

Lifelong Learning Programme Erasmus Application Form 2010 for Erasmus Placement Consortium (Student mobility for Placements)

This form serves two purposes:

1. APPLYING FOR ERASMUS STUDENT PLACEMENT GRANTS
2. APPLYING FOR THE ERASMUS CONSORTIUM PLACEMENT CERTIFICATE

For those **CONSORTIA** which have **not yet been certified**, or whose previously awarded **certificate does not cover the academic year 2010/11**.

NB: *The Erasmus Consortium Placement Certificate is the pre-condition for being eligible to apply for placement grants. The information provided by applicants in this form will be the basis for deciding whether the consortium is awarded a certificate and, if so, whether this will be for only one year or for 3 years with 2013 as final date of validity.*

1. SUBMISSION DATA

LLP Sub-Programme	Erasmus	Action Type	Placement consortium
Call	2010		
Submitted to	OeAD-GmbH Nationalagentur Lebenslanges Lernen Schreyvogelgasse 2 1010 Wien lebenslanges-lernen@oead.at		
Applicant organisation For HEI, Erasmus ID Code* (e.g. A LINZ01)			
Date			
Application for the Erasmus Consortium Placement Certificate	Please confirm whether, in addition to applying for student placement grants , you are also applying for an Erasmus Consortium Placement Certificate: <input type="checkbox"/> Yes, first application for an Erasmus Consortium Placement Certificate <input type="checkbox"/> Yes, application for the renewal of an expired Erasmus Consortium Placement Certificate (that is: the certification previously received is no longer valid for the academic year 2010/11) <input type="checkbox"/> No, our consortium is already the holder of an Erasmus Consortium Placement Certificate which is valid for the academic year 2010/11		
Code of your Erasmus Consortium Placement Certificate (if the Consortium was certified in 2007, 2008 or 2009)*			

*If you are in any doubt regarding your code/s, please contact your National Agency or the Education, Audiovisual and Culture Executive Agency: eacea-info@ec.europa.eu; <http://eacea.ec.europa.eu>

GENERAL INFORMATION

Before completing this application form, please read the relevant sections in the 2010 Call for Proposals published by the European Commission and by your National Agency and the Lifelong Learning Programme Guide for 2010, which contain additional information on closing dates, National Agency addresses to which the application must be sent, and specific priorities for the year 2010. Links to these documents and further information can be found on the Lifelong Learning Programme website:

http://ec.europa.eu/education/programmes/llp/index_en.html

Please note that this application form is to be used by consortia wishing to participate in the ERASMUS sub-programme by organising student mobility for placements. Consortia that already hold a valid Erasmus Consortium Placement Certificate for the academic year 2010/11 do not have to fill in section 5. The others, if selected, will be granted an Erasmus Consortium Placement Certificate. Normally, certification will be awarded for three years, but the National Agency reserves the right to limit the certification to one year if necessary. Please remember that higher education institutions (HEI) participating in the consortium must have an **extended** Erasmus University Charter to be eligible to organise student mobility for placement. The submission deadline to the National Agencies is

12 March 2010.

The application has to be sent via post and also electronically (christine.loeffler@oead.at)

All applications will receive an **acknowledgement of receipt**.

In accordance with standard European Commission practice, the information provided in your application form may be used by the Commission to evaluate the Lifelong Learning programme. The relevant data protection regulations will be respected.

The abbreviation "HEI" is used throughout the present form to denote "higher education institution".

CHECKLIST

Before sending in your application form to the National Agency, please make sure that:

- You have sent an electronic version of the application to the NA (christine.loeffler@oead.at).
- You have used the appropriate official Application Form for the activity.
- All relevant fields in the form have been completed in full.
- The legal representative of the applicant has signed the declaration of honour.
- The application form is not handwritten.
- Your proposal fulfils all the eligibility criteria for this activity set out in the Call.
- The application form bears the original signature of the person **legally authorised to sign** on behalf of the applicant institution/organisation, as well as the original stamp of this institution / organisation.
- You comply with the deadline published in the Call.

Please note: If you are an institution or organisation in the education and training sector which has received over 50% of its annual revenues (excluding Community grant funds) from public sources over the last 2 years, or which is controlled by public bodies or their representatives, you are considered to have sufficient financial and administrative capacity. In case your institution does not fall in this category, the National Agency has the right to request at any time a copy of the official annual accounts for the most recent financial year for which accounts have been closed or an external audit report produced by an approved auditor, certifying the accounts for the last year available in order to ensure that your institution has the necessary financial and administrative capacity.

2. APPLICANT DATA

2.1 ORGANISATION

This section refers to the organisation which leads the Erasmus Placement Consortium. When filling in a field with information from a reference table, please type in **both** the code and the description in order to avoid later misunderstanding.

