Industrialised Countries Instrument Education Cooperation Programme (ICI ECP)

Cooperation in higher education and training between the EU and Australia, Japan, New Zealand and Republic of Korea

Call for proposals No EAC/14/2008

Guidelines 2008

**Precautionary Clause:** The implementation of this Call call for proposals is subject to the adoption by the European Union budget for the year 2008 by the budget authority.

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1. INTRODUCTION

The Industrialised Countries Instrument Education Cooperation Programme (ICI ECP) aims primarily at promoting understanding between the peoples of the European Union and Australia, Japan, New Zealand and the Republic of Korea and improving the quality of their human resource development.

The EU and the partner countries recognise the importance of academic cooperation and exchanges as means to promote mutual, understanding, innovation and quality of education as emphasised at several high level meetings. At the EU-Japan summit of 5 June 2007, leaders committed to enhance cooperation in higher education by building on the experience of the pilot projects. On 19 April 2007, Commissioner Figel’ signed together with the then Australian Minister for Education, Science and Training, the Hon Julie Bishop, a Joint Declaration outlining the areas for further reinforced co-operation in the fields of education and training. At the Joint EU-Korea Committee meeting on 1st June 2007 both parties agreed to look into concrete steps to involve Korea in future cooperation activities in higher education. On 21 September 2007, the EU and New Zealand adopted a new 5-year framework for their relations, welcoming the successful start of EU-New Zealand pilot co-operation in higher education and arguing for enhanced education co-operation through funding further pilot projects and entering into a structured policy-oriented dialogue on issues of common interest.

A pilot phase of EU-Japan and EU-Australia bilateral cooperation in higher education started in 2002. New pilot projects were launched in 2003. In 2004 a first EU-New Zealand cooperation project was launched and cooperation with Australia was further reinforced in 2005. Building on this pilot phase the European Commission and the partner countries launch a first multi-country call for proposals to support the following action:

ICI Joint Mobility Projects

This Action provides funding for international curriculum development projects that involve short term mobility between the EU and the partner ICI country not directly related to award of a joint or dual/double degree. Consortia applying for such a project are formed by at least 3 institutions from the EU and 2 institutions from a given partner country. Selected consortia will set up a framework for student mobility whereby EU students will typically spend one semester in the partner country institution and vice versa with full recognition of the study period abroad by the home institution. Support includes mobility grants for students and members of the academic and administrative staff (“faculty”).

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2 In alphabetical order, hereinafter referred to as “the partner countries”.

3 Subject to the modification of the applicable provisions governing the activities of the Education, Audiovisual and Culture Executive Agency, the Commission may entrust the implementation of this call for proposals to the latter. 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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Each proposal must be based on a consortium formed of institutions from the EU and from one given partner country. Projects will be selected and funded bilaterally between the EU and each partner country.

2. **OBJECTIVES**

The ICI Education cooperation programme shall have the following objective:

**General objectives:**

- promote mutual understanding between the peoples of the European Union and the partner countries including broader knowledge of their languages, cultures and institutions; and
- improve the quality of human resource development in both the European Union and the partner countries, including the acquisition of skills required to meet the challenges of the global knowledge-based economy;

**Specific objectives:**

- enhance collaboration between the European Union and the partner countries in the domains of higher education and vocational training;
- contribute to the development of higher education and vocational training institutions;
- contribute to individual participants’ personal development for their own sake and as a way to achieve the general objective of the programme; and
- contribute to exchanges between citizens of the EU and the partner countries;

**Operational objectives:**

- support collaboration between higher education and vocational training institutions with a view to promoting joint study programs and mobility;
- improve the quality of student mobility between the EU and the partner countries by promoting transparency, mutual recognition of qualifications and periods of study and training, and, where appropriate, portability of credits;
- support collaboration between public and private organisations active in the field of higher education and vocational training with a view to encouraging discussion and exchange of experience on policy issues; and
- support mobility of professionals between the EU and the partner countries with a view to improving mutual understanding, and expertise of issues relevant to the relations between the EU and the respective partner country.

3. **TIMETABLE**

02 April 2008 Publication of the call for proposals
06 June 2008    Deadline for submission of applications
June 2008    Assessment of applications by independent experts
June/July 2008    Joint selection by the European Commission and the partner countries
September 2008    awarding of grants
September/October 2008    Start of project activities

Applications must reach the European Commission and the funding organisation of the respective partner country no later than 06 June 2008. Please read carefully section 13 of this call for proposals concerning the procedures for submitting applications. Late applications will be ineligible.

**For EU applicants only:**


The maximum duration of Joint Mobility projects is 36 months.

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals. 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 granted. A maximum extension of 12 months may be granted, if requested before the deadline specified in the agreement.

The intention is to inform applicants of the outcome of the selection procedure no later than the month of September 2008. It is planned that beneficiaries will receive their agreements for signature in September 2008.

### 4. BUDGET AVAILABLE

For EU institutions, the budget available for projects with all partner countries amounts to approximately EUR 2.5 million. Comparable funding will be provided by the partner countries in accordance with the rules applicable for each of them.

The European Commission will provide funding for the direct use of the EU partners. The funding organisation from each of the partner countries will provide funding for the direct use of their national institutions participating in the selected projects.

The following table provides the estimated number of projects that it is planned to be funded in 2008 for each of the partner country:

<table>
<thead>
<tr>
<th></th>
<th>EU-Australia</th>
<th>EU-Japan</th>
<th>EU-New Zealand</th>
<th>EU-Korea</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint Mobility Projects</td>
<td>4-5</td>
<td>2-3</td>
<td>1</td>
<td>1-2</td>
<td>8-11</td>
</tr>
</tbody>
</table>

For details on funding amounts for the different type of projects please refer to section 9.
5. **WHO IS ELIGIBLE FOR FUNDING AND WHAT CONSTITUTES A CONSORTIUM?**

Applications which comply with the following criteria will be the subject of an in-depth evaluation.

