



Accreditation application form

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Content menu of the application

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core of your accreditation application



Context: Preliminary information

before starting your application it is recommended:

- to read the section of the Erasmus+ Programme Guide describing the **rules for Erasmus accreditations**
- please pay **particular attention** to:
 - the rules for **original content and authorship**: your application must be written by your organisation. It is **strictly forbidden** to pay other organisations or external individuals for drafting the application on your behalf → **exclusion criteria**
 - the **eligibility criteria**:
 - consult the website of your National Agency (NA) to verify that your organisation is eligible for the field you have chosen (school education, vocational education and training or adult education)
 - if you are not certain which field you can apply for, you should contact your NA for advice

in addition:

- you may find it useful to read the Programme Guide section about accredited mobility projects → this section describes how you will receive **funding** if your accreditation is approved
- the Erasmus+ Programme Guide is available on the Europa web: [here](#)
- the list of Erasmus+ National Agencies is also available on Europa web: [here](#)



Context: Points of attention

- **each accreditation application covers only one field** (school education, vocational education and training or adult education). If you would like to apply for more than one field, you will need to submit **separate** applications.
 - submitting more than one application for the same field is not allowed
 - if your organisation is already accredited, you cannot apply again in the same field
- it is recommended to **read the entire application form** before you start writing your application
 - this ensures a better understanding of the process and the **connections between different sections** of the application form



Context: Information to fill in

Field

you **cannot change** the field manually, if your field is not mentioned here then you are in the wrong application form

School Education

National Agency *

Please select... ▾

Language used to fill in the form *

Please select... ▾

Accreditation type

What kind of Erasmus accreditation would you like to apply for ?

- Accreditation for an individual organisation
- Accreditation for a mobility consortium coordinator

you **cannot** submit separate applications as an individual organisation **and** a mobility consortium coordinator **in the same field**

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Applicant organisation: Preliminary information

to complete this section:

- you will need your organisation's identification number: **OID**
- since 2019, the **Organisation ID** has replaced the **Participant Identification Code (PIC)** as **unique identifier** for actions managed by the Erasmus+ National Agencies
- if your organisation **has previously participated** in Erasmus+ **with a PIC number**, an **OID** has been assigned to it automatically. In that case, **you must not register** your organisation **again**
- follow this link to find the **OID** that has been assigned to your PIC: [Organisation Registration System](#)
- you can also visit the same page to register a **new organisation** that never had a PIC or an **OID**, **or to update existing information about your organisation**



Applicant organisation: Information to fill in

Applicant

Applicant organisation OID * Please enter an Organisation IC	Legal name Legal name	Country Country	Actions
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plain white fields have to be filled in, information for grey fields will be added automatically to the form → **you need an OID that is up-to-date**

Applicant Organisation

Applicant Organisation



please be aware of the connections between sections

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Applicant organisation: Information taken from the OID

Applicant details

Organisation ID: Country:



Applicant details

Organisation ID: Country:



Legal name

Legal name

Country

Country

Region

Region

City

City

Website

Website

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Applicant organisation: Associated Persons

associated persons = key persons in your organisation who will be implementing and coordinating activities under the Erasmus accreditation

- **legal representative** = person with the authorisation to represent your organisation in legal agreements and contracts
- **Erasmus coordinator** = main person in charge and the first contact point for everything that has to do with your Erasmus accreditation
- optional: **other contact persons** who will be assisting the Erasmus coordinator

+ Add associated person

Q Add from my contacts



Background: Preliminary information

this is a very important section:

- giving informative and precise answers will let the persons assessing your application **understand your context and your plans**
- **writing a good background will also help you when answering questions in the second part of the application**
- even if some questions seem obvious or unnecessary to you, it is still very important that you give **clear and precise answers**
- make sure to read the questions carefully and to **address all sub-questions**. If some sub-questions are not relevant for your organisation, **state so explicitly**.
- if you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly **describe the structure of the entire organisation and explain which parts of the organisation are working in the field* covered by this application**

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** The field of the application is stated in the section 'Context' and can be school education, vocational education and training or adult education.*



Background: Organisation profile

Organisation Profile

The following information is completed based on the information linked to your organisation identification number (Applicant Organisation):

Is the organisation a public body? Yes No

Is the organisation a non-profit? Yes No

Please choose the organisation type that best describes your organisation.

Type of Organisation *

Please select...





