Intra-Africa Academic Mobility Scheme

How to prepare a good proposal?

University Agostinho Neto Luanda, 12 March 2019
Selection process

1. Receive application
2. Process / eligibility check
3. Expert 1
4. Expert 2
5. Evaluation Committee
6. Selection Decision / Contractualisation
Pre-requisites for an Intra-Africa Proposal

- "broad knowledge" of the Pan-African Programme and "sound knowledge" of the Intra-Africa action
  - What/who is it for? How does it work? What activities does it support and how? Who could help you understand it better?

- concrete idea for an international mobility project in Africa
  - Does it fit the Intra-Africa objectives, priorities, requirements, etc.?
  - Does it address the needs of all the partners?

- embedded in your institutions
  - Have it discussed with the relevant instances (Rector, Dean, international affairs office, etc.)
  - Ensure support for the proposal preparation and, if successful, the project implementation
Building up your partnership

- **Start locally** in your institution:
  other colleagues, services, departments with experience in running international mobility or research projects

- **Enlarge the partnership with international partners:***
  organisations you have worked with in the past with specific expertise, colleagues that share the same enthusiasm for international cooperation and mobility projects, etc.

- **Diversify the expertise and widen participation:**
  other HEIs, research institutes, enterprises, local/regional/national authorities, etc

- **Keep the size of the partnership** manageable
General aspects

✓ Submission on-line to EACEA
✓ eForm & Attachments
✓ Four types of assessment criteria
  ❖ Eligibility Criteria
  ❖ Exclusion Criteria
  ❖ Selection Criteria
  ❖ Award Criteria
Eligibility Criteria

- Respect of the deadline
- Correct dully filled-in application forms with all annexes
- Eligible countries
- Eligible partnerships
  - Eligible partners
  - Minimum composition requirements
- Eligible activities
  - Mobility Requirements

It does not matter how well the project has been designed if it does not fulfil the eligibility criteria. This will lead to the **automatic rejection** of the proposal.
Submission of applications

On-line submission
using an electronic application form (eForm),
duly completed and accompanied by its mandatory annexes

by 12 June 2019 at 12:00 (noon)
Brussels Time
Eligible partnership composition

- **Minimum 4 HEIs and maximum 6 HEIs** registered in Africa
- **Not more than 2 HEIs** from the same country
- A minimum of **3 African regions** represented
- **1 EU HEI as technical partner** – mandatory
- **Associate partner(s)** - optional
Eligible partnerships

6 HE institutions from Africa
+ 1 EU HEI as technical partner

Min. 3 regions represented
No more than 2 HEIs from same country
# African Regions
*(African Union classification)*

<table>
<thead>
<tr>
<th>Regions</th>
<th>Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Algeria, Egypt, Libya, Tunisia and Morocco</td>
</tr>
<tr>
<td>West</td>
<td>Benin, Burkina Faso, Côte d'Ivoire, Cape Verde, Gambia, Ghana, Guinea, Guinea- Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo</td>
</tr>
<tr>
<td>Central</td>
<td>Burundi, Cameroon, Central African Republic, Chad, Congo, Congo (DRC), Equatorial Guinea, Gabon and São Tomé and Principe</td>
</tr>
<tr>
<td>East</td>
<td>Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, South Sudan, Uganda and Tanzania</td>
</tr>
<tr>
<td>South</td>
<td>Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, eSwatini, Zambia and Zimbabwe</td>
</tr>
</tbody>
</table>
Applicants/co-applicants

- An accredited **Higher Education Institution** (private or public) providing courses at post graduate level leading to a qualification recognised by the competent authorities in their own country; and

- **Registered in Africa**

  *Branches are not eligible.*
EU HEI as technical partner (mandatory)

a HEI from one of the EU Member States, having been awarded an Erasmus Charter for Higher Education
Associated partners (optional)

HEIs and other types of organisations from eligible countries in Africa

(HEIs, university associations, research centers, enterprises, chambers of commerce and industry, local, regional or national public entities, etc.)
Eligible activities

*Organisation* and

*implementation*

of student and staff mobility in high quality master and doctoral programmes
Thematic fields of study (third Call)

Education
Languages
Natural sciences
Engineering, manufacturing and construction
Agriculture, forestry, fisheries and veterinary

Priority area: Inclusive growth and sustainable development
Agenda 2063
Mobility – Eligible candidates

Eligible students:

- **Nationals** of a member state of the African Union,
- **Resident** in Africa

<table>
<thead>
<tr>
<th>Target Group 1</th>
<th>Target Group 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students or graduates from one of the African HEIs <strong>included</strong> in the partnership</td>
<td>Students or graduates from a HEI established in Africa <strong>not included</strong> in the partnership</td>
</tr>
</tbody>
</table>
Mobility – Eligible candidates

**Eligible staff candidates:**

- Nationals of a member state of the African Union
- Resident in Africa
- Academic or administrative staff members
- From a HEI in the partnership
Mobility plan - Requirements

