Tips and checks for eligibility of the partnership composition
CBHE Selection – 5th Call 2019 (EAC/A03/2018)

Capacity Building for Higher Education projects are transnational cooperation projects between 
Programme Countries and eligible Partner Countries. The formal criteria that a higher education 
Capacity-building project must respect in order to be eligible for an Erasmus+ grant are listed in 

This check-list helps you identify the minimum requirements for the partnership composition 
during the preparation of your proposal.

In addition, the electronic form (eForm 2018) has been upgraded in order to integrate these 
eligibility minimum requirements, and therefore prevent the submission of ineligible applications.

Please note that the Call requirements for the composition of the consortium only concern the 
minimum number of the Programme and Partner Countries and minimum number of Higher 
Education institution (HEIs) from the respective countries (Programme and Partner Countries), but 
there is no limitation for the maximum number of partners, including the non-academic ones.

Finally, it is important to stress that Associated partners and Affiliated entities are not considered 
for the required minimum partnership composition of the CBHE project.

<table>
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<th>General rules applying to all types of CBHE projects</th>
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<td>Requirements</td>
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<td>Eligible Partner Countries</td>
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<td>A partnership balance in favour of the Partner Countries</td>
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<tr>
<td>Compliance with the Erasmus+ definition of Higher education institutions (HEIs)</td>
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☐ All Partners’ Countries participating in the project (academic and non-academic) are listed in these eligible regions.

NB: the eForm will detect PICs from ineligible countries and block their submission.

☐ In the partnership, there are the same numbers or more HEIs from Partner Countries than from Programme Countries.

NB: the eForm will detect if this rule is not respected and eventually block the submission.

☐ All the HEIs partners, in Programme and Partner Countries, correspond to this definition and are recognised as such by the competent national authority.
### Additional requirement for HEIs from Programme Countries

Higher education institutions (HEIs) located in a Programme Country must hold a valid Erasmus Charter for Higher Education (ECHE).

- The PIC from the Programme Countries HEIs corresponds to the ECHE list’s PIC.

HEIs from Programme Countries which are not ECHE holders can participate to the CBHE projects as full partner but will not be considered as HEIs in the minimum composition requirements for eligibility.

### Minimum number of partners from Programme Countries

A minimum of one Higher education institution (HEI) from at least two of the Programme Countries taking part in the project.

- The partnership includes:
  - Programme Country 1, partner 1 is a HEI holder of a valid ECHE.
  - Programme Country 2, partner 1 is a HEI holding a valid ECHE
  - Other types of partners from Programme Countries (i.e. NGO, Foundation, enterprise, public body, etc.) will be considered as of partner 3 onwards.
  - Association/organisations of Higher Education are not counted as a HEI, but as “others”, so not considered in this calculation.
  - Affiliated partners and Associated partners are not considered in this calculation.

**NB:** the eForm will detect if this rule is not respected and eventually block the submission.

### Mandates confirming the partnership composition

Partners must submit mandates signed between the coordinator and each partner, confirming that they grant power of attorney to the coordinator, to act in their name and on their behalf in signing the possible agreement and its subsequent riders with the Education, Audio-visual and Culture Executive Agency.

- Each partner has provided a mandate duly signed by the legal representative of the organisation, using the specific template for the CBHE call for proposals 2019 (EACEA website/ CBHE Funding page/ annexes).
- For HEIs, the legal representative must be the Rector, Vice-rector, the President, Vice-president, the Chancellor or Vice-chancellor, according to the national designation.
- If the signatory is not the Rector/President of the Higher Education Institution (or Vice-Rector, Vice-President Chancellor, Vice-Chancellor), a specific project-related statement signed by the Rector/President must be provided authorising the signatory person to commit the whole institution.
## For CBHE projects involving affiliated entities


- **The Partner and its affiliated entities** are considered as part of the same organisation. The Affiliation will be visible in the eForm by linking the affiliated entity to the full partner.
- The costs related to affiliated entities are eligible under the budget declared for their main partner.
- Affiliated entities are not accounted for the minimum eligible partnership composition.
- Affiliated entities do not have to provide a mandate.
- Affiliated entities must have a PIC and are registered in the eForm under the role of "Affiliated entities" but their PIC will not need to be under VALIDATED status in the event the proposal is selected for funding.

