**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.
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| **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.**
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| 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.**
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| 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.**
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| 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.**
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| **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.
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