- **Mandatory:**
  - Distribution per **type of mobility**
    - **Target Group 1:** at least 40% of total mobility
    - **Credit-Seeking mobility:** at least 25% of student mobility
    - **Duration** per type of mobility

<table>
<thead>
<tr>
<th>Type of mobility</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master</td>
<td>50-70%</td>
</tr>
<tr>
<td>Doctorate</td>
<td>15-30%</td>
</tr>
<tr>
<td>Staff</td>
<td>10-30%</td>
</tr>
</tbody>
</table>

- **Recommended:**
  - **Gender** balance (additional allowances for women)
  - Distribution per **nationality:** max 20%
  - **Balanced distribution** among partners

- **Indicative:**
  - **Deadlines for start of student mobility**
Award (evaluation) criteria

- Relevance
- Quality
- Impact and Sustainability
## Award criteria - Details

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Relevance</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>2. Quality</strong></td>
<td>70</td>
</tr>
<tr>
<td>a. Academic quality</td>
<td>15</td>
</tr>
<tr>
<td>b. Partnership composition and cooperation mechanisms</td>
<td>15</td>
</tr>
<tr>
<td>c. Organisation and implementation of the mobility</td>
<td>20</td>
</tr>
<tr>
<td>d. Students’/staff facilities and follow-up</td>
<td>10</td>
</tr>
<tr>
<td>e. Gender Balance</td>
<td>10</td>
</tr>
<tr>
<td><strong>3. Impact and Sustainability</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100</td>
</tr>
</tbody>
</table>
Which documents to fill in?

- **Application Form (eForm)**
  - Identification of the applicant and other organisations participating in the project (Part A)
  - Organisations and Activities (Part B)
  - Summary of the project or the activities (Part C)
  - Thematic fields of study (Part D)

- **Annex 1 - Detailed Description of the Action**
  - Detailed Description of the Action (Part E)
  - Planned activities for the implementation of the project (Part F)
  - High Quality Master/Doctoral Programmes offered (Part G)
  - Operational Capacity (Part H)

- **Annex 2 – Budget and Mobility Form**
- **Annex 3 – List of Master/Doctoral Programmes**
- **Annexes 4 to 7 – Administrative documents**

Declaration on honour of applicant, Mandates of partners and EU Technical Partner, Legal Entity Form and Financial Identification Form of applicant.
1. Relevance of the proposal (20)

Programme’s objectives and priorities:

- **Access to Quality** Higher Education
- **Internationalisation** of HE
- **Cooperation and capacity development** of HEIs
- **Harmonisation** of curricula and **recognition** of studies
- **Employability <-> Skills and competences**

Special focus on:

- **Inclusive growth**
- **Innovative character of the project**
- **Geographical coverage**
1. Relevance of the proposal (20 points)

- Response to Programme's objectives
- Balanced geographical coverage (region and country)
- Needs and constraints of different target groups and countries addressed
- Choice of thematic fields in relation to inclusive growth and sustainable development
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Relevance of the project

**DO's**
- *Well defined* objectives and clear expected results
- *Thoroughly assessed results of needs analysis* at different levels
- *Concrete benefits* for each *targeted group* (countries, institutions, students, academic staff, etc.)
- *Clear potential* for innovation and capacity building

**DON'Ts**
- *Too broad/irrelevant objectives*
- *Inaccurate needs analysis methodology* resulting in *irrelevant conclusions*
- *Neglected target countries/groups*
- *Low potential* for capacity building
- *Lack of added value*
2. Quality (70 points)

2.a Academic Quality (15 points)

- **Appropriateness** of the academic programmes
  - to reach the objectives of the project and addressing the needs identified in the thematic field(s)

- **Quality** of the academic programmes
  - content, structure, learning outcomes, etc.

- **Complementarity** but also **comparability** of curricula between hosting and sending HEIs

→ Recognition of studies
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2.a Academic Quality

**DO's**
- In line with the *need analysis*
- **Coherence** between thematic fields and the study programmes
- All partners offer
- Deliberate choice of study programmes (comparable curricula)
- Full description with *learning outcomes and quality assurance*

**DON'Ts**
- Weak potential to respond the identified needs
- Lack of focus in the chosen thematic fields and too many study programmes
- Partners excluded from the academic offer
- Lack of evidence on comparability
- Partial or incomplete description
2. Quality (70 points)

2.b Partnership composition and cooperation mechanisms (15 points)

- **Diversity**
  - Expertise and complementarities
  - Geographical coverage

- **Technical and operational capacity of all partners**

- **Management experience in international projects**

- **Involvement**
  - Tasks and responsibilities per partner (incl. the EU technical partner and the associated partners)
  - Integration of the HEIs with no/limited experience

- **Cooperation**
  - Academic, administrative and financial arrangements
  - Communication strategy
  - Quality assurance measures
A intra-Africa Partnership

- MAIN RESPONSIBLE for management
-Submitting the proposal/signing the agreement
-Host and send students and staff
-Provides master and doctoral programmes

- Supports the partnership in promotion, reaching different target groups
-Provides expertise on quality assurance

- Work closely with coordinator
-Host and send students and staff
-Provides master and doctoral programmes

