

Coordination (organisation) of an Erasmus+ Blended Intensive Programme (BIP) for undergraduates and PhD students

(as at July 2026)

A. Overview of the description and objectives of a BIP

- Establishment of short Erasmus+ stays that are institutionally coordinated, quality-assured and facilitate a one-off or regular exchange of students and teaching staff.
- A BIP partnership consists of at least three European higher education institutions.
- One higher education institution takes on the overall coordination (the 'organising' university).
- The other higher education institutions are 'participating'.
- Short programmes (virtual and in-person) are developed, which may form part of degree programmes or, at the very least, of separate modules within the individual subsidiary subjects.
- The total volume (virtual + in-person) is at least 3 credit points
- Duration of the in-person mobility phase: a minimum of 5 to a maximum of 30 days
- Number of students participating in the in-person (funded) mobility: at least 10 students

Added value for teaching staff / faculties

- Joint teaching with (at least) two colleagues from other European higher education institutions
- Strengthening of international cooperation
- Option to integrate into the regular modules of one's own degree programme
- Planning across multiple semesters possible; accessible international teaching opportunities
- Short-term funded mobility abroad
- Usually counts towards teaching commitments in addition to Erasmus+ funding
- Further support within the NEOLAiA framework

Added value for students

- Structured, short-term, financially supported study abroad programmes
- Integrated into the curriculum (at least via IndErg)
- Broadening horizons
- (First) international study experience
- Development of language skills

B. Eligibility criteria for Erasmus+:

- The BIP should add value to existing degree programmes; for example, the collaboration between partners should result in new, innovative course content and teaching/learning methods
- The BIP should form part of the regular curriculum or complement it
- Teaching staff from the partner universities should be actively involved in the BIP.
- A consortium comprising at least 3 higher education institutions from 3 different European Erasmus+ programme countries, i.e. the applicant institution + 2 further institutions; additional institutions from programme or partner countries (third countries) may be involved on an optional basis.
- BIPs may also be offered on a recurring basis; applications may be submitted annually as part of the higher education institution's Erasmus+ application
- A joint, preferably interdisciplinary programme consisting of physical group mobility (5–30 days) combined with a joint virtual phase
Virtual phase: no specified duration; all participants undertake the overseas phase simultaneously; no financial support is provided for the virtual phase
- Minimum number of participants: 10 international students; maximum of 60 participants as a guideline; students from KA 171 partner higher education institutions (outside the Erasmus+ area) may

take part; they are not counted towards the minimum number! Similarly, students from the host university are not counted towards the minimum number.

- 'Zero Grant' participants from the Erasmus area (students taking part in the BIP but not receiving financial support) are considered regular participants.
- Students/PhD candidates: at least 3 ECTS credits (students) or a workload equivalent to 3 ECTS (PhD candidates); the ECTS credits are awarded by the host university.
- No fees may be charged to participants.

C. Overview of the planning phases:

I. Planning a BIP

1. In-house planning

To begin with, the framework conditions should be clarified with the IO (for NEOLAiA programmes, always with the SL department).

The concept for the programme is outlined in a draft (see separate NEOLAiA draft), which addresses the following points in particular:

- Title of the BIP
 - Skills / content,
 - how it fits into the courses offered by Bielefeld University and its placement within modules,
 - Target audience
 - Resources
 - Partner universities, contact persons with email addresses
 - Dates of the face-to-face phase and the virtual phase(s)
 - Number of participating students and, where applicable, lecturers from the respective participating universities
 - Determination of the number of participants (students and, where applicable, teaching staff) per partner university
- Overall, the outline should be consistent with the funding conditions (see 'Funding Conditions')

2. Coordination

- a. If a BIP is being coordinated, it is (also) a Bielefeld course offering and approval from the dean's office / Directorate of Studies is required, not least because the teaching generally falls under the Digital Teaching Guidelines (<https://www.uni-bielefeld.de/lehre/digitale-lehre/strategie/index.xml>).
- b. The final outline, with the approval of the dean's office / Director of Studies' Office, is submitted to the IO.
- c. The outline and supporting documentation are assessed by the IO and the SL Department.
- d. This is followed by the application procedure for Erasmus+ funding.
- e. The BIP is entered into the electronic course catalogue (ekvv).

3. Erasmus+ application

- Each European higher education institution submits BIPs as part of the annual Erasmus+ umbrella application (contract duration: 26 months).
- One of the participating higher education institutions is the coordinating institution, in this case Bielefeld University
- The faculty at the coordinating institution applies to the International Office for support in organising the BIP. There are two application deadlines:
 - 15 March for BIPs taking place between September and January
 - 15 November for BIPs taking place between March and July
- The coordinating faculty is eligible for financial support of 8,000 from Bielefeld University's strategic budget. Applications are to be submitted via the International Office.

- The faculty coordinators are responsible for organising the content, whilst the International Office provides administrative support through the Funding Projects team and a service package from the Services team (see appendix).

