

Lifelong Learning Programme Erasmus Application Form 2013 for Intensive Programmes (IP)

PLEASE NOTE THAT THE TABLES REFERRED TO IN CERTAIN FIELDS OF THIS FORM CAN BE FOUND IN THE ANNEX.

1. SUBMISSION DATA

LLP Sub-Programme	Erasmus	Action Type	Intensive Programmes
Call	2013		
Submitted to	CMEPIUS Erasmus IP Ob železnici 30a 1000 Ljubljana		
Date of submission (not to be filled by the applicant, but by the National Agency upon arrival)		Working Language of the IP	[see Table A – Languages]
Renewal or new?¹	<input type="checkbox"/> renewal <input type="checkbox"/> new	For Renewal: year when first awarded an Erasmus IP grant	<input type="checkbox"/> 2011 <input type="checkbox"/> 2012
Applicant organisation			
Erasmus ID Code of the applicant HEI * (e.g. B BRUXEL01)			
Title			
Acronym (if applicable)			
Is the IP part of an Erasmus Mundus Master Course?	<input type="checkbox"/> yes <input type="checkbox"/> no		
Has this IP been funded by a different LLP National Agency since 2007 with the same or similar topic/IP consortium?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, please specify the title of the IP: The former coordinating institution: The National Agency that provided the grant: the year(s) of funding:		

¹ The maximum duration of funding for an IP is three consecutive years, but funding has to be approved annually. If you intend to run the IP for more than one academic year, you must submit an application form each year, and the application will be subject to a quality assessment. If the coordination of the IP in the academic year 2013/14 is moving to a different National Agency as compared to 2012/13, your application will be assessed on the same basis as a new application. However, also in this case, the total duration of funding for the same or very similar IP may not exceed 3 years.

Planned project duration	<p>If this is a proposal for a new IP, please tick the respective box(es) according to the planned length of the IP.¹</p> <p><input type="checkbox"/> 1 academic year <input type="checkbox"/> 2 academic years <input type="checkbox"/> 3 academic years</p>
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*If you are in doubt regarding your codes, please contact the Education, Audiovisual and Culture Executive Agency: eacea-info@ec.europa.eu ; <http://eacea.ec.europa.eu>

² Please note: if you are applying for a new project and you indicate the planned duration as 1 year, you are not allowed to apply for a renewal next year. If you indicate the planned duration as 2 years, you are allowed to apply for renewal next year, but you are not allowed to apply for renewal afterwards.

GENERAL INFORMATION

Before completing this form, please read the relevant sections in the 2013 Call for Proposals published by the European Commission and by your National Agency and the *Lifelong Learning Programme Guide 2013*, which contain additional information on the deadline for submission, the eligibility and award criteria, the National Agency address to which the application must be sent. Links to these documents and further information can be found on the Lifelong Learning Programme website:

http://ec.europa.eu/education/llp/doc848_en.htm

Please note that this application form is to be used by higher education institutions (HEIs) wishing to **coordinate** an Erasmus Intensive Programme (IP). The form has to be fully filled out for:

- **NEW** Intensive Programmes (IP), i.e. IPs that have not received any EU funding so far or IPs which have already received support in the academic year 2011/12 and/or 2012/13 but where the coordination of the IP is changing to a different country/region with a different National Agency.
- **RENEWAL** of Intensive Programmes (IP), i.e. IPs that have already received funding in the academic year 2011/12 and/or 2012/13 and where the coordination in 2013/14 is staying in the same country/region with the same National Agency as hitherto.

Please note that **all** HEIs participating in the IP must hold an Erasmus University Charter (EUC). The participation of external experts and partners from countries outside the scope of the Lifelong Learning Programme (LLP) is possible. Their costs can be covered from the organisational costs or from funding outside LLP.

An IP with the same or very similar partnership and the same or a very similar topic may apply at only one National Agency under the same Call for proposals.

The contractual period for the selected IP will be 1 September 2013 – 31 August 2014. (The end date of the IP may be after 31 August 2014, provided that the starting date of the IP is within the above mentioned period.)

In accordance with standard European Commission practice, the information provided in your application form may be used by the Commission to evaluate the Lifelong Learning Programme. The relevant data protection regulations will be respected.

The form must be completed in one of the official languages of the European Union and it is strongly recommended that the language used to fill in the application form is widely understood and used by all the partners in the Intensive Programme.

The application must be submitted by **8 March 2013 (date as postmark)**. Applications submitted after this deadline will be rejected. Please note that handwritten, faxed applications or those only sent by e-mail will not be considered. It is strongly recommended that you send your application by such means that provide you with proof of date of dispatch (registered post, express courier, etc.). The application form should be sent only to the National Agency of the country of the coordinating institution. Application has to be submitted first in electronic form and only then printed. Application form has to be sent in **original and two copies**. Each copy must have clearly stated that it is identical to original ("Vlagatelj s svojim podpisom jamči za istovetnost kopije (oz. prevoda) z originalom.")

All applications will receive an acknowledgement of receipt.

