

## ANNEX III – FINANCIAL AND CONTRACTUAL RULES

This Annex covers **Key Action 1** – Higher education

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## **I. RULES APPLICABLE TO BUDGET CATEGORIES BASED ON UNIT CONTRIBUTIONS**

### **I.1 Conditions for eligibility of unit contributions**

Where the grant takes the form of a unit contribution, the number of units must comply with the following conditions:

- the units must be actually used or produced in the period set out in Article I.2.2 of the Special Conditions;
- the units must be necessary for implementing the Project or produced by it;
- the number of units must be identifiable and verifiable, in particular supported by records and documentation specified in this Annex.

### **I.2 Calculation and supporting documents for unit contributions**

#### **A. Travel Support**

By default, the place of origin is understood as the place where the sending organisation is located and the place of the venue as the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

In case no travel took place or it was funded from other EU sources than the Erasmus+ Programme (e.g. a mobility participant is already at the place of the venue in relation to another activity than the one funded from the Agreement), the beneficiary must report that situation accordingly in the Erasmus+ reporting and management tool for each mobility concerned. In this case, no grant support for travel will be awarded.

- (a) Calculation of the grant amount for travel costs: the grant amount is calculated by multiplying the number of participants per distance band, by the unit contribution applicable to the distance band concerned and type of travel (standard or green), as specified in Annex IV of the Agreement. The unit contribution per distance band represents the grant amount for a return travel between the place of departure and the place of arrival. In case of green travel modes (train, bus, shared car, boat), the green travel unit contributions apply, otherwise the standard travel unit contributions apply.

Unit contributions for travel are applicable for any staff mobility. For student mobility, unit contributions for travel are applicable a) for sending institutions from outermost Programme countries and regions (outermost regions, Cyprus, Iceland, Malta) and Overseas Countries and Territories, b) for participants with fewer opportunities on short-term student mobility and c) for participants going to Partner Countries except to Partner Countries from Regions 5 and 14. In the latter case c), beneficiaries may decide not to provide a travel unit contribution, except for participants with fewer opportunities. The criteria for the non-provision have to be fair (ensuring equal treatment), transparent, documented and published on the institution's website.

For the establishment of the distance band applicable, the beneficiary must indicate the distance of a one-way travel using the on-line distance calculator available on the Commission's website at:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

The beneficiary will calculate in the Erasmus+ reporting and management tool the grant amounts for travel based on the applicable unit contribution rates.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.
- (c) Supporting documents:
  - Supporting documents for staff: Proof of attendance of the activity in the form of a declaration signed by the receiving organisation, covering also the virtual components in case of blended mobility, and specifying the name of the participant, the purpose of the activity, as well as its confirmed starting and end date of the physical mobility activity.
  - Supporting documents for students: Documentary evidence issued by the receiving organisation, covering also the virtual components in case of blended mobility, and specifying:
    - the name of the student,
    - the confirmed start and end date of the physical mobility activity

in the following format:

- Transcript of Records (or statement attached to it) in the case of mobility for studies
- Traineeship Certificate (or statement attached to it) in the case of mobility for traineeships.]

In addition, in case of use of sustainable means of transport (green travel): a declaration on honour signed by the person receiving the travel grant and the sending organisation will serve as supporting documentation.

## **B. Individual support**

### (a) Calculation of the grant amount

- For students: the grant amount is calculated by multiplying the number of days/months of physical presence per student by the unit contribution applicable per day/month for the receiving country concerned as specified in Annex IV of the Agreement. Funded travel days may be added if relevant for a specific activity, and up to the limits specified in the Programme Guide.

In the case of incomplete months for long-term mobilities, the grant amount is calculated by multiplying the number of days in the incomplete month by 1/30 of the unit contribution per month including the top-up amounts.

In the case of higher education student mobility for traineeships between Programme Countries and to Partner Countries from Regions 5 and 14, the student and recent graduate must receive a monthly top-up amount for traineeships for individual support.

Students and recent graduates with fewer opportunities participating in mobility must receive a top-up amount for fewer opportunities for individual support when they fulfil the eligibility criteria set at national level. The top-up amounts for traineeships and fewer opportunities are cumulative for long-term student mobility between Programme Countries and to Partner Countries from Regions 5 and 14.

In the cases where students and recent graduates do not receive separate travel support, they are entitled to receive funding for using sustainable means of transport as specified in the Programme Guide. For the supporting documents see the travel support section.

