

Management Guidelines

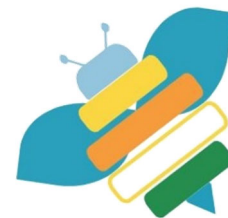
MIELES project



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Who we are?

EUROPEAN PARTNERS

- 🌐 Coordinator: Universitat de Barcelona, Spain
- 🌐 Sapienza Università di Roma
- 🌐 KTH Royal Institute of Technology
- 🌐 European Association for Quality Assurance in Higher Education
- 🌐 Technische Universität Berlin
- 🌐 University of Peloponnese
- 🌐 Centre for the Advancement of Research and Development in Educational Technology

INDIAN PARTNERS

- 🌐 Indian Institute of Science – IISC Bangalore
- 🌐 Indian Institute of Technology Madras - IITM
- 🌐 AMRITA University
- 🌐 KahmUnity Women's College - KUWC
- 🌐 University of Mysore - UOM
- 🌐 MEA Engineering College - MEA EC
- 🌐 AIGA Institute of gaming .

ASSOCIATED PARTNERS

- 🌐 ANECA- Spanish National Accreditation and QA Agency
- 🌐 NAAC- Indian National Accreditation Agency
- 🌐 EUA- European University Association.

DURATION OF THE ACTION

Total duration: 36 months
Official Starting date: 15-10-2016
Closing date: 14-10-2019

Project Finance

III. PROJECT FINANCE (Euros)	
Erasmus+ Grant	885.631 €



CO-FINANCING THE ACTION

The approach to co-financing is radically different in the new Erasmus+ programme by reference to, for example, the old TEMPUS programme.

The project must be effectively co-funded by sources of co-financing other than the EU grant.

The EU grant is provided on the basis of unit costs. The principles of no-profit and co-funding are ensured by the Commission for the Action as a whole in advance when it defines the rates or amounts of such units. This seems to explain why these rates or amounts are established below what could be considered “market prices” of them. How partners in the consortium complete the funding is left to them and must not be justified.

Project Costs

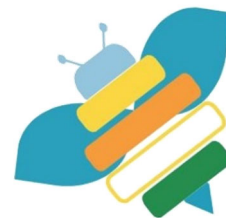
Staff Costs	340.091 €
Travel Costs	127.440 €
Costs of Stay	100.800 €
Equipment	251.650 €
Subcontracting	65.650 €
TOTAL ELIGIBLE COSTS	885.631 €

What are the funding and justification rules in MIELES?

These Management Guidelines describe the justification rules for the expenses incurred in the framework of the MIELESL project. The main objectives of these guidelines are: a) to support the preparation of the interim and final financial reports at each partner institution and b) to clear any doubts partners may have when preparing the supporting documents.

MIELES is an E+ CBHE project, selected for funding in 2016. The project has 5 budget headings:

1. Staff Costs
2. Travel Costs
3. Costs of Stay
4. Equipment
5. Subcontracting



Financing mechanism: The first 3 budget headings will be financed with a contribution to unit costs while the last 2 will be financed with actual costs.

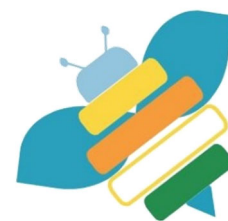
1. Staff Costs

1.1 Supporting Documents

1. JOINT DECLARATION (EACEA's template). It should be completed per person, per category and per justification period.
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3. Working Contracts and any material evidence allowing to verify that the declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.).

NOTE ON STAFF COSTS: CAPACITY BUILDING IN HIGHER EDUCATION PROJECTS





1.2 MIELES activities

Work package 1: State of Play and Needs Assessment for e-learning in Indian higher education (PREPARATION):

- Dev 1.1 Mapping Exercise: Trends in e-learning in India and Europe
- Dev 1.2 Workshop on Trends on E-learning in Europe
- Dev 1.3 SWOT Analysis: E-learning in Indian institutions
- Dev 1.4 Field Visits to India to validate SWOT analysis
- Dev 1.5 Compendium of SWOT Report (Internal document | Nonpublic)

Work package 2: Towards comprehensive e-learning institutional strategies (DEVELOPMENT)

