

## Information about participation in an ERASMUS+ Blended Intensive Program (BIP) in the Academic Year 2023/24

You have decided to participate in a BIP mobility - the starting point for an exciting exchange with participating partner universities and students.

Now that you have expressed interest to your departmental coordinator and successfully submitted your BIP application form to the International Office, the preparations really begin. This document is intended to assist you with the various steps necessary before, during, and after your BIP. So please read it carefully and feel free to review it again and again.

An up-to-date version can always be found online here:

- [www.fh-muenster.de/internationaloffice/downloads](http://www.fh-muenster.de/internationaloffice/downloads)

### 1. In a nutshell - what is the ERASMUS+ Blended Intensive Program (BIP)?

The ERASMUS+ program is an educational policy program of the European Union and the largest student exchange program in the world. The program is calculated in generations spanning 7 years. Within these generations there are funding years. The academic year 2022/2023 is the second funding year of the new generation (2021-2027).

A generational change also invariably brings with it some change, so some documents or processes may look a bit different than what you might have been used to. So there may also be rule changes from the EU that may result in follow-up questions from us to you.

Within the new generation, we now have the Blended Intensive Programs (BIPs).

#### What exactly is a BIP?

A BIP is a form of short-term mobility in which at least three ERASMUS+ higher education institutions from three ERASMUS+ program countries cooperate to enable the at least 15 university students and teachers involved to spend a short, intensive period of study or research abroad at one of the participating higher education institutions. This physical mobility within the framework of the BIP is preceded by a compulsory virtual learning phase.

The aim of the BIPs is to develop joint short-term programs, ideally embedded in the curricula of the participating universities. Within the framework of a BIP, at least 3 ECTS must be awarded to students and certified at the end of the mobility.

You can find further information about ERASMUS+ and the BIPs here:

- [fh.ms/erasmus-bip](http://fh.ms/erasmus-bip)
- [www.fh-muenster.de/ERASMUS+-studium](http://www.fh-muenster.de/ERASMUS+-studium)
- [www.fh-muenster.de/ERASMUS+-praktikum](http://www.fh-muenster.de/ERASMUS+-praktikum)

### 2. Financial support during a BIP

The financial support of the BIP is intended as a grant to partially compensate for the occurring costs of the physical mobility within the framework of the BIP.

The funding under a BIP is **EUR 70 per day of the physical mobility** (for a duration of the BIP of 5-14 days), **plus one day each for arrival and departure**.

#### Top-Up grants

Additional funding is available for certain groups of people. The additional funding in the area of "students with fewer opportunities" amounts to EUR 100 in addition to the general BIP funding. Currently, the following groups of persons are included:



- Students with a disability (min. degree of disability 20%)
- Students with child(ren) accompanying them during a semester abroad
- Students with chronic illnesses that cause additional financial expenses during a semester abroad. A medical certificate is required for this.
- First-time graduates, i.e. students whose parents or former legal guardians do not have a university or technical college degree. International university degrees that have not been recognized in Germany count as university degrees here.
- Employed students who have earned more than 450 EUR and less than 850 EUR consistently for at least 6 months **AND WHO HAVE GIVEN UP THIS WORK FOR PARTICIPATION IN THE BIP**. Employment must be subject to social security contributions. Income from self-employment or dual/part-time studies with a fixed salary are excluded. Employment must not be continued during the BIP.

### **Top-up for eco-friendly traveling („Green Travel“)**

- a one-time €50 for students who travel "green" (by bus, train, carpool, bike or on foot). More than 50% of your travel (outbound and return) must be "green".
- If you are traveling longer due to 'green' travel, up to four additional travel days can be funded at the daily rate for a BIP. This only counts for 'full' travel days and only if the trip is longer due to the "green" means of transportation compared to the "classic" trip (e.g., arriving by air). These travel days will be deducted from your mobility quota like the other stay days and will be included by us in the total funding duration.

**Please inform the International Office as part of your registration for the BIP, if you qualify for a top-up, and attach supporting documents directly if necessary, as indicated in the registration form.**

## **3. Procedure and necessary documents**

Some processes run parallel to each other or are individually specified differently by your host university. This is a rough overview of how a BIP usually runs in the implementation so far:

### **Before the BIP**

#### **Expression of interest at your department and registration with the International Office**

Your department advertises the opportunity to participate in the BIP and is therefore the first point of contact to express your interest in participating. The department will forward the list of interested persons to the International Office of the FH, which will contact you regarding the binding registration for participating. Please submit this binding registration back to the International Office in due time.

#### **Registration with the host university**

Your department will indicate the need to report to the host university as part of the expression of interest. This is the institution where the physical part of the BIP mobility will take place.

