

Blended Intensive Programme (BIP) procedure

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BIP procedure as of 2023/24 at Thomas More

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What is a Blended Intensive Programme (BIP)?

A **Blended Intensive Programme (BIP)** is a programme (a course, course unit or module) in which students collaborate with students and teachers from different institutions in an online component and also meet physically. The **physical** component lasts **a minimum of 5 days and a maximum of 30 days**. For the virtual component, there is no minimum or maximum. The study load for students is at least **3 ECTS** (for the physical and virtual component together).

A minimum of 3 HEIs (Higher Education Institutions) from 3 different programme countries¹ must participate in a BIP. There is no maximum.

In order to organise or participate in a BIP, Thomas More must have an agreement with the partner university(s): **IIA - Inter Institutional Agreement**².

¹ **Programme countries:** member states of the European Union and some third countries ([country list here](#)).

² **IIA:** it's not necessary to sign a separate IIA for a BIP, we do not need to create separate seats for these mobilities. The existing general agreement is sufficient. Please consult with the International Office in case of doubt.

Budget

I organise a BIP myself:

One of the three institutions is the **organising party**. They have to apply for the budget (OS³ - funds) from their National Agency. The call is every year around February and the projects are valid for the next 2 academic years. Around May, the institution will hear whether they have been awarded the budget.

You may apply for a budget between 15 to 20 incoming participants (more participants are allowed, but no more budget will be assigned). The institution receives €400 per participant (so minimum 15x€400 = €6000 and maximum 20x400 = €8000).

At Thomas More, 70% of the total amount is transferred to the study-field to organise the BIP and 30% to the central International Office for the administrative follow-up (Note! This is not the case at every institution). The study-field may use this 70% in what they see fit to organise the BIP (transport, accommodation, food, guest speakers, staff hours...). For the time being, there are no restrictions in Flanders on what this budget can be used for⁴.

Attention! *Incoming exchange students, who are on mobility at Thomas More for 1 or 2 semesters, may participate in a BIP organised by Thomas More, but may not receive a scholarship for this and may not be reported. They therefore also do not count towards the compulsory number of participants.*

I participate in a BIP organised by a partner:

Institutions taking part in a **BIP organised by a partner** are given the opportunity to award scholarships to their participants⁵.

Thomas More students are eligible for a scholarship, subject to a number of administrative steps (see next section).

Here you will find the [scholarship amounts for 2023/24](#). For Thomas More students, this is applied to:

(The International Office (IO) always calculates the exact amounts)

- **Category 1** students get:
 - €79 per activity day
 - €100 top-up
 - Travel expenses (see the table on the right in link above)
 - If they travel under 'green travel'⁶, they get other travel expenses (see the table on the right in link above)

³ OS = Organisational Support

⁴ Note! This is different in other regions. E.g. in Finland, OS funds may no longer be used for accommodation.

⁵ The exact amounts vary depending on the region and institution.

⁶ **Green Travel:** bus, train, bike or carpooling.

- **Categorie 2** students get:
 - €79 per activity day
 - No travel costs
 - If they travel under 'green travel' to a destination further than 500km from their home (one way), they get a €50 top-up

Category 1: consists of students from underrepresented groups, specifically scholarship students and working students, excluding students with disabilities.

Category 2: consists of students who do not belong to category 1.

Decisions around funding within Thomas More:

- Funding for student mobility OUT under BIPs (KA131):
 - 1st focus deployment of resources on long mobilities within EU (**KA131**⁷- programme countries)
 - **2nd focus deployment of resources on within EU - SHORT MOBILITIES IN THE FRAMEWORK OF BIPs**
 - 3rd focus deployment resources outside the EU - but only for mobilities OUT to ICM/KA171 partners (approved projects) (up to max. 20%)
- Funding for blended short-term student mobility IN (short = min 5 - max 30 activity days) (**KA171**⁸):
 - KA171 promoters may decide to deploy resources on SHORT BLENDED MOBILITIES IN from partner countries (not necessarily in the context of a BIP; **if in the context of BIP, their participation does not apply to acquiring the OS funds** (cf. the mandatory number of participants - 15 - 20).

