



Education, Audiovisual and Culture Executive Agency

Erasmus Mundus & External Cooperation

- ERASMUS MUNDUS -

EXTERNAL COOPERATION WINDOW

ASIAN REGION

**Guidelines for grant applicants responding to the Call for Proposals
for the implementation of the window in academic year 2008/2009**

CALL FOR PROPOSALS – EACEA 21/08

NOTICE

On 8 February 2007, the Commission adopted Decision 2007/114/EC amending Commission Decision 2005/56/EC setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture (hereinafter referred to as 'the Agency'), and extending the Agency's lifespan till 2015. Its mission is to implement a number of strands of more than 15 Community funded programmes and actions in the fields of education and training, active citizenship, youth, audiovisual and culture. The Agency is in charge of most management aspects of the programmes, including drawing up calls for proposals, selecting projects and signing project agreements, financial management, monitoring of projects (intermediate reports, final reports), communication with beneficiaries and on the spot controls.

The Commission entrusted the implementation of the window governed by this call for proposals to the Education, Audiovisual and Culture Executive Agency.

The European Commission reserves the right not to award all available funds, as well as to increase or decrease the indicative amounts according to the appropriations which may finally be made available: should there be no proposals of sufficient quality or should the proposals not consume all credits, the European Commission reserves the right to use the remaining funds to finance further proposals covered by the same financial instrument.

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1 Erasmus Mundus external cooperation window: introduction

1.1 Background

The European Union recognises the importance of higher education for economic and social development. Higher education plays a crucial role in producing high quality human resources, in disseminating scientific discovery and advanced knowledge through teaching and educating future generations of citizens, high level professionals and political leaders, who in turn can contribute to better governance.

The increasing speed at which existing knowledge becomes obsolete, and the rapid changes in the means by which it is delivered and renewed, will require high adaptability of the education sector to meet the needs of the economy and of society as a whole. Countries that are only weakly connected to the global knowledge economy will find themselves increasingly at a disadvantage and will not be able to generate adequate socio-economic conditions for the population. In a context of globalisation, this knowledge divide does not contribute to harmonious relations between nations and to understanding among the peoples, thus adversely influencing political stability.

Against this background, the promotion of international cooperation between the European Union and Third-Country higher education institutions and in particular the facilitation of institution-based mobility is a win-win situation for its potential contribution to the mutual enrichment of nations and to a better understanding of peoples. Institution-based mobility has the capacity not only to improve the results of education, but also to create lasting links and generate mutual enrichment and understanding between the peoples.

In this context, the Erasmus Mundus External Cooperation Window (EMECW) offers a unique higher education institutional cooperation frame and training opportunities relevant to the skilled manpower needs of the targeted regions and the EU. Thus, EMECW students and academic staff benefit from the opportunity to study in Europe and abroad while the participating universities raise their capacities, build pole of expertise and gain international visibility. In particular the profile of the European higher education model, and indeed Europe as a whole, is raised. The present scheme is, therefore, fully in line with (a) the Bologna Declaration (19/06/99) which states that it is necessary to ensure that Europe's higher education sector acquires a degree of attractiveness in the wider world equal to Europe's major cultural and scientific achievements, (b) the Barcelona European Council (15/03/02 and 16/03/02) which affirmed opening-up to the wider world as one of three key goals for education systems, and (c) the European Ministers of Education meetings in Prague (19/05/01) and Bergen (19-20/05/05) which emphasised the importance of enhancing the attractiveness of European higher education to students from other parts of the world.

The Erasmus Mundus External Cooperation Window (EMECW) combines the European Union education, cooperation and external policies to further deepen and enhance the higher education cooperation links between the EU and the rest of the world. This window complements current and previous higher education schemes in the field. It covers new actions and builds on the positive results that other programmes like Life Long Learning (including Erasmus), the general Erasmus Mundus, Tempus, ALFA, ALBAN, AsiaLink and Edulink have generated in the different targeted regions.

2 Objectives of the programme

The Erasmus Mundus External Cooperation Window aims at mutual enrichment and better understanding between the European Union and Third-Countries, through the exchange of persons, knowledge and skills at higher education level.

The main overall objectives of this mobility scheme are:

- To enhance the international cooperation capacity of universities in third-countries by facilitating transfer of know-how and good practices in the field of student and academic staff mobility;
- To promote cooperation between sending and hosting institutions, thus mutually enriching the educational environment of both the hosting and sending institutions in the European and Third-countries;
- To enable students to benefit linguistically, culturally and educationally from the experience of pursuing academic studies in another country. This will contribute to the mutual enrichment of societies by developing a pool of well-qualified, open-minded and internationally experienced young women/men as future professionals and leaders, capable of responding to the challenges of the new Global Knowledge Society of a globalised world and of improving governance;
- To improve the transparency and recognition of studies and qualifications, in particular by favouring the practical implementation of Common Areas of Higher education triggered by the interest in the "acquis" of the Bologna process¹;
- To contribute to provide good students from vulnerable groups (i.e. refugees, displaced populations, disabled foreign students, economically disadvantaged groups and indigenous populations etc) with further education and professional development and empowerment for leadership, thus contributing to disseminate European Union social and democratic values;
- To enhance the skills and qualifications of foreign higher education staff so that they can contribute actively towards improvement of quality and pertinence, to university research, to changes in system governance and to innovation of higher education through an institution-based visiting teacher exchange system.
- To build the capacity of the administration and public and private sector by participation of their staff in higher education mobility activities (especially through doctorate and post-doctorate activities);
- To enhance in the medium term the political, cultural, educational and economical links between the European Union and Third-countries;

2.1 Specific Objective and geographical coverage of the Call

The Erasmus Mundus External Cooperation Window is designed to foster institutional co-operation in the field of higher education between the European Union and Third-countries through a mobility scheme addressing student and academic exchanges for the purpose of studying, teaching, training and research.

¹ Bologna process is a process aiming at the creation of a Common Area of education in Europe by 2010.

