June 2023
Methodological Guideline No. 1   Prepared by:
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Methodological Guideline 1/2023 – Erasmus+ Blended Intensive Programmes

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1. Basic Information

An Erasmus+ Blended Intensive Programme (BIP) is an international short-term intensive programme with innovative learning and teaching methods, combining physical and virtual mobility. The physical component lasts 5–30 days and takes place at the premises of the receiving higher education institution, or elsewhere, but always in the country of the receiving institution. The duration of the virtual component is not specified; participants meet online.

1.1.   Conditions

- Number of participating institutions – **minimum 3 from different programme countries**
- Minimum number of participants – **10 from programme countries**
- Maximum number of funded participants is **20**
  - teaching and training staff involved in delivery and local participants are not included
  - there is no maximum total number of participants; however, approx. 60 is recommended (OS BIP is provided only for a maximum of 20 participants)
- Students must obtain at least **3 ECTS**
- Combination of **virtual and physical mobility**

- **Physical mobility:** minimum 5 days, maximum 30 days in the country of the receiving institution
- **Virtual mobility:** recommended before the physical part of the BIP – lower risk of insufficient number of participants and non-acceptability of BIP
- **400€/participant** (min. 4000€; max. 8000€ per project)
  - Fewer than 10 foreign participants => **BIP is not eligible for funding**
  - More than 20 foreign participants => funding is provided only for 20 participants = 8,000€
- The grant may be used only to cover costs related to preparation, implementation, follow-up activities, preparation of virtual activities and overall implementation of the BIP
  - remuneration of lecturers, rental of premises and equipment, excursions, preparation of documents and educational materials, translation and interpretation, preparatory visits, remuneration of staff involved in the programme, cultural events, catering for all BIP participants (excluding alcohol)
- **No tuition fees or course fees may be charged to participants**, fees may be charged for activities outside the BIP (visits to cultural events and excursions not directly related to the BIP topic)
- The implementation **grant may not be used to cover travel and subsistence costs of participants** (not even partially)
- **10 % of OS BIP** funds are reserved for administrative and organisational costs at the International Relations Office (IRO)
- A BIP must always be applied for in advance within the project application
- The same BIP programme may not be implemented repeatedly within the same project (same Erasmus+ KA1 call)

1.2. BIP Participants

1.2.1. Eligible Participants (count towards the minimum number of 10 participants)
An eligible participant is a person who travels specifically on mobility from a sending institution to a receiving institution in order to participate in the programme.
- students enrolled in studies in a **programme country**
- employees of a higher education institution in a **programme country**
- participants (students and staff) may also come from institutions other than the three participating HEIs; MENDELU must conclude an Erasmus+ interinstitutional agreement with any institution not directly involved in implementation
- zero-grant students are also counted towards the minimum number of eligible participants (OS BIP is provided for them)

1.2.2 Non-eligible Participants (may participate but are not counted towards the minimum number of participants):
- participants from the **home institution**
- participants from **partner countries** (KA171 / Erasmus+ ICM) – partner countries are **countries outside the EU**; they are not partner institutions
- participants who are already on mobility at the BIP-organising institution (can participate in the program as home participants)

1.2.3. Programme Organisers
- employees of the receiving higher education institution

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- employees from other HEIs or invited experts from practice from programme countries

1.3. Participating Institutions – division of roles
Coordinator = higher education institution that applied for the BIP grant
- coordinates organisation of the BIP and manages the OS BIP budget
- automatically acts as the receiving institution unless stated otherwise

(may also be only a sending or coordinating entity, without sending/receiving participants)

Sending Higher Education Institution
- sends participants to the BIP
- may be involved in the partnership, but also outside it
- most participants should be sent from participating higher education institutions
- applies for Erasmus mobility funding for outgoing students/staff (SMS/STA/STT)

Receiving Higher Education Institution
- accepts participants on university premises/anywhere else, but **always in the country of the receiving institution**

Co-hosting organisation
- may be in addition to the receiving higher education institution (HEI)
- suitable for practical training, excursions, etc.
- may be an HEI, enterprise, association or public authority (in the same country as the receiving university)

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2. Administrative Process

2.1. MENDELU as BIP Coordinator

- mobilities must be covered by an Inter-Institutional Agreement (IIA), bilateral or multilateral
- IIAs are negotiated and concluded by International Relations Office (IRO)
- every January, the IRO announces a call for proposals for BIPs for the following academic year (from January 1 to January 31)