Start and end dates will be counted as follows:

- The start date should be the first day that the student needs to be present at the receiving organisation (first course/first day at work/first day of welcoming event or language and intercultural courses).

- The end date should be the last day the student needs to be present at the receiving organisation (last day of the exam period/course/work/mandatory sitting period).
- For staff: the grant amount is calculated by multiplying the number of physical presence of days per participant by the unit contribution applicable per day for the receiving country concerned as specified in Annex IV of the Agreement. Funded travel days may be added if relevant for a specific activity, and up to the limits specified in the Programme Guide.

Participants have to receive individual support for the minimum mobility duration, with the exception of the non-funded mobility (“zero grant”).

Changes in the period of stay for students and staff:

- If the expected period of stay is longer than the one indicated in the grant agreement, the beneficiary may:
  - Either amend the grant agreement during the mobility period to take into account the longer duration, provided that the remaining grant amount allows it.
  - Or agree with the participant during the mobility period that the additional number of days will be considered as a period of “zero-grant” (non-funded duration).
  - The grant amount cannot be increased after the mobility is finished.
- If the confirmed period of stay is longer than the one indicated in the grant agreement, the additional days are to be considered a period of "zero-grant".
- For long-term student mobility: Without prejudice of the respect of the minimum eligible duration, if the confirmed period of stay is shorter than the one indicated in the grant agreement, the beneficiary will act as follows:
  - If the difference between the confirmed period and the one indicated in the grant agreement is more than 5 days, the beneficiary must update this in the Erasmus+ reporting and management tool by indicating the confirmed period (i.e. the start date and end dates notified in the Transcript of Records or Traineeship Certificate) and the grant will be recalculated.

- On the contrary, if the difference is 5 days or less, the beneficiary must maintain in the Erasmus+ reporting and management tool the period indicated in the grant agreement (i.e. the grant is not recalculated).
- In case of an interruption during the stay, the period of the interruption will not be counted when calculating the individual support grant. In case of interruption due to "force majeure", the participant must be allowed to continue the activities after the interruption (if possible within the conditions established in this Agreement).
  - In case of termination by the participant of the agreement with the beneficiary due to "force majeure", the participant must be entitled to receive the amount of the grant corresponding at least to the actual duration of the mobility period. Any remaining funds must be refunded to the beneficiary, except if agreed differently by both parties.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity for the specified period.
- (c) Supporting documents:
- For staff: Proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its confirmed physical start and end date
  - For students: Documentary evidence issued by the receiving organisation and specifying:
    - the name of the student,
    - the confirmed physical start and end date of the mobility activity in the following format:
      - Transcript of Records (or statement (Certificate of Attendance) attached to it) in the case of mobility for studies.
      - Traineeship Certificate (or statement (Certificate of Attendance) attached to it) in the case of mobility for traineeships.

Supporting documents for blended mobility and for the participation in blended intensive programmes: the regular documents as specified above have to be used.

(d) Reporting:

Participants in mobility activities must provide their feedback in terms of factual information and their appreciation of the activity period, its

preparation and follow-up. The participants must use the standard on-line questionnaire provided by the European Commission (the participant report) when submitting their feedback.

Participants who fail to submit their report may be required to partially or fully reimburse the financial contribution received from Erasmus+.

### **C. Organisational support**

- (a) Calculation of the grant amount for mobility organisational support: the grant amount is calculated by multiplying the total number of participations in mobility activities (i.e. regardless of whether the same participant will have undertaken one or more mobilities) by the unit contributions applicable as specified in Annex IV of the Agreement. The total number of participations considered for the calculation of organisational support includes all students and staff undertaking outbound mobility, including those with a zero-grant from Erasmus+ EU funds for their entire mobility period, as well as invited staff from enterprises undertaking inbound mobility. The total number of persons considered for organisational support excludes persons accompanying participants at their activity.

Calculation of the grant amount for blended intensive programme organisational support: the grant amount is calculated by multiplying the total number of participants (learners) in the blended intensive programme, incoming through student study or staff training mobility activities, by the unit contribution applicable as specified in Annex IV of the Agreement and within the limits specified in the Programme Guide.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity and in the case of blended intensive programmes, the minimum required number of participants has taken part in the activity.
- (c) Supporting documents: the same supporting documents as specified under the individual support section. In the case of blended intensive programmes, proof of attendance specifying the participants' name (learners) and their start and end date of the activity.
- (d) Reporting:
- Mobility organisational support:

- There is a margin of tolerance of 10%, meaning that the organisational support grant must not be reduced if the total number of student and staff mobilities is lower than the number of mobilities specified in Annex II of the Agreement by 10% or less.
- At final report stage, if the number of mobilities implemented is higher than the number specified in Annex II, the grant amount for organisational support will be limited to the maximum amount specified in Annex II.]
- Blended intensive programme organisational support: The beneficiary must report on the achieved activity.
- Mobility activities: The beneficiary must report on the achieved activity.