**5.1. Eligible establishments/bodies/type of beneficiaries**

The ICI Education cooperation programme is based on the development of a multilateral consortium of postsecondary higher education educational institutions or organisations in the European Union and in each partner country. For the purpose of this action:

“higher education institution” means any recognised establishment according to the applicable laws or practices that offers qualifications or diplomas at the higher education level, whatever such establishment may be called. For the purposes of the ICI ECP, a European higher education institution is deemed as recognised if it has been awarded an Erasmus University Charter (EUC)\(^4\). If an applicant or a partner has not been awarded an EUC, the Commission will check with the Erasmus Mundus National Structure concerned\(^5\) whether the institution in question corresponds to the definition of higher education institution given above;

“vocational education and 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. In the case of Australia, such an institution must be both physically located in Australia and be a Registered Training Organisation (RTO).”

“student” means any person following learning or training courses or programs leading to degree completion that are run by higher education or vocational education and training institutions.

**5.2. Eligible consortia**

A consortium applying for a **Joint Mobility Projects** must include at least three higher education and/or vocational education and training institutions from different EU Member States and two institutions from a partner country. In the case of Australia, applicants are encouraged to include consortium members located in different States and Territories of Australia.

For a table of membership requirements and funding amounts see Section 9.

Membership may include higher education and/or vocational education and training institutions or organisations (including industry and business groups, non-governmental

\(^4\) For more information on the EUC, please click [here](#).

\(^5\) In the framework of the Erasmus Mundus programme, in each EU Member State (and EFTA-EEA state) there exists a National Contact and Information Point, referred to as “National Structure”. For a list of national structures, please click [here](#).
organizations, publishers, government departments, chambers of commerce, and research institutes).

All consortia must have a non-profit lead institution or organisation in the European Union responsible for submitting the common proposal, for coordinating the project, and for grant management and fiscal control. In all projects for-profit partners may represent business and industry groups and that may help give your project the national and international visibility necessary for it to succeed beyond the funding period. These partners may offer internships or may offer professional advice and expertise.

With regard to mobility grants, eligible beneficiaries are students, faculty, and staff enrolled in / employed by one of the partner institutions and selected by the consortia, which will also disburse those grants.

### 5.3. Eligible countries and individuals

Eligible institutions and organizations must be from one of the partner countries (Australia, Japan, New Zealand and the Republic of Korea) 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).

Eligible EU students and faculty must be citizens of the European Union or third-country nationals who had been legal residents in the European Union for at least three years (and for the purpose other than study) before the start of the outgoing mobility.

### 5.4. Eligible activities

#### 5.4.1. Joint Mobility Projects

Joint Mobility projects focuses on supporting multilateral consortia over a three-year grant period for the purpose of developing and implementing curriculum development and exchanges of students either at the undergraduate (first cycle) or the masters (second cycle) level.

Joint Mobility projects are intended to give recognition, visibility and financial support to consortia of higher education and/or vocational training institutions that have invested in or are committed to investing in the development of innovative curricula and also setting up a framework for student mobility of equal numbers between the EU and the partner countries with full recognition of the study period abroad.

Joint Mobility projects are funded for three years and generally comprise two phases. The first phase of up to six months can be a preparatory phase that focuses on securing formal memoranda or agreements for credit recognition and/or transfer, and fee and tuition waivers. During this initial period partner institutions will have to finalise all the details for implementing the Joint Mobility Project such as curriculum development, language training, evaluation, the availability of key personnel the duration of the project and administrative infrastructure issues such as visa requirements, recruitment, and student services.
Before the beginning of student mobility, and in any case no later than 6 months from the beginning of the project, the lead institutions of the selected projects must submit to the European Commission and to the funding organisations in their respective partner countries memoranda of understanding on tuition and credit recognition and plans for evaluation. The second phase of the project centres on student mobility, language learning, and continued curricular development. Consortia that are established and operational at the time of the application are likely to be more competitive in the selection process.

Joint Mobility Projects should be sustainable beyond the funding period. An important aspect of every project is the dissemination of products, outcomes and results. Strategies for sustainability and dissemination should be incorporated in every project proposal.

Joint Mobility projects must address the following components: i) curriculum development, ii) language and cultural preparation, iii) student mobility, iv) faculty mobility, v) evaluation and vi) dissemination.

i) Development of innovative international curricula

The proposal must address an important international curricular problem or challenge in a given field of study and add value to this field of study. The proposal should address how the project implements a new educational programme or improves current practice to prepare students for work in an international context.

The proposal should describe the programme of study in terms of courses and modules that students might typically take at both the home and the host institution and the teaching materials and methods that will be used. The institutions in the partner countries must develop a comparable mechanism for explaining the programme of study.

The proposal should describe the role that each partner institution in the EU and in the partner country has in developing and implementing the curriculum and indicate whether the proposed curriculum is based on existing programs of study offered at partner institutions or will involve new programs of study that are to be developed by the consortium – or both.

The proposal must describe in detail the mechanisms in place among the partner institutions that will ensure full recognition of the study period abroad.

ii) Student services, language, and cultural preparation

Since a key objective of the programme is to encourage and enable students to experience an academic, cultural, and linguistic milieu different from their own, applicants must clearly address the cultural and linguistic instruction that they plan to give students before, during, and after their study abroad period.

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.
Language proficiency and cultural study prior to and during the study abroad period is key to a student's integration in the academic and training culture of the host institution and country. The proposal must include specific provisions for language study as part of the study abroad.

**iii) Organisational frameworks for student mobility**

The focus of the proposed project must be a coherent program of study with full recognition of the study abroad period by the home institution. For EU students study abroad is intended as a period of study spent in the partner non-EU institution. For non EU students study abroad is intended as a period of study spent in the partner EU institution. While study abroad periods are not expected to lead necessarily to a joint or a double degree, projects with a higher level of integration leading to a joint or double degree are welcome and will be considered competitive.

Participation in these programmes should not prolong time to degree completion. For each of the following aspects of the mobility component applicants should describe their experience, the solutions identified and results obtained in the past as well as outline how they intend to address them in the implementation of the project.

**Length of study abroad**: The length of time a student spends abroad in study or training is closely related to the greater acquisition of cross cultural skills and academic knowledge needed to prepare for a global workforce. All participating students are expected to conduct a study abroad period of at least one academic semester or term (in any case no less than five months). In case of projects in the field of vocational education and training (VET) a minimum period of study abroad of three (3) months applies; this minimum period of 3 months may include also the time spent on work placements and/or internships. The study abroad period should be of comparable length for both students from the EU and from the partner countries and should lead to the award of ECTS credits.

