Please find below more info on how we have set up the process for our Academia students going on mobilities within Europe through the Erasmus+ program. I believe it could serve you well in establishing a similar process at your institution. We can support you in this regard. Let me know if you have any questions.

**In general how we do it at Academia**:

At Academia we recognize the importance of inclusivity and have taken an individualized approach to each mobility. We ensure that candidates are personally informed about the process, options, and benefits available to those with fewer opportunities.  
  
For example, in our Erasmus+ application call we have inclusion categories, processes and requirements as well as benefits clearly explained.  
  
While we do not have a dedicated inclusion officer due to resource constraints, our international office staff members actively play a role in addressing the needs of participants with fewer opportunities. We take the opportunity to explain personally to each candidate the options and requirements related to fewer opportunities, encouraging them to make informed decisions.  
  
To enhance our inclusivity efforts, we have initiated improvements for the upcoming application calls. For traineeships in the 2023/2024 call and for studies in the 2024/2025 call (published recently), we have worked on providing clearer explanations of options, more transparency regarding necessary proofs and processes, and increased information sharing.

Categories we recognize as fewer opportunities:

**Special needs**  
physical, mental, intellectual or sensory deficits, e.g. disabilities, blind and partially sighted, deaf and hard of hearing, etc.  
**Health issues**  
Health problems, including severe or chronic diseases or any other physical or mental conditions.  
**Cultural differences**  
Individuals with a migrant or refugee background, newly arrived migrants, members of national or ethnic minorities, users of sign language, individuals with difficulties in language adaptation and cultural integration, etc.  
**Barriers related to discrimination**  
Discrimination related to gender (gender identity, gender expression, etc.), age, ethnicity, religion, belief, sexual orientation, disability or intersectional factors (a combination of one or more of the aforementioned discriminatory barriers).  
**Economic barriers**  
Economic deprivation, i.e. low living standards, low income and people who have to work for a living while being educated, are dependent on the social welfare system, are long-term unemployed, live in precarious conditions or poverty.  
**Social barriers**  
Limited social competences, antisocial or high-risk behaviors, students, parents, guardians, foster parents or a person who has lived or lives in institutional care.  
**Barriers related to education and training systems**  
Individuals who left education and training systems early, low-skilled adults, problems resulting from education systems that create structural barriers or do not fully take into account the special needs of individuals.  
**Geographical barriers**  
Living in remote or rural areas, in peripheral/outermost regions, in suburbs, in areas with fewer services (limited public transport, poor infrastructure) or less developed areas in third countries, etc.

**Proofs we ask of our students:**

- completed Statement\_Addition for a student with fewer opportunities (the template attached in the email, please use google translate to translate it)

*The student submits the statement when applying for mobility. The student is obliged to keep 'official' proof of the fulfillment of the condition(s) themselves and provide them at the request of the Erasmus+ coordinator if needed.*  
  
Examples of evidence (that student should keep and provide if necessary) by category: special needs (personal education plan - a document issued by the government to people with disabilities), health problems (doctor's certificate), barriers related to discrimination (only the statement for student with fewer opportunities), cultural differences (certificate about foreign nationality, migrant status), economic obstacles (contract of a state scholarship, certificate of unemployment from parents/guardians, certificate of permanent residence in a municipality in which the index of the average gross salary per inhabitant is lower than 85), social obstacles ( child's birth certificate, certificate of foster care, certificate of residence in institutional care), barriers related to education and training systems (certificate of completion of study obligations; certificate of completed education of parents/guardians not higher than high school), geographical barriers (proof on permanent residence in a remote municipality).

**Process at Academia:**

1. students are informed about this option trough the Erasmus+ mobility grant calls, info days, on personal meetings for the organization of mobility etc.

2. students get explanation of the categories and examples of proof they need to keep in their records in case we would need to provide it to justify the grant

3. students sing the attached statement where they are announcing they are fitting into one of this categories

4. students receive the top-up for fewer opportunities - this is also written and calculated in their grant agreement for the mobility

**We would therefore suggest for your institution the following:**

- establish your categories of students with fewer opportunities

- establish a transparent process (if this would be one of your criteria of student selection)

- include this information in the application call for mobilities at Academia (when we give you the info that we have it available)

- prepare clear info on how the student needs to proof this > for example a similar statement the student gives, if you need also to provide additional evidence like described above

- have a document (statement) that you can issue for Academia (it needs to be issued form your institution's responsible person) in order to confirm to us the student sent is indeed with fewer opportunities according to your established process and criteria

Please know that it is totally your institution's autonomy on how to set this process and categories, only rule is that the process is transparent and fair to all involved. In order to grant your students this top-up for a fewer opportunity student, we will need your document/statement as a proof that the student is, based on your processes/rules, a candidate with fewer opportunities (like describe above).