2016

Erasmus+ Programme

KEY ACTION 1 – Learning Mobility of Individuals / Higher Education

KA107 - Student and staff mobility between Programme and Partner Countries

FINANCIAL SUPPORT FOR PARTICIPANTS WITH SPECIAL NEEDS

Award criteria

and

Application Form

1. Framework and Objectives

The European Commission (EC) adopted a general policy addressing the integration of people with special needs in all the community policies and actions, especially in the field of education.

The Erasmus+ Programme aims to promote the equality and the inclusion facilitating the access for learners from disadvantaged groups and with less opportunities compared to their peers. These people are in disadvantaged situations due to personal constrains or to obstacles that limit or prevent them from participating in transnational projects. Therefore and in order to encourage an active participation of people with special needs, this programme foresees additional financial support for these beneficiaries.

The Erasmus+ Programme Guide (version: 2 (2016): 07/01/2016, page 310) defines a person with special needs as "*a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project or mobility activity would not be possible without extra financial support.***"**

2. Access Conditions

All the beneficiaries with special needs, selected by their Higher Education Institution (HEI) and/or Erasmus+ Consortium to undertake a mobility period, can apply for an additional financial support to the National Agency in order to cover additional costs of their participation in the mobility's activities. The request for financial support must be justified into a specific application form after the participants' selection.

The Higher Education Institution (HEI) must publish/describe in their websites, the procedure required for people with special needs to claim this additional financial fund.

3. Eligibility requirements for the application

The eligibility requirements for the application depend on the presentation of certified documents that prove the type and/or the grade of the special need (physical, mental or other special health care need), that represents an obstacle to the participation in any of the Erasmus' actions, namely the send of the following documents[1]:

- **Original and legible medical statement,** describing accurately the type and/or the grade of the special need and its impact in the mobility.
- **Declaration by the Host HEI or Host Organisation** testifying that they are aware about the special needs of the beneficiary and they own installations, aids and appropriated equipments for his reception.
- **Original Application form duly filled, dated, signed and stamped.** In this form, the applicant should estimate the additional costs for his mobility due to his special needs. This estimation should be presented alongside the documents needed by the applicant for the final elaboration (namely, budget or other).

4. Conditions for Exclusion

Applications will be not considered if:

a) **All** the documents mentioned at the point 3 are not exhibited;
b) They are send after the end of the mobility;
c) They are submitted beyond the application period defined at the point 7;
d) They are not duly signed by the **beneficiary** and by the **Legal Representative** of the beneficiary's home Institution, holder of the Participan Identification Number (PIC).

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[1] Any formal document to complete the requestes information, will be considered during the analysis of the application.

5. Calculation approach

The National Agency (NA) can assign additional funding to the beneficiaries with special needs of the *Action – KA107- Student and staff mobility between Programme and Partner Countries*, as long as, all the listed requirements are fulfilled by the applicant and funds of the partner country region are available for this purpose.

The methodology to calculate the funding is based on the budget demanded in the application form, on the type and/or grade of the special need of the beneficiary, as well as the lack or not of other specific need, being depending from the availability of the financial resources of the NA.

The amount of the additional fund to be assigned will be based on an e**stimate of actual costs** defined at the moment of the application, and it will not be assigned after the mobility, once it is necessary to fulfil it.

However, the calculation for the allocation of this financial support will be done taking into account the following elements:

1) **Special Need without identification of degree, or Special Need until 50%** (conferred by a medical statement): The maximum amount of the scholarship to be assigned for each month of mobility, cannot exceed **the percentages applied** to the reference values of the individual support awarded for the mobility, as indicated in the following page:

http://www.erasmusmais.pt/internacional/acao-chave-1.html

2) Special Need identified with a degree equal to or higher than 51% (proven by a medical statement): The maximum amount of the scholarship to be assigned for each month of mobility, cannot exceed **the percentages applied** to the reference values of the individual support awarded for the mobility, as indicated in the following page:

http://www.erasmusmais.pt/internacional/acao-chave-1.html

Nevertheless, as indicated in line a) of Article I.12, SUPPORT TO THE PARTICIPANTS, included in the financial contract signed by the National Agency with the HEI, the **maximum amount of the total financing** given to a beneficiary "***cannot exceed € 60.000***"

It is also important to point out that **the costs of the purchased lasting equipments** (for example, hardware, software, etc.) **are not eligible**.