The current call for proposals will cover the Asian region in the framework of the DCI² regulation.

The targeted countries are listed here below:

Afghanistan, Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Malaysia, Maldives, Myanmar/Burma, Nepal, North Korea, Pakistan, Philippines, Sri Lanka and Thailand.

2.2 Thematic fields of study and country needs

Regional needs and thematic fields of study

The present call for proposals is open to mobility scheme operating in all fields of study. However, based on an analysis of the specific region needs, a list of regional needs in terms of thematic fields of study has been identified for this window. Proposals operating in the following fields could be given priority over proposals operating in other fields provided that they can meet the high quality level requested. The list of codes related to the thematic fields of study identified as regional needs is annexed to the Application Form:

- Agricultural Sciences (01)
- Architecture, Urban and Regional Planning (02)
- Business Studies and Management Sciences (04)
- Education, Teacher Training (05)
- Engineering, Technology (06)
- Geography, Geology (07)
- Law (10)
- Medical Sciences (12)
- Natural Sciences (13)
- Social Sciences (14)
- Other Areas of Study (16)

Applicants will be asked to prove the relevance of the mobility project to the objectives of the Call, the needs and constraints of the target groups and countries. In case applicants need to obtain further information concerning the targeted country needs in the field of higher education cooperation, they are invited to consult the following webpage http://ec.europa.eu/world/index_en.htm or the respective EC Delegations.

3 Timetable

The deadline for submission of applications is **31st October 2008** at the latest. Any application received after the deadline will automatically be rejected.

² DCI – Development Cooperation Instrument

The planned duration of a project may **not exceed 45 months**.

Eligible activities, including preparatory activities, can start on 1st December 2008 provided that contracts have been signed. The actions should all be finished before 1st September 2012.

Except in cases of "force majeure" duly justified and subject to prior authorisation by the Agency, **all individual mobility must start at the latest by 1st of September 2009**.

Partnerships will have to provide the list of selected students and academic staff, plus a reserve list, to the Agency before the start of the mobility and at the latest **by 1st April 2009**.

The Agency plans to announce the award decision by the end of November 2008 (this date is indicative only and depend on the number of applications received).

4 Budget available

4.1 Indicative global amount

The overall indicative amount made available for the Asia region under this call for proposals is **EUR 11.085.700**, aiming at a total minimum mobility flow of **360 individuals**.

4.2 Eligible costs

The Agency will contribute to financing institutional-based **partnerships** of European and Third-Country higher education institutions with a grant to cover both types of activities

- ✓ the costs of the **organisation of individual mobility** of higher education students and academic staff and
- ✓ the costs of the **implementation of individual mobility**. The types of mobility and education to be funded in this call are:
 - Students: undergraduate, master, doctorate and post-doctorate mobility opportunities
 - Academic staff: exchanging for the purposes of teaching, practical training and research.

More details on the types of activities and eligible target groups for individual mobility flows in the framework of these projects are given below under section 6.5, 'Eligible activities'.

4.3 Size of grants

The size of the grants depends on the number of people participating in the mobility activities, the duration and the type of education (undergraduate, master, doctorate, post-doctorate) and the visiting academic staff. **Within the overall indicative budget available under this Call the Commission expects to select two partnerships. The maximum individual estimated budget per partnership is 5.542.850 €**

5 Selection Procedure

Proposals are selected through a competitive system based on their academic quality, and all candidates are subject to the same application rules. Please read carefully all recommendations and guidelines regarding the content, design and expected outcomes of your project.

Please note that the evaluation of your application(s) submitted under this call will undergo the following selection procedure:

1. Administrative eligibility Check
2. Eligibility of the applicants and partners following the Selection Criteria
3. Assessment of the applications following the Award Criteria

1. The administrative eligibility check will assess if:

- ✓ The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- ✓ The Application Form satisfies all the criteria mentioned in the Checklist (Section III of the grant Application Form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following the administrative eligibility check, the Agency will inform the non-eligible and non-compliant applicants.

2. The eligibility of the applicants and partners will be performed on the basis of the selection criteria reported in section 8 of these Guidelines, the supporting documents and the Declaration by the applicant signed and sent together with the application.
3. The eligible applications will be technically assessed on the basis of the award criteria reported in section 9 of these Guidelines with the assistance of independent academic experts. Applicants are encouraged to familiarise with the evaluation grid reported in section 9 of these Guidelines.

6 Eligibility Criteria

6.1 Definitions

For a better and common understanding, please note that:

Applicant refers to the partnership's lead institution (also referred to as "coordinating institution") that submits the proposal and which, if selected, will act as contracting party;

Partnership refers to the grouping of institutions, i.e. the applicant and its partners;

Partner refers to institutions - other than the applicant - that are members of the partnership and act as home and/or host institution for the students and academic staff involved in individual mobility;

Associate refers to the other types of organisations or institutions from the eligible countries that can be involved in the action.

Applications which comply with the following criteria will be the subject of an in-depth technical evaluation.

6.2 Eligible countries

The eligible countries for the activities covered by the Call are:

- The 27 member States of the European Union (listed under section 6.3)
- The European Candidate countries and EEA countries (listed under section 6.3)
- The following Asian countries: Afghanistan, Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Malaysia, Maldives, Myanmar/Burma, Nepal, North Korea, Pakistan, Philippines, Sri Lanka and Thailand.

6.3 Eligible types of beneficiary/applicants

The main beneficiaries of this programme are higher education institutions, students, teachers and educational staff of higher education institutions in third-countries covered by this call, the EU Member States and other eligible European countries.

In order to be eligible for a grant, applicants must meet all of the following four criteria:

- i. Be a legal person and
- ii. Be a university or higher education institution. In order to be eligible as a higher education institution, applicants and partners must provide courses at the undergraduate and/or graduate level of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a "University" or bear some other relevant name (e.g. "Polytechnic", "College", "Institute", etc). Institutions preparing students for foreign degrees (e.g. those operating as a branch or under a franchising agreement) are not eligible for support. To be eligible the university must have been awarded **an Erasmus Charter before the date of publication of the present call**³.

