



Education, Audiovisual and Culture Executive Agency

Erasmus Mundus & External Cooperation

- ERASMUS MUNDUS -

EXTERNAL COOPERATION WINDOWS

**Guidelines for grant applicants responding to the Call for Proposals
for the implementation of the windows in academic year 2009/2010**

CALL FOR PROPOSALS – EACEA/35/08

NOTICE

The European Commission entrusted the implementation of the External Cooperation Windows launched by EuropeAid Cooperation Office to the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency").

Each window governed by this third Call for Proposals is part of the bilateral and/or regional European Community External Cooperation Programmes.

The Agency is in charge of the management of the programmes, including drawing up calls for proposals, preparatory stages for selecting projects and signing project agreements, financial management, monitoring of projects (intermediate reports, final reports), communication with beneficiaries and on the spot controls.

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 for any specific lot or should the proposals not consume all credits, the European Commission reserves the right to allocate the remaining funds in conforming with the European Commission (EC) decisions. According to the EC Financial Regulation and the General Rules of this Call, double funding is not permissible.

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1 Erasmus Mundus External Cooperation Windows: introduction

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 and social cohesion.

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. In a context of globalisation, 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.

Against this background, the promotion of international cooperation between the European Union and Third-Country Higher Education Institutions (HEI) and, in particular, the facilitation of institution-based mobility is a win-win situation not only to improve the results of education, but also to create lasting links and generate mutual enrichment and understanding between peoples. Moreover this mobility scheme envisaged under the respective 'window' translates a political choice of the country or regions and is complementary to other actions developed in the area.

The Erasmus Mundus - External Cooperation Windows (EMECWs) offer 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, teach and research in Europe and abroad while the participating universities raise their capacities, build pole of expertise and gain international visibility.

On the other hand, the European Community pursues a development cooperation policy guided by the European Consensus on Development¹ and the Millennium Development Goals (MDGs) (UN General Assembly, September 2000) and aimed at assisting developing countries' efforts in achieving the objectives of poverty reduction, sustainable economic development and integration into the world economy.

Hence the EM-ECWs combine 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. The EM-ECWs complement current and previous higher education schemes in the field, building on the positive results that other programmes like Erasmus, the general Erasmus Mundus, Tempus, ALFA, AlBan, AsiaLink and Edulink have generated in the different targeted regions.

As from 2009, the External Cooperation Window will be integrated as Action II "Partnerships" under the new Erasmus Mundus II programme aiming at promoting institutional cooperation and mobility activities.

2 Objectives of the External Cooperation Windows

The main overall objectives of this mobility scheme are:

¹ Joint Statement by the Council and the representatives of the governments of the Member States meeting within the Council, the European Parliament and the Commission on European Union Development Policy: "The European Consensus", Official Journal of the European Union, 2006/C 46/01, 24.02.2006

- To develop higher education teaching and learning capacities of Third countries and regions in areas of policy and practice closely linked to their development priorities, thus contributing to bridge the gap between developing and developed countries, including poverty reduction aspects;
- To promote cooperation between sending and hosting institutions, thus mutually enriching the educational environment of both, to share responsibility and accountability for their joint efforts in partnership by facilitating transfer of know-how and good practices;
- To enable talented students to benefit linguistically, culturally and educationally from the experience of pursuing academic studies in another country. This will contribute to combat poverty investing in people 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 contribute to provide good students from vulnerable groups (i.e. refugees, Internally Displaced Persons (IDPs) and indigenous populations) with further education and professional development and empowerment for leadership;
- 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 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 process²;
- To enhance in the medium term the political, cultural, educational and economical links between the European Union and Third-countries, promoting common values of respect for human rights, fundamental freedoms, peace, democracy, good governance, gender, equality, the rule of law, solidarity and justice.

2.1 Specific Objective and geographical coverage of the Call

The Erasmus Mundus - External Cooperation Windows are 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.

The current Call for Proposals will cover:

- The Neighbouring countries in the South Mediterranean and Eastern Europe covered by the ENPI³ regulation

² Bologna process is a process aiming at the creation of a Common Area of Education in Europe by 2010. Please consult the following website for more information: http://ec.europa.eu/education/policies/educ/bologna/bologna_en.html

³ ENPI – European Neighbourhood Partnership Instrument

- Yemen, Iraq, Iran covered by the DCI⁴ regulation
- Central Asian Republics (Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan and Turkmenistan) covered by the DCI regulation
- Western Balkan covered by the IPA⁵ regulation
- Asia region: Asia Regional, India and China covered by the DCI regulation
- Latin America region: Brazil, Argentina and Latin America region, covered by the DCI regulation

(See detailed list of countries under section 7 below)

2.2 Thematic fields of study and region/country needs

The present Call for Proposals is open to all levels of higher education (from undergraduate to post-doctoral and academic staff) and operates in all fields of study. Priority will be given to projects implementing activities covering as many areas of study and disciplines identified in the specific country or regional window reported in section 7.

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 they are invited to consult the following webpages: http://ec.europa.eu/world/index_en.htm and http://ec.europa.eu/external_relations/la/index_en.htm.

3 Timetable

The deadline for submission of applications is **13 March 2009** at the latest. Any application received after the deadline will automatically be rejected.

The planned duration of a project may **not exceed 48 months**⁶.

Eligible costs can not be covered before contracts have been signed and after their closure. Eligible activities, including preparatory activities, can start on 15th July 2009 provided that contracts have been signed. The actions should all be finished before 15th July 2013⁷.

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 September 2010.**

Selected 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 2010.**

The Agency plans to announce the award decision by May 2009.

⁴ DCI – Development Cooperation Instrument

⁵ IPA – Instrument for Pre-accession Assistance

⁶ The planned duration of a project may vary depending on the specific geographical window. Under the *South Mediterranean Region, Eastern Europe Region and Russia* window (see sect. 7.1) and *Middle East Region* window (see sect. 7.2) the planned duration of a project may not exceed 42 months. Under the *Western Balkans* window the planned duration may not exceed 28 months.