Background: Organisation profile and presentation

Please **briefly** present your organization and before answering, make sure to read the **eligibility criteria** in the call, as well as the additional information published by your National Agency

i. What are your organisation's main activities (in everyday work, outside of Erasmus+)? * → **mandatory fields have an asterisk**

Please complete... 1000

character limitation with automatic count ←

ii. What is your organisation's role in the education and training system that qualifies you to be an applicant for Erasmus accreditation according to the eligibility criteria for this call?*

(1 000 characters)

iii. What profiles and ages of learners are concerned by your work? * (1 000 characters)



Background: Organisation profile and presentation

iv. How many years of experience does your organisation have in this role? *

Please complete...

The field is mandatory.

if no character limitation is indicated
then you can only fill in numbers



Background: Organisation profile and structure

Please describe the structure of your organisation (3 000 characters)

- are there **different sections or departments** in your organisation? If your organisation works in more than one field of education and training, please explain **which sections or departments** work in the field of this application.
- how is **management and supervision** set up in your organisation? Who are the key persons in charge?
- if possible, please include an **organisation chart** in the application annexes. This can help make your answer shorter and clearer. You can attach your organisation chart here: [Annexes](#) → **an embedded link will lead you to the section of the annexes**



Background: Organisation profile and structure

further questions regarding your organisation:

What is the **size of your organisation** in terms of **number of staff**?

If your organisation is working in more than one field of education and training, please **only include staff working in the field of this application**.

- Number of learners*
- Number of teaching staff*
- Number of non-teaching staff*

What are the most important **needs and challenges** your organisation is currently facing?

How can your organisation **be improved to benefit its learners**?

Please illustrate your answers with concrete examples.* (4 000 characters)



Background: Preliminary information about consortia

- a consortium is a **very flexible** format: member organisations can stay permanently or change from year to year
- the flexibility of the consortium **depends on its objectives**
- some **essential guidance** to set up your cooperation is given in the **Erasmus Quality Standards**
- **within the basic framework**, you are allowed to develop the kind of consortium that best fits your needs



Background: Information to fill in about your consortium

Which of these descriptions best describes the purpose of your mobility consortium?

If more than one description seems appropriate, please choose **the one that is the most important and relevant** for your mobility consortium.

- My organisation's objective is to support organisations in my field to join the Programme and implement high quality activities in a coordinated way
- Our mobility consortium is a group of organisations with similar interests and experience that want to work together in specific thematic areas
- Our mobility consortium is a group of similar organisations that find it difficult to join the Programme individually and are putting resources together to manage Erasmus activities in an easier and better way



Background: Information to fill in about your consortium

further questions regarding your consortium:

- what **specific role, expertise, competence** or **resources** does your organisation have that will allow you to support and coordinate other organisations in the consortium? (3 000 characters)

Please describe the **planned composition** of your mobility consortium. Keep in mind that all organisations in the consortium **must be from the same country as your organisation**.



Background: Information to fill in about your consortium

- i) What kind of organisations do you plan to involve in your consortium? What kind of education and training programmes are they offering that are relevant for the field of your application?* (2 000 characters)
- ii) What profiles of learners are the planned consortium members working with?*(500 characters)
- iii) How many organisations do you expect will participate in your consortium? Approximately how many learners do they have in total?*(500 characters)
- iv) Why did you choose to work with these organisations?*(1 000 characters)
- v) Do you expect that the composition of your consortium will be changing over time? If yes, please explain why, how it will change, and how often.* (1 000 characters)

What are the most important needs and challenges the organisations in your planned consortium are facing (including your own organisation)? How can the organisations in the consortium be improved to benefit their learners? Please illustrate your answers with concrete examples.* (4 000 characters)



Background: Past Participation

Statistics about your past participation to the Erasmus+ programme will be displayed

Past Participation

	As Applicant		As Partner or Consortium Member	
Action Type	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects

Would you like to make any comments or add any information to the summary of your organisation's previous participation? (3 000 characters)



Background: Strategic Documents

to complement your answers:

- you can include relevant **strategic documents** to support your application
- an **internationalisation strategy** or another kind of organisational development strategy is the most relevant type of document that you can include
- the strategy can be written specifically for your Erasmus accreditation application, or it can have a more general character
- **strategic documents are not an obligatory part of your application**
however, they can give useful context to **explain your objectives** in the Programme, especially if you plan to apply for **larger amounts of financial support** or a **large number of participants**



Background: Strategic Documents

- if you decide to attach strategic documents, **make sure to explain why you have included them when answering the questions about your Erasmus Plan**
 - attached documents that are **not explained** and linked to your Erasmus Plan will **not be considered as relevant** by the experts assessing your application
- it is **not permitted** to use attachments to provide longer answers to the same questions as in the application form
- in case you are not sure if one of your documents could be annexed as a strategic document, please contact your National Agency for advice
- strategic documents are to be included in the Annexes of the application form
- your strategic documents can be added in the section of the Annexes



Background: Strategic Documents

Attention: only in vocational education and training (VET):

→ you can find a practical guide on strategic internationalisation in VET here:

[Guide to internationalisation in VET](#)



Erasmus Plan: Objectives – Preliminary information

In this section you need to **define the objectives** your organisation wants to achieve by implementing Key Action 1 mobility activities.