³ Exception will be made to applicants from Croatia since the country is not eligible within the Erasmus University Charter framework.

iii. Be registered in one of the following countries:

European Union			Other European eligible countries	
Austria	Germany	Netherlands	<i>Candidate countries:</i>	<i>EEA countries:</i>
Belgium	Greece	Poland	Croatia	Iceland
Bulgaria	Hungary	Portugal	Turkey	Liechtenstein
Cyprus	Ireland	Romania		Norway
Czech Republic	Italy	Slovakia		
Denmark	Latvia	Slovenia		
Estonia	Lithuania	Spain		
Finland	Luxembourg	Sweden		
France	Malta	United Kingdom		

iv. Be directly responsible for the management of the activities with their partners, not acting as an intermediary

6.4 Eligibility of partners and partnerships

Applicants must act with partner organisations as specified hereafter. Even though the Agency concludes an agreement with the applicant, all partners should be shown to actively contribute to the project. In order to ensure this, the applicant and its partners must draw up a partnership agreement defining the technical and financial rights and obligations of each member of the partnership.

Partners

Partners participate in implementing the action as co-beneficiaries and the costs they incur are eligible in the same way as those incurred by the grant applicant. They must therefore satisfy the applicant's eligibility criteria i and ii. Please note that the obligation to be in possession of an Erasmus Charter does not apply to Third-Country partner universities.

The minimum partnership for this call will be constituted of

- ✓ **Five European universities** having subscribed an Erasmus Charter from at least three European Union countries plus
- ✓ **At least two Universities from two different countries listed as priority in the window below**

Priority will be given to the partnerships that will include universities from the highest possible number of countries listed as priority, provided that they can meet the high quality level requested, in comparison to the others proposals received.

The Commission seeks to select two partnerships that will guarantee the broadest possible geographical coverage in the region. The countries identified as priority are here reported.

Geographical Window	Third Countries (priority)	Minimum number of individual mobility flow per partnership	Number of projects expected to be funded	Estimated maximum grant per partnership
Asia Regional	Afghanistan Bangladesh Bhutan Cambodia Myanmar/Burma Nepal Pakistan	180	2	5.542.850 €

The composition of the partnership may be enlarged by introducing universities from the following optional countries:

List of optional eligible countries (not compulsory)
China – India – Indonesia – Malaysia – Maldives- North Korea- Philippines – Sri Lanka – Thailand.

In order to ensure sound management of the partnership by the applicant, the maximum size of the partnership is limited to 20 partners.

Associates

Other types of organisations from the eligible countries can be involved in the action. They are not partners and do not have to sign the "partnership agreement". Such associates play an active role in the action but they are not beneficiaries and may not receive funding from the grant. Associates do not have to meet the eligibility criteria referred to in section 6.3.

The associates have to be mentioned in the Application Form.

As a matter of example some types of associates which could be particularly relevant for the objectives and activities of this programme are:

- Vocational Education and Training Institutes.
- Enterprises, chambers of industry and commerce and other pertinent partners including local, regional or national public entities as well as research centres. Regional institutions of higher education not belonging to any national system but formally recognised by one of the eligible countries.
- National and international non-profit organisations dealing with refugees, asylum beneficiaries, displaced populations and indigenous populations.

6.5 Eligible activities

The project will involve the organisation and implementation of students and academic staff mobility at all levels of Higher Education, the provision of education/training and other services to

foreign students and teaching/training and research assignments and other services to academic staff from the country/-ies covered by the project.

The project will be composed of two main parts:

- The partnership activities for the **organisation of mobility and the transfer of know-how and best practices** (*see specific rules under section 6.5.1 below*);
- The implementation of **individual mobility for students and academic staff** (*see specific rules under section 6.5.2 below*).

6.5.1 Organisation of mobility

This activity involves creating optimal conditions, through quality support measures, for students and academic staff to undertake periods of study/training/teaching/research at partner universities in other participating countries. Organisation of mobility can include the following non-exhaustive list of activities:

- provisions for selection of students and teaching staff to take part in the individual mobility activities;
- provision of adequate linguistic support;
- provision of information and assistance to students and teachers: e.g. introduction to the host institution, academic advice to students, assistance with practical matters such as accommodation, social security, visa and residence permits, travel, provision of tutor/mentor for incoming students;
- academic and organisational arrangements with partner institutions (e.g. for students: agreed examination criteria, academic recognition of study periods abroad; for teachers, the inclusion of courses taught in the regular programme of the host university; arrangements for student and course assessment, etc.);
- agreements with students on an individual work programme and on the workload required to pass any examinations or other forms of assessment (i.e. learning agreements);
- provision of transcripts to incoming students after completion and assessment of course work;
- provision of a students diploma supplement covering the courses followed in and the credits earned at the host institution(s)
- agreements with teachers on the lecture hours to be taught by the visiting teacher, which should form part of courses which are assessed as part of a degree/diploma offered by the host institution;
- arrangements for the monitoring of outgoing students,
- preparation of long-term recognition of studies between institutions through ECTS (European credit transfer system) or other compatible systems
- organisation of feedback from returning students and teachers to prospective outgoing students and teachers (this may include helping local student organisations or selected students in various departments to provide information and counselling services to outgoing or incoming students);
- internal evaluation and quality assessment mechanisms.

Projects will clearly need to describe the activities for organisation of mobility, as well as present the facilities and experience that the partnership already has in this kind of activity. In doing so they should cover the following aspects:

Explanation of how mobility will contribute to global objectives, including transfer of know-how

The project proposal will need to explain how it intends to accomplish two important objectives of the programme:

- The enhancement of the international cooperation capacity of universities in Third-country universities through the organisation of exchange schemes of higher education students and academic staff and the transfer of know-how gathered by European universities in the framework of their transnational cooperation activities (e.g. the Erasmus Programme) and the Bologna process.
- Facilitating academic recognition of periods of studying, training, research and teaching, with a view to favouring the creation and/or implementation of Common Areas of Higher Education. In this sense, it is a minimum requirement for all partners to **consider the study period abroad as an integral part of the study programme**. Full academic recognition will be given by the home university for the study period (including examinations or other forms of assessment) spent in the host university (-ies). For undergraduates and master students, at the end of the period of study abroad, the host university will provide the incoming student and the sending university with a transcript confirming that the programme of study has been completed and listing the student's results. It is recommended that the transcript of the study results is included in a Diploma supplement awarded to the student at the end of his/her studies.

