

Programme	LIFELONG LEARNING
Subprogramme	ERASMUS
Action Category	MOBILITY
Action	ERASMUS Preparatory Visits
Objectives and description of the action	<p>The main objective of the action is to help higher education institutions (HEI) to establish contacts with prospective partner institutions with a view to establishing:</p> <ul style="list-style-type: none"> - New inter-institutional agreements (not renewals) relating to student and/or staff mobility; - Erasmus student placements; - Erasmus Intensive Programmes; - Erasmus networks; - Erasmus multilateral projects; - Erasmus accompanying measures. <p>Erasmus placement consortia may use preparatory visits to organise Erasmus student placements.</p> <p>Preparatory visit grants may also be used to participate in a partner-finding "contact seminar" organised by a National Agency. Details of the seminars are available on request from National Agencies.</p> <p>In addition, if there is no consortium in their country, preparatory visit grants may be awarded to enterprises or other organisations for the purpose of helping them benefit from the experience of consortia abroad in view of establishing a consortium for the organisation of Erasmus student placements.</p> <p>In order for an HEI to be able to apply for a preparatory visit grant, it must be the holder of an Erasmus University Charter (EUC).</p> <p>The preparatory visit grant may be used to visit:</p> <ul style="list-style-type: none"> - Either one or more prospective partner higher education institutions (the visited HEIs do not need to have an EUC); - Or an enterprise or organisation.
Who can benefit	<ul style="list-style-type: none"> - Individuals working in a higher education institution holding an EUC - Individuals working in a consortium holding an Erasmus Placement Consortium Certificate - Individuals from enterprises or other organisations in the case of visits abroad designed to help establish student placement consortia.
Who can apply	<ul style="list-style-type: none"> - Higher education institutions holding an Erasmus University Charter - Erasmus placement consortia holding an Erasmus Consortium Placement Certificate - Enterprises or other organisations
PRIORITIES	Not applicable.
HOW TO APPLY	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	Deadlines set by each National Agency
Duration	
Minimum Duration:	1 day
Maximum Duration:	5 days
Comment on Duration:	All activities can start on 1 January 2012 at the earliest and must end by 30 April 2013 at the latest.
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	No comments
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	

Specific eligibility rules:	<ul style="list-style-type: none"> - Applications must be submitted by bodies which are legal entities. - Applicant organisations which are HEI must hold an EUC. - As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU. Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: <ul style="list-style-type: none"> - at least one partner organisation of the future partnership/project application – that will be prepared as a result of the preparatory visit grant – has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible - Enterprises or other organisations are eligible if there is no consortium in their country and only if the purpose of the visit is to benefit from the experience of consortia abroad in view of establishing a consortium for the organisation of Erasmus student placements. - Please verify with the relevant National Agency whether additional national requirements apply. - Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together. Only one visit per potential project will be funded. - Applications for preparatory visits are not eligible once the corresponding project application has been submitted.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	No comments
Award criteria	1. Content and duration
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	2. Relevance
	There is a clear link between the activities and strategy of the applicant's institution or organisation and the purpose and content of the preparatory visit.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website