



Information session

European Higher Education Area (EHEA) and National Academic Recognition Information Centres (NARIC)

European Education and Culture
Executive Agency

15 October 2024



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For more details, you can contact us at: EACEA-EHEA-NARIC@ec.europa.eu

Agenda

14:30 - 14:40	Welcome and introduction	Walter Zampieri, HoU – European Higher Education, EACEA
14:40 - 15:10	Overall policy objectives and activities	Svein Hullstein & Christian Kiefer, European Commission, DG EAC
15:10 - 15:40	Call conditions and award criteria	Anila Troshani, HoS – European Higher Education, EACEA
15:40 - 16:00	How to apply – Tips for preparing an application	Faidra Diona – European Higher Education, EACEA
16:00 - 16:20	Introduction to the lump-sum type II grants	Stefania Frassanito – European Higher Education, EACEA
16:20 - 16:55	Q&A	
16:55 - 17:00	Closing remarks	Walter Zampieri, HoU – European Higher Education, EACEA

Overall policy objectives and activities

What is in the call?

ERAMUS+ Joint Call (EUR 9.000.000)

EHEA (EUR 6.000.000)

Transnational cooperation
projects
Max EUR 500.000
per project

Technical and
administrative support
Max EUR 750.000

NARIC
EUR 3.000.000

Overall purpose of the call

EHEA

Support the Bologna Process and its commitments through engaging national authorities, consultative members and other stakeholders to address gaps identified in the 2024 Bologna Process Implementation Report or to achieve the priorities of the Tirana Communiqué.

In addition: support for Bologna secretariat

NARIC

Support NARICs in implementing key EU and EHEA commitments: fair and transparent recognition procedures, especially automatic recognition and fair recognition for third-country nationals' qualifications. In addition: opportunities for supporting capacity building activities for NARIC centers, and to a technical assistance team.

EHEA transnational cooperation projects

Activities that can be funded (scope)

Support actions to implement the work plan of the working structures established under the Bologna Follow-Up Group in the form of peer groups, advisory groups and working groups;

Transnational peer support activities targeting any of the current member countries of the EHEA;

Assistance to drafting legislation, or actions plans (i.e. on the tools of the EHEA to support implementation at national/regional/institutional level;

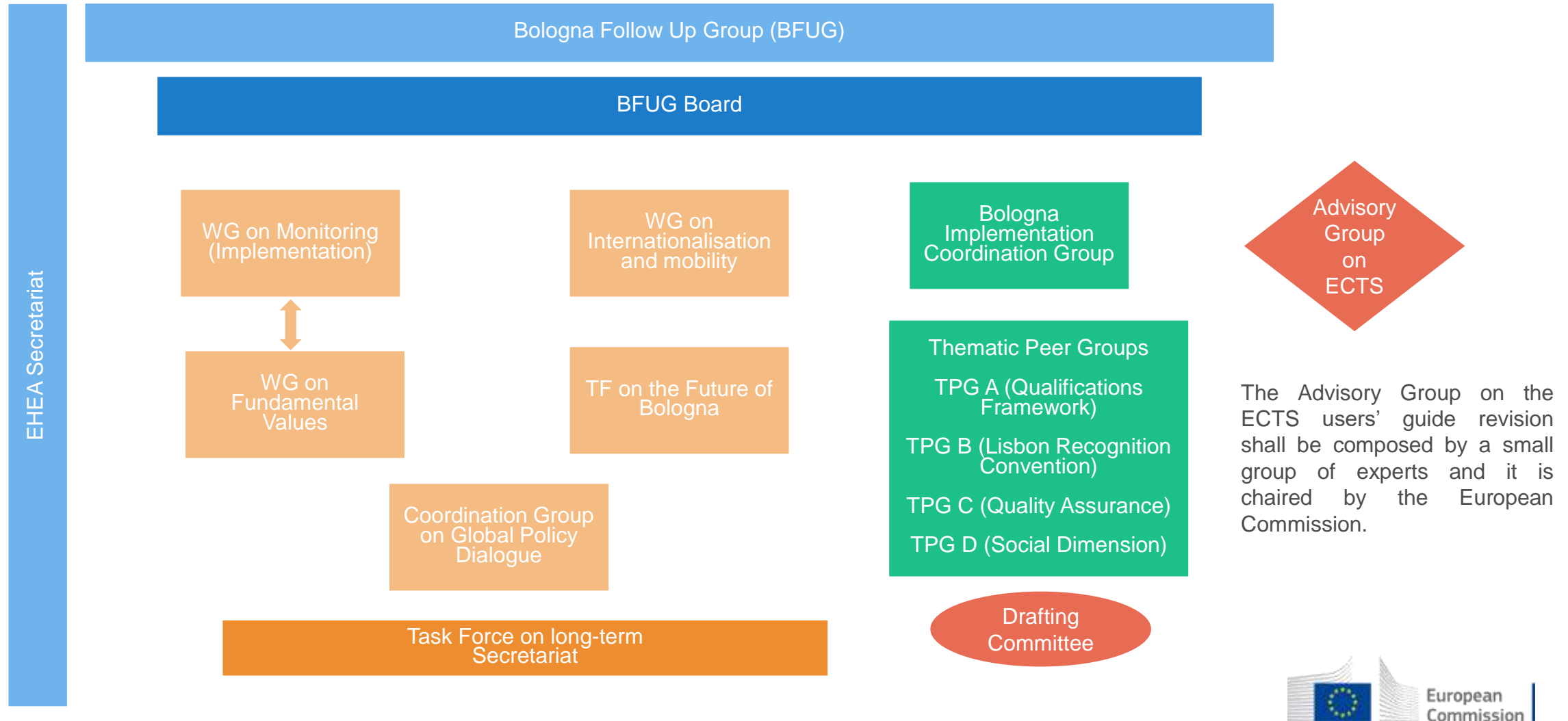
Development of monitoring and relevant tools for instance based on digital instruments;

Conferences, seminars or workshops in particular with the purpose to build a shared ownership and commitment between national authorities and stakeholders;

Study visits and follow-up studies, analyses and dissemination material;

Legal and administrative support (i.e. support for the design and implementation of a long-term secretariat).

Bologna Working Structures



NARIC activities

Type	Activities that can be funded (scope)
1	Transnational cooperation projects: Achieving fair and transparent recognition procedures, especially automatic recognition (Higher Education and Upper Secondary Education and Training – School Education / VET)
2	Capacity building of the centres of the NARIC Network
3	Annual joint ENIC-NARIC network meetings
4	Technical Support Team” - Technical support and assistance to the ENIC Bureau (EB), the NARIC Advisory Board (NAB), to ELCORE and to the ENIC-NARIC Co-Secretariats

Call conditions and award criteria

Call conditions / Admissibility

EHEA /
NARIC



To be admissible, proposals must be:

- submitted via the Funding & Tenders portal before the call deadline;
- complete (they must contain all the requested forms –available through the Submission System-, annexes and supporting documents).

Call conditions / Eligibility

EHEA

Q: Who can participate?

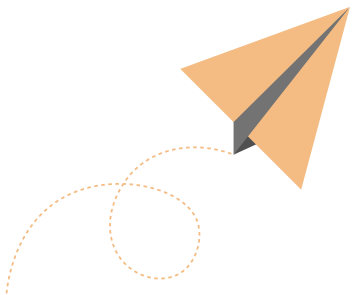
A: Organisations working on the implementation of the Bologna process

Q: From which countries?

A: From any country forming part of the EHEA (except for Russia & Belarus)

Q: Who can coordinate?