#### **D. Inclusion support for organisations**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of participants with inclusion support.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity and received inclusion support for participants.
- (c) Supporting documents: supporting documents proving the payment of the inclusion support for participants, as specified in section II.2.A of this Annex.

#### **E. Online Linguistic Support (OLS)**

The following provisions shall only apply to mobility activities where the main language of instruction or work is one of the languages available in the Online Linguistic Support tool, and where the participant is not a native or fully proficient speaker of the language in question.

OLS language assessments

- Language assessment are provided for participants undertaking a mobility period for a minimum period of two weeks.
- The beneficiary must distribute OLS accesses to participants (after their selection for the mobility activity), and must make every effort to ensure that all the allocated accesses are used by the selected participants.



- The beneficiary must ensure that mobility participants take the OLS language assessment before their mobility period. The completion of the online language assessment before departure is a pre-requisite for the mobility, except in duly justified cases.
- The beneficiary will be notified of the assessment results by the service provider.

#### OLS language courses

- Participants must have taken an OLS assessment before they can be awarded an access to follow an OLS language course (if available). Accesses to OLS language courses must be awarded to all participants willing to follow the course and according to the participant's linguistic needs. Higher education mobility participants can express their interest in following the OLS language course in their main language of mobility and/or the local language of the destination country (if applicable) upon completing their language assessment.
- OLS course accesses must be distributed among the participants according to their needs. All participants having taken the language assessment have the opportunity to follow a language course, if the required language and level is available in the OLS tool.
- Participants with level B2 or higher in their main language of instruction or work (according to the result of the language assessment) have the opportunity to follow an OLS course either in that language or in the local language of the country, provided it is available in the OLS. It is up to the beneficiary to indicate this choice in the OLS tool.
- OLS language course accesses must be used in the period between the OLS assessment and the end of the mobility activity.
- The beneficiary must monitor the use of accesses on the basis of the information provided by the service provider.
- The beneficiary must make every effort to ensure that all the allocated accesses are actively used by the selected participants.

#### *All accesses*

- By signing the individual mobility grant agreement, mobility participants commit to complete the OLS language assessment before the mobility period and to follow the OLS language course, if awarded.

- The beneficiary must act in line with the guidelines for use of OLS provided by the service provider.
- The beneficiary must report on the number of used language assessment and language course accesses in their reports.
- In case of unused or non-allocated accesses at the time of interim and final report submission, the NA may decide to take this into account for the allocation of accesses awarded to the beneficiary in the subsequent call years.

## **II. RULES APPLICABLE FOR THE BUDGET CATEGORIES BASED ON REIMBURSEMENT OF ACTUAL INCURRED COSTS**

### **II.1. Conditions for the reimbursement of actual costs**

Where the grant takes the form of a reimbursement of actual costs, the following conditions must apply:

- (a) they are incurred by the beneficiary;
- (b) they are incurred in the period set out in Article I.2.2.;
- (c) they are indicated in the estimated budget set out in Annex II or eligible following budget transfers in accordance with Article I.17;
- (d) they are incurred in connection with the Project as described in Annex II and are necessary for its implementation;
- (e) they are identifiable and verifiable, in particular are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;
- (f) they comply with the requirements of applicable tax and social legislation;
- (g) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency;
- (h) they are not covered by a unit contribution as specified in Section I of this Annex.

## II.2. Calculation of actual cost

### A. **Inclusion support for participants**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: these additional costs are those directly related to participants with fewer opportunities and their accompanying persons, 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.
- (c) Supporting documents: documentation justifying the need for inclusion support for the participant signed by the receiving or sending organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date, documentation of the planned real costs and their approval by the NA, and] proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.
- (d) Reporting: for each cost item in this budget category, the beneficiary must report the type of costs and the real amount of costs incurred.