The proposal will need to clearly state the role of the Third-country partner universities in attracting other universities from the same countries and in disseminating this experience and the availability of mobility opportunities within the Third-country concerned.

The project will need to show how individual mobility flows of Target Groups 2 and 3 (see table under section 6.5.2 below) will contribute to the wider dissemination of know-how, to capacity building and to the different objectives of the programme.

Visibility and communication strategy

The project will also aim at providing visibility of the European higher education sector and must therefore include a solid visibility and networking strategy aiming at reaching as many universities in the Third-countries concerned as possible and at increasing the higher education opportunities of vulnerable groups (refugees, asylum beneficiaries, displaced populations, disabled students, economically disadvantaged groups and indigenous populations) from the Third-countries concerned. Having a solid visibility and communication strategy will be considered an important qualitative element.

Sustainability strategy

For all activities regarding mobility of students both from partner and non-partner institutions, applicants will also need to explain in which way these mobility exchanges can favour the creation of durable links with Third-countries, how they can respond to the social, economical and political needs of the Third-countries concerned and how they will help to disseminate European social and democratic values.

Transparent selection mechanisms

Each proposal will need to explain the mechanisms foreseen for the selection of students and academic staff participating in the mobility. The mechanisms need to prove that they comply with the rules of transparency and equitable treatment, for example making the entry requirements public

and available in due time to the different target groups, using a students/scholars selection committee of the partnership institutions, organising selection panels in the sending countries, etc. Please beware that unilateral decision on selection by either a Third-country or European university is not considered to fulfil the minimum requirements of transparency and equal opportunities required by the Erasmus Mundus Cooperation Window.

The proposals will need to explain how the availability of mobility opportunities will be widely published for the different types of mobility and target groups.

The proposals will also need to explain how the eligibility of students and academic staff will be checked and how the criteria of academic merit, socio-economic conditions and national thematic priority will be weighed.

Proposals will need to explain how the **requirements on transparency and equitable treatment** will be applied in the selection of both students and academic staff from all three target groups.

In addition to that, Proposals will need to show how selection will tackle issues like **gender-balance, equal opportunities and the participation of disadvantaged groups** (disabled students, economically disadvantaged students). Clear provisions to favour real participation of disabled students into this programme are a requirement.

Proposals have to show in which ways the mobility scheme will increase knowledge rather than favour the **brain-drain** from Third-countries.

The Agency reserves the right to verify the transparency and equity of the selection procedure for students and academic staff. Fraudulent selection procedures will constitute a cause of exclusion of the partnership and lead to the termination of the agreements and the reimbursement of any funds already allocated to the partnership.

6.5.2 Individual mobility

There are **three Target Groups** for individual mobility flows and **five different types of individual mobility for students and academic staff**

Target Group	Target beneficiaries	Types of mobility	Countries of mobile individuals
TARGET GROUP 1 (at least 50% of the individual mobility flows)	Students and academic staff registered in one of the universities member of the partnership.	undergraduate, master, doctorate, post-doctorate, academic staff exchanges	Third-countries of the geographical window
TARGET GROUP 2	Nationals of the Third-countries concerned by the geographical window, registered in a higher education institution of these countries not included in the partnership or having obtained in an institution of these countries a university degree or equivalent. This includes	master, doctorate, post-doctorate	Third-countries of the geographical window

	the possibility of providing mobility opportunities to Third-country nationals working in public administration, public and private enterprises		
TARGET GROUP 3	<p>Nationals of the third-countries concerned by the geographical window who are in particularly vulnerable situations. It may cover mobility for students holding the nationality of one of the Third-countries concerned and :</p> <p>1) having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or</p> <p>2) it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or</p> <p>3) they belong to an indigenous population targeted by a specific national policy</p> <p><u>When relevant to the specific situation of the country, proposals with a solid strategy and effectively promoting participation of group III will be given priority.</u></p>	undergraduate, master, doctorate, post-doctorate	Third-countries of the geographical window

Please note that

- ✓ **Target Group 1 must represent at least 50% of the individual mobility covered by the project.**

Each partnership will need to clearly indicate the number of individuals proposed for participation in the mobility, as well as the duration of each of these individual mobility flows (within the limits established by this call) for each of the five types of individual mobility.

Based on an analysis of the specific regional needs, the type of mobility and the indicative distribution are as follows:

Type of mobility	Indicative distribution
undergraduates	25 % of the total
masters	25 % of the total
doctorates	20 % of the total
post-doctorate fellowships	10 % of the total
academic staff	20 % of the total

The above distribution of mobile individuals among the five types of education is indicative only. Applicants can propose different schemes provided that the proposal covers at least the minimum number of mobility flows with each of the countries concerned by the proposal and the types of individual mobility foreseen.

Neither students, nor academic staff can benefit from more than one mobility activity within the same project.

Please note that mobility flows for students and academic staff between Third-country institutions involved in the partnership is not eligible⁴.

Number and duration of individual mobility activities

All applications will clearly state the number of individuals, target groups and types of mobility activities and education they intend to cover. As stated above, each proposal will need to cover at least the minimum number of individual mobility flows with each of the countries included in the geographical window.