A: National authorities or delegated bodies* in EU MS / associated countries working on the implementation of the Bologna process; EHEA consultative members & European Quality Assurance Register for Higher Education (EQAR)



Call conditions / Eligibility

EHEA

* Example for Designation Letter

[Place], [Date]

I, the undersigned, *[Name of Legal Representative]*, representing the *[Name of National Authority]*, designate the *[Name of Designated Organisation]*, to apply as coordinator of the project proposal '*[Proposal Title]*', in response to the ERASMUS-EDU-2024-EHEA-NARIC call, topic 1 – European Higher Education Area (EHEA).

If successful, all coordinating tasks and responsibilities will subsequently remain with the *[Name of Designated Organisation]* during project implementation.

[Name of Legal Representative]

[Signature]

Call conditions / Eligibility

NARIC

Q: Who can participate?

A: ENIC/NARICs; other organisations working on automatic recognition (incl. in upper secondary education/VET)

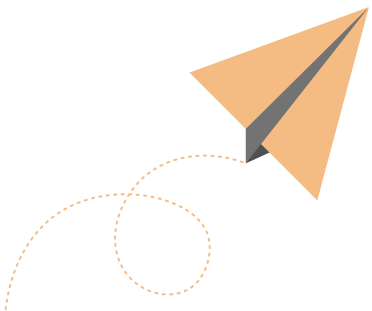
Q: From which countries?

A: For ENIC/NARICs: from all countries forming part of the ENIC/NARIC networks (except Russia & Belarus)

For other organisations working on automatic recognition: from EU MS / associated countries

Q: Who can coordinate?

A: NARICs



Call conditions / Project composition

Type 1 - Transnational cooperation projects



At least two organisations
from two eligible countries



Type 2 – Technical and administrative support



Eligible organisation(s) from
the countries hosting the
BFUG Secretariat

Call conditions / Project composition

Type 1 – Transnational cooperation projects	→	Minimum three NARICs
Type 2 – Capacity building	→	It may involve only one NARIC
Type 3 – Joint ENIC-NARIC annual meetings	→	One NARIC for 2026 / One NARIC for 2027
Type 4 – Technical support team	→	Minimum two NARICs



Call conditions / Duration

EHEA /
NARIC

EHEA



24 or 36 months



NARIC



24 months

Call conditions / Funding rate

Type 1 - Transnational cooperation projects



Max EUR 500,000 per project

Indicative number of
projects to be funded:

10

Type 2 – Technical and administrative support



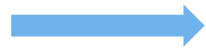
Max EUR 750,000 per project

Number of projects to
be funded:

1

Call conditions / Funding rate

Type 1 – Transnational cooperation projects



Max EUR 300,000 per project

Indicative number of projects to be funded:

6

Type 2 – Capacity building

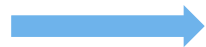


Max EUR 100,000 per project

Indicative number of projects to be funded:

4

Type 3 – Joint ENIC-NARIC annual meetings

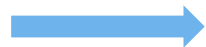


Max EUR 100,000 per project

Number of projects to be funded:

2

Type 4 – Technical support team



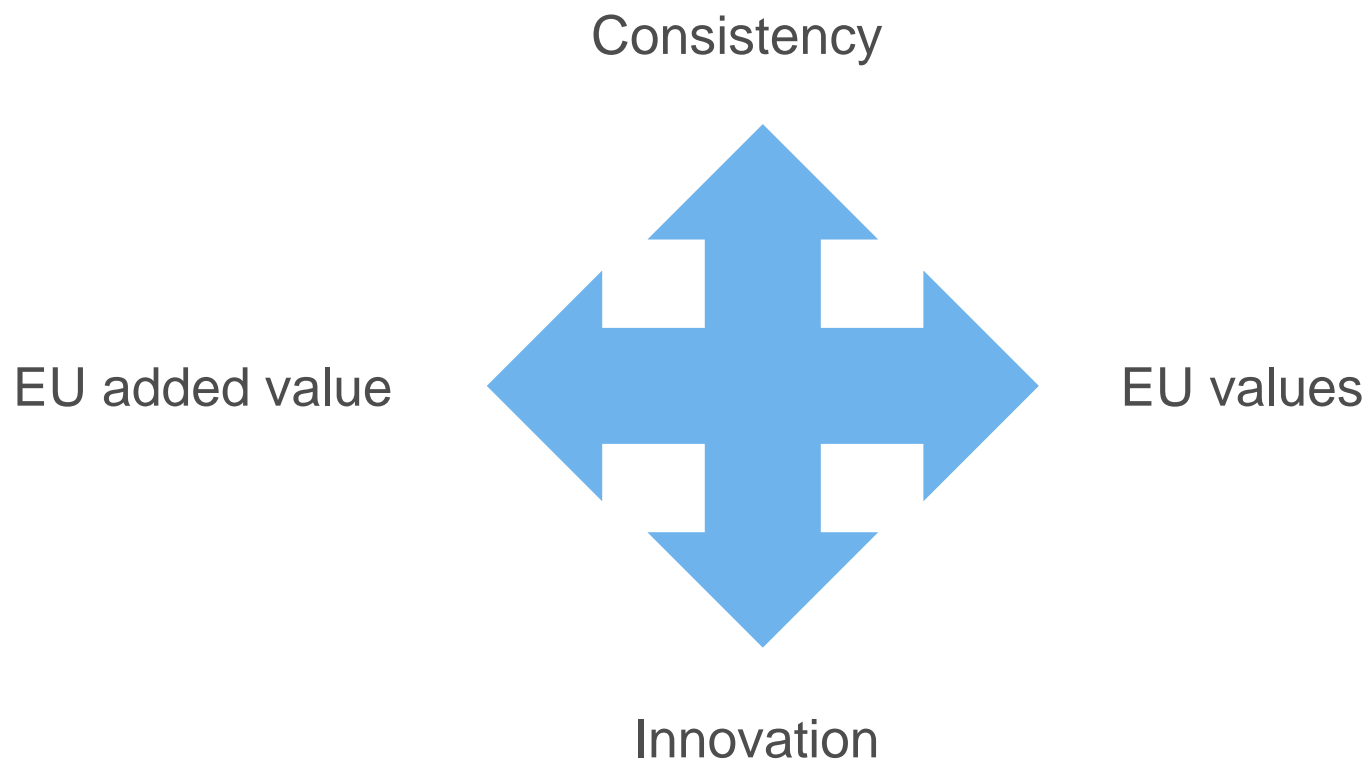
Max EUR 500,000 per project

Number of projects to be funded:

1

Award criteria / Relevance

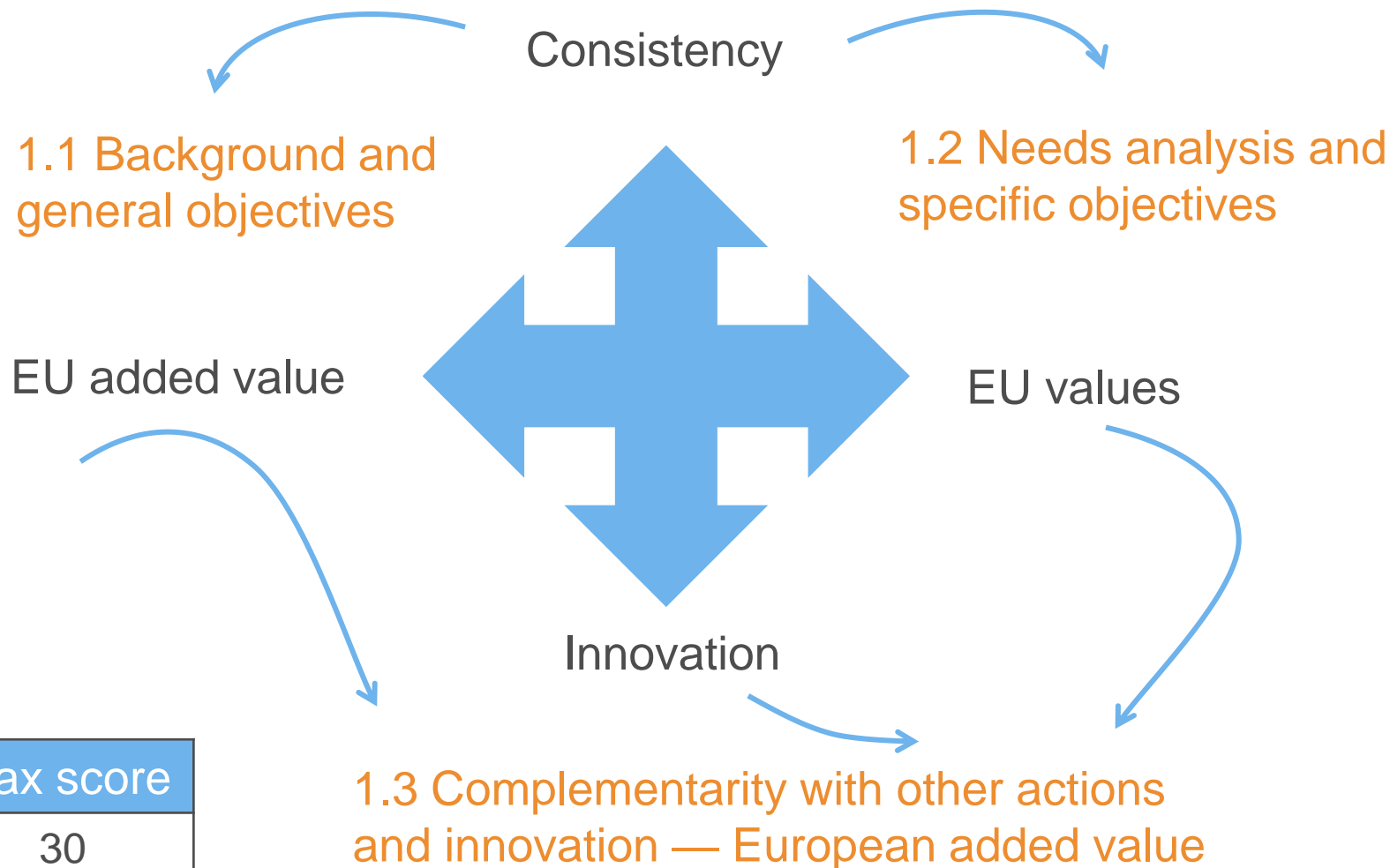
EHEA /
NARIC



Min score	Max score
16	30

Award criteria / Relevance

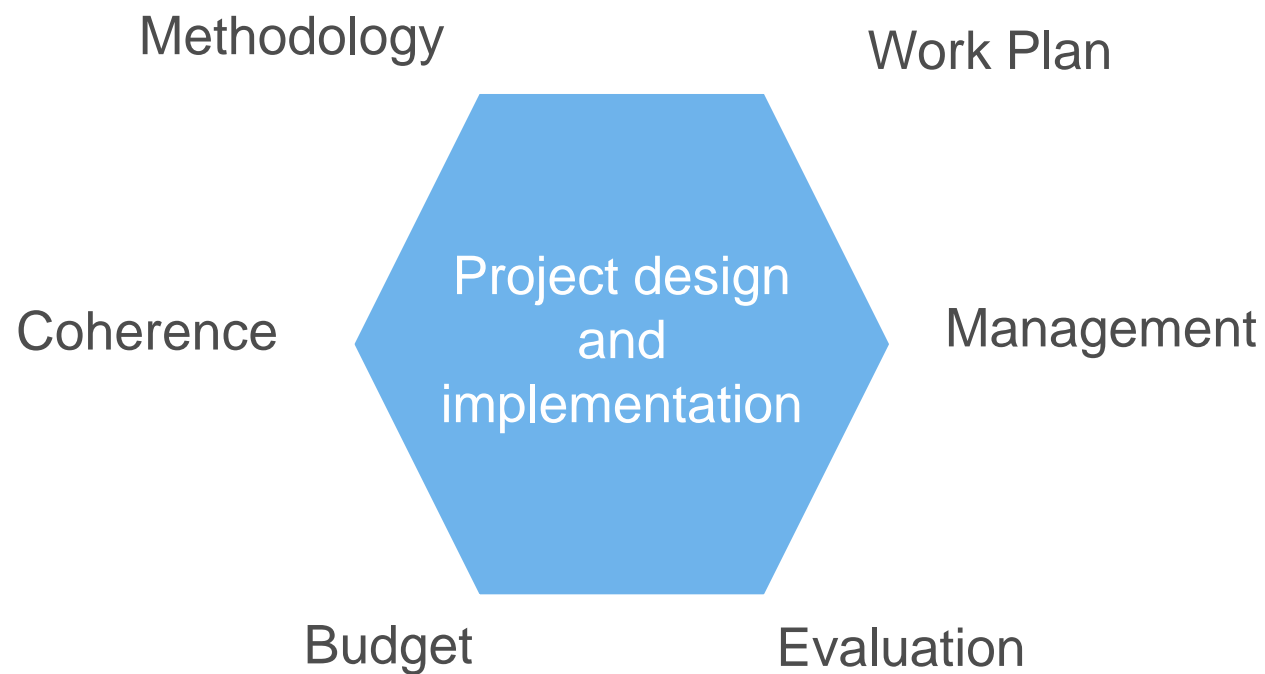
EHEA /
NARIC



Min score	Max score
16	30

Award criteria / Quality

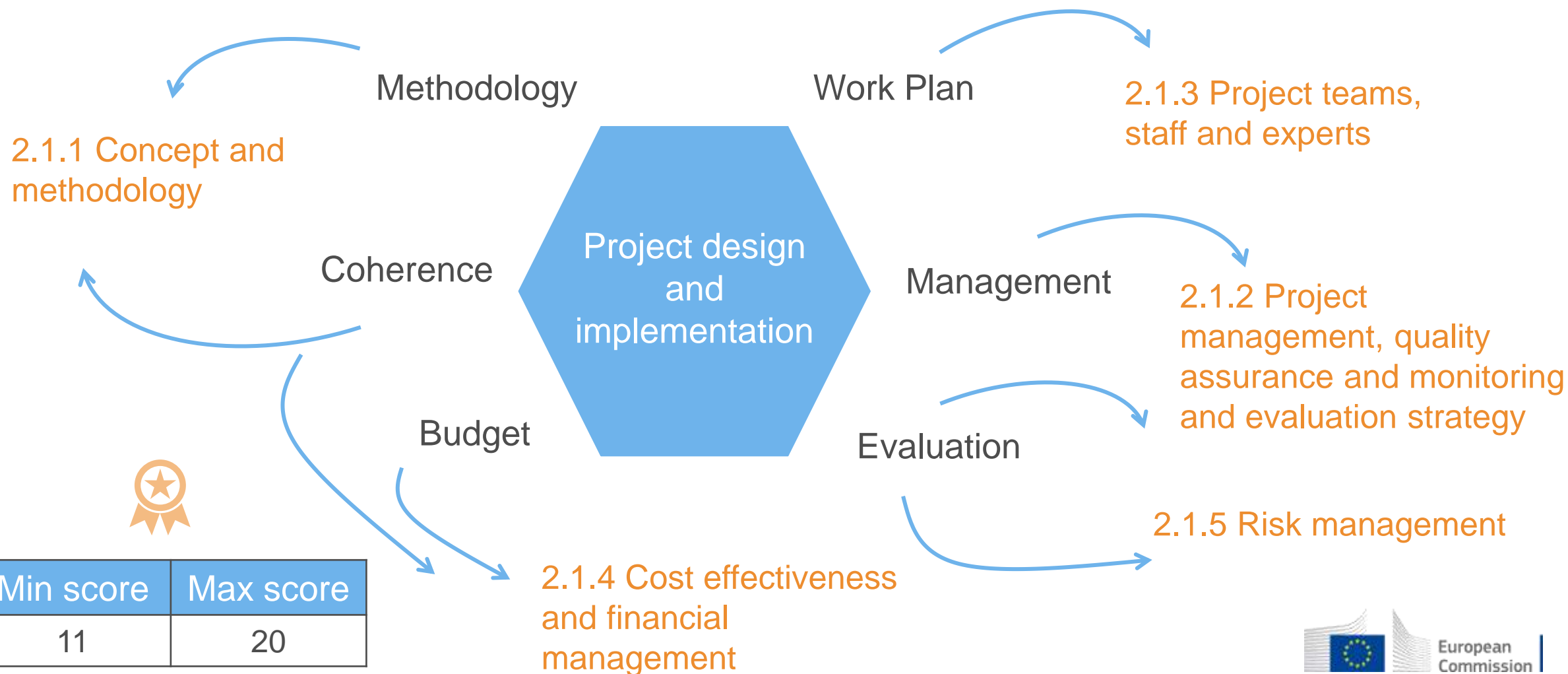
EHEA /
NARIC



Min score	Max score
11	20

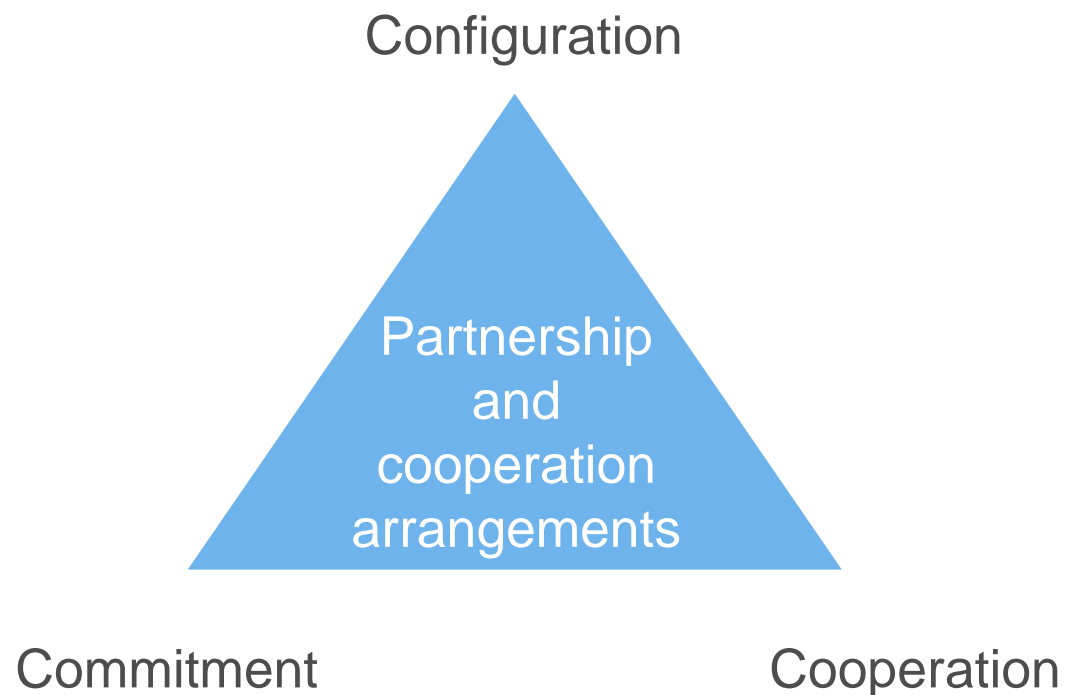
Award criteria / Quality

EHEA /
NARIC



Award criteria / Quality

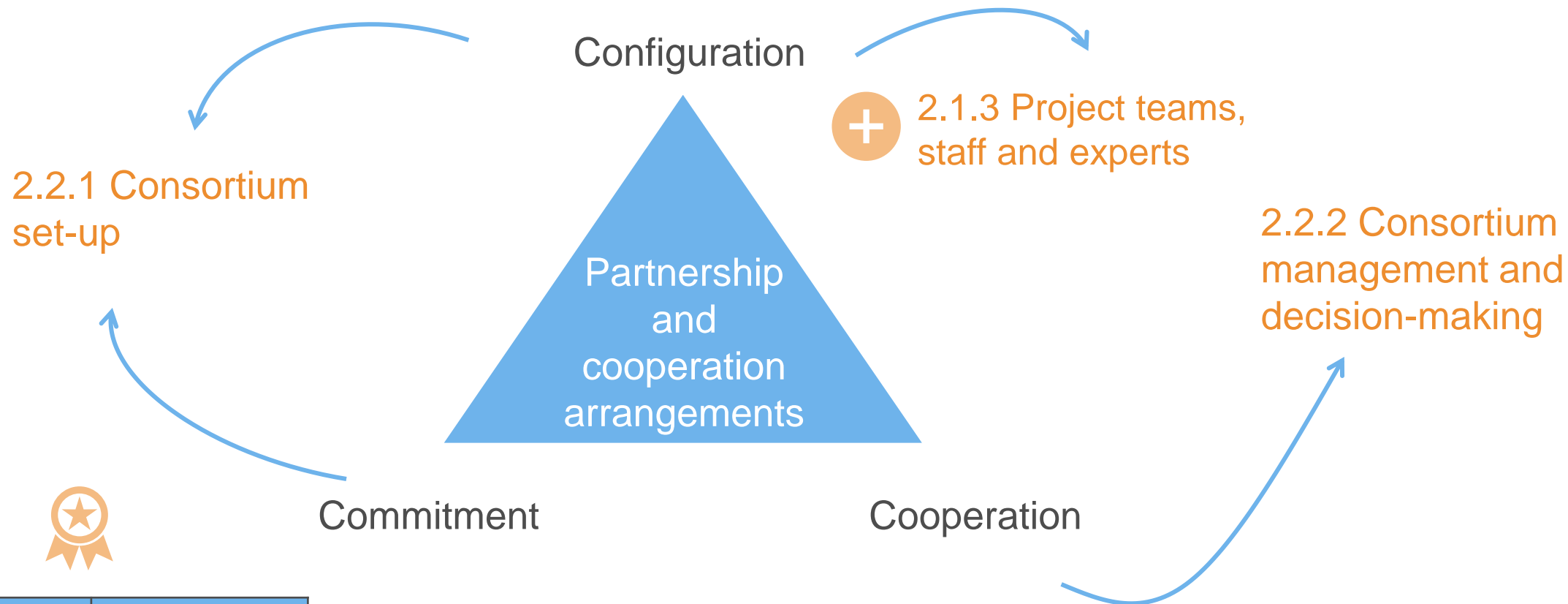
EHEA /
NARIC



Min score	Max score
11	20

Award criteria / Quality

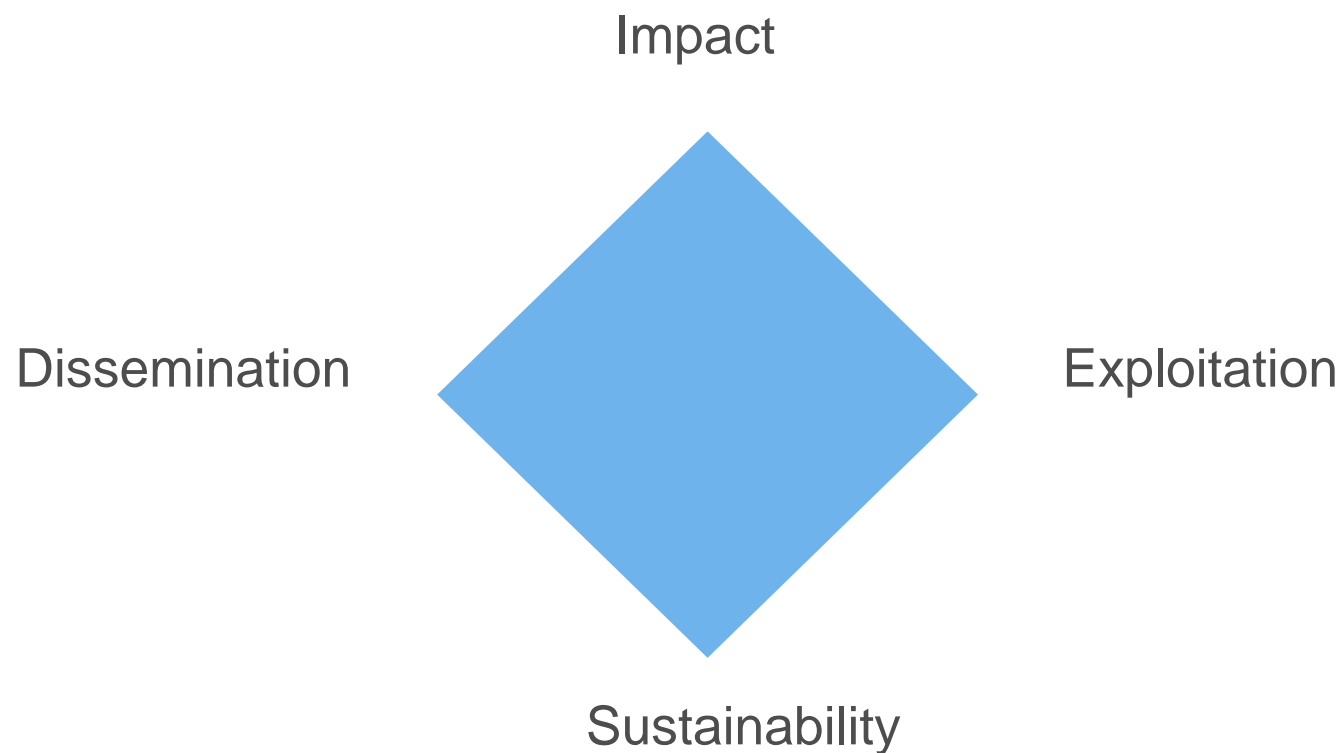
EHEA /
NARIC



Min score	Max score
11	20

Award criteria / Impact

EHEA /
NARIC



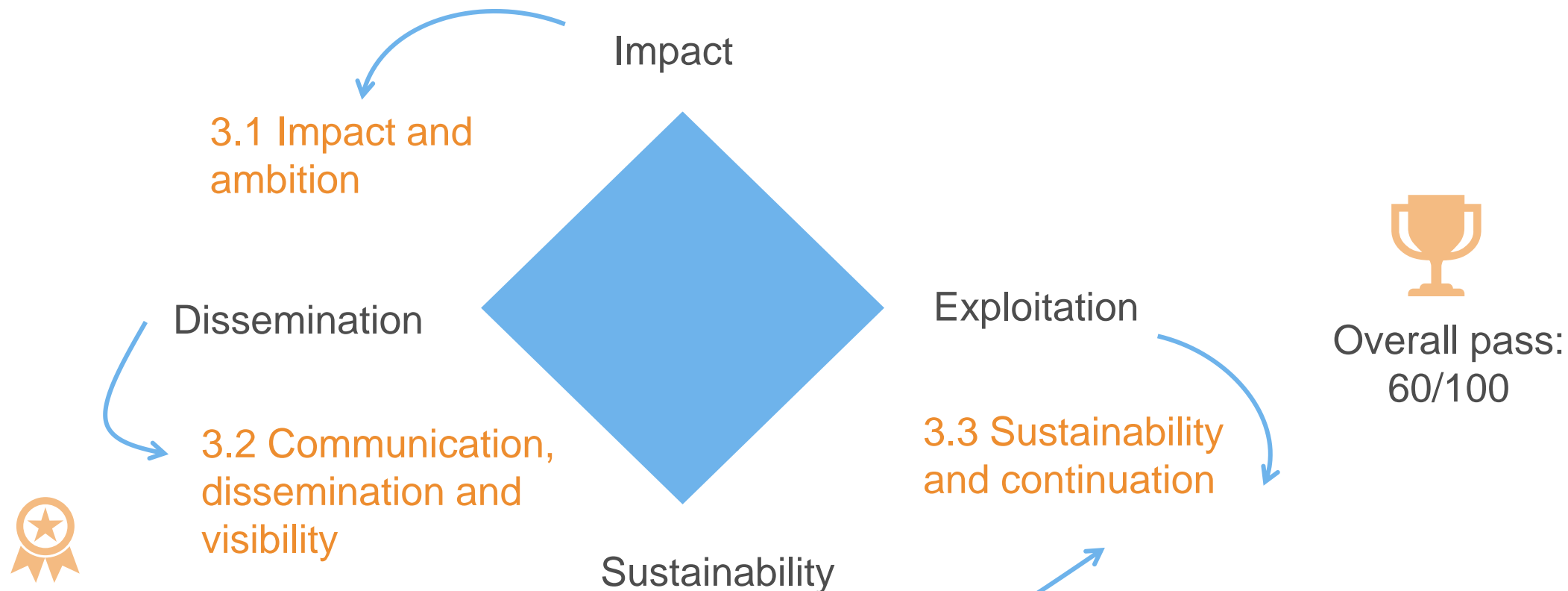
Overall pass:
60/100