Your objectives should be:

- **concrete**
 - **realistic**
 - and should **represent a real benefit** for your organisation
-
- the objectives should be **linked to the needs** of your organisation and its learners
 - **relevant objectives from strategic documents** attached in the “Background section” should appear in the Erasmus Plan
 - it should be possible to **track your objectives** (i.e. use concrete indicators)
 - progress evaluation of your objectives should be explained



Erasmus Plan: Objectives – Preliminary information

What is an Erasmus Plan?

The Programme's Key Action 1 provides

- **learning mobility opportunities** to individuals
- **supports the development of education institutions** and other organisations involved in lifelong learning in Europe

-> both objectives should be addressed by the funding received

It means that by **organising mobility activities** for your participants, you should also **work on broader objectives** of your organisation.

- **'Erasmus Plan'**: a plan that links mobility activities with your organisation's needs and objectives



Erasmus Plan: Objectives – Preliminary information

Key question your Erasmus Plan should answer:

How are you going to use the Programme's Key Action 1 funding to **benefit your organisation and all of its staff and learners, whether they take part in mobility activities or not?**

Three parts of the Erasmus Plan:

- objectives,
- activities
- planning for management and resources

→ mandatory subscription to a set of Erasmus quality standards

→ **Erasmus quality standards** define a common set of guidelines for organisations taking part in the programme across Europe



Erasmus Plan: Objectives – Preliminary information

A good Erasmus Plan is

- **coherent** and **appropriate** for your organisation, its experience and its ambition
- **an original proposal**, written by your organisation and specifically for your organisation

A good Erasmus Plan

- **gives concrete answers** in the application form and makes **references** to the “Background” section and if applicable to the strategic documents attached
- repeats relevant pieces of information provided in another section if you think it will help the assessors understand your plans and objectives

- the Erasmus accreditation application should be a **result of joint work in your organisation** (e.g. result of a discussion with relevant colleagues and managers)

- if you find the application too difficult, you can consider **reducing the number of objectives and participants** that you are proposing

→ the Erasmus accreditation is designed to allow organisations **to learn and develop over time**

→ taking a **gradual approach** to your participation in the Programme will not reduce your chances of being successful



Erasmus Plan: Objectives – Preliminary information

How long is the Erasmus accreditation valid?

- if your application is approved, your organisation's Erasmus accreditation will stay **valid** at least **until the end of the current programming period in 2027**, under the condition that your organisation keeps fulfilling the **obligations defined in the Call for Erasmus accreditations**
- the **Erasmus Plan** that you submit in this application can **cover a shorter period of 2-5 years**
- in the following sections, **you can yourself choose the length of your Erasmus Plan** by defining your objectives and estimating the number of mobility activities you want to organise in the next years
- based on your application, the National Agency will define the timing of **periodical accreditation progress reports** and future updates to your Erasmus Plan to make sure it stays up to date
- if important changes happen in your organisation, you will also be able to **request an Erasmus Plan update** yourself



Erasmus Plan: Objectives – Information to fill in

You can specify **between 1 and 10 objectives**
Please list your objectives below.

Objective 1 ✕

Title

Please complete...

*

What do you want to achieve?

Explanation

Please complete...

1000

*

Describe the objective and explain how it is linked with the needs and challenges you have explained in the section

Rectangular Snip



Erasmus Plan: Objectives – Information to fill in

Timing

When do you expect to see results for this objective?

Please complete...

500

*

Measuring progress

How are you going to track and evaluate your progress on this objective?

Please complete...

1000

*

Who were the persons involved in defining your Erasmus Plan objectives? What kind of discussions or preparation took place? *

Please complete...

2000

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Erasmus Plan: Activities – Preliminary information

In this section you are asked to propose a **broad planning for activities** you want to organise and **participants you want to support** with the Programme funds.

