



ERASMUS+ KA171 Award 2025

Project Management

Project number: 2025-1-NL01-KA171-HED-000319823

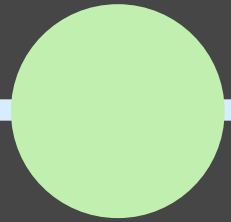


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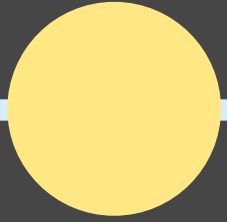
Institutional Erasmus+ Coordinator (IEC)
Miranda Böhke, Enschede, 29.10.2025

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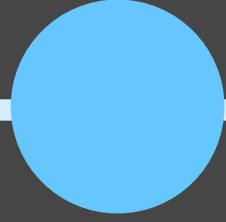
In this presentation



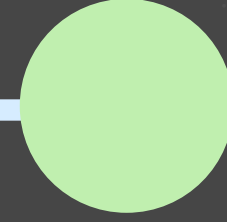
Roles in
the Project



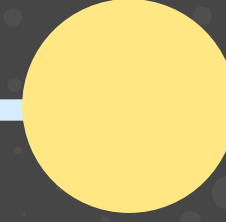
Set-up
Project
Framework



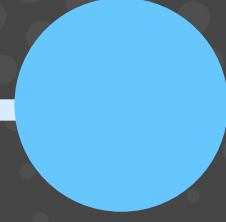
Project
Administration



Mobility
Participants
Process



Project
Finances &
Audit rules



Changes
to your
project



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Details on Project

DATA SHEET

- Project number: 2025-1-NL01-KA171-HED-000319823
- Call: Call for proposals 2025 - EAC/A08/2024 - Erasmus+ Programme
- Type of action: KA171-HED
- Granting authority: National Agency
- Project start date: 1-8-2025
- Project end date: 31-7-2028
- Project duration: 36 months
- Consortium agreement: No

Maximum grant amount requested: EUR 2.172.069,00

Maximum grant amount awarded: EUR 622.036,00 (makes UT 4th in the NL in this Call)



