



Education, Audiovisual and Culture Executive Agency

CALL FOR PROPOSALS GUIDELINES – EACEA/07/2016

Intra-Africa Academic Mobility Scheme



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1. INTRODUCTION – BACKGROUND

The Pan-African Programme (PanAf) has been created in 2014 as one of the instruments that will support the Joint Africa-EU Strategy (JAES) adopted at the Lisbon Summit in December 2007. During the 4th EU-Africa Summit (Brussels, 2-3 April 2014), the European Union (EU) and Africa committed to further promote Higher Education (HE) in Africa through networking, mobility of students and staff, and institutional support and innovation. The Joint Declaration adopted at the 7th EU-African Union College-to-College meeting (Brussels, 22 April 2015) indicated mobility within Africa as one of the priorities under the chapter ‘Human Development’.

This is reflected in the Roadmap 2014-2017 of the Joint Africa-EU Strategy, which underlines the crucial role of HE for economic and social development and the strong potential of mobility to improve the quality of higher education, by accelerating the use of transparency and recognition tools, and by helping institutions develop better services to send and receive foreign students and researchers. As a response, and based on the experience under the Africa component of the Intra-ACP Academic Mobility Scheme (2010-2013), the EU decided to continue supporting mobility of students and staff within Africa through the Intra-Africa Academic Mobility Scheme which is one of the actions foreseen in the PanAf Annual Action Programme 2015¹.

The programme will be directly managed by the European Commission through the Education, Audiovisual and Culture Executive Agency (EACEA), under the supervision of the Directorate General for International Cooperation and Development and in collaboration with the African Union Commission.

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

The overall objective of the programme is to promote sustainable development and ultimately contribute to poverty reduction by increasing the availability of trained and qualified high-level professional manpower in Africa.

The programme's specific objective is to improve the skills and competences of students and staff through enhanced intra-African mobility. Strengthening cooperation between Higher Education Institutions (HEIs) in Africa will increase access to quality education and will encourage and enable African students to undertake postgraduate studies in the African continent. Furthermore, mobility of staff (academic and administrative) will enhance the international cooperation capacity of HEIs in Africa.

More specifically the programme aims to:

- a) contribute to the improvement of the quality of higher education through the promotion of internationalisation and harmonisation of programmes and curricula within participating institutions;
- b) enable students, academics and staff to benefit linguistically, culturally and professionally from the experience gained in the context of mobility to another African country.

¹ Commission implementing Decision C(2015) 7705, (Annex 5), adopted on 13 November 2015.

3. TIMETABLE

The indicative timetable for the present Call is as follows:

	Stages	Date and time or indicative period
a)	Publication of the Call	9 March 2016
b)	Deadline for submitting applications	15 June 2016 – 12:00 (CET)
c)	Evaluation period	June-July 2016
d)	Information to applicants	September 2016
e)	Signature of grant agreement	October 2016
f)	Starting date of the project	1 November 2016

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 9.900.000 and should allow around 350 mobility flows.

Each grant will amount to between EUR 1.000.000 (**minimum grant size**) and EUR 1.500.000 (**maximum grant size**).

The size of the grants depends on the number of Higher Education Institutions (HEIs) participating as partners (including the applicant/coordinating HEIs) and the number of individuals involved in mobility as well as on the duration and type of student and staff mobility. The EU financial contribution will take the form of lump-sums and unit costs, as detailed in Section 11.2 of this Call for proposals.

The Agency expects to fund 7 to 9 proposals.

The Agency reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- they must be sent no later than the deadline for submitting applications referred to in Section 3 of the present Call for proposals;
- they must be submitted in type-writing (see Section 14 of the present Call for proposals), using the application form;
- they must be drafted in one of the EU official languages understood by all partners (and preferably in English or French);
- they must be submitted on the correct form (e-form), duly completed and accompanied by its annexes; the application form and its annexes must be duly completed in all their parts.

Failure to comply with the above requirements will lead to the rejection of the application.

In order to submit an application, applicants and partners must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by the applicant by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal². The Unique Registration Facility is a tool shared by other services of the European Commission. If an applicant or a partner already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present Call for proposals. Applicants and partners should verify first whether they already have this code before creating a new one in order to avoid duplicates and delays at subsequent stages.

The Participant Portal allows applicants and partners to upload or update the information related to their legal status and attach the requested legal and financial documents.

See Section 14.2 for more information.

6. ELIGIBILITY CRITERIA

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

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

6.1. Eligible Countries

The eligible countries are presented in the table below:

Regions of Africa	Countries
Central	Burundi, Cameroon, Central African Republic, Chad, Congo, Congo (DRC), Equatorial Guinea, Gabon and São Tomé and Príncipe
Eastern	Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, South Sudan, Uganda and Tanzania
Northern	Algeria, Egypt, Libya, Tunisia and Morocco
Southern	Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe
Western	Benin, Burkina Faso, Ivory Coast, Cape Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo

6.2. Eligible applicants, partnership and individuals

The present Call is open to Higher Education Institutions (HEIs). Individuals will benefit from the mobility activities planned by these HEIs.

Only applications from HEIs established in the eligible countries listed in Section 6.1 of this Call for proposals are eligible.

² <http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

6.2.1. Applicant/coordinating HEI

The applicant/coordinating HEI must:

- (a) Be a legal person ("legal entity"): in order to demonstrate its existence as a legal person, the applicant must be legally established for more than 3 years and must provide a **Legal Entity Form**, duly completed, signed, and accompanied by the relevant documents³; and
- (b) Be a Higher Education Institution (private or public). In order to be eligible as a Higher Education Institution, applicants must provide courses at the post graduate level (masters and/or doctoral degree) of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a "University" or bear other relevant name (e.g. "Polytechnic", "College", "Institute", etc); they must be accredited by relevant national authorities in an eligible country (see Section 6.1 above); and
- (c) Be registered in an eligible country (see Section 6.1 above). Branches of HEIs from outside those countries are not eligible⁴.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- (1) **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, 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),
- (2) **public entity:** copy of the resolution or decision establishing the public body, or other official document establishing the public-law entity.

6.2.2. Partnership

The **partnership** will be composed of the applicant/coordinating HEI, the partner HEIs, the EU technical partner and the associated partners where relevant.

