EXPERTs ASSESSMENT MANUAL

for the assessment of project proposals for

Industrialised Countries Instrument Education Cooperation Programme (ICI ECP) with Australia, Japan and the Republic of Korea

submitted under the

ICI ECP CALL FOR PROPOSALS 2013

Reference: EACEA/24/2013
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Annex: Scoring and Assessment Sheet

REFERENCE DOCUMENTS

A. ICI ECP Call for proposals 2013 – Guidelines

B. ICI ECP - Application Form

Both documents are available on the following page of the Agency website:  
1. INTRODUCTION

The EU and the governments of the Partner Countries involved in the ICI ECP (i.e. Australia, Japan and the Republic of Korea) recognised the importance of academic cooperation and exchanges as means to promote mutual understanding, innovation and quality of education.

In this context, in May 2009, the European Commission (DG EAC) together with the relevant authorities in the Partner Countries concerned launched the first multi-country call for proposals in the field of higher education and vocational training.

The current 2013 call for proposals supports the following bilateral activities:

**Mobility projects** (vocational education and training and higher education)

**Double or Joint Degree projects** (higher education only)

ICI-ECP provides funding for international curriculum development and mobility projects between the EU and one given Partner Country. Selected project consortia are required to set up a coherent framework for student mobility with full recognition of the study/training period abroad by the student’s home institution. Support includes mobility grants for students and faculty members as well as lump sums/fixed amounts for administering the project.

Each proposal must be submitted by a consortium formed by institutions from the EU and from one given Partner Country. Projects will be selected and funded bilaterally between the EU and each Partner Country.

The Commission has delegated the implementation of this call to the Education, Audiovisual and Culture Executive Agency ("The Agency").

ICI ECP project proposals should be submitted by consortia of higher education and/or vocational training institutions to the Agency by the 15 of May 2014.

You have been appointed as independent experts to assist the Agency with the assessment of these proposals.

This Manual describes the assessment process in practical details and the tasks experts are invited to perform.

**Experts are requested to be familiar with the call guidelines, application form and present manual before attending the assessment exercise.** These documents are available on the following page of the Agency website:

2. THE ASSESSMENT PROCEDURE AND THE ROLE OF EXTERNAL EXPERTS IN THIS FRAMEWORK

2.1. THE ASSESSMENT AGENDA

The assessment exercise will take place from the 02 to 06 June 2014 included. The table below provides you with an indication of the time allocation between the different assessment tasks to be performed during that period.

<table>
<thead>
<tr>
<th>Indicative agenda for the ICI ECP assessment exercise 2014</th>
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<tbody>
<tr>
<td><strong>Monday 02 June</strong></td>
</tr>
<tr>
<td>• From 9h00: Briefing session by the Agency and the Commission</td>
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<tr>
<td>• late a.m. and p.m: Individual assessments of proposals</td>
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<tr>
<td><strong>Tuesday 03 June</strong></td>
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<tr>
<td>• Individual assessments of proposals</td>
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<tr>
<td>• 17h00-18h00: mid-briefing Session</td>
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<tr>
<td><strong>Wednesday 04 June</strong></td>
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<tr>
<td>• Finalisation of individual assessments and consensus</td>
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<tr>
<td>discussions</td>
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<tr>
<td><strong>Thursday 05 June</strong></td>
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<tr>
<td>• Consolidation of assessments</td>
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<tr>
<td><strong>Friday 06 June</strong></td>
</tr>
<tr>
<td>• Final panel discussion and debriefing</td>
</tr>
<tr>
<td>Closing by 17:00h</td>
</tr>
</tbody>
</table>

This timing has been carefully planned and all persons concerned must adhere to the timetable.

Each expert will be allocated a number of project proposals to assess during the assessment period. Proposals will be allocated in a way to match as much as possible the disciplines of the proposals with the experts’ professional background and work experience.

2.1.1 The Briefing Session

The assessment exercise will start with a briefing session organised by the Agency and the European Commission. At this session, experts will be briefed on the ICI ECP Programme, receive instructions for the performance of their assessment tasks, guidance on the use of the online assessment tool, and have the opportunity to raise questions they may consider useful for the carrying out of their assessment activities.

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1 This time schedule may be subject to slight adjustments between now and the start of the assessment. Should this be the case, experts will be informed at the beginning of the assessment phase, during the briefing session.
2.1.2 Individual Assessments

Each expert should read carefully each proposal attributed to him/her (including corresponding annexes) and assess these proposals against the set of award criteria listed in the ICI ECP Call for Proposals 2013.

During the individual assessment phase, experts should act individually and independently. Therefore, during this phase of the assessment exercise, they should not discuss the proposals with their fellow experts.

Experts should record their individual assessments by using the online assessment tool (see sections 4 and 5 of the present manual).

2.1.3 The Mid-Briefing Session

The Agency and the Commission will organise a 'mid-briefing' session at the end of the second assessment day to assess progress and discuss any issue experts need to raise in view of the completion of their work.

2.1.4 Consensus Discussions

Each proposal will be assessed by 2 experts. Once the two individual assessments of the same proposal have been finalised (but not yet validated in the assessment tool) and after confirmation by the Agency, the two experts can start their consensus discussions.

1. STEP Prior to the discussion, each expert will read in detail the assessment of his/her fellow expert with the purpose of identifying possible divergences in scores and/or comments for each of the (sub-)criteria.

2. STEP The consensus discussion will be based on this detailed reading and will aim at assuring that the two experts share a common understanding of all aspects of the proposal. As a result of this 'consensus discussion', the experts' evaluations do not need to be similar, but they should be in line, coherent and not contradictory.

If this is the case, the experts will validate their individual assessment in the assessment tool. Please note that prior to validating their individual assessment and if necessary, the experts will be able to modify their comments and/or scores in order to reflect the conclusions reached during their consensus discussion.

3. STEP (if applicable) If after the consensus discussion, important divergences in the individual assessment of the two experts remain, the Agency will analyse the reasons for such divergence and if necessary, organise an additional individual assessment with a third expert. At the end of this third assessment, a new consensus discussion will be organised between the two experts with the closest scores.

Please note that important divergences should not be limited to the overall score but also to the scores and comments given to individual (sub-) criteria. Divergences of more than 20% per individual sub-score (i.e. more than 1 point on a scale of 5) should be analysed carefully by the two experts, as should a difference of more than 15 points in the overall score.
4. STEP When the experts' individual assessments have been validated /submitted in the assessment tool, one of the two exerts (identified as "Expert 1") will draft the consolidated assessment that will have to be endorsed /signed by the two experts concerned.

