



ERASMUS+ PROJECT HANDBOOK

WHAT IS THE
ERASMUS +
PROGRAM?

2023

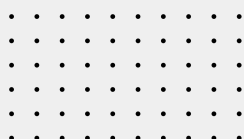
<https://erasmus-plus.ec.europa.eu/>





Erasmus+ Program is a grant
program implemented by the
European Union in the fields of
education, youth and sports
between 2021-2027.

**The Erasmus+ Program aims to provide people with
new skills regardless of their age and educational
background, to strengthen their personal
development and to increase employment
opportunities.**







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Project
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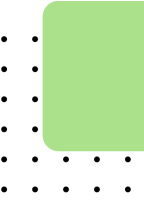
Project Area

Dissemination

Dissemination



INTRODUCTION



Erasmus+ is the EU's program to support education, training, youth and sport in Europe. It has an estimated budget of €26.2 billion. This is nearly double the funding compared to its predecessor program (2014-2020).

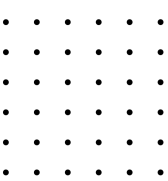
The 2021-2027 program places a strong focus on social inclusion, the green and digital transitions, and promoting young people's participation in democratic life. It supports priorities and activities set out in the European Education Area, Digital Education Action Plan and the European Skills Agenda. The program also supports the European Pillar of Social Rights implements the EU Youth Strategy 2019-2027 develops the European dimension in sport

This handbook, which explains how the project process progresses, provides basic information about the project writing and application process. It also explains the problems encountered during the project writing and application process, the solutions and recommendations brought to these problems, and the sharing of the achievements of the project participants.

The content of the booklet is based on resources from erasmus project writing experiences and the expertise of the Extramur European project management department.

It should not be forgotten that the different practices shared by our beneficiaries regarding the various processes of the project may vary according to the subject, partners, target audience, sector of each project, as well as according to the organizational structures of the partners.

We hope that this handbook we have prepared will be beneficial for the interns who will work in the Extramur European project management department and for the people and institutions that are preparing an Erasmus+ project.





WHAT IS ERASMUS+ PROGRAM?

ERASMUS+ PROGRAM, run by the Italian national agency: It is the grant program implemented by the EU in the fields of education, training, youth and sports in the 2021-2027 period.

With the Erasmus+ Program, it is aimed to provide people with new skills regardless of their age and educational background, to strengthen their personal development and to increase their employability. When the general structure of the Erasmus+ Program is examined, it is seen that country-centered programs are carried out through 3 main actions.

Projects with the title of Learning Mobility of Individuals (KA1); provides education, training, training, internship, professional development and volunteer work opportunities for young people for the employees of institutions and organizations operating in the fields of school education, vocational education, adult education, higher education and youth.

Projects to be carried out under the title of Innovation and Exchange of Good Practices (KA2); It gives the opportunity to establish institutional collaborations (partnerships) in the field of education, training and youth between educational institutions, youth organizations, the business world, local/regional administrations and non-governmental organizations. Through these partnerships, it is aimed to develop innovative practices, to ensure creativity, entrepreneurship and employability.

Projects titled Support for Policy Reform (KA3) have been identified as one of the main actions of the Erasmus+ Program in order to encourage scientific-based policy making and to share good practices in this field. Under the title of Support to Policy Reform, it is possible to support policy reform in EU member countries on the one hand, and to share good practices and cooperation in this field with non-EU countries on the other.

A part of the Erasmus+ Program budget is reserved for central projects whose applications are submitted to Brussels. The most striking of the central project types are; “Knowledge Partnerships” that aim to bring universities and business world together on a common platform, “Sectoral Skills Partnerships” that bring individuals in the field of vocational education together with the business world, “Sports Supports” that encourage all individuals in the society to do sports while supporting organizations operating in the field of sports, and It is the "Jean Monnet" program that supports academic studies on European integration.