The partnership must be constituted of **a minimum of four (4) HEIs as partners (including the applicant/coordinating HEI)** from the eligible countries **and one technical partner from the EU.**

The **maximum size of the partnership is limited to six (6) HEIs as partners (including the applicant/coordinating HEI)** from the eligible countries and one technical partner from the EU.

In each partnership, **no more than two (2) HEIs from the same eligible country** are allowed to participate as partners (including the applicant/coordinating HEI).

³The *Legal Entity form* is enclosed as Annex 6 to the application form (i.e. Annex 1 of this Call) and can be downloaded from the following website: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm.

⁴ Any legal entity whose statutes have been established in a country which is not listed as eligible country in Section 6.1 cannot be considered eligible, even if its statutes are registered or a "Memorandum of Understanding" has been concluded in an eligible country.

HEIs from a **minimum of three (3) African regions** must participate as partners (including the applicant/coordinating HEI) in any partnership.

A balanced geographical coverage among and within the partner countries as well as the involvement of HEIs which have not yet benefited from or had a limited participation in similar partnerships/collaboration are strongly encouraged.

Partners

Partners must:

- (a) Be a legal person ("legal entity"): in order to demonstrate its existence as a legal person, the Partner must be legally established for more than 3 years and must provide a **Legal Entity Form**, duly completed, signed, and accompanied by the relevant documents ; and
- (b) Be a Higher Education Institution (private or public). In order to be eligible as a Higher Education Institution, partners must provide courses at the post graduate level (masters and/or doctoral degree) of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a "University" or bear other relevant name (e.g. "Polytechnic", "College", "Institute", etc.); they must be accredited by relevant national authorities in an eligible country (see Section 6.1 above); and
- (c) Be registered in an eligible country (see Section 6.1 above). Branches of HEIs from outside those countries are not eligible.

EU technical partner

The partnerships must involve one technical partner from the EU, i.e. a HEI from one of the EU Member States having been awarded an Erasmus Charter for Higher Education.

The technical partner should provide support in the management of the partnership and in the organisation and implementation of the mobility. For that reason, the technical partner must have a strong experience in the management of international mobility.

Applicants will need to clearly explain the tasks and responsibilities of the technical partner in the application as well as the nature and the costs of the services to be provided.

Costs for the participation of the technical partner in the project shall be included in the costs related to the organisation of the mobility managed by the partnership (see Section 11.2.1). However, the technical partner can neither host nor send students or/and staff for mobility.

The applicant/coordinating institution must submit mandates⁵ signed between each partner HEI (including the EU technical partner) and the coordinating institution, confirming that they grant power of attorney to the coordinating institution, to act in their name and for their account in signing the eventual agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency.

⁵ The templates of the *mandate* for the partner HEIs and the EU technical partner are enclosed (as Annex 5a and Annex 5b respectively) to the application form (i.e. Annex 1 of this Call).

By signing the mandate, the partner accepts all the provisions of the above mentioned Grant Agreement and agrees to provide the documents or information that may be required for the right maintenance of the project accounts under responsibility of the coordinator.

Due to the fact that the expenditure made by the partners is also eligible, insofar as it is reflected in the project accounts and in the accounts of the partners and respects all other rules on eligibility of costs, audits and controls might be directed not only to the coordinating institution, but also to the partners.

The mandate should be signed by the legal representative (rector, vice-rector, president or vice-president) of the partner. It will be an Annex to the Grant Agreement (Annex IV) and has therefore legal force. The model mandate provided by the Agency with the application form must be used in all cases without any modifications or adjustments.

Partners for whom the mandate does not fulfill the formal requirements of the model mandate are not eligible for participation. An ineligible partner may render the whole partnership ineligible.

Associated partners

HEIs and other types of organisations from eligible countries can be involved in the project as associated partners. Such associated partners shall play an active role in project implementation. They have not the status of partners and thus cannot receive funding from the grant. They can neither host nor send student or/and staff, but can host students for placements (e.g. internship, research activities).

The associated partners have to be mentioned in the application, and the role they play in the context of the proposed project has to be described. It is expected that they contribute to the transfer of knowledge and results and assist in the promotion, implementation, evaluation and sustainable development of the project.

Some types of associated partners which could be particularly relevant for the objectives and activities of this programme are: HEIs, university associations, research centers, enterprises, chambers of industry and commerce, local, regional or national public entities, etc.

Associated partners do not have to meet the applicant and partners' eligibility criteria.

6.2.3. Individuals

Students

To be eligible for a scholarship (i.e. financial support to third parties), master students as well as doctoral candidates referred to as “students” must comply with the below criteria:

- (a) **Be a national and resident** in any of the eligible countries covered by the Programme (see Section 6.1)

and

- (b) At the time of the application for a scholarship, **be registered/admitted** in or having obtained a HEI degree (or equivalent) from:

- one of the HEIs included in the partnership as a partner (including the applicant/coordinating institution) (Target Group I);

or

- a HEI not included in the partnership as a partner but established in an eligible country (Target Group II)

and

- (c) Have sufficient knowledge of the language of the courses in the host countries.

Students can only benefit from one scholarship under the Intra-Africa Academic Mobility Scheme.

Students having benefitted from scholarship(s) under the previous Intra-ACP Academic Mobility Scheme cannot receive scholarships under the Intra-Africa Academic Mobility Scheme.

Academic and Administrative Staff

In order to be eligible for a scholarship (i.e. financial support to third parties), academic and administrative staff, hereafter referred to as "staff", must comply with the below criteria:

- (a) Be a national and resident in any of the eligible countries covered by the Programme (see Section 6.1)
- and
- (b) Work in or be associated with a HEI included in the partnership as a partner (including the applicant/coordinating institution)

6.3. Eligible activities

6.3.1. General provisions

The projects will entail the organisation and implementation of student and staff mobility in high quality master and doctoral programmes as well as the provision of education/training and other services to foreign students, teaching/training, research assignments and other services to staff from the countries covered by the project.

The minimum grant for the projects will be EUR 1.000.000 and the maximum grant will be EUR 1.500.000.

Mobility must take place only in the eligible countries covered by this Call for proposals (see Section 6.1). Only partner HEIs (including the applicant/coordinating HEI) can host mobility of students and staff.

