

Erasmus+ ICM



Welcome!

This page brings together key information related to Erasmus+ International Credit Mobility (ICM) at Ghent University. It offers an overview of the basics, policy guidelines, grant details, and practical documents.

Whether you're from a partner institution or part of Ghent University staff, this platform is here to support your involvement in ICM and help you navigate each step of the process.

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What is Erasmus+ International Credit Mobility (ICM)?

Erasmus+ International Credit Mobility (ICM) or Key Action 171 is a program that enables students, academic staff, and other higher education institution (HEI) personnel to participate in **mobility experiences between Europe and other regions of the world.**

Unlike traditional Erasmus+ exchanges, which take place between countries participating in the Erasmus+ Programme, ICM supports mobility between **Programme Countries** (EU Member States and third countries associated to the Programme) and **Partner Countries** (third countries not associated to the Programme).

Erasmus+ ICM is open to all levels of study: **bachelor's, master's, and doctoral.**

The program offers four main types of opportunities: **student mobility for studies (SMS), student mobility for traineeships (SMT), staff mobility for teaching (STA), and staff mobility for training (STT).**

Only Programme Country HEIs with an [Erasmus Charter for Higher Education \(ECHE\)](#) are eligible to apply for ICM funding.

Ghent University Policy on Erasmus+ ICM

The International Relations Office at Ghent University coordinates the application for Erasmus+ International Credit Mobility (ICM) funding on behalf of the entire institution. This is done in line with a policy that supports the university's broader internationalisation strategy.

Established cooperation	We apply for Erasmus+ ICM grants only with partner institutions that have an active student exchange agreement (SEA, joint PhD) with one or more Ghent University faculties and a history of student exchange in both directions.
Allocation of funding	At the application stage, we strive to request funding that can benefit all Ghent University faculties and their partner institutions in an equitable way. After the grants are awarded, we continue to apply this balanced approach. Only the participating faculty or faculties included in the regular agreement may send or receive ICM grantees.
Type of grants	From call 2026 onwards, we apply exclusively for student mobility for studies (SMS) grants at the bachelor's, master's and doctoral levels. We do not apply for grants for staff mobility.
Mobility duration and course load	We apply for BA/MA grants that provide a monthly allowance for a period of 5 months, which corresponds to one semester at Ghent University. The expected study load is 30 ECTS credits, proportional to the duration of the mobility period.
Credit recognition	Students must receive full recognition in their degree at their home institution for the learning outcomes (credits) earned during their mobility period, as stipulated in the Student Exchange Agreement (SEA), the Inter-institutional Agreement (IIA), and the Learning Agreement. Please refer to the ICM Handbook (p. 18) for more on credit recognition.

Application Process, Assessment & Legal Agreements

Erasmus+ ICM project calls have an annual application deadline at the **end of February**. Ghent University (International Mobility Team) coordinates the submission of the ICM application on behalf of its partner institutions and submits it to the Flemish **National Agency**. However, we actively involve all partners throughout the process to ensure accurate and meaningful input on cooperation arrangements and the expected impact of the mobility project.

Project proposals are assessed based on the following criteria:

- Relevance of the project
- Quality of cooperation between institutions
- Impact and dissemination strategy

- Adherence to EU values
- Budget planning and justification

Only the best proposals are selected for funding, making it a **merit-based and competitive process**.

Timeline & Responsibilities

- **Post-Summer Break:** The Regional Platforms ([Global Outreach Team](#)) at Ghent University propose potential partner institutions to the Manager of the Function Domain Internationalisation. Upon approval, the team initiates coordination with ICM partner institutions and the relevant university faculties. The objective is to collect all necessary information for the regional sections of the application form, including grant-related details, in alignment with the policy outlined above.
- **Application Submission:** The [International Mobility Team](#) reviews, finalizes, and submits the application form, ensuring that all required input is accurately incorporated. For regions not covered by a Regional Platform, the team coordinates directly with the relevant stakeholders to gather and integrate the necessary information, ensuring a complete and coherent submission.
- **Project Results:** Results are typically announced between June and July. Ghent University will inform all partner institutions of the outcome—whether successful or not.
- **Legal Agreements:** Upon approval, the next step is signing the Erasmus+ Inter-Institutional Agreement (IIA). Only after this agreement is signed can grants be activated and used by participants. (See section: *Promotion, Selection & Nomination*.)

Promotion, Selection & Nomination

Ghent University provides documents and links to support the **promotion** of ICM grants at sending institutions:

Promotional Material (digital only)	<ul style="list-style-type: none"> • Flyer 1 • Flyer 2 • Video clips
Study Guide: Exchange Programmes	This page lists available courses for exchange students by faculty. Note: Erasmus+ ICM students can only choose faculties listed in the bilateral agreement. A minority of courses can be taken at any other faculty.
International Student Guide	This page offers key pre-arrival info, contacts, tips on living in Belgium, studying at Ghent University, and post-mobility guidance.
Faculty Websites	These sites provide faculty-specific information.

Participants are **selected** by the sending institution and **nominated** for approval by the receiving institution. Please refer to the inter-institutional agreement for details on the selection criteria and procedure.

