



## CHARM-EU (CHALLENGE-DRIVEN, ACCESSIBLE, RESEARCH-BASED AND MOBILE EUROPEAN UNIVERSITY)

### DELIVERABLE D5.4 - CHARM-EU: UNIQUE FUNDING SYSTEM

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## EXECUTIVE SUMMARY: UNIQUE FUNDING SYSTEM

CHARM-EU is committed to providing its students and staff with a wide range of opportunities to interact with their peers in an international environment through the purposeful combination of mobility and internationalisation at home activities. Mobility is the norm and is embedded in the curricula, therefore all CHARM-EU students will automatically participate in different types of mobility activities by joining the programme.

During the first year of the CHARM-EU project the mobility expert group designed three different scenarios for its mobility scheme. In Scenario 1 mobility is organised in a non-traditional way in terms of activity type / modality / length, etc. with activities offered through the Mobility Matrix. In Scenario 2 mobility is organised in a combination of non-traditional and traditional ways both with activities offered through the Mobility Matrix and activities offered through traditional mobility schemes. In Scenario 3 mobility is organised mostly in a traditional way.

After a thorough examination of the financial possibilities and considering the limits of the project budget, the expert group had to opt for Scenario 3. As the new phase of the Erasmus+ programme launched a number of non-traditional mobility actions (amongst others the blended mobility action) the final version still provides a wide range of mobility opportunities. Mobility is fully embedded in the study programme, but it has a different format in each Phase, according to the learning objectives of the Phase concerned.

There is no mobility in Phase 1, but virtual exchange is at the core of the study programme: students are collaborating with their peers at the partner universities on a daily basis exploiting the opportunities provided by the hybrid classroom. In Phase 2 there is a mandatory semester mobility for each student (exceptions are given based on inclusivity requests). Furthermore, a Blended Intensive Programme is integrated in the study programme of each track of the joint master's programme for this semester. In Phase 3, semester mobility is optional for students, depending on their Capstone choice (however, during the pilot most of the students opted for a challenge which was linked with a semester mobility). In this Phase 3, blended mobility opportunity is provided only exceptionally, in the case of global Capstone teams. After graduation, students might participate in an optional traineeship depending on the financial resources and the institutional practice of their Phase 1 institution.

Partner universities are using their Erasmus+ KA131 budget for financing the mobility activities above. In those cases where the activity would not be eligible according to the Erasmus+ rules, a so-called CHARM-EU grant is provided from the budget of the project. Students and recent graduates with fewer opportunities might also apply for top-up amounts to the individual support partly from



Erasmus+, and partly from CHARM-EU resources. Staff mobility both for teaching and training is financed from Erasmus+ and CHARM-EU resources.



## CHAPTER 1 – SCENARIOS FOR THE UNIQUE FUNDING SYSTEM

### INTRODUCTION

CHARM-EU throughout the pilot phase of its Master's in Global Challenges for Sustainability prepared a unique international climate in which mobility is considered as a “norm”. In practical terms, it means that CHARM-EU is committed to providing its students and staff – including teachers, researchers, and non-academic staff – with a wide range of opportunities to interact with their peers in an international environment through the purposeful combination of mobility and internationalisation at home activities. CHARM-EU creates an inclusive and flexible campus (both virtual and physical) where all the community members will be able to gain first-hand experience of what a European University is and to be able to move without obstacles between countries, cities and campuses of the Alliance. In the future, beyond the pilot, the intention is to offer mobility options also outside the EU.

Non-traditional mobility in this respect is referring to different types of mobilities that were not listed among mobility types in the Erasmus+ programme before the start of the current programme phase in 2021, therefore traditional mobility types are referring to individual mobility of students for study/traineeship and staff for training/teaching. Non-traditional mobilities are following the needs of a 21<sup>st</sup> century university that provides its students and staffs the opportunity to undertake several mobilities in a flexible manner.

Taking into consideration the above, the Addendum of the Consortium Agreement states the following:

Mobility is the norm and is embedded in the curricula, therefore all CHARM-EU students will automatically participate in different types of mobility activities by joining the programme. Each student will be advised to do multiple mobilities that are integrated into the curriculum, out of which at least 50% falls into the category of non-traditional mobility. The mobility activities that have a physical component will be supported from mobility funds through “individual mobility pockets” that can be used flexibly. The maximum amount of grants for each student will be defined by the consortium. Students are advised to undertake a mobility that has a physical component in two-three countries (other than the country of origin). The final thesis project can consist of an external internship in any of the partner countries or others. Exceptions can be done in physical mobility for inclusivity matters and also in case of force majeure such as natural diseases, pandemics, or other unexpected situations that prevent physical mobility.

Mobility of academic and non-academic staff is an indispensable part of the smooth operation of the CHARM-EU Alliance, therefore it is promoted and supported through several means.



The CHARM-EU Alliance set up a Unique Funding System with the help of its Mobility expert group to be able to fund traditional and non-traditional mobility within the consortium and ensure inclusion.

As a result, CHARM-EU committed itself to develop a Unique Funding System considering already existing grants and necessary grants for both traditional and non-traditional mobility that is to be organised inclusively, using Erasmus+ sources, as well as other funds.