The duration of the projects must be between **54 and 60 months**, based on planned activities. In general, the first six months are dedicated to preparatory activities related to the organisation of mobility (see below "Organisation of mobility").

Eligible activities, including preparatory activities, may start as from 1st November 2016 (start of the eligibility period), provided that the grant agreement has been signed between the Agency and the applicant/coordinating HEI. Mobility of students and staff may not start before a selection process has been completed by the partners, on the basis of the selection procedures they have set up for this purpose.

All activities must take place within the eligibility period as defined when signing the grant agreement with the Agency. However, if during the implementation of the project it becomes impossible for the beneficiary, for fully justified reasons beyond its control, to complete the activities within the scheduled period, an extension to the agreed eligibility period may be

granted. A maximum extension of 12 additional months may be granted, if requested before the deadline specified in the grant agreement.

6.3.2. Thematic fields of study

This Call for proposals is open to the following fields of study:

- a) Agriculture and Food Security
- b) Engineering including Infrastructure and Energy
- c) Education Sciences
- d) Health Sciences
- e) Marine Sciences and the Blue Economy
- f) Social Sciences and Governance

Project proposals shall provide an indicative list of **accredited** high quality master courses and doctoral programmes offered by the partner HEIs (including the applicant/coordinating institution) in the above fields of study and in which all mobility flows shall take place. Partner HEIs (including the applicant/coordinating institution) will be requested to commit that all mobility flows will be implemented only in accredited academic programmes linked to the thematic fields. A proof of accreditation may be asked by the Agency for all the programmes indicated in the application during project implementation.

The quality of master and doctoral programmes is very important in order to maximise the professional benefit for the students.

6.3.3. Organisation of mobility

The organisation of mobility activities aims at creating optimal conditions, through quality support measures, for students and staff to undertake periods of study/teaching/research/training at partner HEIs in a different country than the one of nationality.

In order to organise the mobility the partnership **must**:

- a) Draw up a Memorandum of Understanding among the partners with the objective to reach sound management of the partnership and address all the aspects linked to the organisation of the mobility scheme. The Memorandum of Understanding should establish:
 - a. the role of the partners and their individual involvement in the organisational activities (visibility activities, communication strategy, preparatory academic activities, selection process, recognition of study periods, project quality assurance and academic follow-up, institutional services, etc.);
 - b. procedures and criteria for the selection of candidates (e.g. centralised selection mechanisms applied by all partners). These mechanisms will take into account the different criteria to be applied for different target groups;
 - c. commitment by all partners that all mobility flows will be implemented only in accredited academic programmes linked to the thematic fields;
 - d. definition of specific academic arrangements (e.g. for students: agreed examination criteria, academic recognition of study periods abroad; for staff: the inclusion of courses taught in the regular programme of the host HEI; arrangements for student and course assessment, training programmes etc.);

- e. financial arrangements between partners, including the use of the budget for the organisation of mobility, as well as rules and procedures to be followed during the organisation of mobility and related to the scholarship payment to students and staff.
- b) Develop a clear promotion and visibility strategy for the partnership including, in particular, a dedicated partnership website referring explicitly to the "Intra-Africa academic mobility scheme" and providing all necessary information about the partnership from the academic, financial and administrative points of view. This must include a solid promotion strategy reaching as many potential applicants as possible in the eligible countries.
- c) Put in place a mechanism for the selection of students and staff that guarantees the transparency of the selection process and an equitable treatment of the individual applications.

Partnerships are expected to set up procedures and criteria for the selection of students and staff to take part in the individual mobility activities. These selection criteria should take into account the admission criteria as defined by each host university. Moreover, selection of individuals for mobility must follow the eligibility criteria as indicated in Section 6.2.3 of this Call.

The scholarship application procedure and deadline should be designed in such a way to provide the candidates with all the necessary information well in advance and with enough time to prepare and submit their application. A minimum duration of 45 days (following the launch of the call for scholarship applications) has to be granted to students/staff to submit their applications.

- d) Cross-cutting issues including equal opportunities and the participation of disadvantaged groups must be tackled. In order to ensure gender balance, the partnerships are expected to put in place initiatives and measures while promoting the scholarship opportunities and selecting the candidates. This strategy should encourage and facilitate the participation of female candidates. Moreover, participation of disadvantaged groups (students with disabilities, socio-economically disadvantaged students) and the participation of students and staff from fragile and conflict-affected states and regions within a country should be also addressed.

This should be explicitly laid out in both the advertising of the scholarships and selection criteria. In cases of equal merit, the partnership is encouraged to select the more socio-economically disadvantaged candidate.

- e) Provide adequate linguistic support to students and staff in mobility.
- f) Offer the necessary services and facilities to students (e.g. welcoming, housing, coaching, assistance before and during mobility, support for visas and residence permits, language courses, etc.), including where necessary services for family members of scholarship holders and for scholarship holders with special needs.
- g) Put in place an insurance scheme that guarantees that students and staff are adequately covered in case of accident, injury, illness, etc. during their mobility, in accordance with the minimum requirements for insurance of the Intra-Africa Academic Mobility Scheme⁶.

⁶ As set out in Annex X of the model Grant Agreement (i.e. Annex 2 of this Call): *Minimum insurance requirements for the Intra-Africa Academic Mobility Scheme*

- h) Set up **student agreements** outlining the scholarship conditions, the rights and obligations, including commitment to attend courses and undertake exams.
- i) Set up **learning agreements / research plans** with students on an individual work programme and workload required to pass examinations or other forms of assessment.
- j) Facilitate academic recognition of periods of study, training, research and teaching through agreed mechanisms between partner HEIs with a view to favouring the creation of an African Higher Education and Research Space. In this sense, it is a minimum requirement for all partners to consider the study period abroad as an integral part of the study programme. Full academic recognition shall be given by the home HEI for the study period (including examinations or other forms of assessment) spent in the host HEIs. At the end of the period of study abroad, the host HEI will provide the incoming student as well as the home HEI with a transcript of study results confirming that the programme has been completed. An award of a diploma supplement is also recommended.
- k) Draw up **mobility agreements** with academic staff on scholarship conditions, rights and obligations, as well as on the programme of lectures to be delivered and lecture hours to be taught by the visiting academic staff (that should form part of the courses of a degree/diploma offered by the host institution); draw up agreements on mobility of administrative staff between home and host HEIs.
- l) Foresee arrangements for academic monitoring of scholarship holders.
- m) Set up internal, and where possible external, quality assurance mechanism and tools to assess the overall project implementation, including management and cooperation arrangements, application and selection processes, institutional services and support provided before and during mobility, post-mobility periods, etc.
- n) Develop a sustainability strategy explaining in which way these mobility exchanges can favour the creation of durable links among the institutions and how they can respond to the social, economic and political needs of their countries.

