HEI ICI WEBINAR ON FINAL REPORTING

19 March 2020

EDUFI Internationalisation Services for Higher Education
15.00-15.30
EDUFI Reporting system + Questions

15.30-16.00
Narrative Report + Questions

16.00-16.30
Financial Reporting + Question
COVID-19

EDUFI and MFA continuously follow the Finnish government’s instructions in the state of emergency, the following instructions may be updated if necessary:

Projects ending in March

• no-cost extension at this point is not possible

• If necessary, projects have two months extra time to submit their final report (e-mail notification is sufficient), the deadline then being 31st August.

Projects ending in August

• At the moment, further extension is not possible due to budget technical restrictions. MFA and EDUFI are trying to find a solution for this issue and will be informing the relevant HEI ICI coordinators when progress is made.

For all: Direct extra costs related to corona (e.g. related to cancelled events or travels) can be reported as eligible project's costs if travel insurance does not cover them.
FINAL REPORT TIMELINE

• Projects ending in March will submit the final report by 30 June 2020
  - due to corona, if necessary, deadline postponed till 31 August 2020
    (email notification to EDUFI)

• Projects ending in August submit the final report tentatively by 15 October 2020,
EDUFI and the MFA are trying to find solutions for further extension of the
project period due to consequences caused by COVID-19.

• EDUFI will provide feed-back on the reports within 2 months of the submission
FINAL REPORTING FOCUS

Final report covers the whole project period:

• **Analyze the final impact and results of the project** activities that have been implemented **covering the whole project period**
• Analyze how well the project has succeeded in implementing the project activities and how **sustainable the results are**
• Reflect on which activities have been most successful
• Describe possible challenges and good practices identified during the project and how they have affected the implementation.
CHANGES IN FINAL REPORTING

- Generally the final reporting covers the whole implementation period of the project. The first part of the report "The whole story" important for EDUFI.
- There are just few chapters and attachments covering only the final period 2019-2020:

<table>
<thead>
<tr>
<th>Narrative content</th>
<th>Attachments</th>
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<tbody>
<tr>
<td>- Summary of Progress during the Final Year</td>
<td>- Financial Progress report</td>
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<td>- Mobility actions</td>
<td>- Coordinator’s bookkeeping report</td>
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<td>- Other matters concerning the last reporting periods</td>
<td>- Project-specific Results Framework</td>
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<td>- Trainings and events Excel</td>
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<td>- Mobility reports</td>
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20/03/2020 I Finnish National Agency for Education
ONLINE SYSTEM

• The report will be filled in the same “Valtionavustusjärjestelmä” / VA-system, (EDUFI funding management tool), than last year

• You have received a project specific link to your project’s final reporting template by email.

• The system saves automatically, but make sure to refresh the page frequently
FOUR STEPS FOR SUBMITTING REPORTS

1. Click the Personal Reporting Link

- The link will direct you to the electronic reporting form
- Each report has its own specific link.
- Please check it has not ended up in your junk mail folder.
- Avoid Internet Explorer
FOUR STEPS FOR SUBMITTING REPORTS

2. Fill in all needed information following the HEI ICI Online Final Reporting Content Word Document.

• You may use the word document to prepare the report in cooperation with partners

• Word Document includes all the same contents than the actual electronic form. Be aware of the word limitation on the electronic form! The number of words in each section have been increased for the final report.
FOUR STEPS FOR SUBMITTING REPORTS -

3. Fill in and upload all necessary annexes found from the webpage:

Compulsory Annexes:
- The Financial Final Report, covering the years 2019-2020 (excel)
- The Coordinating HEIs bookkeeping report (excel)
- Audit report(s)
- Project-specific Results framework, add the data for 2019 & 2020
- Trainings & Events table, add the data for 2019 & 2020

Optional/if relevant Annexes:
- Mobility reports for 2019-2020
- External evaluation reports
- List of procurements

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LIST OF PROCUREMENTS

• Provide a name of the HEI and list of fixed assets procured during the project period, i.e. equipment, computer, furniture, machinery. Computer accessories (cables, mouse, keyboard etc.) can be calculated as one entity with the computer.

• Add the quantity of each item and the total cost.

• Services or office supplies are not fixed assets.

• Fixed assets must be registered as Partner HEIs property. The items registered as partner institution's fixed assets should be included to this list.