⁷ Under the *Western Balkans* window the activities must be finished before November 2011.

4 Budget available

4.1 Indicative global amount

The overall indicative amount made available under this Call for Proposals is around **EUR 163.5** million, aiming at a total minimum mobility flow of **6.535 individuals**, for the following geographical windows:

Geographical windows	Cooperation Instrument	Indicative Global Amount
South Mediterranean and Eastern Europe and Russia	ENPI	EUR 29 million
Yemen Iran Iraq	DCI	EUR 3 million
Central Asian Republics	DCI	EUR 5 million
Western Balkans	IPA	EUR 8.5 million
<i>Asia Region:</i>		
Asia Regional	DCI	EUR 20 million
India	DCI	EUR 19 million
China	DCI	EUR 26 million
<i>Latin America Region:</i>		
Brazil	DCI	EUR 9.3 million
Argentina	DCI	EUR 2.1 million
Latin America Regional	DCI	EUR 41.6 million

4.2 Eligible costs

The EC grants will contribute to financing institutional-based **partnerships** of European and Third-Country higher education institutions 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 individuals participating in the mobility activities, the duration and the type of education (undergraduate, master, doctorate, post-doctorate) and the number of visiting academic staff. The grants awarded under this scheme will normally fall **between a minimum of EUR 2.1 million and a maximum of EUR 5.3 million, depending on the indicative amount made available for the window/ lot** (Please refer to section 7 of these Guidelines).

Double funding is not permissible within this programme. To this end, applicants must give details in their application of any other grant requests they have submitted or intend to submit to the European Commission for the same financial year, stating, for each grant, the budget heading, the Community programme and the amount requested.

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 the project /specific window you are applying for.

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

1. Administrative eligibility Check of the submitted applications
2. Verification of the applicants and partners compliance with 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 compliance of the applicants and partners will be performed on the basis of the Selection criteria reported in section 9 of these Guidelines, the supporting documents and the Declaration of honour 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 10 of these Guidelines with the assistance of independent academic experts. Applicants are encouraged to familiarise with the evaluation grid reported in section 10.

6 Eligibility Criteria

In this section you will find the overall eligibility requirements for the present Call for Proposals. Please refer to the individual geographical and country windows for any specific requirements, which must be respected in relation to: the eligible country or region, eligibility of the partnership, activities, target groups and type of mobility. For a better 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:

6.1 General Principle

Each applicant may submit only one proposal for any specific lot and the same European partnership may submit proposals to a maximum of 4 geographical lots. *Please note that in this case, the proposal for each lot must be submitted in a separate envelope.*

6.2 Eligible countries

Activities must take place in one of the eligible countries covered by this Call. There are three groups of eligible countries:

- The 27 Member States of the European Union (listed under section 6.3)
- European Candidate countries and EEA⁸ countries (listed under section 6.3)
- Third-countries as listed in the each of the individual geographical and country windows (cf. section 7)

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 four criteria, as follows:

⁸ EEA – European Economic Area – Iceland, Liechtenstein, Norway

- i. Be a legal person;
- ii. Be a university or higher education institution. In order to be eligible as a higher education institution, applicants 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 applicant must have been awarded **an Erasmus Charter before the date of publication of the present Call**⁹;
- 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. In order to be eligible for a grant, partners must satisfy the following criteria:

- i. Be a legal person;
- ii. Be a university or higher education institution. In order to be eligible as a higher education institution, applicants 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;

⁹ 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 country of the Call and be recognised by the competent national authorities.

Please note that the obligation to be in possession of an Erasmus Charter does not apply to Third-Country partner universities.

As a GENERAL RULE, 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 **one University from each country** in the corresponding geographical and country lot.

Please note that the above mentioned GENERAL RULE can be subject to adaptations depending on the country or regional window concerned. Detailed information on the rule applicable to each of the geographical and country windows is provided under section 7 below.

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 which will also describe the role they play in the context of the proposed project.

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

The organisation of mobility activities 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.

Partnerships should guarantee a minimum duration of at least 45 days following the launch of the Call for expression of interest for the submission of candidates' applications for mobility's scholarships.

Organisation of mobility can include the following non-exhaustive list of activities:

- Drawing up a Memorandum of Understanding among the partners with the objective to reach a sound management of the partnership and address all the aspects linked to the organisation of the mobility scheme. The Memorandum of Understanding should establish precise definition with regards to the role of the partners, the level of partners individual involvement in the organisational activities (visibility activities, communication strategy, preparatory academic activities, as well as others), the definition of procedure for the selection of candidates (e.g. centralised selection mechanisms for TGII and III) as well as the criteria to be applied for the ranking of all the eligible candidates (criteria could vary depending on the TG but not on the partners) and the definition of specific academic arrangements (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.);
- 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;
- 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, that 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 proposal will need to explain how it intends to accomplish the following 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 general Erasmus Programme) and the Bologna process;
- Similarly, projects need to explain how they intend to take account of the strengths of Third country universities and educational systems, their specificities and identified needs for cooperation;
- 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 actions of External Cooperation and particularly of higher education opportunities provided by the cooperation 'windows'. Having a solid visibility and communication strategy will be considered an important qualitative element. This must include a solid networking strategy reaching as many universities in the Third-countries concerned as possible and vulnerable groups particularly when these are Third countries set

priorities (see section 7). The proposal should therefore take account of the conditions governing the Communication and Visibility of the European Union External Actions¹⁰.

Sustainability strategy

For all activities regarding mobility of students both from partner and associate 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, setting guidelines for the selection of students and academic staff, 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 External Cooperation Windows.