6.3.4. Individual mobility for students and staff

There are two target groups and three different types of individual mobility:

Target Group	Participants	Types of mobility	Minimum/ Maximum duration
Target Group 1	Students registered in or having obtained a degree from one of the HEIs that is a partner of the project (including the applicant/coordinating institution).	Master, Doctorate	6/24 months 6/48 months
	Staff working in or being associated with one of the HEIs that is a partner of the project (including the applicant/coordinating institution)	Staff exchange	1/6 months
Target Group 2	Students registered in or having obtained a degree (or equivalent) from a HEI not included in the partnership as a partner but established in an eligible country (see Section 6.1)	Master, Doctorate	6/24 months 6/48 months

Please note that:

- Target Group 1 must represent at least 40 % of the individual mobility flows covered by the project;
- The different types of individual mobility and their distribution must respect the following ranges:

Type of mobility	Distribution
Master	50-70%
Doctorate ⁷	15-30%
Staff	10-30%

- Mobility of students can be of short term (**credit-seeking mobility** - leading to the academic recognition of the study period spent abroad) or for a complete course of an academic programme (**degree-seeking mobility** - leading to the award of a degree after the successful completion of their studies).
- **Credit-seeking mobility** must represent at least 25% of the total student mobility flows.

The distribution of mobility flows among the partner HEIs should be balanced taking into account the technical and operational capacity of the partners to manage the mobility including their capacity to host and send students.

Moreover, the partnerships are encouraged to ensure that the individual mobility from any one eligible country does not represent more than 20% of the total individual mobility covered by the project.

Student mobility

Partnerships can organise student mobility in several cohorts (if necessary), according to the following indicative timeline:

- **First cohort** – mobility flows should start by **31 December 2017** at the latest.
Any long-term mobility (i.e. 48 months) must start early in the first cohort in order to ensure that its end date falls inside the eligible period (see Section 6.3.1).
- **Second cohort** – mobility flows should start by **31 December 2018** at the latest.
- **Third cohort** – mobility flows should start by **31 December 2019** at the latest.

All mobility flows must finish by the end of the project eligibility period.

Student mobility may include a placement period of maximum three (3) months in the same country of the host partner and preferably in an associated partner, provided that it is preceded by a minimum period of study abroad of six (6) months and that the placement is recognised as an integral part of the student's programme. The placement should be agreed by all partners concerned and a close monitoring of the students should be ensured.

Project proposals should present a plan how to reach a balance between credit-seeking and degree-seeking mobility flows during the implementation. This plan should take into

⁷ The doctorate provision will also include possibilities for sandwich programmes (see "Glossary") with a minimum duration of six months.

account the capacity of the participating institutions and the existing mechanisms for the recognition of study periods spent abroad.

Staff mobility

Staff mobility can start at any time within the project duration and must end within the project eligibility period. The mobility of staff should contribute to strengthen the international co-operation capacity of higher education institutions, with the production of new teaching material, as well as their management capacity. It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the HEIs. The staff mobility is also expected to lead to progress in the application of systems for recognition of studies in the partner institution(s).

The mobility of administrative staff should be agreed by the home and host HEIs and should contribute to the internationalisation process of the HEIs involved. The mobility should aim at fostering the exchange of experience and at improving the management skills in particular in the implementation of international projects.

The mobility is also expected to be an integral part of the institutional staff development plan and recognised as such upon return of the staff member.

The applicant/coordinating HEI shall submit to the Agency the list of the students and staff selected to benefit from a scholarship for mobility as well as the list of reserve candidates **at the latest 15 days before the start of the first mobility of each cohort**. The lists shall indicate the name, gender, target group, nationality, home and host institutions, field of study, mobility type and duration. In addition, information on the number of non-selected candidates per mobility type, country of origin and gender has also to be provided.

The above-mentioned lists to be sent before the start of the first mobility under each cohort shall be accompanied by a signed declaration on the respect of the minimum requirements for the selection procedures⁸.

The complete list should also be annexed to each progress report to be submitted to the Agency according to the provisions of the Grant Agreement.

As the selection of candidates has to ensure gender balance, when receiving the lists of students and staff (selected and reserve), the Agency will check whether the gender balance is respected and will closely monitor projects regarding this specific priority.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation

An applicant will be excluded from participating in calls for proposals procedure, if it is in any of the following situations:

- a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;

⁸ See Annex IX of the model Grant Agreement (i.e. Annex 2 of this Call), *Declaration on minimum requirements for the selection procedures*.

- b) it has been established by a final judgement or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the implementation of the grant;
- c) it has been established by a final judgement or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other persons with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Agency during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- d) it has been established by a final judgement that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the authorising officer is located, the country in which the applicant is established or the country of the implementation of the grant;
 - (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
 - (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;

- f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- g) in the absence of a final judgement or where applicable a final administrative decision, the applicant is in one of the cases provided in (c) to (f) above based on :
 - (i) facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) decisions of the ECB, the EIB, the European Investment Fund or international organisations;
 - (iv) decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
 - (v) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
- h) where a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.
- i) where a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. This does not apply for the situations referred in point (d) of this section.

7.2. Rejection from the award procedure

An applicant will not be awarded a grant for this procedure if

- a) it is in an exclusion situation established in accordance with the above section 7.1;
- b) it has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- c) it was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) may be imposed on applicants or partners where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the section 7.1⁹:

- (a) the name of the applicant concerned;
- (b) the exclusion situation;
- (c) the duration of the exclusion and/or the amount of the financial penalty.

In case of a preliminary classification in law (i.e. absence of a final judgement or a final administrative decision), the publication shall indicate that there is no final judgment or final administrative decision. In those cases, information about any appeals by the applicant, their status and their outcome, as well as any revised decision of the authorised officer, shall be published without delay. Where a financial penalty has been imposed, the publication shall also indicate whether that penalty has been paid.