The host organisation should insure the conditions and the necessary equipment for the good execution of the mobility.

6. Application Form

The application form should be **correctly filled, dated, signed, stamped,** and the <u>**original must be submitted by the KA107 - Project Coordinator (Beneficiary HEI)**</u>, to the National Agency (NA).

The NA will analyse the application and its attached mandatory documents and, in case of approval, will assign an amount on which an advance of 60% will be done. The remaining amount will be given at the end of the mobility.

The result will be communicated to the institution, through e-mail, mentioning the amount of the additional support given individually to each applicant.

To the institutions whose applicants will be supported by this additional fund, the NA will issue an Amendment to the Financial Contract, listing the covered applicant(s) and the budget assigned to each one.

After the HEI gives back the Amendment to the Financial Contract, duly signed and certified, the NA will transfer the corresponding budget to the institution.

Within 30 days after the mobility, the participant must deliver, to the Beneficiary HEI, the original documents to prove the real costs incurred. They may consist in valid invoices, transport tickets with the indication of the date and the amount paid, etc. and they should be presented in order to identify clearly the budget line proposed in the application for extra funds.

After the analysis, the National Agency will proceed, if appropriate, to the adjustement of the remaining amounts, paying the missing value, or requesting the refund of non-eligible amounts already paid.

For this purpose, the individual Contract of the beneficiary for this kind of support, must include an Amendment, reflecting its assignment. Moreover, a proof of the beneficiary's scholarship payment should be issued.

7. Application's Deadline

The application should be send to the NA **60 days prior to the beginning of the beneficiary's mobility.**

However, if the application for support is sent very close to the deadline and the required documents are not complete, there will be an interruption of the request until the NA receives all complete documents, which may cause the delay of the final decision.

As indicated at the line C) of point 4, **an application submitted after the referred period will be excluded and, in case it is not sent, at least, 60 days before the beginning of the mobility, the National Agency (NA) reserves the right to reject the grant's request.**

8. Information regarding people with special needs

European Commission:

http://ec.europa.eu/education/opportunities/higher-education/special-needs_en.htm

More information can be found in the "*European Agency for Development in Special Needs Education*":
http://www.european-agency.or

APPLICATION FORM FOR PEOPLE WITH SPECIAL NEEDS

2015/2016 – INTERNATIONAL CREDIT MOBILITY - KA107

Participant applying for support	
Full name	
E-mail	
Sending Organisation of the Applicant	
Name of the Organisation	
PIC	
Partner Country	
Host Organisation of the Applicant	Host Organisation of the Applicant
Name of the Organisation	
PIC	
Legal Representative of the Applicant's KA107 Project Coordinator	
Name	
Function	
NA Contract number	
Erasmus+ Coordinator of the Applicant's KA107 Project Coordinator	
Full name	
Telephone	
E-mail	

SIGNATURES

I certify that, to the best of my knowledge, the information contained in this form are true and correct.

Signature and official stamp: Signature:

_____   _____

Legal Representative

of the KA107   **Candidate**

Coordinating HEI / Consortium

Place and Date: _____   Place and Date: _____

Candidate's Mobility		
Duration of the mobility period as indicated in the signed contract (n.° months/days)		
Start date and end date of the mobility (dd/mm/yyyy) **as indicated in the signed contract**	_____/_____/_____ a _____/_____/_____	
Type of mobility (mark just one option)	Students	☐ Study (SMS
	Staff	☐ Teaching (STA) ☐ Training (STT)
ISCED CODES (according to the annexed table)		
Name of the Host Organisation		
Erasmus Code of the Host Organisation (if pertinent)		
Host Country		
Erasmus+ Scholarship (assigned by the HEI/Consortium)	€ _____	
Scholarship from the Home Institution (assigned by the HEI with its own allocation, if any)	€ _____	
Other funding (if relevant)	€_____	

