



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

DISCLAIMER

This document represents a template of an application form. It must not be used for real applications to a National Agency.

Please also note that the sections and questions presented below may ultimately differ from the electronic application form made available to applicant organisations.

We strongly advise check the questions carefully when filling in real application.

General Information

This application form consists of the following main sections:

- **Context:** this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- **Applicant organisation:** this section asks for information about the applicant organisation;
- **Main activities :** this section asks for information about the type and number of mobilities foreseen;
- **Budget:** in this section you will be asked to give information about the amount of the EU grant you request;
- **Quality questions:** in this section, for each partner country, the applicant is asked to demonstrate the relevance of the planned mobilities, the quality of cooperation agreements, the quality of the project design and its impact and dissemination.
- **Check List/Data Protection Notice/Declaration of Honour:** in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- **Annexes:** in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application.
- **Submission:** in this section, the applicant will be able to confirm the information provided and to submit the form online.

For more information on how to fill in this application form, please read the Technical Guidelines for e-Forms.

For more information on the award criteria against which this application will be assessed, please refer to the Programme Guide, the Guide for Experts and the International Credit Mobility Handbook.



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals


Higher education student and staff mobility
between Programme and Partner Countries

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Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of Learners and Staff
Action Type	Higher education student and staff mobility between Programme and Partner Countries
Call	2018
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	1 February, 2018 12.00 am Brussels, Belgium Time
Language used to fill in the form	

Project Identification

Project Start Date (dd-mm-yyyy)	1 June 2018
Project Total Duration (Months)	16 OR 26 months
Project End Date (dd-mm-yyyy)	
Applicant Organisation Full Legal Name (Latin characters)	
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Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

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National Agency of the Applicant Organisation

Identification	
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For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

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Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Applicant Organisation

Role	Applicant Organisation	
PIC		Check PIC
Full legal name (National language)	<i>Prefilled after entered the PIC</i>	
Full legal name (Latin characters)	<i>Prefilled after entered the PIC</i>	
Acronym	<i>Prefilled after entered the PIC</i>	
National ID (if applicable)	<i>Prefilled after entered the PIC</i>	
Department (if applicable)	<i>Prefilled after entered the PIC</i>	
Address	<i>Prefilled after entered the PIC</i>	
Country	<i>Prefilled after entered the PIC</i>	
P.O. Box	<i>Prefilled after entered the PIC</i>	
Post Code	<i>Prefilled after entered the PIC</i>	
CEDEX	<i>Prefilled after entered the PIC</i>	
City	<i>Prefilled after entered the PIC</i>	
Website	<i>Prefilled after entered the PIC</i>	
Email		
Telephone 1	<i>Prefilled after entered the PIC</i>	
Fax	<i>Prefilled after entered the PIC</i>	



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Profile

Type of Organisation	
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Is your organisation a public body?	<i>Prefilled after entered the PIC</i>
Is your organisation a non-profit?	<i>Prefilled after entered the PIC</i>

Consortium

Are you applying on behalf of a consortium?

YES
NO



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Accreditation

Have you received any type of accreditation before submitting this application?

[CONSORTIUM = NO]

Your higher education institution must hold a valid Erasmus Charter for Higher Education.

If there are several PICs for your institution, you must choose the PIC linked to your Erasmus Code (which is displayed as accreditation reference below). Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes:

http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

[CONSORTIUM = YES]

Please note that mobility consortium accreditations from calls 2014 and 2015 are no longer valid.

Accreditation Type	Accreditation Reference



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Legal Representative

Role	LR – Legal Representative
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone 1	

If the address is different from the one of the organisation, please tick this box

Address	
Country	[
P.O. Box	<i>[Optional]</i>
Post Code	
CEDEX	<i>[Optional]</i>
City	



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Contact Person

Role	CP – Contact Person
Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone 1	

If the address is different from the one of the organisation, please tick this box

Address	
Country	
P.O. Box	<i>[Optional]</i>
Post Code	
CEDEX	<i>[Optional]</i>
City	

Add Contact Person

Remove Contact Person



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Main Activities

Please enter the different outgoing and incoming mobility activities for each of the Partner Countries with which you intend to cooperate. Be aware that each mobility project per Partner Country will be assessed separately.