Nominations must be submitted via the official link (available in the Fact Sheet or through the button below), and also sent by email to Greet.Naessens@UGent.be.

Contractual Documents

An ICM project involves several documents that ensure the mobility is properly planned, executed, and reported.

WHAT?	WHO?	WHY?
<i>Beneficiary Grant Agreement</i>	Ghent University + National Agency	This agreement links Ghent University to its National Agency and provides the financial support for their mobility project. The partner institutions are not parties to this agreement, but their mobility project is described in the grant agreement and is subject to the same quality framework of the programme.

WHAT?	WHO?	WHY?
<i>Inter-institutional Agreement (IIA)</i>	Ghent University + Partner Institution	Before any mobility activity can take place, Ghent University must sign an inter-institutional agreement (IIA) with all partner institutions involved in the project. By signing an IIA, institutions commit to respecting the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE) relating to the organisation and management of mobility. Inter-institutional agreements must be made available during monitoring visits of the National Agency.
<i>Learning Agreement (student mobility)</i>	Student Participant + Sending Institution + Receiving Institution	Before a mobility can start, the participant, the Sending and the Receiving Organisations must agree on the activities that the participant will undertake during the period abroad. The Learning Agreement sets out the study or traineeship programme to be followed by the student, defines the target learning outcomes and specifies how learning abroad will be recognised by the sending Institution. All parties signing the Learning Agreement commit to complying with all agreed arrangements, thereby ensuring that the student will receive the recognition for the studies or traineeship carried out abroad without any further requirements.
<i>Mobility Agreement (staff mobility)</i>	Staff Member + Sending Institution + Receiving Institution	The Mobility Agreement for members of staff sets out the teaching or training programme to be followed and lists the rights and obligations of each party.
<i>Participant Grant Agreement</i>	Participant + Ghent University	The participant grant agreement sets out the financial support and payment arrangements to the participant.
<i>Confirmation of Stay</i>	Student → Receiving Institution → Sending Institution	The Confirmation of Stay (sometimes called Certificate of Stay or Certificate of Departure) is used to officially verify the student's actual mobility period, which is essential for calculating the final grant amount and fulfilling reporting requirements.

WHAT?	WHO?	WHY?
<i>Transcript of Records</i>	Receiving Institution → Student + Sending Institution	After the mobility, the Receiving Institution should send a Transcript of Records to the student and to the Sending Institution. Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should automatically recognise the student's academic outcomes successfully completed at the Receiving Institution.
<i>Participant Report</i>	Participant	At the end of the period abroad, all students and staff will be required to submit a participant report. Incoming students will receive the link to the report by email one month before the end of their mobility period, while staff and outgoing students will be expected to complete the report at the end of their mobility. Submission of the report will trigger the payment of the final grant instalment to the participant. A further complementary report specifically on recognition will be sent to the students after the mobility period to assess the quality of the recognition provided, if not already complete when filling out the participant report.

Grant Information

An Erasmus+ ICM grant for student mobility consists of two main components:

INDIVIDUAL SUPPORT	TRAVEL SUPPORT
A monthly contribution to help cover subsistence costs during the mobility period. A monthly top-up grant for participants with fewer opportunities may be awarded to students under certain conditions (see next section).	A one-time contribution to cover travel expenses . Sustainable travel options (e.g. train, bus, carpooling) are encouraged and may be eligible for green travel support.

Important Notes

- **Grant rates vary** depending on the call year and destination. Please consult the [ICM grant overview](#).
- **Living costs in Belgium are relatively high.** The Erasmus+ ICM grant will **not fully cover** all expenses during a student's stay.
- Grants are paid in **two installments** after meeting certain administrative requirements. See grant agreement for details.
- **Ghent University does not book travel tickets** on behalf of students.

Top-ups for Participants with Fewer Opportunities

The Erasmus+ Programme supports **inclusion and diversity** by providing additional financial support to participants who face barriers to mobility. These barriers can include disabilities, health problems, barriers linked to education and training systems, cultural differences, social barriers, economic barriers, barriers linked to discrimination, and geographical barriers.

- The criteria to be used for the selection of participants with fewer opportunities are **defined individually by each ICM partnership**.
- A **top-up grant of €250 per month** may be awarded to students identified as having fewer opportunities.
- **Availability of top-ups** depends on the specific ICM project and is typically confirmed after the project results are published. Unfortunately, we cannot guarantee in advance that a top-up will be available. Please refer to the [ICM grant overview](#) to check whether a top-up has been assigned.
- This top-up can be **combined with additional inclusion support** based on **real costs**, where justified.

Contact Info

This handbook aims to support HEIs from Partner Countries not associated to the Erasmus Programme for a successful participation as a partner in a project funded by ICM. Although HEIs from Partner Countries are not allowed to directly apply for funding, they are involved in all phases of the ICM project (preparation of the application, implementation, reporting). This quick guide will provide basic information on the key documents, rules and guidelines needed. It will serve as a guide through all steps an institution will be expected to take and provide details on where to go for further information. If in doubt, the Erasmus+ Programme Guide constitutes a more detailed source of information – it remains the official reference document. In case of divergence between this Handbook and the Erasmus+ Programme Guide, the Programme Guide prevails.