CHECKLIST

Before sending in your application form to the National Agency, please make sure that:

- Application form has been submitted electronically through dedicated application system.
- You have used the appropriate official Application Form for the activity.
- All relevant fields in the form have been completed in full.
- The application form is not handwritten.
- The proposal has been written in one of the EU official languages.
- Your proposal fulfils all the eligibility criteria for this activity set out in the Call.
- The application form bears the original signature of the person legally authorised to sign on behalf of the applicant institution/organisation, as well as the original stamp of this institution/organisation (if applicable).
- You comply with the deadline published in the Call.

Please note: If you are an institution or organisation in the education and training sector which has received over 50% of its annual revenues (excluding Community grant funds) from public sources over the last 2 years, or which is controlled by public bodies or their representatives, you are considered to have sufficient financial and administrative capacity. In case your institution does not fall in this category, the National Agency has the right to request at any time a copy of the official annual accounts for the most recent financial year for which accounts have been closed or an external audit report produced by an approved auditor, certifying the accounts for the last year available in order to ensure that your institution has the necessary financial and administrative capacity.

2. COORDINATOR DATA

2.1 ORGANISATION

The organisation is the HEI that will coordinate the Erasmus Intensive Programme. When filling in a field with information from a reference table, please type in both the **code** and the **description** in order to avoid later misunderstanding.

Full legal name in national language and characters			
Full legal name in Latin characters (where originals are not in Latin characters)			
Type of organisation	EDU-UNIV - University or higher education institution (tertiary level)	Economic Sector	P - Education
Legal Status	<input type="checkbox"/> Private <input type="checkbox"/> Public		
Profit / Non-profit	<input type="checkbox"/> Profit <input type="checkbox"/> Non profit		
Legal Address			
Postcode		City	
Country			
Website			
Erasmus University Charter (EUC) *			
Erasmus ID Code (e.g. B BRUXEL01) *			

* If you are in doubt regarding your codes, you should contact the Education, Audiovisual and Culture Executive Agency: eacea-info@ec.europa.eu ; <http://eacea.ec.europa.eu>

2.2 CONTACT PERSON (PROJECT COORDINATOR)

Title		First name	
Family name			
Department			
Position			
Work address*			
Postcode		City	
Country			
Telephone 1		Telephone 2	
Mobile		Fax	
E-mail			

* Please note that this address will be used for the acknowledgement of receipt and all further correspondence relating to the project.

2.3 DECLARATION BY THE LEGAL REPRESENTATIVE OF THE APPLICANT ORGANISATION

This section must be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant institution. This Declaration must be completed and signed by the applicant institution.

PERSON AUTHORISED TO SIGN THE EU GRANT AGREEMENT

Title		First name	
Family name			
Organisation			
Department			
Position			
Address			
Postcode		City	
Country			
Telephone 1		Telephone 2	
Fax			
E-mail			

DECLARATION OF HONOUR

I, the undersigned,

Request from my National Agency a grant for my organisation as set out in section 6 of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely: It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that:

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';

- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

In particular I confirm that this proposal or a proposal with the same or very similar topic or the same or very similar partnership has not been submitted to any other National Agency under the current Call for proposals.

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate National Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. (http://www.edps.europa.eu/00_home.htm).

Signature: _____ Date: _____

Name of signatory: _____

Position within the organisation: _____

Name of the applicant organisation: _____

Stamp of the organisation:

3. PARTNERS DATA

Please note that all IP must involve **higher education institutions** from at least three countries participating in the Lifelong Learning Programme, **at least one of which must belong to the European Union**. All participating institutions must hold an **Erasmus University Charter**. Please make sure that all participating institutions fulfil these criteria.

Please, fill in the sections 3.1 and 3.2 for all participating partner institutions.

3.1 ORGANISATION

THE ENTIRE SECTION 3 MUST BE COMPLETED FOR EACH PARTNER ORGANISATION OTHER THAN THE COORDINATING (APPLICANT) ORGANISATION DESCRIBED IN SECTION 2. FOR THIS PURPOSE, APPLICANTS SHOULD REPLICATE THE RELEVANT PAGES OF THE FORM AND ATTRIBUTE A DIFFERENT "PARTNER NUMBER" TO EACH ORGANISATION AT THE START OF SECTION 3.1.

Partner Number	e.g. PARTNER 1		
Full legal name in national language and characters			
Full legal name in Latin characters (where originals are not in Latin characters)			
Type of organisation	EDU-UNIV - University or higher education institution (tertiary level)	Economic Sector	P- Education
Legal Status	<input type="checkbox"/> Private <input type="checkbox"/> Public		
Profit / Non-profit	<input type="checkbox"/> Profit <input type="checkbox"/> Non profit		
Legal Address			
Postcode		City	
Country			
Website			
Erasmus University Charter (EUC)*			
Erasmus ID Code (e.g. B BRUXEL01)			

* Please note that all partners in an IP must be HEIs which are holders of an ERASMUS University Charter (EUC).

