

ERASMUS MUNDUS "EXTERNAL COOPERATION WINDOW" QUESTIONS AND ANSWERS

GENERAL QUESTIONS

1. What is Erasmus Mundus "External Cooperation Window"?

Erasmus Mundus "External Cooperation Window" is an EU cooperation scheme designed to foster co-operation in the field of higher education between the European Union and Third-countries through individual mobility of students and academic staff.

2. What are the political ideas behind the scheme?

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

Against this background, the promotion of international cooperation between the European Union and Third-Country higher education institutions and in particular the facilitation of institution-based mobility is a win-win situation for its potential contribution to the mutual enrichment of nations and to a better understanding of peoples.

3. What are the objectives of the scheme?

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

The main objectives of this mobility scheme are:

- To enhance the international cooperation capacity of universities in Third-countries by facilitating transfer of know-how and good practices in the field of student and academic staff mobility;
- To promote cooperation between sending and hosting institutions, thus mutually enriching the educational environment of both the hosting and sending institutions in the European and Third-countries;
- To enable students to benefit linguistically, culturally and educationally from the experience of pursuing academic studies in another country. This will contribute to the mutual enrichment of societies by developing a pool of well-qualified, open-minded and internationally experienced young women/men as future professionals and leaders, capable of responding to the challenges of the new Global Knowledge Society of a globalized world and of improving governance;

- To improve the transparency and recognition of studies and qualifications, in particular by favouring the practical implementation of Common Areas of Higher education triggered by the interest in the "acquis" of the Bologna process;
- To contribute to providing good students from vulnerable groups (i.e. refugees, displaced populations, disabled foreign students, etc) with further education and the dissemination of professional development and empowerment for leadership, thus contributing to the dissemination of European Union social and democratic values;
- To enhance the skills and qualifications of foreign higher education staff so that they can contribute actively towards improvement of quality and pertinence, to university research, to changes in system governance and to innovation of higher education through an institution-based visiting teacher exchange system;
- To build the capacity of the administration and public and private sector by participation of their staff in higher education mobility activities (especially through doctorate and post-doctorate activities);
- To enhance in the medium term the political, cultural, educational and economic links between the European Union and Third-countries.

4. Is Erasmus Mundus "External Cooperation Window" a development aid programme?

Erasmus Mundus "External Cooperation Window" is not a development aid programme. It is a co-operation programme in which both parties – i.e. the European and Third-country Universities – work on an equal basis for the preparation and implementation of individual exchanges of students and professors, contributing thereby to the overarching objectives of the programme (see questions 2 and 3 above)

5. Does this initiative have anything to do with the Erasmus Mundus Master programmes?

Although the call name is "Erasmus Mundus External Cooperation Window" it results from a new initiative launched by the EuropeAid Cooperation Office at the European Commission. This new initiative will be implemented in complementarity to and synergy with the Erasmus Mundus programme. But students participating to a Erasmus Mundus External Cooperation mobility scheme do not have to study within the framework of the Erasmus Mundus master programmes.

6. Which countries participate in the scheme?

European Countries:

- The 25 EU Member States;
- The 3 EEA-EFTA states (Iceland, Liechtenstein and Norway);
- The acceding countries (Bulgaria and Romania);
- The candidate countries for accession to the EU (presently Croatia, Turkey and FYROM);

Third countries:

- Morocco, Algeria, Tunisia, Egypt, West Bank Gaza, Israel, Lebanon, Syria, Jordan, Russia, Georgia, Armenia, Azerbaijan, Ukraine, Moldova, Belarus, Yemen, Iran, Iraq, Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan and Turkmenistan.

7. Who can apply?

Universities, higher education institutions and networks or association of universities settled in any of the European countries (see question 5 above) and having subscribed an Erasmus Charter. The applicant must act as coordinator of the Consortium.

8. What is the Education, Audiovisual and Culture Executive Agency?

The Education, Audiovisual and Culture Executive Agency ("the Agency") is the body that, acting under powers delegated by the Commission of the European Communities, is in charge of the implementation of this cooperation scheme.

9. What is an Erasmus Charter?

The Charter is a certificate which sets out the fundamental principles which have to be respected by European universities intending to participate in the SOCRATES/Erasmus programme. More detailed information can be found at the following address: http://ec.europa.eu/education/programmes/socrates/erasmus/charter_en.html.