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Roles in the Project

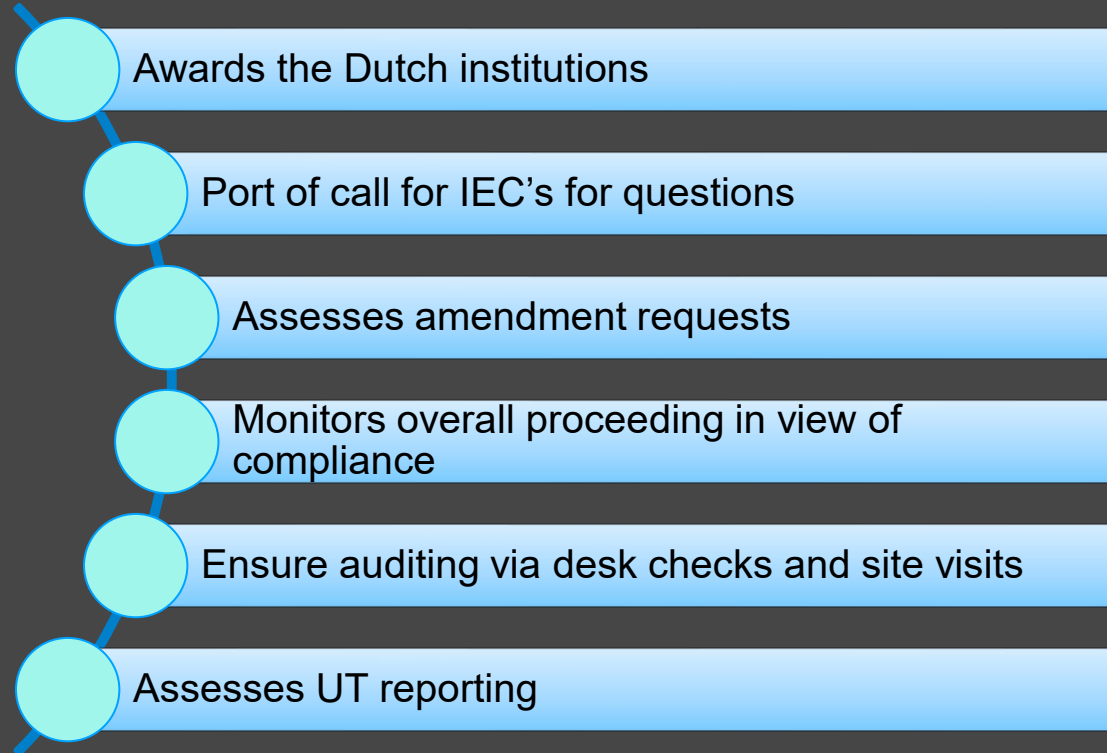


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Coordination Roles

1. National Agency Erasmus+ The Netherlands (NA)



2. Faculty level Project Coordinator (PC)



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3. Institutional Erasmus+ Coordinator (IEC)

- Liaison between NA and UT and PC
- Provides structures for project administration & monitoring
- Supports dissemination activities
- Monitors proceedings in view of compliance, incl. ECHE
- Coordinates timely (intermediate) reporting
- Responsible for adequate and complete BM administration
- Responsible for adequate and complete UT administration

- Monitors depletion of budgets
- UT Agreement signatory for E+ IIA's
- Coordinates info and communication on KA171 to PC
- Port of call for PC i.e changes and amendments to project
- Address: m.bonhke@utwente.nl



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Support Roles

1. Exchange Agreement Administrator (EAA)

- Port of call for drafting E+ Inter-Institutional Agreements (IIA)
- Defines framework for IIA's in Mobility Online
- Activates IIA's in Mobility Online (e.g nomination, etc)
- Opens and allocates nominator accounts
- Port of call for troubleshooting for nominators
- Distributor of UT quarterly partner news letter
- Address: Exchange-agreements@utwente.nl

2. Mobility Scholarships Support Officer (SO)

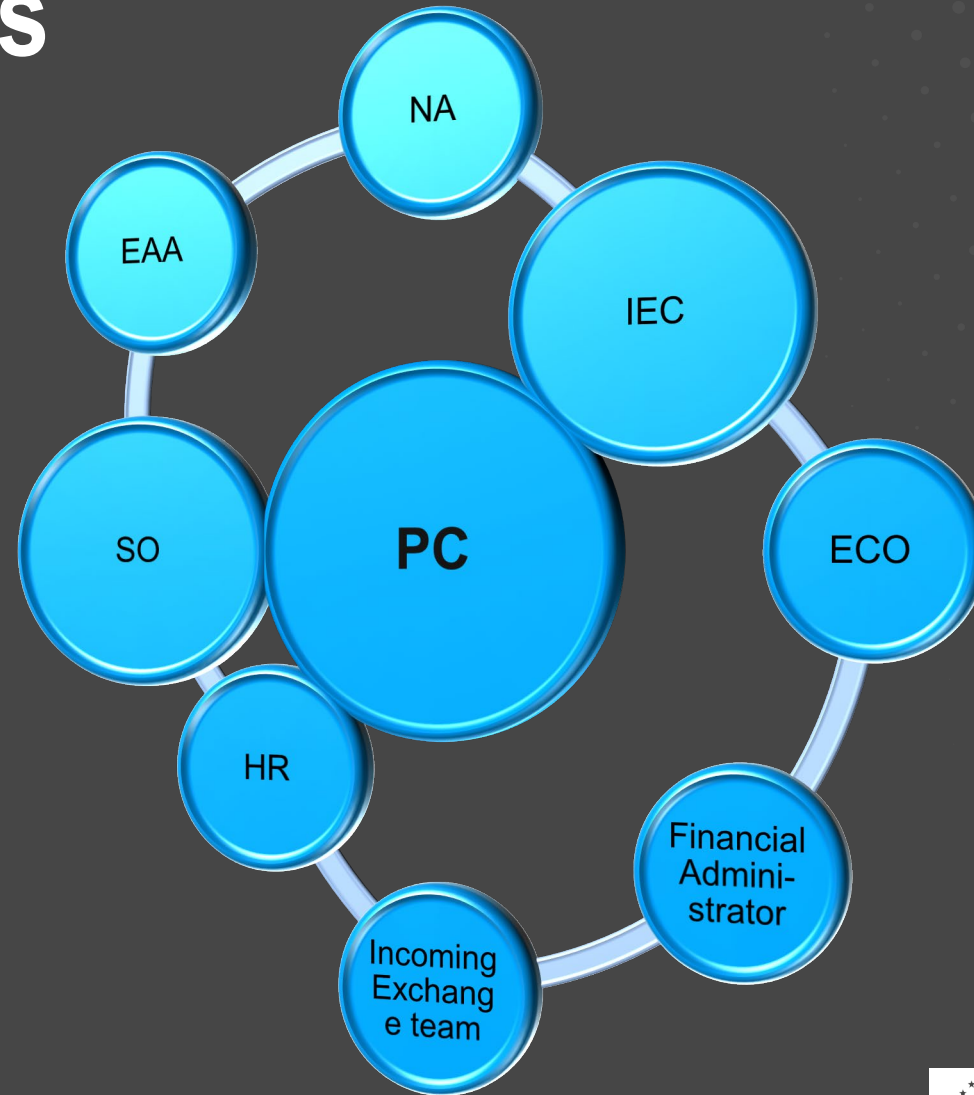
- Supports access to application for KA171 scholarships (MO)
- Ensures sound, timely and complete E+ administration
- Monitors proceedings registration of mobility participants
- Provides timely payment orders for scholarships
- Liasion for HR & CES visa and housing proceedings
- General support office for E+ recipients
- Address: staff-mobility-ces@utwente.nl