ERASMUS+ PROGRAM

GENERAL STRUCTURE

Key Action 1: Learning Mobility of Individuals

- **Staff Mobility (Higher education, school education, vocational education, adult education, youth)**
- **Mobility of Higher Education/Vocational Education Students/Youth**
- **Erasmus Mundus Joint Master's Degrees**
- **Credit Guarantee for Graduate Students**
- **European Solidarity Corps**

Key Action 2: Cooperation among organisations and institutions

- **Strategic Partnerships**
- **Knowledge Partnerships**
- **Industry Skills Partnerships**
- **Capacity Building in the Field of Higher Education**
- **Capacity Building in the Field of Youth**

SPECIAL ACTIONS

- **Jean Monnet**
- **Sports Supports**

Key action 3: Support to policy development and cooperation

- **Structured Dialogue: Meetings in the Field of Youth Between Youth and Decision Makers**
- **Non-Governmental Cooperation**
- **Initiatives for the Future**



Country-based
Projects



Central Projects

DISSEMINATION OF THE PROJECT

04

Dissemination activity is an integral part of Erasmus+ projects. The purpose of this activity; to raise awareness about project activities, outputs and impacts of the project. All beneficiary institutions/organizations and their participants should be actively involved in dissemination activities. Beneficiary institutions/organizations should disseminate not only the project outputs, but also the experiences, achievements and impacts of the project.

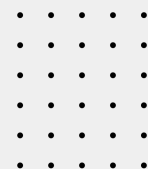


Dissemination should take place at local, national and even European level, together with beneficiary organisations. Because dissemination activities are important in terms of sharing the content and outputs of the projects produced, the knowledge and experience gained, not limited to the place where the project is implemented, and sharing them with wider audiences. This sharing will also encourage the efforts of education and youth institutions and organizations towards the goals of the Erasmus+ Program, which attaches importance to the link between programs and policies.

In order to disseminate the results of the Erasmus+ Program throughout Europe, the European Commission has developed a dissemination tool called the “Erasmus+ Project Results Platform”. The Platform includes summaries of all projects granted grants under the Erasmus+ Program and contact information of institutions. In addition, the platform includes the results of completed projects and examples of good practice.

For all information about Erasmus projects, you can check this link <https://erasmus-plus.ec.europa.eu/projects>.





DISSEMINATION;

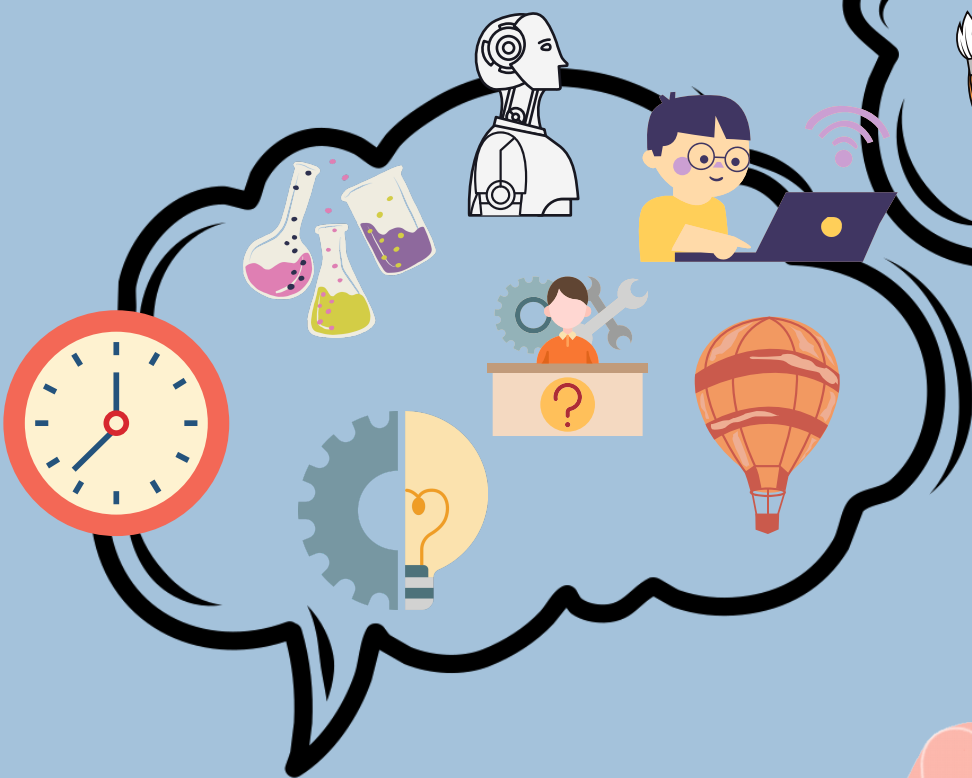
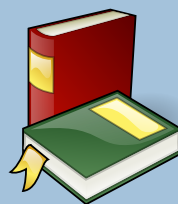
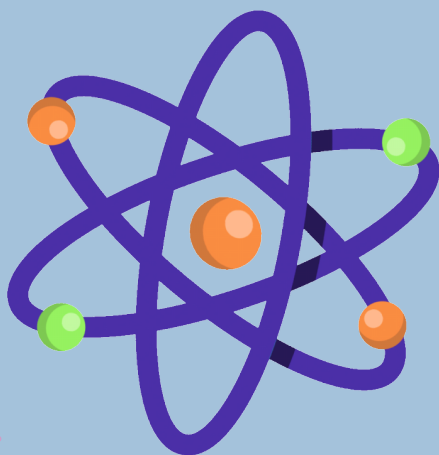
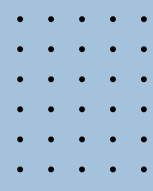
It is the process of disseminating the project activities and results to as wide an audience as possible, **INFIRMING OTHERS** about the project and increasing the **IMPACT** of the project.