## For CBHE projects involving associated partners

Cf. [Erasmus+ Programme Guide 2019](#) p. 165

All partners are aware that:
- Associated partners contribute indirectly to the implementation of specific tasks/activities and/or support the dissemination and sustainability of the project.
- Associated partners will not receive a share of the EU grant. They participate on a self-financing basis.
- Associated partners are not accounted for the minimum eligible partnership composition.
- Associated partners do not have to provide a mandate.
- Associated partners are listed in the Annex "Description of the project" but not anymore registered in the EForm (they do not need a PIC).
### Specific rules applying according to the type of CBHE projects

<table>
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<tr>
<th>Requirements</th>
<th>Eligibility rule</th>
<th>Check list</th>
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<tr>
<td><strong>For NATIONAL PROJECTS</strong>&lt;br&gt; CBHE projects involving only 1 Partner Country</td>
<td>Minimum three HEIs from the Partner Country taking part in the project</td>
<td>In my partnership:&lt;br&gt;☐ Partner 1 from the Partner Country is a HEI fully recognised as such by the competent national authority.&lt;br&gt;☐ Partner 2 from the Partner Country is a HEI fully recognised as such by the competent national authority.&lt;br&gt;☐ Partner 3 from the Partner Country is a HEI fully recognised as such by the competent national authority.&lt;br&gt;☐ Other types of partners from the Partner Country (i.e. NGO, Foundation, enterprise, public body, etc.) will be considered as from partner 4 onwards.&lt;br&gt;☐ Association/organisations of Higher Education are not counted as a HEI, but as &quot;others&quot;, so are not considered in this calculation.&lt;br&gt;☐ Associated partner are not considered in this calculation.</td>
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<tr>
<td><strong>For MULTI-COUNTRY PROJECTS</strong>&lt;br&gt; CBHE projects involving 2 or more Partner Countries</td>
<td>Minimum two HEIs from each Partner Country taking part in the project</td>
<td>In my partnership, for each Partner Country:&lt;br&gt;☐ Partner 1 is a HEI fully recognised as such by the competent national authority.&lt;br&gt;☐ Partner 2 is a HEI fully recognised as such by the competent national authority.&lt;br&gt;☐ Other types of partners from each partner country (i.e. NGO, Foundation, enterprise, public body, etc.) will be considered as of partner 3 onwards.&lt;br&gt;☐ Associations/organisations of Higher Education are not counted as a HEI, but as &quot;others&quot;, so not considered in the minimum calculation.&lt;br&gt;☐ Associated partner are not considered in the minimum calculation.</td>
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<tr>
<td>CBHE projects involving the RUSSIAN FEDERATION (Region 4)</td>
<td>Projects involving partners from Region 4 (the Russian Federation) must involve at least another Partner Country.</td>
<td>☐ The partnership includes a minimum of 2 different Partner Countries;&lt;br&gt;☐ Each of these countries includes at least 2 HEIs (cf. check list for Multi-country projects above)</td>
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<td>CBHE projects involving LATIN AMERICA (Region 8)</td>
<td>Projects involving partners from Region 8 (Latin America) must involve at least two Partner Countries from that region in the project.</td>
<td>☐ The partnership includes a minimum of 2 Partner Countries from Latin America;&lt;br&gt;☐ Each of these countries includes at least 2 HEIs (cf. check list for Multi-country projects above)</td>
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### Partner countries falling under the Exception rule

*In Partner Countries where the number of higher education institutions is lower than 5 in the whole country or in cases where one single institution represents more than 50% of the overall student population of the country:*

- **For National projects:**
  Applications counting only one HEI for those countries will be accepted.

- **For Multi-country projects:**
  Applications counting only one HEI for those countries will be accepted on the condition that the projects includes at least as many Partner Country HEIs as there are Programme Country HEIs.

- A partner provides an official confirmation from their national authority regarding this specific condition. This document is attached as Annex 4 in the eForm.

- The related tick box is duly selected in Part C.4 of the eForm.

### Additional condition for CBHE project involving Ukraine

*In the case of Ukraine, eligible Higher Education Institutions are only those recognised by the Ministry of Education and Science of Ukraine (for further information please contact the National Erasmus+ Office (NEO) in Ukraine).*

- This eligibility condition has been checked with all partners from Ukraine or with the NEO.

### Additional condition for STRUCTURAL PROJECTS

*Projects must also involve, as full partners, the Ministries responsible for higher education in each of the eligible Partner Countries targeted by the project.*

- The partnership includes as FULL PARTNER the Ministry responsible for higher education in each Partner Country participating to the project.

- A duly completed mandate is provided from each participating Ministry. In exceptional cases a letter of intent from the Ministry can be accepted at application stage but it should be replaced by a mandate in the event that the project would be selected for funding.