Non binding targets: the final number of implemented activities may depend on various factors, including availability of funding

Assessment of targets based on how **realistic** and **appropriate** they compared to your

- organisation's size
- experience
- Erasmus Plan objectives

→ the experts assessing your application may recommend revised targets, in order to stay realistic and proportional to the overall availability of funding



Erasmus Plan: Activities – Information to fill in

Planning

How many participants would you like to support with Programme funds?

Please propose an **estimation** for at least two years.

Year	Estimated number of learners	Estimated number of staff	Action
Year 1	<input type="text" value="Please complete..."/> *	<input type="text" value="Please complete..."/> *	<input type="button" value="Delete"/>
Year 2	<input type="text" value="Please complete..."/> *	<input type="text" value="Please complete..."/> *	<input type="button" value="Delete"/>
			<input type="button" value="+ Add year"/>



Please note that you will ask for a **concrete** number of mobility activities **to be realised** in your KA121 project application

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Erasmus Plan: Activities – Information to fill in

Explanation

Please briefly explain how did you make your estimations for the number of staff and learner participants per year. *

2000

Please complete...

Why do you think that your estimations for the number of staff and learner participants per year are realistic and appropriate (considering your organisation's experience, size and Erasmus Plan objectives)? *

3000

Please complete...

What profiles of staff and learners do you plan to involve? Please explain the reasons for your choices in relation to your objectives. If you plan to involve participants with fewer opportunities make sure to mention them and the types of activities where they will be involved. *

3000

Please complete...



Erasmus Quality Standards: Overview

Organisations implementing mobility activities must **adhere to a common set of Erasmus quality standards**. In this section, you can read the standards before agreeing to follow these rules if your accreditation is approved.

Objectives of the Erasmus quality standards

- ensure **good mobility experience** and **learning outcomes** for all participants
- make sure that all organisations receiving the Programme's funding are contributing to its objectives

→ the Erasmus quality standards are part of the call for Erasmus accreditations



Erasmus Quality Standards: Overview

I. Basic principles:

- 1) inclusion and diversity
- 2) digital education – including virtual cooperation, virtual mobility and blended mobility
- 3) environmental sustainability and responsibility
- 4) active participation in the network of Erasmus organisations

II. Principles for good management of mobility activities:

- core tasks - keeping ownership of the activities
- supporting organisations, transparency and responsibility
- contributions paid by participants
- integrating results of mobility activities in the organisation
- developing capacity

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Erasmus Quality Standards: Overview

II. Principles for good management of mobility activities:

- regular updates
- gathering and using participants' feedback
- allocation of tasks
- allocation of funding
- joint decision-making
- choosing and working with hosting organisations
- sharing expertise and resources

III. Providing quality and support to the participants:

- practical arrangements
- health, safety and respect of applicable regulation
- selection of participants
- preparation

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Erasmus Quality Standards: Overview

III. Providing quality and support to the participants:

- monitoring and mentoring
- support during the activity
- linguistic support
- definition of learning outcomes
- evaluation of learning outcomes
- Recognition of learning outcomes

IV. Sharing results and knowledge about the programme

- sharing results within the organisation
- sharing results with other organisations and the public
- publicly acknowledging European Union funding



Erasmus Quality Standards - **Subscription**

Subscribing to Erasmus Quality Standards

To apply for Erasmus accreditation, your organisation must subscribe to the Erasmus quality standards and accept to be evaluated based on those standards. Since the Erasmus accreditation is valid for the whole period of the future Programme, your organisation's performance in maintaining the Erasmus quality standards will also influence how much funding you may receive in subsequent years.

Please read the following statements carefully and confirm your agreement:

- I have read and understood the above Erasmus quality standards
- I understand and agree that Erasmus quality standards will be used as part of the criteria for evaluation of the activities implemented under this accreditation
- I understand and agree that the results of the evaluation based on these standards will form a part of criteria for decision on any subsequent grants under this accreditation

 you need to tick the three boxes in order to be able to submit your application

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Erasmus Plan: Management – Preliminary information

In this section:

- you should explain **how** you plan to set up the **management** of Key Action 1 mobility activities within your organisation to make sure their implementation is successful
- your answers should show that **your organisation has assessed** the resources and staff needed to implement the planned activities in accordance with the set standards



Erasmus Plan: Management – Information to fill in

Quality Standards Part I: Basic principles

What will your mobility consortium do to contribute to the basic principles of the Erasmus accreditation described in the Erasmus quality standards?

i) Inclusion *

Please complete...

1000

ii) Environmental sustainability and responsibility *

Please complete...

1000

iii) Digital education *

Please complete...

1000

iv) Active participation in the network of Erasmus organisations *

Please complete...