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Support Roles



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Set-up Project Framework



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Securing ERASMUS+ funding

LEGAL STATUS INSTITUTION

- Financial Identification form
- Legal Entity Identification form
- Recent Bank statement
- Power of Attorney statement
- UT's institutional's registration data

All doc's are updated in European Commission's
Organisation Registration System via IEC
All data in the ORS are updated by EU-grant office

*In collaboration
with EU grant office*



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Securing first instalment

T = start of your project

INSTITUTIONAL GRANT AGREEMENT (IGA) (T-3 M.)

- Contract between UT and NA
 - Lays out terms and conditions for Project
 - Underpins financial flows, compliance to audit rules and conditions for both parties

Process IEC:

- Prep IGA for signing Legal Representative (Vinod)
- Provide NA a single-signed copy within 30 days of receipt
- NA provides a double-signed copy within 30 days of receipt of single-signed copy
- Assures UT/NA signed copy is archived
- Provides Financial department (FIN) with a copy
- Request for work ordernumber for receipt of 1st installment

**Mobilities can start
with IGA and E+IIA in place**

ERASMUS+ INTER-INSTITUTIONAL AGREEMENT (E+IIA) (T-2 M.)

- “Contract” between partner institution and UT
 - Underpin adherence to ECHE principles
 - Identifies IN/OUT flows and subsequent support for participants.

Process:

- EAA provides PC with **IIA application form** (UT form)
- PC provides EAA with completed IIA application form.
- EAA drafts IIA based on completed form
- EAA shares 1st draft with PC (IEC is in cc).
- PC completes draft with the partner institution.
- Partner institution signs first. A single-signed copy is return to EAA.
- IEC checks contents, signs second, stores in JOIN.
- EAA administers **IIA in Mobility Online**.
- IEC shares double signed IIA in copy to PC



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Securing compliance and 2nd instalments

INTERIM (FINANCIAL) REPORT

First installment reaches 70% in spending, or at least by: **19 March 2027 (=T)**

Process:

- IEC will take care of this report (T-60d)
- IEC prepares format to be signed by Legal Representative (Vinod)
- IEC sends format to NA
- NA provide interim subsidy settlement (T+60d)

*Monitoring meetings for PC and IEC
by NA each year*

FINAL (NARRATIVE AND FINANCIAL REPORT

All mobilities to be completed (incl. documentation) prior to end of project duration (31 July 2028)
Reporting by **29 September 2028 (=T)**

Process:

- IEC will request PC for narrative reporting through format at T-3m.
- IEC processes contributions as from (T-2m)
- IEC will submit on PC behalf to the NA
- Copy will provided to PC by IEC, shared in MStems
- NA provides Subsidy decions and final settlement (T+60d)