Min score	Max score
16	30

Award criteria / Impact

EHEA /
NARIC



Min score	Max score
16	30

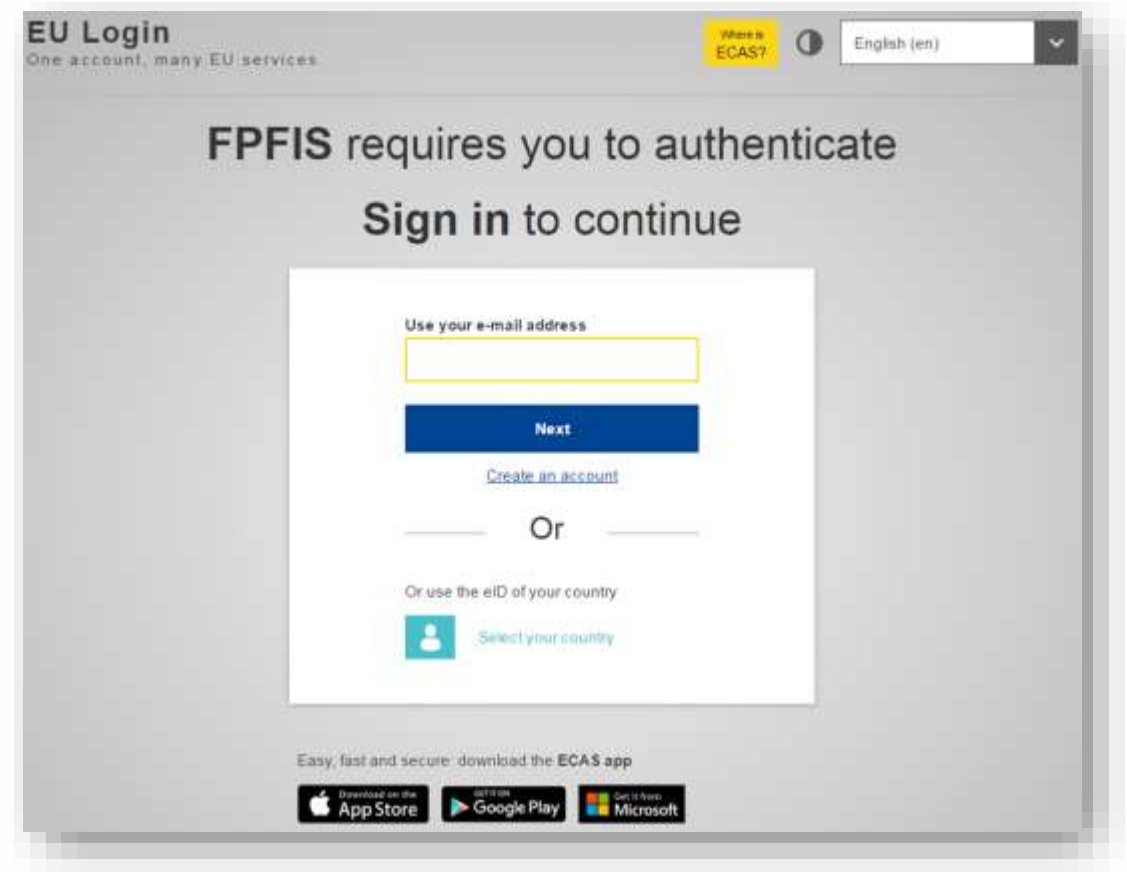
How to apply

- Tips for preparing an application

How to apply / Prerequisites

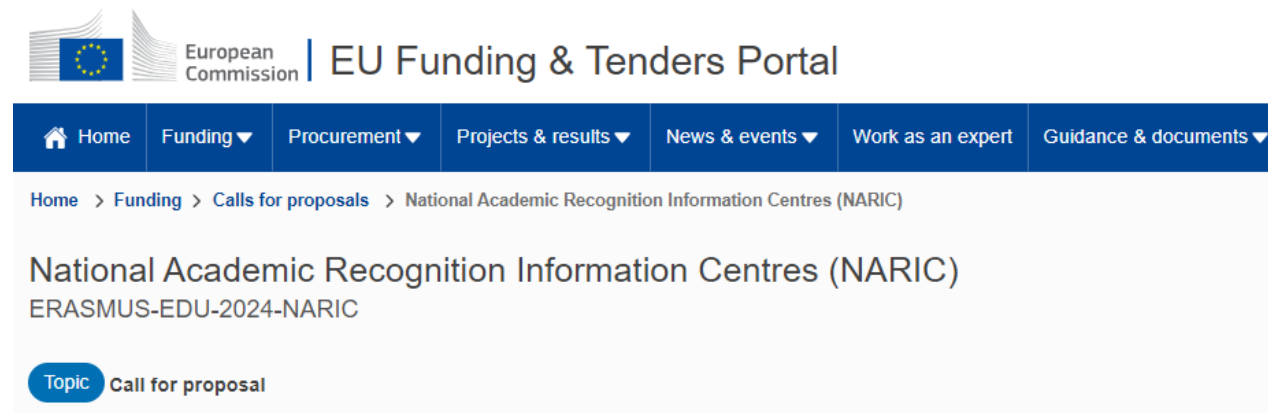
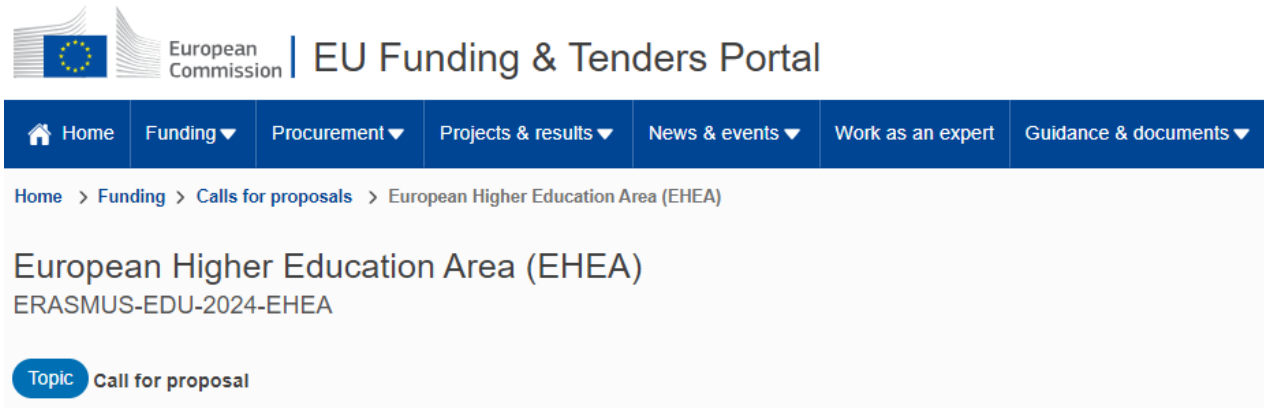
To start the application process, you need:

- A valid EU Login account - If not available, you can create it here:
<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
- A 9-digit PIC (Participant Identification Code) - If not available, you can register your organisation here:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>



How to apply / Start from topic page

! Different submission link for each topic:



How to apply / Start submission