The decision to publish the information is taken by the Agency either following the relevant final judgment, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

The information published shall be removed as soon as the exclusion has come to an end. In the case of a financial penalty, the publication shall be removed six months after payment of that penalty.

In accordance with Regulation (EC) No 45/2001, where personal data is concerned, the Agency shall inform the applicant of its rights under the applicable data protection rules and of the procedures available for exercising those rights.

7.3. Supporting documents

Applicants must sign a declaration on their honour¹⁰ certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the Call for proposals. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.

8. SELECTION CRITERIA

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

⁹ This information shall not be published in any of the following circumstances:

- (a) where it is necessary to preserve the confidentiality of an investigation or of national judicial proceedings;
- (b) where publication would cause disproportionate damage to the applicant concerned or would otherwise be disproportionate on the basis of the proportionality criteria and to the amount of the financial penalty;
- (c) where a natural person is concerned, unless the publication of personal data is exceptionally justified, *inter alia*, by the seriousness of the conduct or its impact on the Union's financial interests. In such cases, the decision to publish the information shall duly take into consideration the right to privacy and other rights provided for in Regulation (EC) No 45/2001.

¹⁰ See Annex 4 of the application form (i.e. Annex 1 of this Call).

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration on their honour;
- the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed;
- financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form;
- an external audit report produced by an approved external auditor, certifying the accounts for the last two years available for which the accounts have been closed. This report shall certify the profit and loss accounts of the applicant organisation, together with the balance sheet and give an assessment of the financial viability of the applicant.

On the basis of the documents submitted, if the Executive Agency considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see Section 11.4 below);
- reject the application.

The verification of financial capacity shall not apply to natural persons in receipt of scholarships nor to public bodies, or to international organisations.

For the purpose of this Call for proposals, the verification of financial capacity shall not apply to HEIs which have received more than 50% of their annual revenues from public sources over the last two years, or which are controlled by public bodies. These applicants are nevertheless required to sign a declaration on their honour stating that they comply with the conditions mentioned above. The Agency reserves the right to request additional documentation to prove the veracity of this declaration.

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour and the following information in the application form:

- The description of the experience of the persons responsible within the coordinating institution, as well as within the partner HEIs and the EU technical partner, showing their professional experience relevant to the project activities;
- an exhaustive list of international cooperation projects (in the relevant field) already managed (or under management) by the applicant and by the partners.

9. AWARD PROCEDURE AND CRITERIA

9.1. Award procedure

The selection of the projects will be a competitive process organised by the Executive Agency and based on the assessment of the relevance and quality of the proposals from the academic and organisational points of view.

The supervision of the overall assessment procedure is ensured by an Evaluation Committee composed by representatives from the Executive Agency, the associated Directorates-Generals of the European Commission and the African Union Commission.

The role of the Evaluation Committee is to guarantee the equal treatment of all applications through a fair and transparent application of the procedures and to make a grant award proposal to the Director of the Agency in charge of taking the grant award decision.

In accordance with the programme objectives and priorities and the budget available, the Evaluation Committee should in particular guarantee the respect of the following principles:

- a) fair and transparent application of the published Eligibility, Selection, Exclusion and Award Criteria;
- b) equal treatment, coherent assessment and scoring;
- c) due assessment of additional information provided by external players such as the European Union Delegations in the eligible partner countries.

All applications will undergo assessments by external independent experts according to the three award criteria listed in Section 9.2 below.

The Evaluation Committee will draw up a list of projects recommended for funding taking into consideration not only the results of the experts' evaluation and the information provided by the European Union Delegations, but also additional elements such as the geographical balance among the eligible countries.

The Director of the Executive Agency will take the final decision on which projects will be funded.

9.2. Award criteria

Eligible applications will be assessed by external independent experts on the basis of the following criteria:

Criteria	Weight
1.Relevance	20%
2. Quality	70%
a. Academic quality	15%
b. Partnership composition and cooperation mechanisms	15%
c. Organisation and implementation of the mobility	20%
d. Students'/staff facilities and follow-up	10%
e. Gender balance	10%
3. Sustainability	10%
Total	100%

9.2.1. Relevance (20% of the final mark)

Under this criterion the applicant needs to state the relevance of their proposal in relation with the programme's objectives (see Section 2), and how the expected results contribute to fulfill its requirements. The applicant should illustrate how the project will contribute to the promotion of internationalisation and harmonisation of programmes and curricula and to the increase of career development opportunities towards a wider employment market.

Where applicable, the proposal should involve higher education institutions which have not yet benefited from or had a limited participation in similar partnerships/collaboration (e.g. Intra-ACP academic mobility scheme or similar programmes) and demonstrate a balanced geographical coverage among and within the partner countries.

If the proposal is a continuation of a previous/on-going partnership/collaboration in the region (e.g. Intra-ACP academic mobility scheme or similar programmes), applicants are expected to indicate the added value and complementarity of their new proposal.

9.2.2. Quality (70% of the final mark)

Under this criterion the applicant needs to explain the measures undertaken to ensure a qualitative organisation and implementation of the mobility. It will focus on the expertise of the partnership proposed to achieve the project's objectives, strategies/procedures and activities in order to organise and implement the mobility, the services and facilities offered to enrolled students as well as the way the partnership intends to ensure efficient participation of these students in the mobility scheme.

a) Academic quality (15% of the final mark)

Under this sub-criterion applicants will have to present an indicative list of identified master and doctoral programmes in the priority thematic fields as indicated in this Call (Section 6.3.2), to provide a description of each program and demonstrate that they are of high quality and fully accredited by the relevant national body under the national law.

b) Partnership composition and cooperation mechanisms (15% of the final mark)

Under this sub-criterion applicants need to explain cooperation mechanisms, the involvement of the partners in the project, including the EU technical partner and the associated partners (where applicable), the balance of their operational capacity and expertise in order to achieve the project's objective.

c) Organisation and implementation of the mobility (20% of the final mark)

Under this sub-criterion applicants need to focus on the way the partnership intends to manage the mobility in order to ensure its efficient and effective implementation. The applicants have to illustrate the specific measures to attract the appropriate number of students and staff, the methodology to ensure impartial and transparent selection process, agreed mechanisms for ensuring recognition of the period of study abroad, the evaluation strategy etc.

d) Student / staff facilities and follow-up (10% of the final mark)

Under this sub-criterion particular attention will be paid to the services and facilities offered to selected scholarship holders as well as to the way the partnership intend to ensure efficient participation of scholarship holders in the partnership activities.

e) Gender balance (10% of the final mark)

Under this sub-criterion applicants have to describe the partnership's strategy to assure a gender balance in the partnership's management and in the mobility flows. In particular, they have to illustrate which initiatives and measures will be taken in the promotion of scholarship opportunities and in the selection of candidates, in order to address existing obstacles to achieving gender balance.

