



University of Art and Design in Cluj-Napoca (UAD)

The Erasmus+ Office

26.01.2016

**Information for possible partners for International Credit Mobility Projects (mobilities between EU countries and non-EU countries) within the Erasmus+ Programme of the European Union**

In order for the mobility to happen, a HEI in a Programme Country must sign an interinstitutional agreement with a HEI in a Partner Country. Under this agreement, it can host students, doctoral candidates or staff from the Partner-Country HEI, and can also send students, doctoral candidates or staff to the Partner-Country HEI. In the agreement, the sending and receiving institutions agree on the range of courses open to visiting students and on the options for staff mobility. These agreements make sure that the sending institution will recognise the credits gained by its students for successfully completed activities abroad, which will contribute to the student's degree once they return.

**A. Requirements**

1. The institution in the Partner countries has to be accredited by the officials in the country the institution is registered.
2. Registration on the European Commission portal.

For reporting purposes, the Partner Country HEI will need a 9-digit Participant Identification Code (PIC) unique to their institution. The Partner Country HEI will need a PIC as soon as they have been selected, and in any case before the start of the mobility. This PIC will then have to be communicated to the Programme Country HEI before they can start reporting on the mobility.

If the Partner Country institution does not already have a PIC, then they will have to register their organisation in the Unique Registration Facility (URF) of the Participant Portal to obtain one. The higher education institution should check carefully whether their institution already has a PIC before requesting a new one.

(I enclose a Practical Guide for obtaining the PIC).

**B. Eligible activities**

There are three possible types of activities :

- Student mobility for studies to/from Partner Countries;
- Staff mobility for teaching to/from Partner Countries;
- Staff mobility for training to/from Partner Countries.

If a mobility project is selected, UAD becomes a beneficiary of an Erasmus+ grant. This grant will have the following parts:

SMS GRANT: the grant to finance the study mobilities for students

STA GRANT: the grant to finance the teaching assignment mobilities for teaching staff

STT GRANT: the grant to finance the training mobilities for staff

SOM GRANT: Support for organizing the mobilities (administrative costs)

As the application for the mobility project will be sent by UAD, the students and staff from the Partner Countries institutions will be called “incoming” and the students and staff from UAD will be called “outgoing”

Both, incoming and outgoing participants to the mobilities will receive the grants from UAD upon financial agreements concluded by the Erasmus+ Office of UAD.

The whole process of organizing the mobilities will be administrated by the Erasmus+ Office of UAD upon the Institutional Agreement concluded with the National Agency for Community Programmes in Bucharest and the Administrative Procedures approved by the Senate of UAD.

The main phases of the mobilities are:

- Selection of the participants;
- Preparing the mobility documents for the participants (linguistic support, filling the form specific for the type of mobilities, concluding the financial agreements, payment of the individual financial support for the participants to the mobilities);
- Monitoring the mobilities (visits to the partners for monitoring the participants to the mobilities)
- Recognition of the mobilities (supervising the application of the regulation regarding the recognition of the results of the mobilities).

The Erasmus+ Office will closely co-operate with the partner institutions in order to run the process of organizing the mobilities according to the requirements of the Erasmus+ Guide and the Agreement signed by UAD with the National Agency for Community Programmes in Bucharest.

### **C. Individual Financial support (contribution of the UE to the costs related to the mobility)**

The grants received by the participants to the mobilities are not meant to cover all the expenses abroad, they represent a contribution.

The individual financial support (contribution to the expenses abroad ) for the participants to the mobilities has 2 parts:

- Financial support for subsistence (meals, accommodation, local transport, insurance)
- A travel contribution based on the distance from the sending to the receiving institution (the distance is calculated on a platform: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm))

The monthly contribution for subsistence for the incoming student mobilities is 750 EUR (students coming to Romania) and 650 EUR for outgoing student mobilities (from Romania to the Partner Countries).

The daily contribution for subsistence for the incoming staff mobilities is 140 EUR (staff coming to Romania) and 160 EUR for outgoing staff mobilities (from Romania to the Partner Countries) .

The travel contribution for the round trip from home institution to the host institution (please keep in mind that the distance is calculated by the European Commission platform mentioned above)

Distance between 100-499 km: EUR 180

Distance between 500-1999 km: EUR 275

Distance between 2 000-2 999 km: EUR 360

Distance between 3 000-3 999 km: EUR 530

Distance between 4 000-7 999 km: EUR 820

Distance ≥8 000 km: EUR 1100

Example:

**Distance calculator**

For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below.

Based on the distance expressed in km, the corresponding distance band must be chosen in the application and report forms.

From:

To:

Distance: **8060.97** km.

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