Start submission

 Need help?

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

☐ ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Start submission

How to apply / Once in the submission system

- Insert coordinating organisation, proposal acronym & summary;
- Add participants (beneficiaries / associated partners);
- Edit part A (online);
- Download, fill in & upload part B;
- Complete part C (online);
- Validate;
- Submit.



How to apply – Create your proposal

Find your organisation

PIC ⓘ *

Short name ⓘ *

Search

Organisations you have been previously associated with. (Click to select)

PIC: 952853893
JANITOM Tomasz Janisz
ul. Ogarna 111/112/6
Gdansk, PL

PIC: 913842918
Test Camelia-Valeria
place Rogier
Brussels, BE

Your role

Please indicate your role in this proposal *

☒ Main contact

☐ Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym *

Short Summary *

SAVE AND GO TO NEXT STEP

How to apply / Add participants

Participants



Deadline

18 December 2024 17:00:00 Brussels Local Time

83 days left until closure

Call data

Call: **ERASMUS-EDU-2024-EHEA-NARIC**

Topic: **ERASMUS-EDU-2024-EHEA**

Type of action: **ERASMUS-LS**

Type of MGA: **ERASMUS-AG-LS**



Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: **TEST-info-day**

Draft ID: **SEP-211100661**

Download Part B templates



Download part B templates

Support & Helpdesk



Online Manual



IT How To



IT Helpdesk



FAQ



In this step, the coordinator can manage and review the participants.

