



Erasmus+ - Key Action 2
Capacity Building within the Field of Higher Education

TIGRIS Project

Project number: 586290-EPP-1-2017-1-DE-EPPKA2-CBHE-SP

TIGRIS Project Glossary (v. 1.0)

Abbreviation	Term	Description
	Applicant	The organisation that submits a funding application on behalf of a group / consortium of partners. There can only be one applicant per project.
BAD	Bank Account Details	The necessary bank account details of an individual/organisation which are required in order to make a financial transaction such as transferring payments.
	Beneficiary	When a project is approved for funding, the applicant becomes the beneficiary of the Erasmus+ grant.
BiPR	Bi-annual Partner Reports	Bi-annual reports by the project partners to the Project Coordinator UGOE and the TIGRIS Quality Leading Team.
BM	Bildungs- und Mobilitätsprogramme	The section at Göttingen International dealing with education and mobility programmes such as Erasmus+.
BP	Boarding Pass	A pass that authorizes a passenger to board an aircraft and is issued after one's ticket has been purchased or collected.
	Call	The period when applications can be made.
CBHE	Capacity Building within the field of Higher Education	A funding stream within the Erasmus+ programme which supports the modernisation, accessibility, and internationalisation of Higher Education in Partner Countries. These projects build on the success of the Alfa, Edu-link, and Tempus programmes.
CG	COIMBRA Group	Institutional abbreviation for project purposes.
CHU	Charmo University	Institutional abbreviation for project purposes.
CMP	Communication Management Plan	A plan that defines the project's communication structure, methods, tools, standards and procedures.
	Consortium	Two or more organisations teaming up to deliver a project. They can be from the same country or different countries.
	Contractor	If an application is successful, the applicant organisation for a project becomes the contractor.
	Coordinator	An organisation applying for Erasmus+ funding on behalf of a consortium.

CoS	Costs of Stay	Include the following expenses: subsistence, accommodation, local and public transport, personal/optional health insurance. Calculated per day per person and transferred to the partners accordingly. Additional costs incurred over and above the budgeted costs of stay are to be borne by the respective partner.
DEP	Dissemination and Exploitation Plan	A project-related document defining the dissemination and exploitation requirements for the Erasmus+ TIGRIS Project and how dissemination and exploitation of the project will be conducted.
DPU	Duhok Polytechnic University	Institutional abbreviation for project purposes.
	Eligible costs	Costs incurred during the implementation of the project that can be reimbursed from the project's budget.
E+	Erasmus+	Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. Its budget of €14.7 billion will provide opportunities for over 4 million Europeans to study, train, gain experience, and volunteer abroad. Set to last until 2020, Erasmus+ doesn't just have opportunities for students. Merging seven prior programmes, it has opportunities for a wide variety of individuals and organisations.
EACEA	Education, Audiovisual and Culture Executive Agency	Also referred to as "the Agency"; responsible for overseeing, monitoring, and assessing project activities. Located in Brussels, it manages parts of the European Union's programmes in education, culture, and audiovisual fields.
ECTS	European Credit Transfer System	ECTS is a credit system designed to make it easier for students to move between different countries. Since they are based on the learning achievements and workload of a course, a student can transfer their ECTS credits from one university to another so they are added up to contribute to an individual's degree programme or training. ECTS helps to make learning more student-centred. It is a central tool in the Bologna Process, which aims to make national systems more compatible. ECTS also helps with the planning, delivery and evaluation of study programmes, and makes them more transparent.
EHEA	European Higher Education Area	The European Higher Education Area (EHEA) is the result of the political will of 48 countries which, step by step during the last eighteen years, built an area using common tools. These 48 countries implement reforms on higher education on the basis of common key values – such as freedom of expression, autonomy for institutions, independent

