



EUROPEAN COMMISSION

Erasmus Mundus
"External Cooperation Window"

Guidelines
for grant applicants
responding to the Call for Proposals for the implementation of the window
in academic year 2007/2008

Regions for 2006 call for proposals:

1. South Mediterranean and Eastern European Neighbouring Countries under the ENPI regulation and Russia (ENPI +ex-TACIS)
2. Yemen, Iran, Iraq under DCI
3. Central Asian Republics under DCI

OPEN CALL FOR PROPOSALS

Budget lines: 19.080101, 19.080103, 19.10 03 and 19.10 02

Reference: **EuropeAid/124352/C/ACT/multi**

Deadline for receipt of applications: 31st January 2007

NOTICE

Please note that the legal basis of this call is not the Decision of December 2003 of the European Parliament and of the Council establishing the Erasmus Mundus Programme. It is the result of a new initiative launched by the EuropAid Cooperation Office which will be implemented complementary to and in synergy with the Erasmus Mundus Programme.

The implementation of the call for proposal is subject to

- i) the final adoption of the relevant basic acts which are now in the process of approval by the Council of the European Union and the European Parliament;
- ii) the adoption of appropriations of the Community budget for 2007 relevant to this action,
- iii) the formal approval of the programming documents for the relevant actions and the relevant financing decisions, and
- iv) The modification of the applicable legislative provisions governing the activities of the Education, Audiovisual and Culture Executive Agency.

The occurrence of these conditions does not depend only on the European Commission. If one or all of the above elements are substantially modified, do not provide adequate coverage for the proposed action or are not adopted, the present call for proposals or some of its lots may be cancelled and/or replaced by a new call for proposals adapted to the finally approved basic act and other applicable legislative provisions aforementioned, the relevant budget and/or the programming documents and financing decisions.

Subject to the condition specified under iv) of the note above, the Commission will entrust the implementation of this call for proposals to the Education, Audiovisual and Culture Executive Agency. As a result and if applicable, all references to the European Commission in this document should be replaced by “the Agency”.

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1. THE ERASMUS MUNDUS EXTERNAL COOPERATION WINDOW

1.1 BACKGROUND

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

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

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

The Erasmus Mundus External Cooperation Window complement current and previous schemes such as Tempus, ALFA, AsiaLink and Edulink. This new window covers new actions and builds on the positive results that other programmes like Erasmus, the general Erasmus Mundus and ALBAN have generated.

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

The current call for proposals will cover:

- the Neighboring countries in the South Mediterranean and Eastern Europe covered by the future ENPI¹ Regulation plus Russia (covered both by the ENPI and the TACIS² regulations)
- Yemen, Iraq, Iran covered by the future the DCI³ regulation.
- Central Asian Republics (Kazakhstan, Kyrgyzstan, Tajikistan, Uzbekistan and Turkmenistan) covered by the future DCI regulation

Other calls might be launched for other regions from 2007.

¹ European Neighbouring policy instrument

² Technical Assistance to the Community of Independent States

³ Development cooperation instrument

1.2 OBJECTIVES OF THE ACTION

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 process⁴;
- To contribute to provide good students from vulnerable groups (i.e. refugees, displaced populations, disabled foreign students, etc) with further education and professional development and empowerment for leadership, thus contributing to disseminate European Union social and democratic values;
- To enhance the skills and qualifications of foreign higher education staff so that they can contribute actively towards improvement of quality and pertinence, to university research, to changes in system governance and to innovation of higher education through an institution-based visiting teacher exchange system.
- To build the capacity of the administration and public and private sector by participation of their staff in higher education mobility activities (especially through doctorate and post-doctorate activities);
- To enhance in the medium term the political, cultural, educational and economical links between the European Union and Third-countries;

1.3 FINANCIAL ALLOCATION PROVIDED BY THE EUROPEAN COMMISSION

The European Commission will contribute to financing both

- ✓ 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 to be funded in this call are:
 - For students: undergraduate, master, doctorate and post-doctorate mobility opportunities

⁴ Bologna process is a process aiming at the creation of a Common Area of education in Europe

- For academic staff: exchanges 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 2.1.3, 'Eligible activities'.

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.

1.3.1 INDICATIVE GLOBAL AMOUNT

This call for proposals is divided in 9 lots (see section 1.3.2 below).

The overall indicative amount made available under this call for proposals is EUR 29 million for the ENPI plus Russia.

The overall indicative budget for Yemen, Iran and Iraq under DCI is EUR 3 million.