### B. **Exceptional costs**

- (a) Calculation of the grant amount: the grant is a reimbursement of 80% of the following eligible costs actually incurred.
- (b) Eligible costs:
  - Costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.2 of the Agreement.
  - Costs of travel in the most economical but also effective way for eligible participants for which the standard funding rule does not cover at least 70% of the eligible costs. This funding can only be awarded to students and to staff if they are eligible for the separate travel support grant as specified in Article I.2.A. The exceptional costs for expensive travel replace the separate travel grant.

- For exceptional costs for the financial guarantee, the beneficiary may submit a funding request to the NA. Funds for exceptional costs support for expensive travel costs, once the participants have been selected, may be made available in two ways. The beneficiary may either submit a funding request to the NA or do a budget transfer according to article I.17.

(c) Supporting documents:

- Proof of the cost of the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.
- In the case of travel costs: documentation justifying the need for this grant for the participant signed by the receiving or sending organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date, documentation of the planned real costs and their approval by the NA, and] proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route.

(a) Reporting:

- For direct costs: for each cost item in this budget category, the beneficiary must report the type of costs and the real amount of costs incurred
- For indirect costs: no reporting required

### **III. CONDITIONS OF ELIGIBILITY OF PROJECT ACTIVITIES**

- a) The beneficiary must ensure that the activities of the project for which grant support was awarded are eligible in accordance with the rules set out in the Erasmus+ Programme Guide.
- b) Travel time will not be considered when determining compliance with minimum eligible duration of mobility activities specified in the Programme Guide.
- c) Activities that are not compliant with the rules set out in the Erasmus+ Programme Guide (as complemented by the rules set out in this Annex) must be declared ineligible by the NA and the grant amounts corresponding to those activities must be recovered in full. The recovery must cover all budget categories for which a grant was awarded in relation to the activity that is declared ineligible.

d) The beneficiary is allowed to use up to 20% of the latest awarded project grant shown in Article I.3.1. to outgoing student and staff mobility to Partner Countries (the budget share for international mobility). The following budget categories are counted in this budget share:

- International student mobility grants: individual support and travel support
- International staff mobility grants: individual support and travel support
- Mobility organisational support calculated on the number of international mobilities with the rate per international mobility being the project's average mobility organisational support per mobility
- Inclusion support for organisations

The real-cost budget categories (grant items) “inclusion support for participants” and “exceptional costs for expensive travel” used for international mobilities are not taken into account in the calculation of the budget share for international mobility, neither as part of the total project grant nor as part of the reported international mobility funds.

#### **IV. FINAL REPORT**

The final report will be assessed in conjunction with the participant reports, using a common set of quality criteria focusing on:

- The extent to which the action was implemented in line with the grant agreement.
- The extent to which the action was implemented in respect of the quality and compliance requirements set out in the Erasmus Charter for Higher Education.
- The extent to which the grant amounts due to mobility participants were transferred to them in accordance with the contractual provisions set out in the agreement between the beneficiary and the participant following the templates provided in Annex V of the Agreement.

The final report will be scored on a total of maximum 100 points. If the NA considers that the implementation of the Project does not respect the quality commitment undertaken by the beneficiary, the NA may in addition or alternatively require the beneficiary to develop and implement an action plan within an agreed timeframe to ensure respect of the applicable requirements. If the beneficiary does not implement the action plan in a satisfactory manner by the due date, the NA may recommend to the European Commission to withdraw the Erasmus Charter for Higher Education of the beneficiary.

## **V. GRANT REDUCTION FOR POOR, PARTIAL OR LATE IMPLEMENTATION**

Poor, partial or late implementation of the Project may be established by the NA on the basis of the final report submitted by the beneficiary (including reports from individual participants taking part in the mobility activities).

In addition, the NA may also consider information received from any other relevant source, proving that the Project is not implemented in accordance with the contractual provisions. Other sources of information may include monitoring visits, accreditation interim reports, desk checks or on-the-spot checks undertaken by the NA.

If the final report scores below 60 points in total, the NA may reduce the final grant amount for organisational support on the basis of poor, partial or late implementation of the action even if all activities reported were eligible and actually took place. In that case, a grant reduction may correspond to:

- 10% if the final report scores at least 50 points and below 60 points;
- 25% if the final report scores at least 40 points and below 50 points;
- 50% if the final report scores at least 25 points and below 40 points;
- 75% if the final report scores below 25 points.