2.1.1. Before submitting the proposal
The proposer agrees with partners on:
- timing of virtual learning (before or after the mobility)
- teaching staff
- date and location of the physical component
- number of participants sent by each partner => partners must apply for Erasmus mobility for their students/staff
- recognition of the course
- number of ECTS awarded

2.1.2. During the IRO call
Apply within the project application, usually one year in advance.

- applications for BIPs are always collected in January (until January 31)
- application must include:
  - BIP topic
  - partner institutions
  - implementation period (summer/winter semester and year)
  - type of participants (students/staff)
  - BIP description (description and objectives, methodology and outputs, max. 5000 characters)
  - description of the virtual component (max. 5000 characters)

2.1.3. BIP approval

After evaluation by the National Agency (DZS), applicants are informed by IRO. Approximately four months before the BIP, IRO organises a coordination meeting with faculty BIP coordinators.

Organising faculty/department:
- in cooperation with foreign partners, prepares the course
- faculty international office coordinators ensure the creation of the course in UIS (based on information provided by the BIP organiser)
- **at least 4 months** before the BIP takes place, a meeting is held between the BIP organiser, the faculty coordinator and IRO
- contacts IRO sufficiently in advance of the BIP to arrange promotion of the BIP among foreign partners
- submits the **event budget to IRO (!) at least 30 days before** the start of the BIP
- **no later than 30 days before the BIP takes place,** the minimum number of participants (10 persons) must be secured **– otherwise, the BIP will not take place**
- at least 30 days before the start of the BIP, submits to IRO information on external and foreign teachers/lecturers for the purpose of preparing mandate contracts (based on which remuneration is paid)

IRO Rectorate:
- establishes the IIA and, where applicable, BIP amendments
- **at least 4 months** before the BIP takes place, convenes a meeting with the BIP organiser and the faculty coordinator
- publishes the BIP on the IRO website (each BIP has its own dedicated page containing all relevant information) and manages the page
- creates the so-called registration form through which BIP participants apply
- ensures promotion and communication with BIP participants and foreign partners
- in the case of foreign teachers/lecturers, ensures the preparation of mandate contracts

2.1.4. Before / during the BIP

Organising faculty/department:
- enters students into UIS (faculty international office coordinators)
- checks that students are enrolled in the course
- submits all documentation required for the payment of costs to IRO
- provides OMVI with the names and contact details of external or foreign lecturers for the purpose of preparing mandate contracts (2 months before the BIP takes place)

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IRO Rectorate:
- prepares the list of registered participants and communicates with them; shares information with the faculty international office coordinator
- creates the Letter of Acceptance
- confirms OLA and, where applicable, issues the LA (Learning Agreement)
- confirms documents for incoming staff members
- communication with and information provision to participants
- review and approval of the event budget and eligibility of planned costs
- promotion of the BIP among foreign partners
- promotion of the BIP at MENDELU
- collection of accounting documents, orders and invoices (for reimbursement of costs)

2.1.5. After the BIP
Faculty international office coordinator:
- ensures the completion of the course in UIS
- checks that participants have their pass/fail recorded in UIS
- completes the student's study in UIS (as soon as possible after the end of the physical part of the BIP), **! enter physical mobility data into the UIS!**

Organising faculty/department reports to IRO for reporting in the Beneficiary Module (BM):
- number of teachers/trainers delivering the programme
- methodology and outputs (max. 5,000 characters)
- start and end dates of the BIP + number of days of physical mobility
- main language of instruction
- submits to IRO a proposal for the payment of remuneration to persons involved in the preparation and implementation of the BIP at MENDELU

IRO Rectorate:
- issues final documents – the Transcript of Records and the Certificate of Attendance (with the dates of the physical and virtual components stated separately)
- carries out all required actions in the BM
- ensures that partner institutions enter the correct code for their students in the BM
- checks and informs the faculty whether incoming students are correctly recorded in the BM and in UIS
- accounts for the course in the final project report

2.1.6. Finance
- the faculty prepares the budget, which is approved by IRO
- financial management and control are carried out by IRO
- the faculty submits supporting documents for orders; orders and invoices are processed by IRO
- the final financial settlement is the responsibility of IRO; the faculty provides all necessary supporting documents
- MENDELU lecturers are funded through remuneration

- lecturers from the Czech Republic are funded via mandate contracts
- foreign lecturers are funded by their sending institution from its Erasmus+ resources (STA); alternatively, they may receive remuneration for teaching from the BIP organisational support – *(!) a mandate contract must be concluded before their arrival (!)*

2.2. MENDELU is the sending institution for the BIP

MENDELU is not the coordinator of the BIP but the institution that sends participants to partner BIPs. It is possible to send both students (SMS) and staff (STA/STT). The Erasmus+ institutional coordinator, together with the vice-deans for internationalization of the faculties, will agree at the Rector's Commission for Internationalization on how many mobilities to BIPs MENDELU will apply for in the E+ KA131 project application as mobilities for BIPs take up the capacity for long-term stays.

