



**Upute sa smjernicama za pripremu kombiniranih intenzivnih programa u sklopu
Natječaja za kombinirane intenzivne programe u okviru
Erasmus+ programa ključne aktivnosti 1 unutar programskih zemalja (KA131)
za razdoblje od 1. rujna 2021. do 31. siječnja 2022.**

Napomena: Dolje navedene smjernice preuzete su iz priručnika Higher Education Mobility Handbook for Higher Education Institutions, https://www.mobilnost.hr/cms_files/2021/05/1620726148_higher-education-mobility-handbook-for-beneficiaries-to-share.pdf te iz Erasmus+ programskog vodiča.

Dobra praksa kod organiziranja kombiniranih intenzivnih programa

- BIPs should have an added value compared to existing programmes or courses:
 - consisting of specialised content not taught somewhere else, or
 - not taught/delivered in this way somewhere else;
 - enable the students or staff to gain new perspectives on the topic being studied.
- They should encourage transdisciplinary and multinational teaching and training and benefit from special learning and teaching conditions not available in a single institution. They may include challenge-based learning where transnational and transdisciplinary teams work together (transdisciplinarity: linking more than one subject / study area).
- They have to comprise full-time workload for learners.
- BIPs can be part of the HEIs' curricula or complementary to them. They can be an entirely new programme or they can be an enhancement of an existing programme with additional features such as the delivery mode in a blended format.
- BIPs can be a good opportunity to reach out to new groups of students, for example those in study fields where mobility opportunities have been limited or those who lack confidence to go abroad alone, potentially paving the way for their participation in long-term individual mobility later in their studies.
- They can allow members of the teaching staff to exchange views on teaching content, new curricula approaches, to test innovative teaching methods that could eventually become part of a newly devised joint course or curriculum in an international classroom environment.
- They should provide significantly new learning opportunities, skills development, access to information and to state-of-the art research results and other knowledge for the participating teachers and student/learners.
- The ratio of teaching/training staff to students/learners should guarantee active classroom participation.
- A balance should be kept between the participation of transnational and national students/learners and teaching/training staff.

- In addition to the learning outcomes on subject-related competences, it should help develop transversal competences.
- The number of teaching and training hours must ensure that **the majority of time spent abroad is related to education and training**, and not to research or any other activity.
- **Participating institutions should plan to send a sufficient number of participants** in order to ensure reaching the minimum requirement, even with cancellations/drop outs.

As a **minimum**, a BIP needs to involve **15 participants who go on an Erasmus+ funded physical mobility from sending institutions** to the receiving institution to attend the programme. Additional students beyond the minimum 15 participants can join from any Programme Countries or could come from the coordinating (if in the same country as the receiving HEI) or receiving HEI. The local students from the receiving institution are not eligible for an Erasmus+ grant, as they do not take part in a physical mobility abroad and are therefore not counted towards the minimum of 15 participants. Additional participants could also come from HEIs in Partner Countries but as they will not be funded through Erasmus+ they do not count towards the minimum of 15 participants.

The group of participants can be composed of students and staff (learners) in the same BIP.

While there is no maximum participation in terms of learners, the efficiency of learning and training and the organisation of the programme has to be taken into account when designing the blended intensive programme. As a guiding figure, the maximum number of students participating in an intensive programme was 60.

The coordinating HEI has to make sure that, together with the partner HEIs, they will have enough Erasmus+ or other funds to cover the mobility grants for the minimum number required of the BIP's participants who are learners (not teachers or trainers ensuring the delivery of the programme).

As the coordinating HEI receives the Erasmus+ funds for organising the programme, **the participants must not pay tuition/course fees**. The organisers may, however, charge fees for extra-curricular activities, such as cultural visits, not directly related or relevant to the topic of the programme. The organisational support for BIPs is intended to cover costs related to the preparation, design, development, implementation and follow-up of the programme and delivery of virtual/remote activities as well as the overall management and coordination. Costs may include: production of documents or educational material, rental of rooms, rental of equipment, field trips, excursions, communication activities, translation and interpretation, preparatory visits and administrative tasks.

Where the recognition of the awarded ECTS credits is not possible, for instance in the case of some doctoral programmes, the 3 ECTS credit feature should be considered as a guideline for workload.

It is recommended that a blended short-term traineeship mobility also awards a minimum of 3 ECTS credits, in case of a mandatory traineeship as part of the home curriculum. In case of a voluntary blended short-term traineeship, the minimum equivalent workload should be 3 ECTS credits.

Različite uloge u partnerstvu

- Coordinating higher education institution: This HEI, awarded with an ECHE, coordinates the organisation, receives and manages the organisational support for the blended intensive programme. The coordinating HEI is by default the receiving HEI (host) for the student and staff mobility, unless otherwise decided by the partnership. Other options include the situation where the coordinating HEI may be the sending HEI (in the case where the receiving HEI is another HEI from the partnership) or just be the coordinator without a role in mobility (where other partner HEIs assume both the hosting and the sending roles). **There can be only one HEI coordinating the whole of the BIP.**

- Receiving higher education institution: This HEI, awarded with an ECHE, receives the BIP participants either at its premises or at a different venue/hosting organisation in the same country in which it is located. The receiving HEI has to be part of the blended intensive programme partnership. The coordinating HEI is by default the receiving HEI (host) for the student and staff mobility, unless otherwise decided by the partnership. The receiving HEI can also be part of the same mobility consortium as the coordinating HEI, if relevant.

- Sending higher education institution /organisation: Any HEI awarded with the ECHE. A sending HEI can be any HEI from the blended intensive programme partnership or outside it. It can be expected that the majority of participants come from sending HEIs which are part of the partnership. Invited staff can come from any organisation in Programme Countries. The coordinating institution can be a sending institution too if the venue of the activity is in another country.

- Co-hosting organisation: In addition to the (main) receiving HEI, there may also a co-hosting organisation. This organisation can be an enterprise, association or public body (in the same country) hosting participants for practical training as part of the programme. This organisation can also be an HEI.

The coordinating HEI can be also a sending HEI if it is different from the receiving HEI and/or located in a different country. If the venue is located in the same country, the support for in-country mobility has to be borne by the HEI or participants, but not by Erasmus+ funds. The coordinating and receiving HEIs can jointly organise accommodation and catering, as well as local transport and other activities for all or part of the participants. They can charge participants for these services (excluding tuition fees). The use of the services will, however, not be mandatory for the participants.

Ograničenja

HEI can apply for only one edition of the same BIP (with the same title, learning outcomes and partnership composition) **per call year**. Coordinators can reapply under the following call for the same BIP in order to receive funding for it.

If the same BIP (with the same title, learning outcomes and partnership) **is organised more times during the same KA131 project under call 2021**, (including a rotation of the coordinator), **it will not be eligible to receive additional Erasmus+ funding** and therefore will not be recorded in the programme support tools (Beneficiary Module).

Mjesto održavanja programa

The physical activity can take place at the receiving HEI or at any other venue in the country of the receiving HEI. A venue outside the receiving HEI can for example be a seminar hotel or accommodation during a field trip, a research institution, an enterprise or any other organisation that provides benefit to the blended intensive programme and helps participants achieve the expected learning outcomes.

Ostale smjernice za planiranje kombiniranih intenzivnih programa dostupne su u priručniku Higher Education Mobility Handbook for Higher Education Institutions, https://www.mobilnost.hr/cms_files/2021/05/1620726148_higher-education-mobility-handbook-for-beneficiaries-to-share.pdf.