3.2 CONTACT PERSON

Title		First name	
Family name			
Department			
Position			
Work address			
Postcode		City	
Country			
Telephone 1		Telephone 2	
Mobile		Fax	
E-mail			

4. DESCRIPTION –FOR NEW APPLICATIONS ONLY

THE ENTIRE SECTION 4 MUST BE FILLED IN FOR NEW APPLICATIONS. RENEWAL APPLICATIONS DO NOT HAVE TO FILL IN THIS SECTION.

4.1 RELEVANCE FOR THE OPERATIONAL OBJECTIVES OF THE PROGRAMME AND THE PRIORITIES IN THE CALL FOR PROPOSALS

Please mark in the table the objective(s) of the Erasmus sub-programme that your application will address.

Main objective(s) of the Erasmus sub-programme

	To improve the quality and to increase the volume of student and teaching staff mobility throughout Europe, so as to contribute to the achievement by 2012 of at least 3 million individual participants in student mobility under the Erasmus programme and its predecessor programmes (ERA-OpObj-1);
	To improve the quality and to increase the volume of multilateral cooperation between higher education institutions in Europe (ERA-OpObj-2);
	To increase the degree of transparency and compatibility between higher education and advanced vocational education qualifications gained in Europe (ERA-OpObj-3);
	To improve the quality and to increase the volume of cooperation between higher education institutions and enterprises (ERA-OpObj-4);
	To facilitate the development of innovative practices in education and training at tertiary level, and their transfer, including from one participating country to others (ERA-OpObj-5);
	To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning (ERA-OpObj-6).

Please specify how and to what extent the Intensive Programme will contribute to the objectives selected above. Please indicate all objectives that are relevant to your IP.

Please indicate the added value of the IP, as compared to the courses that exist locally in each participating institution and specify if your IP presents a multidisciplinary approach, fostering the interaction of students from different academic disciplines.

(Maximum 2 pages/60 lines).

4.2 SUMMARY

Please identify clearly, in a maximum of 1 page (30 lines), the following aspects of the Intensive Programme:

- Objectives (including thematic area),
- Target groups,
- Main activities,
- Learning outcomes,
- Expected outputs,
- Project website (if already available).

If your application is successful, this summary will be used as the description of your project. It may be used in an official LLP compendium and for other information purposes. You are therefore requested to formulate it carefully.

This summary should be provided in English, French or German. If the language of the application is different, please provide an appropriate translation into one of the above languages. (The translated summary is to be put in the box below).

Translated text (if required)

4.3 SUBJECT AREA

Please indicate the field of education and training (ISCED) to which the IP refers.

Description and ISCED Code
[see Table B – Fields of Education & Training] Maximum three subject areas
1.
2.
3.

4.4 PROJECT OBJECTIVES AND INNOVATIVE CHARACTER

- Explain the rationale of and background to the project (current situation, previous or preparatory work, the results of any needs analysis undertaken, etc.). You may attach appropriate but succinct supporting documents.
- Define the concrete aims and objectives of the project and describe the ways in which the situation and needs set out above will be addressed and changed by the project.
- Show how the IP ties in with the existing teaching programmes of the participating institutions and describe explicitly what you consider to be **innovative** about the project, in particular in relation to defining or building a European dimension in the topic addressed.
- Please show the expected **learning outcomes**. Please describe both the learning outcomes on **subject-related** competences and specify what kind of **transversal** competences will be transmitted.
- [Maximum 2 pages/60 lines]

4.5 METHODOLOGY

- Indicate the main pedagogical and didactical approaches which will be used.
- Specify the level (first cycle (BA), second cycle (MA), third cycle (PhD) etc.) of the students which are direct beneficiaries of the project and describe how they are selected.
- Explain the planned ratio of teaching staff to students in the intensive programme.
- If ICT tools are used, describe the nature of their involvement.
- Please indicate how you plan to assess whether students have achieved the intended **learning outcomes** of the IP.
- Please indicate the amount of **ECTS or otherwise equivalent credits** which will be awarded to students participating in the IP. Describe the provisions that have been foreseen to ensure **recognition** of the studies undertaken within the IP in the curricula of the participating students by their home institution.

[Maximum 2 pages/60 lines]

4.6 WORK PROGRAMME

Please outline in the following table how the programme of the IP will be implemented on a day-by-day basis. In addition to the days of subject-related work, you are asked to indicate also arrival- and departure days, as well as days foreseen for cultural activities and weekend days where no subject-related activities will take place. Please note that these days are not taken into consideration when counting the **minimum requirement of 10 days of subject-related work**. However, they count for the calculation of the subsistence rates.

The work programme should indicate the length of the activities and show that the planning is realistic. The length of subject-related activities per day should ensure that there are activities of about 6-8 hours a day.

