:	

Number of outbound students to Partner countries:	
<b>International degree students</b>	
<i>Count students with foreign nationality enrolled for a full degree programme and/or students having completed a degree previously at a foreign institution.</i>	
Number of foreign degree students from Programme countries:	
Number of foreign degree students from Partner countries:	
<b>Number of students enrolled in double/multiple/joint degrees</b>	
<i>Count local students (having the nationality of the country) and international students (of foreign nationality/with previous foreign degree) enrolled in double/multiple/joint degrees.</i>	
Number of local students enrolled in double/multiple/joint degrees:	
Number of international students enrolled in double/multiple/joint degrees:	

<b>Participation in EU staff mobility programmes (ongoing academic year)</b>	
<b>Academic staff</b>	
<i>Count all types of higher education staff mobility for teaching and training purposes between 2 days and 2 months (Erasmus+ Programme only).</i>	
Number of outbound staff to Programme countries:	
Number of outbound staff to Partner countries:	
Number of incoming staff from Programme countries:	
Number of incoming staff from Partner countries:	

<b>Participation in EU and international cooperation activities (ongoing academic year)</b>	
<b>Cooperation, consortia and networks in education and research</b>	
<i>Count inter-institutional agreements, cooperation agreements, consortium agreements with higher education institutions.</i>	
Number of Erasmus+ inter-institutional agreements:	
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from Programme countries (including membership in higher education mobility consortia, if any):	
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from Partner countries:	
Total number of consortium agreements for double/multiple/joint degrees involving Programme countries:	
Total number of consortium agreements for double/multiple/joint degrees involving Partner countries:	


<b>Participation in EU and international education and training projects (ongoing academic year)</b>	
<i>Count training projects with contracts running in 2019-2020 (Erasmus+ and others).</i>	
Number of projects as coordinator:	
Number of projects as partner:	

<b>Staff working for Erasmus+ programme activities</b>	
<i>Count administrative staff (equivalent full-time) engaged your international office and working on Erasmus+ Programme activities.</i>	
Number of projects as coordinator:	
Number of projects as partner:	

## 1. ERASMUS POLICY STATEMENT (EPS)

<b>ERASMUS POLICY STATEMENT</b>
<p><b>Participation in Erasmus+</b></p> <p><i>Describe how you plan to participate in Erasmus+ actions in the future. Explain how they will be implemented in practice at your institution.</i></p> <p><i>Note: The following types of Erasmus+ activities are open to HEIs:</i></p> <ol style="list-style-type: none"> <li>1) Key Action 1 (KA1) - Learning mobility of individuals:           <ol style="list-style-type: none"> <li>2) Mobility project for higher education students and staff               <ul style="list-style-type: none"> <li>○ Student mobility for studies</li> <li>○ Student mobility for traineeships</li> <li>○ Staff mobility for teaching</li> <li>○ Staff mobility for training</li> <li>○ Blended intensive programmes</li> </ul> </li> </ol> </li> <li>3) Key Action 2 (KA2) - Cooperation among organisations and institutions:           <ol style="list-style-type: none"> <li>4) Partnerships for Cooperation</li> <li>5) Partnerships for Excellence – European Universities</li> <li>6) Partnerships for Excellence - Erasmus Mundus Joint Master Degrees</li> <li>7) Partnerships for Innovation</li> <li>8) Alliances for Innovation</li> </ol> </li> <li>9) Key Action 3 (KA3) - Support to policy development and cooperation.</li> <li>10) Jean Monnet Actions</li> </ol> <p><b>Strategy, objectives and impact</b></p> <p><i>What would you like to achieve by participating in the Erasmus+ Programme? Which are the policy objectives you intend to pursue? Describe how the participation fits into your institutional, internationalisation and modernisation strategies.</i></p> <p><i>What is the envisaged impact of the participation on your institution? Explain how you expect the participation to contribute towards achieving the objectives of your institutional strategy. Explain how it will contribute to making your institution more modern and more international. Explain how you expect the participation to contribute to the goal of building a European Education Area.</i></p> <p><i>Note: The objectives should be clear, measurable, realistic and achievable.</i></p> <p><b>Indicators</b></p> <p><i>For each objective, define appropriate indicators for measuring achievement (e.g. mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects, sustainability/long-term impact of projects, etc.). Link the targets to a timeline.</i></p>



<p> <i>If you change your activities or objectives, please don't forget to update the EPS on your web site and inform your Erasmus+ National Agency.</i></p>
<p>Participation in Erasmus+</p>
<p>Insert text</p>
<p>Strategy, objectives and impact</p>
<p>Insert text</p>
<p>Indicators</p>
<p>Insert text</p>

## 2. ORGANISATION AND MANAGEMENT

### 2.1 General organisation and management

<p><b>General organisation and management</b> <i>(n/a for Topic 1)</i></p> <p><i>Describe the administrative and academic structures and resources at your institution for organising and implementing the Erasmus+ Programme activities.</i></p> <p><i>Provide a detailed description of how tasks and responsibilities are divided among staff, with regard to both administrative and academic decision-making processes.</i></p> <p><i>Provide the weblink with contact details of your institution's international office (or equivalent) dealing with implementing and organising Erasmus+ Programme activities.</i></p>
<p>Insert text</p>