10. What is a Consortium?

A Consortium is a group of higher education institutions (from European and Third-countries) and associations of European universities that intends to implement the mobility scheme within a one or more of the geographical lots concerned by the call for proposals. In order to be considered as eligible for funding, a consortium needs to be constituted of a minimum of five European universities from at least three European Union countries plus at least one University from each of the Third-countries included in the "geographical lot" (see question 14 below) concerned by the mobility proposal. For lots 7 and 9 it is sufficient if only two of the third-countries concerned are included in the consortium.

11. Which institution can submit an application on behalf of the consortium?

Only European universities or associations of European universities can submit an application on behalf of the consortium. This organisation also referred to as "the applicant", will become the main beneficiary and coordinator of the project if and when the proposal is accepted.

12. What are the roles of the organisations included in the Consortium?

The applicant and its partners must draw up an agreement defining the technical and financial rights and obligations of each member of the consortium. Although the organisation that submitted the application on behalf of the consortium will act as the coordinator (and unique interlocutor of the Agency for the contractual implementation of the project), this does not imply that it plays a predominant role in the delivery of individual mobility flows. Quite to the contrary, all institutions participating in the consortium must have an active and clearly-defined role within the consortium and, for higher education institutions, be in the position to send and host students and academic staff.

13. If a network or association of European universities is a partner in a consortium, are all its member universities also considered as partners of the consortium?

No. Only organisations specifically indicated as partners in the appropriate section of the application form will be considered as such and be entitled to receive the lump sum of 10.000 EUR for the organisation of the mobility. European universities members of a partner network but not specifically mentioned in the partners section of the application form will not be considered as eligible partners and will not be entitled to receive of send students or academic staff members in the context of the project.

14. What is an associate?

An "associate is any other type of organisation from the eligible countries that plays an active role in the action but is not a direct beneficiary of the project. Associates are not direct beneficiaries of the Community grant. Associates do not have to sign the "partnership agreement". NGO, regional institutions of higher educations, enterprises and chambers of industry and commerce can be an example of associates. Their role will be to facilitate and contribute to the implementation of the individual mobility for instance by identifying and/or, preparing Third-countries mobility candidates, by assisting incoming students of staff members in their host country(ies), by identifying and providing placement facilities to incoming students, etc. In a consortium comprising a network or association of universities, these universities can be considered as "project associates" if they play such kind of role, but they will always operate under the responsibility (/on behalf) of the applicant partnership and/or a specific partner of it.

Although associates are not direct beneficiaries of the Community grant, they can be associated in the mobility preparation activities and their corresponding costs can be covered by the lump sum part of the grant awarded for such purpose.

15. What is a geographical lot?

A geographical lot is a cluster of third-countries grouped by geographical proximity and with which the mobility scheme will be arranged.

With the exception of lots 7 and 9, **geographical lots are indivisible** which means that individual applications must cover all the countries concerned. For lots 7 and 9, applications must cover at least two of the 3 or 4 Third-countries concerned.

16. What will be financed?

The financial contribution will contribute to cover the costs of the organisation of the mobility scheme and the implementation of 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 part of the project costs.

17. What is a mobility scheme?

Each Consortium must establish a scheme of exchanges between the European and Third-Countries represented in the Consortium. This scheme must comply with the provisions stated in

the Call for Proposals (minimum number of individual mobility flows, types of mobility flows, target groups, etc).

18. What is an individual mobility flow?

Each mobility scheme is composed by individual mobility flows whose minimum number, types and conditions are indicated in each Call for Proposals.

Individual mobility flows of Europeans within Europe or Third-Country nationals within the Third-Countries concerned by a proposal cannot be funded with the individual mobility grant.

19. How many types of individual mobility flows exist?

There are 5 types:

- Undergraduates
- Masters
- Doctorates
- Post-doctorate fellowships
- Academic staff

20. How long does a mobility flow last?

It depends on the target group and the type of mobility. You can find a detailed table in the Guidelines of the Call for Proposals.

21. What is a target group and how many target groups exist?

A target group is a group of students/academic staff having the same characteristics regarding the institution/country of origin and/or personal situation.