Overview of the Erasmus+ funding process:

- (1) Details of the content-related questions to be entered by the Funding Projects Team in the Beneficiary Module (BM): 1) Objectives and description, 2) Methods and results, 3) Description of the virtual component, 4) Description of the virtual component, 5) Level of study of the target group
- (2) The Funding Projects (FP) team at the IO concludes an Inter-Institutional Agreement (IIA) with the partner higher education institutions (in the case of the NEOLAiA network, there is a framework agreement)
- (3) The FP team enters the BIP into the BM.
- (4) The FP team provides the partner universities with the BIP ID (generated in the BM) and the dates of the on-campus and virtual phases. It also provides the name and email address of the Bielefeld coordinator. Using this information, the partner universities can register their students in the BM and instruct them to complete the Digital Learning Agreement (DLA).
- (5) Team FP sends the following documents to the coordinator or draws their attention to the following:
 - a) The coordinator sends a nomination list for students and teaching staff to the partner universities (provided by the FP Team), agrees on the number of places and sets a nomination deadline, at least two months before the start of the BIP
 - b) The coordinator sends the list of nominated students to the Funding Projects Team. The team then sends the nominated students a link to register in the Mobility Online database.
 - c) The coordinator processes the DLA in the Mobility Online database. It is created by the participating students outside the database and imported into our database.
 - d) The faculty coordinator signs off on the DLAs in the database that have been created by the international students.
 - e)
- (6) The IO's Services Team offers a service package:
 - a) Information on accommodation
 - b) University tour, city tour, leisure activities
- (7) The FP team prepares the Erasmus+ final report. The FP team requests the information required for the BIP in good time.

4. Specific course planning

The course offering for the BIP module is planned as a regular course in accordance with Bielefeld University's regulations, approved within the faculty and published. Specifically:

- Clarification of degree programme and module allocation. There are reasons in favour of a separate module to facilitate administration if it is a regular course (as envisaged in NEOLAiA)
- The Bielefeld University course is created as part of the usual course planning by the offering faculty via a course code in the electronic course catalogue (ekvv) and assigned to the BIP modules in terms of subject area. Should there be further uses, a duplicate entry is created for other subject modules.
- If enrolment in the course is restricted, enrolment management is activated and the maximum number of participants is entered.
- A pre-formatted Learning Agreement is generated based on the module details.

5. Delivery and completion of the course

Upon completion of the BIP, the coordinating university issues the following documents to all participants: Certificate of Participation and Transcript of Records (via examination management)

6. Erasmus+ quality assurance and reporting

The quality assessment is carried out via the reporting process at the end of the respective Erasmus+ project (Erasmus+ university agreement).

Key criteria: compliance with the formal requirements mentioned above, in particular a minimum of 10 participants from the partner higher education institutions, and the awarding of at least 3 ECTS credits to students by the host institution

Reporting is carried out as part of the overall reporting via the EU's Beneficiary Module by the Funding Projects Team; **the respective BIP coordinator is responsible for providing the content!**

ADDENDUM

A. Overview of necessary Erasmus+ documents for students

1. Students must complete a Digital Learning Agreement (DLA) before the first session (regardless of whether this is virtual or face-to-face) and all signatures must be in place (see above)
2. Upon completion of the BIP, the coordinating/host institution issues the following documents for all participants: a Certificate of Participation via the Mobility Online database and a Transcript of Records (via examination management)

B. Responsibilities of the other participating higher education institutions:

I. Selection and funding of students – criteria:

- The criteria for selecting student participants should be agreed jointly with the partner higher education institutions. The partner higher education institutions nominate their students.
- Keeping a record of the selection results, including the reasons for rejection or acceptance. A reserve list should be maintained.
- BIPs have a minimum participant number of 10. If some of the 10 participants are unable to attend a BIP in person due to force majeure (e.g. Covid), they may participate virtually.
- Lists of all participating students and teaching staff must be maintained (including names, home university, and duration of in-person or virtual participation).
- From the 15th day onwards, it is compulsory to take an OLS language test

Funding:

- 5–14 days = 79€ per day
- 15–30 days = 56€ per day
- Two additional days' funding are provided for travel
- Green Travel (travel without flying) with top-up:
- 1–4 additional travel days, depending on circumstances
- Distance-based travel allowance (309€, 417€ for Green Travel)
- **Students with fewer opportunities:** first-time degree students, working students, students with child(ren), students with a disability or chronic illness receive the following additional grant:
 - 5–14 days = 100€ (one-off payment)
 - 15–30 days = 150€ (one-off payment)

II. Selection and funding of teaching staff

Lecturers teaching at the BIP receive funding from their home university's general Erasmus+ budget in accordance with the standard rates for staff mobility (140/160/180, depending on the host country) plus a flat-rate travel allowance (depending on distance) (including a supplement for eco-friendly travel and 1–4 additional travel days)

Further information

Blended Mobility Implementation Guide for Erasmus+ higher education mobility KA 131:

<https://op.europa.eu/en/publication-detail/-/publication/8a4bbab0-540d-11ed-92ed-01aa75ed71a1>

<https://eu.daad.de/infos-fuer-hochschulen/projektdurchfuehrung/mobilitaet-von-einzelpersonen-KA131/sonderfoerderung/de/79417-blended-intensive-programmes-bip/>

<https://eu.daad.de/service/faq/erasmusplus-mobilitaetsprojekte-antworten-auf-haeufig-gestellte-fragen-faq/de/81471-erasmus-mobilitaetsprojekte-antworten-auf-haeufig-gestellte-fragen-faq/>