

## **03.1**

# **EUROPEAN STUDENT AND STAFF EXCHANGE PROGRAMMES (ERASMUS+)**

## **Erasmus+ Programme**

The Erasmus+ Programme supports the European modernisation and internationalisation agenda in higher education. Cardiff Metropolitan University have by signing the Charter confirmed that its participation in the Programme is part of its own strategy for modernisation and internationalisation. This strategy acknowledges the key contribution of mobile staff and students, and of Cardiff Metropolitan University's participation in European and international cooperation projects, and to the quality of its programmes and student experience.

The Programme's streamlined structure supports three types of key action, with a focus on EU added value and systemic impact:

Key Action 1: - Learning mobility of individuals

Key Action 2: - Co-operation for innovation and exchange of good practices

Key Action 3: - Support for policy reform

The Programme is available to the EU Member State countries including the Overseas Countries and Territories, the EFTA-EEA countries as well as partner countries neighbouring the EU.

### **Key Action 1**

#### **Student Mobility**

- a study period in a Programme or Partner Country abroad lasting between 3 and 12 months
- a traineeship (work placement) abroad lasting between 2 and 12 months

Students may undertake up to 12 months' mobility in total per academic cycle (i.e. 12 months during their Bachelor degree, 12 months during their Master's degree etc.). Each 12 month period can consist of any combination of eligible study and/or traineeship mobility. Additionally recent graduates may be supported to undertake a traineeship but they must be selected during their last year of study and the traineeship must take place within 12 months of graduating.

#### **Staff Mobility**

- teaching periods – staff deliver teaching at another HEI abroad
- training periods – staff undertake a training event or undergo job shadowing/observation/training in a relevant organisation abroad.

Funding can be used to support staff engaged in both teaching and non-teaching roles. Staff mobility activities can last from 2 days to 2 months, excluding travel time. Staff teaching as part of their mobility must complete a minimum of 8 hours' teaching per week.

### **Erasmus Mundus Joint Masters Degree**

Erasmus Mundus Joint Master Degrees (EMJMD) aim to:

- foster excellence, quality improvements, innovation, excellence and internationalisation in higher education institutions(HEI);
- increase the quality and the attractiveness of the European Higher Education Area (EHEA) and supporting the EU's external action in the higher education

- field, by offering full degree scholarships to the best Master students worldwide;
- improve the level of competences and skills of Master graduates, and in particular the relevance of the Joint Masters for the labour market, through an increased involvement of employers.

EMJMDs are expected to have setup a jointly designed and fully integrated academic curriculum with common implementation procedures, e.g. joint student application, selection, admission and examination rules, as well as with shared quality assurance mechanisms. The Action will support the following activities:

- The delivery of a EMJMD programme corresponding to 60, 90 or 120 ECTS credits, organised through an international consortium of higher education institutions including the participation of invited scholars (guest lecturers) for teaching, training and/or research purposes;
- The award of scholarships to excellent students worldwide for their participation in one of these EMJMD programmes.

## **Key Action 2**

The projects funded under this Key Action focus on sharing, developing and transferring innovative practices in education, training and youth provision between participating countries.

Key Action 2 is divided into two main types of activity: decentralised activities and centralised activities. Decentralised activities for the UK are run by the British Council, in partnership with Ecorys UK. Centralised activities are run by the European Commission's Executive Agency which is based in Brussels.

### **The relevant Erasmus+ activities for cooperation with business are:**

- Traineeships for students: students do a work experience in a company abroad for up to a year;
- Staff 'mobility' for teaching: company staff can teach at a higher education institution abroad, passing on their experience to academia;
- Staff 'mobility' for training: teaching and other higher education staff receive training in a foreign company;
- Co-operation: business or representative associations can take part in projects through:
  - Strategic Partnerships
  - Capacity Building Projects
  - Knowledge Alliances

### **Strategic Partnerships**

Strategic Partnerships aim to support the development, transfer and/or implementation of innovative practices at organisational, local, regional, national, or European levels. They offer the opportunity for organisations active in the fields of education, training and youth, as well as enterprises, public authorities, civil society organisations to cooperate in order to implement innovative practices leading to:

- high quality teaching,
- training,
- learning,
- youth work,
- institutional modernisation,
- societal innovation.

Strategic Partnerships are transnational and involve a minimum of three organisations from three different Programme Countries.

Support will be given to projects enhancing the quality and innovation of learning and teaching, developing new curricula, building bridges between the different sectors of education and fostering more intense forms of cooperation to achieve the modernisation objectives, including a better exploitation of open education resources.

Participating organisations can be any public or private organisation, established in a Programme Country. Organisations from other countries can take part in the project as partners (not as the coordinating applicant), as long as their participation brings a clear added value to the project. Projects should last for a minimum of 2 and a maximum of 3 years.

### **Knowledge Alliances**

The purpose of Knowledge Alliances is to strengthen Europe's innovation capacity by fostering innovation in higher education via balanced, two-way knowledge exchange with enterprises and across the broader socio-economic environment. They implement a coherent and comprehensive set of interconnected activities through transnational structured partnerships, involving a minimum of six organisations from at least three Programme Countries, of which there must be a minimum of two higher education institutions and a minimum of two enterprises.