For this Expert 1 will be provided with a new assessment form containing both experts' comments as well as an average of the two experts scores for each of the (sub-)criteria.

In close cooperation with his/her fellow experts, Expert 1 will have to draft consolidated comments and provide the scores agreed during the consensus discussion. Please note that although the assessment tool provides average scores, the experts are allowed to diverge from this average in accordance with the result of their discussions.

The final version of the consolidated assessment should be read carefully by the two experts concerned before validating if in the assessment tool.

NOTE:
The applicants will receive the comments and recommendations from the consolidated assessment as they were written into the online assessment tool.

Remember:
- After validation, finalised assessments - including scores, comments and recommendations - can no longer be changed.
- Experts have to print, sign and date the final version of their individual and consolidated assessments. The signed assessments must be handed over to the Agency staff before the Final Panel discussion.

2.1.5 Final Panel Discussion and De-briefing

The purpose of the panel discussion is to ensure coherence and consistency across the expert assessments as well as to carry out an additional quality check of the proposals of this call.

The number of proposals to be discussed will be decided by the panel in accordance with the overall quality and the budget available. In principle, this number should be 1.5 to 2 times the number of proposals expected to be funded for the EU cooperation with each Partner Country concerned.

In view of the available budget for this call (i.e. 2.2 million euros) and the average grant awarded (approximately 300,000 euros), it is expected that a total of seven to eight proposals will be selected. Depending on the quality of the proposals, this could represent two to three proposals per partner country.

During the final panel discussions, the panel will confirm the proposals ranking list in order of merits. In exceptional cases, the panel can adjust scores by a maximum of 5%. These exceptional cases will have to be well justified, endorsed by the panel (a simple majority vote by the experts) and documented in the minutes of the panel.

At the end of the panel the Agency establishes the list of proposals according to the scores, taking into account the panel discussions.
2.2. **The Role of External Experts**

### 2.2.1 The role of each individual Expert

Your role as an independent expert is to help the Commission and the Agency in identifying good project proposals to be selected for funding. For these purposes, you will need:

- to be familiar with the ICI ECP Call for proposals 2013 documents (guidelines, application form).
- to read carefully each proposal attributed to you (including corresponding annexes) and to assess these proposals against the set of award criteria listed in the ICI ECP Call for Proposals 2013.

You should perform these assessment activities in line with the instructions provided in the sections 4 and 5 of the present manual.

The objective of your assessment work will be twofold:

- **To provide the Agency with an opinion** on the proposals which have been submitted;
- **To give feedback and recommendations to applicants.** Experts should note that the consolidated comments and recommendations will be sent to applicants as feedback (without experts’ names). Experts' comments should therefore be accurate, well justified, in line with the scores and clear.

### 2.2.2 The role of the Lead Expert

One expert with a longstanding experience in assessing European cooperation projects might be appointed as “Lead Expert.”

Apart from assessing proposals themselves, the lead expert will also monitor progress of the individual assessments, participate in difficult consensus discussions to facilitate compromises if necessary, carry out third assessments (if necessary).

### 2.2.3 Confidentiality and Conflict of Interest

Experts perform assessments on a personal basis, not as representatives of their employer, their country or any other entity. They must be independent, impartial and objective, and are expected to behave in a professional manner throughout the assessment process.

All the information made available to experts is to be treated as strictly confidential. No information on the proposals submitted or on the provisional results of the assessment may be divulged to third parties. Experts may not photocopy anything without specific permission from the Agency. No documents or electronic data may be taken off the assessment premises. Any notes taken as a result of the experts’ work must be deposited with the Agency at the end of the assessment process. Under no circumstances may experts contact an applicant on their own account.

Experts should check that they have no potential interest in any of the proposals they are invited to assess. Examples of conflict of interest are:
1/ Disqualifying conflict of interests:

- Involvement in the preparation of the proposal;
- Direct benefit in case of acceptance of the proposal;
- Close family relationship with any person representing a participating organisation in the proposal;
- Director, trustee or partner of a participating organisation;
- Current employment by a participating organisation;
- Current involvement in a contract or collaboration with a participating organisation;
- Any other situation that compromises my ability to evaluate the proposal impartially.

2/ Potential conflict of interests:

- Employment by one of the participating organisation within the previous three years;
- Involvement in a contract or collaboration with a participating organisation within the previous three years;
- Any other situation that could cast doubt on my ability to evaluate the proposal impartially, or that could reasonably appear to do so in the eyes of a third party (Ex. Past or current personal relationships, nationality, political affinity, etc.).

Prior and after the allocation of individual proposals to be assessed, experts will be asked to verify and confirm that they are not in a situation of interest with any of the proposals they will be asked to assess or discuss during the final panel discussion.

In case of doubts, the expert must immediately contact the Agency staff so as to allow it taking the appropriate measures.
3. **OVERVIEW OF THE ICI ECP CALL REQUIREMENTS**

Please, find below key information from the ICI ECP call for proposals 2013. For exhaustive information, refer to the relevant sections of the call guidelines available at:


### 3.1. **OBJECTIVES OF THE CALL FOR PROPOSALS** *(see also the call guidelines)*

ICI- ECP activities have the following objectives:

**General objectives:**

- to enhance mutual understanding between the peoples of the European Union and the Partner Countries, including broader knowledge of their languages, cultures and institutions;

- to enhance the quality of higher education and training by stimulating balanced partnerships between higher education and training institutions in Europe and in the Partner Countries.

**Specific objectives:**

- to support co-operation between higher education and training institutions with a view to promoting bilateral study/training programmes and mobility;

- to foster the mobility of students between the European Union and its Partner Countries by promoting transparency, mutual recognition of qualifications and periods of study, research and training, and, typically, portability of credits;

- to support the mobility of professionals (teaching and administrative staff) with a view to improving mutual understanding of, and expertise in, issues relevant to the relations between the European Union and its Partner Countries;

- to exchange best practices in the field of higher education and training, and to promote knowledge building and sharing on horizontal issues of common interest for the European Union and its Partner Countries.

### 3.2. **TIMETABLE** *(see section 3 of the call guidelines)*

Activities shall start in October 2014. Activities must end before 30.09.2017 for Joint Mobility Projects and 30.09.2018 for Joint Degree Projects. The maximum duration of Joint Mobility projects is 36 months. The maximum duration of Joint Degree projects is 48 months.

No applications will be accepted for projects scheduled to run for a longer period.
However, during the project lifetime a maximum extension of 12 months may be granted if requested before the deadline specified in the grant agreement.

