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Document Number	430	Document Revision	B	Date Issued
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GENERAL INFORMATION

1	Document category	Procedure		
2	Document approver	Vocational and Professional Council		
3	Minimum list of document users to be notified upon release of document update	MCAST Academic and Administrative Staff; MCAST Students		
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	- Clauses 3.5.7 and 3.5.8 have been added.			

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Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7148 **today!**



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1. PURPOSE AND SCOPE

This document defines the operations of the ERASMUS+ Projects and Mobility Office with respect to the running of Erasmus+ Projects.

2. APPLICABILITY

This procedure applies to all ERASMUS+ and EU projects managed by the Office.

3. PROCEDURES

3.1. The ERASMUS+ Projects and Mobility Office (EPMO) manages various types of Erasmus+ projects that might or might not involve participant mobilities.

3.2. As a general rule, all Erasmus+ projects follow and abide by the Erasmus+ Programme Guide as issued by the European Commission. The Erasmus+ Programme Guide is found at the following link:

<https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

3.3. For the purpose of this procedure, EU Projects managed by the EPMO shall be classified as:

- Key Action 1 (KA1) Mobilities and
- Other ERASMUS+ / EU Projects.

3.4. KA1 Mobilities

3.4.1. KA1 Mobilities focus on the movement of students and staff between participating organizations in different European states, with the aim of providing these individuals with improved learning performance and enhanced employability and improved career prospects amongst other things.

3.4.2. The EPMO issues a call for applications for KA1 Mobilities at the start of an academic year or when there is a need to issue such a call to utilise Erasmus+ funds. Such calls for application are communicated to all interested parties via the MCAST Email.

3.4.3. Application periods shall have a duration of a minimum of three to four weeks. This period shall be extended if the funds are not utilised.

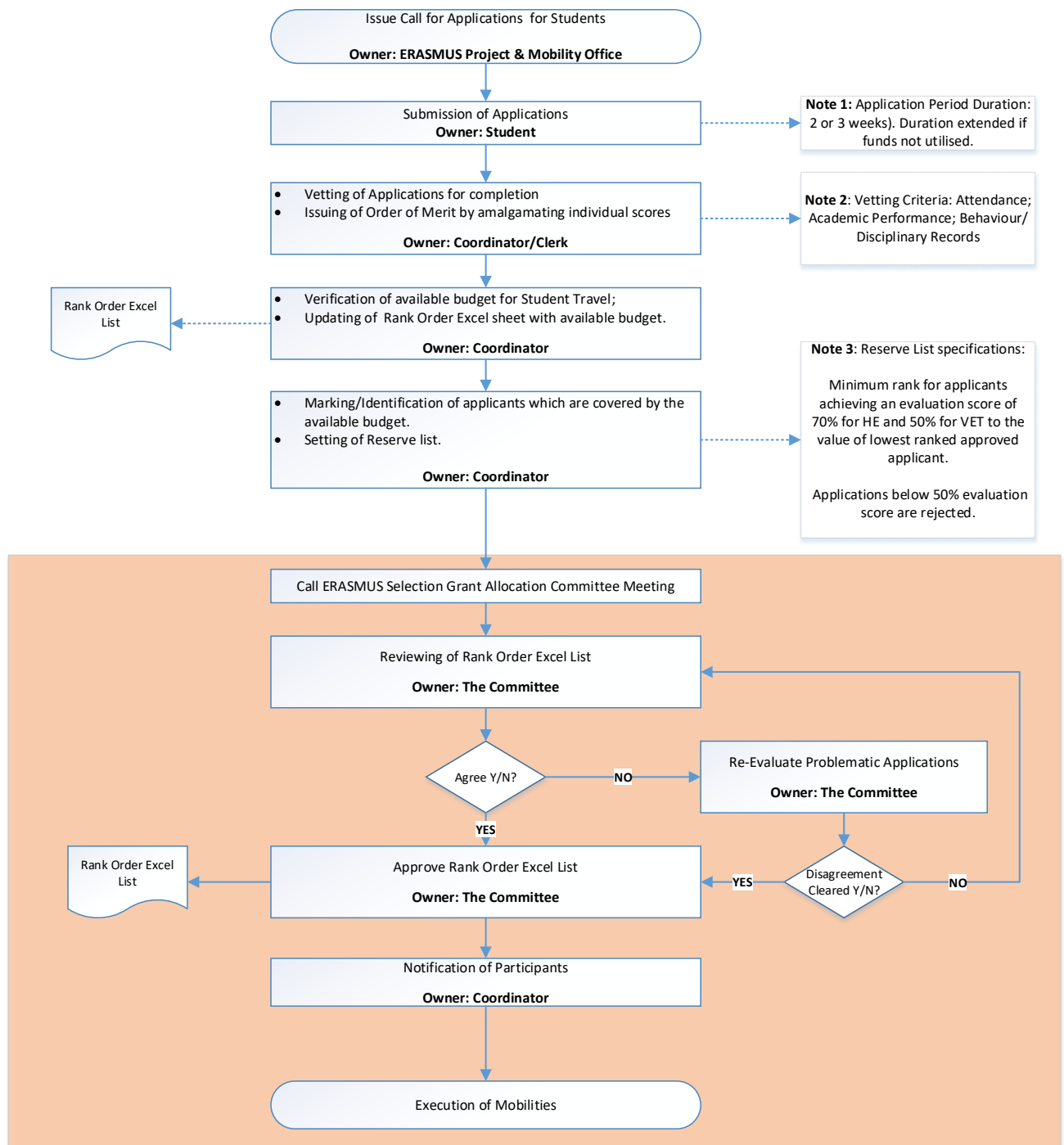
3.4.4. Students and/or Members of Staff wishing to apply for a KA1 Mobility are to do so by submitting an application (which is issued with the call for applications) to the ERASMUS+ Project and Mobility Office within the application period.