The partnership will have the liberty to decide on the duration of the mobility activities within the limits established in the table below:

Type of individual mobility	TARGET GROUP I Third-country Students & Academic Staff from partnership	TARGET GROUP II Other third-country nationals in targeted country(ies) except target group III	TARGET GROUP III Refugees, asylum seekers, unjustified expulsion/discrimination, indigenous populations
Undergraduate	6-10 months	Not applicable	6-34 months
Master	6-22 months	6-22 months	6-22months
Doctorate	6-34 months	6-34 months	6-34months
Post doctorate	6-10 months	6-10 months	6-10 months
Academic staff	1-3 months	Not applicable	Not applicable

Applicants should take notice that if their proposal is approved, they will need to submit to the Agency the list of the actual students and academic staff selected to benefit from a mobility activity as well as a reserve list to the Agency indicating the name, gender, target group, nationality, sending, and hosting institution, field of study, type of education and duration. According to the timetable (Section 3) **this list must be submitted to the Agency before the start of the mobility and at the latest by 1st April 2009**

⁴ The travelling and subsistence costs for staff of the partnership for the purpose of the organisation of the mobility must be covered by the lump sum allocated to the partnership for such purpose.

Students' mobility

The eligibility criteria for students are:

1. Students must have the nationality of one of the Third-countries covered by the window and have sufficient knowledge of the language of the courses;
2. For target group 1: students need to be registered at one of the Third-country partner institutions. Undergraduate students must have successfully completed at least one year of studies in their home institution;
3. For target group 2: candidates need either to be registered in a university of the Third-country concerned by the geographical window or to have obtained a diploma from a higher education institution of one of these Third-countries. They will need to justify how this study period abroad will benefit them (and their direct socio-economical environment) and include letters of support. in their individual application;
4. For target group 3, students need to be nationals of one of the Third-countries concerned by the geographical window and be part of the vulnerable target groups;

Please note that no Third-country students can benefit from more than one mobility activity per project and that Third-country students' mobility between third-country institutions involved in the partnership cannot be covered by this scheme.

Academic staff mobility

In the context of the individual mobility flows, academic staff mobility refers exclusively to training, teaching and/or research activities performed by invited academic staff of partner universities in host institutions which are members of the partnership.

Travel and staff costs linked to the organisation of the mobility are not considered as part of the individual mobility and must therefore be covered with the lump sum awarded to the partnership for mobility organisation purposes.

The objectives of "academic staff mobility" must be:

- to provide academic staff with opportunities for professional and personal development, through the possibility of doing practical training, research or teaching assignments in a partner institution;
- to encourage universities to broaden and enrich the range and content of courses they offer;
- to allow students to benefit from the knowledge and expertise of academic staff from universities in participating in the partnership;
- to consolidate links between institutions in different countries;
- to promote exchange of expertise and experience on pedagogical methods;
- to strengthen the capacity for international cooperation;
- to prepare long-term recognition of studies between institutions through ECTS (European credit transfer system) or other compatible systems.

Academic staff undertaking a period of teaching, training or research in a partner university must

1. work in or be associated to one of the participating institutions;
2. have the nationality of one of the eligible countries and

3. be fully integrated into the Department or Faculty of the host institution(s).

This last criterion means that:

- the mobility assignments must be based on partnership agreements between the members of the partnership;
- the home and host universities and the individual teachers must agree on the programme of lectures to be delivered by the visiting teachers, on the research activities or type of training to be followed;
- the exchange may constitute a post-per- post exchange or a one-way visitor flow to or from a third-country.

In the selection process, priority should be given to mobility assignments which will also:

- ensure that the visiting teacher's contributions will be an integral part of a diploma programme of the host institution;
- will lead to the production of new teaching material;
- will be used to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the sending and host university;
- will help strengthen the international cooperation departments in the foreign universities;
- will lead to progresses in the application of ECTS or other systems for recognition of studies in the partner institution.

Please note that academic staff cannot benefit from more than one mobility activity within the same project and that mobility of Third-country academic staff between Third-country institutions cannot be covered by this scheme.

7 Exclusion criteria

Applicants must state that they are not in any of the situations described in the Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006 amending Regulation No 1605/2002 on the general budget of the European Communities (OJ L 390/2006 of 30 December 2006) and set out below.

Applicants may not participate in calls for proposals or be awarded grants if they are in one of the following exclusion situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata* (i.e., against which no appeal is possible);
- (c) they are guilty of grave professional misconduct proven by any means which the Agency can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Agency (where it is not the Commission) or those of the country where the action is to take place;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Community budget.

In part VI of the grant Application Form (“Declaration by the applicant”), applicants must declare that they do not fall into any of the exclusion situations (a) to (f) listed under section 7

- (g) Applicants are also excluded from participation in calls for proposals or the award of grants if, at the time of submission of the proposal, they: are subject to conflict of interest
- (h) are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the call for proposals or fail to supply this information;
- (i) have attempted to obtain confidential information or influence the evaluation committee or the Agency during the evaluation process of current or previous calls for proposals.

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two years from the time when the infringement is established. In the cases referred to in points (b) and (e), the exclusion applies for a period of four years from the date of notification of the judgement.

8 Selection criteria

The **selection criteria** are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partner of the partnership

In accordance with Article 115 of the Financial Regulation, the selection criteria must be such as to make it possible to assess, inter alia, the applicant's financial capacity to complete the proposed action or work programme. In this regulatory context, if the applicant is not a public body they will need to provide financial information, based on the last annual accounts which have been closed and which must be submitted with the grant application.

The selection criteria are checked on the basis of supporting documents listed below:

- The Declaration by the applicant (Section IV of the Application Form) will be cross-checked with the supporting documents provided by the applicant.
- The eligibility of the applicant, the partners, and the action will be checked according to the eligibility criteria set out in section 6, as well the documents referred here below.

Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the automatic rejection of the proposal on that **sole** basis.

Following the above analysis and if applicable, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the same geographical window.

Applicants are requested to send the following documents together with their application in order to allow the Agency to verify the eligibility of applicants and partners:

1. The statutes or articles of association of the partner organisations in the third-countries concerned. Where the partner is a public body created by a law, a copy of the law in question must be provided.
2. External audit reports from the applicant and the partners (i.e. co-beneficiaries) covering in particular their accounts produced by an approved auditor, certifying the accounts for the last two financial years available. This obligation does not apply to public education establishments.
3. Legal entity sheet (see annex C) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein.
4. A financial identification form according to the model in Annex D, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered.

