

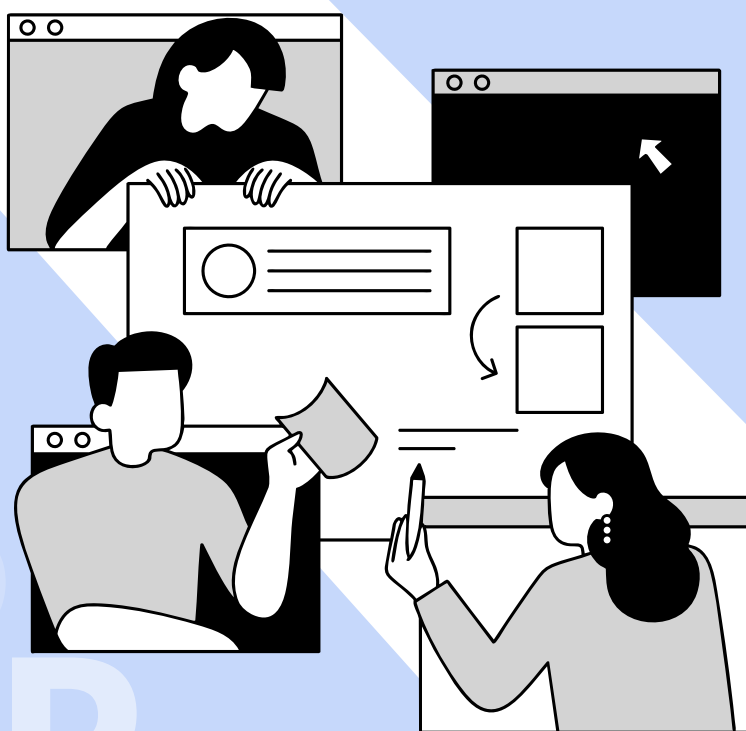


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ERASMUS+ BLENDED INTENSIVE PROGRAMMES

Making BIPs Work tool kit – tips, tricks and tools



BIP
BIP
BIP

ipt Instituto Politécnico de Tomar



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Involved Universities

Introduction

This toolkit is the result of the BIP Making BIPs Work, funded by the Erasmus+ Program, project 2023-1-PT01-KA131-HED-000114096-1, which was organized by the Polytechnic University of Tomar, Portugal, between 05 and 09 May (physical component) and on May 30 (virtual part), in partnership with the following universities:

Polytechnic University of Tomar (Portugal), D. A. Tsenov Academy of Economics (Bulgaria), Valahia University of Targoviste (Romania), Södertörn University (Sweden), University of South Bohemia in České Budějovice (Czechia), Trnava University in Trnava (Slovakia), University of Camerino (Italy), University of Greifswald (Germany), Adana Alparslan Türkeş Science and Technology University (Turkey), Opole University of Technology (Poland), Palacky University (Czechia) and University of Agronomic Sciences and Veterinary Medicine of Bucharest (Romania).

The Making BIPs Work tool kit outlines the key components, requirements, and operational steps necessary for the development of a BIP—from conceptualization and partnership building to funding, communication, implementation, and quality assurance. Whether you are new to BIPs or looking to refine your approach, this resource provides concrete checklists, best practices, and useful tips to help institutions create impactful, high-quality programmes that align with Erasmus+ priorities and promote meaningful international experiences for students and staff alike.

Our toolkit was based on the 2024 Erasmus Guide, which is a key document for implementing a BIP.



What is a BIP?

An Erasmus+ Blended Intensive Programme (BIP) is a flexible and innovative short-term mobility scheme within the Erasmus+ programme that combines:

Physical Mobility

A short on-site component (between 5 and 30 days, excluding travel), hosted by one of the participating institutions.

