



EUROPEAN UNION



**Government
of Canada**

**Gouvernement
du Canada**

**EU-CANADA PROGRAMME FOR CO-OPERATION IN HIGHER EDUCATION,
TRAINING AND YOUTH**

*Transatlantic Exchange Partnerships
and Transatlantic Degree Partnerships*

PROGRAMME GUIDE

for the attention and information of future applicants and beneficiaries

Please note that this Programme Guide must be read in conjunction with the relevant annual call for proposals which will provide specific information on the grant application procedures.

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1. INTRODUCTION

1.1. Background

The European Union-Canada Framework for Co-operation in Higher Education, Training and Youth (EU-Canada Programme) covers the period 2006-2013. Its aim is to:

- a) promote mutual understanding between the peoples of the European Union and Canada including broader knowledge of their languages, cultures and institutions;
- b) improve the quality of human resources in the European Union and Canada, by facilitating the acquisition of skills required to meet the challenges of the global knowledge-based economy.

The possibility of EU/Canada co-operation in education and training was envisioned in the *Transatlantic Declaration on EU-Canada Relations* adopted in November 1990. A formal Canada/EU Co-operation Agreement was concluded in November 1995 and renewed in December 2000 for an additional five years to continue to fund projects focusing on international curriculum development and student mobility, with a greater emphasis on vocational education and training, and language training. In 2006, Canada and the European Union renegotiated the long-standing programme which will run for an additional eight years (2006-2013)¹. The new Agreement enables the continuation of activities such as the development of curricula, international internships, exchanges and study abroad with provision for credit recognition.

At the end of 2009, a total of 97 transatlantic consortia have been funded involving over 590 EU and Canadian institutions of higher education and training. These projects will have mobilised no less than 4.400 students and learners, faculty and staff over their lifecycle and contributed to strengthening overall EU-Canada relations.

1.2. Actions of the programme

The programme contains three actions as described below. Please note that not all actions may be available in each call for proposals.

Action 1: Higher education and training

- a) Support to enable EU-Canada consortia of higher education institutions and training institutions to carry out joint projects called "Transatlantic Exchange Partnerships" (TEP) or "Transatlantic Degree Partnerships" (TDP). Support includes grants for students and members of the academic and administrative staff ("faculty").
- b) Support for student mobility to higher education or vocational training consortia with a proven track record of excellence in the implementation of joint projects funded under previous EU-Canada programmes.

Action 2: Youth

Support to enable youth structures, organisations, youth workers, young leaders and other youth actors to carry out joint activities (seminars, training courses, job shadowing, study

¹ Council Decision [2006/964/EC](#) of 18th December 2006 (OJ L 397 of 30th December 2006).

visits etc.) relating to key themes such as citizenship, cultural diversity, community work/volunteering, and recognition of non-formal and informal learning.

Action 3: Complementary action

1. Support for policy-oriented measures involving organisations active in higher education, training and youth. These may include studies, conferences, and seminars, working groups, professional development workshops, benchmarking exercises or other relevant activities. Particular importance is attached to initiatives addressing important issues for higher education and vocational training such as the recognition of qualifications and the transfer of credits under the European Credit Transfer System (ECTS).
2. Support for the mobility of professionals (including new graduates and professionals-in-training) wishing to undertake short duration studies or training programmes to develop their expertise in areas of specific relevance to the EU-Canada relationship, to be identified in the joint call for proposals.
3. Support for an Alumni Association involving students who have participated in exchanges implemented by the EU-Canada consortia in higher education and vocational training. This Alumni Association may be run by one or more organisations that the Parties shall jointly designate.
4. Support for a limited number of other complementary activities in accordance with the objectives of the Agreement, including exchanges of experience and good practices, pooling of resources and e-based material in the areas of higher education, training and youth.

This present Guide refers only to Action 1.

1.3. Responsible authorities

The European Commission and the Canadian Department of Foreign Affairs and International Trade are responsible for the EU-Canada Agreement. The Education, Audiovisual and Culture Executive Agency (the Agency) implements the actions on behalf and under the control of the European Commission, and the Department of Human Resources and Skills Development (HRSDC) implement the actions on behalf of Canada. EU-Canada projects therefore are administered jointly by the Agency and by HRSDC.

2. TIMETABLE

In the context of the EU-Canada Programme yearly calls for proposals are organised. It is foreseen that each call for proposals will be published at the end of the year and the selection process follows the indicative timetable presented below:

November/December year N-1	Publication of the call for proposals
March year N	Deadline for submission of applications
April year N	Assessment of applications by independent experts
May year N	Joint selection by the Agency and HRSDC
June year N	Awarding of grants
July year N	Informing the applicants
August year N	Signing of agreements
September year N	Start of project activities

Applications must be submitted to HRSDC and the Agency no later than the deadline indicated in the specific call announcement.

The EU project lead will sign a funding agreement with the Agency and the Canadian project lead will sign a funding agreement with HRSDC.

The period of eligibility of costs will be defined in the grant agreement and enter into force once it has been signed by both the funding recipient and the funding authority (EU or Canada). For EU applicants, if a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application.

The maximum duration of TEP projects is 36 months and for TDP projects 48 months. However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be considered by the European and Canadian funding authorities. A maximum extension of 12 months may be considered, if requested following the requirements in place in Europe (the Administrative and Financial Handbook) and in Canada.

3. BUDGET AVAILABLE

The annual budget available for co-financing under the EU-Canada Programme will be agreed by the two parties (EU and Canadian) on yearly bases in the framework of respective budgetary framework.

The total funding amount for a three-year Transatlantic Exchange Partnership (TEP) project is foreseen to be

- a maximum of EUR 138.000 for the EU partners and
- a maximum of CAN\$ 200.000 for the Canadian partners.