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<th>Name of the Higher Education Institution</th>
<th>Fixed asset</th>
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FOUR STEPS FOR SUBMITTING REPORTS

4. Remember to submit the report with the “Lähetä Käsiteltäväksi” -button by:

- 30 June 2020/31 August at 16.00
- Tentatively 15 October 2020 at 16.00

No further changes are taken into consideration after the deadline!

NB! The online form indicates the deadline of the report being 30 June for all projects. This information cannot be changed to the VA-system. Thus, ignore this information if your project is ending in August.
QUESTIONS

COMMENTS
NARRATIVE CONTENT

1. OVERVIEW OF PROJECT IMPLEMENTATION: Final year + Overall Project Period
2. CONSISTENCY WITH DEVELOPMENT POLICY
3. OVERALL ACHIEVEMENT OF RESULTS
4. SUSTAINABILITY
5. COMPLEMENTARITY
6. PROJECT MANAGEMENT
7. PROJECT VISIBILITY
8. MOBILITY
9. OTHER MATTERS & FEEDBACK
1. Overview of project implementation

Final year + Tell us the whole story

• draw together the experience of implementing your project over the entire implementation period
• consider, for example, the highlights, biggest challenges and unexpected changes and results along the way
• summarize lessons learned and highlight where there is potential for wider learning, e.g. for the further development of the programme
• unexpected, spin-off results that were unforeseen in the beginning of the project
• include perspectives from all partner HEIs.
• explain how you continue the cooperation, possible new funding instruments, alignment with country strategies, new stakeholders
2. CONSISTENCY WITH DEVELOPMENT POLICY

• National Impact in Partner Countries
• Finnish Development Policy Goals: women, jobs, better societies, food, water/energy
• HUMAN RIGHTS BASED APPROACH: non-discrimination, participation, inclusion, accountability, transparency
• GENDER PERSPECTIVES, REDUCTION OF INEQUALITY, CLIMATE CHANGE
**SDG 4.3, main indicator related to higher education**

SDG 4.3 By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university.

All HEI ICI projects contribute to this SDG, included in the HEI ICI Result Area 1, improved access to higher education.

Projects are asked to report on the **overall project result under the SDG 4.3:**

- Total number of students with increased access (how many have been admitted to the new courses/modules/study programmes)
- Total number or teaching staff/adults with increased access (professional development training, academics participating in training courses), reporting total amounts from the trainings/events table.
SDGs related to prosed specific projects

https://unstats.un.org/sdgs/indicators/indicators-list/

NB. THIS IS A NON-EXHAUSTIVE LIST OF PROPOSED LINKAGES, PROJECTS ARE ADVISED TO CHECK THE List OF SDGS TO SEE IF THEIR PROJECT ACTIVITIES HAVE HAD LINKS TO THEM

- **SDG 1.4** By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources. **SHUREA**

- **SDG 1.5** By 2030, build the resilience of the poor and those in vulnerable situations and reduce exposure and vulnerability to climate-related extreme events and other economic, social and environmental shocks and disasters. **SUMANATURE, TAITAGIS, GEO-ICT**
SDGs related to prosed specific projects

https://unstats.un.org/sdgs/indicators/indicators-list/

- **SDG 2.** End hunger, achieve food security and improved nutrition and promote sustainable agriculture. **PECOLO**

- **SDG 4.1.** By 2030, ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes. **ELFA II, TPP NEPAL**

- **SDG 4.3.** By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university. **TECIP**

- **SDG 4.4.** By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship. **TECIP, BUCSBIN, PBL EAST-AFRICA, BUSCO.**
SDGs related to prosed specific projects

https://unstats.un.org/sdgs/indicators/indicators-list/

- **SDG 5A**, Undertake reforms to give women equal rights to economic resources, as well as access to ownership and control over land and other forms of property, financial services, inheritance and natural resources, in accordance with national laws. **SHUREA**

- **SDG 5B**, Enhance the use of enabling technology, in particular information and communications technology, to promote the empowerment of women. **TELECOM FOR YTU.**

- **SDG 6.4**, By 2030, increase water-use efficiency across all sectors and ensure sustainable supply of freshwater to address water scarcity and reduce the number of people suffering from water scarcity. **TAITAGIS, GEO-ICT.**
SDGs related to prosed specific projects

https://unstats.un.org/sdgs/indicators/indicators-list/

• **SDG 7.1**, By 2030, ensure universal access to affordable, reliable and modern energy services. **EARLI**

• **SDG 7B**, By 2030, expand infrastructure and upgrade technology for supplying modern and sustainable energy services for all in developing countries. **EARLI**

• **SDG 8.3**, Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation. **BUCSBIN, PBL EAST AFRICA, BUSCO, IRIS.**

• **SDG 10.3**, Ensure equal opportunity by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action. **SHUREA**
SDGs related to prosed specific projects

https://unstats.un.org/sdgs/indicators/indicators-list/

• **SDG 13.1**, Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries. **GEO-ICT, TAITAGIS, SUMANATURE**

• **SDG 14.7**, By 2030, increase the economic benefits to small island developing States and least developed countries from the sustainable use of marine resources, including through sustainable management of fisheries. **FishEDU**.