The overall indicative envelop for Central Asia under the DCI is EUR 4.4 million.

The European Commission reserves the right not to award all available funds, as well as to increase or decrease these 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 use the remaining funds to finance further proposals for other lots covered by the same financial instrument.

1.3.2 SIZE OF GRANTS

The size of the grants depends on the number of people participating in the mobility activities, the duration and the type of individual mobility (undergraduate, master, doctorate, post-doctorate, visiting academic staff). The grants awarded will normally fall **between a minimum of EUR 1 million and a maximum of EUR 6 million**.

Each application must refer to one specific lot. Each single applicant can apply for up to four lots under separate applications.

The tables below provide 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

Neighbouring region:

Geographical Lots	Third Countries	Minimum number of individual mobility flows	Estimated maximum grant
Lot 1	Morocco	75	6 million €
	Algeria	75	
	Tunisia	75	
Lot 2	Egypt	125	6 million €
	West Bank Gaza	50	
	Israel	50	
Lot 3	Lebanon	35	3 million €
	Syria	35	
	Jordan	40	
Lot 4	Russia	175	5 million €
Lot 5	Georgia	40	3 million €
	Armenia	30	
	Azerbaijan	30	
Lot 6	Ukraine	110	6 million €
	Moldova	55	
	Belarus	55	
Total ENPI + Russia		1055	29 million €

East of Jordan

Lots	Countries	Minimum number of individual mobility flows	Estimated maximum grant
Lot 7	Yemen, Iran, Iraq	110	3 million

Central Asian Republics

Lots	Countries	Minimum number of individual mobility flows	Estimated maximum grant
Lot 8	Kazakhstan	40	1.3 million
Lot 9	Kyrgyzstan	110	3.1 million
	Tajikistan,		
	Uzbekistan		
	Turkmenistan		

Proposals will need to cover the minimum number of individual mobility flows foreseen for each of the countries concerned by the geographical lot or in the case of lots 7 and 9 the global number of mobility flows.

2. RULES OF THIS CALL FOR PROPOSALS

These guidelines set out the specific rules for the submission, selection and, if approved, implementation of projects presented under this call.

For the sake of clarity, 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;

2.1 ELIGIBILITY CRITERIA

The main beneficiaries of this programme are universities, 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 (see 2.1.1). Applications need to comply with eligibility criteria regarding:

- Eligible applicant
- Eligible partners and partnerships
- Eligible activities, including eligibility of students and staff object of individual mobility flows
- Eligibility of costs

2.1.1 *Eligibility of applicants: who may apply*

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

- Be a legal person **and**
 - Be **either**
 - a university or higher education institution. In order to be eligible as a higher education institution, applicants and partners must provide courses at the undergraduate and/or graduate level of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a “University” or bear some other relevant name (e.g. “Polytechnic”, “College”, “Institute”, etc). Institutions preparing students for foreign degrees (e.g. those operating as a branch or under a franchising agreement) are not eligible for support. To be eligible the university must have been awarded an Erasmus Charter before the date of publication of the present call
- or**
- an existing network or association of universities provided that they meet the other requirements defined in this section and integrate at least 10 European universities from at least 5 different countries, each in possession of an Erasmus Charter. The network or associations must have held a legal status for at least three years.

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 (see application form point 7.1.4).

iii. Be registered in one of the following countries:

European Union			Other European eligible countries	
Austria	Greece	Poland	<i>Acceding countries:</i>	<i>EEA countries:</i>
Belgium	Hungary	Portugal	Bulgaria	Iceland
Cyprus	Ireland	Slovakia	Romania	Liechtenstein
Czech Republic	Italy	Slovenia	<i>Candidate countries:</i>	Norway
Denmark	Latvia	Spain	Croatia	
Estonia	Lithuania	Sweden	FYROM ⁵	
Finland	Luxembourg	United Kingdom	Turkey	
France	Malta			
Germany	Netherlands			

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

(2) 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 European Commission 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 European Commission (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.

⁵ Former Yugoslav Republic of Macedonia

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:

- (g) are subject to conflict of interest
- (h) are guilty of misrepresentation in supplying the information required by the European Commission 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 European Commission 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.

In part VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of the above categories (a) to (f).

2.1.2 Eligibility of partners and partnerships

Applicants must act with partner organisations as specified hereafter. Even though the European Commission 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 an agreement defining the technical and financial rights and obligations of each member of the partnership.