**SCENARIO DESCRIPTIONS**

During the first year of the CHARM-EU project the mobility expert group designed three different scenarios for its mobility scheme.

	<b>Scenario 1</b>	<b>Scenario 2</b>	<b>Scenario 3</b>
<b>Character of mobility</b>	Mobility is organised in a non-traditional way in terms of activity type / modality / length, etc. with the active use of the activities offered through the Mobility Matrix.	Mobility is organised in a combination of non-traditional and traditional ways in terms of activity type / modality / length, etc. with the active use of the activities offered through the Mobility Matrix as well as activities offered through traditional mobility schemes (e.g., Erasmus+ and its successor).	Mobility is organised mostly in a traditional way in terms of activity type / modality / length, etc. with the active use of activities offered through traditional mobility schemes (e.g. Erasmus+ and its successor).
<b>Role of mobility</b>	Mobility is used as a tool in achieving the learning outcomes of the programme, thus being an integral and indispensable part of the curriculum design and implementation. In	In case of non-traditional mobilities, mobility is used as a tool in achieving the learning outcomes of the programme, thus being an integral and indispensable part of	Mobility is used as an external layer to contribute to the achievement of the learning outcomes of the programme. In this scenario, funding and the pre-defined forms





	<p>this scenario, the learning outcomes define the possible mobility activities undertaken.</p>	<p>the curriculum design and implementation.</p> <p>In case of traditional mobilities, mobility as an external layer to contribute to the achievement of the learning outcomes of the programme. In this scenario, funding and the pre-defined forms of mobility activities limit the scope of possible learning outcomes to be defined.</p>	<p>of mobility activities limit the scope of possible learning outcomes to be defined.</p>
<p><b>Level of flexibility in undertaking mobility</b></p>	<p>There is complete flexibility in terms of choosing from a wide range of mobility activities that are embedded into the curriculum. This scenario mostly builds on non-traditional mobility activities.</p>	<p>There is limited flexibility in terms of choosing from a wide range of mobility activities that are embedded into the curriculum. This scenario builds on traditional as well as non-traditional mobility activities.</p>	<p>There are predefined mobility activities that are embedded into the curriculum, therefore obligatory. This scenario builds on traditional as well as non-traditional mobility activities.</p>
<p><b>Compliance with the Alliance's vision</b></p>	<p>In case of choosing this scenario, complying with the 50% requirement is ensured.</p>	<p>In case of choosing this scenario, there is a low risk of not complying with the 50% requirement.</p>	<p>In case of choosing this scenario, there is a medium risk of not complying with the 50% requirement.</p>



<p><b>Level of student flexibility</b></p>	<p>Students are really mobile in this scenario.</p> <p>They move between the home institution and all other partner institutions since there is no requirement to comply with the traditional mobility schemes.</p>	<p>Students might not be as mobile as in Scenario 1.</p> <p>When undertaking non-traditional mobilities, they move between the home institution and all other partner institutions, since there is no requirement to comply with the traditional mobility schemes.</p> <p>When undertaking traditional mobilities, they move mostly between the home institution and host institution 1 and/or host institution 2, because they have to fulfil the requirements of the traditional mobility schemes (Erasmus+).</p>	<p>Students might not be as mobile as in Scenario 1 and 2.</p> <p>They move mostly between the home institution and host institution 1 (in exceptional cases host institution 2), because they have to fulfil the requirements of the traditional mobility schemes (Erasmus+).</p>
<p><b>Funding opportunities</b> (following the order of the proposed funding resources)</p>	<p>CHARM-EU mobility grants through tuition fees</p> <p>Erasmus+ student mobility innovative branch – blended mobility for at least 1-</p>	<p>Erasmus+ student mobility for 2-12 months student mobility for studies (coursework)</p> <p>Erasmus+ student mobility for 2-12 months traineeship</p>	<p>Erasmus+ student mobility for 2-12 months student mobility for studies (coursework)</p> <p>Erasmus+ student mobility for 2-12 months traineeship</p>



	week physical mobility (coursework)	(extracurricular activity)	(extracurricular activity)
	External funding through regional, national, and institutional resources	Erasmus+ student mobility innovative branch – blended mobility for at least 5-day-long physical mobility (coursework)	Erasmus+ student mobility innovative branch – blended mobility for at least 5-day-long physical mobility (coursework)
		CHARM-EU mobility grants through tuition fees	External funding through regional, national, and institutional resources
		External funding through regional, national, and institutional resources	CHARM-EU mobility grants through tuition fees
		Erasmus+ student mobility for 2 months traineeship (extracurricular activity) outside the EHEA	
<b>Budget estimation regarding complementary CHARM-EU funds</b>	In this scenario, we are calculating with 2 to 3 months of mobility financed from internal sources. In this case, there are multiple travels and shorter physical stays for all students, however, no prescribed amount of mobility days would be set, therefore the	In this scenario, we are calculating with 1 to 2 months of mobility financed from internal sources. In this case, there are multiple travels and shorter physical stays for all students, however, no prescribed amount of mobility days would be set, therefore the	In this scenario, we are calculating with 1 to 3 weeks of mobility financed from internal sources. In this case, there 1-2 travels and shorter physical stays for all students with prescribed mobility days set, leaving less flexibility for students



