ENLIGHT BIP TIMELINE FOR ORGANISERS

For detailed guidance on BIP curriculum design, pedagogy and administrative procedures, see the ENLIGHT Tool-Kit

STEP 1

Get in touch with your International Office

Early coordination ensures your BIP plan aligns with ENLIGHT procedures and local deadlines, meets all admin requirements, and allows you to apply for course funding on time. Use the ENLIGHT contact list to find the right person.

STEP 2

Find ENLIGHT partners

BIPs are co-organised by at least 3 ENLIGHT partner institutions. If you need help with partner search, you can:

- Contact your ENLIGHT liason
- Use the ENLIGHT partner search platform

STEP 3

Secure Erasmus+ funding

The coordinating/host university applies via its International Office - check the local procedure and deadlines early. The support is a one-time lump sum (typically between €4,000 and €8,000, depending on the number of mobile students) to cover preparation and delivery costs.

STEP 4

Keep the minimum BIP requirements in mind

- 3 co-organizing institutions
- 3 ECTS points
- 10 mobile students (excluding host uni students)
- Blended format. Virtual (duration flexible) + physical component (5-30 days)

Co-design the course and syllabus with partners

Discuss the syllabus and learning outcomes.
Define the target group (study fields and academic level).
Agree on the structure, workload (ECTS), assessment and grading (pass/fail vs graded).
Assign teaching roles. Discuss the dates and practical details (tools/platforms, contact points).
For further guidance, consult the Tool-Kit

STEP 5

Local listing and institutional approval

Add the BIP to your local learning management system in line with local deadlines.
Depending on the institution, it may be necessary to obtain the approval of the relevant authorities at university level.

Publish course description

BIPs are communicated via the ENLIGHT website.
For your course to be published - fill out the dissemination sheet (link).
Submit the dissemination sheet by:

- 07 Feb (for courses running 01 Aug–31 Jan)
- 07 Sep (for courses running 01 Feb–31 Jul).

STEP 6

Funding for student and staff mobility

- Students apply for Erasmus+ funding via their home university (handled by mobility officers).
- Teaching staff can also apply for an Erasmus+ staff mobility grant. Amounts/terms vary by institution - ask partner lecturers to confirm with their mobility offices that funds are available.

STEP 7

Student onboarding

Reach out to approved students with a short course and lecturer/team introduction, key dates and expectations. If details are still being finalised, note when they'll be shared. Occasional updates ahead of the start date keep students engaged and may lower drop-outs.

Student registration

Student enrolment and Erasmus+ grant payments are handled by mobility officers at sending and receiving institutions.
Stay in close contact in case individual student cases need approval.

STEP 8

Deliver the course

Run the virtual and physical components. If students miss sessions or do not show up, inform your mobility officer immediately so they can follow up.

STEP 9

Course end: student documents

- Issue a Certificate of Attendance after the last course day (check if your mobility officer has a template).
- Grade students and ensure the Transcript of Records is issued within 4 weeks after the course ends.

STEP 10

Final report and next iteration

Complete the ENLIGHT final report and send it to your mobility officer.
Discuss with partners whether and how the course could run again next year.