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Preparing an Erasmus+ Project Application

Handbook

1. Osnove Ključne Akcije 1 Mobilnost učenja

1.1 Karakteristike i Ciljevi Ključne Akcije 1

Ključna Akcija 1 (KA1) služi kao glavni mehanizam unutar Erasmus+ programa (2021 – 2027) za promociju mobilnosti u učenju pojedinaca. Ova akcija je ključna za unapređenje strateških ciljeva Evropske unije u jačanju međunarodne saradnje, povećanju zapošljivosti i promociji socijalne inkluzije unutar Evropskog obrazovnog prostora. U sektoru visokog obrazovanja, KA1 olakšava razmjenu studenata i osoblja, obuhvatajući fizičke, virtuelne i kombinovane formate kako bi se osigurala široka dostupnost.

Glavni ciljevi KA1 su unaprijediti profesionalne i lične vještine učesnika, povećati međukulturnu svijest i podstaći inovacije kroz transnacionalnu saradnju. Omogućavajući polaznicima da studiraju ili se obučavaju u inostranstvu i osoblju da se bave nastavom ili profesionalnim razvojem, program nastoji ojačati kvalitet obrazovanja i istraživanja. Nadalje, zahtijeva da institucije učestvujuće implementiraju transparentne procese selekcije, osiguraju potpuno prepoznavanje ishoda učenja kroz sisteme poput ECTS-a i pruže snažnu jezičku i digitalnu podršku svim učesnicima.

Ključna Akcija 1 obuhvata nekoliko različitih projektnih pravaca prilagođenih različitim obrazovnim sektorima, uključujući projekte mobilnosti za učenike i osoblje u stručnom obrazovanju i obuci (VET), školskom obrazovanju, obrazovanju odraslih i mladima, kao i specijaliziranim akcijama poput DiscoverEU i virtuelnih razmjena. Za visokoškolske ustanove na Zapadnom Balkanu, dva najvažnija okvira su KA131 i KA171.

1.2 KA131 – Mobilnost Visokog Obrazovanja Podržana Sredstvima Interne Politike

Projekat KA131, često nazivan "mobilnost Erasmus Povelje", finansira se iz budžeta unutrašnje politike EU. Njena primarna uloga je produbljivanje saradnje među institucijama unutar zemalja programa – koje obuhvataju države članice EU i treće zemlje povezane s programom, poput Srbije i Sjeverne Makedonije.

Centralni cilj KA131 je podsticanje kohezivnog evropskog prostora visokog obrazovanja podržavajući multilateralnu mobilnost. Za zemlje Zapadnog Balkana koje nisu povezane s programom (Albanija, Bosna i Hercegovina, Kosovo i Crna Gora), uloga u KA131 je prvenstveno kao institucija domaćin. Prema odredbi o "međunarodnom otvaranju", visokoškolske ustanove u zemljama programa mogu izdvojiti do 20 % dodijeljenog grantu za finansiranje odlaznih mobilnosti u treće zemlje koje nisu povezane s programom. Shodno tome, univerziteti na Zapadnom Balkanu koriste KA131 za primanje novih studenata i osoblja od partnera iz EU.

Kvalifikovane mobilnosti i učesnici:

- Mobilnost studenata za studije – podržava studente na svim nivoima (kratkoročni, dodiplomski, master i doktorski) u periodu od 2 do 12 mjeseci;
- Mobilnost studenata za pripravništva – olakšava radne prakse u preduzećima ili istraživačkim institutima u trajanju od 2 do 12 mjeseci;
- Mobilnost osoblja za nastavu – omogućava akademskom osoblju da drži predavanja u partnerskom HEI najmanje 2 dana;
- Mobilnost osoblja za obuku – podržava profesionalni razvoj administrativnog ili akademskog osoblja kroz radionice, praćenje rada ili posmatranje;
- Kombinovani intenzivni programi (BIPs) – transnacionalni kratkoročni zajednički kurikulumi (5 – 30 fizičkih dana) u kombinaciji sa virtuelnim dijelom, koji zahtijevaju konzorcij od najmanje tri visokoškolske škole.

Finansiranje unutar KA131 projekta obezbjeđuje se putem grantova po jedinici troškova. Učesnici dobijaju individualnu podršku na osnovu trajanja boravka i troškova života zemlje domaćina, klasifikovani u tri grupe (Grupa 1: Viša, Grupa 2: Srednja, Grupa 3: Niža). Podrška za putovanja se računa pomoću udaljenih pojaseva koje određuje zvanični Erasmus+ kalkulator udaljenosti. Institucije također dobijaju organizacijsku podršku (OS) za pokrivanje administrativnih troškova, a dodatna podrška inkluziji dostupna je učesnicima sa manje prilika za osiguranje ravnopravnog pristupa.

1.3 KA171 – Međunarodna Kreditna Mobilnost (ICM) podržana sredstvima vanjske politike

KA171, široko poznat kao Međunarodna kreditna mobilnost (ICM), koristi eksterne akcijske instrumente EU (NDICI i IPA III) za podršku mobilnosti između zemalja programa i partnerskih regija širom svijeta. Zapadni Balkan je označen kao Regija 1, prioritarna zona za ove vanjske fondove.

Cilj KA171 je ojačati međunarodnu dimenziju visokog obrazovanja i podržati socio-ekonomski razvoj partnerskih zemalja. Za razliku od KA131, KA171 je konkurentna akcija u kojoj se prijave ocjenjuju na osnovu kvaliteta projektnog dizajna, relevantnosti strategije internacionalizacije i predviđenog uticaja. Za univerzitete na Zapadnom Balkanu, ovaj projekat je primarno sredstvo za finansiranje odlazne mobilnosti ka institucijama EU, uz istovremeno omogućavanje dolaznih tokova.

Tipovi mobilnosti su uglavnom identični KA131, ali djeluju isključivo između zemalja programa i partnerskih zemalja:

- Mobilnost studenata (studije/pripravništva) – otvorena za sve cikluse, bez ograničenja broja studenata osnovnih ili kratkoročnih ciklusa sa Zapadnog Balkana. Trajanje fizičke pokretljivosti obično varira od 2 do 12 mjeseci;
- Mobilnost osoblja (nastava/obuka) – omogućava razmjenu od 5 dana do 2 mjeseca.

Grantovi u KA171 slijede model jediničnih troškova sličan KA131, ali su regulisani različitim budžetskim okvirima po regijama. Individualne stope podrške za nove studente u zemljama programa su fiksne na približno 800 – 900 EUR mjesečno, dok osoblje prima dnevne tarife u zavisnosti od zemlje domaćina. Putna podrška se pruža u obliku jednokratne isplate na osnovu udaljenosti, dok su veći iznosi za "zelena putovanja". Organizacijska podrška se dodjeljuje korisničkoj instituciji za upravljanje ciklusom mobilnosti, a specijalizirana podrška inkluziji pokriva stvarne troškove učesnika sa invaliditetom ili zdravstvenim stanjima. Prijedlozi za Regiju 1 očekuju se da će strateški naglasak staviti na mobilnost učenika kako bi se uskladili s regionalnim političkim prioritetima.

2. Finansijski Okvir i Upravljanje Grantovima u Ključnim Akcijama 1

2.1 Erasmus+ Grant za Mobilnost

Finansijska arhitektura Erasmus+ Key Action 1 (KA1) projekata zasniva se na sistemu doprinosa jedinica, dizajniranom da pojednostavi administrativne terete uz osiguranje transparentne i pravične raspodjele sredstava. Grant za mobilnost nije jednokratna isplata, već kombinacija nekoliko različitih budžetskih kategorija prilagođenih specifičnostima svake razmjene. Za KA131 (Interna politika) i KA171 (Vanjska politika/Međunarodna kreditna mobilnost), ukupni dodijeljeni grant je zbir ovih jediničnih troškova pomnožen sa brojem učesnika i trajanjem njihovih aktivnosti.

Grant je strukturiran oko četiri glavna stuba:

- Individualna podrška – troškovi izdržavanja za učesnike (studente i osoblje) tokom boravka u inostranstvu;
- Podrška putovanjima – doprinos povratnim troškovima putovanja od mjesta porijekla do mjesta održavanja aktivnosti;
- Organizacijska podrška (OS) – sredstva dodijeljena instituciji za pokrivanje administrativnog i pedagoškog upravljanja mobilnostima;
- Podrška inkluziji – dodatna sredstva za olakšavanje učešća osoba sa manje mogućnosti, pokrivajući fiksne dopune ili stvarne troškove.

2.2 Individualna Podrška: stope preživljavanja

Individualne stope podrške razlikuju se na osnovu troškova života zemlje domaćina i kategorije učesnika.

Mobilnost učenika. Za dugoročnu fizičku mobilnost, mjesečne tarife su kategorizirane u tri grupe (Tabela 1). Zemlje Grupe 1 (npr. Austrija, Finska, Švedska) imaju najviše stope, dok zemlje Grupe 3 (npr. Bugarska, Hrvatska, Srbija) imaju niže stope.

Tabela 1 – Mjesečna finansijska podrška za dugoročnu Erasmus+ mobilnost studenata po regijama

Destinacija za mobilnost		Mjesečna finansijska podrška	
		KA131	KA171
Grupa 1 – Zemlje programa sa višim troškovima života	Austrija, Belgija, Danska, Finska, Francuska, Njemačka, Island, Irska, Italija, Lihtenštajn, Luksemburg, Holandija, Norveška, Švedska	550 EUR	900 EUR
Grupa 2 – Zemlje programa sa srednjim troškovima života	Kipar, Češka, Estonija, Grčka, Latvija, Malta, Portugal, Slovačka, Slovenija, Španija	550 EUR	850 EUR
Grupa 3 – Zemlje programa sa nižim troškovima života	Bugarska, Hrvatska, Mađarska, Litvanija, Sjeverna Makedonija, Poljska, Rumunija, Srbija, Turska	500 EUR	800 EUR

Mobilnost osoblja. Doprinosi se isplaćuju kao dnevna stopa. Tokom prvih 14 dana aktivnosti, stopa je fiksirana prema grupi zemlje domaćina (Tabela 2). Od 15. do 60. dana, dnevna stopa se smanjuje na 70 % početnog osnovnog iznosa.

Tabela 2 – Dnevna finansijska podrška za osoblje Erasmus+ mobilnosti po regijama

Destinacija za mobilnost	Dnevni iznos po učesniku za 1 – 14 dana pokretljivosti
Austrija, Belgija, Danska, Francuska, Njemačka, Island, Irska, Italija, Lihtenštajn, Luksemburg, Finska, Holandija, Norveška, Švedska	152 EUR
Treće zemlje koje nisu povezane s programom u Regiji 13 (Andora, Monako, San Marino, Vatikan) i Regiji 14 (Farska Ostrva, Švicarska, Ujedinjeno Kraljevstvo)	152 EUR
Kipar, Grčka, Malta, Portugal, Španija, Latvija, Slovačka, Slovenija, Češka, Estonija	136 EUR
Bugarska, Hrvatska, Mađarska, Litvanija, Sjeverna Makedonija, Poljska, Rumunija, Srbija, Turska	118 EUR
Treće zemlje koje nisu povezane s programom u Regijama 1–12	190 EUR

Kratkoročna i kombinovana mobilnost. Studenti na kratkoročnoj fizičkoj mobilnosti dobijaju dnevnu naknadu (npr. 79 €/dan do 14. dana i 56 €/dan nakon toga).

2.3 Podrška putovanjima i podsticaj „zelena putovanja“

Putni grant je jedinični doprinos zasnovan na linearnoj udaljenosti između grada porijekla učesnika i grada domaćina, koju određuje isključivo zvanični [kalkulator udaljenosti Evropske komisije](#). Grant pokriva cijelo povratno putovanje koristeći limite prikazane u tabeli 3.

Tabela 3 - Iznos putne stipendije, baziran na udaljenosti

Udaljenost putovanja	Putna stipendija	Zelena putovanja
10 – 99 km	€28	€56
100 – 499 km	€211	€285
500 – 1999 km	€309	€417
2000 – 2999 km	€395	€535
3000 – 3999 km	€580	€785
4000 – 7999 km	€1188	€1188
8000 km ili više	€1735	€1735

Da bi se uskladili sa ekološkim prioritetima programa, učesnici koji se odluče za održiva, niskoemisijaska sredstva transporta (npr. voz, autobus ili zajedničko korištenje automobila) tokom većeg dijela svog putovanja imaju pravo na Green Travel grant. To uključuje veći trošak jedinice putovanja (npr. €417 umjesto €309 za opseg od 500 do 1999. km) i do šest dodatnih dana individualne podrške za pokrivanje povećanog vremena putovanja.

2.4 Organizacijska i inkluzivna podrška

Za projekte KA171, OS grant je fiksna jedinična cijena od €500 po učesniku. Ova sredstva su namijenjena za pokrivanje zadataka kao što su selekcija učesnika, jezička priprema, mentorstvo i upravljanje međuinstitucionalnim sporazumima. Institucije imaju fleksibilnost da prebace do 50% svog budžeta za OS na putovanja i individualnu podršku za finansiranje dodatnih mobilnosti, pod uslovom da se održavaju visoki standardi kvaliteta.

Program također pruža dodatak od 250 € mjesečno za učenike sa manje prilika (npr. one sa invaliditetom ili iz ugroženih socio-ekonomskih sredina). Nadalje, za učesnike čija fizička, mentalna ili zdravstvena stanja zahtijevaju podršku koja prelazi standardni dopunski iznos, dostupna je Inkluzivna podrška zasnovana na stvarnim troškovima koja pokriva 100 % prihvatljivih troškova, uz opravdavanje i odobrenje Nacionalne agencije.

3. Strateška i administrativna priprema za Erasmus+ projektnu prijavu

Efikasnost Erasmus+ projektne prijave u osnovi zavisi od snažne strateške i administrativne pripreme podnosioca zahtjeva ili partnerskog univerziteta. Prije nego što započnu tehničku izradu prijedloga, institucije visokog obrazovanja Zapadnog Balkana (HEI) moraju osigurati da posjeduju potrebne akreditacije i interne politike potrebne za ispunjavanje evropskih standarda kvaliteta i saradnje. Ova pripremna faza pretvara internacionalizaciju iz operativne aktivnosti u osnovni strateški cilj, čime se povećava kapacitet univerziteta za obezbjeđivanje finansiranja i upravljanje transnacionalnim razmjenama.

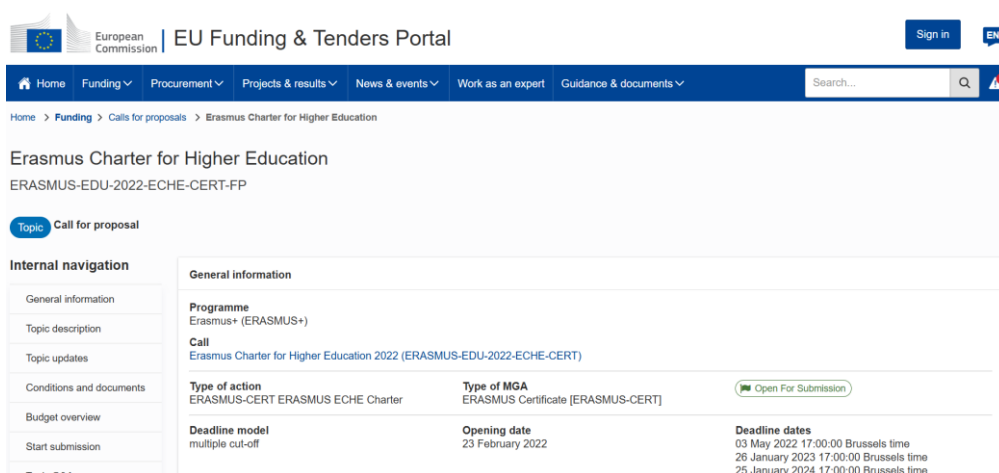
3.1 The Erasmus Charter for Higher Education (ECHE)

The Erasmus Charter for Higher Education (ECHE) služi kao nezamjenjiv okvir kvaliteta za sve evropske i međunarodne aktivnosti saradnje unutar programa. To predstavlja institucionalnu akreditaciju koju dodjeljuje Evropska komisija i koja uspostavlja temeljne principe koje univerzitet mora poštovati da bi učestvovao u projektima mobilnosti i saradnje u učenju.