- Dev 2.1 Roundtable: Why Institutional Strategies are needed to Advance e-learning?
- Dev 2.2 Focus Group 1: Blended learning
- Dev 2.3 Focus Group 2: Collaborative online courses
- Dev 2.4 Focus Group: Enabling student and staff to take advantage of e-learning possibilities
- Dev 2.4 Bis Reports on Focus Groups
- Dev 2.5 Institutional E-learning strategy Draft (Internal document | Nonpublic)

Work package 3: Implementing e-learning strategies: e-learning pilot projects (DEVELOPMENT)

- Dev 3.1 Workshop: Launching the pilot Phase: Senior Management Commitment
- Dev 3.2 Equipment purchase
- Dev 3.3 Pilot project 1 for e-learning: Development of a collaborative online course
- Dev 3.4 Pilot project 2 for e-learning: Management and training for e-learning
- Dev 3.5 Pilot project 3 for e-learning: QA procedures for eLearning
- Dev 3.6 Outcome report: Lessons learnt from the Pilots

Work package 4: Capacity development to further implement and sustain e-learning strategies (DEVELOPMENT)

- Dev 4.1 Study Visit to Europe for Senior Management (Berlin)
- Dev 4.1 Bis Study Visit to Europe for Senior Management (Barcelona) – New DEV**
- Dev 4.2 Training exercise on QA for e-learning
- Dev 4.3 Training exercise on collaborative online courses
- Dev 4.4 Training exercise on management and training for e-learning

Work package 5: Disseminating results and enhancing dialogue on e-learning (DISSEMINATION AND EXPLOITATION)

- Dev 5.1 Multiplier effect workshop in Bangalore
- Dev 5.2 Multiplier effect workshop: NPTEL Online (Chennai)
- Dev 5.2 bis Multiplier effect workshop Mysore
- Dev 5.3 Multiplier effect workshop in Bangalore
- Dev 5.4 Internal Institutional workshops in Chennai and Mysore
- Dev 5.5 Dissemination Conference
- Dev 5.6 Project website

Work package 6: Quality tools for the project implementation (QUALITY CONTROL)

- Dev 6.1 Quality Committee Plan
- Dev 6.2 Quality Assurance (Intermediate report)
- Dev 6.2 Quality Assurance (Final report)
- Dev 6.2 Quality Assurance (Presentation)
- Dev 6.3 External evaluation plan
- Dev 6.3 External evaluation report

Work package 7: Project Management (MANAGEMENT)

- Dev 7.1 Kick-off Meeting
- Dev 7.2 Management Team (MT) meetings
- Dev 7.3 Project Management Guidelines and internal MoUs
- Dev 7.4 Production of interim and final reports



1.3 Contribution to the costs of staff (in euros)

The profile of staff involved in capacity-building projects was regrouped in four categories:

- 🌟 **Managers** (staff category 1) (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- 🌟 **Researchers, teachers and trainers** (RTT) (staff category 2) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- 🌟 **Technical staff** (staff category 3) (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy and translation activities. External translation services and external language courses provided by sub-contracted non-consortium members should be classified as “Sub-contracting costs”.
- 🌟 **Administrative staff** (staff category 4) (including office and customer service clerks) carries out administrative tasks such as secretarial duties.

Conditional: applicants will have to justify the type and volume of resources needed in relation to the implementation of the proposed activities and outputs. The contribution is provided on condition that the salary for the same tasks is compensated only once.

1.4 Table A: STAFF COSTS (AMOUNTS IN EURO PER DAY) / COUNTRY

	Manager	Teacher/Train er/Researcher /Youth worker	Technician	Administrative staff
Sweden	294	241	190	157
Germany, Italy, Belgium	280	214	162	131
Spain, Cyprus	164	137	102	78
India	47	33	22	17

Example: If someone from India justifies 4 days of work in Category 2, the total justified amount will be 132€

IMPORTANT: When choosing the category that we are going to justify, we should take into account the tasks performed, not the staff position at the institution. This means that if a teacher justifies an administrative task, he/she will have to use category 4 unit costs. If a technician performs tasks related to the project management, they will have to justify their time in category 1. Each staff may justify more than one category by filling more than one time sheet.