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Project Administration



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Systems in use

Mobility Online with connection to **OSIRIS**

Main UT adopted system for registration of credit-bearing (equivalent) mobility, maintained by CES

Framework for Erasmus+ Inter-Institutional Agreements, and establishes relation with IN/OUT mobilities

Support nomination, participant registration, scholarship application

Beneficiary module – maintained by CES/SP INT

Mandatory administrative module for KA1 projects, operated by the NA

Entries maintained by CES

Report of individual mobilities, reporting and budget spending to European Commission

Operational UT work drive P:/

Project overviews (planned, allocated and executed mobilities) maintained by IEC

Project documents, contract (incl annexes), amendments, subsidy decisions

Individual mobility participant files with GA, MA/LA, CoA, ToR (if applicable forms top-ups)

UNIT4: Expense claims and Payment orders

Main UT adopted process for payment of third-flow scholarships, managed by FIN

Payment orders – incoming staff and all students

MyFIN – expense claims module – UT staff

MStears

UT adopted knowledge sharing platform, through open QandA and provides KA171 documentation

KA171 communication channel, for updates in framework

Communication channel of NA for monitoring visits



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Mobility Participants process



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Students: Nomination & registration

(T= start date of mobility)

Plan mobilities & Nominations T-4m

- PC (1) connects to partner contact to determine nominated candidates
- PC informs IEC which candidates will receive an E+ scholarship (=nomination)
- IEC to inform faculty-level Exchange Coordinator (ECO) and SO
- PC informs HR faculty-level in case of doctoral candidates that come in as Erasmus+ student placement candidates

Registration of Nominations T-4m

- Inbound
 - For courses: Partner contact (nominator) nominates incoming student(s) via Mobility Online (Manual) and candidates are guided by CES SAS incoming exchange team towards correct registration pathway in Mobility Online. Keep in mind the **structural deadlines set by CES for students for courses.**
 - For placement: Student start by filling out the webform. CES SAS incoming exchange team will assess the registration and guides candidate into correct pathway.
- Outbound
 - UT candidates register through Mobility Online by selecting the correct pathway:
<https://www.utwente.nl/en/educational-systems/student-applications/mo/for-students/shortcuts-and-forms/>

Application scholarships T-2m

- Nominated candidates complete registration in MO with personal details, a study plan, and a scholarship application.
- MO workflow guides nominated candidates to information on banking, visa, housing and insurance. Information by Admission Office and Incoming Exchange team at CES/SAS.
- If pathway is HR-route, the nominated candidate will receive the above information partially through Incoming Exchange team at CES/SAS and HR.



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Students: Scholarship Application

(T= start date of mobility)

Scholarship application T-1m (process 'before the mobility')

- Nominated candidates complete Learning Agreement or Mobility Agreement, Grant Agreement in Mobility Online
- SO will check the contents of the Grant Agreement and provides signatory process
- Once documents received by SO, prior to start of mobility, payment order is given to FIN.

Top-up application T-1m (process 'before the mobility') – if in your award

- Inbound
 - All 8 **Fewer Opportunity top-ups** may be applied.
- Outbound
 - Three categories apply.
 - For participants (students) with barriers that fall under disability or health problems (see categories 1 and 2 on pages 2-3)
 - For participants (students) with barriers that fall under economic barriers (see category 6 on page 3)
 - More information and conditions to apply for outbound students can be found here:
<https://www.utwente.nl/en/education/electives/current-students/study-abroad/scholarships/erasmus-study-scholarship/#erasmus-top-ups>
 - Additional documents are required depending on the category:
 - Self-declaration, doctor/medical statement, or proof of additional DUO grant
 - Candidates can only apply for one single top-up in one of the categories
 - Green-top:
 - Both IN and OUTbound student may apply for a green-top if available in their distance band.



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Students: Securing grant

Request of payment T+E (process 'after the mobility')

- Student to submit E+ evaluation ("Participant Report"/"EU survey")
- Student to supply SO a copy of Transcript of records (ToR), and if no mention of date, a Statement of the Host (SoH) is to complement the ToR. SoH Format is supplied by SO to mobility participant. A completed copy is to be sent to SO

Payment of student scholarship (T=75%, T+E=25%)

Route A:

After receipt of the double signed GA, the student will receive their grant within 30 days of signing on the bank account as indicated on the double signed GA, on order by SO to FIN.