The total amount of financing for a four-year Transatlantic Degree Partnership (TDP) project is foreseen to be

- a maximum of EUR 428.000 for the EU partners and
- a maximum of CAN\$ 450.000 for the Canadian partners.

The Agency will provide funding for the direct use of the European Union partners, via the EU lead institution in the consortium, and HRSDC will provide funding for the direct use of the Canadian partners via the Canadian lead institution in the consortium. In Europe, funding will be committed for the entire project and will be paid in instalments to the lead institution. In Canada, funding will be committed for the entire project and expenses reimbursed following the submission of quarterly claims. Payments are conditional on satisfactory progress and receipt of acceptable financial and activity reports as specified in the signed funding agreements.

The funding agencies reserve the right not to distribute all the funds available.

4. ELIGIBLE BENEFICIARIES AND ACTIVITIES OF PROJECTS

4.1. Eligible Institutions

Annual calls are opened to higher education institutions and training institutions, as defined below:

- "**higher education institution**" means any establishment according to the applicable laws or practices which offers qualifications or diplomas at higher education level, whatever such establishment may be called;
- "**training institution**" means any type of public, semi-public or private body, which, irrespective of the designation given to it, in accordance with the applicable laws and practices, designs or undertakes vocational education or training, further vocational training, refresher vocational training or retraining contributing to qualifications recognised by the competent authorities.

As in Canada, this definition refers only to training institutions offering vocational training at the post-secondary level.

Natural persons are not eligible in the context of this programme as applicants.

In the EU in order to demonstrate its existence as a legal person, the applicant must provide the following documents together with the Legal Entity Form and the Bank details form² :

- a) If you are a **Private company**, association, etc.:
 - bank details form, duly completed and signed,
 - extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).
- b) If you are a **Public-law entity**:
 - bank details form, duly completed and signed,
 - legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

4.2. Eligible Partnerships

Each project must have one lead institution in the EU and one lead institution in Canada, responsible for submitting the common proposal and for the management of the project. These lead institutions must be higher education or training institutions.

The EU-Canada consortium must be composed of at least four institutions in total – i.e. two from the EU and two from Canada. These institutions may be either higher education or training institutions, as defined above, or a mixture of both, depending on the project.

There is also a requirement that the institutions have to be from two different Member States of the EU and two different Canadian provinces/territories.

² The Legal Entity form can be found from : http://ec.europa.eu/budget/info_contract/legal_entities_en.htm and the Bank details form from: http://ec.europa.eu/budget/info_contract/ftiers_en.htm

The applications must include "Letters of endorsement" from each partner organisation confirming its participation. These letters should be signed by senior academic or executive officers competent to commit the institution on legal and financial matters (e.g. rector, vice-chancellor, provost, dean, director, or president) from each EU and Canadian lead and partner institutions, indicating notably:

- how the project fits within the international strategy of the institution or organisation and will complement that strategy;
- the institution's commitment to signing formal agreements on credit transfer or recognition and tuition fee waivers with the international partners in the project;
- a confirmation that the institution is willing to provide financial support to the project.

The letters of endorsement should demonstrate the institutional commitment and will be taken into account as qualitative criteria during the assessment (see award criteria below).

4.3. Eligible Countries

Eligible institutions and organisations must be legally established in Canada and from one of the twenty-seven Member States of the European Union (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, and the United Kingdom).

5. ELIGIBLE ACTIVITIES AND COMPONENTS FOR TRANSATLANTIC EXCHANGE PARTNERSHIPS (TEP) PROJECTS

The description of project activities and components is the commonly agreed work programme in the application form that constitutes the European-Canadian Common Proposal Narrative which is to be signed by both parties.

5.1. Development of innovative international curricula

Consortium Projects must address an important international curricular problem or challenge and describe a specific EU-Canada educational strategy to add value to the field of study concerned. For example, the proposal should address how the project will implement a new educational programme or improve current practice with regard to preparing students for work in an international context.

The application should notably contain:

- A detailed description of the programme of study, either already existing, or jointly developed or to be developed by the consortium;
- A detailed description of modules that students might typically take at both the home and the host institution as well as teaching materials, courses and methods;
- A description on how the linguistic and cultural preparation has been organised as well as other aspects concerning the practical arrangements;
- A description of e-Learning approaches including computer-based delivery of certain course modules and course materials, facilitating project communication, and preparing students and faculty for transatlantic mobility;
- A statement on how the students' experience abroad will be integrated at the home institution into existing academic or training programmes prior to and following study abroad; and transfer of credits points.

- Detailed steps to be undertaken by the consortium towards achieving a common agreement – a so-called Memorandum of Understanding (MOU) - concerning various components linked to the transatlantic co-operation and mobility arrangements. This document has to be finalised and signed before the first mobility of students begins and should be sent by the lead institution on each side to its respective funding authority (to the HRSDC/the Agency) together with a progress report at the latest after one year.

5.2. Student mobility and its organisational framework

The focus of the project activities must be student mobility, targeted towards the specific group of students (in terms of discipline and level of study) most suitable for the purpose of the project. The study abroad phase **must be an integral part** of overall study. **The programme does not support doctoral level study.**

5.2.1. Number of students and length of stay

The application must indicate how many students the project intends to send to/from Canada and to/from the EU. All education/training partner institutions within the consortium should be involved in sending and receiving students. Each project should aim at utilising funding from the EU-Canada programme to send and receive a minimum of 20 students both from the EU and from Canada (i.e. 40 students in total) during the three-year duration of the project. Additional students are also encouraged to participate in the exchange scheme. A consortium's commitment to send a higher number will be considered more competitive when selecting projects.

For Bachelors/Masters programmes

Study abroad opportunities may last between a minimum of four months (or one academic term) and a maximum of up to one academic year. Transatlantic study abroad may be split between two host institutions. In this case, the period at each institution must last at least two months.