Partners

Partners participate in implementing the action as co-beneficiaries and the costs they incur are eligible in the same way as those incurred by the grant applicant. They must therefore satisfy the applicant’s eligibility criteria i and ii⁶ and (2). In addition to the countries referred to in section 2.1.1 (1), for each individual geographical lot, the universities or higher education institutions from the countries concerned are eligible as partners (see table under 1.3.2 for the list of lots and eligible Third countries).

The minimum partnership for this call will be constituted of

- ✓ 5 European universities⁷ having subscribed an Erasmus Charter from at least three European Union countries, plus
- ✓ at least one University from each country in the corresponding geographical lot. Given the particular difficulties of lots 7 and 9, for these specific lots the minimum requirement will be at least one university in at least two countries included in this lot. Priority will be given however to proposals having at least one university of each country in these lots.

Thus, for example, a proposal concerning lot 1 (Tunisia, Morocco and Algeria) needs a minimum partnership of 5 European universities holding an Erasmus charter from at least three European Union countries plus at least one Tunisian, one Algerian and one Moroccan University. A proposal

⁶ Please note that the obligation to be in possession of an Erasmus Charter does not apply to Third-Country partner universities.

⁷ Please note that although associations or network of universities are eligible as applicants and partners, they are not counted in the minimum partnership size.

concerning lot 9 needs a minimum partnership of 5 European universities holding an Erasmus charter from at least three European Union countries plus at least one university from two of these countries: Kyrgyzstan, Tajikistan, Uzbekistan Turkmenistan

However, it is to be noted that priority will be given to proposals that involve:

- A higher number of partners than the minimum requested in the European countries.
- A higher number of partners than the minimum requested in the third countries covered by the lot concerned.
- Present a balanced partnership between European and Third country universities.
- A group of universities with faculties or colleges covering all (/most of) the priority thematic fields (see 2.1.4 below).

In order to ensure sound management of the partnership by the applicant, the maximum size of the partnership is limited to 20 partners. Associations and networks will count as one single partner.

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 2.1.1.

The associates have to be mentioned in the application form.

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

- 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 and displaced populations.

2.1.3 Eligible activities: actions for which an application may be made and which can be covered by the Community grant

2.1.3.1 General Principles

A/ Definition:

An action (or project) is composed of a set of activities.

B/ Number of proposals and grants per applicant

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

C/ Duration and starting dates for activities

The planned duration of an action or project may not be lower than 24 months nor exceed 42 months.

Eligible activities can start on 1st September 2007 provided that contracts have been signed.

Except in cases of "force majeure" duly justified and subject to prior authorisation by the European Commission, **all individual mobility must start at the latest by the 1st of April 2008**. Consortia will have to provide the list of selected students and academic staff, plus a reserve list, to the European Commission by the 1st December 2007.

D/ Location:

Activities must take place in an eligible country. There are three groups of eligible countries:

- The 25 member States of the European Union
- Other European acceding and candidate countries and the EEA countries
- Third countries in: the Southern and Eastern neighbouring area, Russia, the East of Jordan region and the Central Asian republics

The following table includes the countries concerned:

Third-countries (eligible partner countries)	European Union (eligible partner and applicant countries)	Others (eligible partner and applicant countries)
<i>Southern neighbouring area</i>	Austria Belgium Czech Republic Cyprus Denmark Estonia Finland France Germany Greece Hungary Ireland Italy Latvia Lithuania Luxembourg Malta Netherlands Poland Portugal Slovakia Slovenia Spain Sweden United Kingdom	<i>Acceding countries</i>
Morocco Algeria Tunisia Egypt Jordan Lebanon West Bank & Gaza Strip Israel Syria		Bulgaria Romania
<i>Eastern Neighbouring area</i>		<i>Candidate countries</i>
Russia Ukraine Belarus Armenia Moldova Azerbaijan Georgia		Croatia FYROM *** Turkey
<i>East of Jordan</i>		<i>EEA countries</i>
Yemen Iran Iraq		Iceland Liechtenstein Norway
Central Asia		
Kazakstan, Kyrgyzstan, Tajikistan, Uzbekistan Turkmenistan		

E/ Type of activities

The project will involve the organisation of different kinds of mobility, 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**;
- The implementation of **individual mobility of students and academic staff** (*see specific rules under 2.1.3.3 below*).

2.1.3.2 Organisation of mobility

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

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

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

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

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

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

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

The project will need to show how individual mobility flows of Target Groups 2 and 3 (see table under 2.1.3.3 below) will contribute to the wider dissemination of know-how, to capacity building and to the different objectives of the programme.