Za visokoškolske ustanove osnovane u zemljama programa, posjedovanje važećeg ECHE-a je obavezan uslov za slanje ili primanje studenata i osoblja. ECHE univerziteti moraju se obavezati na njegove principe kao što su transparentan izbor, automatsko priznavanje kredita i ukidanje školarina za nove učesnike.

Za visokoškolske ustanove na Zapadnom Balkanu, postupak za dobijanje ECHE upravlja Evropska izvršna agencija za obrazovanje i kulturu (EACEA) putem godišnjeg poziva za prijedloge. Proces uključuje nekoliko rigoroznih koraka:

1. Verifikacija podobnosti – institucija mora biti priznata visokoškolska ustanova u zemlji koja u potpunosti učestvuje u programu i posjedovati važeću Erasmus Izjavu o politici (EPS);
2. Registracija na portalu – podnosioci zahtjeva moraju pristupiti [portalu Evropske komisije za finansiranje i mogućnosti tendera](#) i registrovati svoju organizaciju ako to već nisu učinili;
3. Podnošenje prijave – univerzitet mora popuniti online ECHE prijavni obrazac, priložiti dokaz o akreditaciji i EPS (Slika 1);



Slika 1 – Poziv za prijave za dobijanje ECHE

4. Samoprocjena – korištenje zvaničnog ECHE alata za samoprocjenu preporučuje se za procjenu institucionalne spremnosti prema svim principima povelje;
5. Evaluacija i dodjela – prijave ocjenjuje Komisija, a ako su uspješne, ECHE se dodjeljuje za cijeli Erasmus+ programski ciklus (2021–2027).

ECHE je "ulazna karta" za projekte mobilnosti, a njegovo odsustvo onemogućava univerzitetu da aplicira za većinu Erasmus+ grantova ili se pridruži konzorcijima. Iznad same usklađenosti, ECHE njeguje institucionalno

povjerenje među partnerima, jer garantuje da svi učesnici poštuju iste visokokvalitetne standarde podrške i pedagoškog priznanja.

3.2 Erasmus Izjava o Politici (EPS)

Erasmus Izjava o politici (EPS) je javni dokument koji opisuje strategiju internacionalizacije institucije i njene specifične planove za implementaciju Erasmus ciljeva. To je ključna komponenta i ECHE aplikacije i pojedinačnih prijedloga projekata.

EPS bi trebao artikulirati viziju univerziteta za transnacionalnu saradnju, detaljno navodeći kako će birati učesnike, promovirati socijalnu inkluziju i osigurati sigurnost i podršku mobilnim osobama. Također mora objasniti kako institucija doprinosi evropskim vrijednostima i digitalnim i zelenim tranzicijama. Za srednje škole iz partnerskih zemalja koje nemaju ECHE, funkcionalno ekvivalentna strategija internacionalizacije mora biti spremna za citiranje u projektnim prijavama.

U obrascima za prijave KA131 i KA171, podnosilac zahtjeva mora navesti direktan web link za svoj objavljeni EPS. Koherentan EPS pokazuje institucionalnu posvećenost i osigurava da predložene mobilnosti nisu izolovani događaji, već integrisani u dugoročni plan za izgradnju kapaciteta i modernizaciju.

3.3 Strategija Institucionalne Internacionalizacije

Sveobuhvatna strategija internacionalizacije je promišljen, dokumentovan plan koji usklađuje međunarodne aktivnosti institucije – uključujući mobilnost, istraživanje i partnerstva – sa njenom širom misijom i dostupnim resursima.

Uspješna strategija za visokoškolske ustanove na Zapadnom Balkanu treba obuhvatiti:

- Vizija i SMART ciljevi – jasni ciljevi, kao što su povećanje mobilnosti učenika ili uspostavljanje nastavnih planova i programa na engleskom jeziku, koji su specifični, mjerljivi i vremenski ograničeni;

- Menadžment i upravljanje – definisane uloge rektorata, ureda za međunarodne odnose i koordinatora na nivou fakulteta;
- Osiguranje kvaliteta – standardne operativne procedure za Ugovore o učenju, priznavanje kredita i povratne informacije učesnika;
- Usklađivanje politika – eksplicitne veze sa Evropskim sistemom prenosa i akumulacije bodova (ECTS) i Dodatkom za diplomu.

Recenzenti procjenjuju koliko se projekat uklapa u dugoročnu međunarodnu strategiju univerziteta. Dobro definisana strategija omogućava univerzitetu da pruži kvalitativne narativne odgovore u prijavama o relevantnosti i uticaju projekta, što su ključni kriteriji za dodjelu nagrada.

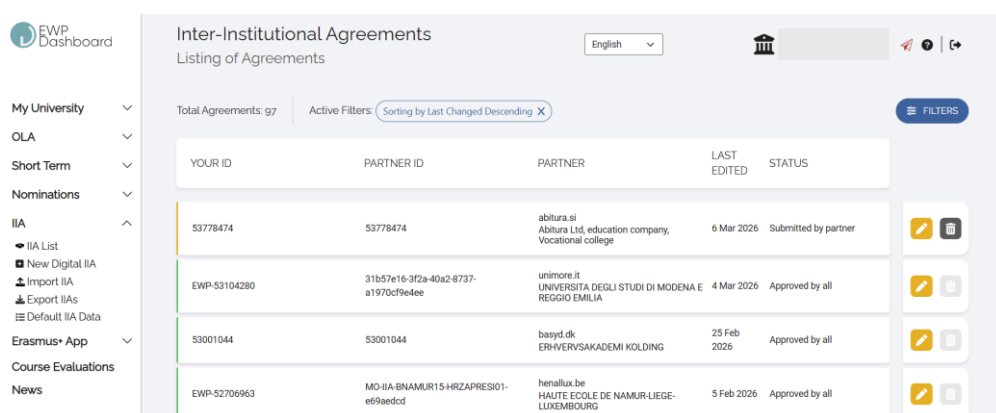
4. Digitalna infrastruktura i tehnički okviri za upravljanje projektima

4.1 Erasmus Without Paper (EWP) Dashboard: paradigma digitalne saradnje

Moderna implementacija Erasmus+ mobilnosti zasniva se na inicijativi „Erasmus without paper“, koja nastoji zamijeniti tradicionalnu administraciju zasnovanu na papiru besprijeckornim, međusobno povezanim digitalnim ekosistemom. EWP Dashboard služi kao referentna implementacija za ovu mrežu, pružajući besplatnu, cloud infrastrukturu za visokoškolske ustanove (HEI) koje nemaju interni softver za upravljanje. Za Erasmus koordinate na Zapadnom Balkanu, Dashboard je nezamjenjiv alat za uspostavljanje pravnih i pedagoških osnova partnerstava.

Da bi započela korištenje Dashboarda, institucija mora registrovati primarni nalog koristeći zvaničnu institucionalnu email adresu, koju potom potvrđuje ESCI Service Desk. Nakon validacije, imenovani "super korisnik" preuzima ovlaštenje da kreira individualne račune osoblja za koordinate i administrativno osoblje na nivou fakulteta, dodjeljujući specifične dozvole na osnovu njihovih uloga u ciklusu mobilnosti. Ova decentralizovana arhitektura osigurava da je pristup siguran i prilagođen institucionalnoj hijerarhiji.

IIA Manager unutar Dashboarda omogućava koordinatorima da kreiraju, pregovaraju i digitalno potpisuju ugovore u mašinski čitljivom formatu (Slika 2). Ovaj sistem nadmašuje ručnu razmjenu PDF dokumenata, osiguravajući da su svi parametri saradnje – uključujući kriterije selekcije i procedure priznavanja kredita – odmah dostupni obje partnerske institucije. Potpisivanjem IIA unutar ovog digitalnog okvira, institucije se formalno obavezuju na zahtjeve kvaliteta utvrđene Erasmus poveljom za visoko obrazovanje (ECHE).



YOUR ID	PARTNER ID	PARTNER	LAST EDITED	STATUS
53778474	53778474	abitura.si Abitura Ltd, education company, Vocational college	6 Mar 2026	Submitted by partner
EWP-53104280	31b57e16-3f2a-40a2-8737-a1970c9e4ee	unimore.it UNIVERSITA DEGLI STUDI DI MODENA E REGGIO EMILIA	4 Mar 2026	Approved by all
53001044	53001044	basyd.dk ERHVERVSAKADEMI KOLDING	25 Feb 2026	Approved by all
EWP-52706963	MO-IIA-BNAMUR15-HRZAPRESIO1-e69aedcd	henallux.be HAUTE ECOLE DE NAMUR-LIEGE- LUXEMBOURG	5 Feb 2026	Approved by all

Slika 2 – IIA menadžer na EWP kontrolnoj tabli

Pedagoška jezgra mobilnosti studenata upravlja se putem Online Learning Agreement (OLA), koji omogućava trostruki proces digitalnog potpisa koji uključuje studenta, pošiljaoca i primaoca visokog obrazovanja (Slika 3). Koordinatorima mogu direktno učitati podatke o studentima iz eksternih tabela, što pokreće generisanje unaprijed popunjenih ugovora i automatske email obavijesti učesnicima. Kada student potpiše svoj ugovor online, Dashboard lista se ažurira u realnom vremenu, omogućavajući koordinatoru da odobri ili odbije izbor kurseva uz specifične povratne informacije. Nadalje, Dashboard se integriše sa Erasmus+ mobilnom aplikacijom, omogućavajući koordinatorima da šalju push notifikacije direktno na mobilne uređaje učesnika radi poboljšanja komunikacije.

The screenshot displays the 'Online Learning Agreement' (OLA) dashboard. It is divided into several sections:

- STUDENT PERSONAL DATA:** Includes fields for First name, Last name, Email, Birth date (15/01/2002), Gender (Female), Nationality (Croatia), Field of Education (Economics (0311)), and Field of Education (Classification).
- SENDING INSTITUTION INFO:** Includes Name (VUKOBRISTE I PRAMON JAVNOSTI BALAZAR ZAPREŠIC), Country (Croatia), Erasmus Code (HR249N2401), Address (Zaprešić), Faculty (Finance and Investments), Contact Person (Kristina Doko Labin, klabink@huk.hr), and Res. Person (Kristina Doko Labin, klabink@huk.hr).
- RECEIVING INSTITUTION INFO:** Includes Name (UNIVERSITA DEGLI STUDI DI FOGGIA), Country (Italy), Erasmus Code (I0003401), Address (Foggia), Faculty (Economics), Contact Person (Antonietta Russo, antonietta.russo@unifg.it), and Res. Person (Antonietta Russo, antonietta.russo@unifg.it).
- LEARNING AGREEMENT INFO:** Includes ID (534706), STATUS (Changes signed by student), ACADEMIC YEAR (2023/2024), PLANNED PERIOD (12/02/2024 - 24/05/2024), and CREATED (20/11/2023 - 00:36:10).
- CHANGES TO TABLE A:** A table with columns: CODE, SUBJECT, ECTS, SEMESTER, and REASON. It shows one course: 130712, ANALISE SPECIALISTICA, 6 ECTS, Second semester (Summer/Spring), and Reason: Substituting a defined component.
- CHANGES TO TABLE B:** No courses to show.
- CHANGES TO TABLE C:** No courses to show.

At the bottom, there are two tables for the 'Higher Education Learning Agreement for Studies Academic Year 2023/2024'.

Table 1: Student Information

Last name	First name	Date of birth	Gender	Nationality
			Female	Croatia

Table 2: Field of education

Field of education	Field of education classification	Study cycle
Economics (0311)		Master or equivalent second cycle (ECOP level 7)

Table 3: Sending Institution

Name	Faculty (Department)	Erasmus code (if applicable)	Address	Country	Contact person name / email / phone
VUKOBRISTE I PRAMON JAVNOSTI BALAZAR ZAPREŠIC	Finance and Investments	HR249N2401	Zaprešić	Croatia	Kristina Doko Labin / klabink@huk.hr /

Table 4: Receiving Institution

Name	Faculty (Department)	Erasmus code (if applicable)	Address	Country	Contact person name / email / phone
UNIVERSITA DEGLI STUDI DI FOGGIA	Economics /	I0003401	Foggia	Italy	

Table 5: Commitment

Commitment	Name	Email / Phone	Position	Date	Signature
Student			Student	28-12-23	
Responsible person at the Sending Institution	Kristina Doko Labin	klabink@huk.hr	Responsible person at the Sending Institution	06-12-23	Action Timestamp
Responsible person at the Receiving Institution	Antonietta Russo		Responsible person at the Receiving Institution	06-12-23	Action Timestamp

Slika 3 – Proces potpisivanja Online Learning Agreement na EWP Dashboardu

Funkcionalnost Transcript of Records (ToR) unutar EWP Dashboarda predstavlja ključni napredak u digitalnom upravljanju fazom nakon mobilnosti, omogućavajući besprijeckornu i sigurnu razmjenu akademskih rezultata između visokoškolskih institucija (Slika 4). Primarni cilj ToR modula je zamijeniti tradicionalni, ručni prijenos papirnih ili PDF izvještaja mašinski čitljivom digitalnom razmjenom. Ovaj proces obično počinje odmah nakon završetka studentskog perioda mobilnosti. Dashboard omogućava instituciji koja prima da kodira i prenese ocjene učenika i ECTS ECTS bodove direktno u sistem institucije koja šalje predmete. Ova komunikacija između sistema osigurava da se akademski podaci prenose odmah i tačno, smanjujući rizike od administrativnih grešaka ili lažne dokumentacije.

LEARNING AGREEMENT INFO

ID	STATUS	ACADEMIC YEAR	PLANNED PERIOD	CREATED
1218078	Changes signed by student/sending/receiving	2025/2026	02/03/2026 - 18/07/2026	08/01/2026 - 21:26:52

General Info Courses Changes **ToR**

Mobility Start Date: 2026-03-02
Mobility End Date: 2026-07-18

[UPDATE TOR MOBILITY DATE](#) [+ ADD A NEW COMPONENT](#)

TRANSCRIPT OF RECORDS AT THE RECEIVING INSTITUTION

COMPONENT CODE	COMPONENT TITLE AT THE RECEIVING INSTITUTION	GRADES RECEIVED AT THE RECEIVING INSTITUTION	NUMBER OF ECTS CREDITS	SUCCESSFULLY COMPLETED
Total ECTS:			0	

Slika 4 – Kreiranje transkripta zapisa putem EWP Dashboarda nakon mobilnosti

Pored osnovnog upravljanja međuinstitucionalnim sporazumima i sporazumima o učenju, Erasmus Without Paper (EWP) Dashboard obuhvata ključne administrativne funkcije kao što su nominacije studenata i institucionalna komunikacija. Kroz integraciju Erasmus Virtual Assistant (EVA), visokoškolske ustanove dobijaju moć da upravljaju nominacijama i prijavama studenata koji dolaze i odlaze unutar jedinstvenog digitalnog interfejsa. Ovaj sistem također omogućava snažan komunikacijski kanal kroz međusobnu povezanost sa Erasmus+ mobilnom aplikacijom. Koordinatorima mogu koristiti ovu sinergiju za slanje push notifikacija u realnom vremenu ili kritičnih akademskih ažuriranja direktno na mobilne uređaje učesnika. Nadalje, Dashboard omogućava kreiranje prilagođenih "putovanja mobilnosti" uključivanjem informacija specifičnih za instituciju, poput lokalnih događaja i logističkih savjeta, kojima učesnici pristupaju putem zvanične aplikacije, čime se značajno obogaćuje interkulturalna i operativna efikasnost perioda mobilnosti.