For Vocational training programmes

As the structure of higher vocational training might be somewhat different from the academic semesters, the length of study abroad in these programmes may be for a term of a minimum of two months with a maximum of one academic year; also short intensive programmes of three weeks or more may be supported for those projects that focus on vocational training. These training periods should be part of a longer and more comprehensive programme of international study or training.

5.2.2. Work placements and internships

If the project involves work or training experience as part of the study abroad period in the partner countries, the application should specify the following:

- **duration** of such student internships or work placements;
- nature or types of business, government or other organisations which will host the students/trainees;
- measures to ensure conformity with the **applicable laws** and regulations of the host country;
- arrangements for **supervision**, assessment and evaluation; and
- the way in which this experience is **included in the studies** after return.

5.2.3. Student recruitment and selection

It is recommended to send advanced undergraduate students, graduate students or learners at an advanced level of vocational training (please note that in Europe, other levels and types of learning acquired through formal, informal or non formal systems are also acceptable). The application should state clearly why the specific level of study has been chosen for the exchange.

Prior to selecting students for exchanges, the sending institution must ensure that all selected participants meet basic programme eligibility criteria. To qualify for participation in the programme:

- **Canadian students** must be post-secondary students with Canadian citizenship, landed immigrants, or granted refugee status in Canada, enrolled in one of the participating Canadian institutions within the consortium, and be between the ages of 15 and 30. A valid Social Insurance Number (SIN) is required and the student should not be in receipt of Employment Insurance (EI) benefits;
- **European students** must be citizens of the European Union or third-country nationals who have been legal residents in the European Union for at least three years (and for purposes other than study) before the start of the outgoing mobility; they need to be enrolled in one of the participating European institution within the consortium.

5.2.4. Tuition and other fees

Students studying abroad will continue to pay tuition and any other applicable fees at their home institution and host institutions are not at liberty to charge any additional fees to the students concerned. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities. The consortium must have reached formal agreement (Memorandum of Understanding - MOU) on these issues prior to the first exchange of students and provide HRSDC and the Agency with a copy of the MOU after one year.

5.2.5. Linguistic and cultural preparation and assessment

Since a key objective of this Programme is to encourage and enable students to experience an academic, cultural, and linguistic environment different from their own, the cultural and linguistic preparation of students before and/or during their study abroad period must be clearly described in the application for support. Applicants should specify:

- The institutional and other resources to be used to prepare students linguistically (e.g. use of a foreign language department to provide training in a European language, especially for students who are not studying a language as part of their normal studies);
- Method of assessing students' readiness to follow academic lectures and seminars taught in a foreign language; and
- Arrangements for further language instruction during the period abroad.

Applications failing to provide adequate preparation of this kind will be considered less competitive during project selection.

5.2.6. Recognition of periods of study and training

Full recognition of credit for the periods of study or training carried out during the project is a crucial component in ensuring its success. Consortia must secure the necessary administrative assurances from all partner institutions and reach a formal agreement (Memorandum of Understanding - MOU) on credit recognition and/or transfer prior to the first exchange of students, to the effect that students will not increase their time required for degree completion as a result of studying abroad within the project.

The reality of credit systems in the European Union and in Canada, as well as between Europe and Canada, is complex. In Europe, the “European Credit Transfer System” ECTS is quickly becoming standard practice, and has been successfully applied in several projects under previous EU-Canada programmes. Without being an absolute requirement, use of ECTS as the basis for credit recognition and transfer is therefore strongly recommended. Advisory services (ECTS counsellors) are available on the correct implementation of the ECTS. Information on this system can be obtained at: http://ec.europa.eu/education/programmes/socrates/ects/index_en.html.

Depending on their field of study, consortia may need to identify issues requiring discussion with the relevant professional associations and/or accrediting organisations in the EU and Canada, with a view to ensuring that the transatlantic study or training component of students’ programmes will not jeopardise any certification, licensure or accreditation that may be necessary. Appropriate solutions to any possible problems should be discussed within the consortium.

5.2.7. Provisions for student services

It is essential to ensure that participating students are well supported for their foreign study experience and that they will be received in an appropriate manner at host institutions. Applications should specify notably:

- the student advisory and support services each partner institution will provide;
- pre-departure orientation activities at the home institutions and arrival orientation activities at receiving institutions;
- methods for re-integrating returning students into their home institutions and courses.

Past experience has shown that the most successful student exchanges are those in which the project partners have consulted and involved their international studies offices in good time on practical aspects such as student housing, linguistic preparation, tuition and credit transfer issues.

5.3. Mobility of teaching faculty and administrative staff

Teachers, trainers, administrators, and other relevant specialists are encouraged to participate in structured exchanges and teaching assignments as part of a project. Such exchanges and assignments must be done within the consortium and be related to the project’s curriculum development activities.

The funds for this type of mobility, which may be for any period up to two months, must be included in the project's mobility budget. Note that the main focus of mobility should remain on student mobility in terms of numbers and funds allocated.

5.4. Dissemination of information about the projects

One of the main purposes of the EU-Canada Programme is to spread information about the funded projects in order to encourage other institutions to follow the example of the successful projects in establishing innovative, closely integrated and smoothly functioning exchanges. To this end, it is important that the selected projects make every effort to **inform the academic community, vocational/industrial organisations and the general public about the project's activities and outcomes**. Appropriate dissemination measures should be identified in the application through a dissemination plan, and implemented during the course of the project as well as upon its conclusion. The quality of this detailed dissemination plan will be taken into account in the selection process.

5.5. Evaluation

Applications for projects must contain a detailed evaluation plan which sets out the evaluation methodology envisaged and identifies the qualitative and quantitative indicators to be used for measuring the success of the project relative to its stated goals and anticipated outcomes. The quality of this plan will be taken into account in the selection process.