There are 3 target groups:

- Target group 1: individuals registered in one of the universities member of the consortium
- Target group 2: nationals of the third-countries concerned by the geographical lot and currently not registered in one of these countries partner universities.
- Target group 3: nationals of the third-countries concerned by the geographical lot who are in particularly vulnerable situations (refugees, asylum seekers, etc.).

22. Who can benefit from an individual mobility grant?

- European students and academic staff registered in one of the European universities member of the consortium.
- Nationals of the third-countries concerned by the geographical lot.

23. What funds are available?

The overall budget amounts to € 36.4 million for projects selected in 2007.

24. Are there national information centres or contact points for the scheme?

There are Erasmus Mundus National Contact and Information Points ("National Structures") in the EU Member States and the EEA-EFTA states and the National Tempus Offices in Third-countries (with the exception of Iran, Iraq and Yemen).

The list of Erasmus Mundus National Structures is available from this website: <http://ec.europa.eu/education/programmes/mundus/national.pdf>

The list of National Tempus Offices is available from this website: http://ec.europa.eu/education/programmes/tempus/national_en.html

25. Will there be future rounds of this Call for Proposals?

It is the intention of the Commission to launch a new call including more countries during the academic year 2008/09. For the future, it is envisaged to integrate this mobility scheme into a revised Erasmus Mundus programme for its second phase to start in January 2009 and therefore calls will continue in the years to come.

26. Is there a risk that Erasmus Mundus "External Cooperation Window" will aggravate brain drain from developing countries?

All participating institutions commit themselves not to carry out any activity susceptible of encouraging the brain drain (for example, offering jobs or further possibilities to study in the hosting university). All consortia need to explain their strategy to prevent this effect.

27. Which disciplines or subject areas are covered by Erasmus Mundus "External Cooperation Window"?

The scheme will give a priority to exchanges of students and academic staff in large variety of disciplines. These fields appear in section 2.1.4 of the Guidelines of the Call for Proposals.

28. Does Erasmus Mundus "External Cooperation Window" use the ECTS credit system?

The individual student mobility flows between European and Third-Country universities should be implemented in the spirit of the Socrates / ERASMUS Higher Education mobility programme. In this respect, they should ensure the academic recognition of the studies carried out in the host country of the mobile students. In order to fulfil this condition, the use of the ECTS or other similar credit transfer system is highly recommended.

29. Is there any kind of degree delivered at the end of an individual student mobility flow?

Individual student mobility flows can cover either a part or the totally of the curriculum required for obtaining a degree (at undergraduate, postgraduate or doctorate level).

At the end of a mobility period covering only part of a curriculum – lasting from one quarter to one academic year or more -, the student must be provided by his/her host institution with a transcript of records specifying the marks obtained for each of the courses followed. This transcript must be used by the home institution for recognising the study period abroad as part of the general curriculum required for obtaining the final degree. In addition, a Diploma supplement should be issued at the end of his/her studies identifying the courses followed and the marks obtained during the student's study period abroad. Exchanges which will lead to the award of double diplomas or joint diplomas are warmly encouraged.

For individual mobility flows covering the totality of the curriculum required for obtaining a degree, this latter will be issued by the student's host institution.

30. What language requirements are there for an individual mobility flow?

There is no particular requirement for the language of tuition of the courses attended by incoming students. Although a linguistic support is foreseen for incoming students or lecturers, the consortium must ensure that a clear information on the language of tuition is provided in advance to the candidate students or teaching staff member, and that selected individuals have the required knowledge to follow (or give) courses in the languages concerned.

31. What kinds of welcome and housing facilities should Consortia offer?

Each institution of a Consortium should have an "international office" with adequate opening hours and linguistic coverage. They should offer housing facilities, coaching, language support, activities aiming at social integration as well as assistance with residence permits and social insurance. These services must be of high quality.

QUESTIONS FROM STUDENTS AND SCHOLARS

32. For which academic courses are Erasmus Mundus "External Cooperation Window" available?

All individual mobility flow covered by the project must start during the academic year 2007/2008. The total number of academic years covered by the scheme will depend on the mobility scheme proposed by Consortium.

33. How is academic staff defined?

Academic staff comprises teaching staff or researchers from the universities participating in the Consortium, but also university administrators (rectors, personnel in charge of cooperation offices, etc). All these categories are eligible candidates for outgoing mobility. They will have to perform training, teaching and/or research activities in host institutions members of the Consortium.

