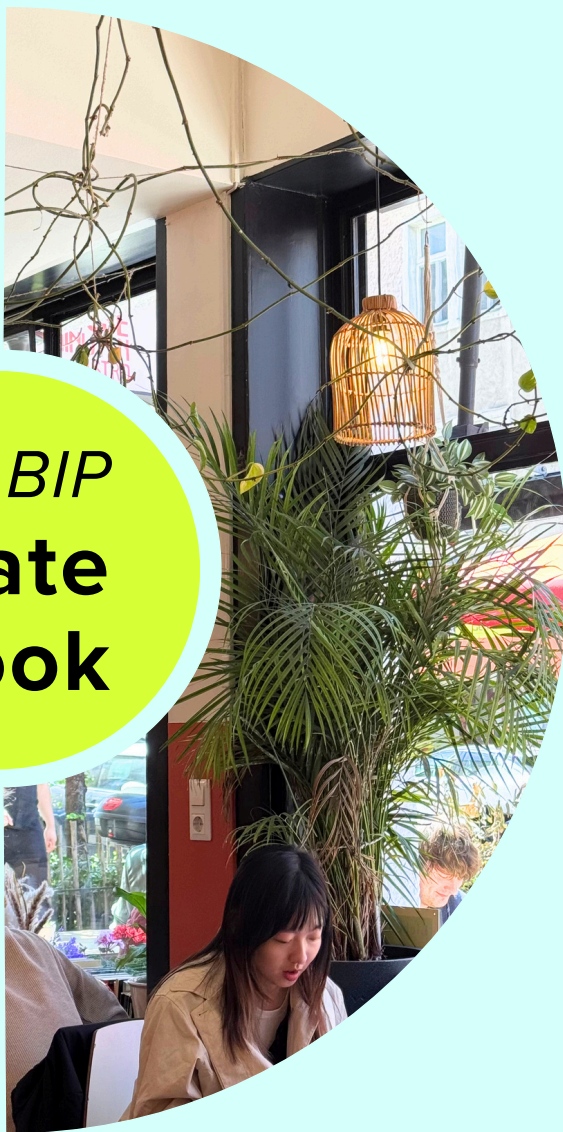




Erasmus+ BIP **Candidate Handbook**

***Your Comprehensive
Guide to Blended
Intensive
Programmes***

@p_doneva



This handbook aims to help those interested in participating in an Erasmus+ Blended Intensive Programme (BIP).



ERASMUS+ Participant's Welcome



A Blended Intensive Programme (BIP) is a shorter and more flexible format than a traditional semester exchange, but navigating the academic and financial paperwork is still a real and essential part of your journey. The easiest way to stay organized and ensure a successful international experience is to complete each phase in order: get selected, collect your host details, prepare your bank and academic documents, sign your contracts, arrange insurance, book your trip, and keep every travel document afterward. This handbook has been structured directly to guide you smoothly through every step of this process.

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About Blended Intensive Programmes (BIP)

A Blended Intensive Programme (BIP) is a short Erasmus+ mobility format that combines a short physical mobility abroad with a compulsory virtual component for collaborative learning and teamwork. For students, the physical part of a BIP must last between 5 and 30 days, and the entire activity must award a minimum of 3 ECTS credits.

BIPs were explicitly created as a more flexible Erasmus format, especially tailored for students who may not be able to do a full semester abroad but still want to gain an international academic experience.

Before Applying & Selection Process

■ Before Applying

You must apply through your own university, which sets the internal deadlines, eligibility rules, and required documentation. Most universities open BIP opportunities through their international office, Erasmus coordinator, faculty announcements, or internal student platforms. Before submitting your application, always double-check whether the BIP is open to your specific degree, faculty, and study cycle, whether there is a language requirement, if the programme awards ECTS, and if your home university requires a minimum GPA.

■ Common Application Questions

When applying internally through your university's selection portal, you will typically be required to fill out a questionnaire or application form. The standard applying questions usually include:

- **What is your current specialty?** (Your specific degree program, faculty, and current study cycle).
- **What is your average score?** (Your Cumulative GPA or academic performance verification to satisfy internal minimum conditions).
- **What extracurricular activities have you done?** (Any student organizations, volunteering, or relevant projects that support your nomination).
- **What is your motivation?** (A short statement explaining why you want to participate in this specific blended program).