## **VI. GRANT MODIFICATIONS**

### (a) Grant modification due to redistribution of funds or additional funds being available

In the framework of redistribution of funds in higher education mobility where all beneficiaries are identified, or in the event of additional funds becoming available to the NA for (re)allocation to beneficiary institutions, the total maximum grant amount indicated in Article I.3.1 may be increased provided that the interim report shows a higher number or longer duration of outbound mobility activities (including invited staff from enterprises when applicable) than awarded. The criteria according to which the additional funds may be provided are the following:

- First priority is given to additional funds for realization of new student mobilities (studies and traineeships);
- Second priority is given to additional funds for realization of new Blended intensive programmes;

- Third priority is given to additional funds for realization of new staff mobilities (teaching and training);
- Fourth priority is given to prolonging of already approved activities.

When the interim report shows a lower number or shorter duration of mobility activities indicating that the Beneficiary will not be able to use fully the awarded grant, the total maximum grant amount indicated in Article I.3.1 may be decreased exceptionally with an amendment signed by the NA alone. The beneficiary will have 30 days to submit his/her comments.

(b) Grant increase for inclusion support and exceptional costs

- As there is no provision for requesting inclusion support or exceptional costs at application stage in the field of higher education, the beneficiary may apply for additional grant support once the participants have been selected. Such inclusion support may be provided by the NA for participants whose individual physical, mental or health-related situation is such that his/her participation in the mobility activity would not be possible without extra financial support or in the case of exceptional costs as specified under Article II.2.B.

(c) Contractual modifications

- In accordance with Article II.13 of Annex I of the Agreement, any modification of the grant as set out in Sections V (a) and (b) above will take the form of an amendment to the Agreement.]

**VII. CHECKS OF GRANT BENEFICIARY AND PROVISION OF SUPPORTING DOCUMENTS**

In accordance with Article II.27 of the Annex I of the Agreement, the beneficiary may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the beneficiary managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the beneficiary is entitled.

A final report check must be performed for all projects. In addition, the project may be subject to further desk check or on-the-spot check if the project Agreement is included in the NA sample required by the European Commission or if the NA has selected it for a targeted check based on its risk assessment.

For final report check and desk check, the beneficiary must supply to the NA physical or electronic copies of supporting documents specified in the section I.2, unless the NA makes a request for originals to be delivered. The NA must return original supporting documents to the beneficiary upon its analysis thereof. If the beneficiary is legally not authorised to send original documents for final report or desk checks, a copy of the supporting documents may be sent instead.

For any type of check the beneficiary may be requested by the NA to provide additional supporting documents or evidence that are typically required for another type of check, as specified in article II.27 of the General Conditions.

The different checks must include the following:

**a) Final report check**

The final report check is undertaken at final report stage at the NA premises in order to establish the final grant amount to which the beneficiary is entitled.

The beneficiary's final report to the National Agency must include the following information (if applicable within the action format and project concerned):

- Unit contributions consumed for budget categories:
  - Organisational support
  - Blended intensive programme organisational support
  - Travel support
  - Individual support
  - Inclusion support for organisations
  
- Actual costs incurred for budget categories:
  - Inclusion support for participants
  - Exceptional costs

**b) Desk check**

Desk check is an in-depth check of supporting documents at the NA premises that may be conducted at or after the final report stage. Upon request, the beneficiary must submit to the National Agency the supporting documents for all budget categories.

**c) On-the-spot checks**

On-the-spot checks are performed by the NA at the premises of the beneficiary or at any other premises relevant for the execution of the Project. During on-the-spot checks, the beneficiary must make original supporting documentation for all budget categories



available for review by the National Agency, and must enable the National Agency access to the recording of project expenses in the beneficiary's accounts.

On-the-spot checks can take the following forms:

- **On-the-spot check during project implementation:** this check is undertaken during the implementation of the Project in order for the National Agency to directly verify the reality and eligibility of all project activities and participants;
- **On-the-spot check after completion of the project:** this check is undertaken after the end of the Project and usually after the final report check.
- *Systems check*

The systems check is performed to establish the beneficiary's system for making its regular grant claims in the context of the programme as well as its compliance with the commitments undertaken as a result of their accreditation. The systems check is performed to establish the beneficiary's compliance with the implementation standards committed to in the framework of the Erasmus+ Programme. The beneficiary must enable the National Agency to verify the reality and eligibility of all project activities and participants by all documentary means, including video and photographic records of the activities undertaken, in order to rule out double funding or other irregularities.