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 geographic and areas of study priorities 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 inclusive provisions to enable real participation of disadvantaged groups 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. Substantial errors, irregularities or fraud in the selection procedures will constitute a cause of exclusion of the partnership and will 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.**

¹⁰ Communication and Visibility Manual of the European Union External Actions:
http://ec.europa.eu/europeaid/work/visibility/documents/communication_and_visibility_manual_en.pdf

Target Group	Target beneficiaries	Types of mobility	Countries of mobile individuals
TARGET GROUP 1	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 lot concerned and European Countries
TARGET GROUP 2	Nationals of the Third-countries concerned by the geographical lot, registered in a higher education institution of these countries not included in the partnership or having obtained a university degree or equivalent by an institution of these countries. This includes the possibility of providing mobility opportunities to Third-country nationals working in public administration, public and private enterprises	master, doctorate, post-doctorate	Only Third-countries of the geographical lot concerned
TARGET GROUP 3	Nationals of the third-countries concerned by the geographical lot who are in particularly vulnerable situations, for political or economic reasons or because of physical disabilities. For example: <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 or IDPs (Internally Displaced Persons)</p>	undergraduate, master, doctorate, post-doctorate	Only Third-countries of the geographical lot concerned

Please note that:

- ✓ **Target Group 1 must represent at least 50% of the individual mobility covered by the project;**
- ✓ **Third-country students need to represent at least 70% of the individual mobility covered by the project;**
- ✓ **European students and academic staff cannot exceed 30% of the individual mobility flows covered by the project.**

The different types of individual mobility are the following:

Type of mobility	Indicative distribution
Undergraduates	35% of the total
Masters	25 % of the total
Doctorates	20% of the total
Post-doctorate fellowships	10% of the total
Academic staff	10% of the total

The above distribution is indicative only. Applicants can propose different schemes in their applications where they will clearly state the number of individuals for participation, target groups and types of mobility activities and education they intend to cover. Each proposal will need to cover at least the minimum number of individual mobility flows requested by the respective window.

Please note that the type and number of eligible mobility flows may vary depending on the country/geographical window concerned. Detailed information is provided in section 7 of these Guidelines.

No European or Third-country student or academic staff can benefit from more than one mobility activity within the same project.

Please note that mobility flows for student and academic staff between the European or between Third-country institutions involved in the partnership is not eligible.¹¹ The grant will contribute to funding the different activities necessary to the organization of individual mobility flows by a specific lump sum allocated to the partnership for such purpose (cf. section 11).

Duration of individual mobility activities

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 Students & staff from partnership		TARGET GROUP II ¹²	TARGET GROUP III ¹²
	EU/other European partners	Third-country partners	Other third-country nationals in targeted country(ies) except target group III	Refugees, asylum seekers, unjustified expulsion/discrimination, indigenous populations or IDP
Undergraduate	from 1 academic semester ¹³ to 1 acad. year (10 months max.)	from 1 academic semester to 1 acad. year (10 months max.)	Not applicable	from 1 academic semester to 3 acad. years (34 months max.)

¹¹ 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.

¹² For TG II and III, in case the mobility duration is shorter than a complete academic term and no diplomas are issued, the partnership must guarantee that the study period as well as the credits are recognised by the universities of origin. To this end, prior academic arrangements with the third country partner universities concerned are required.

¹³ For Undergraduate and Master, mobility of a shorter duration is allowed in duly justified cases and subject to prior authorisation from the Agency.

Master	from 1 academic semester to 1 acad. year (10 months max.)	from 1 academic semester to 2 acad. years (22 months max.)	from 1 academic semester to 2 acad. years (22 months max.)	from 1 academic semester to 2 acad. years (22 months max.)
Doctorate	6-34 months		6-34 months	6-34 months
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 indicating the name, gender, target group, nationality, sending, and hosting institution, field of study, type of education and duration. **The list must be submitted before the start of the mobility or by 1st April 2010 at the latest.**

Mobility of European students

In order to be eligible, students:

1. Must have the nationality of one of the eligible European countries;
2. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries;
3. Must be registered at one of the partner European institutions or,
4. For post-doctorate mobility only, must have obtained their doctorate in the last two years and must have the support of one of the European partner universities to carry out a post-doctorate mobility. This can be for research, training and attending highly specialised courses;
5. Undergraduate students must have successfully completed at least one year of studies at higher education level.

Studying abroad may include a vocational training period, provided that it is preceded by a minimum period of study abroad of six months and that it is recognised as an integral part of the student's programme and provided that this is allowed by the hosting countries regulations.

European Universities are advised to be fully aware of the specific conditions in each of the Third-countries concerned before deciding to send students or academic staff and to follow the advice of their Ministries of Foreign Affairs.

Mobility of Third-country students

The eligibility criteria for students are:

1. Students must have the nationality of one of the Third-countries covered by the relevant lot 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 lot 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 country/geographical lot and be part of the vulnerable target groups.

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.

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.

7 Conditions ruling the individual country/geographical windows

In this section you will find information on the individual country/geographical windows, the available EC contribution and specific eligibility rules to be applied.

Due to a different geographical coverage compared to last year Call for proposals, the reference number for each lot has changed. The table here below intends to clarify the lots reference number under the current Call for Proposals compared to last year Call.