The supporting documents requested under point 1, 2 and 3 above can be submitted in copy version.

Where these documents are in a language other than the 23 official languages of the EU, it is mandatory to provide a translation of the relevant parts of the documents into the language of submission.

Please notice that in order to check the eligibility of the participating partners' university from the non EU countries; EC Delegations in the countries concerned will be consulted.

9 Award criteria

The award criteria allow evaluating the quality of the proposals submitted in relation to the objectives and priorities set so that, grants are awarded to actions which maximise the overall effectiveness of the call for proposals. They allow the selection of proposals which comply with the objectives and priorities of this call for proposals and which guarantee the visibility of the Community funding. They cover aspects such as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact and sustainability. The evaluation of the quality of the proposals will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid below.

Provisional selection

Following the evaluation of the eligible proposals within the available financial envelope, a list with the proposals ranked by score will be established as well as a reserve list.

Section	Application Form	Max score
1. Operational capacity and expertise		10
1.1 Do the applicant and the partners have sufficient experience in the management of international cooperation projects of this size?	7.1.1	
1.2 Do the applicant and the partners have sufficient technical expertise and management capacity to implement the eligible activities? (organisation of student and academic staff mobility, experience with higher education institutions in Third-countries, implementation of recognition mechanisms and the management capacity which includes staff, equipment and ability to handle the budget for the action)	7.1.2	
2. Relevance		25
2.1 How relevant is the proposal to the objectives of the call?	7.2.1	
2.2 How do the expected results contribute to the objective of the call?	7.2.2	
2.3 How relevant is the proposal to the particular needs and constraints of the target groups and country/countries? How clearly defined and strategically chosen are those involved (target groups, partners, associates)?	7.2.3	
2.4 How well does the proposal respond to the thematic needs and to issues like equal opportunities, gender balance, social equity and brain-drain?	7.2.4	
2.5 How good/ balanced is the geographical coverage and spread of the partnership (both <i>European and third-country institutions and associates</i>)?	7.2.5	
3. Methodology to manage the partnership and implement of the mobility activities		50
3.1 Does the application show a sound methodology capable of covering the	7.3.1	

different types of education and different target groups in combination with a solid internal management , including efficient internal communication within the consortium?		
3.2 Is the partners' level of involvement and participation in the action balanced? In particular how good is the distribution of the mobility activities among the partners? How good is their involvement in the selection procedure for students and academic staff mobility? Is there a comprehensive partnership agreement in place between the members?	7.3.2	
3.3 How well does the proposal fulfil requirements in terms of numbers and types of mobility activities? How well balanced are the mobility flows proposed? Is there a clear and justified relation between them and the thematic expertise of the partner institutions, the profile of the students / academic staff concerned?	7.3.3	
3.4 How well defined are the agreed mechanisms for students examination and study credits recognition and transfer ? Will the ECTS (or other equivalent) mechanism be used by all partners? Will the students be provided with a Diploma Supplement?	7.3.4	
3.5 How efficient is the internal academic quality control system foreseen by the project?	7.3.5	
3.6 Has the partnership put in place/planned ongoing monitoring system/activities in order to ensure academic quality during the individual mobility?	7.3.6	
3.7 How well presented are the activities related to the visibility, awareness raising , promotion of the mobility scheme? How will the partnership attract the appropriate number and profile of individual students and academic staff?	7.3.7	
3.8 How coherent is the overall strategy, the specific methodology and the criteria set to guarantee an impartial and transparent selection process based on merit and equal opportunities? Describe the common standards agreed by the partnership for joint application, selection, admission and exams procedures .	7.3.8	
3.9 How well the cross-cutting requirements of equal opportunities, gender-balance , and encouraging participation of disabled and economically disadvantaged people or indigenous population are integrated in the selection of the candidates?	7.3.9	
3.10 How well presented are the practical arrangements for the reception of incoming students and scholars in the host institution in particular the assistance for obtaining visa, administrative support, housing facilities, languages courses, support for visa/ residence permit, etc.	7.3.10	
4. Sustainability		15
4.1 Is the project likely to be sustainable in the light of its impact on its target groups and at institutional level? (Including recognition of studies among partners, creation of international cooperation cells in third- countries.)	7.4.1	
4.2 Is the project likely to have multiplier effects and plan for capitalisation of the project results and dissemination activities in Europe and third-countries? Is there any communication strategy on this purpose?	7.4.2	
4.3 How well does the proposal tackle brain-drain prevention ?	7.4.3	
Maximum total score		100

Priority will be given to the partnerships that will include universities from the highest possible number of countries listed as priority, provided that they can meet the high quality level requested, in comparison to the others proposals received.

10 Financial conditions and calculation of the grant

The grant awarded can be used to cover the costs incurred for the implementation of eligible activities as described under section 6.

10.1 General Principles

Acceptance of an application does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

Community grants are incentives to carry out projects which would not be feasible without the Community's financial support. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

Each project may give rise to the award of only one grant to any one applicant. The award of grants shall be subject to the principle of transparency and equal treatment. Grants may not be cumulative or awarded retrospectively.

If a proposal is approved, a grant agreement in Euro setting out the conditions and the level of funding will be signed by the Executive Agency and the applicant. Applicants who have been found to have seriously failed to meet their contractual obligations may have their agreements cancelled and/or receive financial penalties.

The second and, if applicable, third pre-financing payments are subject to receipt and approval of progress reports demonstrating that the relevant project has been carried out in accordance with the provisions of the grant agreement.

The bank account or sub-account indicated by the applicant must make it possible to identify the funds transferred by the Agency. If the pre-financing funds paid into this account give rise to interests in accordance with the legislation of the country where the account is held, such interests will be recovered.