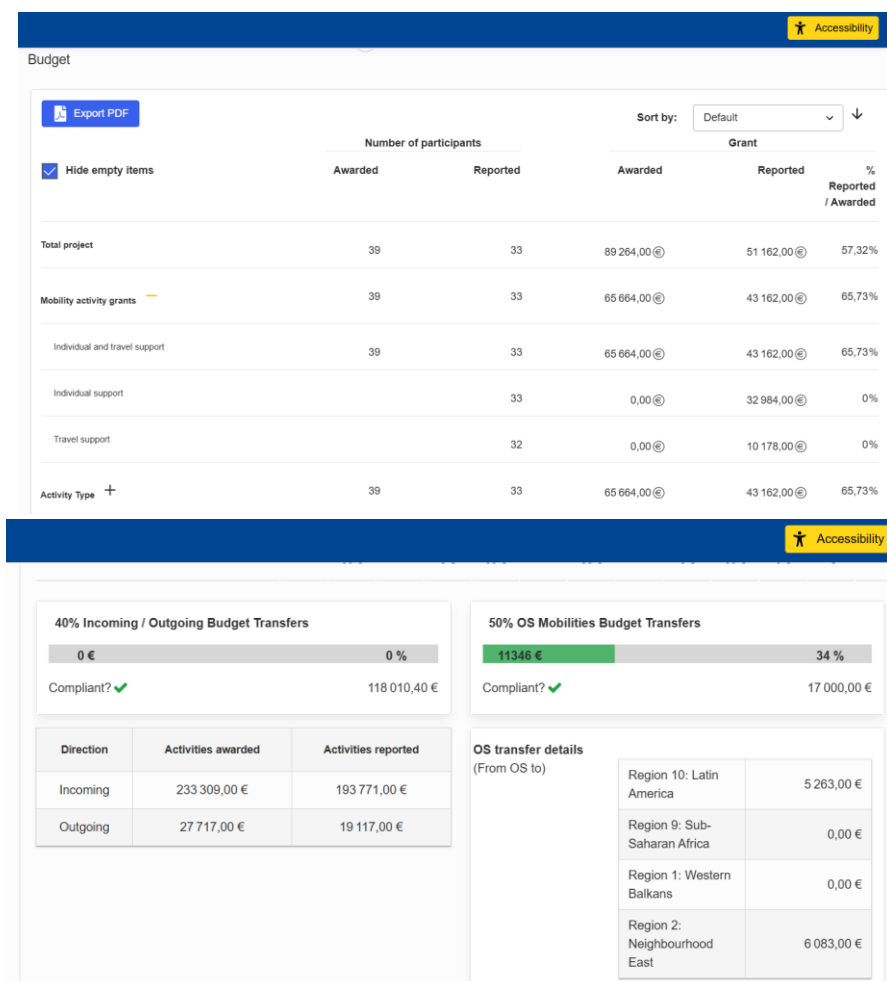
4.2 Beneficiary Module (BM): finansijsko upravljanje i upravljanje životnim ciklusom

Beneficiary Module(BM) služi kao primarna web platforma za sveobuhvatno upravljanje i izvještavanje o Erasmus+ projektima. Djeluje kao centralizirani podatkovni centar koji povezuje korisničku instituciju sa njenom nacionalnom agencijom tokom trajanja projekta. Pristup je strogo kontrolisan putem EU Login-a, što pruža visokosigurnosni pristup za administrativne zadatke.

Jedna od najznačajnijih prednosti BM-a je automatizacija proračuna grantova zasnovanih na utvrđenim pravilima programa i integrisanim kalkulatorima udaljenosti. Dok koordinatori unose podatke o mobilnosti – uključujući profile učesnika, linearne udaljenosti i datume putovanja – modul automatski izračunava odgovarajuće individualne i putne grantove (Slika 5).

Slika 5 – Izračunavanje iznosa Erasmus+ granta za mobilnost koristeći Modul korisnika

Koordinatori su obavezni redovno pratiti karticu "Budžet" kako bi osigurali da potrošnja ostaje usklađena sa dodijeljenim ugovorom o grantovima (Slika 6). Sistem također omogućava upravljanje učesnicima sa "nultim grantovima", koji imaju koristi od Erasmus+ okvira bez korištenja EU budžeta za preživljavanje.

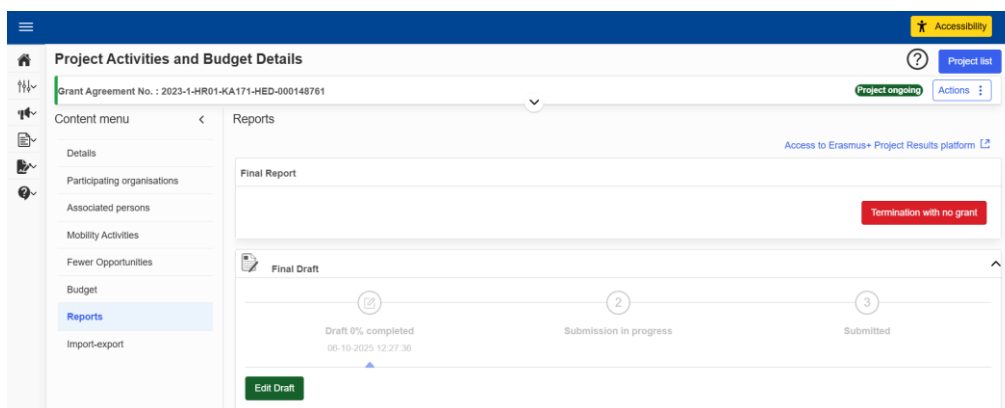


Slika 6 – Praćenje budžeta projekta Erasmus+ kroz modul korisnika

Tokom faze implementacije, korisnik HEI je odgovoran za kodiranje preciznih informacija o svakom učesniku i mobilnosti. Ovi podaci moraju se ažurirati najmanje jednom mjesečno kako bi se održala institucionalna transparentnost

i dosljednost podataka. Ključni administrativni zadatak je validacija mobilnosti, predstavljena zelenom kvačicom, koja označava da je aktivnost mobilnosti završena i podobna za finansijsko poravnanje. Modul također automatski traži izvještaje pojedinačnih učesnika pred kraj perioda mobilnosti, što je proces koji je ključan za pokretanje konačnih isplata grantova.

Kako se životni ciklus projekta približava kraju, BM olakšava izradu Izvještaja o konačnom korisniku (Slika 7). Ovaj izvještaj je unaprijed ispunjen kvantitativnim podacima izvedenim iz prethodno kodiranih mobilnosti, značajno smanjujući mogućnost administrativnih grešaka. Koordinator zatim mora završiti kvalitativne narativne dijelove, opisujući utjecaj projekta, procedure odabira učesnika i sve izazove na koje se naiđu tokom implementacije. Konačno rješenje granta zavisi od odobrenja ovog sveobuhvatnog izvještaja od strane Nacionalne agencije.



Slika 7 – Podnošenje završnog izvještaja Erasmus+ projekta kroz Modul korisnika

5. Proceduralni protokol za pripremu i podnošenje zahtjeva za projekte

Podnošenje zahtjeva za grant predstavlja vrhunac faze strateške pripreme, zahtijevajući pažljiv pristup tehničkim i kvalitativnim zahtjevima Erasmus+ programa.

5.1 Korak 1: institucionalna registracija i digitalna identifikacija

Osnovna faza svake Erasmus+ prijave uključuje formalnu registraciju učesničkog subjekta unutar integrisanih sistema upravljanja identitetom Evropske komisije. Za visokoškolske ustanove (HEI) na Zapadnom Balkanu, ovaj korak je neupitan i mora biti završen znatno prije rokova za podnošenje radi administrativne valjanosti.

Autentifikacija EU prijave. Primarni pristup svim Erasmus+ IT alatima je EU Login (ranije ECAS). Ova usluga lične autentifikacije služi kao ulazna tačka visoke sigurnosti za pojedince koji predstavljaju njihove institucije.

Za pokretanje naloga, koordinator mora dostaviti korporativnu email adresu i završiti registraciju putem zvanične platforme. Neophodno je da institucionalni predstavnici čuvaju ove vjerodajnice sigurno, jer omogućavaju pristup osjetljivim podacima o projektima i elektronskom potpisu pravnih dokumenata.

Organizacijski ID (OID) i sistem registracije. Nakon lične autentifikacije, institucija mora biti registrovana u Sistem registracije organizacije (ORS) kako bi dobila ID organizacije (OID). Ovaj osmocifreni jedinstveni identifikator (ispred kojeg se nalazi slovo 'E') služi kao "digitalni pasoš" institucije unutar programa.

OID sistem je dizajniran da poveća efikasnost; kada se OID unese u prijavni obrazac, automatski se dokument popunjava pravnim imenom, adresom i podacima o akreditaciji institucije (kao što su ECHE detalji), čime se eliminišu administrativne greške i osigurava dosljednost podataka kroz sve projekte.

Pravna i finansijska dokumentacija. Tokom registracije, podnosioci zahtjeva moraju učitati Identifikacioni obrazac (Obrazac pravnog lica) koji

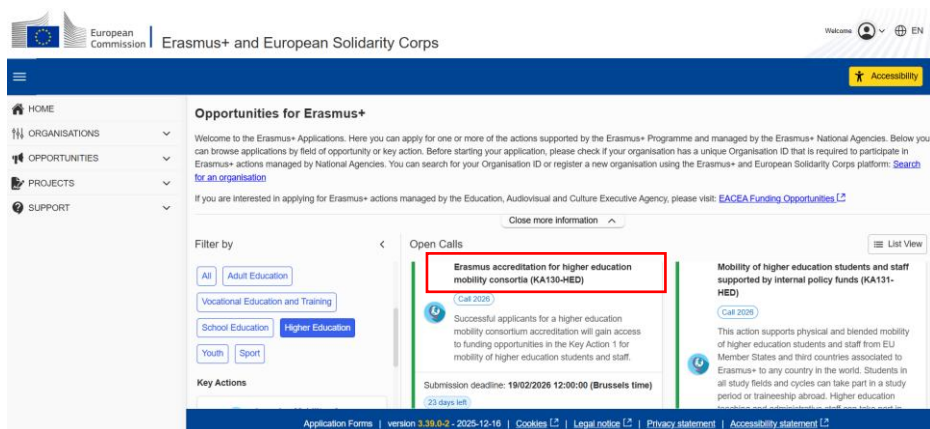
odgovara njihovom pravnom statusu (fizičko lice, privatna kompanija ili tijelo javnog prava). Nadalje, ako traženi grant prelazi EUR 60.000, neizuzeti subjekti mogu biti obavezni da dostave finansijske dokumente, kao što su bilans stanja i račun dobiti i gubitka, radi provjere svoje finansijske sposobnosti. Nacionalna agencija (NA) će naknadno potvrditi ove detalje prema postavljenim pratećim dokumentima kako bi potvrdila organizaciju unutar sistema.

5.2 Korak 2: strateški odabir okvira aplikacije

Kada je institucionalna registracija potvrđena, koordinator mora navigirati kroz Portal Evropske komisije za finansiranje i mogućnosti tendera kako bi odabrao specifičnu akciju i godinu poziva relevantnu za njihove ciljeve internacionalizacije.

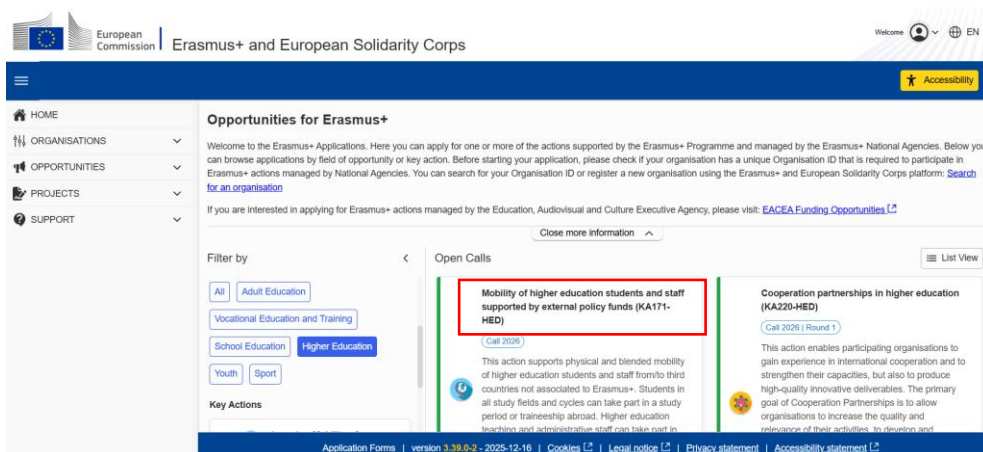
Podnosilac zahtjeva mora pažljivo odabrati ispravan web obrazac, jer se administrativni zahtjevi i kriteriji evaluacije značajno razlikuju između internih i eksternih političkih linija:

- KA131-HED (Fondovi interne politike) – ovaj obrazac se koristi za mobilnost između zemalja programa. Za univerzitete Zapadnog Balkana u povezanim zemljama (Srbija, Sjeverna Makedonija), ovo je sredstvo za međuevropsku razmjenu;



Slika 9 – Poziv za prijavu na Erasmus+ projekte KA131

- KA171-HED (Fondovi vanjske politike/ICM) – ovaj obrazac je posebno dizajniran za međunarodnu mobilnost kredita između zemalja programa i partnerskih zemalja. Zahtijeva detaljnije kvalitativno obrazloženje fokusirano na regionalne prioritete i strateški uticaj.



Slika 8 – Poziv za prijavu na Erasmus+ projekte KA171

Pristup obrascima za prijavu obično zahtijeva 2-faktorsku autentifikaciju putem EU Login mobilne aplikacije ili VASCO tokena. Koordinatorima se savjetuje da koriste sekciju "Prilike" na portalu kako bi pronašli aktuelne otvorene pozive. Obrasci su dizajnirani da budu "korisnički prijateljski" sa funkcijama automatskog spremanja i markerima za validaciju u realnom vremenu (zelenim kvačicama) koji pokazuju kada su obavezna polja zadovoljena prema pravilima programa.

5.3 Korak 3: uspostavljanje konteksta projekta i usklađenosti politika

Treći korak uključuje definisanje vremenskih i strateških parametara projekta mobilnosti. Ovaj dio je ključan jer postavlja osnovu trajanja projekta i njegovu integraciju u širi okvir politike institucije.

Podnosilac zahtjeva mora definisati planirano trajanje i početak aktivnosti. Prema standardnim propisima:

- KA131 projekti obično počinju 1. juna nakon roka za prijavu i mogu trajati do 26 mjeseci;
- KA171 projekti obično počinju 1. augusta i mogu trajati 24 ili 36 mjeseci, u zavisnosti od obima planiranih regionalnih partnerstava.

Obavezan zahtjev u odjeljku "Kontekst" je obezbjeđivanje direktnog web linka na objavljenu Erasmus Policy Statement (EPS) institucije. EPS služi kao javna obaveza institucije prema standardima kvaliteta programa, uključujući automatsko priznavanje kredita i implementaciju upravljanja digitalnom mobilnošću. Za evaluatora, ova veza služi kao primarni dokaz da predloženi projekat nije fragmentirana aktivnost, već je ukorijenjen u formalnoj, visokorangiranoj institucionalnoj strategiji.

Zahtjev se mora uputiti Nacionalnoj agenciji zemlje u kojoj je organizacija podnosilac zahtjeva osnovana. Za univerzitete Zapadnog Balkana koji djeluju kao koordinatori, to je njihov lokalni NEO ili NA. Odabir odgovarajuće agencije osigurava da prijedlog ocjenjuju stručnjaci upoznati s regionalnim obrazovnim kontekstom i prioritetima politike.