1000

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Erasmus Plan: Management – Information to fill in

Quality Standards Part II: Good management of mobility activities

How are the mobility activities under the Erasmus accreditation going to be coordinated and supervised in your mobility consortium?

- How did you decide who will be your consortium's Erasmus coordinator?
- Who will be responsible for monitoring and ensuring that the Erasmus quality standards are being respected by all participating organisations?
- How is your organisation's management going to be involved in the implementation of mobility activities under the Erasmus accreditation?

Please complete...

2000



How are you going to organise the joint work in your consortium?

- What will be the tasks of your organisation as a consortium coordinator?
- How do you plan to involve the other participating consortium member organisations in planning and management of the consortium's activities?
- How are you going to organise communication within your consortium?

Please complete...

4000



Please make sure to also answer the subquestions appropriately

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Erasmus Plan: Management – Information to fill in

If there are changes in the staff or management of your organisation, how are you going to make sure that the implementation of planned mobility activities can continue? *

500

Please complete...

What will you do to integrate the results of implemented mobility activities in your organisation's regular work, and how will you help the member organisations in your consortium to do the same? *

3000

Please complete...

Quality Standards Part III: Providing quality and support to the participants

Please describe how you plan to divide the tasks for implementation of planned activities.

- Apart from the Erasmus coordinator and other persons listed as associated persons in this application, what other people will be involved and how?
- Who will be responsible for the different implementation tasks (such as finances, practical arrangements, preparation and monitoring of participants, content of the activities, or communication with partner organisations)?
- How are the specific tasks going to be divided between your organisation as the consortium coordinator and the other consortium member organisations?

3000

Please complete...

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Erasmus Plan: Management – Information to fill in

Quality Standards Part IV: Sharing results and knowledge about the programme

What will your organisation and your mobility consortium do to share the results of its activities and knowledge about the programme?

i) To share results within your mobility consortium *

1000

Please complete...

ii) To share results with other organisations and the public *

1000

Please complete...

iii) To publicly acknowledge European Union funding *

1000

Please complete...

- the maximum number of all attachments is: **10 files** → **DOH + 9**
- the maximum size of **1 file** is **15 MB**
- the maximum **total size** of all attachments is **100 MB**

Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here. [Download Declaration On Honour](#) **1**

File Name	File Size (kB)	Action
Total Size (kB)	0	

2 [+ Add Declaration On Honour](#)

- the Declaration on Honour (**DOH**) is the first and the **only mandatory** attachment that you need to add to your application
 - 1) download the DOH from the application form
 - 2) add the **signed** DOH (please bear in mind that it needs to be signed by the legal representative of your organisation)

Other Documents

Please attach any other relevant documents Maximum 9. The organisation chart and other strategic documents referred to in the section 'Background' should be uploaded here. Please use clear file names.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#).

File Name	File Size (kB)	Action
Total Size (kB)	0	

[+ Add Document](#)

Total Size (kB)	0
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Other documents: the strategic documents you refer to in your application have to be attached here

→ it is important to use **clear file names**



Checklist ?


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

- It fulfills the eligibility criteria listed in the [Programme Guide](#). [↗](#)
- All relevant fields in the application form have been completed.
- You have chosen the correct field for your organisation. Currently, the selected field is: School Education
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: LU01 - Anefore asbl

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) [↗](#)

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#) [↗](#).

-  - you need to tick all the boxes in order to be able to submit your application
- you have to make sure that your OID is up-to-date: meaning relevant documentation has been uploaded onto your OID
- it is recommended to read the privacy statement carefully

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Sharing ⓘ

Active	Editable By	ID	Last modification	E-mail	Last Name	First Name	Organisation ID	Organisation's Legal Name	Permissions	Shared By	Comment	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	06/09/2022 15:07:48	christine.thinnes@aef ore.lu					Write	n002pl4l		<input type="button" value="✖"/> <input type="button" value="✎"/>

Please note that the ACTIVE checkbox should be ticked to activate permissions to the persons listed here. Please note that your e-mail address will be included in the notification sent to persons with whom you are sharing the application.

- you can share your application with colleagues from your organisation
- you need to add their email address and define their rights
- your colleagues can be assigned the rights “read”, “write”, “submit”
- the “active” box needs to be ticked in order for them to be able to contribute

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Submission History

This section shows you all the submissions of your application form

Submission History

Version	Submission time (Brussels time)	Submitted by	Submission ID	Submission status
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We wish you good luck with your application!

Do not hesitate to contact your National Agency for any further information!

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