Visibility strategy

The project will also aim at providing visibility of the European higher education sector and must therefore include a solid visibility and networking strategy aiming at reaching as many universities in the third-countries concerned as possible and at increasing the higher education opportunities of vulnerable groups (refugees, asylum beneficiaries, displaced populations, disabled students) from the third-countries concerned. Given that applicants selected will be offered a partnership framework agreement allowing them to renew their proposal for the following call(s), having a solid visibility strategy will be considered an important qualitative element.

Sustainability strategy

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

Transparent selection mechanisms

Each proposal will need to explain the mechanisms foreseen for the selection of students and academic staff participating in the mobility. The mechanisms need to prove that they comply with the rules of transparency and equitable treatment, for example making the entry requirements public and available in due time to the different target groups, using a students/scholars selection committee of the partnership institutions, organising selection panels in the sending countries, etc. Please beware that unilateral decision on selection by either a third country or European university is not considered to fulfil the minimum requirements of transparency and equal opportunities required by the Erasmus Mundus Cooperation Window.

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

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

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

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

The requirements on transparency and equitable treatment need to be applied both to students and academic staff from all three target groups.

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

2.1.3.3 Individual Mobility Flows

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

Target Group	Target beneficiaries	Types of individual mobility flows	Countries of mobile individuals
TARGET GROUP 1 (at least 50% of the individual mobility flows)	Students and academic staff registered in one of the universities member of the partnership.	undergraduate, master doctorate, post-doctorate academic staff exchanges	Third-countries and European countries of the geographical lot concerned
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 in an institution of these countries a university degree or equivalent. 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. It may cover mobility for students holding the nationality of one of the third-countries concerned and having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or where it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination grounds <u>When relevant to the specific situation of the country, proposals with a solid strategy and effectively promoting participation of group III will be given priority (see evaluation grid).</u>	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.**

Each partnership will need to clearly indicate the number of individuals proposed for participation in the mobility (see minimal number of individual mobility flows in the table under 1.3.2 above), as

well as the duration of each of these individual mobility flows (within the limits established by this call) for each of the five types of mobility.

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

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.

Please note that mobility flows for student and academic staff between the European or between third-country institutions involved in the partnership is not eligible⁸.

Number and duration of individual mobility activities

All applications will clearly state the number of people, the target groups and the types of mobility activities they intend to cover. As stated above, each proposal will need to cover at least the minimum number of individual mobility flows with each of the countries included in the geographical lot concerned (see table under 1.3.2 above).

The partnership will have the liberty to decide the distribution between the different types – see indicative table above - as well as the duration of the mobility activities within the limits established in the table below:

Type of individual mobility	TARGET GROUP I		TARGET GROUP II Other third-country nationals in targeted country(ies) except target group III	TARGET GROUP III Refugees, asylum beneficiaries, etc
	Students & staff from partnership			
	EU/other European partners	Third-country partners		
Undergraduate	3-10 months	3-10 months	Not applicable	6-34 months
Master	3-10 months	3-22 months	6-22 months	6-22months
Doctorate	6-34 months		6-34 months	6-34months
Post doctorate	6-10 months		6-10 months	6-10 months
Academic staff	1-3 months		Not applicable	Not applicable

Applicants should take notice that if their project is approved, they will need to submit the list of the actual students and academic staff selected to benefit from a mobility activity as well as a reserve list to the European Commission indicating the name, gender, target group, nationality, sending, and hosting university, field of specialisation, type of mobility and duration. The deadline for the

⁸ 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.

submission of the lists with actual names of students and academic staff will be the 1st of December 2007 at the latest.

Mobility of European students

Within each proposal, a maximum of 30% of the individual mobility flows can be reserved to cover the mobility of students and/or academic staff from the European institutions towards one or more of the third-country institutions involved in the partnership.

The eligibility criteria for students are:

1. The student must have the nationality of one of the eligible European countries;
2. The student must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries;
3. The student must be registered at one of the partner European institutions or,
4. For post-doctorate mobility only, the student must have obtained his/her 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 following up highly specialised courses;
5. Undergraduate students must have successfully completed at least one year of studies at higher education level.

No student from the EU or another eligible European country is allowed to participate in a second period of the same type of mobility (undergraduate, master, doctorate, post-doctorate).

Studying abroad may include a work training period, provided that it is preceded by a minimum period of study abroad of three 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.

Please note that the payment of national grants and loans to outgoing European students should be maintained and that European students mobility between European institutions involved in the partnership cannot be covered by this scheme.