		students unions, academic freedom, free movement of students and staff. Through this process, countries, institutions and stakeholders of the European area continuously adapt their higher education systems making them more compatible and strengthening their quality assurance mechanisms. For all these countries, the main goal is to increase staff and students' mobility and to facilitate employability.
EPU	Erbil Polytechnic University	Institutional abbreviation for project purposes.
ERA	European Research Area	The European Research Area (ERA) is a system of scientific research programs integrating the scientific resources of the European Union (EU). Since its inception in 2000, the structure has been concentrated on multinational cooperation in the fields of medical, environmental, industrial, and socioeconomic research. The ERA can be likened to a research and innovation equivalent of the European "common market" for goods and services. Its purpose is to increase the competitiveness of European research institutions by bringing them together and encouraging a more inclusive way of work, similar to what already exists among institutions in North America and Japan. Increased mobility of knowledge workers and deepened multilateral cooperation among research institutions among the member states of the European Union are central goals of the ERA.
	Erasmus Charter for Higher Education	Higher education institutions must hold this Charter to take part in Erasmus+.
	Equipment Costs	May be used to support the purchase of equipment on condition that such equipment is not ineligible and is directly relevant to the objectives of the project. Equipment is intended exclusively for the Partner Country HEIs (as defined in the Programme Guide) which are included in the partnership. If the purchase of equipment is over €25,000, beneficiaries shall launch a tendering procedure. Equipment costs are based on actual costs.
ET	E-ticket	The electronic ticket issued at the time of making a flight reservation indicating the travel itinerary, airlines, flight times, flight cost, etc.
FIF	Financial Identification Form	A form to be submitted by each beneficiary indicating the bank account to which all project payments/transfers should be made.
Focal	Focal Point	see Local Project Manager (LPM)
FR	Final Report	A report issued at the end of an activity, describing the actions/measures undertaken, any problems encountered, achievements/results, inputs/outputs,

		outcomes, and overall impact. This document, due at the end of the project, allows the overall evaluation of the project.
GA	Grant Agreement	A contract between the EACEA and the Coordinating Institution, signed on behalf of the Consortium as a whole, dictating the use of the grant and stipulating the joint responsibilities of all beneficiaries. Can only be amended in writing and after authorisation from the EACEA – changes cannot be implemented retroactively.
GCU	Grupo Compostela de Universidades	Institutional abbreviation for project purposes.
GII	Global Impact Institute	Institutional abbreviation for project purposes.
HE	Higher Education	An optional final stage of formal learning that occurs after completion of secondary education. Often delivered at universities, academies, colleges, seminaries, conservatories, and institutes of technology, higher education is also available through certain college-level institutions, including vocational schools, trade schools, and other career colleges that award academic degrees or professional certifications.
HEI	Higher Education Institution	An organisation providing higher, post-secondary, and tertiary education. HEIs include traditional universities and profession-oriented institutions, such as universities of applied sciences and polytechnics.
HI	Health Insurance	An insurance which covers the whole or a part of the risk of a person incurring medical expenses, spreading the risk over a large
HR	Human Resources	Human resources are the people who make up the workforce of an organisation, business sector, or economy i.e. the personnel employed by a given company/institution.
	Input	Everything that is used to produce a certain result.
IB	Internationale Beziehungen	The section at Göttingen International dealing with the university's international profile, strategic partnerships, liaison offices, university networks and regional coordination.
	Ineligible costs	Costs incurred during the implementation of the project that <u>cannot</u> be reimbursed from the project's budget.
IR	International Relations	A branch of political science dealing with the relations between nations.
IRO	International Relations Office	An institutional unit tasked with coordinating, managing, and trouble-shooting aspects related to international student services, enrolment, support, and internationalisation strategies. Such an office oversees all dealings with international students, providing administrative and pastoral