Call for proposals 35/08	Call for proposals 34/07 ¹⁴
Lot 1 (<i>Morocco, Algeria and Tunisia</i>)	Lot 1
Lot 2 (<i>Egypt</i>)	Lot 2
Lot 3 (<i>occupied Palestinian territory and Israel</i>)	
Lot 4 (<i>Lebanon, Syria and Jordan</i>)	Lot 3
Lot 5 (<i>Russia</i>)	Lot 4
Lot 6 (<i>Georgia, Armenia and Azerbaijan</i>)	Lot 5
Lot 7 (<i>Ukraine, Moldova and Belarus</i>)	Lot 6
Lot 8 (<i>Yemen, Iran and Iraq</i>)	Lot 7
Lot 9 (<i>Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan and Turkmenistan</i>)	Lot 8 and Lot 9 ¹⁵
Lot 10 (<i>Albania, Bosnia & Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo¹⁶, Montenegro and Serbia</i>)	Lot 11
Lot 11 (<i>Afghanistan, Bhutan, Nepal, Pakistan and Bangladesh</i>)	Lot 12
Lot 12 (<i>Cambodia, Myanmar, Mongolia, Vietnam and Laos</i>)	Lot 13 Lot 14 ¹⁷
Lot 13 (<i>India</i>)	Lot 15
Lot 14 (<i>China</i>)	Not existing
Lot 15 (<i>Brazil</i>)	Lot 16
Lot 16 (<i>Argentina</i>)	Not existing
Lot 17 (<i>Brazil, Paraguay and Uruguay</i>)	Not existing
Lot 18 (<i>Argentina, Bolivia and Peru</i>)	Not existing
Lot 19 (<i>Ecuador, Venezuela, Chile and Cuba</i>)	Not existing
Lot 20 (<i>Honduras, Guatemala, Nicaragua, El Salvador and México</i>)	Not existing
Lot 21 (<i>Colombia, Costa Rica and Panamá</i>)	Not existing

Academic quality based criteria will rule the evaluation and final selection of proposals, in a competitive system. All candidates are subject to the same regulation on the basis of the principles of transparency and equal treatment of applicants.

¹⁴ The following three lots covered by last year's Call are not implemented under the current Call: lot 10 (African Caribbean and Pacific Group of states), lot 17 (Chile) and lot 18 (Mexico)..

¹⁵ Under last year's Call (EACEA 34/07) lot 8 covered Kazakhstan and lot 9 covered Kyrgyzstan, Tajikistan, Uzbekistan and Turkmenistan.

¹⁶ As defined under UNSCR 1244/99

¹⁷ Under last year's Call (EACEA 34/07) lot 12 covered Afghanistan, Bhutan, Nepal and Pakistan; lot 13 covered Bangladesh, Cambodia, Myanmar and Maldives; and lot 14 covered Mongolia, Vietnam and Laos.

Please note that in the event of submitted proposals presenting the same high quality standards requested, priority will be given to the partnerships selected last years and which have signed a Partnership Agreements with the Agency. They are also subject to the following conditions:

- 1) that all contractual and reporting obligations are fulfilled by the partnership;
- 2) that their past performance is considered in line with the principles and expectations of the programme.

7.1 South Mediterranean Region, Eastern Europe Region and Russia (Lots 1 to 7)

The overall indicative amount made available under this Call for Proposals is 29 million € for the South Mediterranean, Eastern Europe plus Russia region covered under ENPI instrument.

The table below provides information on the expected minimum number of individual mobility flows per geographical lot and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

Under this window the planned duration of a project may not exceed 42 months.

Geographical Lots	Third Countries	EC Budget available	Minimum number of individual mobility flows per partnership	Number of projects expected to be funded	Estimated maximum grant per partnership
Lot 1	Morocco Algeria Tunisia	5.2 million €	72 72 72	1	5.2 million €
Lot 2	Egypt	5.2 million €	122	1	2.9 million €
Lot 3	oPt (occupied Palestinean territory) Israel		47 47	1	2.3 million €
Lot 4	Lebanon Syria Jordan	2.6 million €	33 33 39	1	2.6 million €
Lot 5	Russia	8 million €	170	2	4 million €
Lot 6	Georgia Armenia Azerbaijan	2.7 million €	55 23 23	1	2.7 million €
Lot 7	Ukraine Moldova Belarus	5.3 million €	88 66 66	1	5.3 million €
Total ENPI		29 million €	Total mob. 1198	8	

7.2 Middle East Region (Lot 8)

The overall indicative budget available for Yemen, Iran and Iraq covered under DCI is 3 million €

The table below provides information on the expected minimum number of individual mobility flows and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

Under this window the planned duration of a project may not exceed 42 months.

Geographical Lot	Countries	Minimum number of individual mobility flows	Number of projects expected to be funded	Estimated maximum grant
Lot 8	Yemen, Iran, Iraq	110	1	3 million €

Please note that in addition to and in modification of the general principles set in these guidelines (section 6) the following specific rules will apply:

1. Partnership composition

Concerning the participation of third-countries institutions, the partnership composition must include **at least one university from at least two countries** included in the lot.

Partnerships that include at least one university of each country in this lot will be awarded additional points (5) to their total assessment score as specified under section 10, Award Criteria.

7.3 Central Asia Region (Lot 9)

The overall indicative budget available for Central Asia Region covered under DCI is 5 million €

The table below provides a view of the expected minimum number of individual mobility flows per geographical lot and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities

Geographical Lot	Third Countries	EC Budget available	Minimum number of individual mobility flows per partnership	Number of projects expected to be funded	Estimated maximum grant per partnership
Lot 9	Kazakhstan Kyrgyzstan Tajikistan Uzbekistan Turkmenistan	5 million €	80	2	2.5 million €
Total mobility			160		

Please note that in addition to and in modification of the general eligibility criteria set in these guidelines (section 6), the following specific rules will apply:

1. Partnership composition

Concerning the participation of the third-countries institutions, the partnership composition must include **at least one University from at least four of the five countries** identified in the table.

Partnerships that include Universities from all the countries listed in the lot will be awarded additional points (5) to their total assessment score as specified under section 10, Award Criteria.