• **SDG 15.2**, By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally. **PARFORM, SUMANATURE**
3. ACHIEVEMENT OF RESULTS – NARRATIVE

• DESCRIPTION AND ANALYSIS OF THE RESULTS ACHIEVED DURING THE WHOLE PROJECT PERIOD: IMPACT, OUTCOME AND OUTPUTS

• COMPARE WITH THE PLANNED RESULTS

• PROBLEMS OR OBSTACLES? SOLUTIONS?

• IDENTIFY SUCCESSFUL ACTIVITIES
PROGRAMME INDICATORS

**Output indicator 1.1**: New methods improving access to higher education and research information (number/%)

**Output indicator 1.2**: Students/teachers/other stakeholders having improved access to HE and research information (incl. women /girls, minorities, persons with disabilities) (number/%)

**Output indicator 2.1**: New teaching methods, curricula, study programmes, modules and quality assurance mechanisms (number/%)

**Output indicator 2.2**: New collaboration initiatives, (joint) publications or dissemination events (number/%)

**Output indicator 3.1**: New mechanisms created for administration (number/%)

**Output indicator 3.2**: New mechanisms/tools created for management (number/%)

**Output indicator 4.1**: New forms of cooperation enhancing participation in local, regional or national level (number/%)

**Output indicator 4.2**: New modalities of cooperation enhancing the role of HE at international level (number/%)
4. SUSTAINABILITY

CONCRETE MEASURES TAKEN FOR SUSTAINING PROJECT RESULTS AT THE END OF THE PROJECT FUNDING, e.g. accreditation processes

THE CONTINUED INTERNAL SUPPORT OF ACTIVITIES AND INVOLVEMENT IN FINNISH AND PARTNER INSTITUTIONS, e.g. agreements with non-academic partners, formalization of collaboration
5. COMPLEMENTARITY

COMPLEMENTARITY WITH ACTIVITIES SUPPORTED BY FINLAND OR OTHER DEVELOPMENT PARTNERS IN THE TARGET COUNTRY, REGION OR HEI.

SYNERGIES WITH OTHER HEI ICI PROJECTS

LINKS TO EDUCATIONAL EXPORT ACTIVITIES/PARTNERSHIPS

COOPERATION WITH NON-ACADEMIC STAKEHOLDERS
6. PROJECT MANAGEMENT

- ORGANIZATION AND MANAGEMENT STRUCTURE
- MODES OF COMMUNICATION
- REPRESENTATION AND RESPONSIBILITIES OF PARTNER INSTITUTIONS
- FINANCIAL MANAGEMENT AND LOGISTICS
- TRANSPARENCY AND POSSIBLE ANTI-CORRUPTION MONITORING

DESCRIBE JOINT REPORTING PROCEDURES AS WELL AS APPROVAL OF PROJECT REPORTS

INTERNAL FEEDBACK SYSTEMS AND INTERNAL QUALITY CONTROL

PROCUREMENTS
7. PROJECT VISIBILITY

• PROJECT-SPECIFIC WEBSITE CRUCIAL – ALSO AT THE PARTNER INSTITUTIONS

• HOW HAVE THE PROJECT RESULTS BEEN DISSEMINATED?

• PUBLICATIONS AND ARTICLES
8. MOBILITY

NUMBER OF MOBILITY ACTIONS 2019-2020

DESCRIBE SELECTION PROCESS, THE RECOGNITION OF STUDIES
9. OTHER MATTERS & FEEDBACK

FEEDBACK CONCERNING REPORTING/MONITORING

FEEDBACK TO THE ADMINISTRATION
QUESTIONS

COMMENTS
FINAL FINANCIAL REPORTING CONSISTS OF:

• Financial reporting template 2019-2020 (excel)– use the same template as in previous years
• Coordinating HEI’s bookeeping report (2019-2020) (excel)
• Auditor’s reports
FINANCIAL REPORTING

• The coordinating HEI is responsible for the overall control of the expenditure.
• The excel budget table is to be filled in according to the cost item principles in
  - the [HEI ICI Programme Document 2016-2018](#),
  - the [General Terms and Conditions of State Aid](#),
  - the [HEI ICI Administrative Handbook 2017-2020](#)
The total expenditure (100%) calculated in the excel-template on the basis of the total.