Note: The changes will be applied only after you click the "Save Changes" button.

Number of participants: 2



Coordinator

JANITOM Tomasz Janisz

1

JANITOM Tomasz Janisz

Add Affiliated Entity +

JANITOM Tomasz Janisz

Gdansk, PL

PIC: 952853893

Change organisation

Contact organisation



Partner

Baird Consulting SCS

2

Baird Consulting SCS

Add Affiliated Entity +

Baird Consulting SCS

Uccle, BE

PIC: 956444445

Change organisation

Contact organisation



European
Commission

How to apply / Templates and forms

Deadline
18 December 2024 17:00:00 Brussels Local Time

83 days left until closure

Call data

Call: ERASMUS-EDU-2024-EHEA-NARIC
Topic: ERASMUS-EDU-2024-EHEA
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: TEST-info-day
Draft ID: SEP-211100661

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual IT How To
IT Helpdesk FAQ

Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Close

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

✖ Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms Edit Part C (KPI) View history Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B *	Upload
Detailed budget table *	Upload
CVs	Upload
List of previous projects	Upload
Other annexes	Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

- Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII)
- Tpl_Detailed Budget Table (ERASMUS LSII)

How to apply / Edit part A

Call: ERASMUS-EDU-2024-EHEA-NARIC

(European Higher Education Area (EHEA) and National Academic
Recognition Information Centres (NARIC))

Topic: ERASMUS-EDU-2024-EHEA

Type of Action: ERASMUS-LS

(ERASMUS Lump Sum Grants)

Proposal number: SEP-211100661

Proposal acronym: TEST-info-day

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

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2	Participants	Show
3	Budget	Show
4	Other questions	Show

How to apply / Edit part B

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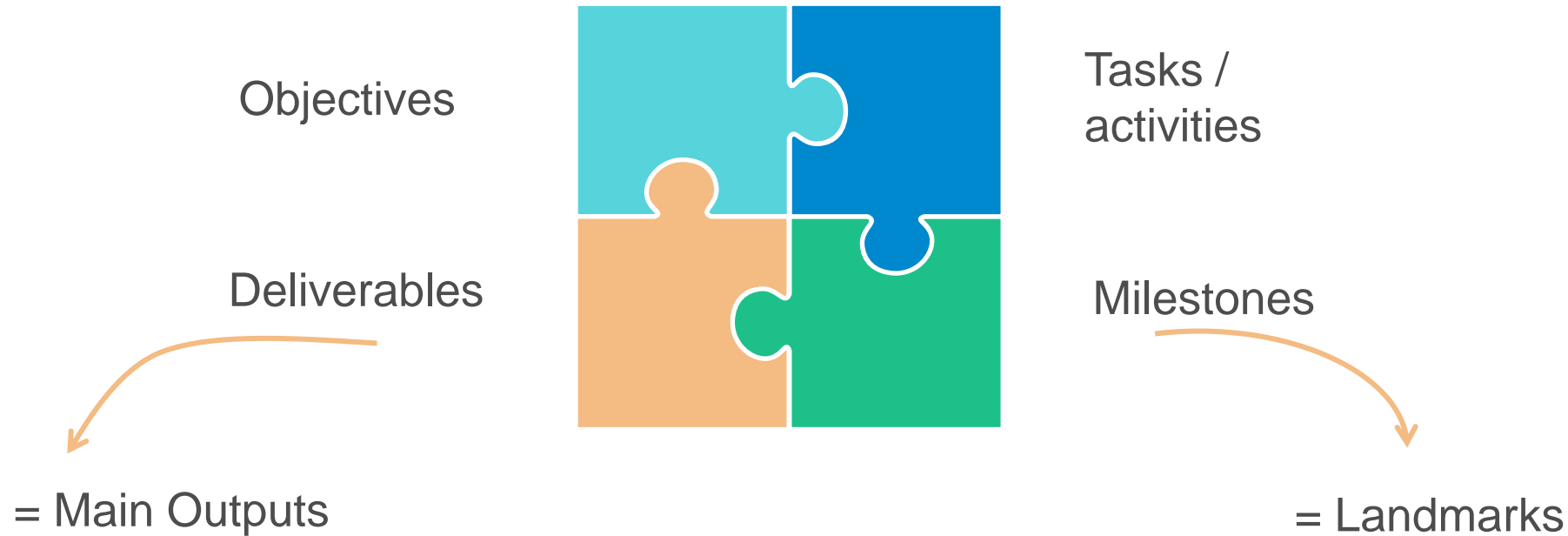
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Be mindful of the
page limit -
70 pages

How to apply – Edit part B / Work Packages

Work Package
= sub-division of project



How to apply – Edit part B / Deliverables



Document that presents a specific outcome

Dissemination level: Public or Sensitive



Meeting agenda, invitations, final report, financial report

Not all due at the end

How to apply / Edit part C

KPIs (Key Performance Indicators)

Please fill in the data for your project. At submission and grant preparation stage, the data will be on your planned indicators ; at reporting stage it should be the real indicators achieved (since the project start). The KPI tool should be updated with the latest report (the KPIs are mandatory part of the project reporting).

Erasmus+ Programme (ERASMUS) - Education (EDU)

Location

Country	NUTS1	NUTS2
-	-	-

Country *

This is a mandatory field

Type of project, thematic areas and types of activities

Types of activities: *

- | | | |
|---|---|---|
| <input type="checkbox"/> EU Citizenship, EU awareness and Democracy | <input type="checkbox"/> Creativity and culture | <input type="checkbox"/> Disabilities - special needs |
| <input type="checkbox"/> Access for disadvantaged | <input type="checkbox"/> Social dialogue | <input type="checkbox"/> Environment and climate change |
| <input type="checkbox"/> Gender equality / equal opportunities | <input type="checkbox"/> New innovative curricula/educational methods/development of training courses | <input type="checkbox"/> Pedagogy and didactics |
| <input type="checkbox"/> Quality and Relevance of Higher Education in Partner Countries | <input type="checkbox"/> Quality Assurance | <input type="checkbox"/> Recognition (non-formal and informal learning/credits) |
| <input type="checkbox"/> Research and innovation | <input type="checkbox"/> Teaching and learning of foreign languages | <input type="checkbox"/> Youth (Participation, Youth Work, Youth Policy) |
| <input type="checkbox"/> Open and distance learning | <input type="checkbox"/> Post-conflict/post-disaster rehabilitation | <input type="checkbox"/> Entrepreneurial learning - entrepreneurship education |
| <input type="checkbox"/> Combat violence and tackle racism, discrimination and intolerance in sport | <input type="checkbox"/> Migrant issues | <input type="checkbox"/> Civic engagement / responsible citizenship |



Tips for preparing an application

- Attention to eligibility and award criteria;
- Clear structure of work packages;
- Coherence between part A and part B of the proposal;
- Teamwork;
- Don't wait until the very last moment!





Introduction to the lump-sum type II grants


Basic principles


- Simplified funding mechanism aimed at reducing financial errors;
- No reporting on actual costs;
- Focus on the delivery and completion of work packages.



Where to find the budget table

The screenshot displays the Erasmus+ application portal interface. On the left sidebar, the 'Download Part B templates' link is circled in red. A red arrow points from this link to a legend at the bottom of the page. The main content area shows the 'Administrative forms (Part A)' section with buttons for 'Edit forms', 'Edit Part C (KPI)', 'View history', and 'Print preview'. Below this is the 'Part B and Annexes' section, which includes upload fields for 'Part B', 'Detailed budget table', 'CVs', 'List of previous projects', and 'Other annexes'. A red banner at the top of the main content area states: 'Your proposal contains changes that have not yet been submitted.'

 Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII)

 Tpl_Detailed Budget Table (ERASMUS LSII)

How to fill in the budget table

ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums

Instructions

This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application.
Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).

According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.

We recommend using Excel 2010 or more recent.

The only currency used in this worksheet is EURO.

The first thing you need to do is to set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum co-financing rate (in row 35, both in column E) applicable for the call.
This data can be found on the Portal under Topic Conditions and in the Call document.

You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment).
The final tab "Any comments" must be used to provide key information required for a full evaluation of your detailed budget (see point 18 below).

FILL IN THE VALUES BELOW BEFORE STARTING:

Insert the name of your call :

Insert the acronym of your project :

Maximum grant amount as stipulated in the call :

Maximum co-financing rate as stipulated in the call :

90,00%

The document which will be created with format .XLSX
will be saved in the same folder
where this workbook .XLSM is currently placed.

Create XLSX document

Double-Click to activate

How to fill in the budget table

Example

A. DIRECT PERSONNEL COSTS	
A1. Employees (or equivalent) person months (you can change the types based on your structure)	
Manager	
Senior	
Junior	

Instructions	Beneficiaries List	Work Packages List	BE 001	BE 002
--------------	--------------------	--------------------	--------	--------

How to fill in the budget table

List of Beneficiaries and Affiliated Entities				APPLY CHANGES Remove this Beneficiary
BE NR/AE	BE/TP name	Acronym	Country	
BE 001	Université Libre de Bruxelles	ULB	BE	

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Bud
--------------	---------------------------	--------------------	--------	----------------------------	--------------

Double-click on 'apply changes' once the information is duly completed or after any change

How to fill in the budget table

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Studies and reports 2021	Remove this Work Package	
WP 002	Studies and reports 2022	Remove this Work Package	

►	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person D
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How to fill in the budget table

The screenshot displays a software interface with a 'TASKS IN PROGRESS' panel on the left and a 'PROPAGATE CHANGES' dialog box in the center. The task list includes seven items, each with a green checkmark:

- 1 Update from BENEFICIARIES LIST
- 2 Update from WORK PACKAGES LIST
- 3 Update DETAILED SUMMARY TABLE
- 4 Update BE-WP Person Days
- 5 Update TECHNICAL CALCULATIONS
- 6 Update PROPOSAL BUDGET
- 7 Update BE-WP Overview

The 'PROPAGATE CHANGES' dialog box contains the text 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and a message 'Job done !' with an information icon. The 'OK' button is highlighted with a red rectangle. A red arrow points from the word 'Validation' to this button.

At the bottom of the interface, a tab bar shows several tabs: 'Instructions', 'Beneficiaries List', 'Work Packages List' (highlighted with a red rectangle), 'BE 001', 'Estim costs of the project', 'Proposal Budget', 'BE-WP Overview', and 'BE-WP Per'.

Validation

How to fill in the budget table

BE 001	BE 001			BE 001
	TEST			
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
TEST	BE+AE TOTAL COSTS			
Total WORK PACKAGES:			268.035,00	268.035,00
Management				
A. DIRECT PERSONNEL COSTS			85.000,00	85.000,00
A1. Employees (or equivalent) person months			85.000,00	85.000,00
Manager	50,00	1.000,00	50.000,00	50.000,00
Senior	50,00	500,00	25.000,00	25.000,00
Junior	50,00	200,00	10.000,00	10.000,00
0			-	-
0			-	-
A.2 Natural persons under direct contract			-	-
A.3 Seconded persons			-	-
A.4 SME Owners without salary			-	-
A.5 Volunteers			-	-
B. Subcontracting costs (please specify details under worksheet "Comments")			-	-
C. Purchase costs			-	-
C.1 Travel and subsistence per travel or day			-	-
Travel			-	-
Accommodation			-	-
Subsistence			-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
C.3 Other goods, works and services			-	-
Consumables			-	-
Services for Meetings, Seminars			-	-
Services for communication/promotion/dissemination			-	-
Website			-	-
Artistic Fees			-	-
Other (please specify details under worksheet "Comments")			-	-
D. Other cost categories			-	-
D.1 Financial support to third parties			-	-
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			85.000,00	85.000,00
Instructions	Beneficiaries List	Work Packages List	BE 001	BE 002
			Estim costs of the project	Proposal Budget

How to fill in the budget table

Click here to go to the column Max TOTAL EU Contribution		<div>Max TOTAL EU Contribution = 90 % of 524.300,00 € or 500.000,00 €</div> <div>Max TOTAL EU Contribution</div>
BEN 1		288.900,00
AE1		-
BEN 2		182.970,00
TOTAL	Consortium	471.870,00

» ... Beneficiaries List Work Packages List BE 001 BE 002 Estim costs of the project Proposal Budget

How to fill in the budget table

FILL IN THE VALUES BELOW BEFORE STARTING:	
Insert the name of your call :	ERASMUS-EDU-2024-NARIC
Insert the acronym of your project :	testingNARIC
Maximum grant amount as stipulated in the call :	500.000,00 €
Maximum co-financing rate as stipulated in the call :	90,00%


The document which will be created with format .XLSX
will be saved in the same folder
where this workbook .XLSM is currently placed.

Create XLSX document

Double-Click to activate


Back to the 'Instructions' tab in
order to save this Excel file

Uploading the budget table

**Deadline**
18 December 2024 17:00:00 Brussels Local Time


83 days left until closure

Call data
Call: **ERASMUS-EDU-2024-EHEA-NARIC**
Topic: **ERASMUS-EDU-2024-EHEA**
Type of action: **ERASMUS-LS**
Type of MGA: **ERASMUS-AG-LS**

 Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: **TEST-info-day**
Draft ID: **SEP-211100661**

Download Part B templates

 Download part B templates

Support & Helpdesk


Online Manual


IT How To

IT Helpdesk

FAQ

Service Desk:


 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

 In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

 Your proposal contains changes that have not yet been submitted.


Administrative forms (Part A)

Edit forms


Edit Part C (KPI)

View history

Print preview



Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 


Part B *


Detailed budget table *


CVs


List of previous projects


Other annexes

 Upload

 Upload

 Upload

 Upload

 Upload

← BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

Tips for preparing the financial part of the application

- Very first thing to do: Read carefully the instructions in the budget table;
- Make sure your amounts are coherent in all parts of the application (part A & part B);
- Check that your budget is sound, detailed, organised and coherent with the work packages;
- Regularly save your document and double click to apply the changes.





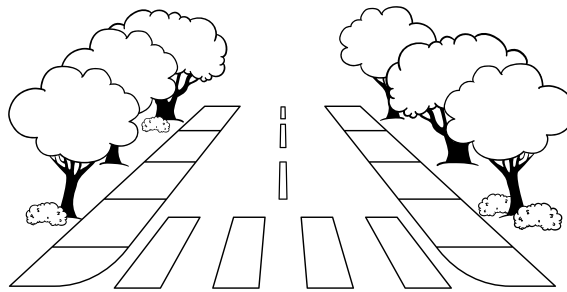
Resources

- [Online manual](#)
- [Technical guidance](#)
- [Video tutorials](#)

For questions:

EACEA-EHEA-NARIC@ec.europa.eu

Thank you & good luck with your proposal!



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