Erasmus+ International Credit Mobility (ICM) Application Handbook
Background and Objectives

Erasmus+ International Credit Mobility (ICM) is a European Union mobility programme in the field of higher education. The programme runs for seven years, from 2014 to 2020, with European higher education institutions. European higher education institutions are, together with their partners from other countries, invited to apply for funding each year or student and staff exchange (one application per country).

The objective is to achieve better understanding and mutual enrichment between the participating universities in the field of higher education by promoting the exchange of people, knowledge and skills at a higher education level. For students and staff participating in this program the expected outcomes are amongst others enhanced employability and improved career prospects, improved foreign language competences and enhanced intercultural awareness.

Furthermore ICM strives to improve transparency and comparability and to facilitate academic recognition of studies and qualifications to overcome barriers such as the differentiation of degree systems. All partners have the responsibility to increase knowledge about each other’s higher education systems and to facilitate the academic recognition for all grantees. Additionally, each partner is encouraged to work actively with the dissemination of knowledge and understanding about the higher education systems in Sweden and partner country.

Project Timeline

- **Project Initiation** *(Ongoing)*
- **Proposal Submission** *(Sep-Oct)*
- **Project Application** *(Nov-Dec)*
- **Funding Decision** *(May)*
- **Project Implementation** *(26 months; Jun-Jul)*

- **Project Initiation** *(Ongoing)* – Discussions between LU & Potential Partners
- **Proposal Submission** *(Sep-Oct)* – *LU internal selection process*
- **Project Application** *(Sep-Jan)* – Application Writing & Submission
- **Funding Decision** *(May)* – Receive application results
- **Project Implementation** *(26 months; Jun-Jul)* – Nominations & Mobilities take place
Project Initiation

Find Partners, Prepare for Participation
When choosing a partner, consider your existing contacts (e.g., existing bi-lateral agreements, other EU-funded program partners, alumni, visiting professors, network members, etc.) or identify new partners with whom you’d like to collaborate with.

Based on last year’s budget for Sweden, we encourage you to consider the competition level and budget amount for the partner country/instrument you wish to work with:
- High Competition/Low Budget – Partnership Instrument (PI), European Development Fund (EDF)
- Medium-Competition/Medium-Budget – Development Co-operation Instrument (DCI)
- Low Competition/High Budget – European Neighbourhood Instrument (ENI) & Instrument for Pre-Accession (IPA)

If you do not have any existing contacts or need help connecting with a new one, please contact the appropriate International Officers at the Division for External Relations for assistance.

Project Planning
As you discuss project details with your partner, consider the following:
- What are you looking for?
- What are your priorities?
- Concept of credit mobility/recognition
- Roles and responsibilities
- Strategy (ICM → Capacity Building)
- Level of education/type of mobility
- Language of instruction
- Subject areas
- Numbers and duration
- Selection criteria
- Recognition
- Academic calendars, mobility windows
- Deadlines (nomination/selection)
- Financial information
- Services, insurance, accommodation

Funding
According to the rules and regulations of the European Commission, the stipend is considered a contribution to the mobility and not a full covering stipend. **Own funds might be necessary to cover expenses in connection with the mobility.** Payment regulations of the stipend are part of the grant agreement between Lund University and the grantee. Below is a breakdown of the grant allowance:

<table>
<thead>
<tr>
<th>STUDENTS &amp; TRAINEES</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incoming to Lund University</strong></td>
<td><strong>Incoming to Lund University</strong></td>
</tr>
<tr>
<td>Amount</td>
<td>900 Euro per months</td>
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<tr>
<td>Payment Distribution</td>
<td>70% paid upon arrival / 30% paid at midpoint of mobility</td>
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</table>
Proposal Submission (September-October)

Proposal Components
The proposal is a collaboration between two partners. While LU is responsible for submitting the application, the content for the application must come from the involved researchers/programs/departments. A complete proposal must be submitted by the listed deadline and include the following information:

- Relevance of the Strategy
- Quality of the cooperation arrangements
- Quality of project design and implementation
- Impact and dissemination
- Mobility Details
- Letter of support from Department Head

See Appendix A for details about proposal length and content.