**Number of mobile students**: Each project should demonstrate the capacity of arranging mobility between the partner countries and the EU for at least 30 EU students and 30 students from the partner country over the life of the project. Consortium projects must plan for student mobility from all partner institutions; each HE or VET institution is expected to mobilise at least 10 students over the life of the project.

**Work placements and internships**: Applications for projects involving work or training experience, should address the objectives and the intended learning outcomes, and how the internships or work placements will be organized (how long they will last, how and by whom they will be monitored and assessed, how they will be recognized as being part of the student's designated study program by the home institution, etc). Competitive proposals should include the names and locations of participating industry, business, government and non-government organizations in which the applicant intends to place the students.

**Student recruitment and selection**: Applicants are expected to outline the results obtained in recruiting for international mobility in the past and the strategies that they intend to follow for implementing the project. Since language learning is a key and required component of this programme, applicants are expected to encourage students to think about the programme early and help guide students to make the proper language course choices to ensure that they

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6 For VET projects use of ECTS is recommended but it is not compulsory.
can acquire an adequate level of proficiency. The responsibility and arrangements concerning student selection rest with the institutions participating in the selected projects. Proposals must indicate the mechanisms envisaged for student selection.

Agreements on tuition and fees: Students studying abroad will pay tuition and fees at their home institution and should incur no additional payments to the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities. Partner institutions should have an agreement and this should be evidenced by signed memoranda of understanding or agreements that applicants should submit, if possible, together with the application form.

Agreements on recognition or transfer of credit: Recognition of credit for periods of study and training is a crucial component in successful Joint Mobility Projects. In order to assure that students do not increase the length of their programme of study, applicants should secure administrative assurances from their home institutions that students’ study and work abroad will be fully credited upon their return. Applicants, as part of a proposal, should submit a formal signed agreement for credit recognition and protocols for study or work placement from all participating institutions.

Student services: Institutions participating in a Joint Mobility Project will need to pay particular attention to the support and guidance that students will need to obtain maximum benefit from a study abroad period. 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.

iv) Faculty and Staff mobility

Teachers, trainers, administrators, and other relevant specialists may participate in structured exchanges and/or teaching assignments as part of the project. Such exchanges and assignments must be done between the project partners and will be aimed at strengthening university-to-university links at the administration level, at encouraging the development of university cooperation in benchmarking and/or at enhancing the efficiency and effectiveness of university administration. Staff mobility must be related to the other project activities, such as programme planning, teaching, evaluation, dissemination, and possibly curriculum development. For more budget details for this aspect of the programme see section 9.

v) Evaluation

The project should develop a detailed evaluation plan which 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. The plan should also include written detailed evaluation of language and cultural training.

vi) Dissemination

Strategies for the sustainability of linkages between partner institutions upon the end of the project, as well as the dissemination of products, outcomes and results from the project to a wider public should be incorporated in the application.
5.5. Eligible proposals (For EU Applicants only)

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received 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 7), 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 applicant is a legal person (Legal entity form is necessary. See Application form);  

b) the composition of the consortium corresponds to the requirements as explained in section 5.2. above;  

c) the applicant is not in one of the situation referred to in Articles 93 and 94 of the Financial Regulation (= FR) applicable to the general budget of the European Communities;  

d) the proposal is submitted latest by the specified closing date;  

e) the application form bears an original signature of the legal representative of the applicant organisation;  

f) the application is written on the correct application form;  

g) the application form includes the Common Proposal signed by both the EU lead institution and the lead institution in the relevant partner country. Scanned versions of the signature from the lead institution in relevant partner country are also acceptable;  

h) the proposal has been submitted to the correct address;  

i) the proposal includes the signed letters of endorsement from all partner institutions (original signatures required – for the non-EU partners also scanned versions are accepted for the application);  

j) Application includes a budget with a request for financial contribution from the European Community.

6. Exclusion Criteria (For EU Applicants only)

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

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

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**7 In order to demonstrate the eligibility, the applicant must provide the Legal Entity form and Bank details form as proof of being a legal entity:**

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).

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

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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 Communities' financial interests;

f) Following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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.

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.

7. **Selection Criteria (For 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.

Applicants 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 it's funding. They must have the professional competencies and qualifications required to complete the proposed action or work programme.
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.

7.1. 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 for the implementation of the project within each partner institution showing all their relevant professional experience.

- A list of projects already undertaken in the field of international co-operation by the applicant/ by the partners

7.2. 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 financial years 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 natural persons in receipt of scholarships nor to public bodies, or to international organisations.

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

- rejects the application
- ask for further information
- require a guarantee (see 10.3)
- offer a grant agreement without pre-financing.

7.3 Audit

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.

This obligation does not apply to public bodies, secondary or higher education establishments, international organisations under public law, or beneficiaries with joint and several liability in the case of agreements involving several beneficiaries.
8. **WHAT ARE THE AWARD CRITERIA FOR FUNDING?**

The selection of projects will be a competitive process based on the assessment of the quality of the proposals against the background of the description of the Actions under section 5.4.

The funding organisation, where appropriate, will be assisted in their joint selection of projects for funding by panels of independent experts. The quality of the proposals meeting the eligibility and selection criteria will be judged on the basis of the award criteria set out below, which will be the main basis on which the selection decision is taken.

When drawing up the final list of projects to be funded, attention will be paid to ensuring the participation of institutions from as many EU Member States as possible and as broad a diversity of institutions from the partner countries.

Note carefully that the final list of selected projects will be such that any EU Member State is not represented with its institutions in the role of coordinator in more than one project for each of the partner countries covered by the present call for proposals, provided there are other proposals of a sufficient quality where that EU Member State is not represented.

The following quality criteria will be applied to determine the overall quality score of each eligible proposal:

**The significance of the proposed project**, (representing 30% of the total score) will be determined by –

- the utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and
- the importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

In particular the significance of a proposal will be assessed with regard to:

1. What are the objectives of the mobility project and what is its contribution to educational excellence and innovation?
2. What is the significance of the project’s outcomes for improvements in teaching and student achievement?
3. What is the distinctive value of the special designation for the programme of study for the proposed discipline and profession from the perspective of the relations between the EU and the partner country?

