

**PROJECT MEETING
IN ŽILINA - Special
Mobility Strand**



*Date: January, 2017
Place: Žilina, Slovakia*

Knowledge FOR Resilient soCiEty

INSTRUCTION FOR SMS IMPLEMENTATION

University of Novi Sad



Co-funded by the
Erasmus+ Programme
of the European Union

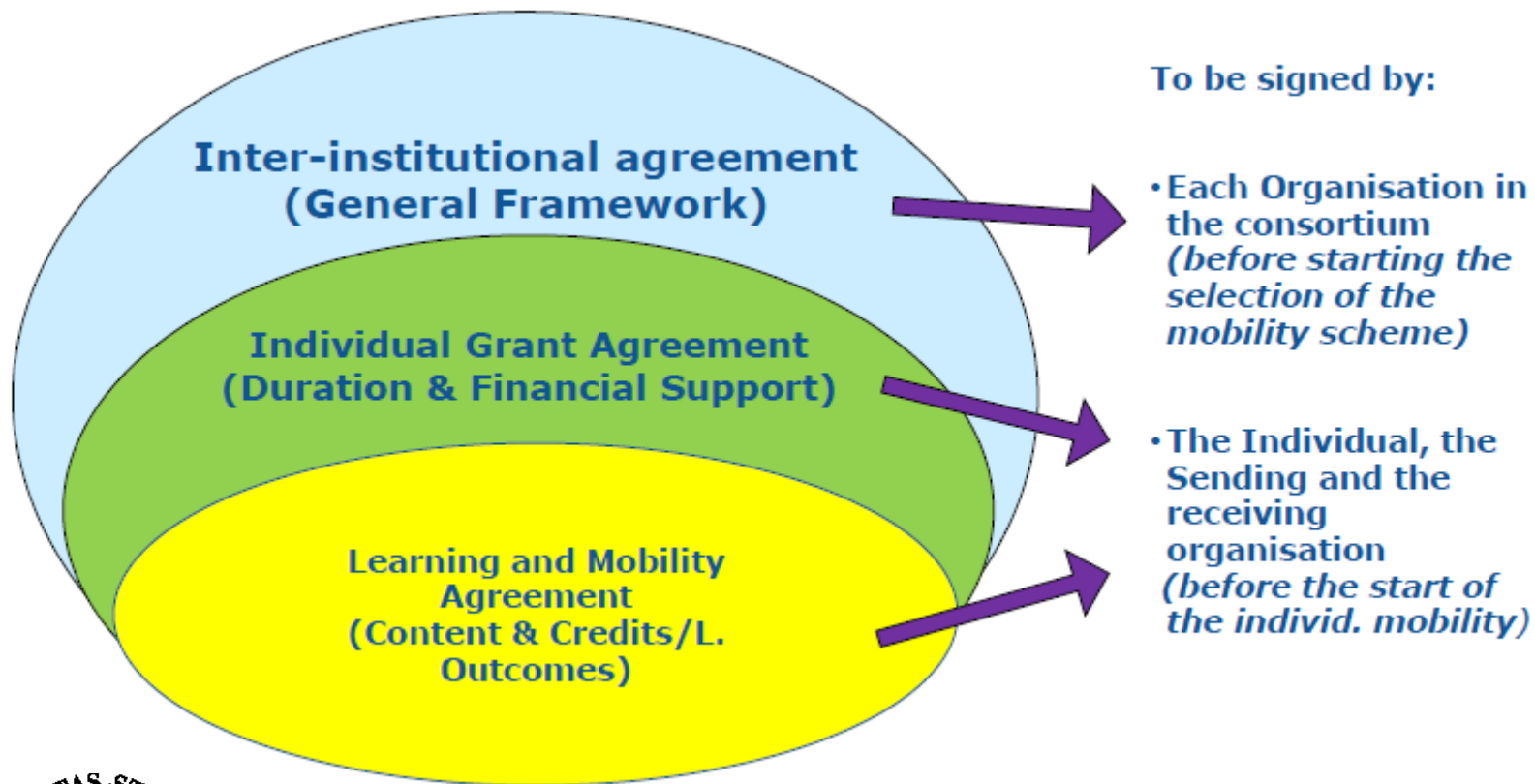


The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Presentation outlines

- ✓ **Compulsory documents**
- ✓ **Inter-institutional agreements**
- ✓ **Required documents for incoming staff**
- ✓ **Mobility toll**
- ✓ **Students and Staff scheme**

Compulsory documents - general



Inter-institutional agreement - IIA

- ✓ IIA between UNS and all partners are already signed
- ✓ What about others???

DEADLINE for all IIA to be completed and signed: February 28th

- ✓ **Important notice:**

Once you have all IIA signed between each other please send scans to Dragana Dvizac (dragana.dvizac@uns.ac.rs)



Co-funded by the
Erasmus+ Programme
of the European Union



Preparation: Individual Grant Agreement

- The same principle as in Erasmus+ KA 1

Individual grant agreement contains specific provisions related to:

- the duration of the scholarship,
- the financial support that the students will receive,
- the payment arrangements,
- the insurance requirements during the mobility
- participants' report
- other general conditions

Grant Agreement is the document which should be prepared by Home institution with respects to internal procedure of Home institution



Preparation: Individual Grant Agreement



**Grant agreement +
for students**

Learning Agreement for studies
Learning Agreement for traineeship

**Grant agreement +
for staff**

Mobility Agreement for teaching
Mobility Agreement for training



Co-funded by the
Erasmus+ Programme
of the European Union



Preparation: Learning/Mobility Agreement

Grant agreement for students		Grant agreement for staff	
Learning Agreement for		Mobility Agreement for	
Studies	Traineeship	Teaching	Training
<ul style="list-style-type: none">• List of courses with ECTS (or equivalent)• targeted learning outcomes• formal recognition	<ul style="list-style-type: none">• knowledge skills• competences expected to be acquired• (compulsory/<u>voluntary?any ECTS?</u>)	<ul style="list-style-type: none">• overall objectives• activities and added value foreseen• expected outcomes and impact	

