

## **Guidelines for Erasmus+ outgoing MCI students - participation in a Blended Intensive Program (BIP)**

### Content

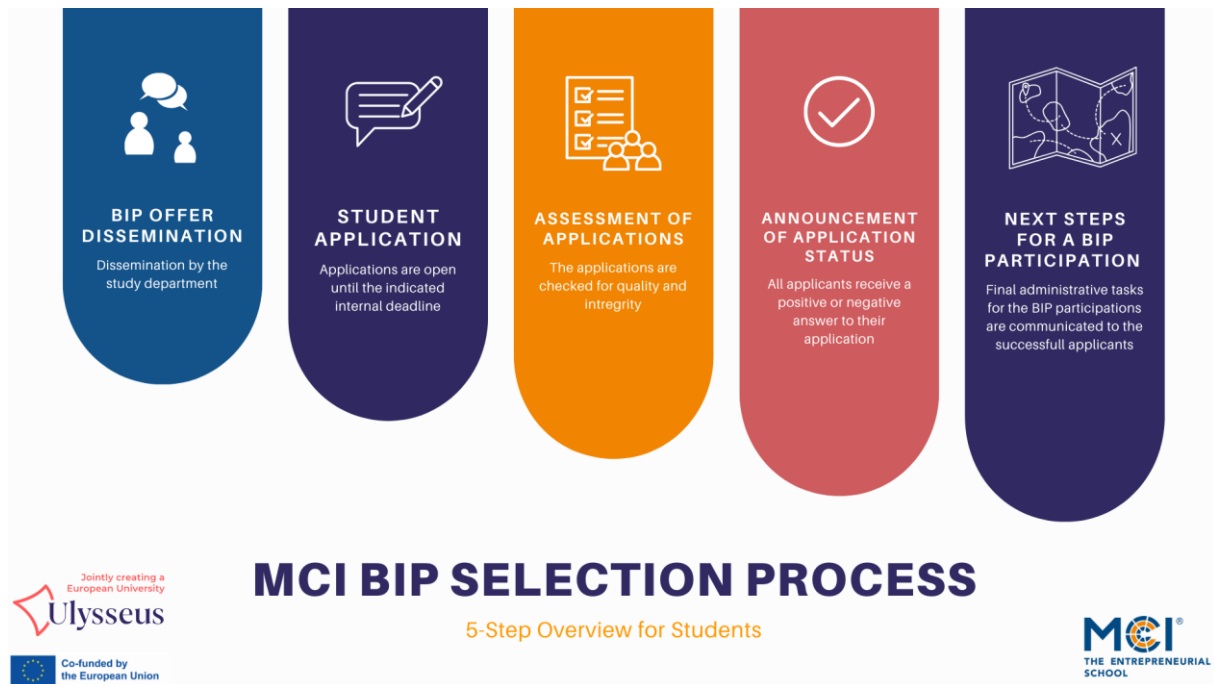
<b>1.0</b>	<b>What is the application process? .....</b>	<b>1</b>
<b>1.1</b>	<b>What documents do I need for the application? .....</b>	<b>2</b>
<b>1.2</b>	<b>What selection criteria are there and how are they counted? .....</b>	<b>2</b>
<b>1.3</b>	<b>How much funding is provided for a BIP participation? .....</b>	<b>3</b>
<b>1.4</b>	<b>How long do I have to wait until I receive an answer about the result of my application? ....</b>	<b>4</b>
<b>1.5</b>	<b>My application has been accepted – What do I do next? .....</b>	<b>4</b>
<b>1.6</b>	<b>How and when should I book travel &amp; accommodation arrangements? .....</b>	<b>4</b>
<b>1.7</b>	<b>Documents &amp; administrative checklist for before the BIP .....</b>	<b>4</b>
<b>1.8</b>	<b>Documents &amp; administrative checklist for during the BIP .....</b>	<b>7</b>
<b>1.9</b>	<b>Documents &amp; administrative checklist after the BIP .....</b>	<b>7</b>
<b>1.10</b>	<b>How is my BIP participation recognized? .....</b>	<b>8</b>
<b>1.11</b>	<b>Where can I find the Erasmus Student Charter? .....</b>	<b>8</b>

### **1.0 WHAT IS THE APPLICATION PROCESS?**

#### Please consult these steps:

- Step 1: The BIP offer is disseminated by the study department via Mail and/or Sakai.
- Step 2: You can apply to the BIP via our application form. Please make sure to select the BIP that you want to apply for, as there may be several BIP calls open. Have your current Transcript of Records (ToR), if applicable a copy of your "[Studienbeihilfe Bescheid](#)" or a document proving your eligibility as a student with fewer opportunities (having a chronic illness or child requiring care, etc.) ready for upload.
- Step 3: Your application will be assessed for its quality and integrity.
- Step 4: The results of the application will be announced via mail.
- Step 5: The next steps for the BIP participation will be communicated to the successful application.