Due to limited budget availability, National Agencies may limit: i) mobility flows in (a) particular degree level(s) (for example limiting applications to one or two cycles only – first, second or third cycle): ii) mobility for staff only or students only, iii) the duration of mobility periods. Please consult your National Agency's website to know if it applies these limitations: http://ec.europa.eu/education/tools/national_agencies_en.htm

If the city of origin and the city of the venue are the same for all mobility activities in that flow, please introduce the travel distance between those cities. If there are several cities of origin and/or venue in a flow, you can introduce the average of the different travel distances or create several flows with the same countries of origin and destination. Please use the distance calculator available here: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

You should try to be as precise as possible in order to receive a grant that will cover your needs as accurately as possible.



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals
 Higher education student and staff mobility
 between Programme and Partner Countries

Erasmus+

Activity Details

Activity No.										A1
Activity Type		HE-SMS-T - Student Mobility for Studies To/From Partner Countries HE-STA-T - Staff mobility for Teaching To/From Partner Countries HE-STT-T - Staff mobility for Training To/From Partner Countries HE-SMP-T - Student Mobility for Traineeships To/From Partner Countries								
Flow No.	Incoming/Outgoing	Country of Origin	Country of Destination	Distance Band	Requested Duration for All Participants					Total No. of Participants
					Total Duration (full months) <small>[Visible if Students]</small>	Total Duration (extra days) <small>[Visible if Students]</small> <small>[maximum of 29 days]</small>	Total Duration Excluding Travel (days) <small>[Visible if Staff]</small>	Total Travel Days <small>[MAX 2 DAYS]</small> <small>[Visible if Staff]</small>	Total Duration Including Travel (days) <small>[Visible if Staff]</small>	
Total										

Add Activity

Remove Activity

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Application Form – Call: 2018

KA1 - Learning Mobility of Individuals
 Higher education student and staff mobility
 between Programme and Partner Countries

Erasmus+

Summary of Activities and Participants per Partner Country

Partner Countries	Activity Type	Incoming (for all incoming participants)				Outgoing (for all outgoing participants)			
		Total Duration (full months)	Total Duration (extra days)	Total Duration Excluding Travel (days)	Total No. of Participants	Total Duration (full months)	Total Duration (extra days)	Total Duration Excluding Travel (days)	Total No. of Participants
Partner Country [X]	Student Mobility for Studies To/From Partner Countries			N/A				N/A	
	Student Mobility for Traineeships To/From Partner Countries			N/A				N/A	

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Form hash code: 0000000000000000



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

	Staff mobility for Teaching To/From Partner Countries	N/A	N/A			N/A	N/A		
	Staff mobility for Training To/From Partner Countries	N/A	N/A			N/A	N/A		

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Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Total No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
Total								