9.2.3. Sustainability (10% of the final mark)

This criterion focuses on the measures taken by the partnership to assure the appropriate dissemination and exploitation of the project's results, as well as to guarantee positive impact at individual, institutional and national/regional level and these should be described at the different levels in the application. The proposal shall also describe the partnership's strategy to ensure the financial and institutional sustainability of the project activities and results beyond the funding period.

Following the evaluation, taking into account the available financial envelope, a list of selected project(s) will be established as well as a reserve list of projects.

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Agency, a grant agreement for an action with multiple beneficiaries, drawn up in Euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties. Two (2) copies of the original agreement must be signed first by the beneficiary and returned to the Agency immediately. The Agency will sign them last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

In accordance with Article 192 of Regulation (EU, Euratom) No 966/2012, the maximum possible rate of co-financing for grants under this Call is 100%. Full funding is indeed essential for the action to be carried out, since parallel co-financing by the partners is not foreseen at the time of application but possibly during the implementation of the activities.

d) Balanced budget

The estimated budget of the action is to be attached to the application form.

The budget must be drawn up in euros.

e) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC¹¹ or contracting entities in the meaning of Directive 2004/17/EC¹² shall abide by the applicable national public procurement rules.

f) Financial support to third parties

The applications may envisage provision of financial support to third parties as specified in section 6.2.3 of this Call.

The list of the types of activities for which third parties may receive financial support are specified in Section 6.3.4 of this Call.

The definition of the persons or categories of persons which may receive financial support are specified in Section 6.2.3 of this Call.

The criteria for awarding financial support are referred to in Section 6.3.3 and 6.3.4 of this Call as well as in the declaration on minimum requirements for the selection procedures¹³ referred to in Section 6.3.4.

The maximum amount to be granted to each third party and the criteria for determining it are referred to in Section 11.2 of this Call.

11.2. Funding forms

The EU grant is based on the application of lump-sums for the organisation of mobility and unit costs for the implementation of mobility, as described below.

11.2.1. Calculation of the grant

The grid for the calculation of the grant is an Annex of the application form (Annex 2). The grant is calculated using the unit costs and lump-sums amounts. The sum of the two amounts

¹¹ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

¹² Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

¹³ Annex IX of the model Grant Agreement (i.e. Annex 2 of this Call).

corresponds to the potential maximum grant request, after the rules governing the maximum amount of funding and other conditions have been applied.

a) Costs related to the organisation of the mobility

The part of the grant awarded to cover the costs incurred by the HEIs for the organisation of the mobility will be calculated on the basis of lump-sum amounts. For the whole duration of the project the lump-sum amounts will be equivalent to EUR 20.000 multiplied by the number of partner HEIs (including the applicant/coordinating HEI) plus EUR 20.000 for the EU technical partner.

Since the maximum partnership composition is of 6 partner HEIs (including the applicant/coordinating HEI), plus the EU technical partner, the maximum possible amount to be granted for the organisation of mobility is EUR 140.000.

b) Costs related to the implementation of the mobility

The EU support for the implementation of individual mobility of students and staff will contribute to cover the subsistence allowances, insurance costs, travel and visa expenses, and, where applicable, participation and research costs for mobile students. The grant amount allocated for the coverage of these costs will be calculated on the basis of unit costs per student/staff as detailed below:

i. Subsistence allowances

Selected partnerships must pay in full a **monthly subsistence allowance** to the selected scholarship holders corresponding to the amount specified in the table below (p. 25). A part should be provided upon arrival to cover installation costs and the remaining part must be provided on a regular basis.

In addition, a **settling-in allowance** must be provided to the master students and doctoral candidates (but not to the staff) for any mobility duration and **it will consist of an extra month of subsistence allowance** that should be paid upon arrival.

ii. Allowances for female scholarship holders

An extra allowance corresponding to the monthly subsistence allowance's amount (see table below, p. 25) must be paid **per academic year** (see Glossary) to female master students and doctoral candidates, **for mobility equal or longer than 2 academic years**¹⁴. This extra allowance aims at facilitating their access to longer study periods abroad and may for instance cover costs related to their family obligations.

iii. Participation costs

Selected partnership must cover the participation costs incurred by all students/staff independently of the length of the mobility. The participation costs shall cover tuition and/ or registration fees, additional library, student unions, residence permit, language courses costs etc. on an equal basis to that charged to local students (if allowed).

In order to cover the participation costs for incoming students for **mobility flows** equal or longer than **10 months**, a **unit cost** (see table below, p. 25) for master and doctorate studies will be granted **per academic year of mobility**. For such mobility flows, students must not be charged any fees by their home HEI.

¹⁴ Students must have fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months.

Under no circumstances may the involved HEIs claim participating costs beyond the unit costs indicated in the table below or retain funding from the student subsistence allowance or request contributions from students to cover such participation costs.

For mobility of less than 10 months, no participation costs are granted. The participating HEIs must apply a fee-waiver policy for mobility of less than 10 months. Students will continue paying their tuition and/or registration fees in their home HEI.

iv. Research costs

Research costs are meant to contribute to the research activities **of master students and doctoral candidates** and shall be used to cover costs such as laboratory consumable costs, field research costs, registration for online research platforms, etc.

In order to cover the research costs of incoming students **for mobility flows equal or longer than 10 months, a unit cost** (see table below, p. 25) for master and doctorate studies will be granted **per academic year of mobility**.