2.2.1. Sending participants to BIP
- IRO must be informed of all BIPs that faculties wish to send participants to
- IRO contacts the relevant vice-deans for internationalization, who will decide how many participants to send to each BIP
- **BIP participants are selected through a call for applications organized by IRO**
- *(!) Without these steps, it will not be possible to finance participants for the BIPs (!)*
- the principle of reciprocity applies, meaning that the faculty organizing the BIP also sends participants to the partner BIP

Organising faculty/department:
- in cooperation with partners, prepares and promotes the course
- provides IRO with all relevant information about the BIP (partner institution, dates, BIP program, etc.)
- if a student is selected for the BIP, the student must secure an acceptance letter and submit it to the faculty, and uploads all required documents to the checklist

IRO Rectorate:
- establishes the IIA (signed by the IIA coordinator)
- mobility administration follows the same process as for long-term student and staff mobilities
- requests the BIP ID number in BM from the partner organization organizing the BIP
- participants must go through a selection process (organized by IRO)
- the selection process is always held for a specific BIP and for students from the faculty that wants to send students to the BIP, which is thematically intended for that faculty
- selection process for staff corresponds to the standard Erasmus+ selection process for staff mobilities, with one of the mobility options being participation in a BIP
- the employee may be sent on a BIP if they are awarded mobility in the Erasmus+ selection process
- IRO will sign a participation agreement with the participant
- IRO will enter the participants into the BM

Selection criteria for students:
- motivation letter in English (evaluated by IRO) – max. 10 points

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- language exam (oral exam only, organized by IRO) – max. 10 points
- first-time mobility (evaluated by IRO) – max. 3 points
- relevance of the BIP content to the student's study field (evaluated by the faculty) – max. 7 points

2.2.2. Before the BIP begins

Administration of students going on BIP:
- IRO manages the mobility as a regular Erasmus mobility
- (!) the student must go through the selection process and a language exam
- BIPs are mainly intended for students who are unable to go on long-term mobility
- the administrative process before mobility is the same as for SMS/SMP
- the grant amount for students going on BIP
  days 1-14 of activity – 79 €/day
  days 15-30 of activity – 56 €/day

Administration of staff going on BIP:
- staff must submit an application and go through the Erasmus+ selection process
- goes on the BIP as STT
- the grant amount for staff follows the limits for STT activities
- the administrative process before mobility is the same as for STT

(!) It is possible to fund a BIP with a maximum duration of 10 days.
(!) The mobility uses a slot from the IIA, and it is equivalent to long-term mobility.

Faculty:
- approves and signs documents for outgoing students (OLA/LA)
- enters the mobility into UIS

IRO:
- signs the Participation Agreement
- pays the grant

2.2.3. After the BIP

IRO (student and staff mobilities):
- student submits the Confirmation of Study and Transcript of Records and completes the Final Report in UIS
- staff member submits the Letter of Confirmation
- participants fill out the EU Survey
- enters the data into BM

Faculty (student mobilities):
- recognizes credits based on the Transcript of Records
- after receiving all documents, closes the mobility in UIS

3. Contact details

International Relations Office

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4. Annexes

Annex No. 1 - BIP Financial Support Overview

	Foreign academic staff from participating university (also teaching in the BIP)	Foreign lecturer from an enterprise (teaching in the BIP)	Foreign BIP participant (student / staff as learner)	Foreign participant with fewer opportunities	Participant from a partner country / local participant	Local academic staff / lecturer
Individual Support (subsistence costs)	YES – paid by the sending institution from its project	YES – paid by the receiving institution from its project	YES – paid by the sending institution from its project	YES – paid by the sending institution from its project	NO – covered by the HEI from own resources	-
Travel Support (travel costs)	YES – paid by the sending institution from its project	YES – paid by the receiving institution from its project	Student: NO / Staff: YES – paid by the sending institution from its project	YES – paid by the sending institution from its project	NO – covered by the HEI from own resources	-
Other	May receive remuneration from OS BIP of the coordinating institution	May receive remuneration from OS BIP of the coordinating institution	-	Top-up 100 / 150 EUR	-	May receive remuneration from OS BIP of the coordinating institution

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