34. Are inter-European or inter-Third-countries mobility flows allowed?

No. Individual mobility flows of Europeans between European institutions or Third-Country nationals between Third-Country institutions involved in the partnership are not covered by this scheme.

Please note though that if, for the purpose of the organisation of the individual mobility, meetings have to be organised requiring travel within Europe and/or the Third-Countries concerned have to be organised, the costs incurred can be covered by the part of the grant allocated for such a purpose.

35. Can students or academic staff benefit from more than 1 mobility flow?

No European or third country student is allowed to participate in a second period of the same type of mobility (undergraduate, master, doctorate, post-doctorate). Academic staff cannot benefit from more than one mobility activity within the same project.

36. Can third-country nationals living in Europe apply for a mobility flow?

For target group 1 it should not be possible because students and academic staff must be registered in a third-country university.

For target group 2, the mobility is reserved to students registered in a university in their home country or to persons having obtained a first diploma in their home country. This makes it possible for the third country nationals living in Europe if they have obtained their first higher education diploma in a university from their home country.

For target group 3, they can apply if they meet the following conditions:

1. They have the nationality of one of the countries in the respective lot.
2. They are in any of the conditions of vulnerability enumerated in the call (refugee status, asylum seeker, etc)

37- Can students spend a whole semester at an Associate Institution?

Yes, so long as the conditions of the External Cooperation Window are respected, and as long as the education in question requires such secondment (e.g. to do an Erasmus Mundus Master Course)

38. Can European students receive scholarships from other Community programmes for the purpose of following an individual mobility flow?

Only one Community grant can be awarded for the purpose of implementing an action or activity. In this context, a European student funded whose mobility period abroad is funded with the present cooperation scheme is not entitled to benefit from another Community grant for the same purpose.

39. How can students and academic staff find out about specific admission conditions and apply for an individual mobility flow?

Each Consortium is responsible to widely publish the different types of mobility flows offered by the scheme amongst its members and associates as well as amongst other universities/high education institutions or relevant bodies and organisations established in the third-countries concerned by the lot. Each Consortium establishes the mechanisms foreseen for the selection of students and academic staff. These mechanisms need to prove that they comply with the rules of transparency and equitable treatment. Around June, the list of selected consortia will be published with the contact point for students interested in obtaining a scholarship.

40. Who selects students and academic staff for mobility flows and how?

The Consortium, according to the rules established in its own selection procedures.

41. How will students and academic staff know if they have been accepted in a mobility flow?

The Consortium will inform the applicants of the selection results.

42. How much is the individual mobility flow worth, and how is it paid to students and academic staff?

For financial purposes, each individual mobility flow is divided in 4 items: travel costs, subsistence costs, fees (depending on type of mobility) and insurance costs. The rates to be applied to each item depend on the type and the length of the mobility flow and on the decision of the Consortium to charge or not tuition fees. In the Guidelines there are two tables with the monthly subsistence allowance according to the type and group of mobility and with the travel costs rates based on distance.

43. Do consortia charge tuition fees?

The maximum tuition fee rates are defined in the Guidelines to the Call for proposals. They will be paid directly to the Consortium as part of the mobility grant, in accordance with the rules defined in the Guidelines and the justification provided by the consortium in its application. With the exception of small fees to cover e.g. library costs, laboratory consumables, etc. which could be charged on an equal basis as to local students, no tuition fee can be charged by the consortium to the incoming students in addition to the fee amount already covered by the corresponding part of the grant.

44. How can students and academic staff obtain a visa in order to study in Europe/third countries under an individual mobility flow?

Once students and scholars have received an official confirmation from the Consortium that they have been accepted to participate in an individual mobility flow, they should obtain a visa in their home countries via the embassies of their host country(ies).

It has to be borne in mind that it can take several months to obtain the necessary visas. The international offices of the Universities will advise students and academic staff on how to obtain their visas.

45. Are students and academic staff covered by an insurance scheme?

Yes, they are to be covered by a complementary sickness and accident insurance offered by the Consortium and funded with the community grant allocated to the project.

46. Do Consortia offer language courses?

Consortia are obliged to provide some kind of linguistic support. Also, they normally offer language courses. Details can be obtained directly from the Consortium in question.

47. Do consortia offer welcome and housing facilities?

Consortia are obliged to offer information and assistance in matters such as accommodation.