The budget item dedicated to research costs is to be requested per academic year at the time of application. The total amount of this budget item should be considered as a pool for research funds in each selected project. The distribution of funds from this pool shall be decided by the partners on the basis of the actual research needs of selected students.

v. Insurance costs

Selected partnerships must take a full insurance coverage (health, travel, accident) for all scholarship holders according to the minimum insurance requirements¹⁵.

In order to cover the insurance expenses, a unit costs of 75 €per month for each student and staff member participating in the mobility activities will be granted.

vi. Travel and visa costs

Selected partnerships must cover the travel and visa costs incurred by students and staff participating in the mobility.

In order to cover the travel and visa costs for students and staff participating in the mobility, a **unit cost will be granted for each return ticket**. The following unit costs are applied for one return ticket for the direct/linear distance ("as the crow flies")¹⁶ between:

- For Target Group 1, on the one side the location of the home HEI and on the other side the premises of the host HEI;
- For Target Group 2, on the one side the location of origin of the student and on the other side the premises of the host HEI.

On the basis of the below rates, the partner HEIs will cover the travel and visa expenses for students and staff participating in the individual mobility flows:

¹⁵ See Annex X of the model Grant Agreement (i.e. Annex 2 of this Call), *Minimum insurance requirements for the Intra-Africa Academic Mobility Scheme*.

¹⁶ For calculating the distance please refer to: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Distance (km)	Unit cost (EUR)
< 500	275
500 – 1.000	550
> 1.000 – 1.500	825
> 1.500 – 2.500	1.100
> 2.500 – 5.000	1.650
> 5.000 – 10.000	2.200

Selected master students and doctoral candidates whose mobility is equal to or longer than two academic years will be entitled to two return tickets¹⁷.

For any other mobility duration/type, the scholarship holders will be entitled to one return ticket.

Participating HEIs must cover costs related to the visa delivery for the students and staff participating in the individual mobility. In order to accelerate and facilitate the procedure for obtaining the visa for the selected students and staff, the selected partnerships are strongly advised to contact and liaise with the Consulates, the Embassies and the EU Delegations in the concerned countries as soon as they receive the official confirmation of having been selected.

Under no circumstances may participating HEIs claim visa costs from visiting students or retain the funding foreseen as subsistence allowance to cover such costs.

Summary table

The table below summarises the unit costs per type of mobility, with the exception of the additional allowances for female scholarship holders and the travel and visa costs:

Type of mobility	Subsistence allowance (per month)	Participation costs (per academic year)	Research costs (per academic year)	Insurance costs (per month)	Duration	Maximum allowance ¹⁸
Master	600 €	3.500 €	600 €	75 €	Max 24 months	25.000
Doctorates	900 €	4.000 €	2.000 €	75 €	Max 48 months	71.700
Staff	1.200 €	-	-	75 €	Max 6 months	7.650

- **Research costs and participation costs:** only eligible for mobility of ten (10) months or more. The unit costs are per student and **per academic year** (see Glossary).
- **The minimum duration** of the mobility is six (6) months for master students and doctoral candidates (i.e. one academic semester) and one month for staff.
- **The maximum allowance** in the table includes one extra monthly allowance as settling-in allowance of EUR 600 for master students and EUR 900 for doctoral candidates. However,

¹⁷ Students must have fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months.

¹⁸ The "maximum allowance" does not include the additional allowances for female scholarship holders nor the travel and visa costs.

it does not include the additional allowances for female scholarship holders nor the travel and visa costs.

11.2.2. Calculation of the final payment

The final amount of the grant is established after completion of the project, upon:

- approval of the final report providing details of the implementation and results of the action;
- verification of the implementation of the activities and/or of the production of the deliverables planned in the application.

If the final grant amount calculated by the Agency is lower than anticipated, the beneficiary will, where applicable, be required to repay any excess amounts already paid by the Agency in the form of pre-financing.

Following the Agency's analysis of the final report, in the event of poor, late or partial implementation of the project, the Agency may reduce the grant initially provided for, according to the terms laid down in the grant agreement and where applicable the beneficiary may be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

11.3. Payment arrangements

- A **first pre-financing** payment corresponding to 30% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.
- A **second pre-financing** payment of 50% of the grant amount will be made within 60 days of receipt by the Agency of a request for payment. The request for second pre-financing payment cannot be submitted before the submission of the second progress report. This second pre-financing payment may not be made in full until at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.
- A **third pre-financing** payment of 20% of the maximum grant will be made within 60 days of receipt by the Agency of a request for payment. The request for third pre-financing payment cannot be submitted before the submission of the third progress report. This third pre-financing payment may not be made in full until at least 70% of the previous pre-financing payments have been used up. Where the consumption of the previous pre-financings is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financings.

The account or sub-account indicated by the applicant in the application form¹⁹ must be in Euro, US Dollar or a local currency pegged to Euro or US Dollar and must make it possible to identify the funds transferred by the Agency. Exceptions can only be accepted by the Agency in cases where the national legislation does not allow the opening of bank accounts in one of the above mentioned currencies.

¹⁹ The *Financial Identification Form* is enclosed as Annex 7 to the application form (i.e. Annex 1 of this Call) and can be downloaded from the following website:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see Section 11.2.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

11.4. Pre-financing guarantee

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

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

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the African countries or in a EU Member State which the authorising officer responsible considers offering equivalent security and characteristics as those offered by a bank or financial institution established in a EU Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

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

The guarantee shall be released as the pre-financing is gradually cleared against the final payment, in accordance with the conditions laid down in the Grant Agreement.

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

If these provisions are not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

To do this the beneficiary must use the text, the emblem, the disclaimer and follow the instructions available on the following website: https://eacea.ec.europa.eu/about-eacea/visual-identity_en.

12.2. By the Agency and/or the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on the Internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Agency and/or the Commission will publish the following information:

- name of the beneficiary,
- locality of the beneficiary: address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level²⁰ if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the amount awarded,
- nature and purpose of the grant.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

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

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the Call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on EACEA's website:

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the

²⁰ European Union Official Journal L39, of 10 February 2007.

financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1. Publication

The Call for proposals is being published in the Official Journal of the European Union and on the Internet site of the EACEA Agency at the following address: https://eacea.ec.europa.eu/intra-africa/funding/intra-africa-academic-mobility-scheme-2016_en.

14.2. Registration in the Participant Portal

Before submitting an electronic application, applicants and partners will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Guidance and Frequently Asked Questions are available on the Participant Portal.