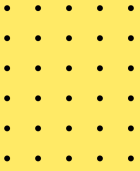
With your dissemination activities;

You can increase the visibility of your project, achieve your project goals faster, communicate better with your partners, inspire new and creative projects, and contribute to the implementation of policies.



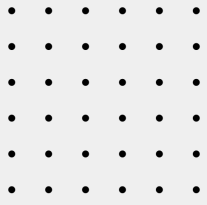


MANAGING EUROPEAN PROJECTS



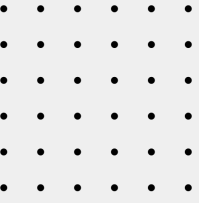


PROJECT START

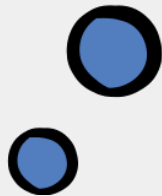


To sum up;
“In the idea and writing phase of the project;
Identifying the problem and/or need as a priority,
Conducting a comprehensive literature search,
Establishing the right project team, Finding the right
partners, Planning all phases of the project, Using
resources effectively, Transferring the rules, goals and
priorities in the Erasmus+ Program Guide to the project,
Predicting sustainable outputs Finding innovative
approaches to dissemination, the Project responding to
the needs of a particular institution as well as benefiting
similar areas or sectors”.





“A well-equipped team, an idea born out of necessity, a well-planned process are inseparable features of a good project. “





[BECOMING ENTREPRENEUR-2021(KA2)]

In the frame of this project, we aim to create a sufficient level of entrepreneurial culture and tend to favor students' familiarity with financial issues by developing some basic requirements and the acquisition, through teaching based on skills, of basic knowledge and methodological tools for economic and financial awareness.

E-VENTURE (2021) (KA2)

The e-VENTURE project seeks to promote entrepreneurship among young people with fewer opportunities in the EU, through the use of gamification and new Information and Communication Technologies. The project will develop educational tools and innovative digital methodologies, and will support Youth workers in accompanying young people with fewer opportunities in creating business ideas or social projects. It will also develop the competencies and skills of young people with fewer opportunities, and promote their autonomy, employability, and the exchange of good practices in the field of social entrepreneurship.