5.4 Korak 4: kodiranje učesničkih organizacija i povezanog osoblja

Četvrta faza postupka prijave zahtijeva formalnu identifikaciju svih pravnih lica uključenih u predloženi okvir mobilnosti. Ovaj proces je automatizovan korištenjem Organizacijskog ID-a (OID), koji služi kao digitalna veza sa verifikiranim pravnim i administrativnim profilom institucije

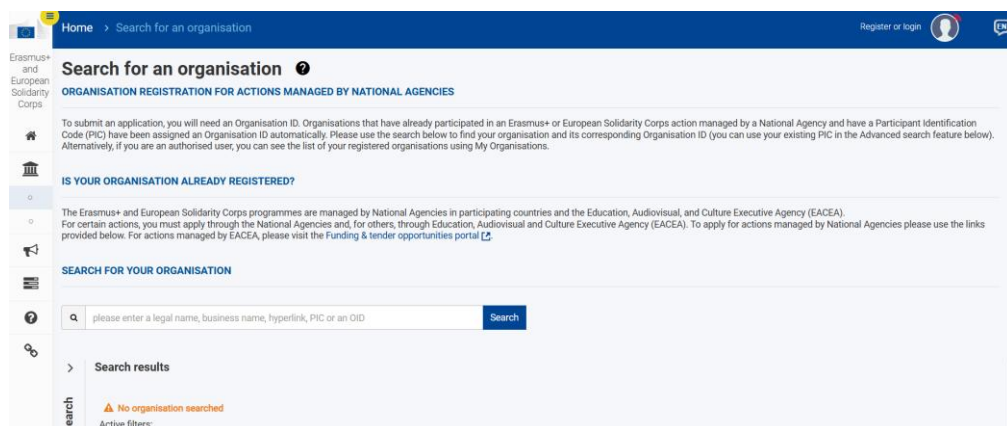
Nakon unosa jedinstvenog osmociifrenog OID-a podnosioca zahtjeva, elektronski obrazac preuzima pravno ime, adresu i zemlju institucije iz Sistema za registraciju organizacije. Za visokoškolske ustanove (HEI) osnovane u zemljama programa (uključujući Srbiju i Sjevernu Makedoniju), sistem automatski dobija referencu akreditacije Erasmus Charter for Higher Education (ECHE). Koordinator mora potvrditi da institucija posjeduje važeći ECHE, jer je to osnovni preduslov za podobnost. Ako podnosilac zahtjeva djeluje u ime akreditovanog konzorcija mobilnosti, u ovoj fazi mora se odabrati i specifična akreditacija konzorcija.

Podnosilac zahtjeva mora identificirati konkretne osobe odgovorne za pravno i operativno upravljanje projektom. To uključuje najmanje dvije različite uloge:

- Pravni zastupnik (obično rektor ustanove);
- Primarna kontakt osoba (obično šef Erasmus ili Ureda za međunarodne odnose).

U nekim slučajevima, treća uloga za Online jezičku podršku (OLS) kontakta mora biti određena za upravljanje jezičkom pripremom učesnika. Tačni kontakt podaci su neophodni kako bi se osigurala besprijekorna komunikacija između Nacionalne agencije i korisnika tokom cijelog životnog ciklusa projekta.

Za KA171 prijave, podnosilac zahtjeva mora eksplicitno odabrati Regiju 1 – Zapadni Balkan i navesti svaku partnersku visokoškolsku ustanovu s kojom je namjerana saradnja. Svaki partnerski univerzitet mora biti identificiran po svom specifičnom OID-u (Slika 9) kako bi se osiguralo da se njegova zemlja i pravni status ispravno priznaju za potrebe finansiranja. Iako se tokom faze implementacije mogu dodati neakademski partneri za pripravnštva ili obuku osoblja, preporučuje se njihovo uključivanje u fazi prijave uz OID kako bi se pokazala zrelost i specifičnost partnerstva.



Slika 9 – Pretraga i registracija ID organizacije

5.5 Korak 5: definisanje aktivnosti mobilnosti i kvantitativnih tokova

Peti korak zahtijeva od podnosioca zahtjeva da strateške ciljeve internacionalizacije pretoči u detaljan kvantitativni plan rada. Ovaj odjeljak čini osnovu za automatizirani obračun traženog EU granta.

Kandidati moraju nabrojati svaki planirani tok mobilnosti, kategoriziran prema vrsti aktivnosti i smjeru razmjene (dolazna ili odlazna). Kvalifikovane aktivnosti uključuju:

- Studentska mobilnost za studije (SMS) – dugoročna fizička mobilnost (2 – 12 mjeseci) ili kombinovana mobilnost (5 – 30 fizičkih dana plus virtuelna komponenta);
- Mobilnost studenata za pripravnštva (SMT) – radne prakse u preduzećima ili istraživačkim institutima na sličan period;
- Mobilnost osoblja za nastavu (STA) – zadaci koji omogućavaju akademskom osoblju da predaje na partnerskom visokom obrazovanju;
- Mobilnost osoblja za obuku (STT) – profesionalni razvoj za akademsko ili administrativno osoblje.

ID	Activity type	Estimated No. of participants	Estimated No. of participants with fewer opportunities	Actions
HESMS01	Student mobility for studies	20	20	Submit
HESMT02	Student mobility for trainee...	1	1	Submit
HESTA03	Staff mobility for teaching	15	0	Submit

Slika 10 – Identifikacija aktivnosti za aplikaciju projekta Erasmus+ KA131

Za svaki odabrani tok, koordinator mora unijeti procijenjeni broj učesnika i prosječno trajanje njihovog boravka (Slika 10). Ključna komponenta ovog

dijela je identifikacija učesnika sa manje prilika. Podnosilac zahtjeva mora navesti broj učesnika koji ispunjavaju uslove za podršku inkluziji, što pokreće automatski obračun dodatnih grantova namijenjenih za prevazilaženje prepreka kao što su invaliditet, ekonomske prepreke ili društveni izazovi.

Portal koristi integrisani mehanizam za izračunavanje ukupnog budžetskog zahtjeva na osnovu jediničnih troškova za individualnu podršku, jednokratnih putnih iznosa (određenih udaljenostima) i organizacijske podrške. Za KA131 projekte, koordinatori iz pridruženih zemalja Zapadnog Balkana koji žele ugostiti dolazne učesnike iz trećih zemalja koje nisu povezane s programom moraju aktivirati odredbu o "međunarodnom otvaranju", koja omogućava da se do 20 % dodijeljenog granta dodijeli međunarodnim tokovima. Ključno je da se ove kvantitativne brojke precizno poklapaju s kvalitativnim opravdanjima navedenim u narednim narativnim dijelovima prijave kako bi se osigurala visoka ocjena evaluacije.

5.6 Korak 6: razrada kvalitativnih narativnih odgovora

Pisanje kvalitativnih narativnih odgovora predstavlja intelektualnu srž aplikacije i primarni faktor njenog konkurentskog uspjeha. Dok kvantitativni dijelovi utvrđuju finansijske zahtjeve, narativ služi da artikuliše stratešku logiku, pedagoški integritet i očekivane društvene doprinose predloženog okvira mobilnosti. U akcijama poput KA171, koje karakterišu visok nivo konkurencije, kvalitet ovih opravdanja je ključan, jer se finansiranje dodjeljuje na osnovu rangirane liste izvedene iz ovih evaluacijskih rezultata.

Kvalitet projektnog dizajna i dogovora o saradnji. Ovaj dio zahtjeva sveobuhvatno izlaganje operativnog životnog ciklusa projekta mobilnosti. Kandidati moraju detaljno navesti preciznu podjelu uloga, zadataka i odgovornosti između koordinacione institucije i njenih međunarodnih partnera. Neophodno je opisati specifične procedure za fer i transparentan odabir učesnika, kao i snažne mehanizme podrške koji su im pruženi prije, tokom i nakon perioda mobilnosti. Nadalje, narativ mora pružiti rigorozno objašnjenje institucionalnih procesa za automatsko priznavanje ishoda učenja i primjenu Evropskog sistema prenosa i akumulacije kredita (ECTS). Značajna komponenta ovog kriterija je eksplicitna demonstracija kako projekat

namjerava promovisati zajedničke evropske vrijednosti, uključujući ljudsko dostojanstvo, demokratiju i nediskriminaciju.

Relevantnost strategije. Podnosioci zahtjeva moraju dokazati da predložene aktivnosti nisu izolovani administrativni događaji, već su u osnovi usklađene sa širim ciljevima internacionalizacije institucije i njenim objavljenim Erasmus Policy Statement (EPS). Za projekte KA171, narativ mora pružiti prilagođeno opravdanje za odabir specifičnih partnerskih regija – kao što je Regija 1 (Zapadni Balkan) – objašnjavajući kako saradnja rješava identifikovane potrebe i nedostatke u vještinama unutar tih konteksta. Konkurentski prijedlog će uključivati dobro razvijenu analizu potreba, navodeći izazove koje projekat nastoji ublažiti i za učesnike i za uključene organizacije. Evaluators procjenjuje "evropsku dodanu vrijednost" projekta, tražeći dokaze da se željeni rezultati ne bi mogli postići bez transnacionalne saradnje i finansiranja Unije.

Uticaj i širenje. Ovaj posljednji kvalitativni stub zahtijeva analizu transformativnog potencijala projekta usmjerenu prema budućnosti. Kandidat mora definisati željeni uticaj na pojedinačne učesnike (npr. povećanu zapošljivost i interkulturalnu kompetenciju) i na institucije koje učestvuju (npr. modernizirani nastavni planovi i jačanje međunarodnih mreža). Ključno je da narativ mora definisati konkretnu strategiju komunikacije i diseminacije kako bi se osiguralo da se rezultati projekta dijele sa relevantnim akterima na lokalnom, regionalnom i nacionalnom nivou. To uključuje preciziranje kanala – kao što su institucionalne web stranice, društvene mreže ili akademske konferencije – koji će se koristiti za podizanje vidljivosti Erasmus+ programa i njegovih rezultata.

Tehnička i jezička tačnost. Narativni odgovori trebaju biti napisani na formalnom engleskom kako bi se osigurala jasnoća i profesionalna rezonanca s međunarodnim evaluatorima. Kandidatima se savjetuje da strogo poštuju ograničenja karaktera koja postavlja portal, a koja su često ograničena na 2.000 karaktera po odgovoru, što zahtijeva stil koji je i sažet i bogat informacijama. Na kraju, neophodno je da sav sadržaj bude originalan i pravilno pripisan; Portali za prijave koriste automatizirane alate za provjeru plagijata i preklapanja sa prethodno finansiranim projektima, što može dovesti do sažetog odbijanja prijedloga.

FULL NAME:

OID:

CONTACT PERSON:

1. Project description – Quality of project design and cooperation arrangements

How will roles, tasks and responsibilities be shared between our institutions during the project? How will these arrangements be reflected in the Inter-institutional Agreements?

Please briefly describe the participant selection procedures and how the procedures ensure equal treatment of participants with fewer opportunities.

How will you ensure full recognition of credits and achievements for all participants? Please describe the process of credit recognition in your institution.

What support will be provided to participants in administrative and academic matters, as well as in matters related to visas, insurance and accommodation?

2. Relevance of the strategy

Please describe the impact of the project on the participant, your organization, target groups and other relevant stakeholders. In particular, describe the project's impact on the organization in line with the institutional strategy, the Erasmus Policy Statement and its education policy agenda at European level.

3. Impact and dissemination

Please describe the impact of the project on organizations and individuals outside of your institution at local, regional, national or international level.

Please describe the communication strategy for sharing results of the project inside and outside of your institution and your dissemination activities. Please describe the dissemination process in your institution and provide links to information about activities to promote the Erasmus+ programme.

Slika 11 – Primjer upitnika za partnerske institucije u Erasmus+ KA171 projektu

5.7 Korak 7: finansijska validacija i tehnička dosljednost

Sedma faza procesa prijave uključuje rigoroznu provjeru budžetskog okvira projekta i tehničke integriteta elektronske prijave. Erasmus+ portal za prijave koristi automatizovani mehanizam za izračunavanje ukupnog traženog granta, ali odgovornost za osiguravanje da ti podaci tačno odražavaju strateške ciljeve projekta ostaje na Erasmus koordinatorskoj.

Traženi EU grant se ne unosi kao jedinstvena suma, već je složena cifra koju sistem generiše na osnovu podataka o mobilnosti kodiranih u prethodnim

koracima. Za KA131 i KA171, grant se izračunava koristeći fiksne jedinične doprinose. To uključuje:

- Individualna podrška – izračunata množenjem broja učesnika sa trajanjem mobilnosti i važećom mjesečnom ili dnevnom tarifom za zemlju domaćina;
- Podrška putovanju – zasnovana na linearnoj udaljenosti između grada porijekla i mjesta održavanja aktivnosti, kako je utvrđeno zvaničnim kalkulatorom udaljenosti Evropske komisije;
- Podrška inkluziji – automatizirana dopuna koja se aktiviraju brojem učesnika za koje se utvrdi da imaju manje prilika;
- Organizacijska podrška (OS) – fiksni doprinos po učesniku namijenjen pokrivanju institucionalnih administrativnih troškova.

Koordinatori moraju biti precizni pri određivanju opsega udaljenosti putovanja. Ako tok mobilnosti uključuje više gradova porijekla ili gradova domaćina, podnosilac zahtjeva može ili kodirati jedan tok koristeći prosječni opseg udaljenosti ili, preciznije, kodirati nekoliko različitih tokova sa specifičnim opsegom udaljenosti. Neophodno je koristiti zvanični EC alat, jer sistem ne dozvoljava ručna nadjačavanja unaprijed definisanih jediničnih troškova vezanih za ove opsege.

Aplikacijski interfejs ima „Meni sadržaja“ koji vizuelno prikazuje tehničku spremnost prijedloga. Sekcija se smatra "validiranom" samo kada je označena zelenom kvačicom, što označava da su sva obavezna polja (označena crvenom zvjezdicom) popunjena i da unos poštuje ograničenja karaktera i pravila formatiranja. Sistem također generiše upozoravajuće poruke ako kodirani tokovi nisu podobni – na primjer, ako mobilnost KA131 odlazećih studenata u partnersku zemlju premaši dozvoljeni udio budžeta od 20 % ili ako je tok ograničen na određeni ciklus studija.

Ključni aspekt finansijske validacije je osiguravanje interne dosljednosti između tabela "Aktivnosti" i narativa "Opis projekta". Evaluatori daju prioritet aplikacijama gdje se broj planiranih učesnika i trajanje tokova navedenih u kvalitativnim odgovorima savršeno poklapaju sa podacima unesenim u kvantitativne tabele. Na primjer, ako narativ opravdava uključivanje deset učenika iz određenog zapadnobalkanskog partnera, tabela aktivnosti za Regiju

1 mora precizno odražavati ovaj broj kako bi se izbjeglo kažnjavanje zbog administrativne nedosljednosti.

Iako portal automatizuje konačni zahtjev, koordinadorima se snažno savjetuje da održavaju detaljnu tabelu budžeta offline. Ovo omogućava instituciji da provjeri da li se jedinični troškovi pravilno primjenjuju i da osigura da projekat ostaje finansijski održiv, posebno u vezi sa upravljanjem "zero-grant" mobilnostima ili potencijalnim transferom sredstava za organizacijsku podršku za pokrivanje dodatnih troškova putovanja. Ova interna revizija služi kao konačna zaštita prije nego što prijava pređe u formalnu fazu potpisivanja i podnošenja.

5.8 Korak 8: finalizacija aneksa i zvanična predaja

Završna faza postupka podnošenja zahtjeva predstavlja formalnu pravnu i tehničku prenošenje prijedloga nadležnom organu. Ova faza zahtjeva od Erasmus koordinadora da pokaže najveću pažnju kako bi osigurao da je sva obavezna dopunska dokumentacija ispravno priložena i da elektronska predaja bude u okviru strogih vremenskih ograničenja koje je postavila Evropska komisija.

Najkritičnija komponenta faze finalizacije je priloženje Deklaracije o časti (DoH). Ovaj dokument služi kao samopotvrda o institucionalnoj podobnosti, potvrđujući da univerzitet nije u nijednoj od situacija isključenja (kao što su bankrot ili profesionalno nedolično ponašanje) i da je sadržaj prijedloga originalan i autor od strane podnosioca zahtjeva.

DoH se obično unaprijed popunjava putem portala za prijave. Mora se preuzeti, provjeriti tačnost i potpisati od strane pravnog zastupnika – obično rektora univerziteta. Potpisani dokument mora biti skeniran i ponovo učitao u PDF formatu. Za akcije sa više korisnika, kao što su nacionalni konzorciji, koordinador mora osigurati da su obrasci "Pristupanje i Izjava o časti" od svakog partnera osigurani i priloženi.