⁷ **KA131:** Erasmus+ action line where it is possible to apply for grants for outgoing mobility of students and staff to [Programme countries](#), and to a limited extent to [countries outside Europe \("third countries"\)](#).

⁸ **KA171:** Erasmus+ action line where it is possible to apply for grants for student and staff mobility with a country outside Europe ("third countries"). Within this action there are opportunities both for inbound as well as for outbound mobility. Opportunities and available budget may vary from region to region. Thomas More has several projects under KA171 with different countries.

Outgoing students at Thomas More

A partner institution itself organises the BIP and also receives the OS funds. Our students participate in this BIP and are eligible to receive an Erasmus+ scholarship from Thomas More. For this, they have to follow a number of steps.

Students will find information about the BIPs in the student portal:

- ✓ [In Dutch](#)
- ✓ [In English](#)
- **Deadlines**
(More information on these steps can be found below)

Who?	What?	Semester 1	Semester 2
Student	MoveOn deadline	01 October	15 January
ICO ⁹	MoveOn check	08 October	22 January
ICO	Request info from partner	10 October	25 January
Student/ICO	MoveOn dossiers in order	10 October	25 January
IO ¹⁰	Ranking number students	After 10 October	After 25 January
IO	Send Grant Agreement	Mid-October	Mid-February
Student	Upload Grant Agreement in MoveOn	31 October	28 February
ICO	Initiate OLA ¹¹ in MoveOn	After 10 October	After 25 January
Student	Upload ToR ¹² and CoA ¹³ in MoveOn	No later than 15 April	No later than 30 September

- **Procedure**
 1. **Students must register in MoveOn on time**
There are two calls per year for the BIPs, one per semester.
 - a. **Deadlines:**

Semester 1	Semester 2
01 October	15 Januari

⁹ **ICO** = International coordinator of the study-field

¹⁰ **IO** = International Office

¹¹ **OLA** = Online Learning Agreement

¹² **ToR** = Transcript of Records

¹³ **CoA** = Certificate of Attendance

b. How? Via the form in **MoveOn**:

- i. Campus Antwerpen, De Nayer, Mechelen:
<https://tmma.moveon4.de/form/6059ce2d862ae8000d5899e4/eng#>
- ii. Campus Geel, Lier, Turnhout, Vorselaar:
<https://tmk.moveon4.de/form/60ed5df459ee0928617abb4b/eng>

Form in MoveOn:

Form	Status
SSO - Registration form for outgoing students 2023-2024	Start
SSO - Follow Up Form OUTGOING STUDENTS	Start
SSO - Registration for short term/virtual or blended mobilities	Start
SSO - Registration form for outgoing students 2022-2023	Start
Travel report	Start

! Students must indicate that they will participate in a BIP:

Your short term mobility

Are you undertaking this mobility in the context of a BIP (Blended Intensive Programme)?*

Country of your short term mobility*

Name host institution*

City of your short term mobility*

Your degree programme*

Aim of mobility*

Type of mobility*

2. ICO checks the student list

To ensure that all participants are correctly registered in MoveOn, **the IO makes a call after the student deadline** to all ICOs to check their student list in MoveOn:

1. Missing any students? Send them a reminder
2. Are there any students who are registered but will not participate?
Please let us know
3. Are the mobility period and partner institution correct? If not, please adjust it!
4. Are there any incoming exchange KA131 or KA171 students in the list? Please let us know

By when?

Semester 1	Semester 2
08 October	22 January

3. ICO requests information from partner

We need the information in the table below to report students correctly in the Beneficiary Module ¹⁴(see "reporting" section).

The ICO will request this from their contact in the organising partner institution and communicate it to aitzi.menchacadediego@thomasmore.be (Aitzi = BIP coordinator). Aitzi will contact every ICO that has students for outgoing BIPs.

