

CALL FOR PROPOSALS – EACEA 24/2013

**ICI EDUCATION CO-OPERATION PROGRAMME
Co-operation in Higher Education and Training between**

**the European Union and Australia,
the European Union and Japan,
and
the European Union and the Republic of Korea¹**



CLOSING DATE FOR SUBMISSION: 15.05.2014

**Applications must be submitted both
to the European authority, the EACEA (using the EU application form) and
to the respective Partner Country's Authority (using the Partner Country's application
form)**



Australian Government
Department of Education



Independent Administrative Institution
**Japan Student Services
Organization**



**MINISTRY OF EDUCATION,
SCIENCE AND TECHNOLOGY
REPUBLIC OF KOREA**

¹ In alphabetical order.

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ICI-ECP Call for Proposals EACEA/24/2013

The European Union and Australia,
The European Union and Japan,
and
The European Union and the Republic of Korea²

Guidelines 2014

1. INTRODUCTION

The EU and its Partner Countries recognise the importance of academic co-operation and exchanges as means to promote mutual understanding, innovation and quality of education as emphasised at several high-level meetings.

The Industrialised Countries Instrument (ICI) promotes co-operation between the European Union and seventeen industrialised and other high-income countries and territories in North America, the Asia-Pacific region and the Gulf region³. One of the supported specific actions promotes "people-to-people links" with the aim to enhance mutual understanding between cultures and to facilitate the exchange of knowledge.

In this framework, EU co-operation with Australia, Japan, New Zealand and the Republic of Korea includes bilateral co-operation projects in higher education and training which are jointly selected and funded by the European Commission and each Partner Country. This type of bilateral co-operation builds upon the experience gained since 2002: a pilot phase of EU-Japan and EU-Australia bilateral co-operation in higher education started in 2002. New pilot projects were launched in 2003. In 2004, a first EU-New Zealand co-operation project was launched and co-operation with Australia was further reinforced in 2005. Building on this pilot phase, the European Commission and the Partner Countries launched a first multi-country call for proposals in 2008. Since then, four annual calls have been published resulting in the selection of 38 joint projects: 17 with Australia, 13 with the Republic Korea, 6 with Japan and 2 with New Zealand. These projects have so far involved around 180 institutions and supported the mobility of approximately 1000 students and 500 faculty staff members.

In Australia the projects are known as *Encounter: Australia –Europe*.

The European Commission has entrusted the implementation of the ICI Education Co-operation Programme (ICI-ECP) to the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the Agency).

² In alphabetical order.

³ See Council Regulation 1934/2006 of 21 December 2006 establishing a financing instrument for co-operation with industrialised and other high-income countries and territories.

The current call for proposals supports the following bilateral activities:

Mobility projects (vocational education and training and higher education)

Double or Joint Degree projects (higher education only)

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

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

2. OBJECTIVES

ICI- ECP activities have the following objectives:

General objectives:

- to enhance mutual understanding between the peoples of the EU and the Partner Countries, including broader knowledge of their languages, cultures and institutions;
- to enhance the quality of higher education and training by stimulating balanced partnerships between higher education and training institutions in Europe and in the Partner Countries.

Specific objectives:

- to support co-operation between higher education and training institutions with a view to promoting bilateral study/training programmes and mobility;
- to foster the mobility of students between the European Union and its Partner Countries by promoting transparency, mutual recognition of qualifications and periods of study, research and training, and, typically, portability of credits;
- to support the mobility of professionals (teaching and administrative staff) with a view to improving mutual understanding of, and expertise in, issues relevant to the relations between the European Union and its Partner Countries;
- to exchange best practices in the field of higher education and training, and to promote knowledge building and sharing on horizontal issues of common interest for the European Union and its Partner Countries.

3. TIMETABLE

Final date for submission of applications is Thursday 15 May 2014 (please read carefully section 12 of this call for proposals concerning the procedures for submitting applications)

December 2013	Publication of the call for proposals
15 May 2014	Deadline for submission of applications
May-June 2014	Assessment of applications by independent experts
June 2014	Joint selection between the EU and its Partner Countries
July 2014	Award decision
July/August 2014	Information to applicants about selection results and signature of grant agreements
October 2014	Planned start of project implementation

Applications must be sent both to the Agency and to the relevant authority in the Partner Country concerned no later than 15 May 2014. Please read carefully section 12 of this call for proposals concerning the procedures for submitting applications. Late applications will be ineligible.

The intention is to inform applicants of the outcome of the selection procedure no later than August 2014. It is planned that beneficiaries will receive their grant agreement by October 2014. The period of eligibility of costs is planned to start in October 2014.

4. BUDGET AVAILABLE

For EU institutions, the total budget available for projects with all Partner Countries is estimated at 2.2 Million €. Comparable funding shall be provided by the Partner Countries, in accordance with the rules applicable for each of them.

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

The Agency reserves the right not to distribute all the funds available. Projects will be funded subject to the availability of budget in the partner country in question.