14.3. Submission of the grant application

Proposals must be submitted in accordance with the admissibility requirements set out under Section 5 and by the deadline set out under Section 3 of this Call for Proposal.

Applications must be submitted on-line using the application electronic form (referred to as the "eForm" below), duly completed and accompanied by its annexes.

The eForm specifically designed for the purpose of this Call for proposals and the templates of the mandatory annexes are available at https://eacea.ec.europa.eu/intra-africa/funding/intra-africa-academic-mobility-scheme-2016_en.

Please note that only typed applications will be considered.

Applications must be submitted no later than 15 June 2016 at 12:00 (noon) Central European Time (CET). After this time the on-line application system will be closed.

Only the on-line submission of the eForm and its annexes will be considered as the formal valid application.

The eForm must be downloaded from the EACEA website and saved on a local disk. It must be filled-in and submitted on-line with the mandatory annexes before the official submission

deadline. Please, read carefully the instructions on how to apply with the eForm and the minimum IT requirements before you start downloading the eForm.

In addition, applicants must send by e-mail a copy of their submitted application (PDF eForm and annexes) by the same deadline, clearly indicating the project registration number received when submitting the eForm, **to the following mailbox: EACEA-IntraAfrica-IntraACP@ec.europa.eu**

Applications submitted by e-mail only will not be accepted.

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Agency may contact the applicant for this purpose during the evaluation process.

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

All applicants will be informed in writing about the results of the selection process.

14.4. Rules applicable

Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1).

Commission implementing Decision C(2015) 7705, of 13 November 2015 on the Annual Action Programme 2015 for the Pan-African Programme to be financed from the general budget of the European Union.

14.5. Contacts

In case of questions, please contact: EACEA-IntraAfrica-IntraACP@ec.europa.eu

Annexes:

- Annex 1 – Application package: eForm (static version) and its annexes (templates)
- Annex 2 – Model Grant Agreement

GLOSSARY

Credit-seeking mobility – short-term mobility leading to the recognition by the home university of the study period spent at the host university: i.e. the educational components taken abroad by the student are recognised upon return as integrated part of the degree programme at the home institution (either the credits awarded by the host institution are recognised and transcribed by the home institution or the home institution recognises the learning outcomes achieved by the student as compatible for the award of the home degree).

Degree-seeking mobility – mobility for a complete course of an academic programme, leading to the award of a degree by the host university after the successful completion of the study period.

Diploma Supplement – the Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international ‘transparency’ and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgments, equivalence statements or suggestions about recognition (http://ec.europa.eu/education/lifelong-learning-policy/doc1239_en.htm).

Doctoral programme (third cycle) – a research-related programme of higher education study and research that follows a higher education degree and leads to a fully recognised doctorate degree, offered by higher education institutions.

Grant – EU financial contribution to cover the costs related to the organisation of the mobility and the individual scholarships for students and staff.

Grant Agreement - if the proposal is selected, the Agency will issue a Grant Agreement, drawn up in Euro and detailing the conditions (Special and General Conditions) and financial contribution. The Grant Agreement will cover the financial contribution for the organisation of the mobility scheme as well as the individual scholarships allocated to students and staff. This Grant Agreement will be signed between the Agency and the Beneficiary and its duration will be between 54 and 60 months.

Learning Agreement – an agreement to be approved by the student, the home and the host institutions, and which sets out the programme of studies/research activities to be followed. The Learning Agreement puts its emphasis on the thorough preparation of the mobility by including all the educational components/learning outcomes for the future recognition as well as the required language competence of the student / researcher.

Lump-sums – costs for an activity calculated on the basis of a pre-established amount. The grant is paid if the predefined terms of agreement on activities and/or outputs are completed. In the framework of this Call for proposals, the lump-sum contribution (20.000 EUR per partner HEI, including the applicant/coordinating and the EU technical partner) shall cover the management costs linked to the organisation of the mobility (partnership meetings, promotional activities, hiring staff etc.).

Master programme (second cycle) – a second cycle higher education programme that follows a first degree or equivalent level of learning and that leads to a master degree offered by a higher education institution and recognised as such by the relevant authorities of the country where the master degree is delivered.

Memorandum of Understanding – a document that describes all the agreements reached between the partners with regards to all aspects related to the management of the partnerships and organisation of the mobility. It outlines the role and responsibility of the partners within the organisation of mobility activities, the procedure and criteria for the selection of candidates as well as the foreseen measures to tackle specific programme objectives such as recognition, quality assurance, prevention of brain drain and sustainability. It must also contain specific provisions in terms of financial management of the grant.

Mobility Agreement – an agreement that sets out the programme of teaching / training to be followed and that is approved by the staff member, the home and the host institutions. The Mobility Agreement defines the components of the teaching or training period abroad and emphasises the mutual responsibility for the quality of the mobility of both the sending institution and the hosting institution.

Sandwich doctorate – a programme where the doctoral candidate carries out his/her research and studies alternately in his/her home/host institution, following a schedule set in advance and under joint supervision. The doctorate degree is obtained at the home HEI.

Student Agreement – an agreement signed by the partnership and the student participating in the mobility explicitly indicating any academic, financial and administrative modalities related to the student's obligations and rights.

Transcript of records - list of the course units or modules taken, of the exams passed and the credits gained by a student at the host university. This document, along with the learning agreement, ensures the recognition of the period of studies abroad by the home institution.

Unit cost – a fixed contribution which is multiplied by the specific number of units to cover the costs linked to the implementation of a specific activity or task.

In the framework of this Call for proposals, the unit costs identified for settling-in allowance, subsistence allowances, additional allowances for female scholarship holders, participation and research costs, insurance costs and travel costs are fixed amounts per scholarship holder (and per month or academic year, where applicable).

For the purposes of calculating the unit costs per academic year of mobility, students are deemed to have completed **one academic year** if they have fulfilled all the academic obligations corresponding to one academic year and completed a mobility period of minimum of 10 months; **two academic years** if the corresponding academic obligations are fulfilled and the mobility period is of minimum 20 months; **3 academic years** if the corresponding academic obligations are fulfilled and the mobility period is of minimum 30 months; **4 academic years** if the corresponding academic obligations are fulfilled and the mobility period is of minimum 40 months.