By when?

Semester 1	Semester 2
10 October	25 January

Which information do we need?

Name of the BIP	
BIP-ID¹⁵	
Academic year and semester	
Hosting institution: name	
Hosting institution: Erasmus code	
Coordinator at hosting institution: name and email	
Number of ECTS	
Start Date Physical Mobility (without travel days)	
End Date Physical Mobility (without travel days)	
Start Date Virtual Component	
End Date Virtual Component	
Virtual Component Description	
Main Teaching/Training Language	

¹⁴ **Beneficiary Module:** the mandatory system for the administration of an Erasmus+ project from Call 2021. It contains the most important data and monitors the progress of your project. This information serves as the basis for the interim and final reports and the financial assessment.

¹⁵ **BIP-ID:** The BIP ID is a code linked to the BIP. The organising institution must create a BIP ID in the Beneficiary Module and communicate it to all participating partners.

4. Grant is awarded and paid to the students
All students must be registered in MoveOn correctly by:

Semester 1	Semester 2
10 October	25 January

Students who are **not in MoveOn** after these dates will **not** receive a **scholarship**.

(Students who participate in last-minute BIPs (outside deadlines) and cannot register on time will also not receive a scholarship. Asking for exceptions is possible, depending on the available budget).

! Incoming KA171 and KA131 incoming exchange students do not receive in any case a scholarship for outgoing BIPs, double financing is not possible under Erasmus+. They may participate, but they are not reported and do not receive a scholarship.

1. After these deadlines, the IO will prepare the following:
 - Assign ranking numbers ¹⁶
 - Determine category (category 1 or 2)
 - Link BIP ID to students (new custom field in MoveOn)
 - Import in Beneficiary Module
2. IO sends the Grant Agreement (GA) via email to students
 - Student uploads signed GA into MoveOn
 - IO pays first instalment (70% of the grant)
3. ICO initiates [OLA in MoveOn](#)
 - Student signs OLA in MoveOn
 - Partner receives and signs OLA
4. Student uploads ToR¹⁷ and CoA ¹⁸ in MoveOn
We need data (virtual and physical) and grades signed by the partner institution as soon as available. This can be provided in one document or in several.
Once this/these document(s) are uploaded in MoveOn, then the IO pays the balance (30%) of their scholarship.

Deadlines for documents and payment of the grant:

Who?	What?	Semester 1	Semester 2
IO	Send Grant Agreement	Mid-October	Mid-February
Student	Upload Grant Agreement in MoveOn	31 October	28 February
ICO	Initiate OLA in MoveOn	After 10 October	After 25 January
Student	Upload ToR and CoA in MoveOn	No later than 15 April	No later than 30 September

¹⁶ Ranking number = random follow-up number

¹⁷ ToR = Transcript of Records

¹⁸ CoA = Certificate of Attendance

Incoming students at Thomas More

Thomas More is the organising institution. Students from partner institutions who participate in our BIP(incoming students) must follow the following procedure.

- **Deadlines**

(More information on these steps can be found below)

Who?	What?	Semester 1	Semester 2
ICO	Fill in form	10 October	25 January
IO	Forward application instructions to incoming students: MoveOn, OLA and possibly KULoket	After 10 October	After 25 January
Student	MoveOn registration and submitting OLA	25 October	08 February
IO	Forward acceptance letters	Early November	Mid-February
ICO	Check and sign OLAs in MoveOn	Before the physical part of the BIP	Before the physical part of the BIP
ICO	Forward grades to IO (for option 1)	No later than 20 January	No later than 20 June
IO	Send ToR and CoA to incoming students (for option 1)	After end date of the BIP	After end date of the BIP

- **Procedure**

1. Nomination by ICO

- The IO forwards a **form** to the ICOs. This call is made twice a year in September and December.
- This form requests information about the BIP:
 1. **The BIP:** correct name, dates, description, Z or Y code....
 2. **Partner insitutions:** Erasmus+ codes, contact persons...
 3. **Participant list:** first/surname, email address, education