5.6. Annual programme meeting

An important part of the EU-Canada Programme is the annual transatlantic consortia conference, held over a period of two to three days on a rotating basis between Europe, Canada and the US (in conjunction with the EU-US and ICI-ECP programmes). The participation of all EU and Canadian partners in each consortium at these conferences is obligatory during the project's lifetime. These conferences provide an important opportunity for the consortia and the both funding agencies to meet, and to discuss the progress of the programme and to further improve the programme arrangements. During the conferences, experience and good practice can be shared among all the participating consortia. The participation in these meetings with one representative from each participating institution should be financed either by project funds or partnership's own financing.

6. ELIGIBLE ACTIVITIES AND COMPONENTS FOR TRANSATLANTIC DEGREE PROJECTS (TDP)

Funding support is given to multilateral consortia over a four-year grant period for the purpose of developing and implementing dual/double or joint “**Transatlantic Degrees**” only at the undergraduate (first cycle) or at the masters (second cycle) level. **The programme does not support doctoral level study**. Projects should focus primarily on curriculum development and implementation. Projects that focus primarily on research will not be competitive for funding.

A “transatlantic degree” is defined as an undergraduate or graduate programme of study undertaken at institutions located in the European Union and in Canada that leads to the awarding of two separate degrees (dual or double degree) or a single degree (joint degree) by the participating EU and Canadian award institutions and that students are able to attain in considerably less time and at a lower cost than would be required to obtain two separate degrees.

An “undergraduate degree” is defined as any degree or diploma below the master’s level that is recognised by the appropriate authorities in the Member State where the degree awarding institution is located and in Canada.

A “graduate degree” is defined as any degree or diploma at the master’s level that is recognised by the appropriate authorities in the Member State where the degree awarding institution is located and in Canada.

Applicants must clearly stipulate whether they are applying for an undergraduate project or a graduate/masters project and whether a dual/double or joint degree will be awarded.

Applicants should note that combination of bachelors and masters degrees are not supported.

All four participating institutions should be able to award the degree so that each EU or Canadian student receives the Transatlantic Degree from at least one institution in Canada and from one institution in the EU.

The key curricular components of the Transatlantic Degree must be included in the proposal and be in place before the application for support is submitted. The most competitive proposals are those based on existing courses. Agreements on programmes of study leading to the Transatlantic Degree must include provisions on credit recognition and/or transfer, tuition and other fees, language study, visa requirements, recruitment, and student services.

Transatlantic Degree Projects are selected for four years of funding. The Agency and HRSDC reserve the right to decrease funding, or to terminate a project based on annual performance reviews. All four years of the grant may be used for student and faculty mobility although it is expected that in the first year some adjustments in the curriculum and in the administration of the project will be made. Disbursement of funding will be made conditional on the consortium providing evidence that the transatlantic degree is operational and that students are selected to undertake the required period of study abroad.

It is expected that transatlantic degree programmes will be institutionalised at the participating institutions and will be sustained beyond the funding period.

Memorandum of Understanding for Transatlantic Degree Projects

Proposals for transatlantic degree projects will be implemented only with signed agreements or memoranda of understanding that demonstrate the commitment of the partner institutions. The most competitive proposals submit signed agreements as part of their application package. Memoranda may be signed in the first few months of the first year but no student may commence study abroad until all partners sign the documents.

Copies of signed memoranda must be submitted to the Agency and to HRSDC as part of first year performance report as a precondition for receiving second-year funding.

The Agency and HRSDC reserve the right to terminate any project that has not demonstrated sufficient progress or fulfilled grant requirements.

A memorandum of understanding may include many items to be determined by the parties. However, all memoranda must include agreements on the recognition of credits and the agreement on tuition and fees. Memoranda must include specific references to the degrees that will be awarded. The agreement may also cover student services, housing assistance, cultural preparation, and special fees such as health insurance.

Components of the proposal

Proposals that focus on implementing a transatlantic degree must describe in detail the following six components:

- joint study programme,
- student mobility,
- faculty mobility,
- language and culture training, and
- evaluation, and
- dissemination.

6.1. Joint Study Programme for Transatlantic Degree Partnership Projects (TDP)

Proposals for Transatlantic Degrees may focus on any undergraduate or graduate (masters level) postsecondary programme of study, provided that it clearly demonstrates how such an international degree programme will prepare students better for work in an international context.

The description of the Joint Study Programme should include the following components:

Integrated programme of study: The description of a jointly developed curriculum or full recognition by the Transatlantic Degree consortium of courses which are developed and delivered separately, but make up a common study programme is the central component of the proposal. The programme of study (including the courses, methods, modules and internships that students will take in Canada and in the EU, leading to the awarding of the undergraduate or graduate Transatlantic Degree) must be fully described in the application. The transatlantic degree project must include for all students a diploma supplement from the EU institution and a comparable description of the programme of study by the Canadian institution.

Duration of the programme of study: Applicants must explain how long it will take a full-time student to complete the entire proposed dual/joint degree programme. Competitive proposals will make it feasible for students to complete the transatlantic degree as close as possible to the time needed to finish the longer of the two original degree programmes. Proposals must also indicate how many months will be required to complete the study abroad component of the transatlantic degree.

Integrated admission standards: Students must apply to the degree programme through a shared application procedure or through institutional application procedures that are accepted by and meet the requirements of each partner institution in the consortium. Consortia institutions should therefore agree on shared admission standards and entry requirements, a shared application procedure, and a shared student selection process. For EU institutions this must be in accordance with national legislation.

Examinations and progression (transfer) requirements: Consortia institutions must agree that the examinations passed and credits earned at one institution will be fully and automatically recognised by the partner institutions on the other side of the Atlantic. This is one required component of the memorandum of understanding. Whenever possible the use of ECTS is recommended. Consortia institutions must agree on progression and transfer arrangements for students prior to student mobility.