3.3. **WHO IS ELIGIBLE FOR FUNDING AND WHAT CONSTITUTES A CONSORTIUM? (see section 5 of the call guidelines)**

3.3.1 Eligible establishments/bodies/ types of beneficiaries

The following call is open to a consortium of higher education institutions and/or training institutions. ICI-ECP activities are based on the development of a multilateral consortium of higher education institutions and/or post-secondary training institutions in the EU and in each Partner Country. For the purpose of these activities:

- **“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.

- **"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, at post-secondary level. In the case of Australia, such an institution must have its central management and control in Australia and also be a Registered Training Organisation (RTO). In Korea, only universities such as 4-year universities, technical universities or colleges can be accepted.

- **"faculty members”** means academics, trainers, administrators and other relevant staff of the participating higher education/training institutions who may participate in structured exchanges and/or teaching assignments as part of the project.

- **"student”** means any person following learning or training courses or programmes leading to degree or diploma completion that are run by higher education or training institutions.

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 Form:

- **Private company**, association, etc.:
  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**:
  legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

The presence/correctness of these documents will be checked by the Agency.

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2 In the case of Australia, a higher education institution must be a Table A or B provider in Schedule 1 and also sections 16-15 and 16-20 of that Act at: [http://www.comlaw.gov.au](http://www.comlaw.gov.au).

3.3.2 Eligible consortia

A consortium applying for a **Mobility project or for a Double or Joint Degree project** must include at least 2 training institutions from 2 different EU Member States and at least 2 institutions from the Partner Country.

In Australia if a consortium comprises two institutions, both institutions may be located in the same State or Territory (i.e. the capital city and/or a regional city). A larger consortium must include at least one institution in a different State or Territory. These requirements apply to both Mobility projects and Double or Joint Degree projects.

All consortia must have a non-profit lead institution or organisation in the EU responsible for submitting the common proposal, for co-ordinating the project, and for grant management and fiscal control. Partner countries must also nominate a non-profit lead institution or organisation to carry out the same responsibilities in coordination with other partner(s) in the same country.

Consortia, in particular those submitting an application for a Mobility project, could receive support from other organisations like industry and business groups, non-governmental organisations, publishers, government departments, chambers of commerce, and research institutes, that may help give projects the national and international visibility necessary for success beyond the funding period. These partners may offer internships or professional advice and expertise. EU financing to those support partners can only be part of the lump sum for administration.

3.3.3 Eligible countries and individuals

Eligible institutions and organisations must be from one of the Partner Countries, participating in this year's call (Australia, Japan and the Republic of Korea) and from one of the twenty-eight Member States of the EU (Austria, Belgium, Bulgaria, Croatia, 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 members must be citizens of the EU or third-country nationals who had been legal residents in the EU for at least three years (and for a purpose other than study) before the start of the outgoing mobility.

Concerning the Partner Countries, individual national rules apply. For Australia, eligible Australian students refer to Australian citizens or Australian permanent residents.

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

The activities should focus on structured exchanges of students, and on the development of joint or shared curricula (combining existing modules, developing innovative curricula, applying new teaching methods, etc.), joint study programmes (including the possibility of awarding joint or double degrees) and structured exchanges of students, faculty members, trainers and administrators. The partnerships should provide a framework for the outgoing mobility of students, trainees and scholars. In principle, each institution in the consortium is expected to send out a balanced number of students. The partnership activities may also include teaching assignments at a partner institution, teacher exchanges, development and dissemination of new methodologies in higher education and vocational education and training (including the use of information and communication technologies, e-learning and open and distance learning), etc.

ICI-ECP activities will not support doctorate level study of any kind and the mobility of PhD students will be considered ineligible under this Call.
3.4. MOBILITY PROJECTS AND DOUBLE/JOINT DEGREE PROJECTS

3.4.1 Mobility projects (post-secondary vocational education and training or higher education)

Mobility projects are intended to give recognition, visibility and financial support to consortia of vocational education and training or higher education institutions that have invested in or are committed to investing in the development of innovative curricula and also in setting up a framework for student mobility of equal numbers between the EU and the Partner Countries with full recognition of the study/training period abroad. The investment in training and in transition to work experience will maximise students' employability and help ensure their global competitiveness.

Mobility projects are funded for three years and will generally comprise two phases:

(a) 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 of credits, and tuition arrangements. During this initial period partner institutions will have to finalise all the details for implementing the Mobility project such as curriculum development, language training, evaluation plan, dissemination plan, sustainability strategy, and the availability of key personnel during the whole duration of the project, as well as administrative issues such as visa requirements, recruitment and student services.

<table>
<thead>
<tr>
<th>Memorandum of Understanding for Mobility projects</th>
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<tr>
<td>The lead institutions of the selected projects must submit to the Agency and to the funding organisation in their respective Partner Country a Memorandum of Understanding on tuition, fees and credit recognition and plans for evaluation, before the beginning of mobility.</td>
</tr>
<tr>
<td>The presence of such an MoU as an annex to the application, together with the assessment of its comprehensiveness and level of institutional commitment, will be considered as positive elements in the evaluation of the proposal.</td>
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(b) The second phase of the project centres on the project implementation itself: student mobility, faculty mobility, language learning, continued curricular development, evaluation, dissemination and sustainability activities.

Mobility projects must address the following components: a) curriculum development; b) recognition and transfer of academic credits; c) student mobility; d) student services, language and cultural preparation; e) faculty members' mobility; f) evaluation; g) dissemination; and h) sustainability.

a) Development of innovative international curricula

The proposal must address an important international curricular issue or challenge in a given field of study and add value to this field of study. To this end, 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 programmes of study offered at partner institutions or will involve new programmes 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.

b) Recognition and transfer of (academic) credits

Recognition of credit for periods of study and/or training is a crucial component in successful Mobility projects. ICI-ECP is intended to provide support to projects setting up a framework for student mobility with full recognition of the study/training period abroad. The focus of the proposed project must be a coherent programme of study and/or training with full recognition of the study/training abroad period by the home institution. In order to assure that students do not increase the length of their programme of study/training, applicants should secure administrative assurances from their home institutions that students’ study, training and work abroad will be fully credited upon their return. Applicants must submit a formal signed agreement (Memorandum of Understanding) for credit recognition and protocols for study, training or work placement from all participating institutions, if possible together with the application, and, in any case, before the start of the mobility.

c) Student mobility

Type and length of mobility: The focus of the proposed project must be a coherent study and/or training programme with full recognition of the period spent abroad by the home institution. For EU students, study/training abroad is intended as a period of study/training spent in the Partner Country institution. For Partner Countries' students, study/training abroad is intended as a period of study/training spent in the partner EU institution.