- The student will receive 75% of the Grant at the start of the mobility, and 25% at the end of the mobility, provided the 'after mobility' documentation is supplied.
- The bank account should be an IBAN account
- Inbound students:
- Cash payments upon arrival can no longer be supported by the FIN department.
- UT is not responsible for loss of value of the scholarship due to devaluation of currency.

Route B: It is recommended for longer durations of stay (>1 month) to open up a Dutch bank account, to avoid devaluation of currency.

- In case a Dutch bank account is opened":
 - The scholarship will be paid on order by SO to FIN, toward the Dutch bank account.
 - It is highly recommendable for students to make sure they have funding to support themselves (housing and food) in the first two weeks of stay, as opening of the account may take time



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Staff and Doctorals: Nomination & registration

(T= start date of mobility)

Plan mobility T-3

- PC connects to partner contact to establish candidacy list and nominations:
- PC informs IEC which staff will receive an E+ scholarship (=nominated)
- IEC to inform faculty-level Exchange Coordinator and SO
- PC to contact HR faculty-level to start up any registration requirements, either in- or outbound

Registration of Nominations T-3m

- Inbound
 - Staff mobility participants do not have to be nominated in Mobility Online (yet).
 - Staff is guided and assisted by SO to start registration
- Outbound:
 - UT staff checks in with their supervisor, teamlead or chair to discuss travel plans (including finances)
 - UT staff registers in Mobility Online, via guidance and support of SO (personal details, work plan, scholarship application)

HR steps T-2

- UT staff must check in with HR faculty level out their abroad plan, particularly if the stay abroad is longer than 3 weeks.
- UT staff must take note of the following webpages in any case as it mandatory to register your stay abroad: <https://www.utwente.nl/en/service-portal/employment-personal-development/employment/working-abroad>



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Staff and Doctorals: Nomination & registration

(T= start date of mobility)

Travel plans T-2

- UT adopted decision for travel plans to be arranged by your department secretariat. However, you may discuss an alternate route with your supervisor, teamlead or chair, when supported through Erasmus+. The way you book your travels determines the way the scholarship (lumpsum) is paid out.
- Inbound academics arrange their stay at UT with PC (hotel/residence, visa/workpermits, insurance). It is advised to connect to the faculty HR officer for visiting staff

Scholarship application T-2

- UT Staff to complete workplan (Mobility Agreement), scholarship contract (Grant Agreement) in Mobility Online.
- Incoming Staff complete a workplan, scholarship contract as well, but in a paper-route.
- Once documents received by SO, prior to start of mobility, payments can be settled.



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Staff: securing grant

Request of payment T+E (process 'after the mobility')

- Staff to submit E+ evaluation ("Participant Report"/"EU survey")
- Staff to supply Certificate of Attendance. Format is supplied by SO to mobility participant. A completed copy is to be send to SO
- The granting process is a stand-alone process, working in parallel (not overlapping) to other financial processes and support processes at the UT. The Erasmus+ grant is a lump sum to offset the costs of mobility. .

Request for payment (T-30d)

- Booking your own travel?
- UT staff members will receive a double signed Grant Agreement in the process of registration and application in Mobility Online.
- This double signed Grant Agreements holds the work order number of which the lump sum can be claimed. UT staff members claim through UNIT4.
- The claim of costs and the claim of the Erasmus+ grant are check by the Financial Department. They will notify you when you are claiming beyond the difference of costs made and the coverage of the Erasmus+ grant.
- Your secretariat is booking your travel?
- Your Erasmus+ grant will be put forward to a work order number at faculty level as you indicate in the GA.
- Travel cost made are to be put forward to a work order number at faculty level. This can be an existing project or specifically appointed for travel of staff (incl. hotel, subsistence allowance, etc.).
- All individual travel costs and claims that staff make via your secretariat are in no relation to the Erasmus+ granting (a lumpsum). Hence, claims of such nature on Erasmus+ work order number are denied.



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Conditions:

Rule on granting:

By supplying and completing the before and after mobility requirements, it is considered a request for payment of the scholarship or remainder instalment thereof.