#### **Preparation for the physical mobility: housing and visa**

Please inform yourself early about possible accommodations during the BIP mobility. Some host universities organize overnight accommodations for BIP participants. If this is the case, you will usually be informed about this in the process of registration by your department or the host university concerning the offer and the resulting costs.

If you are not an EU national, please find out early on whether you need a visa to travel to the host university. The International Office cannot assist you with visa questions, please contact the embassies concerned.



## Online Learning Agreement

It is mandatory that you finalize a learning agreement before the physical component of the BIP. This agreement specifies how many ECTS you will acquire as part of the BIP and what you will be recognized for at FH Münster.

The Learning Agreements will be created online via <https://learning-agreement.eu/>. For this it is very important that you enter the correct data in the mask. Instructions with screenshots and a list of data (completion help), can be found here in the [download area](#).

Please state explicitly in the Learning Agreement that it is a BIP (Blended Intensive Program) and submit the **completed** Learning Agreement to the International Office as well.

## Grant Agreement

Before your BIP mobility, you will sign a Grant Agreement with the International Office. You will receive an email with the Grant Agreement. Please make sure the (bank) data is correct before you print it out, sign and hand **THE ORIGINAL DOCUMENT** back to the International Office

## Proof of enrollment at the FH Münster

Please also submit a current enrollment certificate with the Grant Agreement.

## Payment of the first scholarship installment

You will receive 70% of the total grant amount with the first scholarship installment, provided we have all the required documents from you.

# During the BIP

## Virtual and physical component of the BIP

You are required to participate in both the virtual and physical components in order to receive ERASMUS+ funding for the BIP. Incomplete participation may lead to the withdrawal of already paid funding amounts.

# After the BIP

## Certificate of participation & Transcript of Records

You will receive a certificate from the host university confirming your participation in the BIP and the ECTS you have earned as a result. Please submit this certificate to the International Office upon receipt so that we can make the payment of the second scholarship installment (30%).

## Testimonial

Tell us about your experience at the BIP by writing a short testimonial. You can find the submission form here: <https://www.fh-muenster.de/internationaloffice/outgoing/erfahrungsbericht.php>. Please select "short-term mobility"/"Kurzzzeitmobilität" when asked to indicate the type of stay abroad („Art des Aufenthalts“).

## EU-Survey

You will receive an email about completing a survey about your Erasmus+ experience by the EU. Please fill this survey in no later than a month after receiving it.

## Payment of the second scholarship installment

A prerequisite for payment of the remaining 30% of the grant is that all closing documents have been submitted in full.



## 4. FAQ

### ➤ To receive the Green Travel top-up, do both out- and inbound journey have to be via eco-friendly means?

More than 50% of your travel (outbound and return) must be "green". Example: Outward journey by train = "green". If you want to fly back = not "green". However, if you fly to Frankfurt, for example, and then travel by train to Münster (and are not picked up by car) = more than 50% green.

### ➤ What do I have to do if I think I'm eligible for a top-up?

Please contact the International Office as early as possible so that we can coordinate the further procedure with you individually. The following evidence is required to determine eligibility for special funding:

- **Degree of disability of at least 20%:** Scan of my disabled person's ID card, a medical certificate or a notice from the state social welfare office (Landessozialamt).
- **Own children coming abroad for the time of the BIP:** Scan of birth certificate(s). The International Office reserves the right to request proof of the child's actual stay abroad.
- **Chronic illness resulting in an additional financial burden abroad:** a medical certificate confirming both the chronic illness and the additional financial burden abroad caused by it.

### ➤ Do I have insurance for the BIP through ERASMUS+?

There is no insurance coverage associated with the ERASMUS+ funding. The FH Münster is also not liable for accidents on the premises of the host institution during your stay. Accordingly, you must ensure sufficient insurance coverage yourself. Generally, the host university has taken out liability and accident insurance coverage for you as a participant for incidents on its premises.

Generally, the following insurance types are advisable:

- Travel insurance (if not covered through EU-wide insurance),
- General liability insurance,
- Accident insurance,
- In addition, you should be in possession of a European health insurance card. However, please note that even with the European Health Insurance Card, medical care may be insufficient in many medical cases. Also a return transport to Germany is not included in this insurance coverage. Therefore, ask your German health insurance company about the benefits of their foreign partners and, in case of doubt, take out additional health insurance abroad.

Please make sure that you have sufficient insurance coverage for the physical part of the BIP mobility. Please clarify any questions on this topic with the Service Office or your health insurance company.

### ➤ How can I improve my language proficiency before the BIP?

If you attend a language course in the host country or within Germany for which a fee is charged, the International Office can financially support this. The application has to be submitted before the start of the language course via our online form. Please inform yourself here: [www.fh-muenster.de/sprachkurse](http://www.fh-muenster.de/sprachkurse)

### ➤ Who are my points of contact at the International Office?

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