1.5 Example Time Sheet

Add Row		Delete Row		PROJECT TIMESHEET	
Project number :	578703				
Surname :	Lopez				
First Name :	Juan				
Institution :	Universitat de Barcelona				
Country :	Spain				
Position :	Full professor				
Staff Category :	Manager				
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
2017	December	4	Management	Participation in the KoM in Bangalore	
2018	January	3	Preparation	Drafting of the report on European trends and the white paper in 1.4	
2018	March	5	Development	Preparation and distribution of the questionnaire to identify institutional strategies	
Total days:		12			

Signature of the staff member :

Signature of the person responsible in the institution (where the staff member is employed) :

signed Juan Lopez

Signed by the DEAN / RECTOR / MANAGER (person responsible at the institution)



ANNEX II

JOINT DECLARATION - example

Ref. No **DO NOT COMPLETE**

Project No. **573708**

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM **UNIVERSITAT DE BARCELONA**
Hereinafter "the Institution"*
AND Name: **Juan López**
Address: **Adolf Florensa 8, 08028 Barcelona, Spain**

Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is either:
– employed by the Institution and is part of its payroll system **YES/NO**
or
– a natural person ** assigned to the project on the basis of a contract against payment **YES/NO**
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	dd/mm/yy		dd/mm/yy
FROM	15/10/2017	TO	31/03/2019

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

..... TO BE
COMPLETED FOLLOWING THE INFORMATION ON THE TIME SHEET

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	Administrative Staff
Country of the Institution	Spain
Number of days worked and charged to the project (according to time-sheet)	10

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in **Barcelona, Spain**

Date **31/03/2019**

Name **JUAN GOMEZ**

Function **DEAN**

Institution **UNIVERSITAT DE BARCELONA**

Staff member name **Juan López**

Signature and Stamp of the Institution

Signature of the Staff member

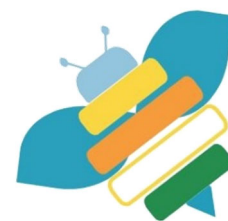
**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

***A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*

(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and

(ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and

(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

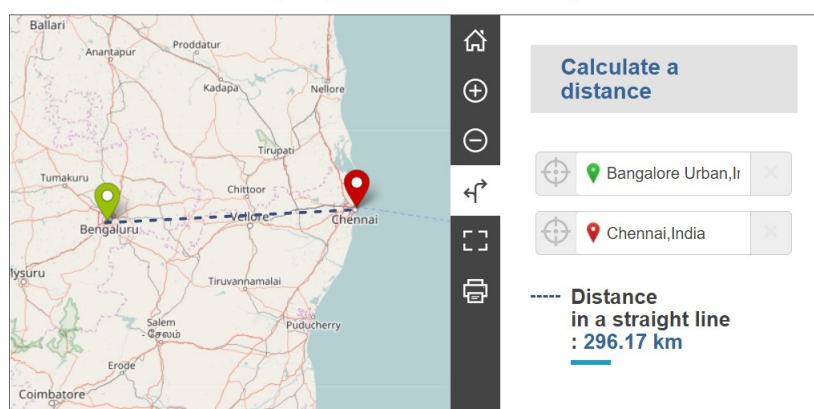


Specific rules for travel costs and costs of stay

Travel Costs

- Contribution to the travel costs of the staff involved in the project, from their place of origin to the venue of the activity and return (including visa fee and related obligatory insurance, travel insurance and cancellation costs if justified) **must be calculated with the EC's DISTANCE CALCULATOR** (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

For detailed information on the funding rules, please consult the [Erasmus+ Programme Guide](#).

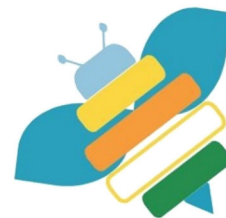


The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project on the basis of **UNIT COSTS**:

TRAVEL DISTANCES	EUROS
100 & 499 KM	180 €
500 & 1999 KM	275 €
2000 & 2999 KM	360 €
3000 & 3999 KM	530 €
4000 & 7999 KM	820 €
More than 8000 KM	1100 €

Example:

If a person from Bangalore (India) is taking part in an activity in Chennai (India), the beneficiary will calculate the distance from Bangalore to Chennai using the distance calculator (296.17 Km), then apply the unit cost for the corresponding distance band, i.e. 100/499 Km. This unit cost will be a fixed contribution of 180 Euro that will cover the costs of travel from Bangalore to Chennai and return.