**The quality of the proposed project design**, (representing 70% of the total score) will be determined by –

- the extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable; and
- the extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

In particular, the quality of the project design proposals will be assessed with regard to:
1. **How well integrated is the mobility programme** among the consortia institutions?

2. What is the **level of commitment** for the delivery of the mobility programme as evidenced by the letters from the institutions?

3. What is the soundness and clarity of the **arrangement for academic credits**, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used?

4. How well does the proposal describe the **cooperation mechanisms and administrative structure** of the consortium for institutionalisation, meetings, defined roles for partners, and communications? Does the proposal describe clearly the agreements reached within the consortium on students' tuition and other fees?

5. How well does the proposal describe the **consortium structure for student and faculty mobility** between hosting institutions? If work placements or training experiences are foreseen, are the host organizations clearly identified as well as the duration and context in which these activities will take place?

6. What is the **quality of the language plan**, particularly, the use of training facilities, mentors and tutors, and local language resources? Is language learning assessed?

7. How well does the proposal describe the **resources available for hosting foreign students and faculty**, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration?

8. What is the **quality of the evaluation plan**, including formative and summative evaluations, feedback mechanisms, and assessments by independent and external entities?

9. What is the **quality of the dissemination plan**? Is there a clear strategy for the project's sustainability after the funding period?
9. **FUNDING AMOUNTS**

9.1. **Joint Mobility Projects**

9.1.1. **Funding from the European Commission**

The European Commission will provide funding to and supervise the activities of EU partner institutions. Joint Mobility Projects may apply for three types of funding: i) flat rate/fixed amounts for administering the project, ii) mobility grants to EU students and, iii) mobility grants to EU and faculty and staff.

The overall amount of funding on the EU side for a three-year Joint Mobility project is outlined in the following table:

<table>
<thead>
<tr>
<th>All amounts in EUR</th>
<th>Number of EU institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat-rate for administrative support</td>
<td>3</td>
</tr>
<tr>
<td>Student Mobility grants</td>
<td>33.750</td>
</tr>
<tr>
<td>Faculty Mobility grants</td>
<td>240.000</td>
</tr>
<tr>
<td>Total project funding</td>
<td>45.000</td>
</tr>
<tr>
<td>Total project funding</td>
<td><strong>318.750</strong></td>
</tr>
</tbody>
</table>

In particular the maximum amounts of funding EU consortia institutions can apply for in relation to the three categories mentioned above for a three-year project are calculated as follows:

**Flat rates for EU consortia institutions:** A flat-rate of **11.250 € per institution** (calculated at 3.750 x 3 years) with a **maximum of 45.000 €** in case of a project with 4 or more EU institutions. The flat-rate amount covers the entire contractual duration of the project. In case the duration of the contract is extended beyond what is initially agreed no additional flat rate for administrative support will be provided.

**Mobility grants to EU students:** Student mobility grants are calculated at **700 € per month** with a minimum stay abroad of 5 months and a maximum of 10 months plus a fixed amount of 1,000 for travel. In case of projects in the field of vocational education and training (VET) a minimum period of study abroad of three months applies; this minimum period of 3 months may include also the time spent on work placements and/or internships. The total maximum amount of student mobility grants is **80.000 € per each EU institution** and a **maximum of 320.000 € per project** in case of a project with 4 or more EU institutions. These mobility grants concern mobility of EU students from their home EU institution to host institution in the partner country.

Grants are intended for full-time studies. Each mobile student (EU or non-EU) is supposed to spend in the partner country at least one academic semester of **no less than five months.** Mobility periods of shorter duration will not be taken into account for the award of mobility grants. The purpose of the grant is to pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution.

Each Joint Mobility project should plan to mobilise at least 30 students from the EU to the partner country and at least 30 students from the partner country to the EU over the project duration.
Mobility grants to EU faculty: Faculty mobility grants are calculated at a maximum of EUR 1,000 per week plus a fixed amount of EUR 1,000 for travel per faculty relation to scholarly work and teaching, or project management work at the institutions in the partner country with a minimum of one week and a maximum of four consecutive weeks. The total maximum amount of faculty mobility grants is 15,000 € per EU institution and a maximum of 60,000 € per project in case of a project with 4 or more EU institutions. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.

The maximum amounts mentioned under “Flat rates for EU consortia institutions” and under “Mobility grants to EU faculty” above are calculated on the assumption that at least 10 EU students will be mobilised by each EU institution. If the actual number of EU mobile students from a given EU institution is lower than 10, then the maximum amounts mentioned above will be reduced proportionally for that institution.
9.1.2. Funding from Australia

The Australian Department of Education, Employment and Workplace Relations (DEEWR) will provide funding to and supervise the activities of the Australian partner institutions. Joint Mobility Projects may apply for three types of funding: i) flat rate/fixed amounts for administering the project; ii) mobility grants to Australian students; and iii) mobility grants to Australian faculty and staff.

The maximum amount of funding from DEEWR for an Australian consortium to carry out a three-year Joint Mobility project is outlined in the table below. (Applicants should also indicate if they plan to contribute any additional funding to the project). Applicants should note the minimum periods of study abroad for higher education and VET partners:

<table>
<thead>
<tr>
<th>All amounts in AUD</th>
<th>Number of Australian institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat-rate for administrative support</td>
<td>25,000</td>
</tr>
<tr>
<td>Student Mobility grants</td>
<td>200,000</td>
</tr>
<tr>
<td>Faculty Mobility grants</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>Total project funding</strong></td>
<td><strong>250,000</strong></td>
</tr>
</tbody>
</table>

The maximum amounts of funding Australian partner institutions can apply for in relation to the three categories mentioned above for a three-year project are calculated as follows:

**Flat rates for administrative support for consortia institutions:** A flat-rate of **AUD$12,500 per institution** with a maximum of **$50,000** in the case of a project with four (4) or more Australian institutions. The flat-rate amount covers the entire contractual duration of the project. If the duration of the contract is extended beyond what is initially agreed no additional flat rate for administrative support will be provided.