The following table provides the estimated number of projects planned to be funded in 2014 for each Partner Country:

ICI-ECP	EU-Australia	EU-Japan	EU-Republic of Korea
Indicative number of projects planned to be funded	tbc	up-to 4	up-to 3

The final number of projects to be selected depends on the available budget funding for each country and on the number and quality of proposals received per country. The main criterion for selection is the quality of the application. However, it is envisaged, as far as possible, to have a balanced project portfolio, in terms of geographical distribution, representation of different institutions and different project types being funded.

For details on EU funding amounts for the different types of project activities as well as for indicative funding in the Partner Countries, please see details in section 9.

5. ELIGIBILITY CRITERIA

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

5.1. Formal Criteria

Only proposals submitted in one of the EU official languages, using the official application form, completed in full, signed (original signatures or equivalent required) and received by the specified deadline, will be considered.

The application form must be accompanied by an official letter from the applicant organisation, documents attesting to its operational and financial capacity, and all the other documents referred to in the application form.

For EU Applicants

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal.⁴

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

See the section on Registration in the Participant Portal for more information.

Please note that this is a technical requirement and does not guarantee eligibility in this call.

5.2. Eligible countries and individuals

Eligible institutions and organisations must be from one of the Partner Countries, participating in this year's call (Australia, Japan and the Republic of Korea) and from one of the twenty-eight Member States of the EU (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the

⁴ The organisation has to register in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by other services of the European Commission. If your organisation-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.

Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, and the United Kingdom) .

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

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

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

5.3. Eligible applicants

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

- *"higher education institution"*⁵ means any recognised establishment according to the applicable laws or practices that offers qualifications or diplomas at the higher education level, whatever such establishment may be called.
- *"training institution"* means any type of public, semi-public or private body, which, irrespective of the designation given to it, in accordance with the applicable laws and practices, designs or undertakes vocational education or training, further vocational training, refresher vocational training or retraining, at post-secondary level. In the case of Australia, such an institution must have its central management and control in Australia and also be a Registered Training Organisation (RTO). In Korea, only universities such as 4-year universities, technical universities or colleges can be accepted.
- *"faculty members"* means academics, trainers, administrators and other relevant staff of the participating higher education/training institutions who may participate in structured exchanges and/or teaching assignments as part of the project.
- *"student"* means any person following learning or training courses or programmes leading to degree or diploma completion that are run by higher education or training institutions.

⁵ In the case of Australia, a higher education institution must be a Table A or B provider in Schedule 1 and also sections 16-15 and 16-20 of *that Act* at: <http://www.comlaw.gov.au>.

Supporting documents

In the EU in order to demonstrate its existence as a legal person, the applicant must provide the following documents together with the Legal Entity Form and the Bank Details Form⁶:

- a) If it is a **Private company**, association, etc.:
extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).
- b) If it is a **Public-law entity**:
legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

5.4. Eligible consortia

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

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

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

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

5.5. Eligible activities

The activities should focus on structured exchanges of students, and on the development of joint or shared curricula (combining existing modules, developing innovative curricula, applying new teaching methods, including the use of innovative information technologies etc.), joint study programmes (including the possibility of awarding joint or double degrees) and structured exchanges of students, faculty members, trainers and administrators. The partnerships should provide a framework

⁶ The Legal Entity Form can be found at: http://ec.europa.eu/budget/info_contract/legal_entities_en.htm and the Bank Details Form at: http://ec.europa.eu/budget/info_contract/ftiers_en.htm

for the outgoing mobility of students, trainees and scholars. In principle, each institution in the consortium is expected to send out a balanced number of students. The partnership activities may also include teaching assignments at a partner institution, teacher exchanges, development and dissemination of new methodologies in higher education and vocational education and training (including the use of information and communication technologies, e-learning and open and distance learning), etc.

ICI-ECP activities will NOT support doctorate level study of any kind and the mobility of PhD students will be considered ineligible.

The project eligibility period is planned to start in October 2014 for all projects.

The maximum duration of Mobility projects is 36 months. The maximum duration of Double or Joint Degree projects is 48 months.

No applications will be accepted for projects scheduled to run for a longer period than specified in this call for proposals. However, if after the signing of the grant agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond the beneficiary's control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 12 months may be granted, and exceptionally if duly justified up to 18 months, if requested before the deadline specified in the grant agreement.

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

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

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

- (a) The first phase of up to six months can be a preparatory phase that focuses on securing formal memoranda or agreements for credit recognition and/or transfer of credits, and tuition arrangements. During this initial period partner institutions will have to finalise all the details for implementing the Mobility project such as curriculum development, language training, evaluation plan, dissemination plan, sustainability strategy, and the availability of key personnel during the whole duration of the project, as well as administrative issues such as visa requirements, recruitment and student services.

Memorandum of Understanding for Mobility projects

The lead institutions of the selected projects must sign a Memorandum of Understanding on tuition, fees and credit recognition and plans for evaluation, before the beginning of mobility, and this should be submitted to the Agency and to the funding organisation in their respective Partner Country, together with the submission of the progress report (see Annex IV).

- (b) The second phase of the project centres on the project implementation itself: student mobility, faculty mobility, language learning, continued curricular development, evaluation, dissemination and sustainability activities.