Participation in these programmes should not prolong the time to diploma/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.

Grants are intended for full-time studies/training. 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/training abroad period of at least one month (no less than four weeks) and a maximum of one academic semester (five months). The minimum period of one month may include also time spent on work placements and/or internships.

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4 However, ICI-ECP JMP provides funding for projects not necessarily related to the award of a joint or dual/double degree.
Mobility periods of shorter duration than one month will not be taken into account for the award of the mobility grants and longer periods than one month are encouraged.

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 study credit points based on the European Credit Transfer and Accumulation System (ECTS)\(^5\) or other built-in mechanisms for the recognition of study periods.

**Number of mobile students:** Mobility projects are intended to support projects setting up a framework for student mobility of balanced numbers between the EU and the Partner Countries. Each project should demonstrate the capacity of arranging mobility between the Partner Countries and the EU for at least 20 EU students and 20 students from the Partner Country over the life of the project. Consortium projects must plan for balanced student mobility from all partner institutions.

**Work placements and internships:** Applications for projects involving work placements or training experience are strongly encouraged. They should address the objectives and the intended learning outcomes 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, how they will be recognised as being part of the student's designated study programme by the home institution, etc). Proposals will be given credit for including the names and locations of participating industries, businesses, government and non-government organisations 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 these activities, 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 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.

**Tuition fees:** The projects are considered to be an exchange programme and as such students studying abroad will pay tuition and fees at their home institution and should incur no additional payments to the host institution (for Australia, these projects are considered an exchange programme). 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 must submit, if possible, together with the application form, and, in any case, before the start of the mobility.

\(^d\) **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 environment 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/training abroad period.

Students will need to be well prepared for foreign study/training and well received at host institutions. Applications must 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 must 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/training 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. For short-term mobility projects in the area of vocational education and training, this preparation can also be done at the home institution and/or online prior to commencing the study abroad.

e) Faculty members’ mobility

Academics, teachers, trainers, administrators, and other relevant specialists may participate in structured exchanges and/or teaching assignments towards the Partner Country as part of the project.

Such exchanges and assignments must be done between the project partners and will be aimed at strengthening institution-to-institution links at the administration level; encouraging the development of co-operation in benchmarking; enhancing the efficiency and effectiveness of administration.

Staff mobility must be related to the other project activities, such as programme planning, teaching, evaluation, dissemination, and possibly curriculum development. Mobility grants to EU faculty members will be provided in relation to scholarly work and teaching, or project management work at the institution in the Partner Country with 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.

f) 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. Such indicators could include:

- acquittal of funds in line with project plan;
- enrolment, progression, and where possible, completion figures;
- average student marks and grades against locations;
- lists of meetings involving collaborative programme design and delivery;
- alignment of programme outcomes against Bologna cycle and AQF or NZQF level expectations;
- references to the scholarship and research which informed the programme design, including the research of teaching staff (where relevant);
- details of the use of innovative information technologies (in the case of Australia);
- student – and where relevant industry – feedback;
- achievements of students against international standards for the discipline or professional area;
- orientation and transition activity descriptions (staff and students);
o external recognition for the programme (e.g. teaching awards, commendations, adoption of practices in other programmes, enquiries, visits from staff at institutions outside of the consortium).

o other co-operative ventures between the partner institutions or countries, which the project enabled

o production and dissemination of joint research outputs

o plans to ensure sustainability of the project after the end of the funding

o outcomes and destinations of students after completing the qualification.

The gathering and registration of the opinion of the students who have undertaken a period of mobility is highly encouraged. The plan should also include written detailed evaluation of language and cultural training.

**g) Dissemination**

The strategy for dissemination of information, products, outcomes and results from the project to a wider public should be incorporated in the application, including the implementation of a website with the project containing full information about the project and the planning of any project-related publication.

**h) Sustainability**

Strategies for the sustainability of the project results beyond the end of the eligibility period and long-term co-operation agreements between the Partner Countries as well as linkages between partner institutions, civil society and the private sector upon the end of the project are encouraged and should be incorporated whenever possible in the application.
3.4.2. **Double or Joint Degree projects**

Funding support is given to consortia over a four-year grant period for the purpose of developing and implementing double or joint degrees at the bachelor's (first cycle) and/or at the master's (second cycle) level. The programme does not support doctoral level study nor doctorate level research of any kind. Projects should focus primarily on curriculum development and implementation. Projects that focus primarily on research will not be competitive for funding.

A Double or Joint Degree project should lead to the awarding of two separate degrees (double degree) or a single degree (joint degree) by the participating EU and Partner Country award institutions. Students should be able to attain such a degree in considerably less time and at a lower cost than would be required to obtain two separate degrees.

A “bachelor's 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 the Partner Country.

A “master's degree” is defined as any degree or diploma that is recognised as such by the appropriate authorities in the Member State where the degree awarding institution is located and in the Partner Country.

Applicants must stipulate whether they are applying for a project at bachelor’s or at master’s level and whether a double or joint degree will be awarded. **Applicants should note that combinations of bachelor's and masters’ degrees are only supported if duly justified.**

<table>
<thead>
<tr>
<th>Glossary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Common Name</strong></td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Double Degree (horizontal)</td>
</tr>
<tr>
<td>Double Degree (articulated)</td>
</tr>
<tr>
<td>Joint Degree</td>
</tr>
<tr>
<td>Joint and Double Degree (horizontal or articulated)</td>
</tr>
</tbody>
</table>
All participating institutions should be able to award the degree so that each EU or Partner Country student receives the double or joint degree from at least one institution in the Partner Country and one institution in the EU.

The key curricular components of the double or joint 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 double or joint degree must include provisions on credit recognition and/or transfer, tuition and other fees, language study, visa requirements, recruitment, and student services.

**Double or Joint Degree projects are selected for four years of funding.** The Agency and the corresponding Authority in the Partner Country 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 double or joint degree is operational and that students are being selected to undertake the required period of study abroad.

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

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**Memorandum of Understanding for Double or Joint Degree projects**

Proposals for Double or Joint 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 the corresponding Authority in the Partner Country at the latest as part of the first performance report as a precondition for receiving second funding.

The Agency and the corresponding Authority in the Partner Country 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 specific arrangements for travel and health insurance for all students and academic staff for the full period of mobility.