Virtual Component

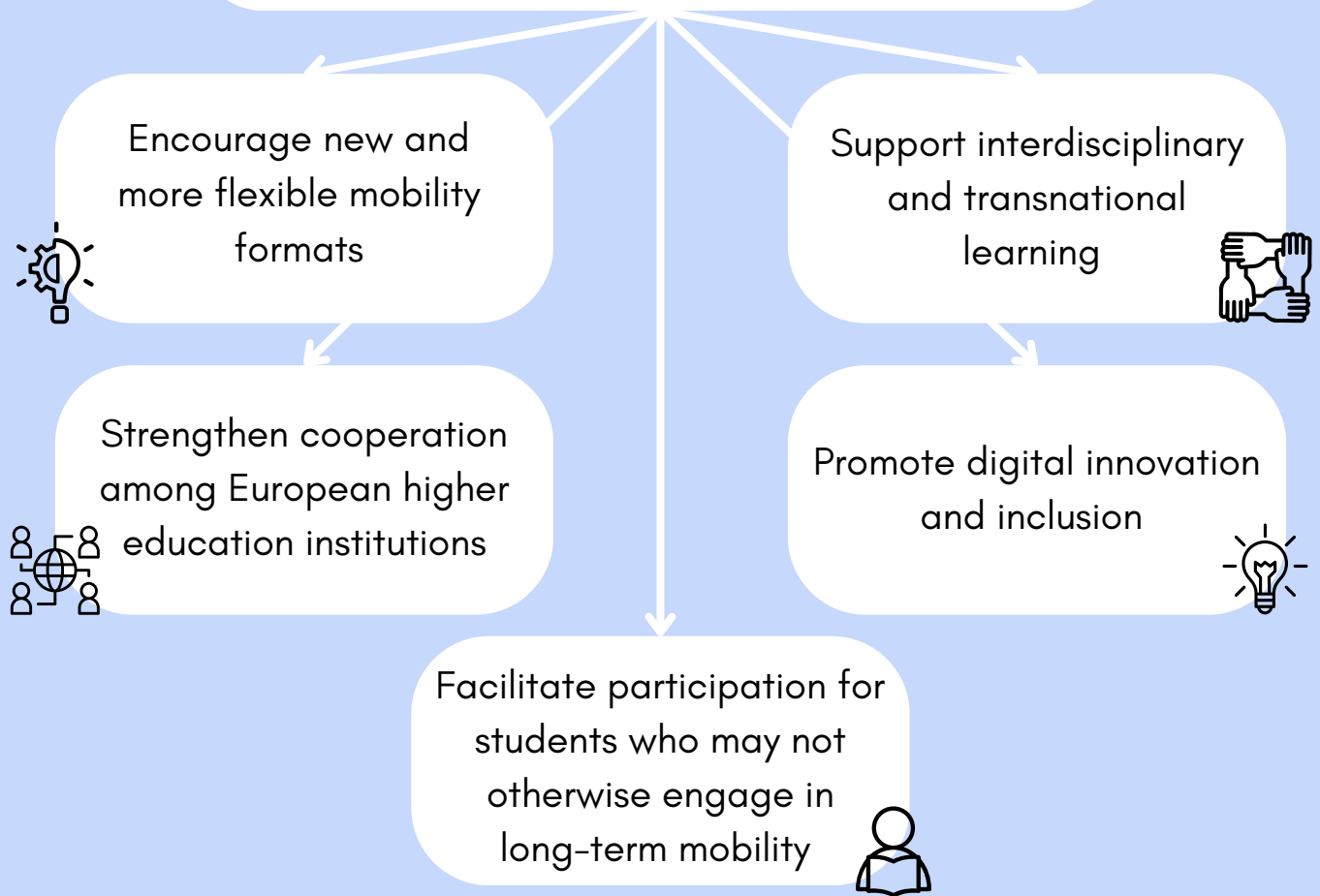
A mandatory online component conducted before, during, or after the physical mobility, promoting collaborative and intercultural learning among students or staff from different countries. The virtual component of the program does not have a duration limit, but it should be pedagogically meaningful and integrated with the physical component.

Helpful tips:

- Share purpose and expectations
- Consider the time difference
- Choose well-working tools for meeting: participants are using different devices with different operating systems (computers/phones)
- Inform participants before what they will need: pen&paper, computers, etc.
- Share some materials before allowing participants to access the information



Main Objectives of a BIP



Added value:

- Include inclusion - focused topics
- Enable students or staff to gain new perspectives on the topic of study
- Enable organizers to try new innovative ideas and topics in teaching
- Ability to be real part of European universities network

The main criteria to fulfill:

- Minimum of 3 participating HEIs (Higher Education Institution), being the 3 awarded with an ECHE (Erasmus Charter for Higher Education)
- Have a signed IIA (Interinstitutional Agreement) with the chosen partners
- Award the minimum of 3 ECTS to all the student participants, even to PhD students
- Have at least 10 participants for the BIP to be eligible

Who can participate?