Full legal name in national language and characters			
Full legal name in Latin characters (where originals are not in Latin characters)			
Abbreviated name			
Profit / Non-profit		Legal Status	
<input type="checkbox"/> Profit		<input type="checkbox"/> Private	
<input type="checkbox"/> Non profit		<input type="checkbox"/> Public	
Legal Address			
Postcode			
City			
Country			
Telephone 1		Telephone 2	
Fax			
E-mail			
Website			
For HEI, code of the Extended Erasmus University Charter (EUC)*			
For HEI, Erasmus ID Code* (e.g. A LINZ01)			

*If you are in any doubt regarding your codes, please contact the Education, Audiovisual and Culture Executive Agency: eacea-info@ec.europa.eu; <http://eacea.ec.europa.eu>

2.2 DEPARTMENT AND CONTACT PERSON

Title		First name	
Last name			
Department			
Position			
Address			
Postcode		City	
Country			
Telephone 1		Telephone 2	
Mobile		Fax	
E-mail			

2.3 GENERAL DESCRIPTION OF THE ORGANISATION

Please describe the size, scope of work, areas of expertise and competence, and the specific expertise of the institution in the field covered by the project. (Limit: max ½ page)

2.4 ROLE OF THE ORGANISATION IN THE PROJECT/CONSORTIUM

Please indicate which specific tasks are to be assigned to this organisation within the Consortium and describe the number and the profile of personnel to be involved in the project. (Limit: max ½ page)

3. PARTNERS DATA

- o A FULL SECTION 3.1 or 3.2 MUST BE COMPLETED FOR EACH ORGANISATION PARTICIPATING IN THE CONSORTIUM IN ADDITION TO THE COORDINATING (APPLICANT) ORGANISATION DESCRIBED IN SECTION 2. FOR THIS PURPOSE, APPLICANTS SHOULD REPLICATE THE RELEVANT PAGES OF THE FORM AND ATTRIBUTE A DIFFERENT "PARTNER NUMBER" TO EACH PARTICIPATING ORGANISATION EITHER IN SECTION 3.1 (IF A HEI) OR SECTION 3.2 (IF ANY OTHER TYPE OF ORGANISATION).

3.1 HIGHER EDUCATION INSTITUTIONS (HOLDING AN EXTENDED ERASMUS UNIVERSITY CHARTER)

PARTNER 1	
Full legal name in national language and characters	
Full legal name in Latin characters (where originals are not in Latin characters)	
Website	
Code of the Extended Erasmus University Charter (EUC)*	
Erasmus ID Code* (e.g. A LINZ01)	

Copy this section for additional partners

*If you are in any doubt regarding your codes, please contact the Education, Audiovisual and Culture Executive Agency: eacea-info@ec.europa.eu ; <http://eacea.ec.europa.eu>

3.2 OTHER ORGANISATIONS IN THE CONSORTIUM

PARTNER nr. X	
Full legal name in national language and characters	
Full legal name in Latin characters (where originals are not in Latin characters)	
Abbreviated name	
Legal Status	<input type="checkbox"/> Private <input type="checkbox"/> Public
Profit / Non-profit	<input type="checkbox"/> Profit <input type="checkbox"/> Non profit
Website	

Copy this section for additional partners

4. DECLARATION BY THE LEGAL REPRESENTATIVE OF THE APPLICANT ORGANISATION

This section must be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant institution. This Declaration must be completed and signed by applicant institution.

PERSON AUTHORISED TO SIGN THE EU GRANT AGREEMENT

Title		First name	
Family name			
Organisation			
Department			
Position			
Address			
Postcode		City	
Country			
Telephone 1		Telephone 2	
Fax			
E-mail			

DECLARATION OF HONOUR

I, the undersigned,

Request from my National Agency a grant for the activities applied for in this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

- The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely: It provides learning opportunities and
- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
 - Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that:

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate National Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (http://www.edps.europa.eu/00_home.htm).

Signature: _____ Date: _____

Name of signatory: _____

Position within the organisation: _____

Name of the applicant organisation: _____

Stamp of the organisation:

5. ERASMUS CONSORTIUM PLACEMENT CERTIFICATE

This section is an application for the Erasmus consortium placement certificate and should **only** be completed by applicants which do not hold a valid Erasmus consortium placement certificate for the academic year 2010/11. If the application is successful, the consortium will be awarded an Erasmus consortium placement certificate for one year or renewable three years period with 2013 as a final date of validity, depending on the experience of the consortium. If selected, consortium without previous experience in the organisation and management of placements in a national or international context will be awarded a one-year certificate.

5.1 AIMS, CONTENT, BACKGROUND AND DISSEMINATION

- Describe the **aims and purpose of the consortium** applying for the Erasmus placement certificate, the target groups and explain its relevance with regard to the objectives/needs of partners of the consortium.