**Mobility grants to Australian students:** Student mobility grants are calculated at **AUD$1,500 per student per month.** Higher education students must undertake a minimum study abroad period of at least five months and a maximum of 10 months. For projects in vocational education and training (VET), a minimum period abroad of three months applies with a maximum of 10 months. All student mobility grants will include a fixed amount of **AUD$1,000** towards travel costs. The total maximum amount of student mobility grants is **AUD$100,000 per each Australian institution** and a maximum of **$400,000** per project in case of a project with four or more Australian institutions. These mobility grants provide a contribution to living costs for Australian students undertaking a period of student mobility at a host EU institution.

Grants are intended for full-time studies. Mobility periods for a duration shorter than five months for higher education students and three months for VET students will not be taken into account for the award of mobility grants. For projects in VET, the minimum period of study abroad of three months may include time spent on work placements and/or internships. The purpose of the grant is to pay for those costs associated with study abroad that are over and above the cost of undertaking the same study at the home institution.

**Mobility grants to Australian faculty:** Faculty mobility grants are calculated at a maximum of **AUD$500 per week plus a fixed amount of AUD$1,000 for travel per faculty** in relation to scholarly work and teaching, or project management work at the institutions in the partner
country with a minimum of one week and a maximum of four consecutive weeks. The total maximum amount of faculty mobility grants is AUD$12,500 per each Australian institution and a maximum of AUD$50,000 per project in case of a project with 4 or more Australian institutions. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.
9.1.3. Funding from Japan

Japan Students Service Organisation (JASSO) will provide funding to and supervise the activities of Japanese partner institutions. Joint Mobility projects may apply mobility grants to Japanese students.

The overall amount of funding from JASSO for three-year Joint Mobility projects amounts at 69,000,000 Yen of which 23,000,000 Yen for the first year. **The amount of funding for the 2\textsuperscript{nd} and the 3\textsuperscript{rd} year may change depending on the JASSO budget.**

This amount can be used by Japanese partner institutions only for Student Mobility grants which are calculated as follows:

**Mobility grants to Japanese students:** Student mobility grants are calculated at **100,000 Yen per student per month** with a minimum stay abroad of 5 months and a maximum of 10 months, plus a fixed amount of **150,000 Yen** for travel. The maximum amount of student mobility grant funding available for the projects is 69,000,000 Yen of which 23,000,000 Yen for the 1\textsuperscript{st} year. It is estimated that 2 to 3 projects may be selected in 2008. The amount of funding per institution may therefore vary depending on the number of projects and institutions involved. Details of the funding sought by each institution should be included in the proposal. These mobility grants concern mobility of Japanese students from their home institution to host EU institution.

Grants are intended for full-time studies. Each mobile student (EU or non-EU) is supposed to spend in the partner country at least one academic semester or term of no less than five months. Mobility periods of shorter duration will not be taken into account for the award of mobility grants. The purpose of the grant is to pay for those costs associated with study abroad that are over and above the cost for undertaking the same study at the home institution.
9.1.4. **Funding from New Zealand**

In New Zealand, the Tertiary Education Commission, (TEC) will fund and supervise the activities of New Zealand partner institutions. Funding is available for one three-year Joint Mobility project involving two or more New Zealand partner institutions. Partner institutions may apply for three types of funding: i) administrative support; ii) mobility grants to New Zealand students and; iii) mobility grants to New Zealand faculty and staff.

The overall amount of funding from New Zealand for one three-year Joint Mobility consortia project is outlined in the following table:

<table>
<thead>
<tr>
<th>Funding type</th>
<th>Funding (all amounts in NZD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative support</td>
<td>$66,000</td>
</tr>
<tr>
<td>Student Mobility grants</td>
<td>$444,000</td>
</tr>
<tr>
<td>Faculty Mobility grants</td>
<td>$90,000</td>
</tr>
<tr>
<td><strong>Total project funding</strong></td>
<td><strong>$600,000</strong></td>
</tr>
</tbody>
</table>

The maximum amounts of funding New Zealand partner institutions can apply for are calculated as follows:

**Administrative support:** The maximum amount of funding available for administrative support of the project is $66,000 NZD. The way that funding is distributed between institutions may vary depending on the number of partner institutions. Details of the funding sought by each institution should be included in the proposal. The amount covers the entire contractual duration of the project. If the duration of the contract is extended beyond what is initially agreed, no additional funding for administrative support will be provided.

**Mobility grants to New Zealand students:** Student mobility grants are calculated at maximum of $1,500 NZD per student per month with a minimum stay abroad of 5 months and a maximum of 10 months plus a fixed amount of $3,000 NZD for travel. Grants to individual students may vary to reflect the cost of living in partner EU countries. The maximum amount of student mobility grant funding available for the project is $444,000. The way that funding is distributed between institutions may vary depending on the number of institutions involved and the number of students participating in each institution.

These mobility grants are to support the mobility of New Zealand students from their home institution to the host EU institution. Grants are intended for full-time studies. Each mobile student (EU or non-EU) is expected to spend at least one academic semester or term of no less than 5 months in the partner country. Mobility periods of shorter duration are not eligible for a mobility grant. The purpose of the grant is to pay for those costs associated with studying abroad that are over and above the cost for the student to undertake the same study at their home institution.

**Mobility grants to New Zealand faculty and staff:** Faculty mobility grants are calculated at a maximum of NZD $1,000 per week plus a fixed amount of NZD $3,000 for travel. The grant is to support scholarly work and teaching, or project management work, at the institutions in the partner country. The grant is for a minimum of one week and a maximum of four consecutive weeks. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected. The maximum amount of faculty mobility grants available for the project is $90,000 NZD.
The way funding is distributed between institutions may vary depending on the number of institutions involved and the number of participating staff from each institution. Details of the funding sought by each institution should be included in the proposal.
9.1.5. **Funding from the Republic of Korea**

The Ministry of Education, Science and Technology of the Republic of Korea (MEST) will provide funding to and supervise the activities of Korean partner institutions. **Funding from MEST will be available only from 2009.** Proposals for projects involving Korean institutions must provide evidence that Korean partner institutions are able to fully fund the project, including grants to Korean students, at least in year one of the project.

Joint Mobility projects may apply for three types of funding: i) flat rate/fixed amounts for administering the project, ii) mobility grants to Korean students and, iii) mobility grants to Korean faculty and staff.