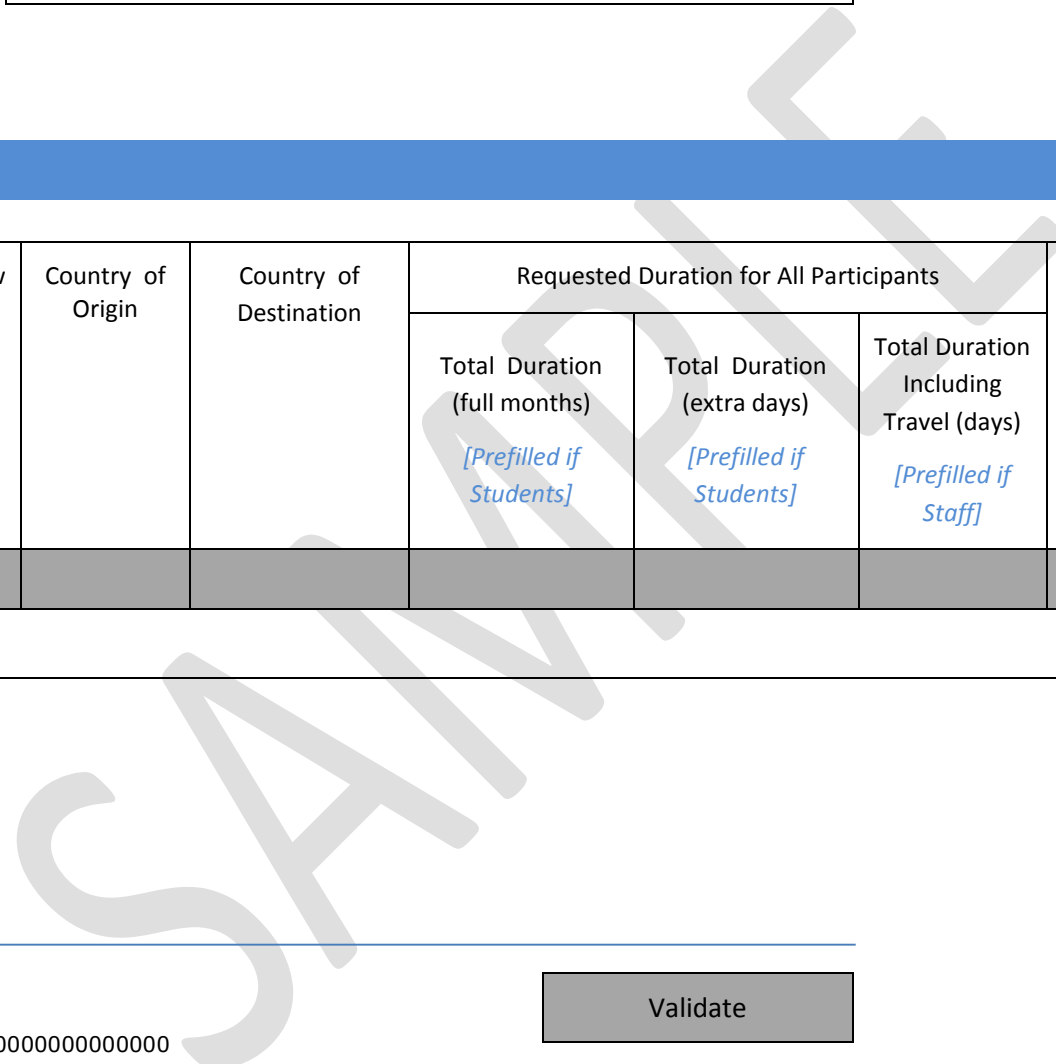
Application Form – Call: 2018

KA1 - Learning Mobility of Individuals
 Higher education student and staff mobility
 between Programme and Partner Countries

Erasmus+

Individual Support

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Requested Duration for All Participants			Total No. of Participants	Grant per Participant	Total Grant Requested
					Total Duration (full months) <i>[Prefilled if Students]</i>	Total Duration (extra days) <i>[Prefilled if Students]</i>	Total Duration Including Travel (days) <i>[Prefilled if Staff]</i>			
Total										



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Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Organisational Support

Total No. of Participants	Total Grant Requested

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Form hash code: 0000000000000000

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Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Budget Summary

The sum of previous sections representing the total grant requested for this application.

Activity No.	Activity Type	Travel	Individual Support	Total
Total				

The sum of previous sections representing the total grant requested for this application by country.

Country	Activity Type	Travel	Individual Support	Total
Total				

Organisational Support	
------------------------	--

Project Total Grant

Grant Calculated	
Grant Requested	[



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Quality Questions

[THIS SECTION IS REPEATED FOR EACH UNIQUE PARTNER COUNTRY MENTIONED AS ORIGIN OR DESTINATION IN THE FLOWS OF ANY ACTIVITY]

Partner Country [X]

Provide a list of the higher education institutions from the Partner country indicating their corresponding PIC if one exists.

Sequence No.	PIC	Partner Country Higher Education Institution (Legal Name in Latin characters)
1		
2		

[+] [-]

EN

Form hash code: 0000000000000000

Validate

Page 17 of 28



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

If you apply for student mobility for traineeships and this information is already available at the time of application, please provide a list of the receiving organisations. Specify the receiving organisations in your country for incoming mobilities and in the Partner Country for outgoing mobilities, indicating their corresponding PIC if one exists. You may also provide here available information for staff mobility involving non-academic organisations.