	students could use their grants completely flexibly.	students could use their grants completely flexibly.	to use their mobility grants.
<b>Budget estimation</b>	If there are multiple mobilities with occasional travels and shorter physical stays for realising non-traditional mobility activities, then an estimated 600 € / week (modified by the country-specific correction coefficients and supplemented with top-ups for inclusivity reasons) would be feasible. In total it would mean a budget of 4800 – 7200 € for each student. This amount could be decreased by providing accommodation for students in the student dorms of the alliance members.	If there are multiple mobilities with occasional travels and shorter physical stays for realising non-traditional mobility activities, then an estimated 600 € / week (modified by the country-specific correction coefficients and supplemented with top-ups for inclusivity reasons) would be feasible. In total it would mean a budget of 2400 - 4800 € for each student. This amount could be decreased by providing accommodation for students in the student dorms of the alliance members.	If there are 1-2 mobilities for 1-3 weeks of physical stay for realising non-traditional mobility activities, then an estimated 600 € / week (modified by the country-specific correction coefficients and supplemented with top-ups for inclusivity reasons) would be feasible. In total it would mean a budget of 600€ - 1800€ for each student. This amount could be decreased by providing accommodation for students in the student dorms of the alliance members.
<b>Payment method</b>	<p>In case there is an external funding for traditional mobility, the rules of payment and reporting must be followed.</p> <p>In case of non-traditional mobility that is financed from internal funding, a budget for the student could be drawn up in advance, at the proposal of the student and their tutor, which would then have to be justified at a later stage. A system could be established in which 80% of the travel fund is paid when the budget is submitted and the remaining 20% is paid depending on the justification that is submitted.</p>		



<p><b>Example</b></p>	<p>In this scenario, planning of courses and mobility activities do not have to follow any external rules, as students do not need to fulfil all requirements of external funding schemes. It means, that students can decide completely flexible when and for what purpose they go on mobility for any of the partner institutions.</p>	<p>In this scenario, planning of courses and mobility activities are twofold.</p> <p>For those, who want to go on non-traditional mobilities, the example of Scenario 1 applies.</p> <p>For those, who want to go on traditional mobilities, the example of Scenario 2 applies.</p>	<p>In this scenario, planning of courses and mobility activities must follow the Erasmus+ rules, as students need to fulfil all requirements of the used funding schemes. It means, that even though a student should spend just one week in the host institution 1 and later on shall be mobile to host institution 2 and 3, it is not going to be feasible through mobility grants.</p>
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After a thorough examination of the financial possibilities and considering the limits of the project budget, finally the expert group had to opt for Scenario 3. As the new phase of the Erasmus+ programme launched a number of non-traditional mobility actions (amongst others the blended mobility action) the final version still provides a wide range of mobility opportunities. Mobility is fully embedded in the study programme, but in each Phase has a different format, according to the learning objectives. Chapter 2 will present the details of the implemented scenario.

## CHAPTER 2 – UNIQUE FUNDING SYSTEM DESCRIPTION FOR THE JOINT VIRTUAL ADMINISTRATIVE OFFICE

CHARM-EU is preparing a unique international climate in which mobility is considered a “norm”. In practical terms, it means that CHARM-EU is committed to providing its students and staff - including teachers, researchers, and non-academic staff - with a wide range of opportunities to interact with their peers in an international environment through the purposeful combination of mobility and internationalisation at home activities. The mobility funding scheme supports CHARM-EU citizens to benefit from mobility grants while undertaking the different types of mobilities.

### INDIVIDUAL STUDENT MOBILITY GRANTS

#### Types of mobility grants

Based on the student mobility activities described in the previous chapters, students are provided with the possibility to benefit from the below-mentioned grants.

	Phase 1	Phase 2		Phase 3		After graduation
Mobility type	Virtual exchange	Semester mobility ( <i>compulsory, exceptions are given based on inclusivity requests</i> )	Blended mobility ( <i>compulsory, exceptions are given based on inclusivity requests</i> )	Semester mobility ( <i>optional, based on the capstone choice</i> )	Blended mobility ( <i>not guaranteed, only in case of global capstone teams</i> )	Traineeship mobility ( <i>optional</i> )
Funding	<i>No funding needed, as there is no physical mobility</i>	Erasmus+ individual mobility for studies: from 2 to 6 months	Erasmus+ individual blended mobility grant from 5 to 21 days ( <i>Deduction of days from the phase mobility grant</i> )	Erasmus+ individual mobility for studies: from 2 to 6 months	Erasmus+ individual blended mobility grant from 5 to 21 days ( <i>Deduction of days from the phase mobility grant</i> )	Erasmus+ individual mobility for traineeships: from 2 to 12 months ( <i>Non-centralised action</i> )

Supplementary funding			CHARM-EU funding for those returning to their Phase 1 institution		CHARM-EU funding for those returning to their Phase 1 institution	
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*Table 1 - Types of student mobility grants*

The maximum period of mobility that can be funded from Erasmus+ grant per student during the given study cycle (on master’s level, including previous mobilities funded by Erasmus+) is 12 months including the traineeship mobility after graduation.

*Funding for phase mobility*

Students of the master’s programme participate in a regular phase (semester) mobility covered by the Erasmus+ grant for studies. The mobility shall last from 2 to 12 months in total, based on the decision of the Academic Board.