Partner Countries

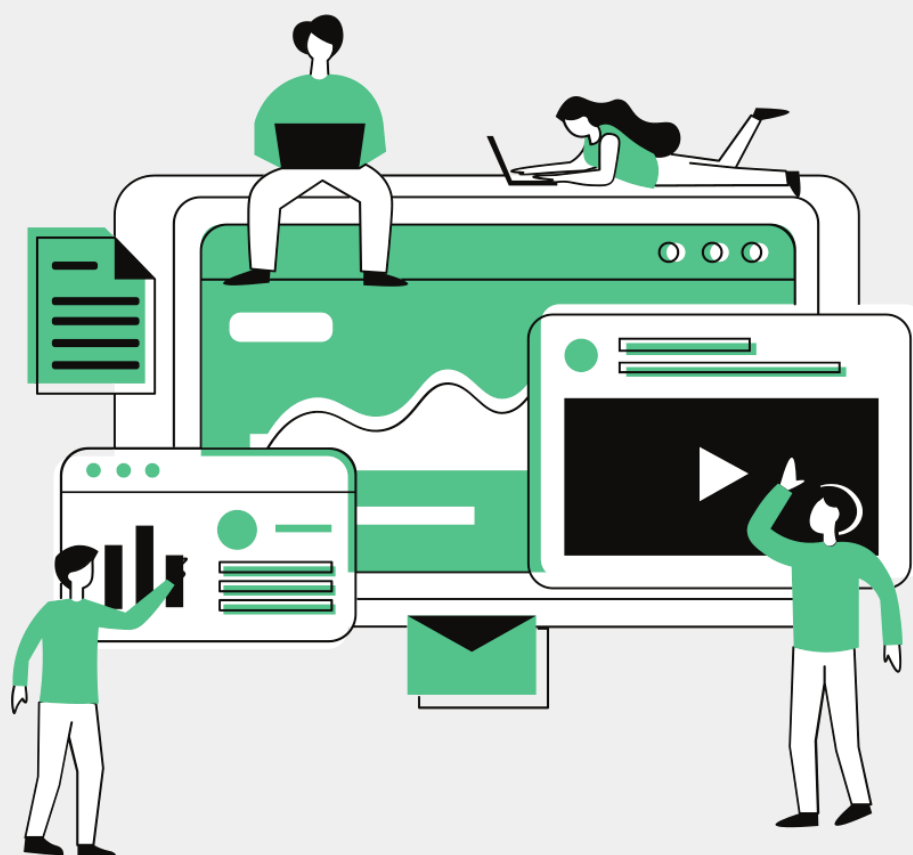
- **Spain**
- **Greece**
- **Romania**
- **Italy**

Gender Equality in Digital Competences (2022) (KA2)