3.4.5. All applications for KA1 mobilities shall be reviewed and evaluated by the EPMO as described in the following Flowcharts:

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FLOWCHART 1 - ERASMUS+ Student Selection Flowchart

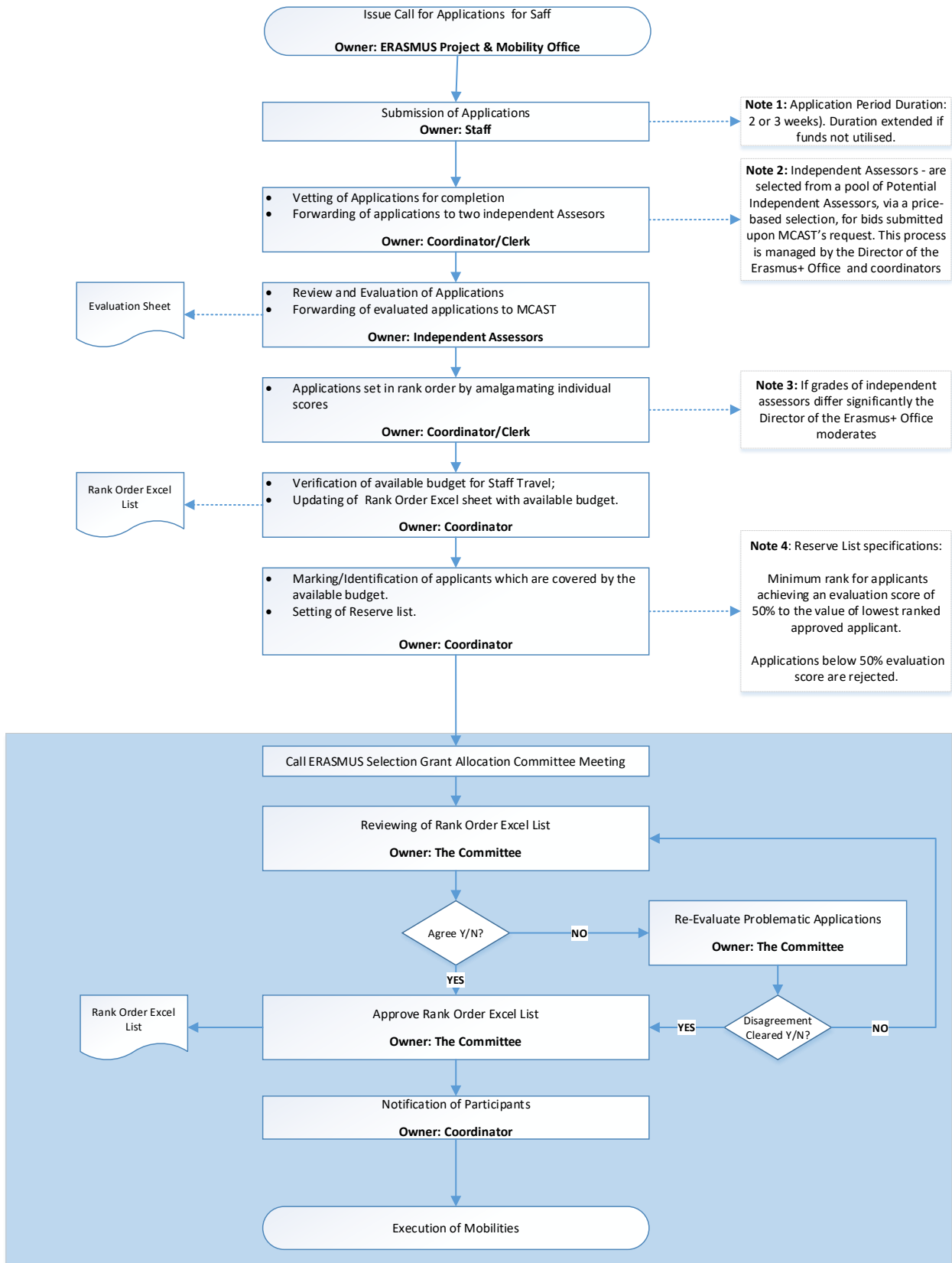
ERASMUS+ Key Action 1 Mobility Projects – The Projects are applied for in January of each year with the EU directly.



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FLOWCHART 2 – ERASMUS+ Staff Selection Flowchart

ERASMUS+ Key Action 1 Mobility Projects – The Projects are applied for in January of each year with the EU directly.





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3.5. Other Erasmus+ / EU Projects

- 3.5.1. MCAST participates in a number of projects funded by the European Union. These projects often see experts from different EU states working together towards the achievement of a common goal.
- 3.5.2. The EPMO is responsible for the management of such projects, and the selection of representatives who are often members of the College's Academic and/or Administrative Staff to work on these projects.
- 3.5.3. An Expression of Interest (EOI) for experts to participate in EU and Erasmus+ projects is issued by the Erasmus+ Projects and Mobility Office through the MCAST HR department.
- 3.5.4. This EOI to identify internal staff who would like to participate in the execution of a project is issued either at the start of each academic year or whenever a new project is successfully applied for.
- 3.5.5. Members of Staff are selected through a formal interview set up by the MCAST HR Department in line with their specific areas of expertise.
- 3.5.6. The selected candidates shall be called to participate in the various activities within a specific project in line with their expertise.
- 3.5.7. In any case, if the project application writer is a member of MCAST staff, they shall be granted the right of first refusal to participate in or coordinate the project, should the project application be successful.
- 3.5.8. In the event that the project commences and no coordinators have yet been formally engaged through the procedures outlined above, the MCAST Principal & CEO shall have the authority to approve and appoint a number of interim project coordinators until the formal engagement process is concluded.