Make sure the self-financing is minimum 20% - otherwise the MFA funding is reduced accordingly.

Self-financing must be verifiable from the bookkeeping (if from private in-kind sources, a clear calculation including list of tasks and signature).
AUDIT

• Auditor’s reports have to be submitted with the final report:
  - Auditor’s guidelines
  - General Terms and Conditions of state aid

• The Finnish HEI is responsible for auditing regarding the entire project BUT if local expenses are recorded as part of the project partner’s accounting in their country, these expenses must be audited locally by an external auditor

• If the local costs of the southern partner HEI are smaller than 20.000 the audit can be carried out by the institution’s own auditor, or the institution’s own accountant
TIPS FOR FINANCIAL REPORTING

• Use the same template for the final financial report than used in previous years – there are separate sheets for 2019 and 2020

• Make sure that the bookkeeping report, the financial report and auditor’s reports match – if not, please provide the explanation of the variation

• We do not require sending a partner’s bookkeeping with the financial report. However, if the expenditures of the partner university are not shown on the coordinator’s bookkeeping report, please indicate in the financial report which costs are in which bookkeeping

• The auditing costs are the only costs that can show in the bookkeeping after the end of the project.
TIPS FOR FINANCIAL REPORTING

• The bookkeeping report should include:
  - The transfers of EDUFI and the transfers to the partner universities
  - the unused balance from the previous year

• Please indicate the total working hours of all staff in the financial report

• Remember to submit key expert forms of all staff who have worked more than 10 days for the project (around 80 hours)

• The budgeted column should comply with the latest budget received by EDUFI

• If the expenditures under any cost item varies more than 15 %, should EDUFI be informed by a Change Request prior to the change.
Financial reporting by cost item

COST ITEM 1-2

Salaries are allocated using *time sheets* and the HEI's method of allocation of working hours.

Time sheets are not attached, but kept at the HEIs, to be checked in the final audit and during the monitoring visits by EDUFI.

Total working hours are indicated in the excel.
Financial reporting by cost item

COST ITEM 3 Grants for students and staff. Please report costs related to student mobility periods, and short-term staff mobility with the sole purpose of teaching as part of normal curricula. There is no specified time limit for what is considered a mobility period, the aim is decisive, i.e. whether the aim is capacity building or participation in normal teaching (i.e. teacher/student exchange).

Other mobility periods, such as capacity building and trainings, and reported under “salaries and fees” and “travel costs”. NB. Also the travel costs for mobility are reported under the Cost item 4 “travel costs” and not as part of the Grants for students and staff.

HEIC/CI FINANCIAL PROGRESS REPORT I (01/03/17-31/12/17)

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<th>Project name:</th>
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<td>Name of the coordinating HEI:</td>
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<td>3. Grants for students and staff</td>
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<td>Grants for coordinating Finnish HEI students and staff</td>
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<td>Total Grants for the coordinating Finnish HEI students and staff</td>
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20/03/2020
Finnish National Agency for Education
Financial reporting by cost item

**COST ITEM 5 Services and sub-contracting.** In case there are Finnish partners in the project, the salaries paid to the Finnish partners should be reported under Cost item 5. Audits are also reported under this cost item.

NB. Projects are asked to indicate total numbers of working hours of staff at partnering Finnish HEIs here.
Financial reporting by cost item

COST ITEM 6 The overhead costs of the Finnish coordinating HEI. The percentage for indirect employee costs and the overheads percentage by the Finnish HEIs given at the time of application.

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<td>6 The overhead costs of the coordinating Finnish HEI</td>
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<td>Full cost model multiplier x % of coordinating HEIs salaries</td>
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<td>Total 6 The overhead costs of the coordinating Finnish HEI</td>
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Meeting arrangements, bank transfer costs, exchange gains/loss

COST ITEM 8 The administrative costs of Partner HEIs. Costs under this cost item may include costs arising directly from project implementation (e.g. photocopying or printing, venue rentals for seminars/workshops, VAT losses, bank transfer fees). No overhead costs are accepted under this cost item.
Costs of the coordinating Finnish HEI and the southern partner HEIs are automatically transferred.