Knowledge Alliances will:

- Develop new, innovative and multidisciplinary approaches to teaching and learning;
- Stimulate entrepreneurship and the entrepreneurial skills of students, academics and company staff;
- Facilitate the exchange, flow and co-creation of knowledge.

### **Sector Skills Alliances**

Sector Skills Alliances aim at targeting skills gaps, enhancing the responsiveness of initial and continuing VET systems to sector-specific labour market needs and demand for new skills with regards to one or more occupational profiles.

They are transnational projects involving a minimum of nine participating organisations from at least three Programme Countries, including two member states.

### **Capacity Building in the field of Higher Education**

Capacity Building projects are transnational projects based on multilateral partnerships between organisations active in the field of Youth in Programme and

Partner Countries. These must involve a minimum of three participating organisations from three different countries, of which at least one is a Programme Country and one is an eligible Partner Country.

Two categories of Capacity Building Projects are supported:

1. Joint Projects: aimed at producing outcomes that benefit principally and directly the organisations from eligible Partner Countries involved in the project. These projects will typically focus on 3 different types of activities:
  - curriculum development;
  - modernisation of governance, management and functioning of HEIs;
  - strengthening of relations between HEIs and the wider economic and social environment.
2. Structural Projects: aimed at producing an impact on higher education systems and promoting reforms at national and/or regional level in the eligible Partner Countries. These projects will typically focus on 2 different categories of activities:
  - modernisation of policies, governance and management of higher education systems;
  - strengthening of relations between higher education systems and -the wider economic and social environment.

### **Capacity Building in the field of Youth**

Youth Capacity Building projects aim to foster cooperation and exchange in the field of youth between Programme and Partner Countries from different regions of the world; improve the quality and recognition of youth work, non-formal learning and volunteering in Partner Countries; foster the development, testing and launching of schemes and programmes of non-formal learning mobility at regional levels; and promote transnational non-formal learning mobility between Programme and Partner Countries.

### **Key Action 3**

Under Key Action 3, the Erasmus+ programme will fund strategic activities supporting policy reform across the EU in education, training and youth.

Key Action 3 covers the fields of Higher Education, vocational education and training, schools, adult education and youth.

Key Action 3 is divided into two main types of activity: decentralised activities and centralised activities.

- Decentralised activities for the UK are run by the British Council, in partnership with Ecorys UK.
- Centralised activities are run by the European Commission's Executive Agency in Brussels.

## **Inter-Institutional Agreements**

All participating Programme Country organisations (both sending and receiving) must be HEIs awarded with an ECHE. All Partner Country organisations must be HEIs and have signed inter-institutional agreements with their Programme Country partners before the mobility takes place.

All Erasmus+ mobility between HEIs must take place as part of an inter-institutional agreement between Cardiff Metropolitan University and partner HEIs, except in the case of a work placement at an HEI. The inter-institutional agreement may be extended to cover cooperation between HEIs in the field of student mobility for placements, depending on the HEIs' capacity. The inter-institutional agreement for mobility between Programme countries can be found at 03.2, and for mobility between Programme and Partner countries at 03.3.

For student placements/traineeship, there is no need for an inter-institutional agreement between Cardiff Metropolitan University and the host eligible enterprise or organisation (which could be another HEI), as they will be legally bound by the individual Training Agreement signed by the 3 parties involved.

## **Student Selection Criteria**

Tutors may want to set selection criteria, including academic performance, knowledge of the working language of the host country / used in the host organisation, motivation, etc., so long as these are fair, transparent and applied in a coherent and consistent manner and documented for public view.

## **Staff Selection Criteria**

Staff must be selected in a fair, transparent, coherent and documented manner. The selection criteria may include priority given to staff going abroad for the first time and providing greater opportunity for future student mobility. All criteria are to be made public.

## **Agreements with beneficiaries**

Before students and staff start their mobility they each have to sign a hard copy agreement, formally accepting the grant/funding and acknowledging the obligations associated with its acceptance. The standard student agreement for study/training is at 03.4. The standard staff agreement for teaching is at 03.5 and the standard agreement for training is at 03.6. the grant agreement for teaching/training is at 03.7

## **Learning Agreements**

The Student Agreement must be accompanied by a student Learning Agreement. The Learning Agreement must comply with the minimum requirements set out at 03.8 for study and 03.9 for traineeships and must be signed by the host university, Cardiff Metropolitan University and the student. The Learning Agreement must be finalised and formalised within two months of the student's arrival. Any subsequent changes to the Learning Agreement which become necessary must be formally agreed by all three parties and executed promptly.

## **European Credit and Accumulation Transfer System**

The basic ECTS principle that 60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year), with associated learning outcomes, should be respected.

Students should be encouraged to complete at least 20 ECTS per trimester.

For ECTS Users' Guide: - [http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide\\_en.pdf](http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf)