Erasmus Quality Standards for mobility projects in the fields of adult education, vocational education and training, and school education

In the case of conflicting meanings between language versions, the English version prevails.

Version 1 (2020): 28-05-2020

Erasmus+

EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture
Directorate B — Youth, Education and Erasmus+
Unit B.2 — Schools and Multilingualism

E-mail:EAC-UNITE-B2@ec.europa.eu@ec.europa.eu

European Commission
B-1049 Brussels

© European Union, 2020
Reuse is authorised provided the source is acknowledged.
The reuse policy of European Commission documents is regulated by Decision 2011/833/EU (OJ L 330, 14.12.2011, p. 39).

For any use or reproduction of photos or other material that is not under the EU copyright, permission must be sought directly from the copyright holders.

Table of Contents

1. Basic principles 5
2. Good management of mobility activities 6
2.1 For all beneficiary organisations 6
2.2 For mobility consortium coordinators 7
3. Providing quality and support to the participants 7
4. Sharing results and knowledge about the programme 9

Organisations implementing mobility activities must adhere to a common set of Erasmus quality standards. The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme's funding are contributing to its objectives.

In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members.

Where needed, appropriate application of Erasmus quality standards in the national context will be further interpreted by the relevant National Agency.

1. Basic principles

- **Inclusion and diversity**: the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

  Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

- **Environmental sustainability and responsibility:** the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.

- **Digital education – including virtual cooperation, virtual mobility and blended mobility**: the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.

- **Active participation in the network of Erasmus organisations**: one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

2. Good management of mobility activities

2.1 For all beneficiary organisations

- **Core tasks - keeping ownership of the activities**: the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

  The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

- **Supporting organisations, transparency and responsibility**: in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under 'core tasks'.

  If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.

  Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.

  In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.

- **Contributions paid by participants**: as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants' contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.

- **Integrating results of mobility activities in the organisation**: beneficiary organisations must integrate the results of the implemented mobility activities (e.g.

knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.

- **Developing capacity**: beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.

- **Regular updates**: beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission.

- **Gathering and using participants' feedback**: beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.

2.2 For mobility consortium coordinators

- **Allocation of tasks**: allocation of tasks between the coordinator and member organisations must be agreed in advance. The tasks (including core tasks) should be divided in a way that best enables participating organisations to pursue their objectives and develop new capacities.

- **Allocation of funding**: the funding awarded for consortium's activities should be divided between the consortium coordinator and the member organisations in a fair and transparent way, in proportion to the tasks and needs of the participating organisations.

- **Joint decision-making**: consortium member organisations must take part in decisions affecting their activities and their participants.

- **Choosing and working with hosting organisations**: consortium member organisations must be involved in the choice of the hosting organisations and must have the possibility to contact them directly.

- **Sharing expertise and resources**: if the coordinator has formed the consortium to promote and coordinate Programme activities in their area of responsibility, then it must take an active role in building the capacity of the consortium member organisations (for example by providing training to their staff, bringing them in contact with new hosting partners, or demonstrating good practices).

  In this kind of consortium, the coordinator must actively support member organisations in fulfilling the Erasmus quality standards, and must make sure that consortium members are appropriately involved in tasks that directly affect their participants (for example: selection, monitoring, or definition of learning outcomes).

3. Providing quality and support to the participants

- **Practical arrangements**: the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider,

the beneficiary organisation will remain ultimately responsible for verifying their provision and quality.

- **Health, safety and respect of applicable regulation**: all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.

- **Selection of participants**: participants must be selected through a transparent, fair and inclusive selection procedure.

- **Preparation**: participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organisation (and the hosting families, where relevant).

- **Monitoring and mentoring**: where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.

- **Support during the activity**: participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.

- **Linguistic support**: the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.

- **Definition of learning outcomes**: the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.

- **Evaluation of learning outcomes**: learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.

- **Recognition of learning outcomes**: formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

4. Sharing results and knowledge about the programme

- **Sharing results within the organisation**: beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.

- **Sharing results with other organisations and the public**: beneficiary organisations should share the results of their activities with other organisations and the public.

- **Publicly acknowledging European Union funding**: beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.