The presence of such an MoU as an annex to the application, together with the assessment of its comprehensiveness and level of institutional commitment, will be considered as positive elements in the evaluation of the proposal.
Components of the proposal

Proposals that focus on implementing a double or joint degree must describe in detail the following components: (a) joint study programme; (b) degree award and credit arrangements; (c) student mobility; (d) student services, language and cultural training; (e) faculty mobility; (f) evaluation; (g) dissemination; and (h) sustainability.

a) Joint study programme

Proposals for double or joint degrees may focus on any post-secondary programme of study at bachelor’s and/or master’s level, 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 Double or Joint Degree project 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 the Partner Country and in the EU, leading to the awarding of the double or joint degree at bachelor’s or master’s level) must be fully described in the application. The Double or Joint 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 Partner Country institution.

Duration of the programme of study: Applicants must explain how long it will take a full-time student to complete the entire proposed double or joint degree programme. Competitive proposals will make it feasible for students to complete the double or joint 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 double or joint 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. Partner 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.

Mobility: EU and Partner Country students seeking a bachelor’s or a master’s double or joint degree must carry out a programme of study in at least two participating institutions (at one EU institution and at least one Partner Country institution). Additionally they are encouraged to spend an additional period of study in another EU institution located in a different Member State, to reinforce the European dimension of the project. Mobility cannot be replaced by virtual mobility. For both the undergraduate and the graduate joint or double degree the duration of the programme of study in the Partner Country must be at least one full academic year (approximately 10 months).
b) **Degree award and credit arrangements**

The awarding of a recognised double or joint degree must be guaranteed at least by one EU and by one Partner Country 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 progress report. The nature and form of the double or joint degree must be described in the application. 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.

Partner institutions must agree that the examinations passed and credits earned at one institution will be fully and automatically recognised by the partner institutions in the Partner Country. This is one required component of the Memorandum of Understanding. Whenever possible, the use of ECTS is recommended. Partner institutions must agree on progression and transfer arrangements for students prior to student mobility.

c) **Student mobility**

Selected Double or Joint Degree projects will receive funding to support the 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 the Partner Country 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 sending and receiving **at least 20 students both from the EU and from the Partner Country (i.e. 40 students in total)** during the four-year duration of the project. Projects must plan for balanced student mobility from all partner institutions. Additional students are also encouraged to participate in the exchange scheme. A consortium’s commitment to send a higher number will be considered an advantage when selecting projects.

The **length of the study abroad period** 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 **Partner Country students** this could also include a period of study at a second EU institution, which allows the student to earn 15 ECTS credits (10 ECTS for double or joint degrees at master’s level).

In addition to studying at their home institution and one academic year in the Partner Country, **EU students** are encouraged to spend a period of study at one additional EU institution (one of the consortium partners) in a different Member State, bearing approximately 15 ECTS credits for a double or joint degree at bachelor’s level and approximately 10 ECTS for a double or joint degree at master’s level.
Applicants should note that the mobility costs of European students within Europe will not be funded by this Programme. As a result, partner 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 double or joint degree curriculum involves work placements or training experience, as part of the study programme and as part of the mobility period, the application for support should describe the objectives and the intended learning outcomes in relation to the proposed double or joint 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. Applications for projects involving work placements or training experience are strongly encouraged.

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.

d) Student services, language and cultural preparation

Institutions participating in a Double or Joint Degree project 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 must 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 must have an “international office” or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, travel and health insurance, and special needs.

A key objective of double or joint 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. In that sense, double or joint degrees must provide students with the possibility of using at least two European languages spoken in the Member States where the partner 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. Also the study of the culture of the host country should be one of the objects of the study programme.
Proposals failing to include detailed plans for this language and cultural 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.

e) Faculty mobility

Double or Joint Degree projects will be expected to arrange for mobility of faculty (academic staff members) into the Partner Country to carry out teaching and research assignments related to the programme, and may receive specific funding for this purpose.

f) Evaluation

The project should develop a detailed internal and external 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. Such indicators could include:

- acquittal of funds in line with project plan;
- enrolment, progression, and where possible, completion figures;
- average student marks and grades against locations;
- lists of meetings involving collaborative programme design and delivery;
- alignment of programme outcomes against Bologna cycle and AQF level expectations (for Australia);
- references to the scholarship and research which informed the programme design, including the research of teaching staff (where relevant);
- details of the use of innovative information technologies (in the case of Australia);
- achievements of students against international standards for the discipline or professional area;
- orientation and transition activity descriptions (staff and students);
- external recognition for the programme (e.g. teaching awards, commendations, adoption of practices in other programmes, enquiries, visits from staff at institutions outside of the consortium).

The gathering and registration of the opinion of the students who have undertaken a period of mobility is highly encouraged. The plan should also include written detailed evaluation of language and cultural training.

g) Dissemination

The dissemination of products, outcomes and results from the project to a wider public should be incorporated in the application, including the implementation of a project website containing full information about the project and the planning of any project related publication. The use of the EU and the Partner Country logos in all kinds of dissemination material is mandatory.

h) Sustainability

Strategies for the sustainability of the project's results beyond the end of the eligibility period and long-term co-operation agreements between the partner countries, as well as linkages
between the partner institutions, civil society and the private sector upon the end of the project, are encouraged and should be incorporated, whenever possible, in the application.

### 3.5. PROJECT FUNDING FOR THE EU

The European Union will provide funding to, and supervise the activities of, EU partner institutions. Mobility projects and Double or Joint Degree projects may apply for three types of funding: a) lump sums/fixed amounts for administering the project; b) mobility grants to EU students; and c) mobility grants to EU faculty members.

The overall amount of funding on the EU side is outlined in the following table:

<table>
<thead>
<tr>
<th>All amounts in EUR</th>
<th>Mobility projects</th>
<th>Double or Joint Degree projects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Funding for 2 EU institutions</td>
<td>Funding for 3 or more EU institutions</td>
</tr>
<tr>
<td>Lump sum for administrative support</td>
<td>15.000</td>
<td>22.500</td>
</tr>
<tr>
<td>Student Mobility grants</td>
<td>130.000</td>
<td>130.000</td>
</tr>
<tr>
<td>Faculty Mobility grants</td>
<td>45.000</td>
<td>45.000</td>
</tr>
<tr>
<td><strong>Maximum total project funding</strong></td>
<td><strong>190.000</strong></td>
<td><strong>197.500</strong></td>
</tr>
</tbody>
</table>

In particular, the maximum amounts of funding EU partner institutions can apply for in relation to the three categories mentioned above for a 36-month Mobility project and for a 48-month Double or Joint Degree project are calculated as follows:

**(a) Lump sums for administrative support for EU partner institutions:**

For **Mobility projects**, a maximum lump sum of 7.500 € is foreseen per institution, with a maximum of 22.500 € per project over the whole duration of the project.