2. Type of mobility and indicative distribution

Based on an analysis of the specific region needs, the type of mobility and the indicative distribution for this geographical window is as follows:

Type of mobility	Indicative distribution
Undergraduates	30% of the total
Masters	20% of the total
Doctorates	20% of the total
post-doctorate fellowships	10% of the total
academic staff	20% of the total

3. Regional needs and thematic fields of study

The present Call for Proposals is open to mobility that should respect the specific country needs. Based on this principle, the following list of regional needs in terms of thematic fields of study has been identified for this window:

(The complete list of codes related to the thematic fields of study 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)
- Social Science (14)

7.4 Western Balkans Region (Lot 10)

The overall indicative budget available for the Western Balkans region covered under the IPA instrument is 8.5 million €

The table below provides information on the expected minimum number of individual mobility flows and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

Geographical Lot	Third Countries	EC Budget available	Minimum number of individual mobility flows per partnership	Number of projects expected to be funded	Estimated maximum grant per partnership
Lot 10	Albania Bosnia & Herzegovina the former Yugoslav Republic of Macedonia Kosovo ¹⁸ Montenegro Serbia	8.5 million €	280	2	4.250 million €
Total mobility			560		

Under Western Balkans window all the activities must be implemented and finalised by the end of November 2011. The planned duration of the activities may not exceed 28 months. Consequently the duration of the individual mobility, specifically for Masters and Doctorates, must be adapted in accordance with this deadline.

In addition to and in modification of the general principles set in these guidelines (section 6) the following specific rules will apply:

1. Partnership composition

Concerning the participation of Western Balkans universities, the minimum partnership for this window will be constituted of **at least one university** from **at least four different countries** included in this window.

2. Type of mobility and indicative distribution

The type of mobility and the indicative distribution of the mobility covered by this window are reported in the table here below

Type of mobility	Indicative distribution
Undergraduates	60 % of the total
Masters	20 % of the total
Doctorates*	5 % of the total
post-doctorate fellowships	5 % of the total
academic staff	10 % of the total

¹⁸ As defined under UNSCR 1244/99

**Doctorates mobility will be limited to TG I only. The longest possible duration is 2 years and it can not exceed November 2011*

7.5 Asia Region: Asia regional, India and China

7.5.1 Asia regional (Lot 11 and Lot 12)

The overall indicative budget available for the Asia Regional covered under the DCI is 20 million €

The table below provides information on the expected minimum number of individual mobility flows per geographical lot and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

Geographical Lots	Third Countries	EC Budget Available	Minimum number of individual mobility flows per partnership	Number of projects expected to be funded	Estimated maximum grant per partnership
Lot 11	<i>Group A</i> Afghanistan Bhutan Nepal Pakistan Bangladesh <i>Group B</i> Sri Lanka India Indonesia Malaysia Maldives Philippines Thailand China North Korea	10 million €	166	2	5 million €
Lot 12	<i>Group A</i> Cambodia Myanmar Mongolia Vietnam Laos <i>Group B</i> Sri Lanka	10 million €	166	2	5 million €

	India Indonesia Malaysia Maldives Philippines Thailand China North Korea				
Total		20 million €	Mobility 664	4	

Please note that in addition to and in modification of the general principles set in these guidelines (section 6) the following specific rules will apply:

1. Partnership composition

Concerning the participation of the Third-countries institutions, the partnership composition must include **at least one university from at least three countries from Group A** included in the corresponding lot and **at least one university from two countries from Group B**.

Partnerships that include universities from more than three countries from Group A will be awarded additional points (5) to their total assessment score as specified under section 10, Award Criteria.

2. Type of mobility and indicative distribution

Based on an analysis of the specific region needs, the type of mobility and the indicative distribution for this geographical window is 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

3. Regional needs and thematic fields of study

The present Call for Proposals is open to mobility that should respect the specific country needs. Based on this principle, the following list of regional needs in terms of thematic fields of study has been identified for this window:

(The complete list of codes related to the thematic fields of study 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 Science (14)
- Other Areas of Study (16)

7.5.2 India (Lot 13)

The overall indicative budget available for India covered under the DCI is 19 million €

The table below provides information on the expected minimum number of individual mobility flows and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

Geographical Lot	Third Countries	EC Budget available	Minimum number of individual mobility flows per partnership	Number of projects expected to be funded	Estimated maximum grant per partnership
Lot 13	India	19 million €	145	4	4.68 million €
Total mobility			580		

Please note that in addition to and in modification of the general principles set in these guidelines (section 6) the following specific rules will apply:

1. Partnership composition

Concerning the participation of the Indian institutions, the partnership composition must include **at least two institutions each from a different state in India**. Projects including at least one institution physically located in Backward Regions are encouraged. These regions are identified by the Government of India to benefit from the "Backward Regions Grant Fund Programme" (BRGF). For details on the regions concerned, please consult the following web-site <http://brgf.gov.in>, hosted by the Ministry of Panchayati Raj.

Partnerships including mobility of students from Target Group 3 are strongly encouraged in line with the Government of India's policies towards the relevant vulnerable and/or minority groups.

2. Type of mobility and indicative distribution

Based on an analysis of the specific region needs, the type of mobility and the indicative distribution for this geographical window is as follows:

Type of mobility	Indicative distribution
Undergraduates	40 % of the total
Masters	
Doctorates	60% of the total
post-doctorate fellowships	
academic staff	

3. Regional needs and thematic fields of study

The present Call for Proposals is open to mobility that should respect the specific country needs. Based on this principle, the following list of regional needs in terms of thematic fields of study has been identified for this window:

(The complete list of codes related to the thematic fields of study 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)

7.5.3 China (Lot 14)

The overall indicative budget available for China covered under the DCI is 26 million €

The table below provides information on the expected minimum number of individual mobility flows and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

Geographical Lot	Third Country	EC Budget available	Minimum number of individual mobility flows per partnership	Number of projects expected to be funded	Estimated maximum grant per partnership
Lot 14	China	26 million €	175	5	5.2 million €
Total mobility			875		

Please note that in addition to and in modification of the general principles set in these guidelines (section 6) the following specific rules will apply:

1. Partnership composition

Concerning the participation of Chinese institutions, the partnership must include **at least one university each from two different provinces.**

Partnerships that include at least one university physically located in the following less developed provinces of China will be awarded additional points (5) to their total assessment score as specified under section 10, Award Criteria.