- The form also asks which internal procedure the ICO/team wishes to follow. Internally at Thomas More, we may work in 2 different ways:

1. Everything via MoveOn

- Incoming students register in MoveOn
- All documents (OLA, CoA and ToR) are managed through MoveOn
- Incoming students will not officially be enrolled in the course, which is not mandatory for such short mobilities
- They do not get an r-number
- They do not get a student card
- Incoming students will not have automatic access to Canvas. If they do need to access a course in Canvas, they may be manually added to the course

2. Via MoveOn and KU Loket

- **OPO** should be converted to OPOs with individual work to include on the transcript of records an entry of the virtual and physical period (is obligatory under Erasmus)
- Incoming students register in **MoveOn**
- OLA is processed through MoveOn
- Incoming students officially register in the **KU Loket**
- They get an r-number
- They are officially registered in the course
- They get a student card
- They can download their ToR in the KU Loket
- Incoming students will have access to Canvas and the Canvas course of the BIP subject if needed.

- ICOs fill in the form before

Semester 1	Semester 2
10 October	25 January

5. Application by student

Incoming students nominated by the ICO through the form (step 1) will receive an email from the IO to submit their MoveOn (and possibly KU Loket) application and arrange their OLA. They will be given 2 weeks to do so:

Semester 1	Semester 2
25 October	08 February

6. Follow-up by IO

The IO imports all stays into MoveOn after the deadlines above:

- IO double-checks with partner and ICO that the list of students is correct.
- IO checks if we meet the minimum number of students and signals this to the ICO if necessary: can we find additional incoming students? Or do we have to drop some budget?¹⁹
- By these dates, the list in MoveOn should be correct:

Semester 1	Semester 2
30 October	15 February

- IO sets the stays correctly in MoveOn (dates, BIP ID etc) and prepares all documents.

Administration for partners

- TM IO creates the files for the self-organised BIPs in the Beneficiary Module and creates the corresponding BIP-IDs
- TM IO communicates the necessary information around the TM-BIP to all partners indicated in the form
- These partners report their outgoing students in Beneficiary Module and link them to our BIP-ID
- TM IO enters BIP-IDs in the student files in MoveOn

Administration for students

- TM IO sends Acceptance Letters to all incoming students
- TM IO tracks OLAs in MoveOn and links them to students' stay
- TM IO lets ICOs know when OLAs are linked
- TM ICOs check and sign OLAs in MoveOn

¹⁹ Please note! The minimum number of reported students is 15. If we have less than 15 incoming students, we will have to refund the entire OS budget. So please count well.

After the BIP: depending on the application procedure chosen for incoming students, there is a different completion of documents:

1. **Everything via MoveOn:** students only submitted the MoveOn application
 - i. The ICO will upload the grades in MoveOn by the following deadlines:

Semester 1	Semester 2
20 January	20 June

How can you load points into MoveOn?

The ICO must upload the grades in the custom field "TOR BIP":

BIP COURSE CODE + Name BIP + Grades (x/20...)

The screenshot shows the MoveON interface for a stay in Bellers, Ward for the 2022/23 academic year. The 'TOR BIP' field is highlighted with a red box and contains the text 'CODE + Naam BIP + Punten (x/20...)'. Other visible fields include 'Plaats Ranking', 'Staff mobility - Additional Day After' (No/Yes), 'Staff mobility - Additional Day Before' (No/Yes), 'Study trip' (No/Yes), 'Teaching mobility' (No/Yes), 'TYPE MOB - MOBILITEIT' (BLENDED (= partly physical/partly virtual)), 'TYPE MOB - period blended/virtual - 1 start date' (10/10/2022), and 'TYPE MOB - period blended/virtual - 2 end date' (13/10/2022).