Max 1/2 page

Describe any relevant **background** information, and if applicable, **the experience and previous achievements** of the consortium concerning the organisation of student placements. The following points should be covered:

- Experience in **cooperation** between higher education institutions and enterprises
- Experience in the **organisation and management of placements for students** in a national and international context. Indicate any additional information you consider relevant on your achievements.
- Experience in student placements under the **Leonardo da Vinci II programme**. For each of the last three years of the LdV programme (2004, 2005 and 2006) give details on approved projects and on the number of student placements planned and realised.

Max ½ page

- Describe the **expected results** and how it is planned to **disseminate** and share them with other HEI and organisations, for example in the economic sector concerned and/or at national and/or transnational level?

Max ½ page

5.2 QUALITY OF THE CONSORTIUM AND OF ITS MANAGEMENT

- Consortium management**, structure of the consortium, roles and responsibilities of the partners: Explain in general terms the administrative, technical and professional capacity of the partners to fulfil their responsibilities, indicate the know-how of the partners, the capacity to mobilise the infrastructure and staff with the required knowledge.
- Show how you will ensure the sustained working of the consortia in the time frame of the Lifelong Learning programme and beyond.

Max ½ page

5.3 QUALITY OF THE ORGANISATION OF THE MOBILITY

- Information and selection:**
- A)** Describe how potential student participants will be informed about possibilities of placements. Indicate how they will be selected.
- B)** Describe how potential host enterprises will be informed and how they will have the possibility to propose an internship. Describe how the quality of the proposed internship will be assessed. Describe how the offers and demands will be matched.
- Preparation:** Describe how the participants will be prepared for the stay abroad. Explain the pedagogical, cultural and linguistic preparation they will receive.
- Practical support:** Describe the practical and logistic support which participants will receive within the project (travel arrangements, insurance, visa, accommodation, social security, etc.)
- Training content:** Explain how the training content will be agreed with the partner organisations abroad which will be receiving the students, and with the student participants themselves.
- Mentoring:** Describe the provisions regarding mentors whose role is to advise participants, help them with their integration in the enterprise and monitor their training progress.

- **Recognition:** The sending higher education institution should give recognition to every participant for the period of placement abroad. How will this be done? Explain the use of ECTS or an equivalent credit system. Explain how non-compulsory placements will be documented for example in the student's Diploma Supplement or at least in his transcript of records and whether the Europass documents will be used and completed (e.g. Diploma Supplement).

Evaluation: Explain how the period spent on the placement will be evaluated by participants.

max 1 page

5.4 HORIZONTAL ISSUES

Cultural and linguistic diversity

If applicable, please describe the measures you intend to take to promote an awareness of the importance of cultural and linguistic diversity.

Disability or other special needs

If applicable, please describe the measures you intend to take to help people with a disability or other special needs to take part in the placements.

Other horizontal issues

6. OBJECTIVES

This section should be completed by all applicant consortia, whether or not they hold valid certification as an Erasmus placement consortium in the academic year 2010/11.

6.1 RELEVANCE FOR THE OPERATIONAL OBJECTIVES OF THE PROGRAMME

Please mark in the table below, the objectives of the Erasmus sub-programme that your application will address, in addition to the two already ticked (if any – leave blank if none):

x	To improve the quality and to increase the volume of student and teaching staff mobility throughout Europe, so as to contribute to the achievement by 2012 of at least 3 million individual participants in student mobility under the Erasmus programme and its predecessor programmes (ERA-OpObj-1);
	To improve the quality and to increase the volume of multilateral cooperation between higher education institutions in Europe (ERA-OpObj-2);
	To increase the degree of transparency and compatibility between higher education and advanced vocational education qualifications gained in Europe (ERA-OpObj-3);
	To improve the quality and to increase the volume of cooperation between higher education institutions and enterprises (ERA-OpObj-4);
	To facilitate the development of innovative practices in education and training at tertiary level, and their transfer, including from one participating country to others (ERA-OpObj-5);
	To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning (ERA-OpObj-6).

Please specify how and to what extent the placement activities will contribute to the objectives selected above (maximum 1 page).

6.2 PLACEMENT STRATEGY DESCRIPTION

Describe the placement strategy related to this specific grant request. Particular attention should be paid to the measures taken to increase and improve student mobility for placements and to match the offer by host enterprises/organisations and demand for placements (max 20 lines).

We strongly recommend that at the end of the mobility period, the mobility is certified using a Europass mobility certificate, which can be accessed on the following site:

<https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

6.3 MOBILITY FLOW TABLE (TOTALS)

Please provide in the table below the number of placements you apply for in the academic year 2010/11, estimated numbers for 2009/10 and the actual number of mobilities achieved in 2008/09 (if applicable).

Please note the "Average duration in months" can be indicated with two decimals.

When	Total number of mobilities A	Average duration in months B	Total duration (A x B)
2010/11 requested			
2009/10 estimated			
2008/09 actual			