The European Commission advises European Universities 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

Within each proposal, at least 70% of the individual mobility flows must concern Third country nationals of the countries concerned by the specific lot.

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 geographical lot and be part of the vulnerable target groups;

Please note that no third-country student is allowed to participate in a second period of the same type of mobility (undergraduate, master, doctorate, post-doctorate) and that Third-country student mobility between third-country institutions involved in the partnership cannot be covered by this scheme.

Academic staff mobility

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

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

The objectives of "academic staff mobility" must be:

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

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

1. Work in or be associated to one of the participating institutions;
2. Have the nationality of one of the eligible countries and
3. Be fully integrated into the Department or Faculty of the host institution(s).

This last criterion means that:

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

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

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

- will lead to progresses in the application of ECTS or other systems for recognition of studies in the partner institution

Academic staff cannot benefit from more than one mobility.

Please note that mobility of European academic staff between European institutions or third-country academic staff between third-country institutions cannot be covered by this scheme.

2.1.4 Priority thematic fields for mobility

The Programme will give a priority to exchanges of students and academic staff in one of the sub-fields listed after the main fields (in bold):

- **Agricultural sciences:** Agriculture, Food Science and Technology, Fisheries, Forestry
- **Architecture, urban and regional planning:** Urban planning and development, Regional planning and development/ Rural development, Infrastructure development, Cultural heritage
- **Art and Design:** Art and Design, Design (graphic design, industrial design, fashion, textile)
- **Business studies and management sciences** Business studies, management science; Finance; Tourism; Trade, marketing and sales management; Cultural management
- **Education, teacher training:** Teacher training; Special needs education
- **Engineering, technology:** Engineering (all branches); Telecommunication; Manufacturing sciences and Applied sciences
- **Geography, geology:** Environmental sciences; Soil and water sciences; Energy
- **Humanities:** Archaeology
- **Languages:** Translation and interpretation; Applied languages
- **Law:** Comparative law; International law; Civil law (Legal property rights); Public administration; EU law; Human rights
- **Mathematics, informatics:** statistics; Informatics and computer science
- **Medical sciences:** Medical sciences; Epidemiology; Veterinary studies; Pharmacy; Public health systems
- **Natural sciences:** Natural sciences; Biology ;Bio-technology; Oceanography
- **Social sciences:** Political science; Social development; Economics (including economic cooperation studies); Social work; European studies, regional integration and international relations; Social and cultural anthropology; Sustainable development
- **Communication and information sciences** : Communication and information sciences; Journalism; Media (radio, TV, cinema); Museum Studies, Conservation
- **Other areas of study:** Nautical Studies; Good governance; Corporate governance; decentralisation and local development;

Applicants will need to explain if the partnership can cover all or part of these fields. Priority will be given to partnerships of universities that provide a wide coverage of these fields.

Besides falling within these areas, the following aspects should be taken into account in the content and design of all projects proposed:

- Clear provision should be made for ensuring equal opportunities and equitable participation of both gender and to favour participation of participants with disabilities.
- All partnership members must clearly demonstrate the commitment of their institution to the project. Proposals should indicate how the project fits into the international strategy of the institutions involved and how the project will complement that strategy.

2.1.5 Financial Conditions and Calculation of the grant

The grant awarded can be used to cover the costs incurred by the implementation of eligible activities as described under 2.1.3 above.

2.1.5.1 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 European Commission 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 Commission. 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.

Calculation of the Grant

The grant contributes to funding the different activities necessary to attain the objectives of the action. It covers costs for:

- The organisation by the members of the partnership of the individual mobility for the different target groups;
- The implementation of individual mobility of students and academic staff.

2.1.5.2 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 institution which is member of the partnership.

2.1.5.3 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 and must provide them with all relevant documents to facilitate their requests for visas.

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 5,000€ registration fees for specialised post-doctorate studies. 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 European Commission 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.