Mobility: EU and Canadian students seeking an undergraduate or graduate transatlantic degree must carry out a programme of study in at least three participating institutions (at least two EU institutions located in different Member States, and at least one Canadian institution). This mobility cannot be replaced by virtual mobility. For both the undergraduate and the graduate dual degree the duration of the programme of study on the other side of Atlantic must be at least one full academic year (approximately 10 months) .

Degree award: The awarding of a recognised joint or double/dual undergraduate or graduate degree must be guaranteed at least by one EU and by one Canadian institution after successful conclusion of a period of study in three of the partner institutions. Such a commitment must be provided through letters of commitment/endorsement that are attached to the proposal by the appropriate governing persons or bodies from the participating degree-awarding institutions and must be guaranteed by the time the Memorandum of Understanding is submitted.

Formal legal agreements will have to be submitted in the first-year performance report. The nature and form of the transatlantic degree must be described in the application. Applying consortia must prove that the participating countries concerned will recognise the degrees delivered. For EU applicants the appropriate arrangements must exist at national level if this is a legal requirement for degree award in the countries concerned. Appropriate national or state authorities may be consulted on the formal recognition of the proposed degrees.

Language requirements: Transatlantic degrees must provide EU and Canadian students with the possibility of using at least two European languages spoken in the Member States where the consortia institutions are located. Additionally the requirements for Canadian students are that the language spoken in the country where the student will receive their degree must be studied intensively and the student's language skills must be assessed. Additional languages may be a shorter introduction to the language and the culture of the partner country and language assessment is optional.

6.2. Student mobility as part of Transatlantic Degree Partnership Projects

Selected transatlantic degree consortia projects will receive funding to support the transatlantic mobility of students at the participating institutions. The following aspects of the mobility component of the degrees should be carefully addressed in the project proposal.

The application must indicate how many students the project intends to send to/from Canada and to/from the EU. All education/training partner institutions within the consortium should be involved in sending and receiving students. Each project should aim at utilising funding from the EU-Canada programme to send and receive 20 students both from the EU and from Canada (i.e. 40 students in total) during the four -year duration of the project. Additional students are also encouraged to participate in the exchange scheme. A consortium's commitment to send a higher number will be considered more competitive when selecting projects.

The length of the study abroad must be carefully negotiated between the institutional partners in order to meet the requirements for graduation at the institutions issuing the degree. It should be of comparable length and should be at least a full academic year, with a total of at least 60 ECTS credits. For **the Canadian students** this includes a period of study at two EU institutions, one of which allows the student to earn 15 ECTS credits (10 ECTS for graduate joint/double degrees),.

In addition to studying at their home institution and one academic year in Canada, **EU students** must spend a period of study at one additional EU institution in a different Member State, bearing at least 15 ECTS credits for an undergraduate joint/double degree and at least 10 ECTS for a graduate joint/double degree. Mobility at an institution other than the home institution cannot be replaced by virtual mobility.

Applicants should note that **the mobility costs of European students within Europe will not be funded by the EU-Canada Programme**. As a result, consortia institutions are invited to arrange additional sources of funding for students, including the Erasmus/Lifelong Learning programme, in relation to the period of study to be spent in the second EU institution. See below for more information on mobility budgets.

If the transatlantic degree curriculum involves work placements or training experience, as part of the study programme, the application for support should describe the objectives and the intended learning outcomes in relation to the proposed double degree, and how the internships or work placements will be organised (how long they will last, how and by whom they will be monitored and assessed, and how they will conform to the applicable laws and regulations of the host country). Inclusion of the names and locations of the host organisations for such placements (industry, business, government, non-government organisations) will be positively assessed when processing the application.

The issue of tuition and fees must be carefully considered and must include a detailed description of the planned or agreed arrangements before the proposal is submitted, and the application for support must contain a detailed description of the agreed arrangements. We recommend that students studying abroad pay tuition and fees at their home institution and incur no additional payments to the host institution, though other mutually acceptable arrangements are possible.

Consortia partners should make arrangements for the award of academic credits for the transatlantic degree programme of study prior to the submission of the proposal. The text is expected to describe in detail these arrangements and demonstrate clearly that all participating institutions have agreed on the credits to be awarded.

Student services: Institutions participating in a Transatlantic Degree Partnership will need to pay particular attention to the support and guidance students will need to help navigate these new degree programmes. Students will need to be well prepared for foreign study and well received at host institutions. Applications should therefore contain a description of the pre-departure orientation activities at the home institution and arrival orientation activities at the receiving institution. Each partner institution should have an “international office” or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, health insurance, and special needs.

The application for support should describe the consortium’s plan to mobilise students in each of the four years and the duration of the study abroad period.

6.3. Faculty mobility for Transatlantic Degree Partnership Projects

Transatlantic Degree Partnership projects will be expected to arrange for transatlantic mobility of faculty (academic staff members) to carry out teaching and research assignments

related to the programme, and may receive specific funding for this purpose. Mobility of administrators is welcome but will be funded from the flat rate.

The participation in the yearly Project Directors' conference may be covered from the flat rate/administrative costs or grants for faculty mobility. For more budget details for this aspect of the programme see below Budget chapter.

6.4. Language and cultural training for Transatlantic Degree Partnership Projects

A key objective of transatlantic degrees is to enable students to gain international expertise and competence. Cultural and linguistic preparation and training will therefore be a vital part of each project proposal.

Transatlantic Degrees must provide students with the possibility of using at least two European languages spoken in the Member States where the consortia institutions are located. However, the use of at least two languages does not imply the use of two different languages of instruction. Also, there is no obligation that the institutions use the national language as the language of instruction. Projects where English is the language of instruction at the host university but not the language generally spoken in the host country, must provide for students to participate in a programme of intensive study of the host country language. For example, students studying in a non English speaking country might be instructed in English, but every student must take intensive courses in the language of the host country. Proposals failing to include detailed plans for this language and culture training will not be competitive in the assessment process. As indicated above, applicants should describe what institutional and other resources will be used to prepare students to study abroad within the framework of the programme. The evaluation plan must include methods to assess gains in language acquisition.