For **Double or Joint Degree projects**, a maximum lump sum of 60.000 € is foreseen per project over the whole duration of the project.

The lump sum amount essentially covers the costs linked with the organisation of the mobility, including insurance costs for the students' and faculty members' mobility, as well as the costs generated by the participation in the Project Directors' conference or other seminars organised for dissemination or evaluation purposes maximum once a year (unless covered by the faculty members' mobility scheme). This lump sum covers the entire contractual duration of the project. In case the duration of the contract is extended beyond what is initially agreed, no additional lump sum for administrative support will be provided.
(b) Mobility grants to EU students:

For Mobility projects: student mobility grants are calculated at 1.000 € per month, with a minimum stay abroad of one month (= four weeks) and a maximum of five months plus a fixed amount of 1.500 € for travel.

The total maximum amount of student mobility grants is 195.000 € (including travel costs) per project. These amounts are calculated on the basis of a maximum stay abroad of five months.

\[
\text{(calculation: } 30 \text{ students } \times 5 \text{ months } \times 1.000 \text{ } € = 150.000 \text{ } € \\
\text{(+Travel: } 30 \text{ students } \times 1.500€ = 45.000 \text{ } € \\
\text{(Total = 195.000 } €)\\n\]

For Double or Joint Degree projects: student mobility grants are calculated at 1.000 € per month, with a minimum stay abroad of one academic year (approximately ten months) plus a fixed amount of 1.500 € for travel. The total maximum amount of student mobility grants is 230.000 € (including travel costs) per project.

\[
\text{(calculation: } 20 \text{ students } \times 10 \text{ months } \times 1.000 \text{ } € = 200.000 \text{ } € \\
\text{(+Travel: } 20 \text{ students } \times 1500 = 30.000 \text{ } € \\
\text{(Total = 230.000 } €)
\]

These mobility grants concern the mobility of EU students from their home EU institution to the host institution in the Non-EU Partner Country. The purpose of the grant is to pay for those costs associated with study abroad that are over and above the cost of conducting the same study at the home institution. Grants are intended for full-time studies.

Applicants should note that the mobility costs of European students within the EU will not be granted by the ICI-ECP funds.

(c) Mobility grants to EU faculty members:

For Mobility projects: faculty mobility grants are calculated at 1.000 € per week plus a fixed amount of 1.500 € for travel per faculty member in relation to scholarly work and teaching, or project management work at the institutions in the non-EU Partner Country with a minimum of one week and a maximum of four consecutive weeks. The total maximum amount of faculty mobility grants is 45.000 € per project.

For Double or Joint Degree projects: faculty mobility grants are calculated at 1.000 € per week plus a fixed amount of 1.500 € for travel per faculty member in relation to scholarly work and teaching, or project management work at the institutions in the non-EU Partner Country with a minimum of one week and a maximum of four consecutive weeks. The total maximum amount of faculty mobility grants is 60.000 € per project.

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 “Lump sum for administrative support for EU consortium institutions” and under “Mobility grants to EU faculty (academic staff) members” above are calculated on the assumption that at least twenty EU students will be mobilised by the consortium. If the actual number of EU mobile students is lower than twenty, then the maximum amounts mentioned above can be reduced proportionally for that consortium.
4. ASSESSMENT OF THE PROJECT BASIC REQUIREMENTS AND OPERATIONAL CAPACITY

Under this call, experts will perform a 3 step assessment work:

- Checking if the basic requirements of the Call have been met
- Opinion of the operational capacity
- Assessment of the relevance and quality of project proposals.

More details of the assessment are described separately in the subsequent section 5.

4.1 CHECKING IF THE BASIC REQUIREMENTS OF THE CALL HAVE BEEN MET

Each expert will provide an opinion on whether the following project basic requirements are met:

- Each ICI ECP proposal should be based on a bilateral (i.e. EU- one of the Partner Countries) consortium of post-secondary higher education institutions or vocational education and training (VET) institutions (in the terms of the call this 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).
- PhD programmes are NOT eligible for this programme.
- Joint Degree Project proposals at HEIs should propose the development and implementation of joint, dual or double degrees either at the bachelor (first cycle) or master (second cycle) level.
- Mobility Project proposals should aim at the mobility of students at vocational and training institutions or post-secondary higher education institutions' courses.
- Consortia should set up student mobility whereby EU students will spend
  - at least 1 month and a maximum of one academic semester (five months) in the case of Mobility Projects, and
  - at least 1 academic year, (approximately 10 months) in the case of Joint Degree Projects, in the Partner Country institution with full recognition of the study period abroad by the home institution;
- The maximum duration of Mobility projects is 36 months and the maximum duration of Joint Degree Projects is 48 months.
- Project activities are planned to start in October 2014.
- Each project should demonstrate the capacity of arranging mobility of at least 20 EU students and 20 students from the Partner Country over the life of the project. Consortia must plan for student mobility from all partner institutions.
- Balanced numbers of students should be exchanged between the EU and the Partner Country concerned.

In case an expert has doubts whether a proposal fulfils these basic requirements, he/she should inform the Agency during the assessment exercise, and continue with the assessment. The
relevant comments/explanations should also be written in the "Agency Comment" box, at the end of the assessment.

4.2. **Check of the technical/operational capacity of the consortia**

The "financial capacity" will be checked by the Agency (i.e. ensure the consortium has the stable and sufficient sources of funding necessary for maintaining its 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).

The experts will assess consortia’s "technical/operational capacity".

This will be assessed on the basis of

- the profiles (if applicable, CVs) of the persons responsible for the implementation of the project within each partner institution showing their relevant professional experience,
- any relevant information provided in the Common Proposal Narrative and
- where applicable, the list of projects already undertaken in the field of international cooperation by the applicant or by the partners included in the proposal.

The results of the experts' assessment of the technical/operational capacity will be recorded in the online assessment tool via:

- A "technical/operational capacity decision" where there will be the possibility of ticking one of the three possible values, i.e. "accepted", "rejected", and "to be clarified";

A "technical/operational capacity comment" box which will be re-assessed by the Agency and not be communicated to applicants.
5. ASSESSMENT CRITERIA, SCORING, COMMENTS AND RECOMMENDATIONS

Each expert should read carefully each proposal attributed to him/her (including corresponding annexes) and assess its quality and significance against the following assessment ('Award') criteria and method. This work constitutes the core of his/her assessment activities.