[Maximum 2 pages/60 lines]

Day	The programme of lectures and other activities
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Add rows as necessary

4.7 PARTNERSHIP

Indicate which specific tasks are to be assigned to each partner institution involved. Describe the complementarities of the competences of the different HEIs involved in the IP and your planned arrangements about communication and cooperation between project partners. Describe the number, the profile and the competences of personnel to be involved in the project. [Maximum 1 page/30 lines]

4.8 PROJECT MANAGEMENT

- **Project Management:** Please describe how the project will be managed (responsibilities, contractual, financial arrangements, quality assurance)
- Please specify the **planned preparatory activities** before and after the IP course, by indicating which partners will be involved in those and who will be the lead partner in the different preparatory activities.
- Please indicate your approach for the distribution of the amounts which the IP will receive for subsistence and travel costs. Will the participants receive it fully or partially? Do you plan to organise accommodation and/or meals centrally? Please note that the funds received for the mobility activities (subsistence and travel costs) must be used for this purpose and managed in a transparent way.
- [Maximum 1 page/30 lines]

4.9 MONITORING AND PROJECT EVALUATION

- **Monitoring:** Describe what measures will be taken to monitor the IP (e.g state analysis, steering measures, definition of milestones etc.).
- **Project evaluation:** Describe what measures will be taken to evaluate the IP. Discuss your process for evaluation, at participant (students and teaching staff) and project level. [Maximum 1 page/30 lines]

4.10 DISSEMINATION AND EXPLOITATION OF RESULTS; IMPACT OF THE INTENSIVE PROGRAMME

Describe precisely the envisaged **outputs** of the project (the programme implemented, qualitative and quantitative description of the teaching material produced specifically for the planned IP, report/theses from the students, web-based exercises, multimedia products, websites, etc.). Specify in each case the nature, volume, structure, content and language envisaged (where applicable).

Title		Nr (reference number)	
Result type	[see Table C – Product and result types]	Media	[see Table D –Media Types]
Subject	[see Table B – Fields of Education & Training]		
Short description			

Add tables if necessary

For publications: Versions and numbers

When ready	Source Language	Other language version	Nr Copies
	[see Table A – Languages]	[see Table A – Languages]	
	[see Table A – Languages]	[see Table A – Languages]	
	[see Table A – Languages]	[see Table A – Languages]	

Add rows if necessary

Please describe the planned **follow-up activities to disseminate and share the results** of your project: with other organisations, at sectoral and/or regional and/or national and/or trans-national level. Indicate if you are going to use **ICT tools and services to support the follow-up of the IP**, thereby contributing to the creation of a sustainable learning community in the subject area concerned. Indicate any **multiplying effects or possible spin-offs** expected from the project (e.g.

future implementation of the IP as a regular part of the study programmes of the participating institutions, integration of the project results in a future curriculum development project etc.). [Maximum 1 page/30 lines]

4.11 PREVIOUS PROJECTS

Please indicate similar or related Erasmus Intensive Programmes funded by the LLP programme in the last three years in which your department/faculty has participated as coordinator or partner.

Start Year	Contracting National Agency	Title of the project	Website

Add rows if necessary

5. DESCRIPTION – FOR RENEWAL APPLICATIONS ONLY

THE ENTIRE SECTION 5 MUST BE FILLED IN FOR RENEWAL APPLICATIONS. NEW APPLICATIONS DO NOT HAVE TO FILL IN THIS SECTION.

5.1 SUMMARY

Please identify clearly, in a maximum of 1 page (30 lines), the following aspects of the Intensive Programme:

- Objectives (including thematic area),
- Target groups,
- Main activities,
- Expected outputs
- Learning outcomes
- Project website (if already available).

If your application is successful, this summary will be used as the description of your project. It may be used in an official LLP compendium and for other information purposes. You are therefore requested to formulate it carefully.

This summary should be provided in English, French or German. If the language of the application is different, please provide an appropriate translation into one of the above languages. (The translated summary is to be put in the box below).

Translated text (if required)

5.2 RENEWAL APPLICATIONS – PAST PERFORMANCE OR PROGRESS IN 2011/12

- If your IP for the academic year 2012/13 has taken place and you have already submitted the final report to the National Agency you do not have to fill in this section.
- If your IP for the academic year 2012/13 has taken place and you have not submitted the final report to the National Agency, please summarise the major divergence from the initial project plan and give the reasons for the changes. Provide an overview of the main difficulties encountered during the eligibility period, if any.
- If your IP for the academic year 2012/13 has not taken place yet, please provide a summary about the progress of preparation.
[Maximum 2 pages/60 lines]

5.3 RENEWAL APPLICATIONS – CHANGES IN 2013/14

Please summarise the **changes** you intend to implement in the IP in 2013/14 compared to your IP in the previous year, if any, in terms of the points relevance, objectives, methodology, learning outcomes innovation, partnership, management, monitoring and evaluation measures, dissemination and exploitation of results, work programme, location, participants, duration and envisaged outputs. Please indicate why these changes are necessary.
[Maximum 4 pages/120 lines]

5.4 WORK PROGRAMME

Please outline in the following table how the programme of the IP will be implemented on a day-by-day basis. In addition to the days of subject-related work, you are asked to indicate also arrival- and departure days, as well as days foreseen for cultural activities and weekend days where no subject-related activities will take place. Please note that these days are not taken into consideration when counting the **minimum requirement of 10 days of subject-related work**. However, they count for the calculation of the subsistence rates.