The overall amount of funding from Korean authorities for a three-year Joint Mobility consortia project is outlined in the following table:

<table>
<thead>
<tr>
<th>All amounts in KRW</th>
<th>Number of Korean institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat-rate for administrative support</td>
<td>2</td>
</tr>
<tr>
<td>30,000,000</td>
<td>45,000,000</td>
</tr>
<tr>
<td>Student Mobility grants</td>
<td>232,000,000</td>
</tr>
<tr>
<td>Faculty Mobility grants</td>
<td>40,320,000</td>
</tr>
<tr>
<td><strong>Total project funding</strong></td>
<td>302,320,000</td>
</tr>
</tbody>
</table>

The maximum amounts of funding Korean partner institutions can apply for in relation to the three categories mentioned above for a three-year project are calculated as follows:

**Flat rates for consortia institutions:** A flat-rate of maximum **15,000,000 KRW per institution** (calculated at 5,000,000 x 3 years) with a maximum of **45,000,000 KRW** in case of a project with 3 Korean institutions. MEST reserves the right to allocate the amount foreseen as “flat-rate for administrative support” to the Korean Council for University Education (KCUE) which may be entrusted with the administrative tasks related to selected projects. The flat-rate amount covers the entire contractual duration of the project. In case the duration of the contract is extended beyond what is initially agreed no additional flat rate for administrative support will be provided.

**Mobility grants to Korean students:** Student mobility grants are calculated **at 1,000,000 KRW per student per month** with a minimum stay abroad of 5 months and a maximum of 10 months plus a fixed amount of **1,600,000 KRW** for travel. The total maximum amount of student mobility grants is **116,000,000 KRW per each Korean institution** and a maximum of **348,000,000 KRW per project** in case of a project with 3 or more Korean institutions. These mobility grants concern mobility of Korean students from their home institution to host EU institution.

Grants are intended for full-time studies. Each mobile student (EU or non-EU) is supposed to spend in the partner country at least one academic semester or term of no less than five months. Mobility periods of shorter duration will not be taken into account for the award of mobility grants. The purpose of the grant is pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution.

**Mobility grants to Korean faculty:** Faculty mobility grants are calculated at a maximum of **KRW 1,280,000 per week plus a fixed amount of KRW 1,600,000 for travel per faculty** relation to scholarly work and teaching, or project management work at the institutions in the
partner country with a minimum of one week and a maximum of four consecutive weeks. The total maximum amount of faculty mobility grants is 20,160,000 KRW per each Korean institution and a maximum of 60,480,000 KRW per project in case of a project with 3 Korean institutions. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.
The annual conference

An important part of the ICI cooperation programme will be the annual conference for running projects. All faculty and staff participants are expected to attend the annual meeting for the first three years of the project. The participation of all EU and non-EU partner institutions at these conferences is essential because it provides the only opportunity for your consortium and the funding agencies to meet together. We recommend that you also arrange for the participation of some selected students to this event. This conference is intended to serve as a medium where project participants can meet together to share ideas on what works. It is also intended as a forum for discussion to help the administrations in the EU and in the partner countries to make important decisions on how best to coordinate the programme. Project partners are also given ample time during the annual meeting to work as a group by themselves as well as with their programme officers. Consortia should make provisions for participation in these meetings with at least one partner from each participating institution. Participation in this conference may be covered from either the flat rate/administrative costs or grants for faculty mobility. No other specific funding will be provided. The ICI meeting is held in the fall or winter and alternates between Europe and the partner countries. The meeting may be held in conjunction with the EU-US-Canada programme.

10. FINANCIAL CONDITIONS (FOR EU APPLICANTS ONLY)

Acceptance of an application by the European Commission 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 European Commission’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.

The allocated amount may not exceed the amount requested.

Grant applications must include a budget in euro with a request for financial contribution from the European Community. 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 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

The European Commission 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.10

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9 Article 173(5) IR.

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The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the European Commission. 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 European Commission where it results from the prefinancing payment.

10.1. Payment procedures (For EU Applicants only)

In the event of definitive approval by the European Commission, a financial agreement drawn up in euro and detailing the conditions and level of funding, will be entered into between the European Commission and the beneficiary. This agreement (the original) must be signed and returned to the European Commission immediately. The European Commission will sign it last. A 1st pre-financing payment of 30% of the total amount of funding 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. It may be split into a number of payments.

Further pre-financing payments are divided into two annual instalments, each representing 35% of the total amount of funding. Payment of each further instalment will be subject to receipt and approval by the European Commission of annual progress reports, including financial statement as appropriate, and may not be made until at least 70% of the previous pre financing payment(s) has(ve) been used up.

The European Commission will establish the amount of the total funding on the basis of the final reports. The financial part of the Final Report consists of a detailed declaration of the expenditure related to the effective implementation of the action (i.e. lump sums for consortia partners and mobility scholarships) during the whole duration of the specific agreement. This declaration is based on unit costs per student or faculty/administrative staff. Interests gained on pre-financing payments must also be declared in the Final Report. On the basis of this count of “units” spent and interest gained, the European Commission may require the beneficiary to repay any excess amounts already transferred by the European Commission under the pre-financing payments. The decision by the European Commission to approve payments will be based on proof that the joint/shared study programme has been delivered to both EU and non-EU students and those high standards of quality are maintained. In cases of patent non-compliance with high quality standards the European Commission may terminate the grant, or even ask for the reimbursement of the grant already paid.

As for the amount used for mobility, the beneficiary’s annual progress report will have to list the students and scholars actually sent out listing the names of the grantees, as well as those foreseen to be sent out.

At final report stage the co-ordinator reports to the European Commission on how many students / faculty have effectively received a grant and how much interest has been yielded by pre-financing. On the basis of this count of “units” spent and interest gained, the European Commission will calculate the final grant amount.

Joint Mobility Projects are free to establish their own payment modalities with their students and faculty provided that they respect the full amount to be paid out (i.e. the scholarship and

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10 Article 109(2) FR, Article 165 IR.
travel grant amounts covering to the mobility periods between Europe and the partner country). Also, consortia will be obliged to provide their grantees with an advance and to perform payments on a regular basis. Students and faculty are free to use their grants as they wish.