Experts are not obliged to visit web site references contained within proposals. The necessary information must be present in the proposal if it is to be taken into account. Nevertheless, experts may visit web sites in order to verify the legitimacy of claims within the proposal, but should not base their assessments on additional technical information found on a web site and not contained within the proposal.

5.1 ASSESSMENT ('Award') CRITERIA

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

**Significance of the project for the relationship between the EU and the Partner Countries and contribution to quality and excellence (20%)**

This will be determined by:

(a) **Relevance of the proposal to the objectives of the call and to the relations between the EU and the Partner Country**

The relevance of the proposal to the objectives of the call and, in particular, the distinctive added value of the programme of study in the proposed discipline and profession, from the perspective of the relations between the EU and the Partner Country, with a clear and distinctive European dimension.

(b) **Contribution of the project to educational quality, excellence and innovation in its field**

The project's likely contribution to educational quality, excellence and innovation, including the improvement of teaching methods and students' further study and professional opportunities and the definition of an efficient academic quality control system.

**The quality of project implementation (80%)**

This will be determined by:

(c) **Partnership management and co-operation among partners**

- The extent to which co-operation mechanisms and administrative structure reflect a well-functioning partnership.
- The conclusion by the partners by the start of the mobility, of a comprehensive partnership agreement and/or a memorandum of understanding.
• The level of commitment from the partner institutions in the project.

(d) **Student mobility scheme**
• The integration of the student mobility scheme among the partner institutions (i.e. the distribution of the student mobility activities among the partners and the balance of the partner institutions' participation in the action.
• The fulfilment of requirements in terms of numbers and types of mobility activities and the balance of the mobility flows proposed.
• The development of sound student selection mechanisms based on transparency, equality and merit principles applicable to all partner institutions in the framework of the proposed project.
• The description of common standards agreed by the partnership for joint application, selection, admission and examination procedures.

(e) **Arrangements for transfer and recognition of academic credits**
• The soundness and clarity of the arrangements for academic credits and credit transfer, including, if applicable, the extent to which ECTS mechanisms such as grading scales and other mechanisms for study periods compatible with ECTS will be used.
• The use of a Diploma Supplement (document jointly issued on behalf of the partnership to any successful student providing data on the nature, level, context, content and status of the studies that he/she has completed successfully).

(f) **Hosting students and faculty, student services, language and cultural preparation**
• The quality of the resources available for hosting foreign students and faculty members (particularly of housing facilities, assistance for visa, residence permit and insurance, linguistic assistance, etc.).
• The quality of the language and cultural plan offered to mobile students.

(g) **Faculty mobility scheme**
• The faculty mobility plan and the balance of the faculty mobility flow among the partner institutions.
• The activities planned to be executed by faculty and staff gone on mobility.
• The relation of the activity to the project and how this activity is going to be registered.

(h) **Evaluation plan**
• The development of an on-going monitoring system, the quality of the evaluation plan and the involvement of students in the self-evaluation of the project.
(i) Dissemination plan
- The quality of the dissemination activities and their impact in terms of visibility and in raising awareness of co-operation between the EU and the Partner Country.

(j) Sustainability plan
- The quality of the sustainability plan (within and beyond the envisaged contractual period) and the project's likelihood to be sustainable in terms of impact at an institutional level (including recognition of studies among partners, development of international co-operation, etc.).

5.2. Description of the Assessment Process in 10 Steps

- The Global score is the mathematical calculation of the scores given to the individual (sub-) criteria.
- The expert makes a synthesis of the evaluation by writing a global comment of the proposal and highlighting the strong and weak points.
- The expert evaluates also the Technical Capacity of the consortium.
- The experts have a possibility to give specific comments and/or raise particular issues /concerns to the Agency that will not be sent to the promoter.

1° The expert must give a score to each of the award (sub-)criteria listed under 5.1 above.

2° In each of the comment boxes, the expert writes comprehensive comments on each of the award (sub-)criteria concerned so as to justify his/her scores. In addition, he/she provides a global comment that synthesises the overall assessment and highlights the strong and weak points of the application.

3° The expert verify the compliance with the basic requirements (see section 4.1 above). If the basic requirements are not fulfilled, he/she alerts the Agency staff and provides a comment in the "Comments to the Agency" box.

4. The expert evaluates the Operational/Technical Capacity of the consortium. If the Operational/Technical Capacity is not guaranteed, he/she alerts the Agency staff and provides a comment in the "Comments to the Agency" box.

5° Each expert finalises his/her individual assessment without validating it before having held a consensus discussion with his/her fellow expert.

6° After a positive consensus decision, the experts validate their individual assessment in the assessment tool (if necessary, after having amended it).

7° Expert 1 prepares the consolidated assessment on the basis of the comments provided by both experts in the system. He/she:
   - combines these comments into one single and coherent assessment that reflects the scores given to each of the award (sub-) criteria
   - if necessary, he/she adapts the scores in accordance with the conclusion of the consensus discussion.
8° The experts check that the final recommendations given to the project are in line with the scoring and with the comments provided under the award criteria.

9° After having read and agreed on the content of the consolidated assessment, Expert 1 validates it in the assessment tool, prints the assessment sheet and signs it together with his/her fellow expert. This consolidated comments will be part of the notification letter sent to the applicant.

10° During the individual and consolidated assessment, the experts have a possibility to give specific comments /recommendations for the internal use of the Agency. These comments are not sent to the applicant.
5.3. GUIDANCE ON COMMENTS AND SCORES

For each of the individual award criteria experts can provide the following scores: 0; 1; 1.5; 2; 2.5; 3; 3.5; 4; 4.5; 5.

Please note that a score of 0.5 cannot be given.