Application Evaluation

- **Relevance of the project** - The extent to which the planned mobility project is relevant to the internationalisation strategy of the higher education institutions involved (both in the Programme and in the Partner country) and the rational for choosing staff and/or student mobility.

- **Quality of the project design and implementation** – The extent to which the applicant organisation has previous experience of similar projects with higher institutions/organisations -in the partner country and the clarity of the description of responsibilities, roles and tasks between partners

- **Quality of the project team and the cooperation arrangements** – The completeness and quality of arrangements for the selection of participants, the support provided to them and the recognition of their mobility period (in particular in the Partner country).

- **Impact and dissemination** – The potential impact of the project on participants, beneficiaries, partner organisations, at local, regional and national levels and the quality of measures aimed at disseminating the results of the mobility project at faculty and institution levels, and beyond where applicable, in both the programme and partner countries.

Project Application (November-December)

Please note that if your proposal is accepted, you are expected to work closely with your partner and the relevant Regional Coordinator at LU’s Division of External Relation to write and finalize your project’s the application.

Funding Decision (May-June)

The Division External Relations submits one (1) application on behalf of all selected proposals to UHR in February each year. A decision from UHR is typically issued in May or June and will then be communicated to you at that time.
26 Month Project Implementation (June-July)

Before any mobilities can take place using the awarded funds, project contacts and their partners will receive the ICM Project Handbook which outlines details about signing agreements, making nominations, hosting responsibilities and all other relevant information needed in order to successfully use the awarded funds.
Appendix A

The proposal itself consists of the following questions:

<table>
<thead>
<tr>
<th>PROPOSAL SECTION</th>
<th>THINGS TO CONSIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Information</td>
<td>Country, university, name, position, faculty, department, email, phone, partner PIC (if applicable)</td>
</tr>
<tr>
<td>Project Contact Information</td>
<td></td>
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<tr>
<td><strong>Project Mobilities</strong></td>
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</tbody>
</table>
| Mobility Type | STA - Academic Staff (engage in activities related to teaching and research)  
STT - Administrative Staff (engage in activities related to operations within the university; e.g., international office, program coordination, student services, research services, etc.)  
SMS - Students (engage in course work related to student’s study program to complete a degree)  
SMP - Student Traineeship (traineeship/internship or research related to student’s study program to complete a degree) |
| Mobility Direction | Incoming (to Lund)  
Outgoing (to Partner) |
| Mobility Length | STA/STT = 5 or 12 days (all staff receive 2 travel days)  
SMS (1st, 2nd, 3rd cycle) = 3-10 months  
SMP = 2-12 months |
| **Relevance Of The Strategy** | |
| Background (max. 250 words) | Describe the background or context of the specific mobility project for this country. (please note that what is requested is not a background description of a research area).  
Explain the preference given to a certain region/country (is there any institutional policy favouring the cooperation with this region/country? Is there particularly strong faculty cooperation with a specific HEI?). Also perhaps links to previous projects and applications.  
Describe the context of the HEI-system in the country/region, if important to motivate the project and the project set-up.  
Try to provide ‘quantifiable information’ on the profile of selected partners (size and influence in a particular area? Complementarity of faculties/departments involved? Similarity of study programmes?) |
| **Project Goals and Expected Results**  
*max. 250 words* | • Describe the goals with the mobility project (pls note, do not describe the research questions/goals). If more than one university/faculty etc – emphasise the difference.  
• Describe the immediate expected results for the goals above. Explain why you want to foster mobility: Attract talent? Research purposes? Opportunities for staff development? Etc. |
|---|---|
| **Types of Mobility**  
*max. 250 words* | • Try to distinguish specific aims for choosing mobility of students and/or staff (do you need to strengthen the partnership before sending students? Build mutual trust? Ease the recognition process? Staff mobility might be the way to start)  
• If you have already identified individuals and wish to include them in your description, also mention the need/gap that the mobility opportunity will cover. |
| **Strategic Relevance**  
*max. 250 words* | • Explain why the planned mobility project is relevant to the internationalisation strategy of the partner institution(s).  
• Describe how the project links with/meets the strategic priorities of LU.  
• Also perhaps how the project links to ambitions of the partner university AND of LU  
• Explain why the mobility project is relevant to your institution's internationalisation strategy (Does your internationalisation strategy focus on building partnerships in education, innovation and research? Is the choice of the partner institution made for strengthening cooperation? How?).  
• Diversification of your AND your partner’s internationalisation strategy? |
| **Quality Of The Cooperation Arrangements** | "Detail your previous experience of similar projects with higher education institutions in this Partner Country, if any, and explain how, for the planned mobility project, responsibilities, roles and tasks will be defined in the Inter-institutional Agreement. If applicable, provide information about your previous experience and planned cooperation arrangements with receiving organisations for traineeships in your country and in this Partner Country." |
| **Quality of the Cooperation**  
*max. 250 words* | Explain the division of competences which will be agreed to in the Inter-institutional Agreement:  
• Who offers which courses and when?  
• Who is in charge for the selection and/or evaluation of participants?  
• etc.  
Talk about similar previous experience and what this means for future cooperation:  
• If you have previous experience with institutions in the Partner Country chosen, explain how this application builds on and enhances existing partnership arrangements. |
In case of new partnerships, also explain how previous international cooperation experience will be used to develop new partnerships. And provide information about your institution’s experience in implementing credit mobility in general (between Programme Countries or between Programme & Partner Countries).