The work programme should indicate the length of the activities and show that the planning is realistic. The length of subject-related activities per day should ensure that there are activities of about 6-8 hours a day.

Day	The programme of lectures and other activities
1	
2	
3	
4	
5	
6	
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9	
10	

Add rows as necessary

6. REQUESTED EU FUNDING - ERASMUS INTENSIVE PROGRAMMES

6.1 EXPLANATORY NOTE ON THE BUDGET

There are three categories of eligible costs that may be covered by the IP grant:

1. Organisational Costs (lump sum)

Organisational costs relate to the preparation of the programme, its implementation and its follow-up. Organisational costs comprise costs related to the production of documents or educational material; rental of conference or training rooms; rental of equipment; field trips, excursions, etc. which are part of the programme of the IP; information activities; translation and interpretation; project secretariat and administration tasks, etc.

Cost of travel and subsistence of staff travelling during the preparation or evaluation phase of the Intensive Programme and external experts providing input to the IP are also eligible under organisational costs.

The applicable lump sum for organising an IP is **6.430,00 €**.

2. Travel Costs (real costs)

Travel costs of students and teachers directly related to the participation in the IP will be considered eligible under this heading.

Travel costs for teachers and students from the **co-ordinating** HEI are **not eligible**, if the IP takes place in the town where the co-ordinating HEI is located.

Travel costs for teachers and students from a **partner** HEI are **not eligible**, if the IP takes place in the town where the partner HEI is located.

If the IP takes place in a location which is not the location of the co-ordinating HEI or one of the partner HEIs, the applicant must justify the choice for the different location. If this different location is close enough to the location of one of the HEIs, so that students and teachers from the closest HEI can travel there within a reasonable time and reasonable budget, no travel costs may be calculated for participants from this HEI.

Only travel costs for a maximum of **60 students** and a maximum of **20 teachers** will be considered eligible for funding. Any travel costs for staff not related to actual participation in the Intensive Programme will be accounted for under the heading devoted to organisational costs.

Travel costs incurred outside the countries participating in the Lifelong Learning Programme are not eligible, unless prior written authorisation is granted by the National Agency.

Travel costs will be accounted for on the basis of the **real costs** incurred (including any costs for entry/exit visas as required), either in total or in part only (by applying a ceiling or a maximum percentage).

Table E – Maximum travel costs per home country of the participant

Country	Limit (€)	Country	Limit (€)	Country	Limit (€)
AT	300	FR	500	LV	450
BE	400	GB	550	MT	500
BG	450	GR	500	NL	400
CH	400	HR	200	NO	800
CY	500	HU	400	PO	350
CZ	400	IE	500	PT	600
DE	400	IS	950	RO	400
DK	550	IT	400	SE	600
EE	500	LI	450	SI	40
ES	600	LT	400	SK	400
FI	700	LU	350	TR	450

3. Subsistence costs (flat rate grant using scales of unit costs)

Subsistence costs of students and teachers directly related to the participation in the IP will be considered eligible under this heading.

Subsistence costs for teachers and students from the **co-ordinating** HEI are **not eligible**, if the IP takes place in the town where the co-ordinating HEI is located.

Subsistence costs for teachers and students from a **partner** HEI are **not eligible**, if the IP takes place in the town where the partner HEI is located.

If the IP takes place in a location which is not the location of the co-ordinating HEI or one of the partner HEIs, the applicant must justify the choice for the different location. If this different location is close enough to the location of one of the HEIs, so that students and teachers from the closest HEI can travel there within a reasonable time and reasonable budget, no subsistence costs may be calculated for participants from this HEI.

Only subsistence costs for a maximum of **60 students** and a maximum of **20 teachers** will be considered eligible. Any subsistence costs not related to actual participation in the Intensive Programme will be accounted for under the heading devoted to organisational costs.

The subsistence costs will be accounted for on the basis of **flat rate grants using scales of unit costs** as presented in Tables 1 and 2 below.

For students, the subsistence costs must be calculated from the daily amount: daily subsistence rate defined by Table 1 below, multiplied by the number of days eligible for subsistence (including travel days and weekend days without subject-related activities). Students have to participate in the IP for its entire duration.

For teaching staff, the subsistence rate must be calculated taking into account the rates defined by Table 2 below (including travel days and weekend days without subject-related activities). Ideally, teachers should stay for the entire duration of the IP. However, teachers may stay shorter than the IP duration but their stay must be in accordance with their teaching activities as described in the daily plan. The calculation method for an "incomplete" week is the number of additional days multiplied with 1/7 of the amount indicated in the column 'Additional amount per week (for weeks 3-6)'. For IPs not exceeding 14 days, the total subsistence cost is based on the amount for week 1 as indicated in Table 2 below **plus** the number of additional days multiplied by 1/7 of the difference between the amounts for week 2 and week 1 in Table 2.