### 2.2 Quality assurance and monitoring and evaluation strategy

<p><b>Quality assurance and monitoring and evaluation strategy</b> <i>(n/a for Topic 1)</i></p> <p><i>Describe the methods to ensure good quality, monitoring, planning and control.</i></p> <p><i>Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of your activities.</i></p>
<p>Insert text</p>

### 2.3 Communication and visibility

<p><b>Communication and visibility</b></p> <p><i>Describe the communication strategy for promoting the Erasmus+ programme and your activities.</i></p>
--

<p><i>Clarify how you will reach the target groups and explain the choice of the dissemination channels. Provide the weblink where you will host the EPS and the ECHE Charter.</i></p>
<p>Insert text</p>

### 3. IMPLEMENTATION OF THE ECHE CHARTER PRINCIPLES

#### 3.1 ECHE fundamental principles

<p><b>ECHE fundamental principles</b></p>
<p><b>Non-discrimination, transparency and inclusion</b></p> <p><i>Explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff.</i></p> <p><i>Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.</i></p> <p><b>Note:</b> More information on the ECHE Charter principles can be found in the <a href="#">ECHE Guidelines</a>.</p>
<p>Insert text</p>
<p><b>ECTS credits</b> (n/a for Topic 1)</p> <p><i>Explain your institution's methodology for allocating ECTS credits to different courses. If are not yet using the ECTS credit system, please explain why this is the case.</i></p> <p><b>Note:</b> More information on ECTS can be found in the <a href="#">ECTS Users' Guide</a>.</p>
<p>Insert text</p>
<p><b>European Student Card and Erasmus+ App</b></p> <p><i>Explain the measures to implement the European Student Card Initiative and promote the Erasmus+ mobile App to students.</i></p> <p><i>Please refer to the timeline for the European Student Card Initiative on the <a href="#">Europa website</a>.</i></p>
<p>Insert text</p>
<p><b>Environmentally friendly practices</b></p> <p><i>Explain how your institution will implement and promote environmentally friendly practices in the context of Erasmus+ programme activities.</i></p>
<p>Insert text</p>
<p><b>Civic engagement and active citizenship</b></p> <p><i>Explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students participating in Erasmus+ activities.</i></p>

Insert text

### 3.2 Mobility activities

<b>Student/staff mobility</b>
<p><b>Course catalogues (before mobility)</b> <i>(n/a for Topic 1)</i></p> <p><i>How will you ensure that all courses taught at your institution (and the languages they are taught in) are described in a publicly available course catalogue in accordance with the <a href="#">EU Recommendation on Automatic Mutual Recognition</a>?</i></p>
<p>Insert text</p>
<p><b>Inter-institutional agreements for study and teaching mobility (before mobility)</b> <i>(n/a for Topic 1)</i></p> <p><i>Describe your institution's approach to concluding and monitoring inter-institutional agreements for study and teaching mobility.</i></p> <p><i>Explain how and by whom the learning agreements for mobile students will be managed.</i></p>
<p>Insert text</p>
<p><b>Support for outgoing students/staff</b> <i>(n/a for Topic 1)</i></p> <p><i>Describe your institution's policy for preparing outgoing students/staff (e.g. language courses, workshops/information on inter-cultural competencies, etc).</i></p> <p><i>Describe mentoring and support arrangements for outgoing students/staff (e.g. peer mentoring; information on accommodation insurance, visa, etc.).</i></p>
<p>Insert text</p>
<p><b>Support for incoming students/staff (during mobility)</b> <i>(n/a for Topic 1)</i></p> <p><i>Describe mentoring and support arrangements for incoming students/staff (e.g. peer mentoring; social integration within the institution and with its local students and staff; information on accommodation insurance, visa, etc.).</i></p>
<p>Insert text</p>
<p><b>Full automatic recognition of credits (after mobility)</b></p> <p><i>Describe the measures to ensure the full automatic recognition of credits for learning outcomes during a mobility period abroad/blended mobility in accordance with the <a href="#">EU Recommendation on Automatic Mutual Recognition</a>.</i></p>
<p>Insert text</p>
<p><b>Recognition of staff mobility (after mobility)</b></p> <p><i>Describe your institution's measures to support, promote and recognise staff mobility.</i></p>
<p>Insert text</p>

**3.3 Cooperation projects**

<b>Cooperation activities</b>
<b>Promotion of cooperation projects</b> <i>(n/a for Topic 1)</i> <i>Describe how your institution will promote the opportunities offered by the Erasmus+ cooperation projects.</i>
Insert text
<b>Support engagement</b> <i>(n/a for Topic 1)</i> <i>Describe how your institution will support and recognise its staff and students' engagement in Erasmus+ European and international cooperation projects throughout the application and implementation phase.</i>
Insert text

**4. DECLARATIONS**

<b>Commitment to the ECHE Charter</b>	
By submitting this application, the institution: <ol style="list-style-type: none"> <li>1) acknowledges that it has read and fully understood and that commits to apply/comply with all the principles of the <a href="#">ECHE Charter</a> and</li> <li>2) accepts that the implementation of the Charter will be monitored by the Erasmus+ National Agencies and that a violation of the Charter may lead to the withdrawal of the certificate.</li> </ol>	YES

## ANNEXES

### LIST OF ANNEXES

Erasmus+ ECHE Charter (available on [Funding & Tenders Portal Reference Documents](#))

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.04.2021	Initial version (new MFF).

Example, not to complete