6.5. Evaluation for Transatlantic Degree Partnership Projects

Consortia should include in their proposals a detailed evaluation plan that states the goals and anticipated outcomes of the project and indicates what qualitative and quantitative indicators will be used to measure the success of the project.

6.6. Dissemination for Transatlantic Degree Partnership Projects

Strategies for sustainability and dissemination of products, outcomes, and results from the project to a wider public should be incorporated in every proposal.

6.7. Annual programme meeting

An important part of the EU-Canada Programme is the annual transatlantic consortia conference, held over a period of two to three days on a rotating basis between Europe, Canada and the US (in conjunction with the EU-US and ICI-ECP programmes). The participation of all EU and Canadian partners in each consortium at these conferences is obligatory during the project's lifetime. These conferences provide an important opportunity for the consortia and the both funding agencies to meet, and to discuss the progress of the programme and to further improve the programme arrangements. During the conferences, experience and good practice can be shared among all the participating consortia. The participation in these meetings with one representative from each participating institution should be financed either by project funds or partnership's own financing.

7. AWARD CRITERIA

Panels of independent experts will assist both the Agency and HRSDC in the joint selection of projects for funding. This selection will be a competitive process based on a quality assessment of the eligible proposals against the background of the TEP or TDP project concept set out in previous chapters. In assessing the overall quality of proposals, the following two award criteria will be applied:

7.1. The relevance of the proposed project (30%)

The relevance criterion represents 30% of the overall quality score.

- the project addresses an important problem or need in which transatlantic co-operation provides a clear added value;
- the project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies, which may include the development of joint/double degree programmes;
- the project produces important results or outcomes for improvements in teaching and student achievements;
- the project achieves a broad impact through sustainable results and good dissemination;
- the project will support the transatlantic mobility of professionals with a view to improving mutual understanding and expertise;
- the project will improve the quality of transatlantic student mobility by promoting transparency, mutual recognition of qualifications and periods of study and/or training, and where appropriate portability of credits.

7.2. The quality of the project design and its management arrangements (70%)

The quality criterion represents 70% of the overall quality score.

7.2.1. The project innovation and methodology (25%)

- the project represents a new and appropriate response to the problem or need addressed;
- the goals, objectives and outcomes to be achieved are clearly specified and measurable;
- the project design, including methodological approaches, evaluation plan and dissemination activities are clear;
- the project will demonstrably contain a new and innovative approach with regard to the Programme objectives set out in chapter 2 above;
- the steps taken towards signing a Memorandum of Understanding (MoU) is clearly explained.

7.2.2. The project consortium (25%)

- the partners are capable of carrying out the project as shown by the applicant's understanding of the problem or need and by the applicant's prior experience;
- each partner has a relevant role in the consortium and demonstrates a serious commitment to the implementation and success of the project;
- the size, the mixture of types of organisations, the geographical balance and coverage of the consortium will actively contribute to the dissemination of the programme's objectives;

- there is an important involvement of support partners representing industry and/or private businesses;
- there is a potential for continued support of the project after this project funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support.

7.2.3. Mobility (20%)

- curriculum integration and academic recognition issues have been thoroughly addressed; participation in the project does not prolong the time to complete the students' course of study and/or training;
- effective linguistic and cultural preparation measures are foreseen;
- the number of students to be mobile is balanced and feasible and, if possible, exceeds the target of 20 for EU and 20 for Canada (the application must indicate how many students it intends to send to and from each participating institution);
- the student services in the sending and hosting institutions are clearly explained and reasonable.

In making the final selection, overall attention will be paid to supporting a diverse range of institutions, subject areas and geographic areas within the EU and Canada.

8. ELIGIBILITY CRITERIA

Overall eligibility checklist (for EU applicants only)

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and sent by the specified deadline, will be considered.

The application form must be accompanied by an official letter from the applicant organisation, attesting to its financial and operational capacity (for further information see section 10), and all the other documents referred to in the application form.

Only proposals which comply with the following criteria will be subject of an in-depth evaluation:

- a) the proposal is submitted latest by the specified closing date
- b) the correct application form has been used
- c) the application form bears an **original signature of the legal representative** of the applicant organisation (See Application form: Declaration section);

- d) the Common Proposal narrative is signed by both the EU and the Canadian project co-ordinators (scanned or faxed signatures are accepted);
- e) the proposal includes the signed letters of endorsement from all partner institutions (scanned or faxed versions are accepted);

- f) the applicant is a legal person (See chapter 4.1);
- g) the composition of the consortium corresponds to the requirements as explained in sections 4 and 5 above;
- h) the proposal has been submitted both to the Agency in Europe and to HRSDC in Canada;
- i) the Application includes a budget with a request for financial contribution from the European Union, respecting the ceiling for European Union financing.

9. EXCLUSION CRITERIA (EU applicants only)

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 as amended) and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following 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 their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority 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 contracting authority or those of the country where the contract is to be performed;
- 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 European Union's financial interests;
- f) they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
- (c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure;

and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.³

10. SELECTION CRITERIA (EU applicants only)

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed action or work programme.

Applicant must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action or work programme.⁴

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.⁵

10.1. Operational capacity

In order to permit an assessment of their operational capacity, organisations must submit, together with their applications:

- the CVs of the applicants/*persons responsible within each partner institution* showing all their relevant professional experience;⁶
- a list of projects already undertaken in the relevant field by the applicant, by the partners.

10.2. Financial capacity

In order to permit an assessment of their financial capacity, organisations must submit, together with their applications:

- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last one previous financial year for which the accounts have been closed
- the bank details form completed by the beneficiary and certified by the bank (original signatures required).

