

Swiss programme for Erasmus+
2023 call for projects

Cooperation Partnerships – 2023 Guidelines

1 General principles

Swiss institutions can participate in 'Cooperation Partnerships' of the European Erasmus+ programme as official or associated partners. In both cases, Swiss project management is excluded. Official participations of Swiss partners in the European programme are not affected by these guidelines. In this case, funding is provided by European funds and is subject to the conditions of the European programme. Swiss-led projects can only be implemented through Movetia's 'International Programme' and are also not covered by these guidelines.

These guidelines apply to the participation of Swiss institutions in 'Cooperation Partnerships' of the European Erasmus+ programme as associated partners – i.e. the funding of the Swiss institution by Movetia within the framework of the Swiss Erasmus+ programme. The conditions under which the supported 'Cooperation Partnership' projects are to be implemented are laid down in the grant agreement between the Swiss project owner and Movetia. The funded project can only be implemented in connection with an ongoing EU project. Please note that the rules which apply under the Swiss programme for Erasmus+ may differ from those of the European Erasmus+ programme. When implementing the project, it is necessary to ensure coherence between the Swiss participation and the European project activities and results. As an associated partner, the Swiss institution does not receive funding from the Erasmus+ programme.

These guidelines are intended to help with the more precise interpretation of the grant agreement and the project management support in accordance with the funding programme conditions.

2 Submitting a project proposal

2.1 Application

2.1.1 Which projects are funded?

'Cooperation Partnerships' are a project format of Erasmus+. They enable institutions of school education, vocational training, tertiary education, adult education and extracurricular youth work to cooperate with partner institutions from Europe. Knowledge and experience are exchanged in international networks and innovative approaches to education are developed. The Swiss education system benefits from this. The participating institutions jointly develop innovative concepts, methods and instruments and exchange best practices and make use of synergies. This helps to develop the quality of the services and to strengthen international networks. 'Cooperation Partnerships' in the Erasmus+ European programme contribute to one or more transversal or sectoral policy priorities of the Erasmus+ European programme (see [Erasmus+ Programme Guide 2023](#)).

The application for Swiss partner funding must clearly highlight how the Swiss institution is involved in the overall Erasmus+ project and the different activities of that project. Furthermore, the Swiss application must specify the benefits of Swiss participation in the project for the Swiss educational

landscape. A mandatory criterion is that the projects contribute to the educational policy goals of the Confederation and the cantons (the Confederation's youth policy goals apply to youth work).

The following outcome objectives are particularly relevant for Swiss participation in 'Cooperation Partnerships':

Institutional networks and communication

- To establish new international partnerships or strengthen existing international partnerships (establishing international networks and building capacity)
- To establish or strengthen Swiss partnerships, including partnerships between language regions (capacity building in Switzerland for international educational cooperation)
- To provide opportunities for the transnational exchange of knowledge and experience between institutions regarding shared challenges
- To institutionally establish (new) forms of international cooperation
- To ensure that Swiss employees and experts have the necessary skills and networks to develop international educational cooperation at their institutions

Development of educational offers

- To increase the quality of work, activities and practices amongst the institutions involved
- To implement innovative approaches in the field of education at the institutions involved
 - o To implement new forms of learning and teaching, in particular establishing international classrooms (e.g. working on projects in international teams, international language tandems, distance learning, transdisciplinary learning)
 - o To develop new organisational practices and structures, e.g. to promote inclusion, interdisciplinarity and transdisciplinarity, and diversity (e.g. practices to support underrepresented target groups in the fields of education and youth work, digital lessons, recognising non-formal and informal learning, support during educational and professional transitions, sustainable schools)
 - o To make exchange and mobility formats more environmentally friendly, to ensure equal opportunities and access to exchange and mobility, and to optimally use digital forms of cooperation

Strengthening and further development of the quality and competitiveness of the Swiss educational system, including youth work

- To increase visibility and strengthen the position and reputation of the involved institutions or educational offers
- To develop joint (quality) standards
- To set national or international standards/benchmarks
- To increase visibility and strengthen the position and reputation of the Swiss educational system (e.g. Swiss degrees)

Furthermore, by extension, the International Programme also contributes to the following impact objectives:

- To establish awareness of different realities and perspectives as well as intercultural and global competence, including amongst personnel at educational institutions
- In addition to intercultural and global competence, to build additional skills among participants (e.g. in the areas of foreign languages, mathematics, use of digital technologies, entrepreneurial thinking and approaches) for the job market and for being a member of society
- To increase mobility numbers (within cooperation projects and subsequently, in the long term, also beyond)

2.1.2 Who may submit an application to Movetia?

The programme is aimed at institutions involved in school education, vocational education and training, tertiary education, adult education and extracurricular youth work, as well as institutions that work across multiple areas or transversally (e.g. career guidance centres, municipal or cantonal administrations, chambers of commerce) and would like to participate as associated partners in a 'Cooperation Partnership'.

In order for a 'Cooperation Partnership' to be established at European level, the Erasmus+ application must be submitted by at least three organisations from three Erasmus+ programme countries. Swiss participation (whether as associated or full partners) cannot be counted here.

Project coordination must be carried out by a foreign partner institution. The partner institution submits the Erasmus+ grant application to the competent national agency in its country. The institution based in Switzerland submits a separate application to Movetia. This application includes the role of the Swiss institution in the project and the intended benefits of the project for the Swiss educational landscape. Funding for Swiss participation in a 'Cooperation Partnership' under Erasmus+ can only be provided if the relevant European national agency approves the funding of the overall project.

2.1.3 When can an application be submitted?

Applications for associated participation in a 'Cooperation Partnership' must always be submitted together with the relevant application in the EU. This means that the application for the Swiss partner must be submitted for the same deadline as the European application. The Swiss application, for example, cannot be submitted one year later than the EU application. Since the final European application must also be submitted for the Swiss application, the Swiss application deadline is generally 2 weeks after the European deadline (exact dates will be published on the website).

There is one exception: Swiss partners who have previously applied as official partners in a 'Cooperation Partnership' and whose participation has been rejected by the competent European agency, although the Erasmus+ project is supported as such, may subsequently apply (no later than 1 month after the rejection by the EU agency) for associated participation with funding from Movetia.

2.1.4 What is the procedure for applying as an associated partner in a 'Cooperation Partnership' with Movetia?

Participate in the preparation of the European project proposal and make sure that your participation is mentioned in it. Also make sure that the coordinating organisation provides you with the Erasmus+ application in time. You will need this for the application to Movetia. Request a written invitation to participate from the coordinating institution.

Fill in the Swiss [application form](#) and request the budget for your participation in line with that of the other project partners. Submit the signed application with all necessary attachments (explanation in chapter 2.1.5) by mail within the deadline. The application deadlines for Movetia are two weeks after the Erasmus+ application deadline.

The Swiss application must in any case be submitted to the same educational level to which the European application was submitted (school education, vocational education and training, tertiary education, youth work, adult education). If it is unclear for the coordinating institution which educational level the project is to be assigned to, it is recommended to contact the responsible national agency. Normally, the subject matter and the objectives of the project determine the educational level to which it belongs.

As a rule, the coordinating institution receives a funding decision from the national agency responsible for Erasmus+ in its country around four months after the application deadline. The Swiss applicant must inform Movetia of the decision in any case. If the decision is positive, Movetia will review the Swiss institution's application according to the above criteria. The Swiss institution receives the funding decision from Movetia after 30-60 days.

2.1.5 Which documents must be submitted with an application?

The main part of the application is the Swiss [application form](#). It must be supplemented by a budget for Swiss participation in the 'Cooperation Partnership', for which the Movetia form can be used. Alternatively, a self-designed detailed budget can be used in which the costs are broken down by work packages and cost type. It must also clearly indicate which costs are to be covered by Movetia funds. For more information on budgeting, see 2.5-2.7.

Due to the connection with the European 'Cooperation Partnership', it is also necessary to submit the complete project proposal to the European agency, including budget and activity plan, as well as a letter from the coordinating institution confirming the request for Swiss participation.

The Swiss applicant's bank details form must also be filled in. All applicants, except for institutions at the tertiary level, must additionally submit the respective forms for legal entities of private companies or public-law institutions, depending on their legal form. All private companies must also enclose their excerpt from the commercial register/statutes of association, their income statement and balance sheet for the previous year.