48. What other services do Consortia offer to students and academic staff?

Consortia may offer further services. The consortium in question can provide details on the services they offer.

QUESTIONS FROM HIGHER EDUCATION INSTITUTIONS AND OTHER BODIES ACTIVE IN THE FIELD OF HIGHER EDUCATION

49. Can applicants introduce an application that involves part of the Third-Countries covered by a lot or Third-Countries included in different lots?

No. It is not possible to present applications covering only part of the countries in a specific lot.

The only exception would be for lots 7 and 9 where the minimal number of mobility flows is not identified per country but for the entire lot. However, even in these cases, applications that would not cover all the countries will receive a lower priority as compared to those that cover all the countries concerned by the lot.

As for the second part of the question, it is not possible to introduce applications that have picked-up countries from different lots.

Please note though that the same consortium can submit an application for up to four different geographical lots.

50. What should a third-country higher education institution do if it is interested in entering into a Consortium that already run a mobility scheme?

Since the totality of the proposed mobility flows have to be described in the application and have to start during the academic year 2007/2008, it is not possible to join a consortium after the date of submission of the application and during the implementation of the project.

Existing consortia wishing to include new Third-Country universities will only be able to do this in the context of the following call(s) for proposals.

51. Are Consortia obliged to include mobility proposals for each of the five types of mobility (i.e. undergraduate, masters, doctorate, post-doctorate and academic staff)?

No, the only limit to be respected is the minimum number of mobility flows with each of the Third-Countries concerned as specified in the Guidelines to the Call (see section 1.3.2). Nevertheless, applications that would not cover all the types of mobility flows will receive a lower priority as compared to those that cover them all.

52. Can a higher education institution submit or be involved in more than one proposal?

There is no limit to the number of proposals in which a European or Third-Country higher education institution can be involved.

However, the same consortium can submit applications to a maximum of four different geographical lots.

53. Is it a formal requirement that applications address all three target groups?

Applicants shall describe the target groups that will benefit from Erasmus-Mundus External Cooperation Window support in the framework of their project. Target group 1 must obviously be represented, but there is no obligation to cover all three target groups. However, applications with the widest possible coverage of target groups will be given the preference.

54. Is it a formal requirement that applications address all thematic fields?

Applicants will need to explain if the partnership can cover all or part of the thematic fields. Priority will be given to partnerships of universities that provide a wide coverage of these fields. Therefore applications are expected to be as multi-disciplinary as possible, i.e. to cover as many of the fields listed in the call as possible.

55. Who selects the proposals and how?

Proposals are selected by the Education, Audiovisual and Culture Executive Agency assisted by independent academic experts covering the relevant countries and disciplines.

The independent academic experts will assess all eligible applications on the basis of the award criteria defined in the Guidelines to the Call. On the basis of the academic experts assessment and their final score awarded to each application, a Selection Committee composed of officials from the Commission and the Agency will take the final selection decision that will be communicate to all applicants.

56. Once a mobility scheme has been selected, what does this mean for the offering Consortium? For how many years is a Consortium selected?

A Consortium is selected for a three-year period subject to a light-weight annual renewal procedure and provided the programme is continued beyond 2008.

The renewal procedure will concern the individual mobility flows proposed to start in the academic year following the renewal application deadline.

57. By which criteria do Consortia select students and academic staff?

Each Consortium has to identify its own common set of criteria to select students and academic staff. Classic tools for selecting applicants comprise CVs, study and exam results, specific requirements for language skills, letters of recommendation, and letters of motivation. The Commission sets certain minimum norms for the student selection procedure, such as transparency, equity, etc. The set of selection criteria must be decided and agreed by the Consortium and made known to potential applicants in advance.

58. How the budget of the mobility scheme will be calculated?

The budget form annexed to the application form intends to establish the provisional budget and grant requested for the preparation and implementation of the proposed mobility flows. In the budget form, 5 parts can be distinguished:

1. Organisation of the mobility: a flat rate of 10.000 EUR per eligible partner participating in the Consortium.
2. Subsistence allowances: total subsistence allowances covering the period abroad of all individual mobility flows and calculated on the basis of the rates defined in the Guidelines to the Call.
3. Travel costs: total amount of travel costs calculated on the basis of the rates defined in the Guidelines to the Call for each individual mobility flow.
4. Tuition fees: total amount of tuition fee for incoming students as calculated by the consortium and, if applicable, revised by the Agency in accordance with the maximum defined in the Guidelines to the Call.
5. Insurance: total amount of insurance costs calculated on the basis of the rates defined in the Guidelines to the Call for each individual mobility flow.