10.2 Calculation of the Grant

The grant contributes to funding the different activities necessary to attain the objectives of the action. Grants will be calculated on the basis of:

- A lump sum for each participating institution to cover costs deriving from the organisation of the individual mobility flows
- Unit costs amounts for travel, fees, subsistence and insurance costs of students and academic staff participating in the individual mobility flows

In accordance with the principles applicable to lump sums and unit costs, these have been calculated as maximum amounts allocated to the project in order to cover only part of the real costs of the activities they correspond to. As a result, any expenditure incurred by the partnership beyond these unit costs/lump sums may not be covered by Community grant.

10.2.1 Organisation of the individual mobility

The part of the grant awarded to cover the costs incurred by the universities for the organisation of the mobility will be calculated on the basis of flat rate amounts. This flat rate amount will correspond to EUR 10.000 per each institution member of the partnership.

10.2.2 Implementation of students and academic staff individual mobility

The Community support for individual mobility of students and academic staff will contribute to cover the travel expenses, subsistence costs, insurance costs and, where applicable, tuition fee for mobile students and academic staff.

The grant amount allocated for the coverage of these costs will be calculated on the basis of unit-costs detailed in the tables below.

Travel costs

The following rates are applied for return tickets for the direct/linear distance ("*as the crow flies*") between on the one side the *location of origin of the student/academic staff* (*for Target Group 2*), *the location of residence* (*for Target Group 3*) or *the sending university* (*for Target Group 1*) and on the other side the hosting university premises.

Distance (km)	Fixed-amount rate (€)
< 500	250
500– 1.000	500
>1.000– 1.500	750
>1.500 – 2.500	1.000
>2.500 – 5.000	1.500
>5.000 – 10.000	2.000
>10.000	2.500

On the basis of the above rates, universities will cover the travel expenses for students and academic staff participating in the individual mobility flows.

Subsistence costs

Participating Universities must provide the integrity of the subsistence allowance specified in the table below to the visiting students/ academic staff. A part should be provided upon arrival to cover installation costs and the remaining part must be provided on a regular basis.

Fees

For Target Group 1 (students from partner institutions), students will continue paying their registration fees in their university of origin but the hosting universities must apply a fee waiver policy (no registration/tuition fees) if mobility is inferior to 10 months. In all other cases, the maximum fee for incoming students is limited to EUR 3.000 per academic year and student and to EUR 5.000 registration fees for specialised post-doctorate studies. In order to avoid double imposition of fees, in those cases where the hosting universities require the payment of the registration/tuition fees the students must not be charged the same fees by the universities of origin.

Please note that fees cannot be charged to post-doctorate mobility for research purposes. If post-doctorate studies are concerned, their content and detailed description will have to be provided in the application. A small additional fee may be charged to the incoming students by the host universities to cover additional library, student trade unions, laboratory consumable costs, etc. on an equal basis as the local students.

Under no circumstances may participating universities claim tuition/registration fees from visiting students beyond the amounts indicated in the previous paragraphs or retain the funding foreseen as subsistence allowance to cover such fees.

Insurance costs

The Agency has foreseen unit costs for universities to cover insurance for students and academic staff participating in the mobility activities. Universities must take a full insurance coverage (health, travel, accident) to cover the incoming students and academic staff participating in the individual mobility activities.

Visa costs

Costs related to the obtaining of the Visa for the individuals participating to the mobility may be covered by the grant awarded. In order to accelerate and facilitate the procedure for obtaining the Visa for the students and academic staff selected under this mobility scheme, the selected partnerships are strongly advised to contact and liaise with the EC Delegations in the EU partners' countries as well as the Consulates and the Embassies of the EU member states in the concerned countries as soon as they receive the official confirmation of being selected.

Type of mobility	Monthly Subsistence allowance	Duration	Tuition/registration Fees	Insurance	Maximum amount (excluding travel)
UNDERGRADUATE	Target Group 1				
	1.000€/month	6-10 months	Fee waiver policy if stay is below 10 months 3.000 € per academic year	75€/month	13.750€
	Target Group 3				
	1.000€/month	6-34 months	3.000 € per academic year	75€/month	45.550€

MASTER	Target Group 1				
	1.000€/month	6-22 months	Fee waiver policy if stay is below 10 months 3.000 €per academic year	75€/ month	29.650 €
	Target Groups 2 & 3				
	1.000€/month	6-22 months	3.000 € per academic year	75€/ month	29.650 €
DOCTORATE	All Target Groups				
	1.500€/month	6-34 months	3.000 € per academic year	75€/ month	62.550 €

Type of mobility	Monthly Subsistence allowance	Duration	Tuition/registration Fees	Insurance	Maximum amount (excluding travel)
POST-DOCTORATE	All target groups				
	1.800€/month	6-10 months	No fees for research activities Max. 5.000€ per academic year for specialised post-doctorate studies (to be described in the application)	75€/ month	23.750 €
ACADEMIC STAFF	Only target group 1				
	2.500€/month	1-3 months	Not applicable	75€/ month	7.725€

11 Notification of the Decision

Applicants will be informed in writing of the final decision concerning their application.

The Agency's decision to reject an application or not to award a grant is final.

As a consequence of the administrative and eligibility check, the Agency will inform the non-eligible and non-compliant applicants within the month following the application submission deadline (this deadline is indicative only).

12 Conditions applicable to implementation of the action following the award decision

12.1 Partnership framework agreement and grant agreement

Following the decision to award a grant, the new partnerships selected under the current call for proposals will be offered a three-year partnership framework agreement and a first grant agreement covering the expenses for the project presented under the current call for proposals.

The partnership framework agreement will allow a stable cooperation base for the partnership. The signature of the partnership framework agreement does not per se give right to payments to beneficiaries. The partnership framework agreement shall specify inter alia the procedure for awarding specific grants to the partnership for the subsequent call(s) for proposals.

The grant agreement will, in particular, establish the following rights and obligations:

12.2 Final amount of the grant

The maximum amount of the grant will be stipulated in the specific grant agreement. This amount is an estimate based on a calculation using lump sums and unit costs amounts specified in these guidelines. As a result, it will be final only once the action has ended and the final accounts have been presented.