- Brings its experience
-Supports throughout the process
-Not host or send

Coordinator (HEI)  Partners (HEI)

Associated partners (HEI, associations, NGOs)  EU Technical Partner (HEI)
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2.b. Partnership composition and cooperation mechanisms

**DO's**
- **Synergies** resulting from the **complementarity** of partners
- Existing partnerships enriched with **new partners**
- **Inclusive** and **transparent** cooperation mechanisms, based as well on **mutual trust**
- **Clear** roles and responsibilities
- **Realistic** and **transparent** financial management

**DON'Ts**
- **Unclear motivation** of partners to join the project
- **Failure** to ensure **institutional backing** of the partners
- **Dominance of coordinating institution** in roles and responsibilities
- **Too rigid cooperation arrangements** not allowing for necessary adaptations
- **Imprecise** financial management provisions
2. Quality (70 points)

2.c Organisation and implementation of the mobility (20 points)

- **Justification on:**
  - the planned number of mobility flows
  - Distribution between the partners

- **Respect of Call requirements in terms of:**
  - Distribution per type and target group
  - Degree or credit seeking
  - Duration

- **Timing of planned activities**

- **Methodology to organise and implement the mobility**
Mobility plan

BUDGET AND MOBILITY FORM
(Annex 2 of the application form)
Mobility Plan - Students

- Short term vs long term
  - 25% of student mobility must be **credit seeking**

- Agreements
  - Student agreement -> Rights and responsibilities
  - Learning agreement -> Recognition of studies

- Possibility of **placement** (max. 3 months)

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**Not eligible for a scholarship:**
1. Students with a degree from a non-African HEI
2. Students who have benefitted from an Intra-ACP scholarship
Mobility Plan - Staff

- Administrative or academic mobility
- Strengthening the international co-operation capacity of HEIs
- Development of new curricula or teaching materials
- Establishment of links between departments and faculties
- Application of systems for recognition of studies
Mobility management cycle

- Memorandum of Understanding
- Student and learning agreements
- Institutional services
- Quality assurance
- Promotion
- Selection
- Academic monitoring
- Recognition
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2.c Organisation and implementation of the mobility

**DO's**

- **Effective strategy and tools** for mobility management
- ** Academically relevant design and rationale** of mobility paths with **concrete learning outcomes**
- **Fair mobility distribution** based on capacity and academic offer
- **Clear strategy** for promotion, selection, recognition and quality

**DON'Ts**

- Absence of established **mechanisms** to implement mobility
- Unfeasible, unbalanced and **ineffective** mobility schemes
- Mobility plan **not in line** with requirements
- Lack of strategy on **staff mobility**
- Negligence of cross-cutting issues
2. Quality (70 points)

2.d Facilities for students/staff members and follow-up (10 points)

- Before – on arrival – during:
  - Information services
  - Logistics and institutional services
  - Insurance
  - Academic services
- At each partner HEI
- Student and mobility agreements
- Guidance on recognition of studies
2.4 Facilities for students/staff members and follow-up

**DO's**
- **Evidence** on existence of adequate services in all partners
- **Supporting** measures for partners with limited experience
- **Strategic use of staff mobility**

**DON'Ts**
- **Underestimation** of the administrative workload
- **Negligence of** student integration in socio-cultural and professional context
- **No strategy for integration** of visiting staff members
2. Quality (70 points)

2.e Gender balance (10 points)

- **Measures** to encourage the participation of women in the partnership management;
- Partnership’s strategy to address the identified obstacles for gender balance, including **incentives** to enhance the participation of female candidates in the mobility flows especially in long-term study periods and to ensure gender balance.
2.e Gender balance

**DO's**

- **Analysis** on the obstacles to gender balance
- **Clear strategy** to reach female students for a mobility
- **Services** to ensure continuation of mobility

**DON'Ts**

- Relying only on the incentives of the scheme (additional scholarship)
3. Sustainability (10 points)

- Sustainability (financial and institutional)
- Impact (at individual, institutional and national/regional level)
- Dissemination of results and capitalisation

Project beyond the EU funding
3. Sustainability (10 points)

**DO's**
- Concrete indicators and tools for measuring impact on HEIs, individuals, countries/regions
- Promotion/dissemination tailored to different audiences
- Focus on multiplier effects
- Clear potential for continuation after the EU funding

**DON'Ts**
- Sustainability strategy not adequately considered and not integrated in all project stages
- Absence of mechanisms to measure the impact
- No prospects for further collaboration after the project
Final Outcome...

✓ All elements of the Award Criteria have been addressed paying attention to the specific context

✓ The proposal is presented in a structured and coherent manner and is kept clear and simple

✓ Important and distinguishing features of the project are explained

✓ Statements are supported with concrete evidence

✗ Being vague in demonstrating the project's reasoning and strengths

✗ Expertise and previous experience is used without any added value

✗ The proposal is a simple sum-up of each partner's contribution, whilst it has to be a demonstration of a joint undertaking of all partnership’s activities
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https://eacea.ec.europa.eu/intra-africa_en