Table 1. Subsistence costs – rates for students

Country	Daily rate
AT	22,67
BE	21,34
BG	13,37
CH	31,30
CY	17,87
CZ	17,97
DE	20,24
DK	28,60
EE	16,14
ES	20,84
FI	25,47
FR	24,77
GB	28,67
GR	20,24
HR	19,70
HU	16,90
IE	23,27
IS	21,60
IT	22,74
LI	31,30
LT	15,47
LU	21,34
LV	15,87
MT	17,54
NL	22,20
NO	31,30
PL	16,44
PT	18,14
RO	14,84
SE	25,30
SI	19,10
SK	17,07
TR	17,50

Table 2. Subsistence costs – rates for teaching staff

Country	Daily rate (first week)	One week (7 days)	Two weeks	Additional amount per week (Weeks 3-6)
AT	180,00	1.260,00	1.764,00	202,00
BE	170,00	1.190,00	1.666,00	190,00
BG	110,00	770,00	1.078,00	123,00
CH	260,00	1.820,00	2.548,00	291,00
CY	150,00	1.050,00	1.470,00	168,00
CZ	150,00	1.050,00	1.470,00	168,00
DE	160,00	1.120,00	1.568,00	179,00
DK	230,00	1.610,00	2.254,00	258,00
EE	130,00	910,00	1.274,00	146,00
ES	170,00	1.190,00	1.666,00	190,00
FI	210,00	1.470,00	2.058,00	235,00
FR	200,00	1.400,00	1.960,00	224,00
GB	230,00	1.610,00	2.254,00	258,00
GR	160,00	1.120,00	1.568,00	179,00
HR	160,00	1.120,00	1.568,00	179,00
HU	140,00	980,00	1.372,00	157,00
IE	190,00	1.330,00	1.862,00	213,00
IS	180,00	1.260,00	1.764,00	202,00
IT	190,00	1.330,00	1.862,00	213,00
LI	260,00	1.820,00	2.548,00	291,00
LT	130,00	910,00	1.274,00	146,00
LU	170,00	1.190,00	1.666,00	190,00
LV	130,00	910,00	1.274,00	146,00
MT	140,00	980,00	1.372,00	157,00
NL	180,00	1.260,00	1.764,00	202,00
NO	260,00	1.820,00	2.548,00	291,00
PL	130,00	910,00	1.274,00	146,00
PT	150,00	1.050,00	1.470,00	168,00
RO	120,00	840,00	1.176,00	134,00
SE	210,00	1.470,00	2.058,00	235,00
SI	160,00	1.120,00	1.568,00	179,00
SK	140,00	980,00	1.372,00	157,00
TR	140,00	980,00	1.372,00	157,00

Participation of students and/or teaching staff with special needs

If there are students and/or teaching staff with special needs participating in the Intensive Programme, and their participation requires additional funding, the applicant (organising institution) is requested to contact the National Agency which selected the IP as soon as the participation of persons with special needs has been confirmed. The National Agency will inform the applicant on the application procedure for additional funding.

* * * * *

If your application is successful, your organisation will receive a grant agreement indicating the maximum grant amount your organisation is entitled to. In the final report on the implementation of the IP you will have to provide information about the actual costs incurred, except in the case of the organisation costs. The National Agency will assess the financial report and will determine the final grant amount to which you are entitled.

6.2 LOCATION, PARTICIPANTS AND DURATION

As a general rule the Intensive Programme should take place in **one** location.

Please note the following:

- the **planned location** of the IP must be in a country **eligible** to participate in the Lifelong Learning Programme;
- the participating students must be registered in one of the participating institutions.
- Participating students or teachers should be either nationals of a country participating in the Lifelong Learning Programme or nationals of other countries enrolled in regular courses in institutions of higher education in a country participating in the Lifelong Learning Programme, employed or living in a country participating in the Lifelong Learning Programme according to the national legal requirements;
- the number of students travelling from countries other than the country hosting the IP **must not be less than 10**;
- There is no minimum number for participating teachers, but the ratio of staff to students must guarantee active classroom participation.
- the **minimum** duration of the IP is **10 continuous full days** of subject-related work and its **maximum** duration is **6 weeks** of uninterrupted teaching sessions. The subject-related days do **not** include preparatory work, social programme outside the IP topic or travel days (arrival and departure are not considered as working days if no teaching activities take place). The IP must take place without interruption and subject-related work days can only be separated by weekends.
- Students have to participate in the IP for its entire duration.
- Ideally, teachers should stay for the entire duration of the IP. However, teachers may stay shorter than the IP duration, but their stay must be in accordance with their teaching activities as described in the daily plan.