10.2. Audit report (For EU Applicants only)

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.

10.3. Guarantee (For EU Applicants only)

The European Commission 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 pre-financing 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.

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.

10.4. Double financing (For EU applicants only)

Subsidised projects may not benefit from any other Community funding for the same activity.

10.5. Cost eligibility (For EU applicants only)

In order to be eligible under this call for proposals, costs must:

– Be necessary for the implementation of the action/project, be included in the estimated budget attached to the agreement, necessary and reasonable for the completion of the action/project, and consistent with the principles of sound financial management in particular in terms of value for money and cost-effectiveness;

– Be incurred during the period of eligibility for Community funding as defined in the agreement;

– Actually be incurred by the consortium partners, be recorded by their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and local legislation;

– Be identifiable and verifiable.
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.

The eligible direct costs for the action/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 action and which can therefore be booked to it directly. In particular, the flat rates mentioned at section 9.1.1 are eligible, provided that they satisfy the criteria set out in the previous paragraph.

**No other costs will be deemed eligible under this action**

Contributions in kind shall not constitute eligible costs.

**11. SUB-CONTRACTING AND AWARD OF PROCUREMENT**

Not Applicable.

**12. PUBLICITY (FOR EU APPLICANTS ONLY)**

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union. With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the European Commission will publish the following information:

- Name and address of the beneficiary,
- Subject of the grant,
- Amount awarded and rate of funding.

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, which will be provided by the European Commission. If this requirement is not fully complied with, the beneficiary’s grant may be reduced.

Directorate General for Education and Culture of the European Commission (DG EAC) shall open a free public, multilingual, electronic platform for the dissemination and exploitation of results of projects. This platform is called EVE (EVE = Espace Virtuel d'Echange) and the objective is to improve access to the results of DG EAC programmes and initiatives, and at the same time increase their visibility. The EU-project coordinators are expected to upload information on EVE about the project and its results, such as products, pictures, links or presentations.
13. **WHAT ARE THE PROCEDURES FOR SUBMITTING A PROPOSAL?**

13.1. **Publication**

The call for proposals is being published on the Internet at the following addresses:

- **Japan - JASSO**: [http://www.jasso.go.jp/study_a/scholarships.html](http://www.jasso.go.jp/study_a/scholarships.html)
- **New Zealand - TEC/TAMM**: [http://www.tec.govt.nz](http://www.tec.govt.nz)

13.2. **Application form**

In **the European Union**, grant applications must be drawn up in English using the form specifically designed for this purpose. The application must be word-processed, using a computer. The forms can be obtained on the European Commission internet web site mentioned above.

In **Australia**, grant applications must be drawn up in English, 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://www.dest.gov.au/euaustraliacooperation](http://www.dest.gov.au/euaustraliacooperation)

In **Japan**, grant applications must be drawn up in Japanese using the form specifically designed for this purpose. Please note that only typed applications will be considered. The forms can be obtained on the JASSO internet web site mentioned above.

In **New Zealand**, to be eligible, applications must be submitted on the designated application form available at: [http://www.tec.govt.nz/](http://www.tec.govt.nz/).

In the **Republic of Korea**, grant applications must be drawn up in both Korean and English, using the form specifically designed for this purpose. The forms can be obtained on the web site of the Ministry of Education, Science and Technology at [http://www.mest.go.kr](http://www.mest.go.kr).

13.3. **Submission of the grant application**

The EU lead institution and the lead institution in relevant partner country must submit to DG EAC and to the funding authority in the partner country a common proposal narrative. Technical annexes may differ to the extent that the EU and the partner countries have different requirements as set out in these guidelines.

**The closing date for submitting proposals is 06 June 2008.** Applications not received by both DG EAC and the funding authority in the relevant partner country will not be eligible for funding.
13.3.1. **Submission of the grant application in the European Union**

Applications on behalf of the EU lead institution must be submitted on the correct form, duly completed, signed by the person authorised to enter into legally binding commitments on behalf of the applicant organization and dated. Applications must be sent by electronic mail to: eac-3C-cooperation@ec.europa.eu and by registered mail postmarked no later than the closing date mentioned above in one original and two (2) copies of the application forms that include the common proposal narrative. Copies should be stapled and not bound in any way. Proposals sent by FAX will not be accepted.

Applications and supporting documents should be sent by registered mail postmarked to:

**European Commission**  
ICI Call for proposal 2008  
Unit EAC A 5  
B-1049 Brussels

**Reminder: Late delivery will lead to the application being excluded from the selection procedure**

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 European Commission may contact the applicant for this purpose.

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.

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

The joint selection of admissible proposals is scheduled to be completed in July 2008. The grant award procedure for successful applicants is expected for completion by the end of September 2008. All applicants will be informed in due course in writing of whether or not their proposal has been accepted.

The list of accepted applications with details of beneficiary, project description, amount and percentage of subsidy will also be published on the European Commission and the DG EAC websites after the completion of the award procedure.

For EU applicants seeking further information,

- please contact …

  … for Australia and New Zealand: Mr Bodo Richter  
  Tel.: (+32 2) 299.00.67  

  … for Japan and the Republic of Korea: Mr Diego Sammaritano  
  Tel: (+32 2) 299.00.23

- or write an e-mail to the following mailbox: eac-3C-cooperation@ec.europa.eu.

**The rules applicable in EU are:**

the general budget of the European Communities.


13.3.2. Submission of the grant application in Australia

Applications on behalf of the Australian lead institution must be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure). Applications should be sent by electronic mail to graeme.rankin@deewr.gov.au no later than 06 June 2008 AND by registered mail postmarked no later than 06 June 2008 in one original and two (2) certified copies of the application forms which include the common proposal. Copies should be stapled and not bound in any way. Proposals sent by FAX will not be accepted.

Applications and supporting documents should be sent by registered mail to:

Mr Graeme Rankin
Director
North Asia, Americas and Europe Section (LC 454)
Department of Education, Employment and Workplace Relations
GPO Box 9880
Canberra ACT 2601

Applications delivered in person, by an authorised representative or private courier service, may be submitted to the offices of DEST, no later than 17:00 (5.00 pm) on 06 June 2008. You should obtain a receipt as proof of submission, signed and dated by the official who took delivery.