Jilin Province Henlongjiang Province Shanxi Province Anhui Province Jiangxi Province Henan Province Guangxi Zhuang Autonomous Region	Hubei Province Hunan Province Chongqing Municipality Sichuan Province Guizhou Province Yunnan Province Tibet Autonomous Region Shaanxi Province	Gansu Province Qinghai Province Ningxia Hui Autonomous Region Xinjiang Uygur Autonomous Region Inner Mongolia Autonomous Region
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2. Type of mobility and indicative distribution

Based on an analysis of the specific region needs, the type of mobility and the indicative distribution for this geographical window is as follows:

Type of mobility	Indicative distribution
undergraduates	40 % of the total
masters	
doctorates	60% of the total
post-doctorate fellowships	
academic staff	

3. Regional needs and thematic fields of study

The present Call for Proposals is open to mobility that should respect the specific country needs. Based on this principle, the following list of regional needs in terms of thematic fields of study has been identified for this window:

(The complete list of codes related to the thematic fields of study 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)

7.6 Latin America Region: Brazil, Argentina and Latin America Regional

7.6.1 Brazil (Lot 15)

The overall indicative budget for Brazil covered under DCI is 9.3 million €

The table below provides information on the expected minimum number of individual mobility flows and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

Geographical Lot	Third Country	EC Budget available	Minimum number of individual mobility flows per partnership	Number of partnership expected to be funded	Estimated maximum grant per partnership
Lot 15	Brazil	9.3 million €	165	3	3.1 million €
Total Mobility			495		

Please note that in addition to and in modification of the general principles set in these guidelines (section 6) the following specific rules will apply:

1. Partnerships composition

Concerning the participation of Brazilian universities, the partnership minimum composition must be constituted of **three Brazilian higher education institutions (at least two of which must be Federal universities)** from **at least two different Brazilian regions** (considering the five regional divisions of the country: North, Northeast, Midwest, South and Southeast).

The following web sites provide information about Brazilian eligible Higher Education Institutions per region:

- <http://www.educacaosuperior.inep.gov.br/inst.stm>
- <http://www.capes.gov.br/cursos-recomendados>

2. Type of mobility and indicative distribution

Contrary to the general rule applying to this Call in section 6 **the totality of the Third-country mobility has to focus on individuals under Target Group 1.**

The type of mobility and the indicative distribution of the mobility covered by this window are reported in the table here below:

Type of mobility	Indicative distribution
undergraduates	45 % of the total
doctorates	43% of the total
▪ <i>Full doctorates</i>	<i>5% of the total</i>
▪ <i>"sandwich"¹⁹ doctorates</i>	<i>38% of the total</i>
post-doctorate fellowships	2 % of the total
academic staff	10 % of the total

3. Regional needs and thematic fields of study

The present Call for proposals is open to mobility that should respect the specific country needs. The areas of study reported below refer to the type of mobility specified into parenthesis only.

(The complete list of codes related to the thematic fields of study is annexed to the Application Form.)

- Education, Teacher Training (05) (Undergraduates)
- Engineering, Technology (06) (Undergraduates, Doctorates: *full doctorates*, *"Sandwich" doctorates*, Post-doctorates and Academic staff)
- Social Sciences (14) (Undergraduates)

7.6.2 Argentina (Lot 16)

The overall indicative budget for Argentina covered under DCI is 2.1 million €

The table below provides information on the expected minimum number of individual mobility flows and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

¹⁹ This term is used to describe the mobility of a Brazilian student that makes a part of his/her doctorate course in a European university. The "sandwich" doctorate usually begins after all the disciplines have been concluded at the Brazilian university and the mobility can be between six and ten months (one semester or a full academic year) in an European University.

Geographical Lot	Third Country	EC Budget available	Minimum number of individual mobility flows per partnership	Number of partnership expected to be funded	Estimated maximum grant per partnership
Lot 16	Argentina	2.1 million €	80	1	2.1 million €

Please note that in addition to and in modification of the general principles set in these guidelines (section 6) the following specific rules will apply:

1. Partnership composition

Concerning the participation of Argentinean universities, the partnership minimum composition must be constituted of **at least five public higher education institutions**. Within the partnership at least one public higher education institution must be from one of the two regions of the Republic of Argentina with a lower Human Development Index (HDI), as follows:

- Northwest Province: Santiago del Estero, Tucumán, Catamarca, Salta y Jujuy
- Northeast Province: Chaco, Formosa, Corrientes y Misiones

2. Type of mobility and indicative distribution

Mobility of students and academic staff from Target Group 1 should represent up to 60% of individual mobility covered by this action. The mobility flows **do not cover** Target Group 3.

The flows of mobility **should not** comprise European outward mobility.

Type of mobility	Indicative distribution
Doctorate	60%
<i>Doctorate 'sandwich'²⁰</i>	50%
<i>Full doctorate</i>	10%
Post-doctorate fellowships	25%
Academic staff	15%

3. Regional needs and thematic fields of study

The present Call for Proposals is open to mobility that should respect the specific country needs. Based on this principle, the following list of regional needs in terms of thematic fields of study has been identified for this window:

²⁰ This term is used to describe the mobility of a student from Argentina that makes a part of his/her doctorate course in a European university. The mobility can be between six and ten months (one semester or a full academic year) in an European University

(The complete list of codes related to the thematic fields of study is annexed to the Application Form)

- Agricultural Sciences (01)
- Engineering, Technology (06)
- Geography, Geology (07)
- Mathematics, Informatics (11)
- Natural Sciences (13)

7.6.3 Latin America Region (Lots 17 to 21)

The overall indicative budget for Latin America Region covered under DCI is 41.6 million €

The table below provides information on the expected minimum number of individual mobility flows and the estimated maximum amounts foreseen to cover the organisation and implementation of these mobility activities.