Mobility Type	Monthly Subsistence allowance	Duration	Tuition/registration Fees	Insurance	Maximum amount (excluding travel)
UNDERGRADUATE	Target Group 1				
	800€(for European students)	3-10 months	Fee waiver policy if stay is below 10 months	75€ month	13,675€
	1,000 €(for third country nationals)		3,000 €if stay is 10 months		
	Target Group 3				
1,000 €month (for third country nationals)	6-34 months	3,000 €/ academic year	75€month	45,550 €	
MASTER	Target Group 1				
	800€month for European students	3-10 months for Europeans	Fee waiver policy if stay is below 10 months	75€ month	30,650
	1,000 € month for third country nationals	3-22 months for third-countries nationals	Fee waiver policy if stay is below 10 months		
			3,000 €if stay is 10 months		
Target Groups 2 & 3					
1,000 € month	6-22 months	3,000 €/ academic year	75€ month	30,650 €	

Mobility Type	Monthly Subsistence allowance	Duration	Tuition/registration Fees	Insurance	Maximum amount (excluding travel)
DOCTORATE	Target Groups 2 and 3				
	1,500€ month	6-34 months	3,000 €/ academic year	75€ month	64,050 €
POST-DOCTORATE	All target groups				
	1,800 € month	6-10 months	No fees for research activities Max. 5,000€/ 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€

2.2 HOW TO APPLY AND PROCEDURES TO FOLLOW

2.2.1 *Application form*

Applications must be submitted using the application form annexed to this call for proposals (Annex A). **This form includes a concept note, which must also be completed.** Please note that, on the basis of the technical evaluation of the concept note, only the best classified proposals per geographical lot will undergo a full technical evaluation. Therefore, it is strongly recommended to fill in carefully and clearly this section of the application form.

Applicants should keep strictly to the format of the application.

This call is officially published in English. To facilitate the work of the partnerships, applicants can apply in either English or French.

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.

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.

Clarifications will only be requested when information provided is unclear, thus preventing the European Commission from conducting an objective assessment.

Hand-written applications will not be accepted.

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

2.2.2 *Where and how to send the applications*

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

Applications sent by any other means (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 separately.

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

Applications must be submitted in one original and two copies. The complete application form must also be supplied in electronic format by an email to the electronic mailbox address indicated in the application form. The electronic format must contain exactly the same proposal as the paper version (with the exception of the supporting documents for eligibility). Each component of the application must be submitted in a separate and single electronic file (for example the application form must not be split into different files).

OVERVIEW: WHAT TO SEND

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

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

This should include

- The Check List and the Declaration by the applicant. *These should not be bound with the above document, but stapled separately and enclosed with the original hard copy of the application form.*
 - Partnership Statement signed by the applicant and all partner organisations involved.
 - Budget (Annex B) and Budget Justification;
 - Project summary sheet (Annex C);
 - The supporting documents for the eligibility check (see point 2.4)
- **Two (2) additional hard copies** of the same documents
 - **One (1) electronic version** to be sent by email and containing :
 - Application Form (Annex A as MS-Word document),
 - Budget (Annex B as MS-Excel document) and Budget Justification (MS-Word or MS-Excel document)
 - Project Summary Sheet (Annex C as a MS-Word document).

2.2.3 *Deadline for submitting applications*

Applications must be submitted at the latest by **31st January 2007 (postmark)**. Any application submitted after the deadline will automatically be rejected.

2.2.4 *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/static/en/mundus/extcoop/call/index.htm>

2.3 EVALUATION AND SELECTION OF APPLICATIONS

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

1. Administrative Check (step 1)
2. Evaluation of concept notes (step 2)
3. Full Technical Evaluation of applications (step 3)
4. Eligibility of the applicants and partners (step 4)

The full technical evaluation of your application (step 3) will only be performed if your application has passed the administrative check (step 1) and your concept note is provisionally selected among the best for the geographical lot concerned (step 2).

The eligibility of the applicants and partners (step 4) will be performed in parallel with step 3 on the basis of the supporting documents and the Declaration by the applicant signed and sent together with the application.

Proposals are selected through a competitive system and all candidates are subject to the same rules. Please read carefully all recommendations and guidelines regarding the content, design and expected outcomes of project proposals. The Guidelines contain the evaluation grid, which will be used to technically assess your proposal.

Applications will be examined and evaluated by the European Commission with the assistance of external assessors.

All actions submitted by applicants will be assessed according to the following steps and criteria:

(1) STEP 1: ADMINISTRATIVE CHECK

The following will be assessed:

- 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 check, the European Commission will send a letter to all applicants, informing them of the reference number they have been allocated and whether their application has satisfied all administrative criteria.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The concept notes contained in those proposals having passed the administrative check will undergo an evaluation of the relevance of the action, its methodology and sustainability, as well as of the operational capacity and expertise of the applicant and its partners. This evaluation will be carried out with the assistance of external academic experts.

The concept note will be given an overall score out of 50 as shown in the evaluation grid below. This first evaluation will lead to a provisional selection. Only those which have passed this first selection will see their full application assessed.