Students are entitled for applying to the participation at a phase mobility and the corresponding individual mobility grant. CHARM-EU regularly publishes a specific Call for its students for using Erasmus+ individual mobility grant.

In case of the phase mobility of Phase 2, students must submit their application indicating their Phase 1 institution as their sending institution and the Phase 2 institution (allocated by the Academic Board upon admission) as their receiving institution. The Erasmus+ grant amounts are calculated based on the sending and the receiving institution.

In case of the phase mobility of Phase 3, students must submit their application indicating their Phase 1 institution as their sending institution and the Phase 3 institution (approved by the Capstone KCT and the Academic Board at the end of Phase 2) as their receiving institution. The Erasmus+ grant amounts are calculated based on the sending and the receiving institution.

**Funding for individual blended mobility within a Blended Intensive Programme**

Blended Intensive Programme (BIP) is a new, structured group activity combining physical mobility with a virtual component (online learning/ teamwork etc.) within the current Erasmus+ programme . The length of the physical component lasts from 5 to 30 days. The length of the BIP is prescribed in each track of the master’s programme. The participation at a BIP must be awarded with a minimum of 3 ECTS credits. More details on the BIPs are described under the [3. Blended Intensive Programme institutional mobility support](#) subchapter.

The eligibility criteria and specificities for students to attend BIPs are as follows:



- Full-time students must be enrolled in the Master's in Global Challenges for Sustainability
- Participation is granted only for those BIPs which relate to the students' track choice (preapproved by the Academic Board)
- Students are allowed to carry out 1 blended mobility per phase per track
- Participation is obligatory, as BIPs are integrated into the programme, yet there are alternative ways provided to achieve the same learning outcome for those who cannot participate (due to *force majeure* or inclusivity reasons)
- Grants are provided according to the following granting logic:
  - Erasmus+ Grant can be awarded if the student's Phase 1 (Institution 1) and Phase 2 (Institution 2) institutions are different than the one which organises the BIP (Institution 3-5);
  - CHARM-EU grant can be awarded if the BIP is organised at the student's Phase 1 (Institution 1) institution;
  - No grant is awarded if the student is physically located in the organising institution. Students falling into this category are still expected to participate in the BIP, benefit from the experience (and the organisational budget), but no individual mobility grant can be issued for them.

### Erasmus+ grant for individual blended mobility

Students are entitled for an Erasmus+ grant for individual mobility if their Phase 1 (Institution 1) and Phase 2 (Institution 2) institutions are different than the one which organises the BIP (Institution 3-5).

In case of the blended mobility of Phase 2, students must submit their application to the corresponding Call, indicating their Phase 1 institution as their sending institution and the BIP organising institution (approved by the Phase 2 KCTs and the Academic Board at the end of Phase 1) as their receiving institution. The Erasmus+ grant amounts are calculated based on the sending and the receiving institution.

### CHARM-EU grant for individual blended mobility

Even though the CHARM-EU partner institutions currently apply the Erasmus+ programme to cover the participation of students in BIPs, the partners also need to acknowledge the shortcomings of the bilateral logic implied in the Erasmus+ individual blended mobility grants. Since students participating in BIPs at their Phase 1 (sending) institution while on a phase mobility cannot be financed through Erasmus+ grants, the Alliance dedicated the corresponding budget line of its CHARM-EU grant to cover these mobilities.



### Overview of the BIP mobility granting scheme

The overall granting logic of BIP participation of students is as follows (also illustrated by an example).