Please note:
- Do not assume that because you have previous experience, you do not have to explain how your project will work in future.
- Be careful not to give the same information as in part 3: Quality of the project design and implementation, where you will be able to further develop the actual project implementation (in particular selection, support and recognition).

### Quality Of The Project Design And Implementation

<table>
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<tr>
<th>Phase 1: Preparations (max. 250 words)</th>
<th>What steps have been taken to create an infrastructure/environment for successful implementation of the proposed mobilities?</th>
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</table>
| Phase 2: Selection of scholarship recipients (max. 250 words) | When/How will the participants be selected?  
Will they receive support for insurance/visa/housing?  
What kinds of facilities are available to the participants (libraries etc.)?  
How many credits or equivalent units will they receive? Etc. |
| Phase 3: Implementation (max. 250 words) | Try to address the additional support for disadvantaged people, language training, cultural integration activities, etc. - if planned.  
Will participants receive language courses?  
Will there be social and integration activities?  
How will participants from disadvantaged backgrounds or with special needs be encouraged to participate?  
When will they receive language training? For how long?  
When will their mobility periods be recognised?  
What is offered to the students/staff during the different phases? By whom? |
| Phase 4: Recognition and Follow-Up (max. 250 words) | How will the home university capitalise on the experience abroad that their staff has undertaken? |

### Impact And Dissemination

| Project Impact (max. 250 words) | Explain the impact and outcomes of the mobility project on the different stakeholders:  
What is the expected impact on the participants (e.g. what skills will they acquire)?  
What is the expected impact on your institution?  
What about your partner institution(s)? (The stated impact should be relative to the number and type of activities planned. While sending a Bachelor’s student to a Partner Country might have an impact on the |
individual, it will hardly have a regional or national impact. But perhaps a focused exchange of staff in a particular faculty is embedded within a strategy of developing joint curricula or joint research projects.)

Explain the impact at local/regional/national level, including in the Partner Country:
- How will the outcomes be measured and evaluated?
- How will you know whether you have achieved the desired and expected impacts? (Do not understand "desired impact" as what you wish to have as impact, but as what you can actually implement as a result of the mobility activities.)

Describe what dissemination activities you intend to carry out and through which channels:
- Do you have means to measure success and disseminate results (e.g. publications, surveys, newsletters, alumni networks etc.)? If not, how will you develop them?
- Will you work together with your partner?

Explain who will benefit from the dissemination of project results:
- Will you keep the dissemination activity at the faculty/university level only or go beyond?
- What about your partner?

**IMPORTANT:** Each section should be no more than a maximum of 250 words and should include both the Lund University and Partner perspective.
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