59. How subsistence allowances are calculated?

For each individual mobility flow a monthly amount is allocated for subsistence allowances, according to the mobility type, the target group, the nationality and the minimum and maximum duration of the individual mobility flow stated in the following table:

Mobility type	Target	Nationality	Amount	Duration
Undergraduate	Group 1	European students	800 EUR	3-10 months
		Third country nationals	1 000 EUR	3-10 months
	Group 3	Third country nationals	1 000 EUR	6-34 months
Master	Group 1	European students	800 EUR	3-10 months
		Third country nationals	1 000 EUR	3-22 months

Mobility type	Target	Nationality	Amount	Duration
	Groups 2 & 3	Third country nationals	1 000 EUR	6-22 months
Doctorate	All Groups	European students & Third country nationals	1 500 EUR	6-34 months
Post-doctorate	All Groups	European students & Third country nationals	1 800 EUR	6-10 months
Academic staff	Group 1	European & Third country nationals	2 500 EUR	1-3 months

60. Can consortia allocate to mobile individuals different subsistence allowances than those defined in the Guidelines to the Call?

No. The subsistence allowance calculated on the basis of the monthly allowance table included in the Guidelines to the Call must be paid in full to the grantees.

However in order to avoid fraudulent abuses, the payment of subsistence allowances must be paid fractioned and disbursed on a regular basis, preferably every month and for periods not longer than three months.

61. How travel expenses are calculated?

For each individual mobility flow an amount is allocated for travel costs. This amount is based on a fixed amount depending on the distance¹ ("as the crow flies") between on the one side the location of origin (for Target Group 2), location of residence (for Target Group 3) or home university (for Target Group 1) of the student/academic staff and on the other side the hosting university premises, according to the following table:

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 these rates, a travel grant is calculated for each specific mobility flow, irrespective of the travel costs that will be finally incurred. It is up to the Consortium to define the procedure to be used for the payment of these costs (direct reimbursement to the grantee, direct booking by the Consortium, etc).

¹ This linear distance can be calculated using the tool you can find in <http://www.indo.com/distance>

The differences, if any, between the amount allocated for each individual mobility flow and the amount actually incurred cannot be compensated with the amount received in concept of subsistence allowances.

Although the total mobility period can be divided in successive periods in the host institution, only one travel amount is calculated per individual student or academic staff.

If an individual mobility flow includes a stay in different hosting institutions, the consortium should use the longest distance to calculate the travel amount for the corresponding flow.

62. Can consortia charge tuition and registration fees directly to students?

No. Although Consortia may request Community support to cover tuition fees for incoming students (see specific conditions in the table under section 2.1.5.3. of the Guidelines to the Call), the corresponding amount must be clearly indicated and justified in the application form. In case of approval of the proposal, the Consortium will receive this amount as part of the overall grant and fees should therefore not be charged to the incoming students. It corresponds to the coordinator of the consortia to distribute to each hosting institution the tuition fees corresponding to the students hosted.

As far as possible, the tuition fees received by the Consortium should include all obligatory costs incurred by students. It is however possible to ask incoming students for the payment of a small additional fee to cover e.g. laboratory or library costs, under the condition that this additional fee is charged on the same basis as to local students.

63. How much can a Consortium requests for tuition fees?

The table included under section 2.1.5.3 of the Guidelines to the Call specifies the maximum amount of tuition fees that can be claimed by hosting universities.

In general this amount is limited to EUR 3.000 per academic year and per student.

Tuition fees cannot be charged for the mobility of students enrolled in one of the partner universities and undergoing a mobility period of less than 10 months in another partner university.

Post-doctorate mobility flows should not include tuition fee unless they concern specialised post-doctorate studies (as opposed to post-doctorate mobility for research purposes). In this case the fee covered by the grant can amount to 5.000 € maximum.

Please, note that these amounts are not a flat-rate guaranteed per individual mobility flow. There are maximum amounts that can be reduced in the light of the practise of the hosting institution.