Geographical Lots	Third Countries	EC Budget Available	Minimum number of individual mobility flows per partnership	Number of partnership expected to be funded	Estimated maximum grant per partnership
Lot 17	Brazil Paraguay Uruguay	10.350 million €	151	3	3.450 million €
Lot 18	Argentina Bolivia Peru	9.570 million €	139	3	3.190 million €
Lot 19	Ecuador Venezuela Chile Cuba	6.250 million €	136	2	3.125 million €
Lot 20	Honduras Guatemala Nicaragua El Salvador México	9.180 million €	133	3	3.060 million €
Lot 21	Colombia Costa Rica Panamá	6.250 million €	136	2	3.125 million €
Total		41.6 million €	Mobility 1813	13	

Please note that in addition to and in modification of the general principles set in these guidelines (section 6) the following specific rules will apply:

1. Partnership composition

Concerning the participation of Latin American institutions, each partnership will include a **minimum of two universities from each country in the corresponding geographical lot, one of which should be public**. In addition, **at least one of the partner universities** from each country, either public or private, **should be located in the least developed regions of the respective country of origin** (according to the UNDP HDI ranking). Please refer to the table below "*Regiones menos desarrolladas según clasificación IDH-PNUD*".

Less Developed Regions ref, HDI - PNUD

Argentina	Jujuy	Formosa	Misiones	Chaco	Santiago del Estero	Corrientes	Salta	Catamarca	San Luis	Tucumán
Bolivia	Potosi	Chuquisaca	Beni	Oruro	Cochabamba	La Paz				
Brazil	Alagoas	Maranhão	Piauí	Paraíba	Pernambuco	Ceará	Rio Grande do Norte	Sergipe	Bahia	Roraima
Chile	Arica	Tarapacà	Antofagasta	Atacama	De los Ríos	De los Lagos	Aysén	Magallanes		
Colombia	Choco	Nariño	Caquetá	Cauca	Sucre	Magdalena	N. Santander	Cordoba		
Costa Rica	Brunca	Chorotega	Huerta Norte	Huerta Atlántico						
Cuba	Granma	Guantánamo	Santiago de Cuba	Las Tunas	Pinar del Río	Camaguey	Holguín	Villa Clara	Sancti Spiritus	Ciego de Avila
Ecuador	Bolívar	Puyo	Orellana	Morona Santiago	Zamora Chinchipe	Carchi	Sucumbíos	Pastaza	Manabí	Cotopaxi
El Salvador	Morazán	La Unión	Cabañas	Ahuachapán	Chataletenango	Usulután	San Vicente	San Miguel	La Paz	Cuscatlán
Guatemala	Quiché	Alta Verapaz	Jalapa	Chiquimula	Totonicapan	Huehuetenango				
Honduras	Lemira	Copán	Intibucá	Santa Bárbara	Ocatepeque	La Paz	El Paraíso	Gracias a Dios	Choluteca	Comayagua
Mexico	Chiapas	Oaxaca	Guerrero	Michoacán	Veracruz	Hidalgo	Zacatecas	Puebla	Tlaxcala	Nayarit
Nicaragua	Jinotega	RAAS - RAAN	Rio San Juan	Nueva Segovia	Madríz	Matagalpa	Boaco	Chinandega	Estelí	Chontales
Panama	Colón	Darien	Los Santos	Herrera	Bocas del Toro	Veraguas	Provincia de Panama			
Paraguay	Itapúa	Alto Paraná	Ñeembucú	Amambay	Concepción	San Pedro	Caaguazú	Paraguarí		
Peru	Huancavelica	Apurimac	Ayacucho	Huánuco	Cusco	Cajamarca	Puno	Amazonas	Loreto	Piura
Uruguay	Canelones	Rivera	San José	Artigas	Cerro Largo	Treinta y Tres	Salto	Tacuarembó	Paysandú	Soriano
Venezuela	Amazonas	Delta Amacuro	Portuguesa	Trujillo	Sucre	Yaracuy	Apure	Cojedes	Barinas	Guarico

2. Type of mobility and indicative distribution

The type of mobility and the indicative distribution of the mobility covered by this window are reported in the table here below:

Type of mobility	Indicative distribution
undergraduates	35% of the total
masters	20% of the total
Doctorates (<i>full doctorates and "Sandwich"²¹ doctorates</i>)	25% of the total
post-doctorate fellowships	10% of the total
academic staff	10% of the total

Contrary to the general rule applying for the present Call on section 6 the window pertaining to Latin America region will focus on the 'target group' 1 and the Latin-American national students and academics concerned by the geographical lot, who are in particularly disadvantaged situations for social or economical reasons.

- **Target group 1: should represent the 80% of the individual mobility flows**
- Among this targets groups a clear provision to favour real participation of social-economically disadvantaged students is a requirement. To this end, the partnerships should demonstrate that the selected students not only have a high level of academic performance or qualifications, but also that they have a less favourable socio-economically situation based upon their administrative records. In addition, the partnerships should endeavour to give preference to the selection of students coming from the least developed regions of the respective countries (Cf. table 'less developed regions, ref. HDI – UNDP).

3. Regional needs and thematic fields of study

The present Call for Proposals is open to mobility that should respect the specific country needs. Based on this principle, the following list of regional needs in terms of thematic fields of study has been identified for this window:

(The complete list of codes related to the thematic fields of study is annexed to the Application Form)

Lot 17 (Brazil, Paraguay, Uruguay)	Agricultural Sciences (01) Education, Teacher Training (05) Engineering, Technology (06) Medical Sciences (12) Natural Sciences (13) Social Sciences (14)
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²¹ This term is used to describe the mobility of a student that makes a part of his/her doctorate course in a European University. The "sandwich" doctorate usually begins after all the disciplines have been concluded at the home university. The mobility can be between six and ten months (one semester or a full academic year) in a European University.