The evaluation criteria are divided into sections and sub-sections. Each subsection will be given a score between 0 and 5 in accordance to the following guidelines: 0 = not covered/addressed at all 1= poor; 2 = fair; 3 = good; 4 = very good; 5 = excellent. Only applicants who have been given a total score of minimum 25 points and have submitted the best concept notes (approximately twice as much as the number of proposals which could be funded with the available budget) for a geographical lot will have their full applications forms evaluated.

Please note that the scores awarded to this concept note are completely separate from those given in the following phase.

Evaluation grid for concept note analysis

1. SUMMARY OF THE ACTION	NO SCORE	
2. RELEVANCE	Max. 20	
2.1 How relevant to the needs and constraints of the target country(-ies) is the proposal?(5)		
2.2 How clearly defined and strategically chosen are those involved? (Partners, associates).(5)		
2.3 How relevant is the proposal to the objectives and guiding principles of the call for proposals? (5)		
2.4 How good is the geographical coverage in the Third countries and in the EU, including diversity of regions?(5)		
3. METHODOLOGY AND SUSTAINABILITY	Max. 25	
3.1 Are the activities proposed appropriate, practical and consistent with the objectives and expected results ? (5)		
3.2 Does the application show a methodology capable of covering a wide spectrum of activities (target groups I-III) and fields of study? (5)		
3.3 How well is the process to select candidates for mobility explained? Does it offer guarantees of impartial selection based on objective merit? (5)		
3.4 How well are the examination and recognition criteria and mechanisms prepared and agreed by the partnership? Is there a common credit system (ECTS or equivalent) used within the partnership? (5)		
3.5 Are the results of the action likely to have a sustainable impact on the target groups (mobile individuals, associates, higher education sector of the third countries concerned, etc)? Is the proposal likely to have multiplier effects and produce sustainable effects on the partnership cooperation activities (including recognition of studies among partners, creation of international cooperation cells in Third country institutions? (5)		
4. OPERATIONAL CAPACITY AND PARTNERSHIP EXPERTISE	Max. 5	
4.1 Does the applicant have sufficient experience in project management and do the applicant and partners have sufficient technical expertise (notably in student and teacher exchanges, in hosting foreign students, in international cooperation in this or other regions)?		

(3) STEP 3: EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the proposals, including the operational capacity and expertise of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid below. There are two types of evaluation criteria: selection and award 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 partners of the applicant.

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 such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact and sustainability.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 0 and 5 in accordance with the following guidelines: 0 = not covered/addressed at all 1= poor; 2 = fair; 3 = good; 4 = very good; 5 = excellent.

Note on Section 1. Financial and operational capacity

If the total average score is less than 10 points for section 1, the Evaluation Committee will reject the proposal.

Note on Section 2. Relevance

If the total average score is less than 16 points for section 2, the Evaluation Committee will reject the proposal.

Provisional selection

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.

Evaluation Grid for full evaluation

Section	Max. Score	Application form
1. Financial and operational capacity	15	
1.1 Do the applicant and the partners have sufficient experience of project management ?	5	7.1.1
1.2 Do the applicant and the partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed: student and academic exchanges, hosting of foreign students, experience in international cooperation and/or cooperation experience with higher education institutions in third-countries)	5	7.1.2
1.3 Do the applicant and the partners have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5	7.1.3
2. Relevance	30	
2.1 How relevant is the proposal to the objectives of the call ?	5	7.2.1
2.2 How relevant is the proposal to the expected results ?	5	7.2.2
2.3 How relevant is the proposal to the particular needs and constraints of the target groups and country/countries?	5	7.2.3
2.4 How well does the proposal respond to the thematic priorities and to issues like gender equality and social equity ?	5	7.2.4
2.5 How clearly defined and strategically chosen are those involved (target groups, partners, associates)?	5	7.2.5
2.6 How good/ balanced is the geographical coverage in the third-country/-ies and in the EU?	5	7.2.6
3. Methodology	45	
3.1 Are the activities proposed consistent with the objectives and expected results ? Does the application show a methodology capable of covering the different types of mobility and different target groups	5	7.3.1
3.2 How coherent is the strategy and overall design of selection of the mobility candidates ? Does it offer guarantees of impartial selection based on objective merit?	5	7.3.2
3.3 Is the partners' level of involvement and participation in the action satisfactory? 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?	5	7.3.3
3.4 How well does the proposal fulfil requirements in terms of numbers and types of mobility activities?	5	7.3.4
3.5 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?	5	7.3.5
3.6 How well presented are the practical arrangements for the reception of incoming students and scholars in the host institution (administrative support, housing facilities, languages courses, support for visa/ residence permit, etc.)	5	7.3.6