Country Groups & Financial Grants

For Erasmus student mobility in higher education, programme countries are grouped for individual support according to their cost of living. The exact grants can be confirmed by your international office.



Group 1 (Higher Cost): Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden.



Group 2 (Medium Cost): Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain.



Group 3 (Lower Cost): Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey.

Travel Support & Green Travel: *Separate travel support may also apply. Support is added if you choose "green travel" (train, bus, or carpooling). Ask your university's international office how much is it and, if possible, organize the whole group to travel together, so it's more fun and more secure.*

Steps 1-4 Roadmap to Mobility



Step 1: Receive Selection

After applying internally, you will be informed of your selection by your home university. At this stage, you must collect your key mobility information (BIP title, host university, country and city, physical/virtual dates, ECTS credits, and organiser contacts) which will be needed for your future paperwork and travel planning.



Step 2: Official Host Details

Before filling in academic documents, ensure you receive the correct official info (course title, component description, Erasmus code, or exact academic format) from the host institution, as incorrect data can cause mistakes and delay approvals.



Step 3: Bank Document

Most universities require a bank certificate or official statement showing the account holder's full name, IBAN, bank name, and BIC/SWIFT code before a grant payment can be processed. Prepare this early!



Step 4: Learning Agreement

This ensures transparent preparation and academic recognition. You will log into the Online Learning Agreement (OLA) platform, select "Blended Mobility with Short-term Physical Mobility," and enter your personal information, study cycle, sending/receiving university details, Erasmus code, BIP title, ECTS credits, and physical/virtual dates.

Steps 5-8

Finalizing Pre-Departure



5 Get the Learning Agreement Signed

The agreement must be reviewed, signed, and approved by you, your sending university, and the receiving university before departure. Always download and save the final approved PDF once it is fully signed.

6 Sign the Grant Agreement / Financial Contract

This formal contract sets out your rights, obligations, grant amount, payment conditions, and reporting duties. Read it carefully before signing and verify that the dates perfectly match your learning agreement and the official BIP schedule.

7 Arrange Insurance

You are commonly required to have valid travel and medical coverage for your full period of mobility. Ensure your policy covers the destination country, the full mobility period, all travel days, transit countries, and basic medical/emergency assistance (an easy online option available in Bulgaria is Boleron).

8 Book Travel and Accommodation

Once your academic documents and contract are ready, you can safely book transport and accommodation. Before final confirmation, check the arrival dates required by the host, whether accommodation is offered by the organiser, whether the virtual component starts before the physical part, and if your transport qualifies for green travel.

STEPS 9-10

POST-MOBILITY RECORDS

■ 9. Save All Documents in One Folder

Before departure, gather all your paperwork and keep both digital and printed copies of your personal, academic, financial, and insurance documents in one secure central folder. This simple practice reduces stress and makes your reporting significantly easier after the mobility ends.

■ 10. Mandatory Report Form

After the BIP has ended you will be sent a detailed form asking you to access different aspects of your Erasmus experience (thus info is crucial to the EC to know what can be bettered). This form is mandatory to be filled.

Also many receiving universities send a form to the Erasmus students after the BIP has ended to rate satisfaction from the programme on a university level.



Master Summary Checklist

Here is the summarized, consolidated list of all documents you need to complete, keep, and manage throughout your BIP exchange experience:

Academic & Selection Documents:

Selection/nomination confirmation, BIP information sheet, and the final approved signed version of your Learning Agreement (OLA).



Personal & Financial Documents:

Valid ID card or passport, Student ID card, official bank account document, signed grant agreement / financial contract, and emergency contact details.



Insurance & Travel Documents:

Travel insurance policy, regular medication/prescriptions if needed, ticket confirmations, physical or digital boarding passes and accommodation booking.



Post-Mobility Proof:

Certificate of participation issued by the host, all used tickets and boarding passes, final report and any academic proof needed for final credit recognition.





Thank You!



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