

Email from the UK National Agency 10 March 2020

The UK National Agency, as well as National Agencies from other Programme Countries, have been in touch with the European Commission on a daily basis requesting detailed guidance on particular scenarios impacting Erasmus+ mobilities by COVID-19. We await more information from the European Commission on a number of specific scenarios that have been raised. We will, of course, share the guidance as soon as we have it.

Here is what we can confirm at the moment:

1. Early returns from Erasmus+ mobilities that met the minimum duration, see below on Current Mobilities
2. Early returns from mobilities that didn't meet the required minimum duration – please submit a Short Duration Request (SDR) [form](#) as per the usual process.
3. Cancellation of mobilities that were yet to take place, will be considered by the UK NA to see if Force Majeure is applicable to the specific case.

Current mobilities

In cases where the student has met the minimum duration but has been repatriated early (point 1 above), the institution may consider that the participants should keep a larger share of the grant because of other costs in which they may have incurred (typically travel/accommodation payments) or their specific personal circumstances. As per the General Conditions of the Participant Grant Agreement, Annex II; *“In case of termination by the participant due to “force majeure”, i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the institution.”*. If you believe you have a case such as this, please email the Helpdesk to notify us and we will take you through the next steps.

Future mobilities

If you have incurred costs for a committed or future mobility and are subsequently prevented from travelling (point 3 above), please inform the UK National Agency via the 'Cancellation of Planned Mobility Request Form'. You should initially attempt to claim the funding back through your insurance provider. If you are unable to recover the funds in this way, please inform us and provide evidence (as specified in the form).

Also, please be reminded of the general Erasmus+ options to redirect a mobility to another location or interrupt a mobility for it to be completed at a later stage (so long as it is within the project duration).

Closures of host organisations

Re interruption of a mobility, as stated in the Programme Guide page 274 '... the period of mobility abroad may be interrupted by the enterprise holidays if the enterprise is closed during this period. The grant is maintained during this period'. This would apply to university holidays or closures as well.

We appreciate that this is a fast moving situation so please keep raising individual issues and questions with us via the Helpdesk.

Cancellation of Planned Mobility Request – Coronavirus

UK Erasmus+ latest Coronavirus information - <https://www.erasmusplus.org.uk/news/travel-advice-for-regions-affected-by-coronavirus>.

FCO Travel Advice - <https://www.gov.uk/foreign-travel-advice>.

This form is for Erasmus+ project co-ordinators that need to cancel a planned mobility in advance, due to the impact of the Coronavirus globally. As per page 321 of the [2020 Programme Guide](#), *force majeure* is defined as ‘**an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part**’ and may be applicable where mobilities have been cancelled, postponed or altered as a result of advice given or decisions made connected to Coronavirus.

Force majeure does NOT cover:

- disputes between participants and institutions that could potentially be resolved, particularly with traineeship placements;
- cancelled activities by the host institution;
- students / staff simply changing their minds about participating;
- foreseeable circumstances that could be resolved by either the participant, sending or host institution; or
- labour disputes, strikes, financial difficulties or any default of a service, defect in equipment or materials or delays in making them available, unless they stem directly from a relevant case of force majeure as identified on page 4 of the [General Conditions](#).

Please note this list is not exhaustive and we look at each form on a case by case basis.

(Form to be completed by Erasmus+ coordinator)

If you have decided that you are unable to undertake your planned mobility, please consider what alternative options are available to you according to your grant agreement, which would allow you to meet the same project objectives e.g. travel to an alternative location.

If you have incurred costs for a planned mobility that you wish to cancel, you should initially attempt to claim the funding back through your insurance provider. If insurance will not cover the costs you have incurred, please detail this below. Evidence of this will be requested at a later stage, so please ensure that you keep a record of all relevant documents.

Have you attempted to reclaim incurred mobility costs from your insurance provider? (please delete as appropriate)	Yes / No
If you have answered yes, please give details of which costs the insurance provider is able to cover. Please also provide details if the insurance provider can't cover some/ any costs.	

ERASMUS+ PROJECT DETAILS

PROJECT NUMBER	
ORGANISATION	
PROJECT CO-ORDINATOR	
POSITION	

Institutional Declaration:

I certify that the information given on this form is, to the best of my knowledge, true and accurate.

Signature	Date
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[On behalf of the institution]

MOBILITY DETAILS

HOSTING INSTITUTION	
LOCATION	
COSTS INCURRED	
LENGTH OF STAY	
DATES OF STAY	

Applicant Declaration:

I certify that the information given on this form is, to the best of my knowledge, true and accurate.

Signature		Date	
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DESCRIPTION

Reason(s) for cancellation of mobility	
Any further information	

UK NA's decision:

Erasmus+ UK NA Officer	
Signature	
Approved (delete as appropriate)	Yes / No
Date	

Please return this form to one of the following inboxes according to your sector:

Higher education:

erasmus@britishcouncil.org

Youth (Key Action 2 and Key Action 3): erasmus.youth@britishcouncil.org

Schools: erasmusplus.applications@britishcouncil.org