3.7 Is there a comprehensive partnership agreement in place between the members? Does it cover all the activities related to the organisation and actual implementation of the individual mobility activities, as well as the technical and financial rights and obligations of each of the members of the partnership?	5	7.3.7
3.8 How well presented are the activities related to the visibility, awareness raising, promotion of the mobility scheme? Will the partnership be able to attract / identify / select the appropriate number and profile of individual students and academic staff?	5	7.3.8
3.9 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 ?	5	7.3.9
4. Sustainability	10	
4.1 Is the action likely to have an impact on its target groups and at institutional level? How well does the proposal tackle brain-drain prevention ?	5	7.4.1
4.2 Is the proposal likely to have multiplier effects and to produce sustainable effects ? (Including recognition of studies among partners, creation of international cooperation cells in third- countries.)	5	7.4.2
Maximum total score	100	

(4) STEP 4: ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility check, is based on the supporting documents listed below and performed in parallel with step 3.

- The Declaration by the applicant (Section IV of the application form) will be cross-checked with the supporting documents provided by the applicant.
- The eligibility of the applicant, the partners, and the action will be checked according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3. as well the documents referred to under 2.3.1 below.

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

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

2.3.1 SUPPORTING DOCUMENTS FOR THE ELIGIBILITY CHECK

Applicants are requested to send the following documents together with their application in order to allow the European Commission 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 2 and 3 above must be supplied in the form of originals (documents referred to under 1 can be submitted in copies).

Where these documents are in a language other than the 20 official languages of the EU, it is mandatory to provide a translation of the relevant parts of the documents into one of the languages of submission languages (EN or FR).

2.4 NOTIFICATION OF THE COMMISSION DECISION

2.4.1 Content of the decision

Applicants will be informed in writing of the European Commission's decision concerning their application.

A decision to reject an application or not to award a grant will be based on the following grounds:

- the application was submitted after the closing date;
- the application was incomplete or otherwise non-compliant with the stated administrative conditions;
- the applicant was not eligible
- the partnership did not include the minimal number of eligible partners;
- the action was ineligible (e.g. the action proposed is not covered by the external cooperation window, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);
- the proposal was not relevant enough and/or the applicant's financial and operational capacity was not sufficient;
- although the proposal fulfilled the quality criteria required for a favourable opinion, another proposal of a similar nature was awarded a higher score;
- several proposals were submitted by the same applicant and selected for financing, but the applicant does not have the financial and operational capacity required to implement the actions all together;
- one or more of the requested supporting documents were not provided
- Any other criterion included in this call for proposals guidelines has not been respected.

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

2.4.2 Indicative time table

The European Commission plans inform the applicants about the outcome of the administrative check within the month following the application submission deadline (this date is indicative only).

The European Commission plans to announce the selection decision after having evaluated the full proposal and verified the eligibility of applicant and partners is by May 2007 (these timeframes are indicative only and depend on the number of applications received).

2.5 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE EUROPEAN COMMISSION'S SELECTION DECISION

Partnership framework agreement and grant agreement

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

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

The indicative date planned for the start of actions, following the signature of the grant agreement by both parties, is 1st September 2007. The actions should all be finished before 01/03/2011.

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

Final amount of the grant

The maximum amount of the grant will be stipulated in the grant agreement. As explained in point 2.1.4, 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.

Failure to meet the objectives

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

Amendments to the grant agreement

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

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

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.

Additional information

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

Payments

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

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

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

Subsequent pre-financing payments may be made upon submission by the Beneficiary and approval by the European Commission of an interim report and a payment request demonstrating that at least 70% of the amounts of pre-financing already paid by the European Commission have been spent by the partnership.

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

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 seven years after payment of the balance.

Publicity

Appropriate visibility and credit must be given to the grant awarded by the European Union, for example, in reports and publications stemming from the action or during public events associated with the action, etc. 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 European Commission.

Implementation contracts

Where implementation of the action requires the beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

3. LIST OF ANNEXES WITHIN THE APPLICATION FORM

DOCUMENTS TO FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: PROJECT SUMMARY SHEET (WORD FORMAT)

ANNEX D: LEGAL ENTITY SHEET (PDF FORMAT)

ANNEX E: FINANCIAL IDENTIFICATION FORM (PDF FORMAT)