The verification of financial capacity shall not apply to public bodies or to international organisations.⁷

NB: If, on the basis of the documents submitted, the Agency considers that financial capacity has not been proved or is not satisfactory, it may:

- reject the application;
- ask for further information;
- require a guarantee (see section 11.4 below);
- offer a grant agreement without prefinancing.

10.3. Audits

Grant applications must be accompanied by an external audit report produced by an approved external auditor. This report shall certify the accounts for the last year available.

This obligation does not apply to public bodies and international organisations under public law, as well as secondary or higher education establishments⁸.

⁴ Article 115(1) FR; Article 176 IR.

⁵ Article 173(2) IR.

⁶ Article 176(2) IR.

⁷ Article 176(4) IR.

⁸ Only if decided by the competent authorising officer on the basis of his analysis of management risks.

11. FINANCIAL CONDITIONS (EU applicants only)

11.1. Payment procedures

In the event of definitive approval by the Agency, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Agency and the beneficiary. A model of this agreement is available on the following webpage: http://eacea.ec.europa.eu/extcoop/canada/index_en.htm. This agreement must be signed and returned to the Agency immediately. The Agency will sign it last.

For the TEP and TDP projects the first pre-financing payment will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float and may be split into a number of payments. The consecutive prefinancing payments can only be requested when at least 70% of the previous prefinancing payment has been used up. The payments will then be made within 45 days, if the Agency has approved the first/second progress report on the action's implementation.

The schedule of the prefinancing payments will be defined in the agreement.

The Agency will establish the final grant on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated in terms of number of students and number of months, the Agency will require the beneficiary to repay any excess amounts already transferred by the Agency under the pre-financing payments, based on calculation with the average scholarship block allocation.

European Union grants are incentives to carry out projects which would not be feasible without the Agency's financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The allocated amount may not exceed the amount requested.

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.⁹

Acceptance of an application by the Agency 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 automatic entitlement for subsequent years.

The partnership has to present a request to the European Union for financing of expenditure of the European project activities.

⁹ Article 173(5) IR.

The maximum financing for the European part of a Transatlantic Exchange Partnership project is EUR 138.000. This amount includes a flat rate of maximum of EUR 18.000 for the general administration to be shared between the European lead and partner organisations (with a maximum of 9.000€ per organisation) and unit costs for financing of actual mobility (students and faculty) for a maximum amount of up to EUR 120.000.

The maximum financing for the European part of a Transatlantic Degree Partnership project is EUR 428.000. This amount includes a flat rate of maximum of EUR 60.000 for the general administration to be shared between the European lead and partner organisations (with a maximum of 30.000€ per organisation) and unit costs for financing of actual mobility (students and faculty) for a maximum amount of up to EUR 368.000.

Monthly allowances and travel/relocation lump sums must be paid to the mobile persons in advance, before the mobility takes place, but can be paid in several instalments.

Even if additional financing from the consortia members is not obligatory in the Transatlantic Exchange Partnerships, such participation can be considered beneficial showing the commitment of the partner organisations and will be taken into account during the evaluation, as well as a sound financial approach in general. European Union grants should be seen as incentives to carry out projects which would not be feasible without the Agency's financial support. Usually they are complemented by the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

The Agency grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Agency where it results from the prefinancing payment.

11.2. Eligible costs

11.2.1. General principles

Eligible costs of the action/project are costs actually incurred by the beneficiary, which meet the following criteria:

- they are incurred during the duration of the action/project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the action/project's financial statements and underlying accounts;
- they are connected with the subject of the agreement and they are indicated in the estimated overall budget of the action/project;
- they are necessary for the implementation of the action/project which is the subject of the grant;

- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

11.2.2. Eligible costs in TEP and TDP projects

The eligible costs for the project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the project and which can therefore be booked to it directly. The following costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- a flat rate amount of a maximum of EUR 18.000 for TEP and 60.000 for TDP projects for expenses incurred by consortium partners;
- mobility scholarships for students at EUR 1.000 per month and student;
- mobility scholarships for faculty at EUR 1.000 per week and faculty member;
- contributions towards travel and relocation costs of EUR 1.000 per student/faculty member receiving a mobility scholarship.

The scholarship is a block allocation intended to offset additional costs incurred by students/faculty members travelling abroad over the costs of remaining at the home institution. Tuition or other kinds of fees are not eligible for funding.

Mobility stipends may not be used to move EU students/faculty members within the EU.

Monthly allowances and travel/relocation lump sums must be paid to the mobile persons before the mobility takes place.

Table 1.

The indicative amounts for flat rates for administration and lump sums for mobility

	TEP	TDP	Comments
Maximum financing amount	138.000€	428.000€	
Administration	18.000€	60.000€	
Student overseas mobility	1.000€/ month /student; between 4 months – one academic year or for vocational projects between 2 months - one academic year; 1.000€/ student for travel	1.000€/ month /student; minimum of one academic year (10-12 months)	Note: The EU students' mobility in Europe is not financed with this grant.
Faculty Mobility	1.000€ / week and 1.000€/travel	1.000€ / week and 1.000€/travel	1-4 consecutive weeks.

11.2.3. Ineligible costs

All such costs that were not included in the costs described in the previous chapter are ineligible.

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared by the beneficiary and covered by another action or work programme receiving a European Union grant;
- excessive or reckless expenditure.
- cost of replacing persons involved in the project;
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Agency.

Contributions in kind shall not constitute eligible costs.

11.3.Audit report

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be demanded by the authorising officer responsible in support of any payment on the basis of his assessment of risks.

11.4.Guarantee¹⁰

The Agency may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

This requirement does not apply to public bodies.¹¹

11.5.Double financing

Subsidised projects may not benefit from any other European Union funding for the same activity.¹²

¹⁰ Compulsory in the case of pre-financing payments exceeding 80% of the total amount of the grant and if exceeding EUR 60.000. However, for grants with a value of less than or equal to EUR 10.000, the authorising officer responsible may require the beneficiary to lodge a guarantee in advance only in duly substantiated cases (Art. 118 FR and 182.1 IR).