A complete list of the documents required for submission can also be found on the last page of the Swiss application form. As soon as a positive decision (grant award notification) or a negative decision has been made by the responsible national agency, it must be submitted to Movetia retrospectively.

2.2 When do 'Cooperation Partnerships' start and how long do they last?

Projects can last between a minimum of 12 and a maximum of 36 months, depending on the objectives of the project and the activities planned. The project duration and start date must match the dates of the European project application.

2.3 Eligibility and exclusion criteria

The project must not already be funded by other 'Cooperation Partnership' grants from Erasmus+ or the Swiss Erasmus+ Programme. Likewise, there must be no parallel funding in the Movetia 'International Programme'. However, the project may be supplemented with funding for mobility from the Swiss Programme for Erasmus+.

Moreover, the following projects will not be funded:

- Projects that promote racist, xenophobic, antisemitic ideas or discrimination against minorities
- Projects with connections to extremist organisations in terms of content or organisation
- Projects that incite or glorify violence
- Projects that are carried out by cults or cult-like organisations

The following projects/types of activities will not be funded:

- Meetings of organisations held in accordance with those organisations' statutes
- Political assemblies in the sense of regular, partisan political events
- Spiritual activities
- Tournaments and for-profit festivals
- Exchange activities that could be labelled as tourism
- For-profit activities

2.4 Evaluation and selection criteria (eligibility criteria)

The evaluation criteria are divided into four categories:

Evaluation category	Assessment
Project relevance (30%)	<p>The evaluation will assess the extent to which:</p> <ul style="list-style-type: none">- the project is aligned with the needs of the institution, sector or the educational system- the project is relevant in terms of the programme objectives and brings added value to Switzerland (programme objectives: see above)- the project is relevant in regard to Switzerland's educational/youth policy goals;- the project offers added value to the Swiss educational system in one or more of the following areas:<ul style="list-style-type: none">o Institutions from different language regions in Switzerland are involved in the project

- Institutions at different educational levels or different educational fields are involved in the project (e.g. primary schools and youth organisations)
- The project can serve as a model or “lighthouse”

Quality of the project concept and implementation (30%)	The evaluation will assess the extent to which: <ul style="list-style-type: none"> – the project objectives are clearly defined and their achievability is plausibly presented – there are compelling links between the project objectives, activities and products – the selection and guidance of participants is plausibly justified in the case of transnational learning and teaching activities – the project plan (schedule, responsibilities, etc.) is compelling – the cost-benefit ratio of the project appears justified.
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Project team and agreement (20%)	The evaluation will assess the extent to which: <ul style="list-style-type: none"> – the composition of the project team (participating institutions and persons) is convincing and appears reasonable with regard to the achievement of the objectives; – the level of detail of the cooperation agreement is appropriate and convincing; – the participating institutions want to work together in the sense of a partnership of equals
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Impact and results (20%)	The evaluation will assess the extent to which: <ul style="list-style-type: none"> – there is a compelling dissemination strategy during and after the project – logical measurement criteria are defined to evaluate the quality of the project – the institutions involved, Switzerland or other relevant areas can expect to profit from the project (e.g. further international activities, informed decisions, integration of results into day-to-day work, etc.)
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2.5 Funding principles

Movetia covers up to 60% of the total costs of Swiss participation in the project. The Swiss institutions involved in the project contribute at least 40% in the form of own/third-party funding. Own funds are funds provided by the participating institutions themselves. Third-party funds are funds that are obtained from another source. It is possible to combine funding from Movetia with federal funding, if these funds will be used to finance different activities.

Staff, travel and other material costs that are directly connected to the project are eligible because they are considered necessary to carry out project activities. However, not all costs are eligible. Only costs that are considered necessary and appropriate, are directly related to the project activities, and are initially paid for by the project owners and partners can be included in a final invoice. These are costs that are proportionate with the project in question and therefore can be attributed to the project in the cost analysis. In order to be reimbursed, all costs must be incurred during the contractual duration of the project.

Institutions involved in the project can claim personal contributions, including unpaid volunteer work, as long as they contribute to achieving one or more of the project objectives and are proportional. Third-party funds (e.g. funds that do not come from the institution(s) involved in the project) must be labelled separately.