Host Country	Working Language	Location for IP	Nr Students *	Nr Teachers *	Start** dd/mm/yy	Duration of the IP***	Duration of stay ****

* Please indicate the expected numbers of students and teachers (including students and teachers of the coordinating institution)

** Planned starting date of the Intensive Programme (course) in the host country

*** Number of days of subject-related work (in days)

**** Duration of stay in the location of the IP, including the travel days (in days)

Add rows if necessary (i.e. if the IP takes place in different locations)

Please indicate here the justification for choosing a location which is not the location of the co-ordinating HEI or one of the partner HEI s. [Maximum 1 page/30 lines]

6.3 STUDENT MOBILITY

Please note that costs of the IP (as presented in the tables) and the requested grant to cover part of these costs refer to ONE contractual year only. The contractual period of this application round is from 1 September 2013 to 31 August 2014. The end date of the IP may be after 31 August 2014, provided that the starting date is within the above mentioned period. The budget should be coherent with the planned activities presented in Section 4 or 5 of this application form. All amounts should be provided in Euros.

Please fill in the following table and add extra rows if necessary. You may group those participants with the same characteristics. Please note that the costs listed in this table refer exclusively to travel and subsistence related to the students' participation in the actual Intensive Programme.

	No. of students	Country of origin	Erasmus code of the HEI of origin	Country of destination	Duration in days (including travel days and weekend days without subject-related activities)	Subsistence	Travel	
						Total requested funding for subsistence *	Total estimated travel cost**	Total requested grant support for travel based on total estimated costs and NA ceilings ***
						A		B
Total								

* As calculated based on the duration and the maximum rates set out in Table 1.

**Please mention here the total estimated travel cost.

***Please calculate the part that will be considered for funding by applying the limits set by the NA. **Reimbursement of travel cost is limited to amounts defined in Table E: Maximum travel costs per home country of the participant.**

Nb: If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.

6.4 TEACHING STAFF MOBILITY

Please fill in the following table and add extra rows if necessary. You may group those participants with the same characteristics. Please note that the costs listed in this table refer exclusively to travel and subsistence related to the teachers' participation in the actual Intensive Programme. Any staff mobility costs not related to the participation in the actual Intensive Programme should be accounted for in the table in section 6.5 under the heading "Project organisation rate"

						Subsistence	Travel	
	No. of teachers	Country of origin	Erasmus code of the HEI of origin	Country of destination	Duration in days (including travel days and weekend days without subject-related activities)	Total requested funding for subsistence *	Total estimated travel cost**	Total requested grant support for travel based on total estimated costs and NA ceilings ***
						A		B
Total								

* As calculated based on the duration and the maximum rates set out in Table 2.

** Please mention here the total estimated travel cost.

*** Please calculate the part that will be considered for funding by applying the limits set by the NA. **Reimbursement of travel cost is limited to amounts defined in Table E: Maximum travel costs per home country of the participant.**

Nb: If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.

6.5 TOTAL REQUESTED FUNDING

Please fill in the table below. Please note that the amount for travel costs and subsistence cost presented in the table should be the same as presented in section 6.3 and 6.4.

a) Project organisation rate	6.430,00
b) Total estimated subsistence costs – Students and teachers (sum of amounts under columns A in tables 6.3 and 6.4)	
c) Total estimated grant for travel costs – Students and Teachers (sum of amounts under columns B in tables 6.3 and 6.4)	
d) Total requested funding (a+b+c)	

Highest Erasmus IP grant for 2013 is 38.000,00 €.

Important note

If your application is successful, your organisation will receive a grant agreement indicating the maximum grant amount your organisation is entitled to. The final report shall indicate the actual number of participants (students, teachers) in the Intensive Programme as well as the actual travel costs incurred. The National Agency will assess the final report and will determine the final grant amount to which your organisation is entitled. In no case can the final grant amount exceed the maximum grant amount set out in the grant agreement.

ANNEX: REFERENCE TABLES

The tables below should be used when filling in the application form. Whenever a field in the application form refers to a table, the options available for filling the field can be found in the tables below. Please type in both the **code** and the **description** in order to avoid later misunderstanding.

Table A – Languages

BG	Bulgarian	LV	Latvian
CS	Czech	LT	Lithuanian
DA	Danish	MT	Maltese
DE	German	PL	Polish
NL	Dutch	PT	Portuguese
EN	English	RO	Romanian
ET	Estonian	SK	Slovak
FI	Finnish	SL	Slovenian
FR	French	ES	Spanish
GA	Irish	SV	Swedish
EL	Greek	IS	Icelandic
HU	Hungarian	NO	Norwegian
IT	Italian	HR	Croatian
		TR	Turkish

Table B - Fields of Education & Training (ISCED97)

For further information about the ISCED fields of Education and Training consult the following link: http://www.naep.cz/download-variant.php?general_file_variant_id=3767&a=documents&

Code	Description
0	General Programmes
01	Basic/broad, general programmes
010	Basic/broad, general programmes
08	Literacy and numeracy
080	Literacy and numeracy
09	Personal skills
090	Personal skills
1	Education
14	Teacher training and education science
140	Teacher training and education science (broad programmes)
141	Teaching and training
142	Education science
143	Training for pre-school teachers
144	Training for teachers at basic levels
145	Training for teachers with subject specialisation
146	Training for teachers of vocational subjects
149	Teacher training and education science (others)
2	Humanities and Arts
21	Arts
210	Arts (broad programmes)
211	Fine arts
212	Music and performing arts
213	Audio-visual techniques and media production
214	Design
215	Craft skills
219	Arts (others)
22	Humanities
220	Humanities (broad programmes)
221	Religion
222	Foreign languages
223	Mother tongue
225	History and archaeology
226	Philosophy and ethics
229	Humanities (others)
3	Social sciences, Business and Law
31	Social and behavioural science
310	Social and behavioural science (broad programmes)
311	Psychology