When attributing a score to the various criteria, the experts should apply the following guidelines:

<table>
<thead>
<tr>
<th>Score</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – No evidence (0)</td>
<td>A score of 0 should be given for a criterion if the information detailed in the Call for Proposals would reasonably have been expected by the expert and is not present in the proposal. The specific information missing should be entered in the comments’ section. It is not anticipated that the score of 0.5 will be given.</td>
</tr>
<tr>
<td>1 – Weak (1.0 or 1.5)</td>
<td>A score of 1.0 or 1.5 should be awarded if the proposal is of poor quality for the criterion in question. This may be because information is incomplete, not clear or not convincing. Comments should indicate the areas where the proposal is lacking or is of poor quality and could be improved if subsequently re-submitted.</td>
</tr>
<tr>
<td>2 – Fair (2.0 or 2.5)</td>
<td>A score of 2.0 or 2.5 should be awarded where the content of the criterion is at a level consistent with what is routinely produced by the universities across Europe. There may be some strong and relevant points, but there may also be weaknesses and in particular there may be no specific details brought out which singles out the proposal from others. Comments should indicate the areas where the proposal could be improved if subsequently re-submitted.</td>
</tr>
<tr>
<td>3 – Good (3.0 or 3.5)</td>
<td>Scores of 3.0 or 3.5 should reflect that the proposal demonstrates overall good features with regard to the award criterion in question (even though it may contain some weaknesses) but does not contain features that set it apart from many other good proposals being assessed.</td>
</tr>
<tr>
<td>4 – Very Good (4.0 or 4.5)</td>
<td>Scores of 4.0 or 4.5 should reflect that the proposal has identifiable features which demonstrate that the proposal is of a high quality with regard to the award criterion in question. There should be features that set the proposal apart from other good quality proposals within the assessment.</td>
</tr>
<tr>
<td>5 – Excellent (5.0)</td>
<td>In general, experts should not use the score of 5 unless they feel that the content of the proposal could not be improved and proposes innovative/outstanding measures not found in other proposals. In cases where a score of 5 is awarded, the expert should feel confident that there would be a high level of consensus from all experts.</td>
</tr>
</tbody>
</table>
Assessment comments are grouped in 4 sections ("Significance", "Partnership management", "Organisation of mobility" and "Evaluation, dissemination and sustainability") and comments have to be provided for each individual (sub-)award criterion.

The comments must naturally be consistent with the score given the corresponding criterion.

In addition to the comments on the criteria in the four sections, the expert will have to provide an overall synthesis of his/her assessment by writing a global comment of the proposal summarising the strong points and weak points and, where applicable, giving recommendations for improvement.

Experts should be aware that both the "assessment comments" and the "global comment" will be communicated in full to the applicant as part of the results notification letter. As a result, experts should make sure that all their comments and recommendations are explicit, transparent, factual, detailed, instructive, complete and in line with the scoring and their selection recommendation. Comments should consist of judgements and not of simple repetitive summaries / paraphrasing of the proposal and should be helpful to applicants.

In order for the experts’ comments to be as instructive and complete as possible, reasonable amount of text should to be written.

5.4. Selection Recommendation

Experts should indicate their selection recommendation by ticking the appropriate box in the assessment tool. Each proposal must be either "Highly Recommended/Very Good", "Recommended/Good", "Acceptable" or "Not recommended/Weak". The selection recommendation must be in accordance with the total score given to the proposal. Usually a proposal that has received less than 50 scores should not be recommended for selection.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Assessment</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-80</td>
<td>Very Good</td>
<td>Highly recommended</td>
</tr>
<tr>
<td>79.5-60</td>
<td>Good</td>
<td>Recommended</td>
</tr>
<tr>
<td>59.5-50</td>
<td>Acceptable</td>
<td>Acceptable</td>
</tr>
<tr>
<td>&lt;50</td>
<td>Weak</td>
<td>Not recommended</td>
</tr>
</tbody>
</table>

Comments and recommendations should relate to the experts’ assessment of the strengths, weaknesses and potential of the proposal, relative to the award criteria. Each criteria should be duly justified.

Finally, the experts will also have the possibility to provide comments for the attention of the Agency only. These comments will not be communicated to the applicant and will refer either to the "financial capacity" assessment and/or to elements of concerns requiring further monitoring of the Agency.
5.5. PRINTING AND SIGNING OF ASSESSMENTS

After having been validated in the assessment tool, finalised individual assessments - including scores, comments and the selection recommendation - can no longer be changed. Experts have to print, sign and date the final version of their individual assessments.

The common Consolidated assessment has to be validated in the system, printed and signed by the two experts and then given to the Agency representatives. The signed assessments must be handed over to the Agency staff for archiving before the final panel discussion.

The selection of projects to be proposed for funding

The selection of projects will be a competitive process based on the assessment of the significance and quality of the proposals, as well as of the content of the partnerships against the background of the description of the actions and the priorities set for this call for proposals.

Only the information contained in the application package delivered by the deadline will be considered during the selection procedure. In order to be considered for funding, a proposal must in principle obtain at least 50 points out of 100 points from both the European Union and the Partner Country during the evaluation procedure.

In the selection of projects under this call for proposals, the EU preference will be given first to Double or Joint Degree projects and second to mobility projects in the area of vocational education and training, as well as to projects offering work placements or training experience.

In Australia, priority will be given to joint and double degree projects. Regarding joint mobility projects, submissions from vocational education and training institutes or higher education institutes will be considered equally.

In addition, this call for proposals seeks to encourage participation from a wide number of EU Member States. Note carefully that the final list of selected projects will be such that any EU Member State will not be represented with its institutions in the role of co-ordinator in more than one project for each of the Partner Countries, provided there are other proposals of a sufficient quality where that EU Member State is not represented as coordinator.

*****
### Scoring and Assessment Sheet

<table>
<thead>
<tr>
<th>A. Significance of the project for the relationship between the EU and the Partner Countries</th>
<th>20% (max 20 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1 Relevance of the proposal to the objectives of the call and to the relations between the EU and the Partner Country (10%)</td>
<td>0-5</td>
</tr>
<tr>
<td>A.2 Contribution of the project to educational quality, excellence and innovation in its field (10%)</td>
<td>0-5</td>
</tr>
</tbody>
</table>

**Text Box**

<table>
<thead>
<tr>
<th>B. Quality of project implementation</th>
<th>80% (max 80 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1 Partnership management and co-operation among partners</td>
<td>0-5</td>
</tr>
</tbody>
</table>

**Text Box**

<table>
<thead>
<tr>
<th>B.2 Organisation of the mobility</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B.2 a) Integration of the student mobility scheme</td>
<td>0-5</td>
</tr>
<tr>
<td>B.2 b) Arrangements for transfer and recognition of academic credits</td>
<td>0-5</td>
</tr>
<tr>
<td>B.2 c) Services to hosted students and faculty</td>
<td>0-5</td>
</tr>
<tr>
<td>B.2 d) Faculty mobility scheme.</td>
<td>0-5</td>
</tr>
</tbody>
</table>

**Text Box**

| B.3 Evaluation, dissemination and sustainability plans | 0-5 | MF 0.4 |

**Text Box**

**Overall Comments and recommendations**