¹¹ On the authorising officer's decision.

¹² Article 111 FR; Articles 170 and 173 IR.

12. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT (For EU Applicants only)

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

13. PUBLICITY (EU applicants only)

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

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

- name and address of the beneficiary;
- subject of the grant; and
- amount awarded.¹³

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. A sample as well as technical specifications will be provided by the Agency. If this requirement is not fully complied with, the beneficiary's grant may be partially reduced or fully recovered.

The European Commission has opened a free public multilingual electronic platform for the dissemination and exploitation of project results. This platform is called EVE ("Espace Virtuel d'Echange") and its objective is to improve access to the results of Commission programmes and initiatives in the area of, inter alia, education and training, and at the same time increase their visibility. European project coordinators are expected to upload information on EVE about the project and its results, such as products, pictures, links or presentations. (a link to EVE webpage can be found on: http://ec.europa.eu/dgs/education_culture/eve/about_en.htm)

14. DATA PROTECTION (EU applicants only)

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.¹⁴

¹³ Article 110 FR; Article 169 IR.

¹⁴ Official Journal L 8, 12.1.2001.

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

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

15. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

**Notice: applications have to be submitted both to the EU
and to Canada**

Both the European Union and Canada must each receive a jointly prepared common proposal. Therefore, the EU lead institution (using the EU forms) is required to submit the proposal to the Agency and the Canadian lead institution (using Canadian forms) is required to submit the common proposal to HRSDC.

Only those applications which are sent latest by the closing date for submission to both the Agency and to HRSDC can be eligible for funding.

The common proposal must contain the following elements:

- Fully completed application forms (i.e. EU forms to be submitted to the Agency and Canadian forms to be submitted to HRSDC)
- A common proposal narrative, signed by both European and Canadian lead institutions (faxed or scanned signatures are accepted).
- Endorsement letters from all partner institutions in Europe and Canada. The contents of endorsement letters are specified in section 4.2 above. Other major parties involved in the consortium should also indicate in writing their commitment to this project (faxed or scanned signatures are accepted).

15.1. In Europe

15.1.1. Publication

The call for proposals is being published in the Official Journal of the European Union and on the Internet site of the EACEA Agency at the following address:

http://eacea.ec.europa.eu/extcoop/canada/index_en.htm

15.1.2. Application form

Grant applications must be drawn up using the form specifically designed for this purpose. Please note that only typed applications will be considered. The forms can be obtained on the Internet at the following address:

http://eacea.ec.europa.eu/extcoop/canada/index_en.htm

or by writing to:

The Education, Audiovisual and Culture
Executive Agency
Avenue du Bourget n°1 – BOUR 02/17
B – 1140 Brussels

or by sending an e-mail to

eacea-eu-canada@ec.europa.eu.

Only one copy of the form will be sent out per request.

15.1.3. Submission of the grant application

The European lead institution must submit the **original** application **plus two copies** by registered mail postmarked at the latest by the deadline to the following address,

The Education, Audiovisual and Culture Executive Agency
EU-Canada Call for Proposals 2009
Avenue du Bourget n°1 – BOUR 02/17
B – 1140 Brussels

(Or delivered in person, with proof of date of receipt by staff members at avenue du Bourget, or by courier service, with proof of the date of receipt by the courier service).

In addition the European lead institution must send an electronic (word) version of the proposal to the following e-mail address by the deadline:

eacea-eu-canada@ec.europa.eu.

Applications sent by fax will not be accepted. Applications sent by e-mail will not be accepted unless they are backed up by an original (signed) application submitted before the deadline.

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

Applicants will be informed of the receipt of their proposal within 15 working days.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the Agency may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

15.1.4. Contacts

If you have any questions, please contact:

eacea-eu-canada@ec.europa.eu

15.1.5. Rules applicable

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union. (OJ L 248, 16.9.2002, p. 1, as last amended by Regulation (EC) No 1525/2007 of 17 December 2007 (OJ L 343, 27.12.2007, p. 9).

Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Union. (OJ L 357, 31.12.2002, p. 1, as last amended by Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111, 28.4.2007, p. 13).

Agreement between the European Union and the government of Canada establishing a framework for co-operation in the fields of higher education, training and youth. Council Decision 2006/964/EC of 18th December 2006 (OJ L 397 of 30th December 2006).

15.2. In Canada

15.2.1. Publication

The call for proposals is being published on the following internet Website

<http://www.hrsdc.gc.ca/en/learning/exchanges/iam-programme.shtml>

15.2.2. Application form

Applicants must use the relevant application and budget forms for Canada which is available at the following address:

<http://www.hrsdc.gc.ca/en/learning/exchanges/iam-programme.shtml>

15.2.3. Submission of the application

The Canadian lead institution must submit the **original, three copies, and a complete electronic Word version of the proposal**, including the Canadian application forms and supporting documentation, to the following address by registered mail postmarked on or before the deadline.

Canada-EU Programme for Co-operation in Higher Education, Training and Youth
International Academic Mobility
Learning Branch
Human Resources and Skills Development Canada
200 Montcalm Street, Tower 2, Ground Floor
Gatineau, Québec
K1A 0J9

Telephone: 819-997-4722 or 819-994-5886
Fax: 819-994-3935
e-mail: iam-mai.response-reponse@hrsdc-rhdsc.gc.ca

Proof of mailing must consist of one of the following: (a) a legibly dated postmark; (b) a legible receipt with the date of mailing indicated by Canada Post; (c) a dated shipping label, invoice, or receipt from a commercial carrier; or (d) any other proof of mailing acceptable to HRSDC.

ANNEXES

- Application form with Checklist of documents to be provided
- Model agreement