Learning Agreement and Mobility Agreement must be: agreed and signed by the individual, the sending and the receiving organisations BEFORE departure

REQUIRED DOCUMENTS – for incoming teaching and training staff

Individual Grant Agreement

Mobility Agreement

Passport

Proof of transportation

Host institution should prepare the Certificate of Attendance and provide the signature for Mobility Agreement

Teaching exchange – 6 days (1 day for travel + 5 days of activity)

Training exchange – 13 days (2 days for travel + 11 days of activity)



Co-funded by the
Erasmus+ Programme
of the European Union



EACEA Mobility Tool

- Coordinator must update the tool regularly (responsible person Dragana Dvizac)
- Important data for Mobility tool (excel table):
 - First and last name
 - Country
 - Gender
 - Year of Birth
 - Staff profile
 - Address
 - Email
 - Sending organisation
 - Receiving organisation
 - Start and end date of mobility

When all mobilities are realized at host institution, each partner should fill in the excel table and send to dragana.dvizac@uns.ac.rs!!!



EU SURVEY

- In line with the individual grant agreement, students and staff are required to fill in an **"EU-survey Participant Report"** after each mobility.
- It is the responsibility of the coordinator to send these surveys to each beneficiary of a SMS grant
- You will get an email with the link for survey
- It is **MANDATORY** to fill in the survey

K-FORCE SMS scheme for STUDENTS

receiving	UNS	UNTZ	UBL	UT	VTSNS	EPOKA	
sending							year
UNS							I
							II
		2 master	2 master	1 master		1 master	III
UNTZ							I
							II
	2 master			1 master		1 master	III
UBL							I
							II
	4 master						III
UT							I
							II
	6 master						III
VTSNS							I
							II
		2 master	2 master				III
EPOKA							I
							II
	2 master	2 master					III

- UNS - UNIVERZITET U NOVOM SADU, Serbia
- UNTZ - JAVNA USTANOVA UNIVERZITET U TUZLI
UNIVERSITAS STUDIORUM TUZLA, Bosnia and Herzegovina
- UBL - UNIVERZITET U BANJOJ LUCI, Bosnia and Herzegovina
- UT - UNIVERSITY OF TIRANA, Albania
- VTSNS - Visoka tehnicka skola strukovnih studija u Novom Sadu, Serbia
- EPOKA - Epoka University, Albania

- All mobilities are proposed for 5 months (in 2nd semester).
- Numbers represent numbers of visiting students.

K-FORCE SMS scheme for STAFF

receiving	DTU	LU	AAU	UNIZA	UKIM	UNS	UNTZ	UBL	UT	VTSNS	EPOKA	
sending												year
DTU						1 teaching - m						I
						1 teaching - m,d	1 teaching - m				1 teaching - m	II III
LU						1 teaching - m						I
								1 teaching - m	1 teaching - m	1 teaching - m		II III
AAU						1 teaching - m						I
						1 teaching - m,d	1 teaching - m	1 teaching - m	1 teaching - m	1 teaching - m	1 teaching - m	II III
UNIZA						1 teaching - m						I
						1 teaching - m,d	1 teaching - m	1 teaching - m	1 teaching - m	1 teaching - m	1 teaching - m	II III
UKIM						1 teaching - m						I
						1 teaching - m,d	1 teaching - m	1 teaching - m	1 teaching - m	1 teaching - m	1 teaching - m	II III
UNS												I
	1 training	2 training	1 training	1 training	1 training							II III
UNTZ	1 training											I
			1 training	1 training	1 training	1 teaching - m						II III
UBL												I
	1 training		1 training	1 training	1 training	1 teaching - m						II III
UT												I
		1 training	1 training	1 training	1 training	1 teaching - m						II III
VTSNS												I
	1 training			1 training	1 training							II III
EPOKA												I
	1 training	1 training	1 training	1 training	1 training	1 teaching - m						II III
				1 training	1 training	1 teaching - m,d	1 teaching - m	1 teaching - m			1 teaching - m	

Financial Management: basic principles

- The budgets of your CBHE and SMS must be kept separated
- It is a contribution to cover two types of costs (*based on the principle of unit costs*): **Subsistence costs and travel**
- Individuals cannot benefit at the same time from SMS support and E+ International Credit Mobility



Financial Management: basic principles

Subsistence costs for students

- Students selected must be exempted from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the receiving institution.
- **The amount must be paid in full and directly to the student concerned.**
- Consortia are strongly recommended to manage their SMS grants in an account in euros.

Subsistence costs for staff

Beneficiary organisation in accordance with their institutional practice can decide to either :

- **provide the amount directly to the staff members concerned** or
- provide the participant with direct provision of the required services (i.e. payment of the hotel, subsistence, local transportation, personal or optional health insurance).



Financial Management: basic principles

Travel Costs for Students and Staff

Distance Band	Amount per participant (return trip)
For travel distances between 100 and 499 KM	150 EUR
For travel distances between 500 and 1999 KM	275 EUR

Consortia can either provide:

- **directly to the participant the unit costs corresponding to the appropriate distance band** or
- provide the participant with travel support in the form of direct provision of the required travel support services.



Co-funded by the
Erasmus+ Programme
of the European Union





Co-funded by the
Erasmus+ Programme
of the European Union



Thank you
for your attention

Knowledge FOr Resilient soCiEty