Lot 18 (Argentina, Bolivia, Peru)	Agricultural Sciences (01) Engineering, Technology (06) Geography, Geology (07) Mathematics, Informatics (11) Medical Sciences (12) Natural Sciences (13) Social Sciences (14)
Lot 19 (Ecuador, Venezuela, Chile and Cuba)	Agricultural Sciences (01) Architecture, Urban and Regional Planning (02) Engineering, Technology (06) Education, Teacher Training (05) Geography, Geology (07) Natural Sciences (13) Social Sciences (14)
Lot 20 (Honduras, Guatemala, Nicaragua, El Salvador and México)	Agricultural Sciences (01) Architecture, Urban and Regional Planning (02) Education, Teacher Training (05) Engineering, Technology (06) Mathematics, Informatics (11) Medical Sciences (12) Social Sciences (14)
Lot 21 (Colombia, Costa Rica and Panamá)	Agricultural Sciences (01) Architecture, Urban and Regional Planning (02) Education, Teacher Training (05) Engineering, Technology (06) Mathematics, Informatics (11) Medical Sciences (12) Natural Sciences (13) Social Sciences (14) Communication and Information Sciences (15)

8 Exclusion criteria

Applicants must state that they are not in any of the situations described in the Council Regulation (EC, Euratom) N° 1525/2007 of 17 December 2007 amending Regulation N° 1605/2002 on the general budget of the European Communities 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.

9 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 F 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.

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 D) 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 E, 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.

10 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.

Following the evaluation and for each of the geographical lots, a list with the proposals ranked by score will be established. Within the available financial envelope, the list of selected project(s) per geographical lot 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?	D.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)	D.1.2	
2. Relevance		25
2.1 How relevant is the proposal to the objectives of the Call?	D.2.1	
2.2 How do the expected results contribute to the objective of the Call?	D.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)?	D.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?	D.2.4	
2.5 How good/ balanced is the geographical coverage and spread of the partnership (<i>both European and third-country institutions and associates</i>)?	D.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 different types of education and different target groups in combination with a solid internal management , including efficient internal communication within the consortium?	D.3.1	
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 Memorandum of Understanding in place between the members?	D.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?	D.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?	D.3.4	
3.5 How efficient is the internal academic quality control system foreseen by the project?	D.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?	D.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?	D.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 .	D.3.8	
3.9 How well the cross-cutting requirements of equal opportunities, gender-balance , and encouraging participation of disabled and economically disadvantaged people are integrated in the selection of the candidates?	D.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.	D.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.)	D.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?	D.4.2	
4.3 How well does the proposal tackle brain-drain prevention ?	D.4.3	
Maximum total score		100

In addition to these award criteria, proposals submitted under lots 8, 9, 11, 12 or 14 which include specifically targeted provinces or a broader geographical coverage than the minimal partnership composition, will receive 5 points in addition to their overall score (see specific rule under the relevant lot sections).

11 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.

11.1 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.

11.2 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.

11.2.1 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.

11.2.2 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	6-10 months for Europeans	Fee waiver policy if stay is below 10 months 3.000 € per academic year	75€/ month	29.650 €
		6-22 months for third-countries nationals	Fee waiver policy if stay is below 10 months 3.000 € per academic year		
	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€

12 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).

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.²²

²² 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.

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.

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 Applicable rules

COUNCIL REGULATION (EC,) No 1525/2007 of 17 December 2007 amending Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

COMMISSION REGULATION (EC, EURATOM) No 478/2007 of 23 April 2007 amending Regulation (EC, Euratom) No 2342/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

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

16.1 Specific grant agreement

Following the decision to award a grant, the new partnerships selected under the current call for proposals will be offered a specific grant agreement covering the expenses for the project presented under the current call for proposals.

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

16.2 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.

16.3 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.

16.4 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.

16.5 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.

16.6 Additional information

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

16.7 Payments

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

	First pre-financing	Second pre-financing	Third pre-financing
Up to two years projects	70% of the grant	30% of the grant	
Above two 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.

16.8 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.

17 Procedure for the submission of proposals

17.1 Application Form

Applications must be submitted using the Application Form annexed to this Call for Proposals and available at the following web page: <http://eacea.ec.europa.eu/extcoop/call/index.htm>.

Applicants should keep strictly to the format of the application.

This Call is published in five languages: English, French, German, Spanish and Portuguese. 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.

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

ANNEX A: BUDGET (EXCEL FORMAT)

ANNEX B: PARTNERSHIP STATEMENT (WORD FORMAT)

ANNEX C: SUMMARY SHEET (WORD FORMAT)

ANNEX D: LEGAL ENTITY SHEET (PDF FORMAT)

ANNEX E: FINANCIAL IDENTIFICATION FORM (PDF FORMAT)

ANNEX F: LIST OF THEMATIC FIELDS OF STUDY

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.

17.2 Where and how to send the applications

As indicated in the application form, applications must be sent in a sealed envelope by registered mail or private courier service to the following address:

Education, Audiovisual and Culture Executive Agency
Call for proposals "Erasmus Mundus - External Cooperation Window"
Unit P4
Avenue du Bourget 1 (BOUR 00/37)
B-1140 Brussels

Applications sent by any other means (e.g. by fax or by e-mail) 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 of the 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 email to the following electronic mailbox address: 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).

The electronic and paper versions of the application must be submitted 13th March 2009.

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 duly signed. *These should not be bound with the above document, but stapled separately and enclosed with the original hard copy of the Application Form.*
- Budget (Annex A);
- Partnership Statement signed by the applicant and all partner organisations involved (Annex B).
- Project summary sheet (Annex C);
- 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 C as a MS-Word document),

17.3 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>