12.3 Failure to meet the objectives

If the partnership fails to implement the action as undertaken and agreed in the grant agreement, the Agency reserves the right to suspend payments, and/or to terminate the agreement. The Agency's contribution may be reduced, and/or the Agency may demand full or partial repayment of the sums already paid, if the partnership does not fulfil the terms of the grant agreement.

12.4 Amendments to the grant agreement

Any modification to the grant agreement must be requested in writing and approved by the Agency.

The types of modifications and their implementation modalities are specified in an annex to the specific agreement. Please consult the Administrative and Financial handbook annexed to the grant agreement.

12.5 Reports

Reports must be drafted in the language provided for in the agreement. Narrative and financial reports will have to be submitted in accordance with the reporting schedule provided in the specific agreements and using the report forms annexed to the latter. Full details can be found in the Administrative and Financial handbook.

12.6 Additional information

The Agency may request additional information to the main beneficiary on the advancement of the project.

12.7 Payments

The Beneficiary will receive annual pre-financing payments in accordance with the timetable below.

	First pre-financing	Second pre-financing	Third pre-financing
Two years projects	70% of the grant	30% of the grant	
Three years projects	50% of the grant	30% of the grant	20% of the grant

The first pre-financing payment will be within 45 days of the date of signature of the specific grant agreement by the Agency.

Subsequent pre-financing payments may be made upon submission by the Beneficiary and approval by the Agency of an interim report and a payment request demonstrating that at least 70% of the amounts of pre-financing already paid by the Agency have been spent by the partnership. The delay of approval of the reports and subsequent pre-financing payments are reported in the Specific Grant Agreement.

Payments will be made to a bank account or sub-account which identifies the funds paid by the Agency and allows calculating the interests produced by pre-financing payments.

12.8 Accounts of the action

The partnership must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action. It must keep these records for five years after payment of the balance.

12.9 Implementation contracts

Where implementation of the action requires the beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. In the event of sub-contracting exceeding EUR 5.000, the beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

13 Publicity

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Agency will publish the following information:

- Name and address of the beneficiary,
- Subject of the grant,
- Amount awarded and rate of funding.⁵

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. All students and academic staff will be informed that this action and therefore the individual mobility flows are funded in the framework of a grant agreement with the Agency. Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

14 Data protection

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.⁶

Your replies to the questions in the application form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

15 Procedure for the submission of proposals

15.1 Application Form

Applications must be submitted using the Application Form annexed to this call for proposals. Applicants should keep strictly to the format of the application.

Application must be drawn up in one of the 23 official languages of the European Union. However, to facilitate the selection process, applicants are invited to submit their application in English.

Please complete the Application Form carefully and as clearly as possible so that it can be assessed properly. The applicant should be precise and provide enough detail to ensure the application is clear, particularly as to how the aims of the action will be achieved, the benefits that will flow from it and the way in which it is relevant to the programme's objectives.

⁵ According to Article 110 FR and Article 169 IR, the ECW application form includes an explicit agreement from the applicant allowing the Commission or the Agency to publish the above mentioned data if the proposal is approved.

⁶ Official Journal L 8, 12.1.2001.

The Agency may ask for clarifications or proves when the information provided is not clear or incomplete.

Any error related to the points listed in the Checklist (section III of the grant application) or any major inconsistency in the Application Form may lead to the immediate rejection of the proposal.

Hand-written applications will not be accepted.

Please note that only the Application Form and the published annexes which have to be filled in will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No supplementary annexes will be considered.

15.2 Where and how to send the applications

Applications must be sent in a sealed envelope by registered mail or private courier service to the address specified in the Application Form.

Applications sent by any other means or delivered to other addresses will be rejected.

Where an applicant sends several different proposals, each one must be sent in a separate envelope.

Applicants must verify that their application is complete and duly signed / endorsed using the checklist (section III of the grant Application Form). Incomplete applications will be rejected.

Applications must be submitted in one original and two copies. **The complete Application Form must also be supplied in electronic format by an email to the following electronic mailbox address indicated in the Application Form by 31st October 2008: EACEA-EM-EXTCOOP@ec.europa.eu** The electronic format must contain exactly the same proposal as the paper version (with the exception of the supporting documents for eligibility as reported in section 9). Each component of the application must be submitted in a separate and single electronic file (for example the Application Form must not be split into different files).

Overview: What to Send

The application package **must** consist of the following:

- **One (1) original Application Form** that contains a full set of documents as defined above (**NOTE:** Keep strictly to all the templates provided in the Application Form):

This should include

- The Check List and the Declaration by the applicant.
- Partnership Statement signed by the applicant and all partner organisations involved.
- Budget (Annex A);
- Project summary sheet (Annex B);
- The supporting documents for the eligibility of the Applicants

- **Two (2) additional hard copies** of the same documents
- **One (1) electronic version** to be sent by email and containing :
 - Application Form (MS-Word document),
 - Budget (Annex A as MS-Excel document),
 - Project Summary Sheet (Annex B as a MS-Word document),

15.3 Further information

Between the publication of this call for proposals and the deadline for submission of applications, a “Frequently Asked Questions” (FAQs) section will be available on the following internet page(s): <http://eacea.ec.europa.eu/extcoop/call/index.htm>

16 List of annexes within the Application Form

Please find here below the list of Annexes to the grant Application Form. Please note that the Annexes from A to D must be filled in and submitted together with the Application Form.

- 16.1.1.1** **ANNEX A: BUDGET (EXCEL FORMAT)**
- 16.1.1.2** **ANNEX B: SUMMARY SHEET (WORD FORMAT)**
- 16.1.1.3** **ANNEX C: LEGAL ENTITY SHEET (PDF FORMAT)**
- 16.1.1.4** **ANNEX D: FINANCIAL IDENTIFICATION FORM (PDF FORMAT)**
- 16.1.1.5** **ANNEX E: LIST OF THEMATIC FIELDS OF STUDY**