Sequence No.	PIC	Non-academic partner
1	OPTIONAL	OPTIONAL [Prefilled and read-only if a valid PIC is entered]
2		
...		

[+] [-]



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Quality Questions

Please answer the following quality questions for the Partner Country.

Your answer to each question should refer to your higher education institution and your partners in the Programme and Partner Country.

It is important that you avoid any repetition. If the answers given for your higher education institution are the same for each Partner Country, please answer them only once, and refer to your answer throughout.

Finally, we advise you to consult the "Handbook for Higher Education Institutions" http://ec.europa.eu/programmes/erasmus-plus/opportunities/organisations/learning-mobility/higher-education_en



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Relevance of the strategy

Explain why the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and Partner Country). Justify the proposed type(s) of mobility (students for studies/ students for traineeships/ staff for teaching/ staff for training).

[Max 7000 characters]

Quality of the cooperation arrangements

Detail your previous experience of similar projects with higher education institutions in this Partner Country, if any, and explain how, for the planned mobility project, responsibilities, roles and tasks will be defined in the Inter-institutional Agreement. If applicable, provide as well the available information on your previous experience and planned cooperation arrangements with non-academic partners in your country and in this Partner Country.

[Max 7000 characters]



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Quality of project design and implementation

Present the different phases of the mobility project and summarise what the partner organisations plan in terms of selection of participants, the support provided to them and the recognition of their mobility period (in particular in the Partner Country). Bear in mind that certain flows may not be eligible. Please consult your National Agency's website to know which limitations apply:

http://ec.europa.eu/education/tools/national_agencies_en.htm

IMPORTANT WARNING: If your National Agency supports first and second cycle outgoing student mobility (for studies and/or traineeships) to countries in regions 6, 7, 8, 9, 10 and 11 (see Programme Guide), make sure that you indicate in the box below how many students you plan to send at each study level (short, first, second or third cycle) and the total duration for all participants (month and extra days) under each study level.

[Max 7000 characters]



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Impact and dissemination

Explain the desired impact of the mobility project on participants, beneficiaries, partner organisations and at local, regional and national levels. Describe the measures which will be taken to disseminate the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the Programme and Partner Countries.

[Max 7000 characters]

SAMPLE

EN

Form hash code: 0000000000000000

Validate

Page 22 of 28



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key Action 1 application form for all your planned mobility activities between Programme and Partner Countries
- all relevant fields in the application form have been completed.
- the application form is submitted to the correct National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
 - the Declaration of Honour signed by the legal representative mentioned in the application.
 - only for applications submitted by consortia, the mandate of each member of the consortium to the applicant signed by both parties.
- in case your PIC is not yet validated, you have uploaded the documents to give proof of the legal status of your institution in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- in case you have not already done it in previous calls, for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.
- you have sent only one application form for all your mobility activities between Programme and Partner Countries as a single HEI (if you send more than one as a single HEI, please note that only the last one sent within the deadline will be processed).
- partner higher education institutions are recognised by the competent authorities in their countries.



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to the Regulation on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, currently Regulation (EC) No 45/2001. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement associated with this form: http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Declaration of Honour

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign the EU grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60 000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Commit:

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:

Date (dd-mm-yyyy):

Name of the applicant organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the applicant organisation (if applicable):

Print Declaration of Honour



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility
between Programme and Partner Countries

Erasmus+

Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
		REMOVE
		REMOVE
		ADD
		ADD
		ADD
Total Size (up to a maximum of 10 240 kB)		

[MAXIMUM NUMBER OF ATTACHMENT: 10]

[MAXIMUM TOTAL SIZE OF ATTACHMENTS: 10 MB]

[ALLOWED FILE TYPES: PDF,DOC,DOCX,XLS,XLSX,JPG,TXT,ODT,ODS,CDOC,DDOC,BDOC]