**Erasmus+ teacher and staff exchange in Higher Education**

What requirements must an application meet to be considered valid?

Quality award criteria used for the selection of applications.

Documentation to be returned after the mobility.

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| **What requirements must an application meet to be considered valid** | |
| Application is valid if: | * Description in Mobility Agreement of the planned mobility meets quality criteria.   **To be valid the following must be attached to the on-line application:**   * Mobility Agreement that meets the quality criteria, signed by applicant, home institution (contact person) and the responsible person at the receiving institution.   **OR**   * Mobility Agreement that meets the quality criteria, signed by applicant and home institution (contact person) along with communication (e.g. by e-mail) where the applicant is invited to undergo staff training or teaching through Erasmus+. The signed Mobility Agreement (updated if needed) has to be returned before payment of the grant. |
| **Quality award criteria used for the selection of applications** | |
| Doesn´t meet quality criteria | * The application doesn´t meet the requirements (above) and will not be quality assessed. * Description of the planned mobility neither matches teacher exchange nor staff training. * Description of the planned mobility is vague or too short and doesn´t match the questions. * The planned mobility only concerns personal cooperation or needs of the applicant without a visible connection to the job or needs of the home institution. * **Grant can not be awarded if the application falls under any of the above.** |
| Acceptable | * Application meets requirements. * Mobility is either teacher exchange or staff training. * Description of the planned mobility, purpose and relations to the job and the needs of the home institution is acceptable but some questions are rarely or not answered at all. * **Grant could be awarded if the home institution cannot choose a better application.** |
| Good | * Application meets requirements. * Mobility is obviously either teacher exchange or staff training. * Description of the planned mobility is clear and all questions are answered both in the application and in the Mobility Agreement, it has clear relations to the job and/or the needs of the home institution. * **Grant can be awarded.** |
| Exemplary | * Application meets all quality requirements and has an exemplary link to the job and the needs of the home institution. It could be used as a best practice example to show other staff how the home institution would like to use these grants. * **Grant should be awarded and the application can be prioritized even if is received after the application deadline.** |
| **Documentation to be returned after the mobility** | |
| This needs to be done after the mobility | * Return a signed „*proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its start and end date* “(article II.16.2.3.B of the grant agreement between the Higher Education Institution and the Erasmus+ National Agency). * Return an online final report. A printed copy not needed. The participant receives a link by e-mail. *„Participants who fail to complete and submit the on-line EU Survey may be required by their institution to partially or fully reimburse the financial support received “(*article 5.2 of the grant agreement between the Higher Education Institution and the grant holder. |