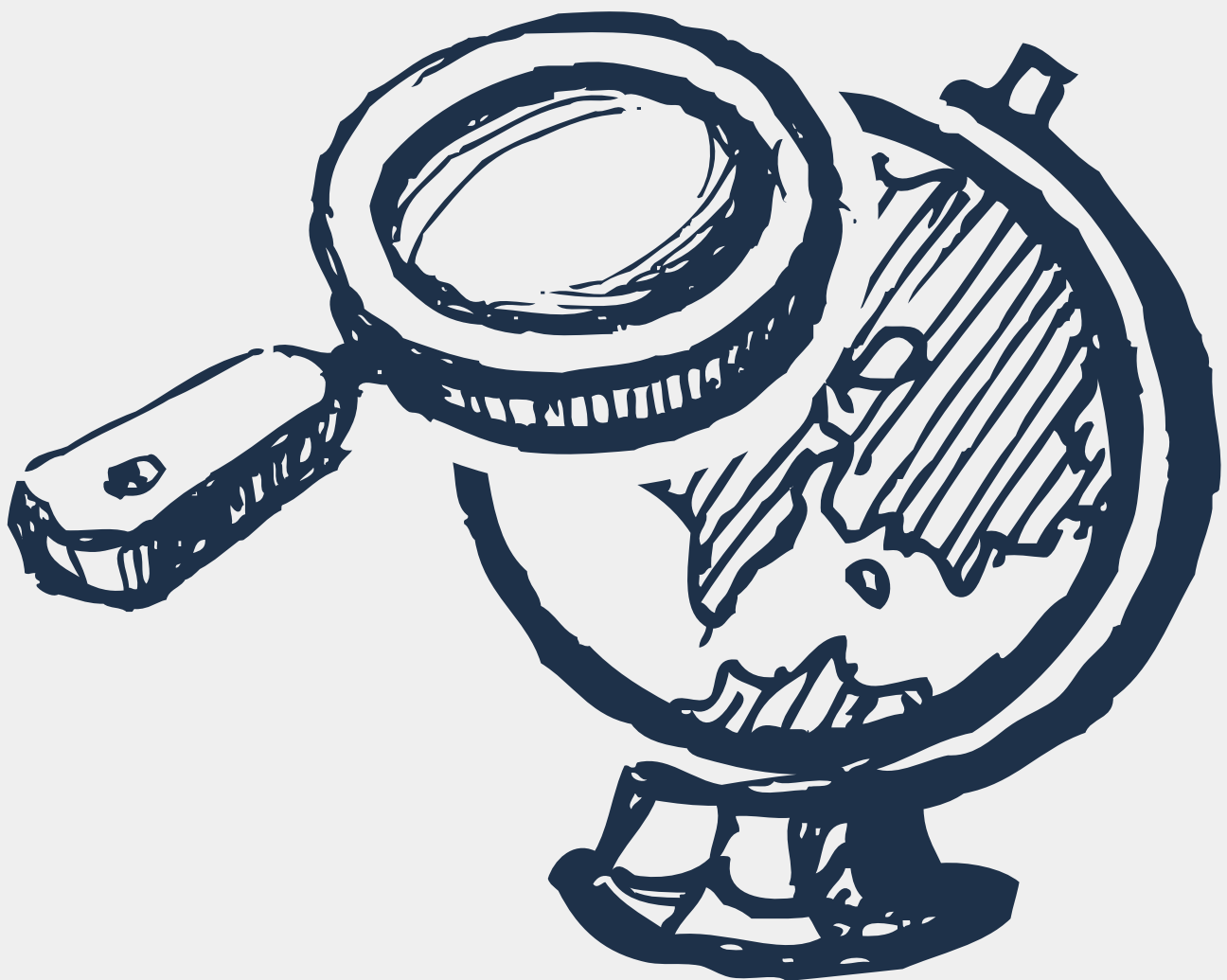
The project aims to promote gender equality in digital competences by providing education, training and resources to empower women and provide them with better opportunities. It will monitor and analyze how gender inequality affects people from disadvantaged areas, and increase opportunities for women to enter the labor market with basic digital skills. It will also address digital transformation by developing digital readiness, resilience and capacity. Finally, the project will strive to influence the current digital ecosystem by increasing the presence of women.

Partner Countries

- Spain
- Italy



Finding Partners and Communication



Involvement of active partners in the sector in the project; Detailed preparation of procedures, agreements and contracts regarding the distribution of duties and responsibilities to be carried out with the Partners, Ensuring communication and coordination between the Partners through clear and effective mechanisms; Taking care that the project benefits all partners; Calculating the budget items accurately and realistically is important for the healthy continuation of your partnership.



The project creates value for all partners and contributes to it;
It is important in terms of involving partners in the project.



Do not forget: “After determining your project topic, you can enter your search criteria in the project databases developed by the European Commission, and you can access the previously implemented projects and the contact information of the institutions/organizations that implemented the projects” (such as Erasmus+ Project Results Platform, School Education Gateway, EPALE)

Determining Team Members



“Teamwork is vital to the achievement of project objectives; For this reason, working with a team that was involved in the determination of the project team, especially during the preparation and execution of the project, will increase the success of the project.”



“The quality of your project is directly proportional to a planned and well-designed teamwork.”



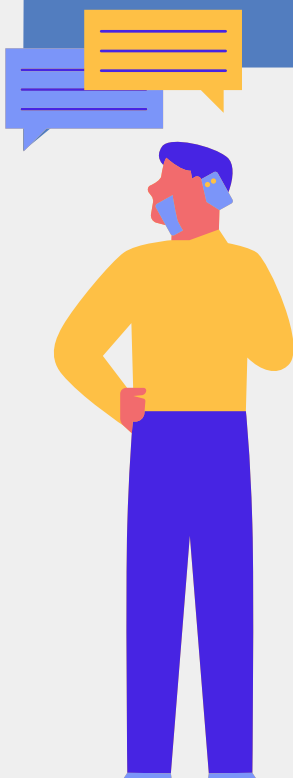
Determining of the participants



When determining the project participants, it is recommended to use objective criteria, to choose according to the needs of the project and the suitability of the activities in the project, taking into account the competencies and educational status of the participants.