U zavisnosti od specifičnih zahtjeva relevantne Nacionalne agencije ili Nacionalne Erasmus+ kancelarije, može biti potrebna dodatna dokumentacija:

- Dokazi o partnerstvu – neke agencije mogu zahtijevati dokaz o saradnji, kao što su potpisani međuinstitucionalni sporazumi (IIA) ili formalna pisma obaveze od međunarodnih partnera;
- Rasporedi aktivnosti – za specifične formate poput kombinovanih intenzivnih programa (BIP) ili složenih događaja za učešće mladih, detaljan raspored aktivnosti mora biti priložen kako bi se pokazala izvodljivost;
- Strateški linkovi – koordinatori bi trebali osigurati da je direktna web veza na objavljenu Erasmus Policy Statement (EPS) institucije ispravno navedena u određenom odjeljku ili priložena kao dodatni strateški dokument ako se to zatraži.

Prije nego što se dugme za prijenos aktivira, koordinator mora izvršiti završnu tehničku reviziju koristeći Sadržajni meni portala.

Pravila validacije. Sekcija se smatra kompletnom samo kada je označena zelenom kvačicom, što označava da su sva obavezna polja (označena crvenom zvjezdicom) ispunjena i da unos ostaje unutar ograničenja znakova – često strogo ograničenog na 2.000 karaktera po odgovoru;

Administrativna tačnost. Neophodno je dvaput provjeriti da li sažetak budžeta ispravno odražava kvantitativne podatke unesene u tabele aktivnosti mobilnosti i da ne postoje neslaganja između narativnih opravdanja i traženog iznosa granta.

Čin predaje je vođen strogim, neupitnim rokovima. Za aktivnosti kojima upravljaju nacionalne agencije (decentralizovane akcije), rok se neizostavno postavlja na 12:00:00 (podne) po briselskom vremenu na određeni datum.

Kandidatima se snažno savjetuje da započnu proces podnošenja najmanje 24 sata prije roka. Ovaj buffer je ključan za ublažavanje potencijalnog tehničkog zagušenja na serverima Evropske komisije i za omogućavanje ispravljanja nepredviđenih administrativnih grešaka.

Nakon uspješne predaje, sistem generiše jedinstveni Submission ID. Koordinator mora odmah preuzeti i arhivirati zvaničnu PDF kopiju podnesenog obrasca, koja služi kao konačan zapis o sadržaju prijave i tačnom vremenu dostave.

Erasmus+ digitalni ekosistem omogućava određeni stepen fleksibilnosti prije isteka poziva. Ako koordinator uoči značajnu grešku ili propust nakon početnog slanja, portal omogućava podnosiocu zahtjeva da ponovo otvori, uredi i ponovo pošalje obrazac više puta do isteka roka. U takvim slučajevima, Nacionalna agencija će smatrati važećim prijedlogom za evaluaciju samo najnoviju verziju dostavljenu prije roka. Nakon isteka roka, podaci postaju samo za čitanje i ulaze u formalnu fazu procjene podobnosti i kvaliteta.

6. Faza nakon prijave: evaluacija, obavještanje i institucionalno uključivanje

Podnošenje Erasmus+ prijave pokreće rigorozan period administrativne i kvalitativne provjere koju provodi nadležno tijelo – bilo Nacionalna agencija u zemlji podnosioca zahtjeva ili Evropska izvršna agencija za obrazovanje i kulturu (EACEA). Za Erasmus koordinate na Zapadnom Balkanu, razumijevanje mehanizama ove faze je ključno za upravljanje institucionalnim očekivanjima i pripremu za naknadnu pravnu i operativnu implementaciju projekta.

6.1 Evaluativni okvir i metodologija

Svi podneseni prijedlozi prolaze formaliziranu proceduru procjene kako bi se osiguralo da su u skladu sa osnovnim principima Erasmus+ programa. Proces evaluacije je podijeljen u različite faze:

- Verifikacija prihvatljivosti i podobnosti – prije nego što se izvrši kvalitativna procjena, prijava se provjerava u skladu sa tehničkim zahtjevima (npr. podnošenje prije roka, korištenje ispravnog web obrasca i prisustvo obaveznih aneksa poput Deklaracije o časti);
- Kriteriji za isključenje i selekciju – ovlašteno tijelo za izdavanje potvrđuje da institucija nije u poziciji isključenja (npr. bankrot ili profesionalno nedolično ponašanje) i da posjeduje finansijske i operativne kapacitete za upravljanje traženim sredstvima;

- Kvalitativna procjena kvaliteta – za konkurentne akcije, prijedlog ocjenjuju nezavisni stručnjaci na osnovu unaprijed definisanih kriterija za dodjelu nagrada.

Važno je razlikovati dva glavna pravca Ključne akcije 1. Za KA131 (Fondovi interne politike) ne postoji kvalitativno ocjenjivanje; svaka podobna prijava univerziteta koji posjeduje važeću Erasmus povelju za visoko obrazovanje (ECHE) dobit će sredstva na osnovu historijskih rezultata i raspoloživog budžeta. Suprotno tome, KA171 (Međunarodna kreditna mobilnost) je veoma konkurentna akcija u kojoj se finansiranje dodjeljuje na osnovu intelektualne i strateške vrijednosti prijedloga.

6.2 Kriteriji za dodjelu nagrada za KA171 Projekte

Prijedlozi za međunarodnu kreditnu mobilnost ocjenjuju se prema tri glavna stuba, sa maksimalnim ukupnim rezultatom od 100 bodova:

- *Kvalitet projekta, dizajn i saradnja (40 bodova)*. Ovaj kriterij procjenjuje jasnoću uloga i odgovornosti između partnera, procedure za odabir učesnika i mehanizme za automatsko priznavanje bodova putem ECTS-a.
- *Relevantnost strategije (40 bodova)*. Procjenjuje se zasebno za svaku partnersku regiju (npr. Regija 1 – Zapadni Balkan), a fokusira se na to kako se tokovi mobilnosti usklađuju sa ciljevima internacionalizacije institucije i specifičnim potrebama partnerskih zemalja.
- *Uticaj i širenje (20 bodova)*. Stručnjaci procjenjuju predviđene koristi za pojedinačne učesnike i institucije, kao i snagu plana za dijeljenje rezultata projekta sa širom zajednicom.

Da bi bio razmatran za finansiranje, regionalni podprojekat mora postići ukupnu ocjenu od najmanje 60 bodova, dok istovremeno ispunjava prag od 50% u svakom od tri pojedinačna kriterija.

6.3 Obavještenje o rezultatima evaluacije

Nakon završetka evaluacije, Nacionalna agencija uspostavlja rang listu projekata. Kandidati se formalno obavještavaju o odluci putem Pisma o

rezultatu evaluacije. Za projekte Ključne akcije 1, ovo obavještenje se obično pojavljuje indikativno četiri mjeseca nakon roka za predaju.

Pismo rezultata pruža detaljan pregled ocjena i kvalitativni sažetak komentara stručnjaka, ističući prednosti i nedostatke prijedloga. Postoje tri moguća ishoda:

- Odabrani za finansiranje – projekat se odobrava, a institucija se poziva u fazu pripreme grantova;
- Rezervna lista – prijedlog je ispunio prag kvaliteta, ali se ne može odmah finansirati zbog budžetskih ograničenja. Ovi projekti mogu dobiti finansiranje ako korisnici višeg ranga odustanu od svojih grantova.
- Odbijeno – prijedlog ili nije ispunio uslove podobnosti ili nije postigao minimalni kvalitetni rezultat.

6.4 Neposredne akcije nakon uspješne dodjele

Obavještenje o izboru ne predstavlja formalnu obavezu za finansiranje; Institucija prvo mora ispuniti nekoliko pravnih i administrativnih zahtjeva.

Pravno lice i finansijska validacija. Univerzitet može biti zatražen da dostavi dodatnu prateću dokumentaciju putem Sistema registracije organizacija radi provjere svog pravnog statusa ili finansijske sposobnosti. Ovo je preduslov za izradu ugovora o grantu.

Potpis Ugovora o grantu korisnika. Nacionalna agencija će izdati Ugovor o grantovima korisnika, koji je primarni pravni ugovor koji reguliše projekat. Ovaj dokument detaljno opisuje odobrene tokove mobilnosti, ukupnu dodijeljenu donaciju i obaveze izvještavanja. Mora biti potpisan od strane pravnog predstavnika univerziteta.

Međuinstitucionalni sporazumi (IIA). Prije početka bilo kakve mobilnosti, korisnička institucija mora osigurati da je važeći međuinstitucionalni sporazum potpisan sa svim partnerskim visokoškolskim institucijama navedenim u prijavi. Potpisivanjem ovog sporazuma, obje strane se formalno obavezuju na standarde kvaliteta programa, uključujući transparentan odabir i neplaćanje školarina.

Tehnička priprema u Modulu za korisnike. Kada je ugovor o grantu aktivan, detalji projekta se sinhronizuju sa Modulom korisnika (BM). Erasmus koordinator zatim mora početi kodirati specifične podatke za svakog odabranog učesnika kako bi osigurao da se pojedinačne isplate grantova mogu obraditi u skladu sa finansijskim pravilima programa.

1. Foundations of Key Action 1 Learning Mobility

1.1 Characteristics and objectives of Key Action 1

Key Action 1 (KA1) is the primary mechanism within the Erasmus+ programme (2021 – 2027) for promoting the learning mobility of individuals. This action advances the European Union's strategic aims of fostering international cooperation, enhancing employability, and promoting social inclusion within the European Education Area. In the higher education sector, KA1 facilitates the exchange of students and staff, encompassing physical, virtual, and blended formats to ensure broad accessibility.

The overarching goals of KA1 are to enhance participants' professional and personal skills, increase intercultural awareness, and encourage innovation through transnational collaboration. By enabling learners to study or train abroad and staff to engage in teaching or professional development, the programme strengthens the quality of education and research. Furthermore, participating institutions must implement transparent selection processes, ensure full recognition of learning outcomes through systems such as ECTS, and provide robust linguistic and digital support to all participants.

KA1 comprises several distinct project strands tailored to different educational sectors, including mobility projects for learners and staff in vocational education and training (VET), school education, adult education, and youth education, as well as specialised actions like DiscoverEU and virtual exchanges. For higher education institutions in the Western Balkans, the two most relevant frameworks are KA131 and KA171.

1.2 KA131 – Higher Education Mobility Supported by Internal Policy Funds

The KA131 project strand, often referred to as “Erasmus Charter mobility” is financed through the EU's internal policy budget. Its primary role is to deepen cooperation among institutions within the Programme Countries – comprising EU Member States and third countries associated with the programme, such as Serbia and North Macedonia.

The central goal of KA131 is to foster a cohesive European Higher Education Area by supporting multilateral mobility. For Western Balkan countries not associated with the programme (Albania, Bosnia and Herzegovina, Kosovo, and Montenegro), the role in KA131 is primarily to act as host institutions. Under the “international opening” provision, Programme Country HEIs may allocate up to 20 % of their awarded grant to fund outgoing mobilities to third countries not associated with the programme. Consequently, Western Balkan universities use KA131 to receive incoming students and staff from EU partners.

Eligible Mobilities and Participants:

- Student Mobility for Studies – supports students at all levels (short-cycle, bachelor, master, and doctoral) for periods of 2 to 12 months;
- Student Mobility for Traineeships – facilitates work placements in enterprises or research institutes for 2 to 12 months;
- Staff Mobility for Teaching – enables academic staff to deliver lectures at a partner HEI for a minimum of 2 days;
- Staff Mobility for Training – supports the professional development of administrative or academic staff through workshops, job shadowing, or observation;
- Blended Intensive Programs (BIPs) – transnational short-term joint curricula (5 – 30 physical days) combined with a virtual component, requiring a consortium of at least three HEIs.

Funding withing the KA131 project is provided via unit-cost grants. Participants receive individual support based on the duration of their stay and the living costs of the host country, classified into three groups (Group 1: Higher, Group 2: Medium, Group 3: Lower). Travel support is calculated according to distance bands determined by the official Erasmus+ distance calculator. Institutions also receive organisational support (OS) to cover administrative costs, and additional inclusion support is available for participants with fewer opportunities to ensure equitable access.

1.3 KA171 – International Credit Mobility (ICM) Supported by External Policy Funds

KA171, widely known as International Credit Mobility (ICM), utilizes the EU's external action instruments (NDICI and IPA III) to support mobility between Programme Countries and partner regions worldwide. The Western Balkans is designated as Region 1, a priority area for these external funds.

The objective of KA171 is to reinforce the international dimension of higher education and support the socio-economic development of partner countries. Unlike KA131, KA171 is a competitive action where applications are evaluated based on project design quality, the relevance of the internationalisation strategy, and projected impact. For Western Balkan universities, this project is the primary vehicle for funding outgoing mobility to EU institutions, while also allowing for incoming flows.

The mobility types are largely identical to KA131 but operate exclusively between Programme and Partner Countries:

- Student Mobility (Studies/Traineeships) – open to all cycles, with no restriction on the number of undergraduate or short-cycle students from the Western Balkans. Duration typically ranges from 2 to 12 months for physical mobility;
- Staff Mobility (Teaching/Training) – facilitates exchange for 5 days to 2 months.

Grants in KA171 follow a unit-cost model similar to KA131 but are governed by different budget envelopes per region. Individual support rates for incoming students to Programme Countries are fixed at approximately EUR 800 – 900 per month, while staff receive daily rates depending on the host country. Travel support is provided as a lump sum based on distance bands, with higher amounts for "green travel". Organisational support is awarded to the beneficiary institution to manage the mobility cycle, and specialized inclusion support covers actual costs for participants with disabilities or health-related conditions. Proposals for Region 1 are expected to place strategic emphasis on student mobility to align with regional policy priorities.

2. Financial framework and grant management in Key Action 1

2.1 Erasmus+ Mobility Grant

The financial architecture of Erasmus+ Key Action 1 (KA1) projects is based on unit contributions, designed to simplify administration while ensuring transparent and equitable distribution of funds. A mobility grant is not a single lump sum, but a combination of several distinct budget categories tailored to each exchange. For both KA131 (Internal Policy) and KA171 (External Policy/International Credit Mobility), the total grant awarded is the sum of these unit costs multiplied by the number of participants and the duration of their activities.

The grant is structured around four primary pillars:

- Individual Support – subsistence costs for participants (students and staff) during their stay abroad;
- Travel Support – contribution towards return travel costs from the place of origin to the venue of the activity;
- Organisational Support (OS) – funds allocated to institutions to cover administrative and pedagogical management of mobilities;
- Inclusion Support – additional funding to facilitate participation of individuals with fewer opportunities, covering either fixed top-ups or actual costs.

2.2 Individual support: subsistence rates

Individual support rates vary depending on the host country's cost of living and the participant category.

Student Mobility: For long-term physical mobility, monthly rates are categorized into three groups (Table 1). Group 1 countries (e.g., Austria, Finland, Sweden) attract the highest rates, while Group 3 countries (e.g., Bulgaria, Croatia, Serbia) attract lower rates.

Table 1 – Monthly financial support for long-term Erasmus+ student mobility by region

Mobility destination		Monthly financial support	
		KA131	KA171
Group 1 – Programme countries with higher living costs	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden	550 EUR	900 EUR
Group 2 – Programme countries with medium living costs	Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	550 EUR	850 EUR
Group 3 – Programme countries with lower living costs	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	500 EUR	800 EUR

Staff Mobility. Contributions are provided as daily rates. For the first 14 days, the rate is fixed according to the host country group (Table 2). From the 15th to the 60th day, the daily rate is reduced to 70 % of the initial base amount.

