



## Information for partner institutions

### 1. Basic information:

- Erasmus+ outside EU is a grant program by the European Commission, which facilitates individual exchanges between institutions in Program Countries (= EU countries) and institutions in partner countries (=non-EU countries).
- Contracts are valid for two academic years (from 01.06.2017- 31.07.2019); Every year in February the institutions in program countries (for example Radboud University) can request new grants at their national agency. In the months leading up to this grant application deadline, RU's policy advisors plan - together with the partner universities - what types of projects and which amount of grants RU wants to request.
- Once a project has been approved – typically in May or June – Radboud University (RU) administers all grants (incoming and outgoing) and is also responsible for reporting back to the European Commission in the end of the contract period. It is the partners responsibility to present candidates for the places agreed on in the Inter Institutional Agreement (IIA) and to host the candidates sent by RU (see point 2).
- PhD candidates are counted as staff members, because in the Netherlands PhD candidates are staff members. This is favourable for the PhD candidates because the staff grants are much higher than the students grants.
- The grants are meant to cover most of the costs:
  - o **Students to RU...**
    - receive €800 per month plus a travel grant (amount depending on distance)
    - have to cover their own visa and insurance costs (these will be advanced by RU but will later be deducted from the grant)
    - have to stay minimum 90 days and maximum 12 months according to the general E+ rules. Please note that in practice the numbers as agreed upon in the IIA should be respected.
    - follow as much as possible the standard procedures for exchange students: they will be supported by RU in their visa application and search for accommodation (nomination and application procedure see point 2 and 3). Also, there are social activities for international students.
  - o **Students from RU...**
    - follow as much as possible the standard procedures for exchange students at the receiving institution.
    - receive €650 per months plus travel grant.
  - o **Staff members to RU and from RU...**
    - can come for teaching or training purposes. The teaching program requires at least 8 hours of teaching per week (PhD supervision counts as teaching). For the training program the learning objectives must be formulated clearly on the form and a suitable supervisor for the specific topic has to support the project.
    - receive €160 per day for the first 14 days, from day 15 onwards the grant reduces to €112 per day; the amount of the travel grant depends on distance.

- have to stay between 5 and 60 days according to the general E+ rules; In addition up to two funded travel days may be requested. Please note that in practice the numbers as agreed upon in the IIA should be respected.

## 2. Inter Institutional Agreements and nomination of participants:

- Once (if) the projects are approved, RU will inform the partners and will send out Inter Institutional Agreements (IIA) to each partner. The IIA's have to be signed by both sides before the first grant mobilities can take place. IIA's may be signed digitally – a hardcopy version is not necessary.
- The IIA's have to be signed as soon as possible, because RU and partners only have two years after the approval of a project to make use of the grants. It is important that all grants agreed on in the IIA will be utilized, as using the grants is an important precondition for receiving future grants from the EU.
- All E+ candidates have to be nominated centrally:
  - Students have to be nominated centrally and in compliance with both partner's deadlines. The specifics can be found in the IIA and in each institution's data sheet. Please state explicitly in the nomination that the candidate should be considered for an E+ grant.
  - Staff members (thus including PhDs) who wish to participate in the Radboud Summer School and the International Staff Training Week also have to be nominated centrally to [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl) (For more info see point 4 below).
  - Staff members (thus including PhDs) who wish to come for a teaching or training stay at a particular department should also be nominated centrally (to check grant availability). After nomination they have to organize their stay independently, together with their host (department).

## 3. After nomination: Responsibilities of the participant

- The communication towards the participants about all forms and procedures is designed in a step-for-step manner to prevent confusion and information overload.
- The Erasmus+ grant procedure consists of several forms:
  - **Incoming Students at RU:**
    - After nomination they first have to submit their application at RU (i.e. uploading all necessary documents, including the Learning Agreement, also for visa and housing support). They then receive their first information about the E+ grant.
    - In this first e-mail the students will receive a Grant Letter, which can be used for the visa application.
    - Their Grant Agreement will be sent to them 30 days prior to their stay, which they have to read carefully, sign and email is back to us.
    - The travel costs will have to be advanced by the participants. Upon arrival, the students will receive the first installment of the grant €2000.
    - Within one month the students have to provide a Dutch Social Security Number and a Dutch Bank account number to [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl) in order to receive the second installment of the grant (80% of the grant, minus the € 2000 paid upon arrival and the visa and insurance costs advanced by RU).