A participatory selection process determined by objective criteria is a motivating factor for everyone when implemented with fair, transparent and recorded methods.



“Inclusion methods for daily youth worker's job” -2022 (KA1)

The project is designed for active youth workers in the inclusion field from 10 countries to empower European values, to promote the civic involvement and social inclusion in youth work. It is focused on creating a safe and creative space for participants to share and open up and to exchange ideas and experiences. During the course the participants will gain useful competencies in working in inclusion projects.

Youth in the Entrepreneurship Ecosystem (YEE) -2023 (KA1)

Youth in the Entrepreneurship Ecosystem-YEE (Girişimcilik Ekosisteminde Gençlik) is an Erasmus+ Youth Exchange project that aims to create an entrepreneurial culture among young people. The project activities will focus on increasing the knowledge of youth on the topic of entrepreneurship, giving them motivation to start implementing their business ideas, and enabling them to discover their hidden potential. It will also encourage unemployed youth to consider entrepreneurship as an alternative and give them the confidence to become entrepreneurs. YEE will use simulation activities to create an experiential learning environment and ultimately empower young people to take the first steps into the entrepreneurial ecosystem.

Echoes of Youth -2019 (KA1)

ECHOES OF YOUTH is a European project that aims to encourage entrepreneurial skills based on creativity and musical expression and to foster cultural integration between different countries. Through this project, participants are able to develop practical musical skills and transform a passion into a potential job. The project also promotes the Erasmus + program and its youth opportunities in the context of European contributions to the creativity of young people.

Partner Countries

Turkey

Spain

Greece

Italy

Budget Planning and Usage



While preparing the budget, issues such as implementation, expenditure, documents to be documented in the budget, distribution and management of the budgets to the partners, effective and fair use of resources should be well planned.

The grant items mentioned in the program guide should be well understood. The budget will be created according to the amounts you request in line with your activities. Make sure that the budget to be allocated to your institution is appropriate for the activities you specified in the application form.



While preparing your project budget, make sure that your activities are planned correctly and that appropriate resources are allocated to each activity.



Don't forget: Erasmus+ grant is given as a contribution to the project costs. It is not designed to cover the total cost of the project.



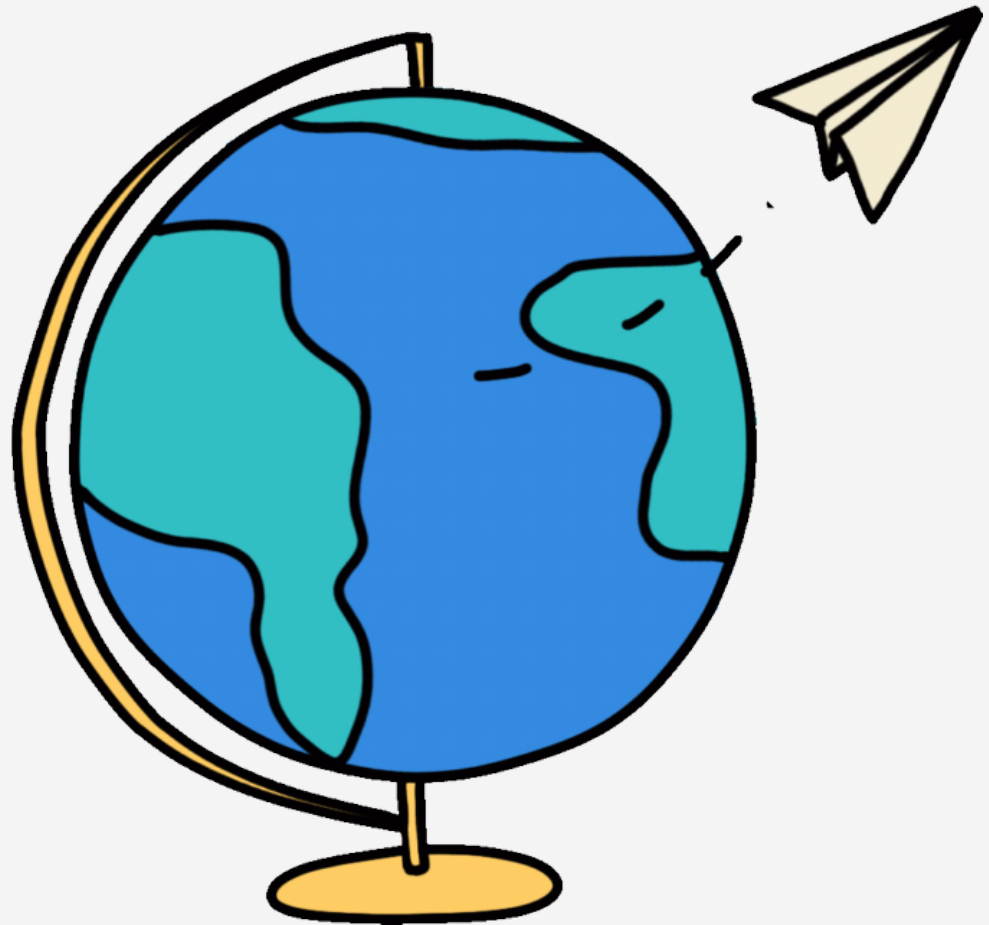
Don't forget : It is as important to spend the budget in accordance with the rules as it is to request it according to the rules. For this reason, all parties that make, record and are responsible for spending should be informed about the budget usage rules.