Table 2 – Daily financial support for Staff Erasmus+ Mobility by region

Mobility destination	Daily amount per participant for 1 – 14 days of mobility
Austria, Belgium, Denmark, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Finland, Netherlands, Norway, Sweden	152 EUR
Third countries not associated with the programme in Region 13 (Andorra, Monaco, San Marino, Vatican City) and Region 14 (Faroe Islands, Switzerland, United Kingdom)	152 EUR
Cyprus, Greece, Malta, Portugal, Spain, Latvia, Slovakia, Slovenia, Czech Republic, Estonia	136 EUR
Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	118 EUR
Third countries not associated with the programme in Regions 1–12	190 EUR

Short-term and Blended Mobility. Students on short-term physical mobility receive a daily rate (e.g., €79/day up to the 14th day and €56/day thereafter).

2.3 Travel support and the "green travel" incentive

Travel grants are unit contributions based on the linear distance between the participant's city of origin and the host city, calculated using the official [European Commission Distance Calculator](#). The grant covers the entire return journey using the limits shown in table 3.

Table 3 - Travel grant amount based on distance

Travel Distance	Travel Grant	Green Travel
10 – 99 km	€28	€56
100 – 499 km	€211	€285
500 – 1999 km	€309	€417
2000 – 2999 km	€395	€535
3000 – 3999 km	€580	€785
4000 – 7999 km	€1188	€1188
8000 km or more	€1735	€1735

To align with environmental priorities, participants who opt for sustainable, low-emission means of transport (e.g., train, bus, or car-pooling) for most of their journey are eligible for a Green Travel grant. This includes a higher travel unit cost (e.g., €417 instead of €309 for the 500 – 1999 km band) and up to six additional days of individual support to cover longer travel times.

2.4 Organisational and inclusion support

For KA171 projects, the OS grant is a fixed unit cost of €500 per participant. These funds are intended to cover tasks such as participant selection, linguistic preparation, mentoring, and the management of inter-institutional agreements. Institutions may transfer up to 50% of their OS budget to travel and individual support to fund additional mobilities, provided quality standards are maintained.

Students with fewer opportunities (e.g., those with disabilities or from disadvantaged socio-economic backgrounds) receive a top-up of €250 per

month. For participants requiring additional support due to physical, mental, or health-related conditions, inclusion support based on real costs is available to cover 100% of eligible expenses, subject to justification and approval by the National Agency.

3. Strategic and administrative preparation for Erasmus+ project application

The success of an Erasmus+ project application depends fundamentally on the applicant's or partner university's strong strategic and administrative preparation. Before embarking on the technical drafting of a proposal, higher education institutions (HEIs) in the Western Balkans must ensure that they possess the necessary accreditations and have established the internal policies required to meet European standards of quality and cooperation. This preparatory phase transforms internationalisation from an operational activity into a core strategic objective, thereby strengthening the institution's capacity to secure funding and effectively manage transnational partnerships and mobility activities.

3.1 The Erasmus Charter for Higher Education (ECHE)

The Erasmus Charter for Higher Education (ECHE) is the essential quality framework for all European and international cooperation activities within the programme. It is an accreditation granted by the European Commission that establishes the principles universities must uphold to participate in learning mobility and cooperation projects.

Programme Country HEIs must hold a valid ECHE to send or receive students and staff. This requires transparent selection, automatic credit recognition, and waiver of tuition fees for incoming participants..

For Western Balkan HEIs, the ECHE is obtained through the European Education and Culture Executive Agency (EACEA) via annual calls. The process involves several rigorous steps:

1. Eligibility Verification – the institution must be a recognized HEI in a country participating fully in the programme and possess a valid Erasmus Policy Statement (EPS);
2. Registration on the Portal – applicants must access the [European Commission’s Funding & Tender Opportunities Portal](#) and register their organization if they have not already done so;
3. Application Submission – the university must complete the online ECHE application form, attaching proof of accreditation and the EPS (Fig. 1);

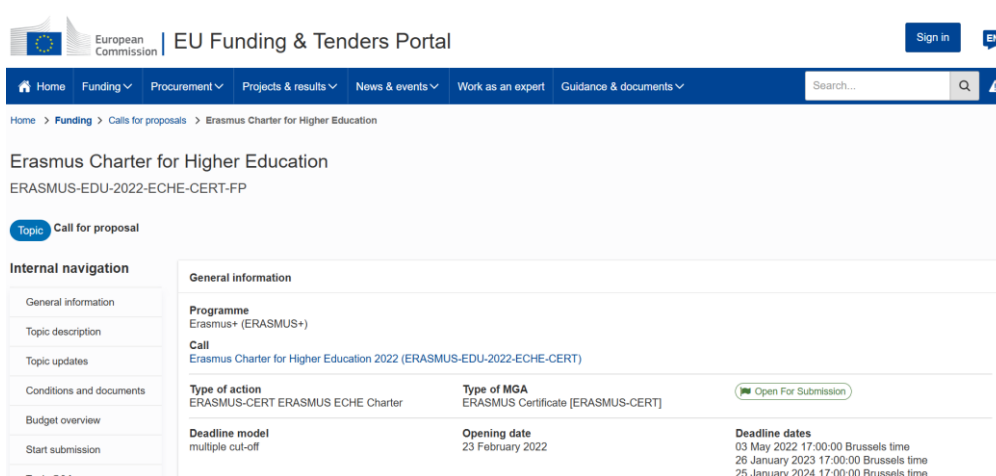


Figure 1 – A call for applications to obtain an ECHE

4. Self-Assessment – using the official ECHE self-assessment tool is recommended to evaluate institutional readiness across all charter principles;
5. Evaluation and Award – applications are evaluated by the Commission, and if successful, the ECHE is awarded for the entire duration of the Erasmus+ programme cycle (2021–2027).

The ECHE is the “entry ticket” for mobility projects, and its absence precludes a university from applying for most Erasmus+ grants or joining consortia. Beyond mere compliance, the ECHE fosters institutional trust between partners, as it guarantees that all participating entities adhere to the same high-quality standards of support and pedagogical recognition.

3.2 The Erasmus Policy Statement (EPS)

The Erasmus Policy Statement (EPS) is a public document that outlines an institution's internationalisation strategy and its plans for implementing Erasmus objectives. It is an essential component of both the ECHE application and individual project proposals.

The EPS should articulate the university's vision for transnational collaboration, outlining how it will select participants, promote social inclusion, and ensure the safety and well-being of mobile participants. It should also explain how the institution contributes to European values and supports the digital and green transitions. For partner-country HEIs that do not hold an ECHE, a functionally equivalent internationalisation strategy be in place and ready to be referenced in project applications.

In KA131 and KA171 applications, the applicant must provide a direct web link to their published EPS. A coherent EPS demonstrates institutional commitment and ensures that proposed mobilities are not isolated events but are integrated into a long-term plan for capacity building and modernization.

3.3 The Institutional Internationalisation Strategy

A comprehensive Internationalisation Strategy is a deliberate, documented plan that aligns an institution's international activities – including mobility, research, and partnerships – with its broader mission and available resources.

A successful strategy for Western Balkan HEIs should include:

- Vision and SMART Goals – clear objectives, such as increasing student mobility or establishing English-taught curricula, which are specific, measurable, and time-bound;
- Management and Governance – defined roles for the rectorate, the international relations office, and faculty-level coordinators;
- Quality Assurance – standard operating procedures for Learning Agreements, credit recognition, and participant feedback;
- Policy Alignment – explicit links to the European Credit Transfer and Accumulation System (ECTS) and the Diploma Supplement.

Reviewers assess how well a project aligns with the university's long-term internationalisation strategy. A clearly defined strategy enables the institution to provide strong, evidence-based narrative responses in the application, demonstrating the project's relevance and expected impact – two key award criteria in the Erasmus+ evaluation process.

4. Digital infrastructure and technical frameworks for project management

4.1 The Erasmus Without Paper (EWP) Dashboard: a paradigm of digital cooperation

The modern implementation of Erasmus+ mobility is underpinned by the “Erasmus Without Paper” initiative, which seeks to replace traditional paper-based administration with a seamless, interconnected digital ecosystem. The EWP Dashboard serves as the reference implementation for this network, providing a free, cloud-based infrastructure for Higher Education Institutions (HEIs) that do not possess their own Erasmus management software. For Erasmus coordinators in the Western Balkans, the Dashboard is an indispensable tool for establishing the legal and pedagogical foundations of partnerships.

To begin using the Dashboard, an institution must register a primary account with an official institutional email address, which is subsequently validated by the ESCI Service Desk. Upon validation, the designated "super user" is responsible for creating individual staff accounts for faculty-level coordinators and administrative personnel, assigning specific permissions according to their respective roles in the mobility cycle. This decentralized architecture ensures that access is both secure and tailored to the institutional hierarchy.

The IIA Manager within the Dashboard allows coordinators to create, negotiate, and digitally sign agreements in a machine-readable format (Fig. 2). This system supersedes the manual exchange of PDF documents, ensuring that all cooperation parameters – including selection criteria and credit recognition procedures – are instantly accessible to both partner institutions. By signing an IIA within this digital framework, institutions formally commit to the quality

requirements established by the Erasmus Charter for Higher Education (ECHE).

Inter-Institutional Agreements
Listing of Agreements

English

Total Agreements: 97 Active Filters: [Sorting by Last Changed Descending X](#)

YOUR ID	PARTNER ID	PARTNER	LAST EDITED	STATUS
53778474	53778474	abitura.si Abitura Ltd, education company, Vocational college	6 Mar 2026	Submitted by partner
EWP-53104280	31b57e16-3f2a-40a2-8737-a1970cf9e4ee	unimore.it UNIVERSITA DEGLI STUDI DI MODENA E REGGIO EMILIA	4 Mar 2026	Approved by all
53001044	53001044	basyd.dk ERHVERVSAKADEMI KOLDING	25 Feb 2026	Approved by all
EWP-52706963	MO-IIA-BNAMUR15-HRZAPRESI01-e69aedcd	henallux.be HAUTE ECOLE DE NAMUR-LIEGE- LUXEMBOURG	5 Feb 2026	Approved by all

Figure 2 – The IIA Manager in the EWP Dashboard

The pedagogical core of student mobility is managed through the Online Learning Agreement (OLA), which facilitates a tripartite digital signature process involving the student, the sending HEI, and the receiving HEI (Fig. 3). Coordinators can upload student data directly from external spreadsheets, enabling the automatic generation of pre-filled agreements and email notifications to participants. Once a student signs the agreement electronically, the Dashboard is updated in real-time, allowing coordinators to review, approve or decline the proposed course selection and provide specific feedback where necessary. In addition, the Dashboard integrates with the Erasmus+ Mobile App, enabling coordinators to send push notifications directly to participants' mobile devices, thereby improving communication throughout the mobility process.

STUDENT PERSONAL DATA

First name: Birth date: 15/01/2002 Field of Education: Economics (0311)
 Last name: Gender: Female ECTS: 6000
 Email: Nationality: Croatia Field of Education (Classification):

LEARNING AGREEMENT INFO

ID: 534016 ACADMIC YEAR: 2023/2024 PLANNED PERIOD: 12/02/2024 - 24/02/2024 CREATED: 22/11/2023 - 00:36:10
 534016 Changes signed by student

SENDING INSTITUTION INFO

Name: VELEKOLJE 5 PRACOV JAVNOST BALAZAR ZAPREŠIC
 Country: Croatia
 External Code: HR ZAPREŠIC
 Address: Zaprrešic
 Faculty: Finance and Investments
 Contact Person: Kristina Dolo Labin, kldolab@huk.hr
 Res. Person: Kristina Dolo Labin, kldolab@huk.hr

RECEIVING INSTITUTION INFO

Name: UNIVERSITA DEGLI STUDI DI FOGGIA
 Country: Italy
 External Code: IFOGGIA03
 Address: Foggia
 Faculty: Economics
 Contact Person: Antonietta Russo, antonietta.russo@unifg.it
 Res. Person: Antonietta Russo, antonietta.russo@unifg.it

CHANGES TO TABLE A

CODE	SUBJECT	ECTS	SEMESTER	REASON
130712	ANALISI SPECIALISTICA	6	Second semester (Summer/Spring)	Substituting a defined component

CHANGES TO TABLE B

No courses to show

CHANGES TO TABLE C

No courses to show

Signature Section

Higher Education Learning Agreement for Studies Academic Year 2023/2024

Student	Last name	First name	Date of birth	Gender	Nationality
				Female	Croatia

Field of education: Economics (0311) Field of education classification: Study cycle: Master or equivalent second cycle (ECOP level 7)

Sending Institution	Name	Faculty (Department)	Erasmus code (if applicable)	Address	Country	Contact person name / email / phone
	VELEKOLJE 5 PRACOV JAVNOST BALAZAR ZAPREŠIC	Finance and Investments	HR ZAPREŠIC	Zaprrešic	Croatia	Kristina Dolo Labin / kldolab@huk.hr

Receiving Institution	Name	Faculty (Department)	Erasmus code (if applicable)	Address	Country	Contact person name / email / phone
	UNIVERSITA DEGLI STUDI DI FOGGIA	Economics /	IFOGGIA03	Foggia	Italy	

Commitment

I, the undersigned, the student, the sending institution and the receiving institution confirm that they agree the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for students and to participate agreed in the Learning Agreement for students based at Partner Cities. The sending institution and the student shall also comply with all set out in the Erasmus grant agreement. The receiving institution confirms that the educational components listed in Table A are in line with its current catalogue and should be available to the student. The sending institution confirms that the educational components listed in Table B are in line with its current catalogue and should be available to the student. The sending institution confirms that the educational components listed in Table C are in line with its current catalogue and should be available to the student. The student and the receiving institution will communicate to the sending institution any problems or changes regarding the study programme, accessible persons and study period.

Commitment	Name	Email / Phone	Position	Date	Signature
Student			Student	28-11-23	
Responsible person at the Sending Institution	Kristina Dolo Labin	kldolab@huk.hr	Responsible person at the Sending Institution	06-12-23	Action Vinstamp
Responsible person at the Receiving Institution	Antonietta Russo		Responsible person at the Receiving Institution	06-12-23	Action Vinstamp

Figure 3 – The Online Learning Agreement signing process in the EWP Dashboard

The Transcript of Records (ToR) functionality within the EWP Dashboard represents a critical advancement in the digital management of the post-mobility phase, facilitating the seamless and secure exchange of academic results between HEIs (Fig. 4). The primary objective of the ToR module is to replace the traditional, manual transmission of paper-based or PDF grade reports with a machine-readable digital exchange. This process typically commences immediately following the conclusion of a student's mobility period. The Dashboard allows the receiving institution to encode and transmit the student's grades and earned ECTS credits directly to the sending institution's system. This system-to-system communication ensures that academic data is transferred instantly and accurately, mitigating the risks of clerical errors or fraudulent documentation.

LEARNING AGREEMENT INFO

ID	STATUS	ACADEMIC YEAR	PLANNED PERIOD	CREATED
1218078	Changes signed by student/sending/receiving	2025/2026	02/03/2026 - 18/07/2026	08/01/2026 - 21:26:52

General Info Courses Changes **ToR**

Mobility Start Date: 2026-03-02
Mobility End Date: 2026-07-18

[UPDATE TOR MOBILITY DATE](#) [+ ADD A NEW COMPONENT](#)

TRANSCRIPT OF RECORDS AT THE RECEIVING INSTITUTION

COMPONENT CODE	COMPONENT TITLE AT THE RECEIVING INSTITUTION	GRADES RECEIVED AT THE RECEIVING INSTITUTION	NUMBER OF ECTS CREDITS	SUCCESSFULLY COMPLETED
Total ECTS:			0	

Figure 4 – Creating a Transcript of Records through the EWP Dashboard after the mobility

Beyond the management of Inter-Institutional Agreements and Learning Agreements, the Erasmus Without Paper (EWP) Dashboard provides a range of administrative tools that support student nominations, applications and institutional communication. Through its integration with the Erasmus Virtual Assistant (EVA), Higher Education Institutions can manage incoming and outgoing student nominations and applications within a unified digital interface. This system also facilitates a robust communication channel through its interconnectivity with the Erasmus+ Mobile App. Coordinators may utilise this synergy to transmit real-time push notifications or critical academic updates directly to participants' mobile devices. In addition, institutions can create customised "mobility journeys" by providing institution-specific information, such as local events, practical guidance, and logistical information, which participants can access through the mobile app. These features enhance communication, improve the participant experience, and contribute to the effective organisation and overall quality of the mobility period.