		support, and facilitating academic support wherever necessary.
ITR	Individual Travel Report	A document established in order to demonstrate the fact that the travel and activity actually took place. This document acts to justify staff costs which any partner institution intends to charge to the Erasmus+ CBHE grant, and hence must be filled in by each participant on the occasion of each meeting/project activity.
	Joint Declaration (formerly Staff Convention)	A document established solely for the purpose of justifying staff costs which any partner institution intends to charge to the Erasmus+ CBHE grant; this agreement does not alter in any way the employment conditions existent between the partner institution and the staff member.
KA	Key Action	The title of the three strands of Erasmus+ funding available.
KISSR	Kurdistan Institution of Strategic Studies and Scientific Research	Institutional abbreviation for project purposes.
K-O	Kick-Off Meeting	The first project meeting during which the project's implementation, strategies, objectives, and upcoming project activities are discussed and defined.
KUL	Katholieke Universiteit Leuven	Institutional abbreviation for project purposes.
LPM	Local Project Manager	An individual at each partner organization, who acts a main contact point for communication for the management of the project. In context of the TIGRIS Project, they are referred to as Focal Point or Focal.
LPMT	Local Project Management Team	An individual or group of individuals at each partner university tasked with overseeing the implementation of project activities and supporting the Coordinator in their duties.
MHESR	Ministry of Higher Education and Scientific Research of Kurdistan	Organisational abbreviation for project purposes.
MM	Meeting Minutes	A document produced after a meeting documenting and detailing the course and content of the meeting as well as summarizing its results (e.g., decisions, agreements, tasks, responsibilities, To-Dos, etc.). Preferably, meeting minutes will be produced for every meeting held in the course of the project.
	Mobility	A project where participants go to another country to study, train, volunteer etc. for a set period.
MP	Management Plan	A project-related document outlining the project management approach of the TIGRIS project.
MU	Masaryk University	Institutional abbreviation for project purposes.
NA	National Agency	The organisation that manages Erasmus+ in a particular country.
	Outcome	An intangible added value achieved through the achievement of the project objectives and

		targets. Ordinarily, such added value defies quantification, whether it covers concrete events and actions such as training, training platforms, content or methodology, or more abstract consequences such as increased awareness, increased skills or improved abilities, knowledge and experience gained by participants, partners or other stakeholders involved in the project.
	Output	A tangible product which is produced by a given project and which may be quantified; outputs can be accessible products like curricula, studies, reports, materials, events, or websites
	Participant	An individual who takes part in a project through a participating organisation.
PP	Participant Portal	This is a European Commission website where all organisations involved in an application must register beforehand.
PIC	Partner Identification Code	In order to participate in a project proposal, each organisation needs to be registered and have a 9-digit Participant Identification Code which should be quoted in all correspondence with the Commission.
PA	Partnership Agreement	A legally binding bilateral or multilateral contract between the consortium partners and the Coordinator outlining the detailed implementation modalities of the project and cooperation mechanisms amongst the partners; to be provided to the EACEA within 6 months of signing the Grant Agreement.
	Programme Country	EU or non-EU countries participating fully in Erasmus+. Programme Countries are listed in the Programme Guide.
	Partner Country	A country which does not participate fully in Erasmus+ but may take part in certain Actions. Partner Countries are listed in the Programme Guide.
PDCA	Plan – Do – Check – Adjust	Project management approach
PO	Project Officer	An EACEA staff member designated to monitor project activities, provide advice to the Coordinator/partners, and act as the main point of liaison between the Coordinator and EACEA.
	Participating Organisation	An organisation or group involved in an Erasmus+ project.
	Partner Organisation	An organisation involved in a project but not taking the role of applicant.
	Programme Guide	The European Commission's publication giving details of Erasmus+ funding and criteria.
PR	Progress Report	The Progress Report provides the EACEA with an update on how the project is advancing against original plans and budgets, enabling the EACEA to determine whether project funding should be continued or curtailed in any way; due for submission half-way through the project lifecycle.