- These first two installments are preliminary payments and have to be paid back if the student does not comply with the E+ requirements (e.g. not sending required documents or staying less than 90 days).
- Approximately a month before returning home, the students will receive information about the documents they will have to hand in in order to receive the third and last installment of the grant (the remaining 20%). Of these documents the Statements Form is the most urgent, as it will define the exact period of stay and therefore the amount of the grant. Also the students need to fill in the EU-survey which will be sent to them by e-mail.
- In case the students need to change any courses or want to change the period of stay significantly (more than two weeks), they have to hand in the “During Mobility” part of the Learning Agreement.
- **Incoming Staff members at RU:**
  - After being nominated for an E+ stay by their international office, the staff members will receive the Erasmus+ staff teaching or training form (Mobility Agreement). This form has to be filled out in detail. This includes a contact person at the receiving institution (this person can be seen as the “host”) and a detailed description of the planned activities. The fully signed form (3 signatures) has to be sent to [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl), where the grant procedure will be started. (For Radboud Summer School and International Staff Training Week candidates, please see point 4).
  - The staff members will receive a grant agreement containing the specifications of the stay and the conditions of the grant 30 days prior to arrival. This has to be read carefully, signed, and sent back to [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl)
  - In case the staff members need an invitation letter for a visa application, or any support in applying for a visa or finding accommodation, they should contact the host department.
  - The grant for staff mobility will be paid upon arrival at Radboud University (only if the Grant Agreement has been signed).
  - After the stay, the staff members have to hand in a signed and stamped (by the receiving department) Statements Form and to fill in the EU-survey which will be sent to them by e-mail.

#### **4. Special programs: International Staff Training Week and Radboud Summer School**

- Please note: The application/registration for the Radboud Summer School (RSS) or the International Staff Training Week (ISTW) are independent of the application for an Erasmus+ grant.
  - All questions regarding the RSS courses, social program, accommodation, etc should be directed to [radboudsummerschool@ru.nl](mailto:radboudsummerschool@ru.nl)
  - All questions regarding the ISTW program, accommodation, etc. should be directed to [stafftrainingweek@io.ru.nl](mailto:stafftrainingweek@io.ru.nl)
  - All questions regarding the E+ grant application, the payment of the grant, etc. should be directed to [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl)

- The partner institution will nominate the participants in accordance with the number of available grants. RU and the partner will be in contact about the nomination deadlines for RSS and ISTW in the beginning of each calendar year.
- E+ participants of the RSS and the ISTW have to pay the course fee/participation fee of the program they choose. However, these fees (for RSS participants also the accommodation costs) will be deducted from their grant so that the staff members have to advance as little as possible before the program (only their travel costs and their visa if applicable). Even after deducting these costs our experience shows that the grant will still be enough to cover most costs of the stay.
- **RSS:**
  - o The nominees will go through the standard RSS application process, which they can finalize with a special discount code that they will receive from RSS.
  - o If they are accepted into the desired course they will be contacted by [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl) with the question to fill in an Erasmus+ Staff Training Form. They have to make sure that themselves and their supervisor have signed the form. The third signature (host institution) will be added later by [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl).
  - o After receiving the complete E+ Staff Training form, [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl) will send the staff member a Grant Agreement 30 days before arrival (which will have to be read and signed by the participant) and an invitation letter which can be used for the visa application if necessary.
  - o The grant will be paid upon arrival. The participant does not have to advance the summer school fee, the accommodation and the fee for the social program – they will be deducted from the grant. The travel and (possibly) visa costs will have to be advanced by the participant.
- **ISTW:**
  - o The nominees have to register before the registration deadline on <http://www.ru.nl/io/english/internationalisation/staff-training-week/>
  - o If they are accepted for participation in the ISTW they will be contacted by [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl) with the question to fill in an Erasmus+ Staff Training Form. They have to make sure that themselves and their supervisor have signed the form. The third signature (host institution) will be added later by [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl).
  - o In the same e-mail the staff member will receive an invitation letter which can be used for the visa application if necessary.
  - o After receiving the complete E+ Staff Training form, [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl) will send the staff member a Grant Agreement 30 days before arrival (which will have to be read and signed by the participant) and an invitation letter which can be used for the visa application if necessary.
  - o The grant will be paid upon arrival. The participant does not have to advance the participation fee which will instead be deducted from the grant. The travel costs and possibly visa costs will have to be advanced by the participant.