Costs of stay

- ✚ Costs for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance covered by the grant: **120 EUROS / day**
- ✚ Beneficiaries do not need to justify the level of spending. The supporting documents will have to demonstrate that the volume and/or the nature of the activities actually implemented, justify the number of unit costs charged to the grant.

For the purpose of any financial evaluation and/or audit, beneficiaries will have to be able to justify/prove the following elements:

- ✚ The journeys actually took place.
- ✚ The journeys are connected to specific and clearly identifiable project-related activities.

Example:

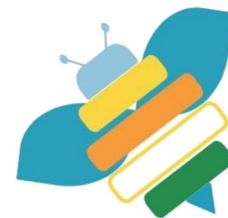
If a staff from Bengaluru (India) is taking part in an activity in Chennai (India) during 2 days, the beneficiary will apply 2 unit costs of 120 Euros each, for a total of 240 Euros.

Supporting documents for the justification of travel costs and costs of stay

- ✚ [A duly filled-in Individual Travel Report.](#)

Supporting documentation will have to be attached to each travel report in order to demonstrate the fact that the travel and the activity actually took place:

- ✚ travel tickets
- ✚ boarding passes with points of departure and destination
- ✚ dates and name of the person travelling
- ✚ invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings.



INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by *each* participant
In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No... Project No. **578703**
The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: **Juan** Forename: **LOPEZ**
Nationality: **Spanish**
Home institution: **Universitat de Barcelona**
Staff position/student year of study at home institution: **Full Professor**

TYPE OF ACTIVITY (Tick as appropriate)

STAFF	STUDENTS
<input type="checkbox"/> Teaching/training assignment	<input type="checkbox"/> Study period
<input type="checkbox"/> Training and retraining purposes	<input type="checkbox"/> Participation in intensive courses
<input type="checkbox"/> Updating programmes and courses	<input type="checkbox"/> Practical placements, internships in companies, industries or institutions
<input type="checkbox"/> Practical placements in companies, industries and institutions	<input type="checkbox"/> Participation in short term activities linked to the management of the project
<input checked="" type="checkbox"/> Project management related meetings	
<input type="checkbox"/> Workshops and visits for result dissemination purposes	

(1) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
	5/12/2017	8/12/2017
PLACE OF DEPARTURE**	HOME INSTITUTION ... Universitat de Barcelona COUNTRY Spain CITY... Barcelona	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION ITM COUNTRY India CITY Chennai	
TRAVEL DISTANCE***	Km (TO BE COMPLETED USING THE DISTANCE CALCULATOR)	

*Please indicate period of travel from departure to return to place of origin
** If different from Home institution please enclose authorisation from the Agency
***Travel distance in Km (One-way travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(2) DETAILS OF THE ACTIVITY

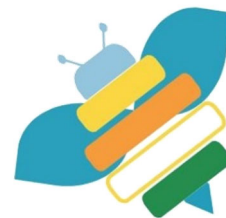
DATES (excluding travel)	From (date): 6/12/2016 To (date): 7/12/2016
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed) Participation in the meeting....	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date: ... **7/12/2016**

Signature: **TO BE SIGNED BY THE PARTICIPANT**



Equipment

Contribution for the purchase of equipment necessary for the implementation of the project will be based in REAL COSTS and according to the project application. In the event of purchasing equipment over €25,000 the beneficiaries must obtain competitive tenders from at least three suppliers.

All invoices should reference the name and the project MIELES and the number: 573708-EPP-1-2016-1-ES-EPPKA2-CBHE-JP

Subcontracting

Support for sub-contracting costs that are necessary to the implementation of the project, including, in particular, costs for the compulsory financial audits (audit certificate) and for any external quality assurance procedure. They will be based in REAL COSTS and according to the project application.

All invoices should reference the name and the project number: 573708-EPP-1-2016-1-ES-EPPKA2-CBHE-JP

Exchange Rate

Any conversion into euro of actual costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website
(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm) applicable:

on the month of the receipt of the first pre-financing for all costs incurred until the second prefinancing is received: TO BE DETERMINED

on the month of the receipt of the second pre-financing for all costs incurred until the end of the project.

Key management documents

- [Erasmus+ Programme Guide](#)
- Erasmus+ Programme Capacity-Building projects in the field of Higher Education (E+CBHE) [Guidelines for the Use of the Grant](#)