1. Description of the special needs:

For this purpose, a person with special needs it is considered *"a potential participant which his health, physic or mental condition required an additional financial funds to take part into the mobility project/action".*

Nature of the special need	Physic ☐ Mental ☐ Health ☐

Detailed description about the individual situation of the beneficiary with special needs.	**Physic**	
	Mental	
	Health	

Degree of the special physical need (%), if applicable *(attach support document)*	

Do you need permanent support?	No Yes If yes, what kind of support? _____

Do you need any temporary support?	No Yes If yes, what kind of support? _____

Do you need any teaching assistance?	**No ☐ Yes ☐** Braille Recording classes More copies

Other:	
2. Other funding or aids in which you are beneficiary:	
Provide detailed information regarding other funds or aids from which you benefit.	
Explain why this aid is insufficient to realize the proposed mobility?	
Are you going to maintain this financial support during the Erasmus mobility?	Yes ☐ No ☐
If not, whic kind of support is going to end and why and what kind of impact it will have in your budget?	

Budget

Heading	Required Amount (€)
1. Carer/Assistant	
During the travel (roundtrip)	€
During the accommodation, during the stay and/or the departure	€
Sub-Total	€
2. Special Transportations (for disabled person)	
From the home to the host entity	€
Locally during the Erasmus mobility	€
Sub-Total	€

3. Adapted Accommodation	
(Applicable if an adapted room is not available for special needs)	€

4. Daily Assistant (When a family kin/parentage or affinity exists between the assistant/carer and the applicant, please, fill just the point 1)

Total N.° of hours per day **(A)**		
Days in total **(B)**		
Total N.° of hours **(C)** =(A) x (B)		
Cost per hour **(D)**	€	
Total N.° of hours **(E)**		
(F) = (D) x (E)	€	[value of (F)]

5. Nightly Assistant (When a family kin/parentage or affinity exists between the assistant/companion and the applicant, please, fill just the point 1)

Total N.° of hours per night **(G)**		
Nights in total		
Total N.° of hours **(I)** =(G) x (H)		
Cost per hour **(J)**	€	
Total N.° of hours **(I)**		
(K) = (J) x (I)	€	[value of (K)]

6. Support and Monitoring		
Domiciliary support (only applicable if points 1, 4 and/or 5 are not filled)		€
Medical Support (physiotherapy, appointments, etc.)		€
Sub-Total		€
7. Particular didactic material (adapted to your special needs)		
Braille, more copies, audio recordings		€
Other (please, identify them in "observations")		€
Sub-Total		€
TOTAL (1 + 2 + 3 + 4 + 5 + 6 + 7)		€

Observations

AREAS OF STUDY

(ISCED CODES)

Code	Decription
0	General Programmes
1	Basic/broad, general programmes
10	Basic/broad, general programmes
8	Literacy and numeracy
80	Literacy and numeracy
9	Personal skills
90	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	Mothertongue
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	Whole sale and retail sales

342	Marketing and advertising	
343	Finance, banking, insurance	
344	Accounting and taxation	
345	Management and administration	
346	Secretarial and officework	
347	Workinglife	

349	Business and administration (others)
38	Law
380	Law
4	Science, Mathematics and Computing
42	Lifescience
421	Biology and biochemistry
422	Environmental science
429	Lifescience (others)
44	Physical science
440	Physical science (broad programmes)
441	Physics
442	Chemistry
443	Earthscience
449	Physical science (others)
46	Mathematics and statistics
461	Mathematics
462	Statistics
469	Mathematics (others)
48	Computing

481	Computerscience
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 townplanning
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 (broadprogrammes)
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