- Students at Bachelor, Master, or PhD level (depends on each BIP)
- Academic and administrative staff (if the BIP is staff-oriented)
- At least 3 HEIs from 3 different Erasmus+ programme countries must be involved
- Participants from the receiving HEI can take part in the BIP (trainers and learners) but do not receive grants and do not count to the BIP-OS
- Participants from the third countries not associated with Erasmus+ programme can take part in the BIP, they can receive grants (e.g., if you have an active KA171 project with their home HEIs, you can pay their grants for staff mobility for teaching for the trainers or staff mobility for training for the learners), but they do not count to the BIP-OS
- It's also possible to invite staff from non-HEI institutions under KA131 (so-called invited staff), they can take part in the BIP as trainers, but they do not count to the BIP-OS
- Remember there is a possibility of mixing students and staff

Recognition

- Participants must receive at least 3 ECTS credits for their work
- The learning outcomes should be formally recognized by the home institution
- Staff participants are recognized by the participation certificate



Mobility funding

- Funded under Key Action 1 of Erasmus+ with support for travel and subsistence
- The grant for a BIP is requested in the project application, being subject to approval by the Erasmus National Agency
- The Coordinator HEI will receive Organisational Support (OS) for the BIP activities
- That Grant is calculated based on the predicted number of participants from EU Member States and third countries associated with the Programme, established on the contract (400€/participant)
- The limit number of financed participants is 20 (therefore, 8000€ per BIP)
- In each project, there can be only one financed edition of the same BIP, even though it is possible to have another edition of the same BIP in the following upcoming Call
- The physical activity can take place at the receiving HEI or at any other venue in the country of the receiving HEI
- Participants from the receiving HEI and from third partner countries can take part in the BIP but can not receive any grant and can not count to the minimum eligible number of participants
- The sending HEIs are the ones who assure mobility grants for the BIP students' participants:
 - 79€/per day until the 14th day (2024 Erasmus tables)
 - 56€/per day from the 15th day until the 30th day (2024 Erasmus tables)
- For staff participants the grants are the same as for teaching/training missions and they depend on the rates approved by the National Agencies for the project



Mobility funding

- Erasmus + students and staff travel grants are paid according to distance travel, at the following rates:

Travel distance	Green travel	Non-Green travel
10 - 99 km	56 EUR	28 EUR
100 - 499 km	285 EUR	211 EUR
500 - 1999 km	417 EUR	309 EUR
2000 - 2999 km	535 EUR	395 EUR
3000 - 3999 km	785 EUR	580 EUR
4000 - 7999 km	1188 EUR	1188 EUR
8000 km or more	1735 EUR	1735 EUR

(2024 Erasmus tables)

- Remember deadlines for applying for and announcing the BIP



Checklist for a BLP

01.

Define the Concept and Objectives

02.

Form a Consortium

03.

Design the Programme Structure

04.

Assign Roles and Responsibilities

05.

Secure Funding

06.

Develop a Communication Plan

07.

Prepare the Documentation and Tools

08.

Plan for Quality Assurance

09.

Dissemination and Reporting

1 Define the Concept and Objectives

- Clarify educational goals, learning outcomes, and the target group (e.g., undergraduate, master, or PhD students)
- Decide and prepare the thematic focus (e.g., sustainability, entrepreneurship, digital skills)
- Ensure alignment with Erasmus+ priorities and your institution's international strategy
- Take an innovative approach to the theme
- Create a leaflet to attract participants
- Managing expectations – clear definitions of what participants will get from participation in the BIP.