NB. Add costs of Finnish partner HEIs, reported under cost item 5, in overall expenditure of Finnish HEIs.
QUESTIONS
COMMENTS
DEVELOPING MARKETS PLATFORM

We help Finnish companies and their partners develop sustainable business and access global funding in developing markets.
Our Services for SMEs and Consortia

1. **Funding for Innovation and Local Piloting**
   - Coaching and funding for innovation and local piloting in projects that pursue Sustainable Development Goals (SDGs)

2. **Development Bank and Global Financiers**
   - Information, advice, and contacts for development bank and other global financiers in selected markets

3. **Global Procurements by United Nations**
   - Advice, contacts and match-making for global procurements by United Nations. Liaison with UN City in Copenhagen.

**Internationalisation in African, Indian, Vietnamese and Indonesian Markets**
Stay in touch!

Head, RDI and Pilot Funding
Christopher Palmberg, Helsinki
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Solutions for Crisis Relief & Recovery
Marjukka Holopainen-Rainio, Helsinki
marjukka.holopainen-rainio@businessfinland.fi

Development Bank Finance
Kiira Kärkkäinen, Helsinki as of 2.3.

Marketing and Communications
Kirsi Koso, Helsinki
kirsi.koso@businessfinland.fi

UN Procurements
Philip Bank, Copenhagen
philip.bank@businessfinland.fi
Erasmus+
Global dimension
2021-2027

DISCLAIMER – based on working papers
The EU external cooperation instruments supporting Erasmus+

- NDICI: Neighbourhood: €22 billion
- NDICI: Sub-Saharan Africa: €32 billion
- NDICI: Asia and the Pacific: €10 billion
- NDICI: Americas and the Caribbean: €4 billion
- Cooperation with Overseas Countries and Territories, incl. Greenland: €500 million
- Instrument for Pre-Accession Assistance: €14.5 billion

More funding for EU external action
Simplification: fewer instruments, and European Development Fund inside the budget
Flexibility on multi-annual basis, to respond to changing circumstances
Increased transparency and democratic scrutiny
Global Dimension

International credit mobility
- Continuation and expansion in HE and youth
- New activities in VET and sport
- New: intra-regional mobility

Capacity Building
- Continuation of HE and youth
- New activities in VET and sport

Erasmus Mundus Joint Masters
- Continuation of HE

Jean Monnet
- Continuation of HE
- New activities in VET and schools

National Erasmus+ Offices
- Continuation of current structure foreseen (27 NEOs)
- Regional NEOs?
New feature: International mobility KA103

- Sustainable international cooperation
- Non-competitive for greater inclusion and accessibility
- Synergies and complementarity with external policy funds (KA107)
- Action and funds simple and flexible to use
New feature: Blended intensive programmes

**Definition:** A combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork. The virtual component must bring the learners together online to work collectively and simultaneously on specific assignments that count towards the overall learning outcomes.

**Objectives of blended mobility**

- Provide new and more flexible mobility formats as well as innovative ways of learning and teaching
- Reach to all types of students in all study fields
- Practice a multidisciplinary, challenged based and international approaches as well as more flexible curricula
New feature: Short-term mobility for PhD Students

Objectives of short-term physical mobility for doctoral candidates (less than 3 months)

• Equal opportunities regardless of student/staff status
• More flexibility and better tailored mobility periods
• More opportunities for learning a range of transversal skills, working with foreign advisers on the thesis, training in presenting scientific information, acquiring specialized knowledge and skills, establish valuable contacts in Europe and beyond and for finding post-doctoral opportunities
### KA107 International Credit Mobility

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<th>Student, teacher and staff mobility</th>
<th>Higher Education: both from external and internal budget</th>
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<tr>
<td>Opening for VET: pilots on-going in Western Balkans and in South-Mediterranean</td>
<td>Short-term mobility for doctoral candidates</td>
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<td>Quality-based evaluation</td>
<td>Regional approach</td>
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Capacity Building

- Capacity building of partner country education systems and institutions
- More coordination from partner countries
- Opening for VET
- Two strands of projects to encourage more inclusiveness
Erasmus Mundus Joint Masters

Joint Master Degrees

Excellence

More equal role for the non-EU institutions

Modified funding model, focus on the institutions

Simplification and streamlining

Erasmus Mundus Label
Thank you!