4.2 The Beneficiary Module (BM): financial stewardship and lifecycle management

The Beneficiary Module (BM) is the primary web-based platform for managing and reporting Erasmus+ projects. It acts as a centralized data hub that links the beneficiary institution with its respective National Agency throughout the project duration. Access is strictly controlled via EU Login, providing a high-security gateway for administrative tasks.

One of the most significant advantages of the BM is the automation of grant calculations based on established programme rules and integrated distance calculators. As coordinators enter mobility data – including participant profiles, linear distance bands, and travel dates – the module automatically computes the corresponding individual and travel support grants (Fig. 5).

The screenshot displays the Erasmus+ Beneficiary Module (BM) interface, which is used for managing and reporting projects. The interface is divided into several sections, with blue arrows numbered 1 through 6 highlighting key areas:

- 1** Points to the 'Mobility activities' table, which lists activities with columns for Mobility activity ID, Mobility activity name, Activity type, First name, Last name, Participant's email, Sending country, and Receiving country.
- 2** Points to the 'Participant' details section, which includes fields for Participant ID, First name, Last name, Email, Date of birth, Gender, and Nationality.
- 3** Points to the 'Inclusion support' section, which includes fields for Distance band, Main means of transport, and Sustainable means of transport.
- 4** Points to the 'Travel grant' section, which includes fields for Travel days, Travel support, and Travel support not required.
- 5** Points to the 'Distance calculator' link, which is used to calculate the distance between the sending and receiving locations.
- 6** Points to the 'Budget' section, which includes fields for Project duration, Start date, End date, Duration calculated (days), and Budget.

The interface also features a map on the right side of the 'Travel grant' section, which is used to visualize the travel route and calculate the distance. The 'Budget' section at the bottom right shows the 'TOTAL CALCULATIONS' for the project, including the 'Travel support', 'Individual support grant', and 'Total mobility activity grant'.

Figure 5 – Calculation of the Erasmus+ mobility grant amount using the Beneficiary Module

Coordinators are required to monitor the "Budget" tab regularly to ensure that spending remains aligned with the awarded grant agreement (Fig. 6). The system also enables the management of "zero-grant" participants, who benefit from the Erasmus+ framework without drawing from the EU subsistence budget.

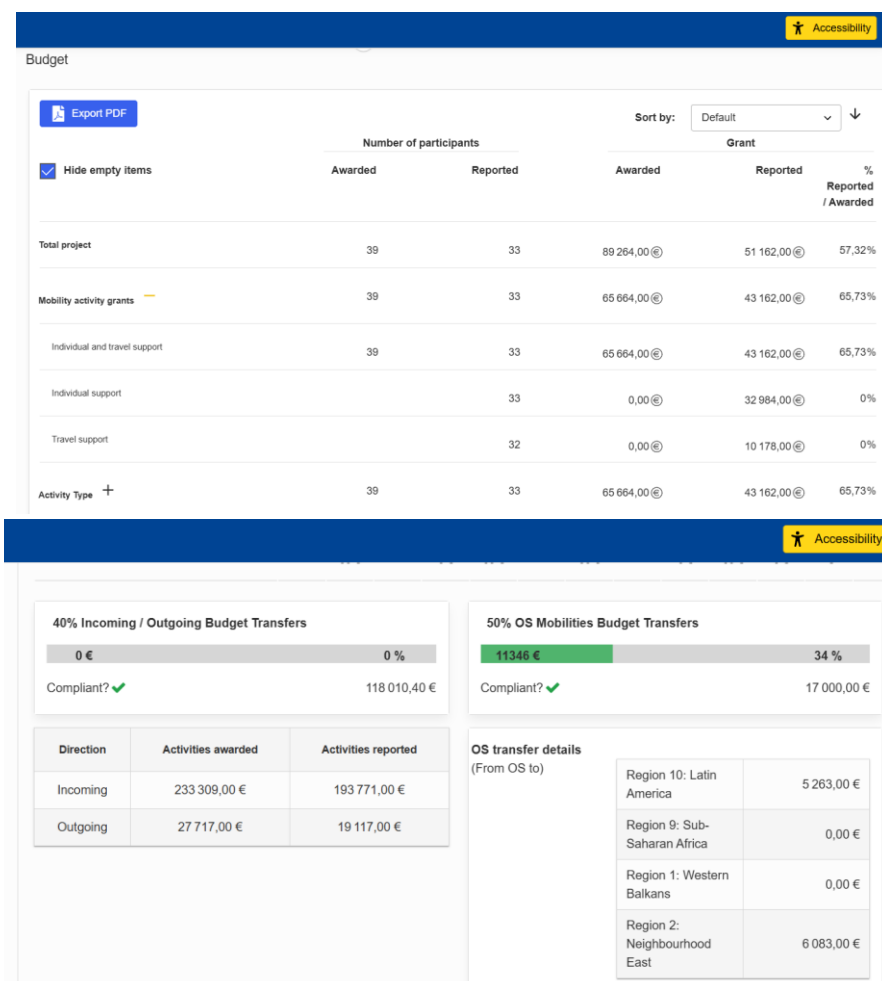


Figure 6 – Erasmus+ project budget monitoring through the Beneficiary Module

During the implementation phase, the beneficiary HEI is responsible for encoding precise information on every participant and mobility activity. This

data must be updated at least once per month to maintain institutional transparency and data consistency. A critical administrative task is the validation of mobilities, represented by a green checkmark, which indicates that a mobility activity is complete and eligible for financial settlement. The module also requests individual participant reports automatically toward the end of the mobility period, a process that is essential for triggering final grant payments.

As project conclusion, the BM facilitates the generation of the Final Beneficiary Report (Fig. 7). This report is prefilled with quantitative data derived from the mobilities previously encoded, significantly reducing the potential for clerical errors. The coordinator must then complete the qualitative narrative sections, describing the project's impact, participant selection procedures, and any challenges encountered during implementation. Final grant settlement depends on National Agency approval of this report.

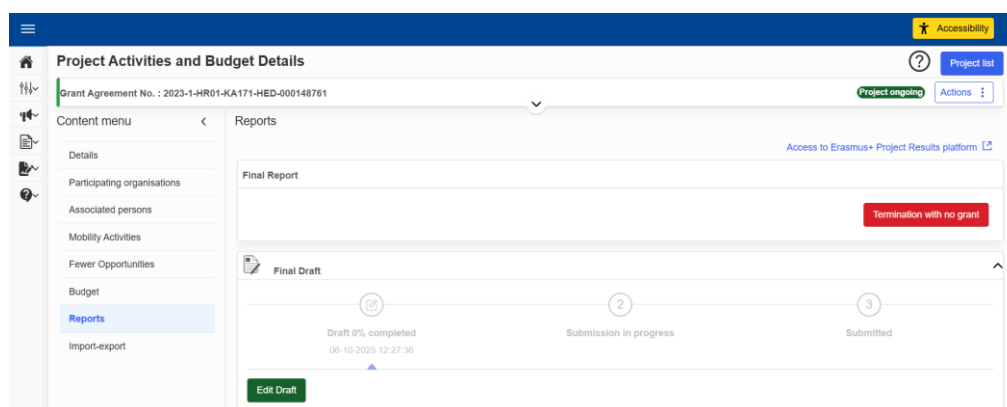


Figure 7 – Submitting an Erasmus+ project final report through the Beneficiary Module

5. Procedural protocol for the preparation and submission of project applications

The submission of a grant application represents the culmination of the strategic preparation phase, requiring a meticulous approach to the technical and qualitative requirements of the Erasmus+ programme.

5.1 Step 1: institutional registration and digital identification

The first step in any Erasmus+ application involves the formal registration of the participating institution within the European Commission's integrated identity management systems. For Higher Education Institutions (HEIs) in the Western Balkans, this step is non-negotiable and must be completed well in advance of submission deadlines to ensure administrative validity.

EU Login Authentication. The primary gateway to all Erasmus+ IT tools is the EU Login (formerly ECAS). This personal authentication service serves as a high-security entry point for individuals representing their institutions.

To initiate an account, the coordinator must provide a corporate email address and complete the registration via the official platform. It is imperative that institutional representatives maintain these credentials securely, as they grant access to sensitive project data and the electronic signature of legal documents.

The Organisation ID (OID) and Registration System. Following personal authentication, the institution must be registered in the Organisation Registration System (ORS) to obtain an Organisation ID (OID). This eight-digit unique identifier (preceded by the letter 'E') serves as the institution's "digital passport" within the programme.

The OID system is designed to enhance efficiency; once an OID is entered into an application form, it automatically populates the document with the institution's legal name, address, and accreditation data (such as ECHE details), thereby eliminating clerical errors and ensuring data consistency across all projects.

Legal and Financial Documentation. During registration, applicants must upload an Identification Form (Legal Entity Form) corresponding to their legal status (natural person, private company, or public law body). Furthermore, if the requested grant exceeds EUR 60,000, non-exempt entities may be required to submit financial documents, such as a balance sheet and a profit and loss account, to verify their financial capacity. The National Agency (NA) will subsequently certify these details against the uploaded supporting documents to validate the organization within the system.

5.2 Step 2: strategic selection of the application framework

Once institutional registration is confirmed, the coordinator must navigate the [European Commission's Funding & Tender Opportunities Portal](#) to select the specific action and call year relevant to their internationalisation goals.

The applicant must carefully choose the correct web form, as the administrative requirements and evaluation criteria differ significantly between internal and external policy strands:

- KA131-HED (Internal Policy Funds) – this form is utilized for mobility between Programme Countries. For Western Balkan universities in associated countries (Serbia, North Macedonia), this is the vehicle for intra-European exchanges;

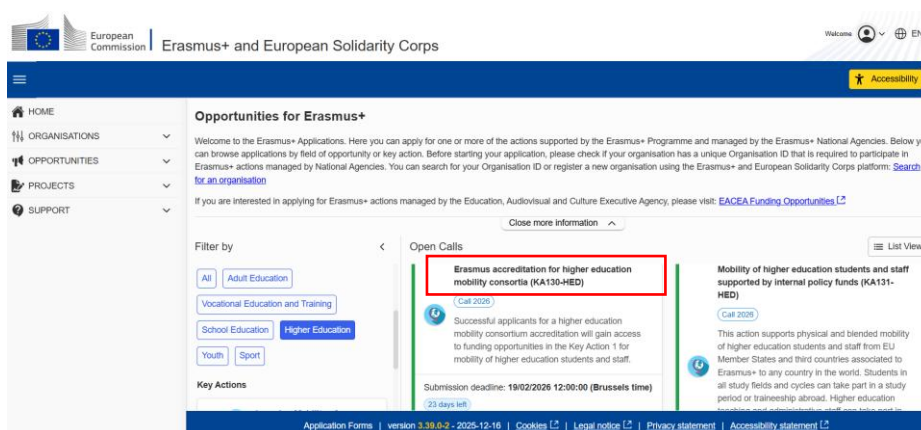


Figure 9 – KA131 Erasmus+ Project Application Call

- KA171-HED (External Policy Funds/ICM) – this form is specifically designed for international credit mobility between Programme and Partner Countries. It requires a more detailed qualitative justification focused on regional priorities and strategic impact.

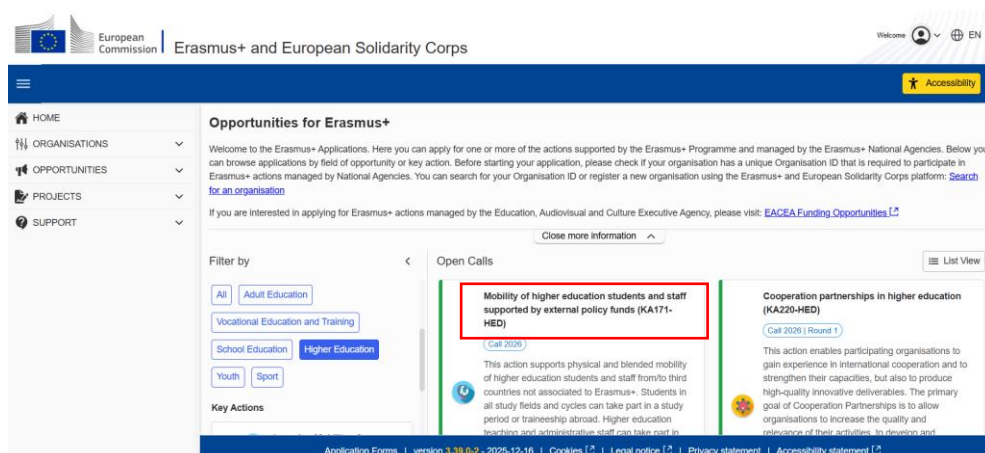


Figure 8 – KA171 Erasmus+ Project Application Call

Access to the application forms typically requires 2-factor authentication via the EU Login mobile application or a VASCO token. Coordinators are advised to use the “Opportunities” section of the portal to locate current open calls. The forms are designed to be “user-friendly” with auto-save functions and real-time validation markers (green ticks) that indicate when mandatory fields have been satisfied according to programme rules.

5.3 Step 3: establishing project context and policy alignment

The third step involves defining the temporal and strategic parameters of the mobility project. This section is critical as it sets the baseline for the project’s duration and its integration into the institution’s broader policy framework.

The applicant must define the intended duration and commencement of the activities. Under standard regulations:

- KA131 projects typically commence on 1 June following the call deadline and may run for a duration of up to 26 months;
- KA171 projects generally start on 1 August and can extend for 24 or 36 months, depending on the scale of the planned regional partnerships.

A mandatory requirement within the “Context” section is the provision of a direct web link to the institution’s published Erasmus Policy Statement (EPS).

The EPS serves as the institution's public commitment to the quality standards of the programme, including the automatic recognition of credits and the implementation of digital mobility management. For the evaluator, this link acts as primary evidence that the proposed project is not a fragmented activity but is rooted in a formal, high-level institutional strategy.

The application must be directed to the National Agency of the country in which the applicant organization is established. For Western Balkan universities acting as coordinators, this is their local NEO or NA. Selecting the correct agency ensures that the proposal is evaluated by experts familiar with the regional educational context and policy priorities.

5.4 Step 4: encoding participating organisations and associated personnel

The fourth stage of the application procedure necessitates the formal identification of all legal entities involved in the proposed mobility framework. This process is automated through the use of the Organisation ID (OID), which serves as a digital link to the institution's verified legal and administrative profile

Upon entering the applicant's unique eight-digit OID, the electronic form retrieves the institution's legal name, address, and country from the Organisation Registration System. For Higher Education Institutions (HEIs) established in Programme Countries (including Serbia and North Macedonia), the system automatically fetches the Erasmus Charter for Higher Education (ECHE) accreditation reference. The coordinator must confirm that the institution holds a valid ECHE, as this is a fundamental prerequisite for eligibility. If the applicant is acting on behalf of an accredited mobility consortium, the specific consortium accreditation must also be selected at this stage.

The applicant must identify specific individuals responsible for the legal and operational stewardship of the project. This includes a minimum of two distinct roles:

- the Legal Representative (typically the Rector of the institution);
- the Primary Contact Person (usually the Head of the Erasmus or International Relations Office).

In some instances, a third role for the Online Language Support (OLS) Contact must be designated to manage linguistic preparation for participants. Accurate contact details are imperative to ensure seamless communication between the National Agency and the beneficiary throughout the project lifecycle.

For KA171 applications, the applicant must explicitly select Region 1 – Western Balkans and list every partner HEI with which cooperation is intended. Each partner university must be identified by its specific OID (Fig. 9) to ensure its country and legal status are correctly recognized for funding purposes. While non-academic partners for traineeships or staff training may be added during the implementation phase, including them at the application stage with an OID is strongly recommended to demonstrate the maturity and specificity of the partnership.

Figure 9 – Organisation ID search and registration

5.5 Step 5: defining mobility activities and quantitative flows

The fifth step requires the applicant to translate strategic internationalisation objectives into a detailed quantitative work plan. This section forms the basis for the automated calculation of the requested EU grant.