WHAT IS



EXTRAMUS ?



INTRODUCTION/BACKGROUND

Extramus is an innovative non-profit organization whose mission is to provide higher education students with professional and international mobility opportunities through Erasmus+ traineeship programs. Our vision is to promote the skill set of our students and equip them with the necessary experience and resources to succeed in their professional endeavors.

We aim to provide our students with a unique and innovative Erasmus experience, imbuing them with the necessary knowledge and skills to succeed in the labor market. We strive to foster an international community of like-minded individuals through our programs, as well as to create the perfect conditions for the personal and intellectual growth of our interns.

In order to achieve our goals, we provide our students with a comprehensive program that is tailored to their needs. We offer a wide range of programs, ranging from language and cultural exchange, to personal and professional development, to internship placements in various fields. In addition, we provide our interns with the necessary resources, such as accommodation, transport, and financial support.

We are proud to have recently been approved for Google's Non-Profit Program, which will allow us to further our mission to provide international mobility opportunities to higher education students. We are confident that our programs will provide our interns with the necessary experiences and resources to succeed in their professional endeavors.

Extramus has provided internship opportunities to more than 500 international university students since its establishment.

What is EU Project Management?



EU Project Management is the process of planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives within an agreed-upon timeframe and budget. It involves a range of activities, from setting project objectives and timelines to managing resources and risk to monitoring progress and evaluating results. It is a process that is used to ensure that European Union-funded projects are implemented in an efficient and effective manner.



Duties of the European project manager



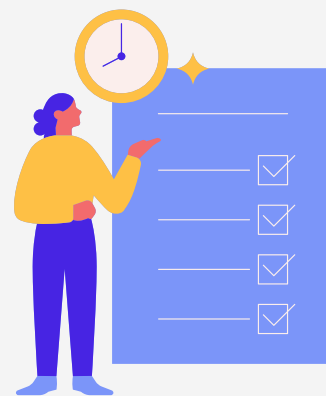
- 1. Develop project plans:** The project manager must develop detailed project plans, including timelines, budgets and resource requirements.
- 2. Lead project teams:** The project manager must lead, motivate and coordinate the project team to ensure successful delivery of the project.
- 3. Monitor progress:** The project manager must monitor progress and identify potential risks and issues and take corrective action where necessary.
- 4. Manage budgets:** The project manager must manage the project budgets, ensuring spending is kept within agreed limits and deliverables are achieved within budget.
- 5. Manage partners:** The project manager must manage all stakeholders, including participants, suppliers and partners, ensuring their needs are met and expectations are managed.
- 6. Report progress:** The project manager must report progress to senior management and stakeholders, ensuring they are kept informed of progress and any issues.
- 7. Comply with regulations:** The project manager must ensure the project is compliant with relevant internal and external regulations.