Please consult the overview below for more information.



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## 1.1 WHAT DOCUMENTS DO I NEED FOR THE APPLICATION?

### You will need to:

- provide general contact data,
- answer general questions on the agreement of the terms and conditions of the Blended Intensive Program (BIP) mobility.
- provide motivational statements
- your up-to-date (max. 2 week old) transcript of records (ToR).
- for students which receive "[Studienbeihilfe](#)" from the Austrian Government, a notice of your "Studienbeihilfe" approval must be uploaded.
- For student with fewer opportunities (having a chronic illness or child requiring care, etc.), a document proving your eligibility or individual needs.

**Please note:** all information can be uploaded within our published application form. The application form may differ between Ulysseus BIP or non-Ulysseus BIP, we thus advise you to make sure you follow the instructions on the specific BIP publication via Sakai , MyMCI or E-Mail.

## 1.2 WHAT SELECTION CRITERIA ARE THERE AND HOW ARE THEY COUNTED?

The selection criteria is based on various factors. Those include your GPA average grade (as of the time of the application), answers to motivation questions. Further selection criteria include equal distribution of student(s) per study program and department (if several are involved), eligibility of participation of the applicant by the responsible study department. Please note that you have to have completed at least 1 semester of your current degree. Below you can find an example of the evaluation grid.

## MCI BIP Selection Process

### EVALUATION GRID

CRITERIA I	VERY GOOD 3,5 POINTS	VERY GOOD 3 POINTS	GOOD 2,5 POINTS	GOOD 2 POINTS	SATISFACTORY 1,5 POINT	SATISFACTORY 1 POINT	UNSATISFACTORY 0,5 POINT	INSUFFICIENT 0 POINTS
GPA Ranking	1,0 - 1,4	1,5 - 1,9	2,0 - 2,4	2,5 - 2,9	3,0 - 3,4	3,5 - 3,9	4,0 - 4,9	5,0
CRITERIA II	VERY GOOD 3 POINTS		GOOD 2 POINTS		SATISFACTORY 1 POINT		UNSATISFACTORY 0,5 POINT	INSUFFICIENT 0 POINTS
Motivation of students	<ul style="list-style-type: none"> <li>Knows about the learning outcomes of the BIP</li> <li>Gives a convincing answer about linking the potential learning outcomes with their future studies, career or research opportunities.</li> </ul>		<ul style="list-style-type: none"> <li>Knows about some of the learning outcomes of the BIP</li> <li>Gives an answer about linking the potential learning outcomes with their future studies, career or research opportunities but doesn't give concrete examples.</li> </ul>		<ul style="list-style-type: none"> <li>Knows about some of the learning outcomes of the BIP.</li> <li>Gives an answer about the potential learning outcomes but doesn't link them to their future studies, career or research opportunities and doesn't give concrete examples.</li> </ul>		<ul style="list-style-type: none"> <li>Barely knows about the learning outcomes of the BIP</li> <li>Gives an answer but without linking the potential learning outcomes with the future studies, career or research opportunities. Shows lack of enthusiasm or interest.</li> </ul>	<ul style="list-style-type: none"> <li>Doesn't know about the learning outcomes of the BIP</li> <li>Gives no or an unfinished answer without regards to the question or that does not make sense given the context of the question.</li> </ul>

**Further criteria:** Equal study program representation and/or student opportunity representation (e.g. student with fewer opportunities or inclusion support), eligibility of participation of the applicant by the responsible study department

### 1.3 HOW MUCH FUNDING IS PROVIDED FOR A BIP PARTICIPATION?

The funding scheme is based on the current Erasmus+ call by the national Agency for Internationalization (OEAD).

BIP participants receive financial support of €79/day for Erasmus+ short-term physical mobility of 5-14 days under the BIP. Students with fewer opportunities (students with children requiring care, students with disabilities/chronic illnesses) will receive an amount of €100/day for short-term physical mobility activities in addition to the basic amount of individual support for 5-14 days.

A travel allowance may also be paid out. The amount depends on the travel distance and the type of transportation used. Students who travel to and from the host institution in an environmentally friendly manner can declare green travel. This includes travel by bus, train or carpooling from Austria to the host institution and back to Austria from the host institution. The application for Green Travel is made directly in your MyMCI account. Students who receive travel funding from any other source (e.g. travel cost subsidy as part of a study grant) may not be eligible to receive the travel support funding by Erasmus+. Please note that you are required to disclose whether you've received further financial support (not including parental support). You may be contacted by your **International Relations Coordinator** with a request to confirm that you do not receive additional financial travel support.