312	Sociology and cultural studies
313	Political science and civics
314	Economics
319	Social and behavioural science (others)
32	Journalism and information
321	Journalism and reporting
322	Library, information, archive
329	Journalism and information (others)
34	Business and administration
340	Business and administration (broad programmes)
341	Wholesale and retail sales
342	Marketing and advertising
343	Finance, banking, insurance
344	Accounting and taxation
345	Management and administration
346	Secretarial and office work
347	Working life
349	Business and administration (others)
38	Law
380	Law
4	Science, Mathematics and Computing
42	Life science
421	Biology and biochemistry
422	Environmental science
429	Life science (others)
44	Physical science
440	Physical science (broad programmes)
441	Physics
442	Chemistry
443	Earth science
449	Physical science (others)
46	Mathematics and statistics
461	Mathematics
462	Statistics
469	Mathematics (others)
48	Computing
481	Computer science
482	Computer use
489	Computing (others)
5	Engineering, Manufacturing and Construction
52	Engineering and engineering trades
520	Engineering and engineering trades (broad programmes)
521	Mechanics and metal work
522	Electricity and energy

523	Electronics and automation
524	Chemical and process
525	Motor vehicles, ships and aircraft
529	Engineering and engineering trades (others)
54	Manufacturing and processing
540	Manufacturing and processing (broad programmes)
541	Food processing
542	Textiles, clothes, footwear, leather
543	Materials (wood, paper, plastic, glass)
544	Mining and extraction
549	Manufacturing and processing (other)
58	Architecture and building
581	Architecture and town planning
582	Building and civil engineering
589	Architecture and building (others)
6	Agriculture and Veterinary
62	Agriculture, forestry and fishery
620	Agriculture, forestry and fishery (broad programmes)
621	Crop and livestock production
622	Horticulture
623	Forestry
624	Fisheries
629	Agriculture, forestry and fishery (others)
64	Veterinary
640	Veterinary
7	Health and Welfare
72	Health
720	Health (broad programmes)
721	Medicine
723	Nursing and caring
724	Dental studies
725	Medical diagnostic and treatment technology
726	Therapy and rehabilitation
727	Pharmacy
729	Health (others)
76	Social services
761	Child care and youth services
762	Social work and counselling
769	Social services (others)
8	Services
81	Personal services
810	Personal services (broad programmes)
811	Hotel, restaurant and catering
812	Travel, tourism and leisure

813	Sports
814	Domestic services
815	Hair and beauty services
819	Personal services (others)
84	Transport services
840	Transport services
85	Environmental protection
850	Environmental protection (broad programmes)
851	Environmental protection technology
852	Natural environments and wildlife
853	Community sanitation services
859	Environmental protection (others)
86	Security services
860	Security services (broad programmes)
861	Protection of persons and property
862	Occupational health and safety
863	Military and defence
869	Security services (others)
99	Not known or unspecified

Table C – Product and result types

CODE	Description
EUCO01	New or extended European partnerships
EUCO02	Transnational sharing of experience and best practice
EUCO03	Cross-cultural dialogue and co-operation
EUCO04	New dialogue and partnerships between EU and non-EU countries
EXP01	experience gained by the project partners in the management and undertaking of (trans-national) partnerships
EXP02	Experience gained by individuals
EXP03	Exchange of experience and best practice through the establishment of networks
EXP04	Experience gained from town-twinning, cultural events
METH01	Increased knowledge of the participants within a certain field and topic
METH02	Cooperation processes and methodologies
METH03	Managerial lessons learned and know-how
METH04	Exchange of ideas and good practice
POL01	Educational Policy Recommendation
POL02	Policy Lessons
POL03	Recommendation for the Open Method of Coordination (OMC)
PR01	Report
PR02	Comparative studies
PR03	Learning resources
PR04	Study programme
PR05	Methodology
PR06	Instruction manual
PR07	Certification system
PR08	New curricula and qualifications
PR09	Teaching Material
PR10	Teaching Material for teachers
PR11	Pedagogical Strategy
PR12	Plan for educational activities
PR13	Traditional education and training modules like handbooks and other training tools
PR14	Innovative education and training modules
PR15	Guidance material to new approaches and methodologies
PR16	Online education and training material (e-learning)
PR17	Public awareness campaigns
PR 18	Handbooks
PROTH	Other products

Table D – Media Types

Code	Description
BOOK	Book
BRC	Paper - Brochures
DB	Database
MAIL	Mailing lists
NET	Network
OR	Oral
TXT	Text
TXTFL	Text File
VID	Video
WEB	Website
WRKSP	Workspace