2 Form a Consortium

- Identify and confirm at least 2 partner institutions from other Erasmus+ Programme Countries: partners from an already existing alliance, traditional partners or use sites such as erasmusbip.org for BIP promotion and new partner searching
- Ensure all partners hold a valid ECHE
- Establish an inter-institutional agreement with each partner
- Cooperate with the International Relations Office at your university



3 Design the Programme Structure

Virtual Component:

- Plan online sessions (before, during, or after physical mobility)
- Use quick feedback surveys or activities to get to know the group for a before virtual part
- Search for “interactive presentation tool” or “interactive survey tool”
- To gather and structure information, create mind maps
- Search for “online white board” (e.g., Mural, Miro, Paddlet, Mentimeter, Kahoot)
- Promote team building activities to support students in getting to know each other (easy icebreakers both online and offline, scavenger hunts or team challenges)
- Choose platforms (e.g., Moodle, Zoom)
- Invite professors from other universities to give online lectures
- Invite guests from industry and/or cultural institutions to give lectures
- Use Menti, Kahoot and Miro for feedback after the mobility, and for fun and interactive introductions before the physical mobility

Physical Component:

- Set duration: minimum of 5 days (excluding travel), up to 30 days
- Decide the location, dates and activities with an exact schedule
- Allocate 3 ECTS minimum for the whole BIP (virtual + physical for students)
- Connect with industry and/or cultural institutions to create study visits
- Think about participants with different disabilities



4 Assign Roles and Responsibilities

- Appoint a BIP coordinator from the hosting institution
- Define tasks for each partner: academic content, logistics, communication, student support
- Find volunteers for help (students/staff support, IT support, logistic support)
- Organise recurring meetings to check on the progress of each step of the development (starting at least half a year ahead and held at least once a month)

5 Secure Funding

Apply for Erasmus+ mobility funding before implementation, according to the deadlines of the National Agency:

- Organizational support
- Individual support (for the travel and stay of participants)
- Ensure transparency in budget planning and cost sharing (use Euro for clarifying the costs)
- BIP-OS is for the Coordinator; the Coordinator is usually a receiving HEI but the BIP partnership could decide something different

6 Develop a Communication Plan

- Create promotional materials to attract participants
- Define communication channels between partners (email, Teams, shared drives)
- Communication on BIPs to participants must include the schedule of the BIP, eligibility for participation: study cycle, and programmes are eligible, maximum number of participants, available grants, information on the application process, schedule, required documents
- Draft application and selection procedures
- Define a clear, transparent and inclusive selection process (it can be based on the grades, students' motivation and language competences, also based on the field of study)

7 Prepare the Documentation and Tools

Before:

- Start communication early before BIP
- Provide a handbook to guide participants through administrative requirements and practical arrangements
- Explain students how to prepare and sign the learning agreement through EWP
- Provide information on the BIP ID reference, the BIP name, and the number of ECTS credits
- Identify the person responsible at the receiving institution, including their name, email address, and position
- Explain how to register at the host HEI
- Provide information on how to apply for participants' grants from their sending institutions
- Make recommendations regarding travel and accommodation
- Prepare application forms, acceptance letters, registration sheets, and consent forms (GDPR compliant)
- Create a risk assessment and emergency protocol for upcoming participants
- If you are the IES coordinator, you need to register the BIP on the BM platform and add the partner institutions
- Provide partners with information about the BIP ID so they can register their participants on the BM platform
- Create a welcome pack for physical mobility

During:

- Create an attendance list for each day and ensure it is signed by all participants
- Provide certificates for participants and inquire about the specific certificate formats required by partner institutions
- In case of virtual part after the physical part, prepare a certificate that confirms physical attendance, as well as a digital one that confirms overall period and both parts of the BIP



8 Plan for Quality Assurance

- Establish feedback methods (post-programme surveys) and gather feedback from participants to improve future editions
- Define how you will evaluate the programme's impact and outcome
- Continue contact and cooperation between participants
- Make a report with conclusions

9 Dissemination and Reporting

- Share outcomes with stakeholders
- Report to the National Agency through the coordinating institution
- Summarize report with statistics, photos etc. or group output
- Post on social media (through all stages of the BIP)



Involved Universities

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University of Camerino, Italy

University of Greifswald, Germany

University of South Bohemia, the Czech Republic

Valahia University of Targoviste, Romania



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