Upon request you may be able to ask to participate in the BIP as a Zero Grant participant. This would mean that you do not receive any Erasmus+ funding but agree to cover your full expenses. We will demand a formal agreement to these terms and conditions in a form of a Zero Grant – Grant Agreement. Request or claims for refunds will not be possible.

There are also [Erasmus+ grant simulators to calculate an approximate amount for your funded BIP participation](#). Please note here that MCI does not fund additional travel support days, but the travel support based on distance and the daily allowance.

**The grant simulator can provide an estimate of your potential Erasmus+ scholarship, but the actual lump sum awarded in your grant agreement may differ.**

#### 1.4 HOW LONG DO I HAVE TO WAIT UNTIL I RECEIVE AN ANSWER ABOUT THE RESULT OF MY APPLICATION?

Please note that assessing the applications may take some time. The evaluations will start after the application deadline. You will receive a result for your application by email.

#### 1.5 MY APPLICATION HAS BEEN ACCEPTED – WHAT DO I DO NEXT?

Please note that in order to secure your participation in the BIP you have to hand in various document before, during and after your participation of the BIP in order to be qualified for the Erasmus+ funding.

#### 1.6 HOW AND WHEN SHOULD I BOOK TRAVEL & ACCOMMODATION ARRANGEMENTS?

You are responsible to arrange your own travel and accommodation arrangements for your stay during the BIP Program. The Erasmus+ grant is supposed to support and include your travel and accommodation costs. **We advise you to book your travels with cancellation insurance.** Unexpected situations—such as strikes, natural disasters, or personal illness—can occur at any time, making cancellation insurance essential. It helps protect you from financial losses related to travel and accommodation in case you're unable to take part in the BIP.

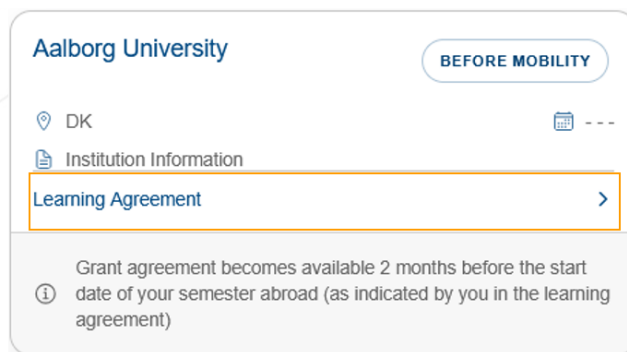
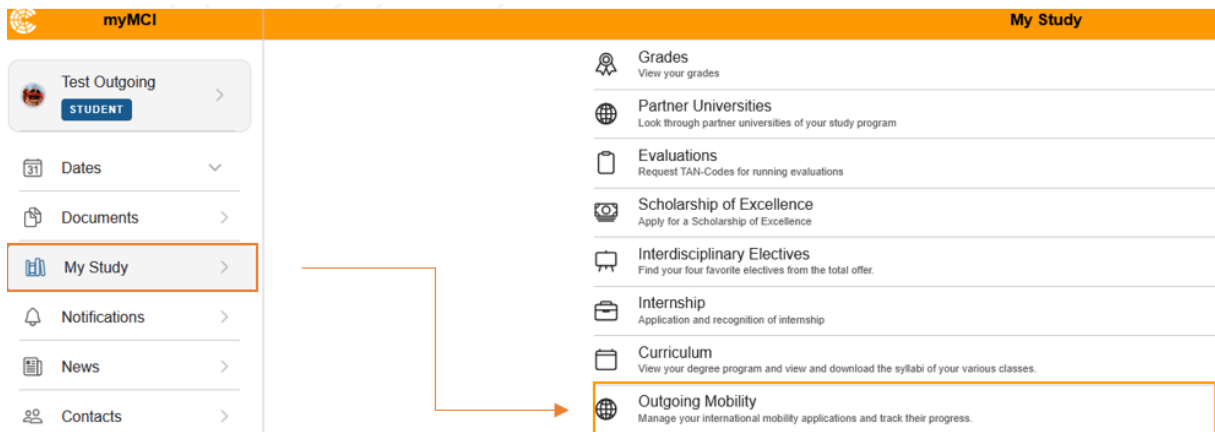
According to the Erasmus+ Charter, Erasmus+ funding (scholarships) may need to be repaid if the mobility is not successfully completed.

Short-term mobility opportunities, including BIPs, are time-sensitive, and missing any mandatory sessions may jeopardize your successful participation. Unlike long-term semester exchanges, there's limited flexibility to adjust travel dates, and unforeseen disruptions could lead to a full cancellation of the program.

#### 1.7 DOCUMENTS & ADMINISTRATIVE CHECKLIST FOR BEFORE THE BIP

##### 1. Learning Agreement (before mobility)

- You will receive an Email about filling and signing your Learning Agreement on your MyMCI account.
- Within your MyMCI account select the “Outgoing Mobility” field under the “My Study” column. You will find the section “Learning Agreement”. Please fill in the empty fields from section one to four and click submit.