64. How insurance costs are calculated?

Consortium must provide a full insurance coverage to students and academic staff participating in an individual mobility flow. For each person, a fixed amount of EUR 75 per month is calculated, irrespective of the real insurance costs finally incurred.

The differences, if any, between the amount allocated for each person and the amount actually incurred cannot be compensated with the amount received in concept of subsistence allowances.

In order to obtain economy of scale benefits, Consortia are advised to subscribe a global policy for all the individuals involved in the mobility scheme.

65. How will the final grant be calculated?

At the end of the contractual period defined in the specific grant agreement, the co-ordinating institution will have to submit a final report. The financial part of this report will consist in an overview of the costs related to the organisation of the mobility and a detailed declaration of the individual mobility flows actually implemented. The final amount of the grant will be established after the evaluation of this final report by the Agency.

66. Does the co-ordinating institution receive more funds than its partners?

The co-ordinating institution does not get more funds from the Agency than the partners. Nevertheless, the co-ordinating institution is responsible for the distribution of the total amount received from the Agency amongst partners and, depending on the internal arrangements of the Consortium, students and academic staff participating in individual mobility flows.

Depending on the number of students hosted, the length of their stay, the project coordination workload, it will be for the Consortium to decide and agree on the way the grant awarded for the mobility organisation costs between the coordinating institution and the other partners.

67. Can part of the Community grant be used to finance language courses before the main courses start?

Yes. Part of the 10.000 EUR granted to each partner for the organisation of the individual mobility can be used by the Consortium to finance intensive language courses at the start of project implementation in order to upgrade the language skills of the students/academic staff that are going to participate to the mobility scheme.

68. Who pays the allocated amounts to students and academic staff and how?

The Consortia are responsible for paying the grants to their grantees on the basis of arrangements between the partners of the consortium on the one hand, and arrangements with the grantees on the other. Consortia are free to establish their own payment modalities provided they respect the full amount to be paid out and that the payments are performed on a regular basis, preferable on a monthly basis and for periods not longer than three months.

69. Do the partners have to sign any kind of document between them?

There are three kinds of documents the partners must elaborate:

- Letters from the appropriate authorities of each institution participating in the project, confirming their agreement with and endorsement of the project, to be annexed to the application form.

- Mandate signed to each co-beneficiary granting power to the main beneficiary, to be annexed to the framework partnership agreement to be signed between the Agency and the main beneficiary.
- An agreement between the partners defining the technical and financial rights and obligations of each member of the Consortium.

70. Can a consortium launch individual mobility flows during the entire duration of the specific grant agreement?

It is mandatory for all individual mobility flows covered by the specific agreement to start during the academic year 2007/2008 and at the latest by the 1st of April 2008. As a result it is not possible to propose mobility flow planned to start in a subsequent academic year. These latter will have to be applied for in the context of the renewal application(s) to be presented within the next Call(s) for proposals.

71. What is the purpose of the individual mobility lists that will have to be submitted to the Agency by December 2007?

At application stage, Consortia will have to specify the number of proposed mobility flows for the different target group, type of mobility and Third-Countries. This will be the basis used by the Agency to calculate the proposed grant.

In accordance with these proposed mobility numbers, approved projects will have until 1st of December 2006 to provide the Agency with the personal data of the corresponding individuals as well as with the data of additional individuals which will be used as a reserve in case of replacement of pre-selected students or academic staff.

72. What are the purposes of and differences between a Framework partnership agreement and a Specific grant agreement?

The **framework partnership agreement** that will be passed between the Agency and the Consortium will establish an ongoing, formalised relationship of co-operation between both parties on the basis of common objectives and in order to contribute to the aims of the External Cooperation Window scheme. The framework partnership agreement is not a grant agreement, but identifies the coordinating institution of the Consortium as a privileged partner of the Agency. The coordinating institution has the primary legal responsibility towards the Agency for the proper execution of the framework partnership agreement. At least for next year's call, in principle, only the consortia with a partnership framework agreement will be able to resubmit a proposal for the specific lot.

On the basis of the framework partnership agreement, the Agency will conclude annually a **specific grant agreement** with the Consortium's coordinating institution in order to cover the implementation of the approved activities (i.e. the organisation and implementation of individual mobility flows) and the use of the Community grant awarded for such purpose. The duration of the specific agreement will be calculated in order to allow for the implementation of the longest individual mobility period proposed by the Consortium.