	Project	A set of activities with pre-defined objectives, dissemination and results.
PMT	Project Management Team	A group of individuals at each partner university tasked with overseeing the implementation of project activities and supporting the Coordinator in their duties. For TIGRIS, the PMT consists of each partner's Focal.
QA	Quality Assurance	Any systematic process of checking to see whether a product or service being developed meets the specified requirements; constitutes a means of preventing mistakes or defects or allowing corrective measures to be identified and ensuring the ongoing quality of an action.
QAM	Quality Assurance Mechanism	A document showing each WP and each of the WP's deliverables while at the same time defining the quality standards for each deliverable. The QAM will be used to check if the standards have been met or not and whether the deliverables were produced in time. The quality assurance mechanism as an excel document will be continuously updated by the WP leaders and controlled by the QLT
QLT	Quality Leading Team	A team of individuals responsible for overseeing, managing, and carrying out quality assurance during the project lifetime (in this case an internal team composed of individuals at select partner institutions).
QP	Quality Plan	A project-related document defining the project's quality policies, procedures, criteria for and areas of application, and roles, responsibilities and authorities
RA	Risk Analysis	A project-related document identifying project risks and devising relevant mitigation strategies.
ROC	Reclamation of Costs	Reimbursement request form in which expenses incurred can be claimed back from a project and which must be submitted – in its original together with all original, hard copy receipts – to the Coordinator.
RUG	Rijksuniversiteit Groningen	Institutional abbreviation for project purposes.
SA	Subsistence Allowance	A limited budget (pre-defined fixed lump sum) intended to cover food expenses, accommodation expenses, general living costs and similar.
	Staff Convention	A document established solely for the purpose of justifying staff costs which any partner institution intends to charge to the Erasmus+ CBHE grant; this agreement does not alter in any way the employment conditions existent between the partner institution and the staff member.
SC	Steering Committee	A group of individuals elected to make decisions on behalf of the project partners, to

		establish priorities and courses of action, and manage the overall general implementation of the project.
	Staff Costs	Constitutes costs to which staff members of the beneficiary HEIs are entitled if they perform tasks which are directly necessary to the achievement of the project objectives. These costs are based on unit costs per country and staff category. The four staff categories include managers, researchers, technical staff, and administrative staff. The staff category to be applied to each individual working on the project will depend on the work performed in the project and not on the status or title of the individual in their home institution.
SPU	Sulaimani Polytechnic University	Institutional abbreviation for project purposes.
SR	Staff Report	A report submitted by staff members describing, amongst others, the activities undertaken, problems encountered, solutions or rectifying measures taken, achievements, and impact of an action.
	Subcontracting Costs	Subcontracting refers to the implementation of specific tasks by a third party to whom a service contract has been awarded by one or several beneficiaries. Subcontracting is intended for specific, time-bound, project-related tasks which cannot be performed by the Consortium members themselves. Any subcontractor will be reimbursed on the basis of the eligible costs actually incurred (actual costs).
	Supporting documents	Every project-related document that provides proof of project actions, activities and results.
SU	Salahaddin University – Erbil	Institutional abbreviation for project purposes.
TIGRIS	Transfer of Good Practices & Reinforcement of Internationalisation Strategies in Kurdistan	Project acronym and full project title.
TG	Target Group	The group of people which a policy, campaign, project or similar is hoping to influence in some way or at which a product/service is aimed.
TOR	Transcript of Records	Details the courses/activities undertaken whilst at the host institution, including grades and credits awarded.
TQM	Total Quality Management	A system of management based on the principle that every member of staff must be committed to maintaining high standards of work in every aspect of a company's operations.
TR	Travel Report	A document recording the details of any travel undertaken within the framework of the project together with the details of the activity performed.

UC	Unit Cost	Costs such as staff costs, travel costs, and costs of stay, for which a specified lump sum is awarded. Based on the principle of the “triggering event”: beneficiaries must prove that the activities were implemented during the eligibility period and expected outputs were produced (i. e. with supporting documentation*), but they will not have to justify the level of spending, thus meaning that there exists a certain flexibility in the way the funds awarded are managed to cover expenses.
UGOE	University of Göttingen	Institutional abbreviation for project purposes.
UoH	Halabja University	Institutional abbreviation for project purposes.
UoR	University of Raparin	Institutional abbreviation for project purposes.
UoS	University of Sulaimani	Institutional abbreviation for project purposes.
VAT	Value Added Tax	A value-added tax (VAT), known in some countries as a goods and services tax (GST), is a type of general consumption tax that is collected incrementally, based on the increase in value of a product or service at each stage of production or distribution. In short, it is a tax that is added to the price of goods or services.
	Virement	The process of transferring items from one financial account to another.
WP	Work Package	A work package is a group of related tasks within a project. Because they look like projects themselves, they are often thought of as sub-projects within a larger project.



The European Commission support for the production of this publication does not constitute an endorsement of the contents, which reflects the views only of the authors, and the Commission cannot be held responsible for any use, which may be made of the information contained therein.