- Further information ( for filling the Learning Agreement):
  - The contact person at the receiving university (organizer of the BIP) can be found in the shared publication (website) of the respective BIP and may additionally be shared in Administrative instruction Emails.
  - In terms of filling in your chosen mode of transportation, please note that it is a declaration of intent. Should you decide on a sustainable means of transport, please fill it out accordingly, upload the relevant application, and then keep the tickets, as we will check them at the end.
  - The BIP is to be understood as an entire course, consisting of online and on-site components. In the section "Component Title" please enter the title of the BIP as the course.
- Once the study department approves your entered data, please download, sign the Learning Agreement on your MyMCI account.
- Send the host university of the BIP your filled Learning Agreement with the kind request for a signature.
- After your receive the document check if all three signatures are in place: your signature, a representative of MCI, and a representative of the host university. **Upload the signed document on your MyMCI account. The document must be uploaded before the start of the physical part of the BIP.**

## 2. Grant Agreement:

- Please note that the Grant Agreement will be available on your MyMCI 2 months before the start date of the BIP.
- Enter your MyMCI account. Within your MyMCI account select the “Outgoing Mobility” field within the “My Study” column. You will find the section “Grant Agreement”. Please fill in the empty fields (bank account information, date, chosen mode of transport to the host university etc.).

Aalborg University BEFORE MOBILITY

DK 14. Dez. 2025 - 27. Feb. 2026

Application Submitted

Learning Agreement >

Grant Agreement Data Submission >

- If you have indicated that you are a student with fewer opportunities, please also upload the respective documents
- As soon as your data entry has been checked and approved by us, you will receive a notification. Please download the completed document and sign it.
- Upload it back to your MyMCI after signing it. You will receive your grant approximately two weeks before the start of the BIP, provided that all documents have been submitted correctly.**

Aalborg University BEFORE MOBILITY

DK 14. Dez. 2025 - 27. Feb. 2026

Application Submitted

Learning Agreement >

Grant Agreement Agreement Generation >

Grant Agreement - Aalborg University

← **Grant Agreement Process**

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Agreement Submi...  
Generate agreement

4 Stay Validation  
Process payments

5 Stay Validation Pe...  
final\_phase

6 Stay Confirmation  
completion

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**Grant Agreement**

Please download and sign the Grant Agreement

Grant Agreement Download

**Signed Grant Agreement \***  
Please upload the signed Grant Agreement.

+  
 Select file for upload  
Click to browse or drag and drop

Confirm Upload

## 1.8 DOCUMENTS & ADMINISTRATIVE CHECKLIST FOR DURING THE BIP

### 1. Prove your participation and attendance

- The host university may ask you to sign an attendance sheet during the timeframe of the physical part of the BIP.

## 1.9 DOCUMENTS & ADMINISTRATIVE CHECKLIST AFTER THE BIP

**Aalborg University** AFTER MOBILITY

📍 DK 📅 10. Okt. 2025 - 25. Dez. 2025

📄 Final Document Upload

Learning Agreement >

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📁 Grant Agreement Stay Confirmation >

### 1. A confirmation of stay or certificate of participation

- You may receive this document directly from the host university. Otherwise kindly request it from the host university.
- Upload the document through your MyMCI account

## 2. A copy of the completed EU Survey

- you will receive a link to complete the EU Survey shortly after the completion of the BIP.
- Fill in the EU survey, download a copy and upload it through your MyMCI account.

## 3. Transcript of Records/ official certificate stating you've received a pass grade of the host university for your BIP mobility

- You may receive this document directly from the host university. Otherwise kindly request it from the host university.
- Upload the document through your MyMCI account. Please be aware that the upload option will only appear once you've submitted the confirmation of stay and completed EU survey.

### 1.10 HOW IS MY BIP PARTICIPATION RECOGNIZED?

Your study department is responsible for recognizing the ECTS earned through your BIP participation, while the International Relations Office handles all Erasmus+ administrative matters.

The signed learning agreements (before & after mobility) both state which course within your study curriculum should be recognized for your BIP participation. In some cases, recognition is not automatic and must be requested through your study department coordinator. Please contact your study department coordinator if you are unsure about the recognition and follow the indicated checklist below:

- Take note of which course/s is/are indicated on your learning agreement (before mobility).
- Your study department will inform you about necessary steps of your recognition (i.e. If you have to submit a request for recognition by a certain timeframe).
- Contact your study department if you are unsure of what measures need to be taken for the recognition after the successful participation in the BIP.

### 1.11 WHERE CAN I FIND THE ERASMUS STUDENT CHARTER?

Please follow this link: <https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-student-charter-0>.