Applicants must enumerate each planned mobility flow, categorized by the type of activity and the direction of the exchange (incoming or outgoing). Eligible activities include:

- Student Mobility for Studies (SMS) – long-term physical mobility (2 – 12 months) or blended mobility (5 – 30 physical days plus a virtual component);
- Student Mobility for Traineeships (SMT) – work placements in enterprises or research institutes for similar durations;
- Staff Mobility for Teaching (STA) – assignments allowing academic staff to lecture at a partner HEI;
- Staff Mobility for Training (STT) – professional development for academic or administrative personnel.

Figure 10 shows the 'Activities' section of an Erasmus+ KA131 project application form. The form is titled 'Application - Form ID: KA131-HED-F24BE050' and is for the applicant 'VELEUČILISTE S PRAVOM JAVNOSTI BALTARAR ZAPRESIC (E10102659 - HR)'. The programme is 'Erasmus+ - Call : 2026 - Action type : Mobilnost studenata i osoblja visokog obrazovanja financirana sredstvima za unutarnju politiku (KA131-HED)'. The form is in 'DRAFT' status, 'Not Submitted', with '23 days left' and 'Completion: 40%'. The 'Activities' section contains a table with the following data:

ID	Activity type	Estimated No. of participants	Estimated No. of participants with fewer opportunities	Actions
HESMS01	Student mobility for studies	20	20	[Red X]
HESMT02	Student mobility for trainee...	1	1	[Red X]
HESTA03	Staff mobility for teaching	15	0	[Red X]

Figure 10 – Identification of activities for an Erasmus+ KA131 project application

For every selected flow, the coordinator must input the estimated number of participants and the average duration of their stay (Fig. 10). A critical component of this section is the identification of participants with fewer opportunities. The applicant must specify the number of participants eligible for inclusion support, which triggers the automatic calculation of supplementary top-up grants intended to offset barriers such as disabilities, economic obstacles, or social challenges.

The portal utilizes an integrated calculation engine to derive the total budget request based on unit costs for individual support, travel lump sums

(determined by distance bands), and organisational support. For KA131 projects, coordinators from associated Western Balkan countries wishing to host incoming participants from third countries not associated with the programme must activate the "international opening" provision, which allows up to 20 % of the awarded grant to be allocated to international flows. It is essential that these quantitative figures align precisely with the qualitative justifications provided in the subsequent narrative sections of the application to ensure a high evaluation score.

5.6 Step 6: elaboration of qualitative narrative responses

The drafting of qualitative narrative responses represents the intellectual core of the application and the primary determinant of its competitive success. While the quantitative sections establish the financial requirements, the narrative serves to articulate the strategic rationale, pedagogical integrity, and anticipated societal contributions of the proposed mobility framework. In actions such as KA171, which are characterized by high levels of competition, the quality of these justifications is critical, as funding is awarded based on a ranked list derived from these evaluative scores.

Quality of Project Design and Cooperation Arrangements. This section requires a comprehensive exposition of the operational lifecycle of the mobility project. Applicants must detail the precise division of roles, tasks, and responsibilities between the coordinating institution and its international partners. It is imperative to describe the specific procedures for the fair and transparent selection of participants, as well as the robust support mechanisms provided to them before, during, and after their mobility period. Furthermore, the narrative must provide a rigorous explanation of the institutional processes for the automatic recognition of learning outcomes and the application of the European Credit Transfer and Accumulation System (ECTS). A significant component of this criterion is the explicit demonstration of how the project intends to promote shared European values, including human dignity, democracy, and non-discrimination.

Relevance of the Strategy. Applicants must demonstrate that the proposed activities are not isolated administrative events but are fundamentally aligned with the institution's broader internationalisation goals and its published

Erasmus Policy Statement (EPS). For KA171 projects, the narrative must provide a tailored justification for the selection of specific partner regions – such as Region 1 (Western Balkans) – explaining how the cooperation addresses identified needs and skills gaps within those contexts. A competitive proposal will include a well-developed needs analysis, specifying the challenges the project aims to mitigate for both the participants and the involved organisations. The evaluator assesses the "European added value" of the project, seeking evidence that the intended results could not be achieved without transnational cooperation and Union funding.

Impact and Dissemination. This final qualitative pillar requires a forward-looking analysis of the project's transformative potential. The applicant must define the desired impact on individual participants (e.g., enhanced employability and intercultural competence) and on the participating institutions (e.g., modernised curricula and strengthened international networks). Crucially, the narrative must outline a concrete communication and dissemination strategy to ensure that the project's outcomes are shared with relevant stakeholders at local, regional, and national levels. This includes specifying the channels – such as institutional websites, social media, or academic conferences – that will be utilized to raise the visibility of the Erasmus+ programme and its results.

Technical and Linguistic Accuracy. The narrative responses should be composed in formal English to ensure clarity and professional resonance with international evaluators. Applicants are advised to adhere strictly to the character limits imposed by the portal, which are often restricted to 2,000 characters per response, necessitating a style that is both concise and information-dense. Finally, it is imperative that all content is original and properly attributed; the application portals utilize automated screening tools to detect plagiarism and overlaps with previously funded projects, which may lead to the summary rejection of the proposal.

FULL NAME:

OID:

CONTACT PERSON:

1. Project description – Quality of project design and cooperation arrangements

How will roles, tasks and responsibilities be shared between our institutions during the project? How will these arrangements be reflected in the Inter-institutional Agreements?

Please briefly describe the participant selection procedures and how the procedures ensure equal treatment of participants with fewer opportunities.

How will you ensure full recognition of credits and achievements for all participants? Please describe the process of credit recognition in your institution.

What support will be provided to participants in administrative and academic matters, as well as in matters related to visas, insurance and accommodation?

2. Relevance of the strategy

Please describe the impact of the project on the participant, your organization, target groups and other relevant stakeholders. ~~In particular, describe~~ the project's impact on the organization in line with the institutional strategy, the Erasmus Policy Statement and its education policy agenda at European level.

3. Impact and dissemination

Please describe the impact of the project on organizations and individuals outside of your institution at local, regional, national or international level.

Please describe the communication strategy for sharing results of the project inside and outside of your institution and your dissemination activities. Please describe the dissemination process in your institution and provide links to information about activities to promote the Erasmus+ programme.

Figure 11 – Sample questionnaire for partner institutions in an Erasmus+ KA171 project

5.7 Step 7: financial validation and technical consistency

The seventh stage of the application process involves a rigorous verification of the project's budgetary framework and the technical integrity of the electronic submission. The Erasmus+ application portal utilizes an automated calculation engine to derive the total requested grant, but the responsibility for ensuring that these figures accurately reflect the project's strategic goals remains with the Erasmus coordinator.

The Requested EU Grant is not entered as a single lump sum but is a composite figure generated by the system based on the mobility data encoded in previous

steps. For both KA131 and KA171, the grant is calculated using fixed unit contributions. This includes:

- Individual Support – computed by multiplying the number of participants by the duration of the mobility and the applicable monthly or daily rate for the host country;
- Travel Support – based on the linear distance between the city of origin and the venue of the activity, as determined by the official European Commission Distance Calculator;
- Inclusion Support – automated top-ups triggered by the number of participants identified as having fewer opportunities;
- Organisational Support (OS) – a fixed contribution per participant intended to cover institutional administrative costs.

Coordinators must exercise precision when determining travel distance bands. If a mobility flow involves multiple cities of origin or host cities, the applicant may either encode a single flow using an average distance band or, more accurately, encode several distinct flows with specific distance bands. It is imperative to use the official EC tool, as the system will not allow manual overrides of the pre-defined unit costs associated with these bands.

The application interface features a “Content Menu” that provides a visual representation of the proposal’s technical readiness. A section is considered “validated” only when it is marked with a green tick, indicating that all mandatory fields (marked with a red asterisk) have been completed and that the input adheres to character limits and formatting rules. The system also generates warning messages if encoded flows are ineligible – for example, if a KA131 outgoing student mobility to a Partner Country exceeds the permissible 20 % budget share or if a flow is restricted to a specific study cycle.

A critical aspect of financial validation is ensuring internal consistency between the “Activities” tables and the “Project Description” narratives. Evaluators prioritize applications where the number of planned participants and the duration of flows mentioned in the qualitative responses perfectly align with the data entered in the quantitative tables. For instance, if the narrative justifies the inclusion of ten students from a specific Western Balkan partner, the activities table for Region 1 must precisely reflect this figure to avoid being penalized for clerical inconsistency.

While the portal automates the final request, coordinators are strongly advised to maintain a detailed budget table offline. This allows the institution to verify that the unit costs are being applied correctly and to ensure that the project remains financially viable, particularly regarding the management of "zero-grant" mobilities or the potential transfer of organisational support funds to cover additional travel costs. This internal audit serves as a final safeguard before the application moves to the formal signature and submission phase.

5.8 Step 8: finalizing annexes and official submission

The concluding stage of the application procedure constitutes the formal legal and technical transmission of the proposal to the granting authority. This phase requires the Erasmus coordinator to exercise utmost diligence in ensuring that all mandatory supplementary documentation is correctly appended and that the electronic submission occurs within the rigid temporal constraints established by the European Commission.

The most critical component of the finalization phase is the attachment of the Declaration on Honor (DoH). This document serves as a self-certification of institutional eligibility, confirming that the university is not in any of the exclusion situations (such as bankruptcy or professional misconduct) and that the content of the proposal is original and authored by the applicant.

The DoH is typically pre-filled by the application portal. It must be downloaded, verified for accuracy, and signed by the Legal Representative – generally the Rector of the university. The signed document must be scanned and re-uploaded in PDF format. For multi-beneficiary actions, such as national consortia, the coordinator must also ensure that “Accession and Declaration on Honor” forms from each partner are secured and appended.

Depending on the specific requirements of the relevant National Agency or National Erasmus+ Office, additional documentation may be requisite:

- Partnership Evidence – some agencies may require proof of cooperation, such as signed Inter-Institutional Agreements (IIAs) or formal letters of commitment from international partners;

- Activity Timetables – for specific formats like Blended Intensive Programmes (BIPs) or complex youth participation events, a detailed timetable of activities must be annexed to demonstrate feasibility;
- Strategic Links – coordinators should ensure that the direct web link to the institution's published Erasmus Policy Statement (EPS) is correctly provided in the designated section or attached as an additional strategic document if requested.

Before the transmission button is activated, the coordinator must perform a final technical audit using the portal's Content Menu.

Validation Rules. A section is only considered complete when it is marked with a green tick, indicating that every mandatory field (denoted by a red asterisk) has been satisfied and that input remains within character limits – often strictly capped at 2,000 characters per response;

Clerical Accuracy. It is imperative to double-check that the budget summary correctly reflects the quantitative data entered in the mobility activities tables and that no discrepancies exist between the narrative justifications and the requested grant amount.

The act of submission is governed by strict, non-negotiable deadlines. For actions managed by National Agencies (decentralized actions), the deadline is invariably set at 12:00:00 (midday) Brussels time on the specified date.

Applicants are strongly advised to initiate the submission process at least 24 hours prior to the deadline. This buffer is essential to mitigate potential technical congestion on the European Commission's servers and to allow for the correction of unforeseen clerical errors.

Upon successful submission, the system generates a unique Submission ID. The coordinator must immediately download and archive the official PDF copy of the submitted form, which serves as the definitive record of the application's content and the exact time of delivery.

The Erasmus+ digital ecosystem allows for a degree of flexibility prior to the expiration of the call. Should a coordinator identify a significant error or omission following the initial transmission, the portal allows the applicant to reopen, edit, and resubmit the form multiple times until the deadline. In such instances, the National Agency will only consider the latest version submitted

before the deadline as the valid proposal for evaluation. Following the deadline, the data becomes read-only and enters the formal eligibility and quality assessment phase.

6. The post-application phase: evaluation, notification, and institutional onboarding

The submission of the Erasmus+ application initiates a rigorous period of administrative and qualitative scrutiny conducted by the granting authority – either the National Agency in the applicant’s country or the European Education and Culture Executive Agency (EACEA). For Erasmus coordinators in the Western Balkans, understanding the mechanics of this phase is essential for managing institutional expectations and preparing for the subsequent legal and operational implementation of the project.

6.1 The evaluative framework and methodology

All submitted proposals undergo a formalized assessment procedure to ensure they adhere to the fundamental principles of the Erasmus+ programme. The evaluation process is segmented into distinct stages:

- Admissibility and Eligibility Verification – before a qualitative assessment is performed, the application is checked for compliance with technical requirements (e.g., submission before the deadline, use of the correct web form, and presence of mandatory annexes like the Declaration on Honor);
- Exclusion and Selection Criteria – the granting authority verifies that the applicant institution is not in a position of exclusion (e.g., bankruptcy or professional misconduct) and possesses the financial and operational capacity to manage the requested funds;
- Qualitative Quality Assessment – for competitive actions, the proposal is evaluated by independent experts based on predefined award criteria.

It is important to distinguish between the two primary strands of Key Action 1. For KA131 (Internal Policy Funds), there is no qualitative scoring; any eligible application from a university holding a valid Erasmus Charter for Higher Education (ECHE) will receive funding based on historical performance and available budget. Conversely, KA171 (International Credit Mobility) is a highly competitive action where funding is awarded based on the intellectual and strategic merit of the proposal.

6.2 Award criteria for KA171 projects

Proposals for International Credit Mobility are evaluated according to three primary pillars, with a maximum total score of 100 points:

- *Quality of the Project Design and Cooperation (40 points)*. This criterion assesses the clarity of roles and responsibilities between partners, the procedures for selecting participants, and the mechanisms for the automatic recognition of credits through ECTS.
- *Relevance of the Strategy (40 points)*. Evaluated separately for each partner region (e.g., Region 1 – Western Balkans), this focuses on how the mobility flows align with the institution's internationalisation goals and the specific needs of the partner countries.
- *Impact and Dissemination (20 points)*. Experts evaluate the projected benefits for individual participants and institutions, as well as the robustness of the plan to share project outcomes with the wider community.

To be considered for funding, a regional sub-project must reach a total score of at least 60 points, while also meeting a 50% threshold in each of the three individual criteria.

6.3 Notification of evaluation results

Upon completion of the evaluation, the National Agency establishes a ranking list of projects. Applicants are formally notified of the decision through an Evaluation Result Letter. For Key Action 1 projects, this notification typically occurs indicatively four months after the submission deadline.

The result letter provides a detailed breakdown of the scores and a qualitative summary of the experts' comments, highlighting the strengths and weaknesses of the proposal. There are three possible outcomes:

- Selected for funding – the project is approved, and the institution is invited to the grant preparation phase;
- Reserve list – the proposal met the quality threshold but cannot be funded immediately due to budget limitations. These projects may receive funding if higher-ranked beneficiaries abstain from their grants;.
- Rejected – the proposal either failed to meet the eligibility requirements or did not achieve the minimum quality score.

6.4 Immediate actions following a successful award

A notification of selection does not constitute a formal commitment for funding; the institution must first satisfy several legal and administrative requirements.

Legal entity and financial validation. The university may be requested to provide additional supporting documents via the Organisation Registration System to verify its legal status or financial capacity. This is a prerequisite for the generation of the grant agreement.

Signature of the Beneficiary Grant Agreement. The National Agency will issue the Beneficiary Grant Agreement, which is the primary legal contract governing the project. This document details the approved mobility flows, the total grant awarded, and the reporting obligations. It must be signed by the university's Legal Representative.

Inter-Institutional Agreements (IIAs). Prior to the commencement of any mobility, the beneficiary institution must ensure that a valid Inter-Institutional Agreement is signed with every partner HEI listed in the application. By signing this agreement, both parties formally commit to the quality standards of the programme, including transparent selection and the non-charging of tuition fees.

Technical preparation in the Beneficiary Module. Once the grant agreement is active, the project details are synchronised with the Beneficiary Module (BM). The Erasmus coordinator must then begin encoding the specific data for each selected participant to ensure that individual grant payments can be processed according to the programme's financial rules.

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