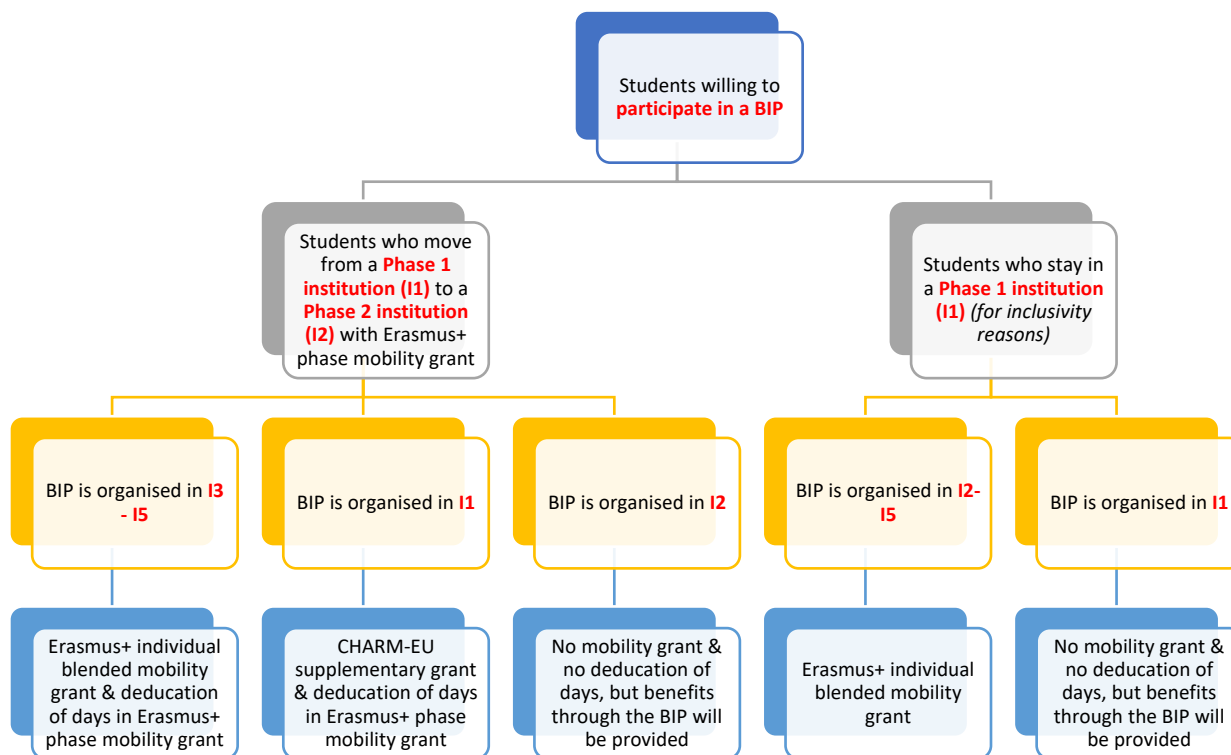


Figure 1 - BIP granting logic

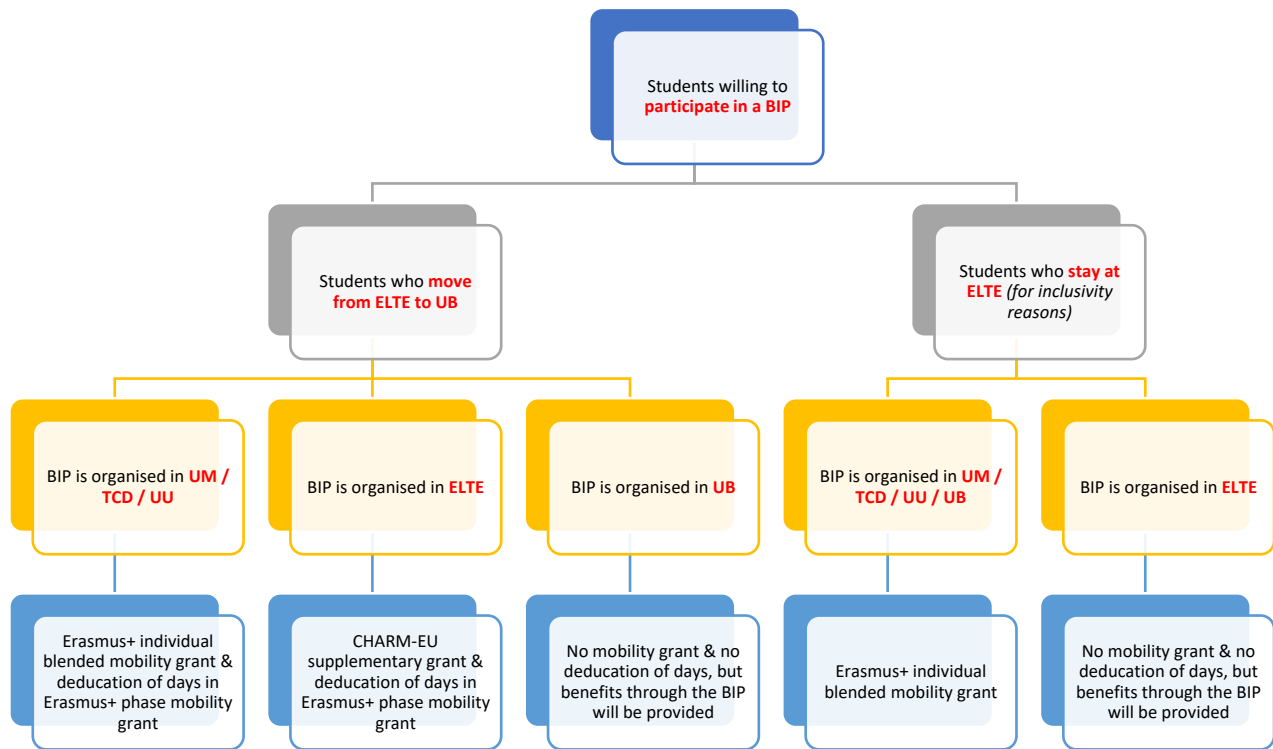


Figure 2 - Example of BIP granting logic

### Funding for traineeship mobility

Traineeship mobility after graduation is a possibility for students who are willing to have a follow-up traineeship at one of the extra-academic actors of CHARM-EU for at least 2 months in one of the CHARM-EU partner countries, other than the one in which the students start their student journey. Traineeship mobility can be done at any organisation within the countries of the European Union and its associate members, except for the institutions of the European Union.

### Mobility and top-up grant amounts

#### Erasmus+ grant

Mobilities are funded under the Erasmus+ programme and managed by the Phase 1 (sending) university of each student. The amounts for mobilities covered by Erasmus+ as of 2022 are as follows:



**Phase mobility grant**

Phase mobility (amount per month)		Secondary (host) institution during Phase 2 & Phase 3				
		TCD	UB	UU	ELTE	UM
Starting (sending) institution during Phase 1	TCD		300€	300€	300€	300€
	UB	310€		260€	210€	260€
	UU	360€	300€		240€	300€
	ELTE	520€	520€	520€		520€
	UM	360 €	300€	300€	240€	

Table 2 - Phase mobility grant

**Blended mobility grant**

Blended mobility (amount per diem)			Secondary (host) institution during Phase 2 & Phase 3				
			TCD	UB	UU	ELTE	UM
Starting (sending) institution during Phase 1	TCD	1-14 days		70€	70€	70€	70€
		15 to 30 days		50€	50€	50€	50€
	UB	1-14 days	70€		70€	70€	70€
		15 to 30 days	50€		50€	50€	50€
	UU	1-14 days	70€	70€		70€	70€
		15 to 30 days	50€	50€		50€	50€



	ELTE	1-14 days	70€	70€	70€		70€
		15 to 30 days	50€	50€	50€		50€
	UM	1-14 days	70€	70€	70€	70€	
		15 to 30 days	50€	50€	50€	50€	

Table 3 - Blended mobility grant

Traineeship mobility grant

Traineeship mobility (amount per month)		Secondary (host) institution's country for traineeship after graduation				
		Ireland	Spain	The Netherlands	Hungary	France
Starting (sending) institution during Phase 1	TCD		400€	400€	400€	400€
	UB	460€		410€	360€	410€
	UU	510€	450€		390€	450€
	ELTE	670€	670€	670€		670€
	UM	480€	420€	420€	360€	

Table 4 - Traineeship mobility grant

CHARM-EU grant

The amount of the CHARM-EU grant for individual blended mobility equals to the mobility grants provided through the Erasmus+ budget for the eligible students. The CHARM-EU grant is managed by the Academic Board, including the contractualisation and the transfer of the grant amount.

Financial incentives for inclusive mobility within CHARM-EU

Erasmus+ Supplementary Grant as financial measures minimise barriers to access and participation in mobility programmes for individuals with physical, mental, or health-related conditions is such that his/her participation in the project / mobility action would not be possible without extra

financial or other support. In order to stimulate inclusive mobility for students and staff in CHARM-EU additional financial resources are provided in the Erasmus+ Programme for those who meet specific inclusivity criteria, which are defined by the respective Erasmus+ National Agencies and national authorities.

Extra funding for students and staff with fewer opportunities may be provided also from other sources at local, regional and/or national level.

As regards the accompanying persons for students and staff with fewer opportunities, they are entitled to receive a contribution based on real costs.

### Students and recent graduates with fewer opportunities - top-up amount to the individual support

Students and recent graduates with fewer opportunities may receive a top-up amount to the individual support of their EU Erasmus+ grant with an amount of **250 EUR** per month. The criteria to be applied are defined at national level by the National Agencies in agreement with National Authorities.

### Students and recent graduates with fewer opportunities - top-up amount to the individual support for short-term physical mobility

Students and recent graduates with fewer opportunities may receive a top-up amount to the individual support of their EU Erasmus+ grant of an amount of **100 EUR** for a physical mobility activity period of 5-14 days and **150 EUR** for the one of 15-30 days. The criteria to be applied are defined at national level by the National Agencies in agreement with National Authorities.

### Organisational support grant for the beneficiary (Higher Education Institutions or consortia)

The Organisational Support (OS) grant is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility. Higher Education Institutions will receive the following amounts for organisational support as a contribution to their efforts related to inclusive mobility:

Type of support	Description	Amount
Inclusion support	Costs related to the organisation of mobility activities for participants with fewer opportunities requiring additional support based on real costs.  <b>Financing mechanism:</b> contribution to unit costs	100 EUR per participant



	<p><b>Rule of allocation:</b> based on the number of participants with fewer opportunities receiving additional support based on real costs through the inclusion support category.</p>	
	<p>Additional costs directly related to participants with fewer opportunities, which cannot be covered through the top-up amount for individual support for participants with fewer opportunities. In particular these costs aim at covering the extra financial support required for participants with physical, mental or health related conditions to allow their participation in the mobility as well as in preparatory visits and for accompanying persons (including costs related to travel and subsistence, if justified and as long as it is not covered through budget categories "travel support" and "individual support" for these participants).</p> <p><b>Financing mechanism:</b> real costs.</p> <p><b>Rule of allocation:</b> the request must be justified by the applicant and approved by the National Agency.</p>	<p>100% of eligible costs</p>

Table 5 - Types and amounts of organisational support

**CHARM-EU grant for blended mobility**

CHARM-EU grant for blended mobility is granted for those students who return to their Phase 1 institution for a Blended Intensive Programme supported by the beneficiary (Higher Education Institutions or consortia). The amount of the grant is identical with those provided through the individual blended mobility grant strands of the Erasmus+ funding.

**Management of individual student mobility funding**

The management of funding is implemented according to the following steps:

*Individual phase mobility grant for Phase 2*

Steps to be taken	Responsible actor	Deadline
Academic Board decision on the allocation of students	Academic Board	At least 4 months prior the planned mobility
Individual phase mobility grant feasibility check	Mobility expert group	1 week after the final allocation of students is submitted by the AB



Launch of the mobility application process – releasing the Call for Erasmus+ grants	Mobility expert group & JVAO mobility coordinator	At least 3,5 months prior the planned mobility
Preparation of the documentation, contractualisation, etc. locally	Local JVAO officers & local IRO	At least 3 months prior the planned mobility
Payments, follow-up	Local JVAO officers & local IRO	Before, during and after the planned mobility

*Table 6 – Phase 2 mobility management*

*Individual blended mobility grant for Phase 2*

Steps to be taken	Responsible actor	Deadline
KCTs initiate the BIP of the actual cohort per track or jointly	KCT facilitators	At least 5 months prior the planned mobility
Academic Board decision on the BIP	Academic Board	At least 4 months prior the planned mobility
BIP grant and individual blended mobility grant feasibility check	Mobility expert group	1 week after the final allocation of students is submitted by the AB
Launch of the mobility application process – releasing the Call for Erasmus+ and CHARM-EU grants	Mobility expert group & JVAO mobility coordinator	At least 3,5 months prior the planned mobility
Preparation of the documentation, contractualisation, etc. locally	Local JVAO officers & local IRO	At least 3 months prior the planned mobility
Payments, follow-up	Local JVAO officers & local IRO	Before, during and after the planned mobility

*Table 7 - Blended mobility management*



*Individual phase mobility grant for Phase 3*

Steps to be taken	Responsible actor	Deadline
KCT decision on the capstone challenges	KCT facilitators	At least 5 months prior the planned mobility
Capstone project application procedure	KCT facilitators	At least 4,5 months prior the planned mobility
Academic Board decision on the allocation of students	Academic Board	At least 4 months prior the planned mobility
Individual blended mobility grant feasibility check	Mobility expert group	1 week after the final allocation of students is submitted by the AB
Launch of the mobility application process – releasing the Call for Erasmus+ grants	Mobility expert group & JVAO mobility coordinator	At least 3,5 months prior the planned mobility
Preparation of the documentation, contractualisation, etc. locally	Local JVAO officers & local IRO	At least 3 months prior the planned mobility
Payments, follow-up	Local JVAO officers & local IRO	Before, during and after the planned mobility

*Table 8 - Phase 3 mobility management*

**INDIVIDUAL STAFF MOBILITY GRANTS**

As well as for student mobility, staff mobility is encouraged between the university member of the CHARM-EU Alliance. Staff mobility concerns both academic and non-academic staff. Staff mobility, in terms of the Erasmus programme, can be implemented with the purpose of teaching and/or training.

**Types of mobility grants**

Based on the staff mobility activities described in the previous chapters, academic, non-academic staff as well as extra-academic actors associated with the CHARM-EU Alliance are provided with the possibility to benefit from the below-mentioned Erasmus+ grants. The actual days to be granted





may vary based on the sending institution’s budget available for Erasmus+ teaching and training mobility actions.

	Phase 1	Phase 2		Phase 3	
Teaching mobility of academics	Teaching mobility at a regular course	Teaching mobility at a regular course	Teaching mobility at a BIP	Teaching mobility at a regular course	Teaching mobility at a BIP
	Erasmus+ teaching mobility grant for 2 to 21 days, minimum of 8 hours of teaching per week				
Teaching of mobility of extra-academic actors	Teaching mobility at a regular course or at a BIP				
	Erasmus+ teaching mobility grant for 1 to 60 days, no requirement of minimum teaching hours				
Training of mobility of academic and non-academic staff	Training mobility, e.g., participation at professional development activities via workshops, skills trainings, courses, job shadowing, etc.				
	Erasmus+ training mobility grant for 2 to 60 days, no requirement of minimum teaching hours				

*Table 9 - Individual staff mobility grant types*

As part of the pilot year of the master’s, only the teaching mobility of academics action is in motion, however, teaching mobility activities involving extra-academic actors, as well as training mobility for all target group is an area of development for the next phase of cooperation the CHARM-EU Alliance.

**Funding allocation and Erasmus+ grant amounts**

Since mobilities are funded and managed by the limited Erasmus+ budget of the staff affiliation university, the allocation of the aforementioned grants needs to be reviewed carefully and decided upon the teaching needs and the budget available.

Aspects for the allocation of the Erasmus+ grants for academic and non-academic staff are as follows:

- Priority order needs to be following in allocating the grants available:
  - mobility for teaching of academic staff in regular courses and BIPs
  - mobility for training of academic staff for professional development purposes
  - mobility for teaching of extra-academic staff involved in the study programme at a partner university (including the invited staff from enterprises, NGOs)



- mobility for training of non-academic staff involved in CHARM-EU for professional development purposes
- mobility for training of academic and non-academic staff who may become involved in CHARM-EU
- Erasmus+ requirements should be respected (both in case of mobility for teaching and training) in the decision making and the implementation of the mobility
- Bodies in charge of Erasmus+ in the starting universities should approve the decision before contractualisation

The amounts of Erasmus+ grants vary between the CHARM-EU partner institutions, according to the following table:

Teaching / Training (amount per diem)		Secondary (host) institution				
		TCD	UB	UU	ELTE	UM
Affiliation institution (home institution)	TCD		160€	160€	140€	160€
	UB for max. 5 days	120€		105€	90€	105€
	UU	120€	110€		90€	110€
	ELTE for 1 to 14 days	170€	140€	140€		140€
	ELTE from day 15	119€	98€	98€		98€
	UM	120€	110€	110€	90€	

Table 10 - Individual staff mobility grant amounts

The amounts of travel support grants vary based on the distance between the sending and the host partner institution. The official amount of the travel support is based on the [Distance Calculator](#) of the European Commission, that is approved by the National Agency in charge.