Not supplying these documents may result in a withdrawal or request for reimbursement of the grant. An incomplete mobility participant file may also result in a penalty for the UT.

Points of attention:

Process 'before the mobility' must be completed prior to the start of the mobility. UT is not permitted to award student grants after the mobility has started.

Placement and training processing may be 4 months due to potential visa and work permits (via HR). PC is to verify with HR faculty in case of staff mobility if HR registration is required in view of work permits/housing offer/insurance.

Rule of thumb for ToR and, or SoH, and CoA:

These documents must include start- and end date of mobility, signature and stamp of host organization. If ToR does not state start- and end-date a SoH with dates must complement ToR.

Rule of thumb for signatures:

- A. Adobe PDF signature through 'Fill and Sign' (not locked after signing), or
- B. Digitally signed in Adobe PDF (not locked after signing), or
- C. 'Wet' or blue ink signature and provide a scanned copy in PDF

It is not allowed to copy/paste a picture of a signature into a Word or PDF document.



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Project Finances & Audit rules



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Dissemination

Dissemination plan for KA171 projects:

- UT Erasmus+ pages
- UT Study Abroad pages
- UT Incoming Exchange pages
- UT Staff mobility pages
- UT Project card on the UT Erasmus+ website
- UT Employer news i.e. Utoday/Campus magazine interviews, social media, presentations at multiplier events, etc.
- UT Erasmus+ Inspire days or Week of Education
- Erasmus+ project result platform
- Erasmus+ news letter
- Utoday
- Journal publication
- Multiplier events
- Social Media
- Peer-to-peer webinars/seminars

*Rule on dissemination:
E+ logo:*



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Changes to your project



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Basics for KA171

Project duration

First day of signing the Institutional Grant agreement up to and including 31.07.2028

All mobilities must be completed prior to 31.07.2028

Extension of funds for mobilities beyond this date are not possible

Extension the project duration is not possible

Scholarship

Amount is based on Duration: Start of the mobility activity up to and including end day of mobility activities + 2 travel days

Amount is based on Distance: Calculated based on the Erasmus+ Distance Calculator in relation to the Annex: Applicable Rates

Amount is based on Nature: Student mobility is a monthly contribution. Staff is a daily contribution.

Amount is in accordance with allocation in your awarded project

Student per cycle: Min. 2 months to max of 12 months

Staff unlimited (but in accordance with your supervisor/team lead or HoD : min. of 5 days (excl. travel days) per country to max of 60 days



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Basic Rules KA171

Limitations & changes without amendment

It is possible to:

Transfer 100% of student mobility funds in your project between category courses and placement

Transfer 100% of staff mobility funds in your project between category training and teaching

Transfer 10% of the overall (all projects) in any category of student mobility funds to any category staff mobility

Transfer 100% of the overall (all projects) in any category of staff mobility funds to any category student mobility

Increase or reduce number of mobilities within your awarded project (e.g. you were awarded one mobility of 60 days. You are allowed to split this mobility into 2 mobilities, of 30 days each. Keep in mind you will only receive travel for the one awarded mobility, as this is a standard in compliance to Annex: applicable rates and accordance to your initial award). It must align with your project proposals' envisaged impact.

Change IN- to OUT flows, but (!) only for 40% of the overall budget (all projects)



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**Changes with
amendment request**

Adding new partner institutions to your project

Transfer funds allocated for top-ups for students to other budget categories

Transfer funds from country to country in the same region

Changes not possible

Transfer funds to short-, first- and second cycle (Ba/Ma) outgoing student mobility to any of the Partner Countries that are recipients of official development assistance (ODA).

Transfer funds from country to country from different regions.

Add countries not indicated in the allocation.



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Q&A

Institutional Erasmus+ Coordinator (IEC)
Miranda Böhnke, Enschede, 29.10.2025



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Contact details

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Miranda Böhnke: m.bonhke@utwente.nl

CES E+ Inter-Institutional Agreements:
Silvia Kampherbeek: exchange-agreements@utwente.nl

CES E+ scholarship administration:
Yael Veenstra: y.konzizky@utwente.nl

Website:
www.utwente.nl/erasmusplus



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