You have the skills mentioned and described above you can move on to other steps in project management

As the European project management department, one of our main goals is to write projects under different titles for erasmus+ project calls and receive grants from Eu for these projects. This project will likely be EU funded if you make clear the objectives and aims of the project. Before applying for project financing, the project should be agreed with the partners and the project should be written in collaboration with the partners.



European project department daily working plan in EXTRAMUS



1. Review the progress of ongoing projects: Check with the teams assigned to the various projects and review the progress that has been made. Discuss any issues that have arisen and any changes that need to be made to ensure the project stays on track.

2. Set goals for upcoming projects: Discuss with the teams assigned to the projects what goals need to be set in order to ensure the project is completed on time and within budget.

3. Monitor project performance: Check with the teams assigned to the projects and review the performance of the project. Identify any areas where improvements can be made and make sure the teams are accountable for the performance of the project.

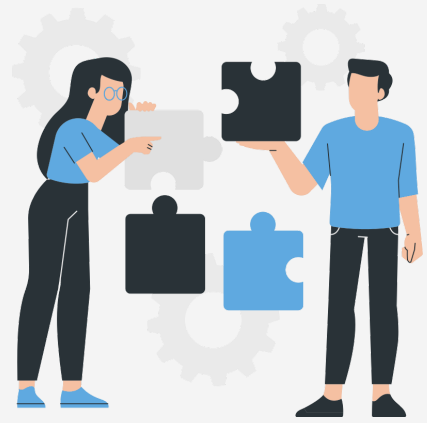
4. Update project documentation: Check the project documentation and make sure all the relevant information is up to date.

5. Review project risks: Review the potential risks associated with the project and develop strategies to mitigate them.

6. Prepare reports: Prepare reports on the progress of the project and the performance of the teams assigned to it.

7. Provide support to project teams: Provide guidance and advice to the teams assigned to the project to ensure they are successful in meeting their goals.





Important Note: All interns who want to work in the European project management department are expected to write at least 2 project ideas according to Erasmus criteria, find partners, complete all other criteria and make long-term planning until the end of the internship period. They will also take an active role in the meetings to be held with the partners in the planning of other projects carried out during their internship.

Interns are required to prepare a report on their activities to the department manager one week before the end of their internship. In addition, they should prepare a list of all the partners they contacted during their internship activities and send them an e-mail informing them of the people they will contact after the end of the internship.



Projects Prepared for the 1st Round of the 2023 Project Period (KA1)

Below you can find information about the projects prepared by the interns and the department manager until March 2023. For more information about the projects, you can check our website.

<https://www.extramus.eu/>

PROJECT NAME: KA152-YOU Mental Illness Awareness by YAN SHEFER (Intern Project Manager)

PROJECT NAME: KA154-YOU Learn & Vote by LOANE FROMAGET (Intern Project Manager)

PROJECT NAME: KA152- YOU " we are all one" by GAMZE BOZKURT (Department Project Manager and Coordinator)

PROJECT NAME: KA154-YOU Influence Of Social Media On Shaping The Diplomacy Of Young People by GAMZE BOZKURT (Department Project Manager and Coordinator)



Projects Prepared for the 1st Round of the 2023 Project Period (KA2)

PROJECT NAME: KA220-LADIES FIRST: Engaging Women in setting up their own business

PROJECT NAME: KA220 Integration of Refugees into Business Life by GAMZE BOZKURT (Department Project Manager and Coordinator)

PROJECT NAME: KA220 STEAM EDUCATION by GAMZE BOZKURT (Department Project Manager and Coordinator)

ALSO, WE HAVE PARTNERSHIP WITH DIFFERENT COUNTRIES ONLY FOR 11 PROJECT CALLS AT THIS PERIOD





extramus

<https://www.extramus.eu/>

European project Managment
Department Coordinator -
GAMZE BOZKURT