Teaching / Training Travel support		Secondary (host) institution				
		TCD	UB	UU	ELTE	UM
Affiliation institution	TCD		275€	275€	275€	275€





	<b>UB</b>	275€		275€	275€	180€
	<b>UU</b>	275€	275€		275€	275€
	<b>ELTE</b>	275€	275€	275€		275€
	<b>UM</b>	275€	180€	275€	275€	

*Table 11 - Staff mobility travel support amounts*

**Management of individual staff mobility funding**

The management of funding is implemented according to the following steps:

<b>Steps to be taken</b>	<b>Responsible actor</b>	<b>Deadline</b>
KCTs collect the teaching mobility needs for both regular courses and BIP participation	KCT facilitators	At least 5 months prior the planned mobility
Academic Board decision on the academic mobility	Academic Board	At least 4 months prior the planned mobility
Individual staff mobility grant feasibility check	Mobility expert group	1 week after the AB decision
Connecting the academics to the local IRO for the regular Erasmus+ grant application procedure	JVAO mobility coordinator & local IRO	At least 3,5 months prior the planned mobility
Preparation of the documentation, contractualisation, etc. locally	Local IRO	At least 3 months prior the planned mobility
Payments, follow-up	Local IRO	Before, during and after the planned mobility

*Table 12 - Staff mobility management*



**BLENDED INTENSIVE PROGRAMME INSTITUTIONAL MOBILITY SUPPORT**

Blended Intensive Programmes (BIPs) are a new feature of the Erasmus+ mobility project for HEIs. They will combine collaborative online learning and teamwork with at least one short-term physical mobility abroad. BIPs may include challenge-based learning where transnational and transdisciplinary teams work together to tackle issues linked to the UN’s SDGs or other societal challenges. BIPs can deliver teaching and training to students or staff. BIPs should have added value compared to existing courses or trainings and can be multiannual. By enabling new and more flexible mobility formats that combine physical mobility with a virtual part, BIPs aim at reaching all types of students and staff from all backgrounds, study fields and cycles, for learning and training.

**Eligibility criteria for BIPs**

Eligible participating organisations and participants	A BIP has to be developed and implemented by at least 3 HEIs, each holding an Erasmus Charter, coming from at least 3 Erasmus+ <a href="#">Programme Countries</a> . In addition, any other HEI or organisation/enterprise located in a Programme Country may participate (for instance teaching and training staff could come from the private sector). HEIs from <a href="#">Partner Countries</a> (non-Programme Countries) may participate and may send participants at their own costs. The participants from Partner Countries do not count towards the minimum requirements. In addition, BIPs can be open to students and staff from HEIs outside the partnerships.
Duration of the activity	There must be at least one physical mobility that lasts from 5 to 30 days. Multiple short mobilities for each participant might also be possible. There is no set duration for the virtual component. The virtual component can take place before, during, and/or after the physical component.
Credit	A BIP must award a minimum of 3 ECTS for students.
Venue(s) of the activity	The physical activity can take place at the receiving HEI or at any other venue in the country of the receiving HEI.
Participants	The minimum number of participants is 15 (not including teaching/training staff involved in the delivery of the programme) in order for the programme to be eligible for funding. There is no maximum number of participants, but Organisational Support (OS) funding will only be provided up the 20 <sup>th</sup> participant.



Other criteria	The virtual component must facilitate a collaborative online learning exchange and teamwork. The virtual component must bring the learners together online to work collectively and simultaneously on specific assignments that are integrated in the BIP and count towards the overall learning outcomes.
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*Table 13 - BIP eligibility criteria*

**Funding**

The HEI coordinating the BIP will be awarded an OS grant amount between €6,000 and €8,000 (based on the number of participants) to support the coordination, development and running of each BIP. Eligible costs would include staff costs, equipment and room rental, communication, or other activities. The physical mobility component will be funded separately, using the sending HEI’s overall Erasmus+ mobility budget.

**Application and deadlines**

CHARM-EU partner universities are making a decision about the organisation of the BIP, and the university responsible for the organisation will integrate this into the mobility application for the National Agency. HEIs have to submit their overall Erasmus+ mobility grant application by the given deadline by their National Agency. In this application they are asked to provide the number of BIPs for which OS funding is requested (i.e. where that HEI is coordinating the BIP). An estimate of the number of participants for each BIP together with a brief description is also required. After the HEI has been awarded its Erasmus+ budget, more information on each BIPs is required (exact details to be required not yet available). Only at the end of the 26-month duration of the university’s Erasmus+ mobility project will it be necessary to describe the BIPs’ outcomes in the final Erasmus+ mobility report the consortium might start the preparation of the organisation of the BIP.