- ii. IO sends CoA and ToR with the correct physical and virtual dates and grades to each student separately.
2. **Via MoveOn and KU Loket:** students submit both their MoveOn and KU Loket application:
 - i. ICO uploads the grades in KU Loket (SAP)
 - The correct physical and virtual period is entered in the ToR by the ICO
 - The Student can download the ToR from the KU Loket themselves
 - ii. ICOs send the CoA themselves to all students

Reporting

This is a very important step. The organising institution must correctly report the BIP in the Beneficiary Module and partners should also report their outgoing students there and link them to the appropriate BIP.

- **Self-organised BIPs**

The ICOs provide the correct information around the BIP via the form (see section 'incoming students'). The IO will create the BIPs in the Beneficiary Module and send out the necessary information to partners so that they can correctly report and link their students to our BIP.

The IO monitors the reporting and contact partners/ICO when necessary. If budget is requested for 20 incoming students, our partners must link at least 20 students to our BIP. If not, we have to refund (€400 per student) (part of) the funds we got. Should we report less than 15 students, then we would have to refund the entire OS-money. We therefore always advise to calculate broadly (e.g. you have applied for budget for 20 incoming students, try to recruit around 24, if there are any last-minute dropouts, then you have some reserve).

- **BIPs organised by a partner institution**

The partner creates the BIP in the Beneficiary Module and creates and BIP-ID.

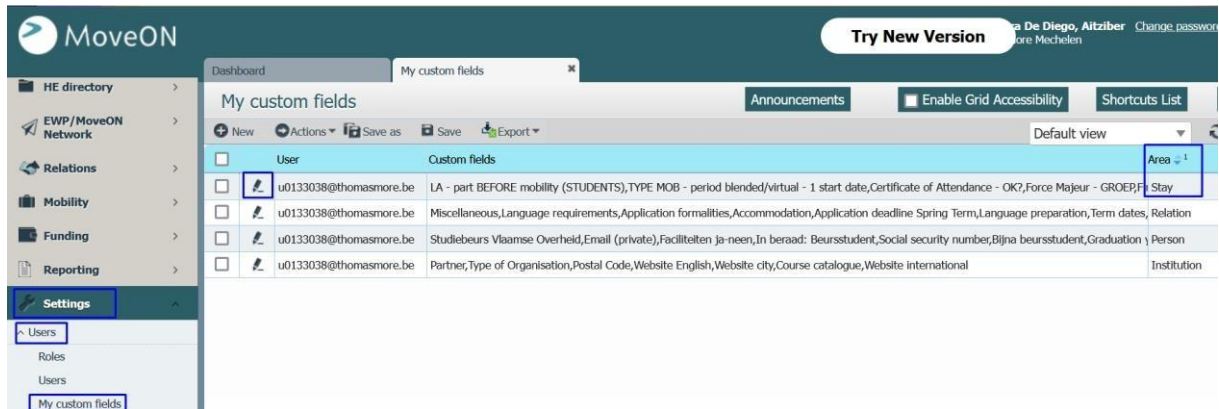
The ICOs request the correct information regarding this BIP from the partner (see section 'outgoing students') and provide it to the IO (aitzi.menchacadediego@thomasmore.be). The IO will report the outgoing students correctly in the Beneficiary Module and also link them to the correct BIP ID. As a consequence, the partner will find our students in the Beneficiary Module.

Terminology

BIP	Blended Intensive Programme
IO	International Office
ICO	International Coordinator of the study field
OS	Organisational Support
IIA	Inter-Institutional Agreement
HEI	Higher Education Institution
OLA	Online Learning Agreement
ToR	Transcript of Records
CoA	Certificate of Attendance
Beneficiary Module	The mandatory reporting system for the administration of all Erasmus+ projects (as from Call 2021). The progress of your projects is monitored here. This information serves as the basis for the interim and final reports as well as the financial assessment.
BIP-ID	The BIP-ID is a code linked to the BIP. The organising institution must create BIP-ID in the Beneficiary Module and share this with all participating partners.

How can I add a custom field in MoveOn?

1. Go to the custom fields in your stays:



2. Select the tab "TOR BIP" and "save and close":