For Australian applicants seeking further information, please contact:

Richard Wade
North Asia, Americas and Europe Section (same address as above)
Tel: (+61 2) 6240 8056
Fax: (+61 2) 6123 6953
Email: richard.wade@deewr.gov.au

Notification of Status of Applications

The joint selection of projects is scheduled to be completed by the end of July 2008. A funding agreement will be completed with successful applicants by the end of September 2008. All applicants will be informed in writing of the outcomes of the selection process.
13.3.3. Submission of the grant application in Japan

Applications on behalf of the Japanese lead institution must be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure). Applications should be sent by registered mail postmarked no later than 06 June 2008 in one original and twenty (20) certified copies of the application forms which include the common proposal. Copies should be stapled and not bound in any way. Proposals sent by FAX will not be accepted.

Applications and supporting documents should be sent by registered mail to:

    Michiko Suzuki  
    Director  
    Student Exchange Programs Planning Division  
    Student Exchange Department  
    Japan Student Services Organization (JASSO)  
    2-79 Aomi, Koto-ku, Tokyo 135-8630, Japan

Applications delivered in person, by an authorised representative or private courier service, may be submitted to the JASSO, no later than 17:00 (5.00 pm) on 06 June 2008. You should obtain a receipt as proof of submission, signed and dated by the official who took delivery.

For Japanese applicants seeking further information, please contact:

    Izumi Kato  
    International Scholarship Office  
    Student Exchange Department (same address as above)  
    Tel: (+81 3) 5520 6030  
    Fax: (+81 3) 5520 6031  
    Email: efs@jasso.go.jp

The joint selection of projects is scheduled to be completed by the end of July 2008. A funding agreement will be completed with successful applicants by the end of September 2008. All applicants will be informed in writing of the outcomes of the selection process.

13.3.4. Submission of the grant application in New Zealand

Applications are to be submitted by the lead partner institution and must be received by the Tertiary Education Commission no later than 06 June 2008. To be eligible for consideration applications must be submitted on the correct application form, be complete, dated, and include a balanced budget (revenue/expenditure).

To submit an application:

Email a copy of the completed application form (including supporting documents) to ruth.anderson@tec.govt.nz, AND mail or courier one original signed copy and two hard copies of the application form (including supporting documents) to:

    ICI Education Cooperation Programme  
    Dr Ruth Anderson
Applications delivered in person, or by private courier service, must be received by the National Office of the Tertiary Education Commission (Level 10, 44 the Terrace, Wellington), no later than 17:00 (5.00 pm) on 06 June 2008.

Applications received by mail or courier must be postmarked no later than 06 June 2008. Applications should not be stapled or bound.

Applications sent by FAX will not be accepted.

For further information, please contact:

Ruth Anderson  
Group Investment Manager Universities  
Tel: (+64 4) 462 5200  
Fax: (+64 4) 462 5400  
Email: ruth.andersen@tec.govt.nz

13.3.5. Submission of the grant application in the Republic of Korea

Applications are to be submitted by the lead partner institution and must be received by the Ministry of Education, Science and Technology no later than 06 June 2008. To be eligible for consideration applications must be submitted on the correct application form, be complete, dated, and include a balanced budget (revenue/expenditure).

To submit an application:

Email a copy of the completed application form (including supporting documents) to leelong@mest.go.kr, AND mail or courier two hard copies of the application form (including supporting documents) to:

ICI Education Cooperation Programme  
Mr. Seunghyun Oh  
University Policy Division  
Ministry of Education, Science and Technology  
55, Sejong-no, Jongno-gu, Seoul, Republic of Korea  
110-760

Applications delivered in person, or by private courier service, must be received by the Ministry of Education, Science and Technology, no later than 18:00 (6.00 pm) on 06 June 2008.

Applications received by mail or courier must be postmarked no later than 06 June 2008. Applications should not be stapled or bound.

Applications sent by FAX will not be accepted.
For further information, please contact:

Mr. Seungjae Lee
University Policy Division
Tel: (+82 2) 2100 6920~6924
Fax: (+82 2) 2100 6925
Email: leelong@mest.go.kr

14. PERFORMANCE REPORTS

The European Commission and the funding organisation in the partner countries carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication among themselves. Although the timing may vary somewhat, both the European Commission and the funding organisation in the partner countries require annual performance reports to be submitted on the project goals, curricular development, evaluation, memoranda of understanding, student mobility, project expenditures, and a plan for upcoming activities. In addition a final report is required at the conclusion of the project.

15. CONTENT OF THE PROPOSAL

Applications packages submitted to the European Commission and to the funding organisation in the partner countries consist of three components: proposal narrative, application forms, and annexes/attachments. It is important to remember that the proposal narrative must be identical for both submissions (to the partner country and to the EU). However there may be differences in the application forms and in the required annexes.

Proposal narratives may not exceed 5000 words (excluding annexes and attachments) and must address the following points.

1. The objectives of the mobility project, the definition of the designated program such as a specialisation if applicable, and its potential contribution to educational excellence and innovation, including the discipline.

2. The project’s outcomes for improving teaching and student achievement.

3. The added value for the proposed discipline and profession and the proposed mobility project compared with courses and programs that may already exist in the same fields at national and international levels.

4. The mobility program and how it is integrated among the consortia institution (including its work placement and internship elements if any).

5. The commitment and the formal administrative arrangements for the mobility program as evidenced by letters from the highest administrative and academic levels at the partner institutions.

6. The arrangement for academic credits, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used.

7. The cooperative mechanisms and administrative structure for institutionalisation, meetings, roles for partners, and communications.
8. The arrangement for tuition and fees.

9. The consortium structure and mechanisms for student and faculty mobility between hosting institutions.

10. The language plan, particularly, the use of training facilities, mentors and tutors, and local language resources.

11. The resources available for hosting foreign students and faculty, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration.

12. The evaluation plan, including an evaluation of the project upon completion, feedback mechanisms, and assessments by independent entities.

13. The plans for promoting and disseminating the results of the project as well as for ensuring its sustainability after the end of the funding period.

Annexes:

- Application form

- Model of grant agreement