2.6 Funding contributions and amounts

For the associated participation of Swiss institutions in Erasmus+ 'Cooperation Partnerships', there is a standard choice of five different predefined, non-changeable funding contributions:

- CHF 15,000
- CHF 30,000
- CHF 60,000
- CHF 100,000
- CHF 150,000

These funding contributions cannot be changed; the funding contribution that corresponds to the planned activities must be selected. The activities are to be planned accordingly. Furthermore, attention must be paid to ensuring that the amount of funding allocated to Swiss institutions is within a comparable range to the funding requested by the other European project partners. It should be noted that the amount of funding selected may not exceed 60% of the expenses incurred by the Swiss partner for the project.

The applying institution must describe the objectives, activities and intended outcomes of the project in the project proposal. Projects are to be organised in 'work packages'. It is advisable to follow the number and content of the work packages in the Erasmus+ application. The Swiss application is also subject to the rule that the budget for project management should not exceed 20% of the total amount requested from Movetia for Swiss project participation. The project management work package includes the costs for communication with project partners, time planning, quality assurance, financial management and the costs for project meetings that are not dedicated to learning or teaching activities or the dissemination of project results to people outside the project. The description of all work packages must include the objectives and expected outcomes, the measures and activities, the responsibilities and the milestones as well as their duration. In addition, indicators¹ are requested that are intended to assess the quality of the implementation and the achievement of the set goals. The financial resources required should be presented per work package (based on actual costs, broken down into staff costs, travel costs and other material costs). The requested funds are paid out either 80% at the start of the project and 20% after the final report or 40% at the start of the project, 40% after the interim report and 20% after the final report. Further information on reporting can be found under 3.1

2.7 Eligible costs

Experience has shown that the following activities generate relevant costs for cooperation projects and therefore could be relevant in terms of budget:

- **Project management and implementation**
Project management: e.g. project planning, bookkeeping, reporting, coordination, internal and external communication, participation in cross-border project meetings, including preparation and follow-up.
Smaller project implementation activities: e.g. virtual exchange, local project activities such as project work with the class/group involved, youth activities, organisation and mentoring for learning and training activities.
- **Working on project results**
Development of new practices or products, e.g. curricula, pedagogical materials, materials for youth work, open educational resources, IT tools, analyses, studies, further development of an educational sector or youth area, toolbox for internationalisation strategies, etc.
- **Networking and dissemination activities**
Networking with actors who are not directly involved in the project, disseminating the results of the project, PR work, etc.; e.g. venue costs, catering, promotional materials.
This category may not include: guest lectures at externally organised conferences.

¹ Quantitative indicators are measurable information on quantities, facts that can be verified mathematically (e.g. number of participants in activities, public events related to the objectives and outcomes of the project, percentages of students who think their competences have improved, teachers who think their teaching competences have improved significantly, etc.). Qualitative indicators describe events, reasons, causes, impacts and experiences (e.g. satisfaction level of participating institutions, improved competences in teaching specific competences, positive feedback from end-user groups and experts, etc.). Quantitative and qualitative indicators complement each other.

- **Mobility (travel and lodging)**
For travel times of up to six hours, train travel is preferred as a rule; in terms of air travel, direct flights are preferred as a rule.
- **Measures for environmentally friendly project implementation**
- **Measures for equal-opportunity project implementation** (supporting participants with special needs: see e.g. [here](#))

Staff and travel costs are limited to a maximum amount based on the Regulation on International Cooperation and Mobility in Education (VIZMB). Staff costs will be credited, up to a maximum of CHF 800 per person per day. The gross wages actually paid to the employees for the time spent on the project and the employer's contributions actually paid are eligible. These should be proportionate to the respective institutional framework and adhere to the funding principles under 2.5. No additional overhead costs may be requested beyond these costs. A maximum of CHF 500 can be credited for travel within Europe, and up to CHF 1300 for travel outside Europe. Costs that fall under basic equipment for institutions or are covered by financial compensation from other involved institutions are not eligible.

3 Implementation

3.1 Reporting

All project owners must submit a final report 60 days after the contractual completion of the project. The final instalment or reimbursement will be determined on the basis of the report and the quality of the project will be assessed. The content reporting is based on the project activities and results presented in the application, with particular emphasis on reporting on any deviations from the implementation and achievement of the project objectives. The reporting focuses on the activities of the Swiss partner in the project, but this report must be accompanied by the final report of the European project. A financial report must be submitted to calculate the final funding amount. It should reflect the actual costs incurred for the project.

An interim report must be submitted depending on the amount requested and the experience of the applying organisation. If the EU agency for the 'Cooperation Partnership' requests an interim report, the Swiss interim report must be submitted no later than 1 month after the EU interim report. Should Movetia require an interim report independently of the EU project, the timing will be determined separately. The requirements for the interim report correspond to those of the final report, taking into account the implementation status at the time of the report. An interim report is used to show the project progress and, if three payments are being made, to request payment of the second instalment of 40%. The submission deadline is specified in the agreement. Movetia reserves the right to replace the interim report with an on-site inspection in certain cases.

Movetia provides a mandatory form for the content reports. The financial report must be based on the budget submitted by the project owner.

3.2 Project documentation

Project owners are obliged to maintain adequate accounting records throughout the project duration showing income and expenditure within the framework of the project.

All project documentation must be kept for up to 10 years after the end of the project. The original copies of the following documents must be kept:

- Travel and accommodation receipts (e.g. attendance certificates, etc.)
- Proof of staff costs
- Invoices for material costs charged to the project

Costs incurred in other currencies must be converted into Swiss francs at the monthly average rate set by the Swiss National Bank and [published on its website](#). The monthly average rate corresponds to the month preceding the signing of the contract by Movetia.

3.3 Accounting and receipts

The final financial report reflects the actual costs incurred for the project. The final funding amount is calculated according to these effective costs. Not all the supporting documents listed under 3.2 need to be submitted; these will only be checked in the event of a financial audit (see 3.4). The financial report must adhere to the principles, maximum amounts and allowable costs described in 2.5 to 2.7.

In order to prove the activities described in the content and financial report, the following documents must be submitted:

- Official interim or final report of the European project
- All publications related to the project, including project results described in the application
- Invoices for costs incurred in the context of special needs support.

Funds will be paid out in full when all of the activities of a work package or project are completed and when the quality of the work is satisfactory. The quality criteria must be defined in the application. If activities are not carried out, only partially carried out, or if the quality is not satisfactory, the funding amount may be reduced accordingly.

3.4 Monitoring & audits

According to the grant agreement, Movetia may visit project owners on site. The purpose of these visits is to gain a better view of the implementation and to address questions and concerns. Such visits include monitoring visits, in which the discussion focuses on the practical implementation of the project. In addition, the financial aspects and documents for project activities and meetings that have been carried out may be inspected as part of a financial review. Monitoring and financial controlling may be connected and are generally carried out after the project reaches its midway point. Movetia is responsible for selecting the projects to be visited. The contact person registered for the project will be contacted at least 30 days prior to the visit. Following the visit, the project owners will receive a report on which they can comment. The report will be considered during the review of the final report.

In the case of a financial audit, a more detailed review of the activity statements will be conducted. In this case, the original supporting documents are checked on site in accordance with the required project documentation (see 3.2.).

3.5 Promotion und dissemination

It is expected that the project results will be made available to the relevant media and stakeholder groups and that all publications (reports, photos, etc.) will be sent to Movetia. The Movetia website and the newsletter may also be used for dissemination purposes. In order to ensure the visibility of the Swiss Erasmus+ programme, project owners are obliged under the agreement to refer to the financial support provided by Movetia in any publications related to the project. The logo must be used for this purpose. It can be downloaded from the [Movetia website](#) or requested by sending an email to info@movetia.ch.

3.6 Change requests

In general, changes to the project must not jeopardise the agreed project objectives. The official form may only be used to request changes that result in a change to the agreement. This includes the following cases:

- Change of bank account
- Change of project duration (in the case of a project extension by the EU coordinator, the Swiss partner must modify its project in line with the new project duration)
- Change in the legal form of the project owner
- Shifting project funds between different work packages

The 'Change request' form intended for this purpose must be used. It can be downloaded from the [Movetia website](#).

No change request is necessary for smaller changes to the project implementation. It is recommended that Movetia be informed of such changes by email to ensure that they can be made as part of the approved funding and they do not result in an unexpected reduction of the budget following the review of the final report.