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

I. Development of innovative international curricula

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

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

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

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

II. Recognition and transfer of (academic) credits

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

the application, and, in any case, before the start of the mobility.

III. Student mobility

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

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

Grants are intended for full-time studies/training. The length of time a student spends abroad in study or training is closely related to the greater acquisition of cross-cultural skills and academic knowledge needed to prepare for a global workforce. **All participating students are expected to conduct a study/training abroad period of at least one month (no less than four weeks) and a maximum of one academic semester (five months).** The minimum period of one month may include also time spent on work placements and/or internships. Mobility periods of shorter duration than one month will not be taken into account for the award of the mobility grants and longer periods than one month are encouraged.

The study abroad period should be of comparable length for both students from the EU and from the Partner Countries and should lead to the award of study credit points based on the European Credit Transfer and Accumulation System (ECTS)⁷ or other built-in mechanisms for the recognition of study periods.

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

Work placements and internships: **Applications for projects involving work placements or training experience are strongly encouraged.** They should address the objectives and the intended learning outcomes and how the internships or work placements will be organised (how long they will last, how and by whom they will be monitored and assessed, how they will be recognised as being part of the student's designated study programme by the home institution, etc.). **Proposals will be given credit for including the names and locations of participating industries, businesses, government and non-government organisations in which the applicant intends to place the students.**

⁷ See Europa website: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm. For vocational education and training projects, use of ECTS is only recommended.

Student recruitment and selection: Applicants are expected to outline the results obtained in recruiting for international mobility in the past and the strategies that they intend to follow for implementing the project. Since language learning is a key and required component of these activities, applicants are expected to encourage students to think about the programme early and help guide students to make the proper language course choices to ensure that they can acquire an adequate level of proficiency. The responsibility and arrangements concerning student selection rest with the institutions participating in the selected projects. Proposals must indicate the mechanisms envisaged for student selection.

Tuition fees: The projects are considered to be an exchange programme and as such students studying abroad will pay tuition and fees at their home institution and should incur no additional payments to the host institution (for Australia, these projects are considered an exchange programme). This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities. Partner institutions should have an agreement and this should be evidenced by signed memoranda of understanding or agreements that applicants must submit, if possible, together with the application form, and, in any case, before the start of the mobility.

IV. *Student services, language and cultural preparation*

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

Students will need to be well prepared for foreign study/training and well received at host institutions. Applications should therefore contain a description of the pre-departure orientation activities at the home institution and arrival orientation activities at the receiving institution. Each partner institution should have an “international office” or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, health insurance, and special needs.

Language proficiency and cultural study prior to and during the study/training abroad period is key to a student's integration in the academic and training culture of the host institution and country. The proposal must include specific provisions for language study as part of the study abroad. For short-term mobility projects in the area of vocational education and training, this preparation can also be done at the home institution and/or online prior to commencing the study abroad.

V. *Faculty members' mobility*

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

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

Staff mobility must be related to the other project activities, such as programme planning, teaching, evaluation, dissemination, and possibly curriculum development.

Mobility grants to EU faculty members will be provided in relation to scholarly work and teaching, or project management work at the institution in the Partner Country with a minimum of one week and a maximum of four consecutive weeks. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.

VI. *Evaluation*

The project should develop a detailed evaluation plan, which states the goals and anticipated outcomes of the project and indicates what qualitative and quantitative indicators will be used to measure the success of the project. Such indicators could include:

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

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

VII. *Dissemination*

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

VIII. *Sustainability*

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

5.5.2. Double or Joint Degree projects

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

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

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

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

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

Glossary		
Common Name	Also known as	Description
Double Degree (horizontal)	Combined Degree (Aus), Concurrent Degree (Aus), Dual Degree (Aus, EU)	Students complete key elements of two degrees of the same qualification level either simultaneously or consecutively: <ul style="list-style-type: none"> ○ within one institution; or ○ at two or more institutions in the same country; or ○ at two or more institutions across national borders.
Double Degree (articulated)	Articulated Degree (Aus) Integrated Degree (Aus) Double Degree (vertical) (EU)	Students complete two degrees consecutively at one or more institutions, moving up through qualification levels (e.g. Bachelor + Masters). It is managed as a single course.
Joint Degree	2+2 degree	Students complete a single course at two or more institutions, and receive (typically) a single, multi-institution badged testamur.
Joint and Double Degree (horizontal or articulated)	Double Degree (Europe), Quad Degree (Europe)	Students complete key elements of two degrees of the same qualification level with four or more institutions, and receive (typically) two, multi-institution badged testamurs.

All participating institutions should be able to award the degree so that each EU or Partner Country student receives the double or joint degree from at least one institution in the Partner Country and from at least one institution in the EU.

The key curricular components of the double or joint degree must be included in the proposal and be in place before the application for support is submitted. The most competitive proposals are those based on existing courses. Agreements on programmes of study leading to the double or joint degree must include provisions on credit recognition and/or transfer, tuition and other fees, language study, visa requirements, recruitment, and student services.

Double or Joint Degree projects are selected for four years of funding. The Agency and the corresponding Authority in the Partner Country reserve the right to decrease funding or to terminate a project based on annual performance reviews. All four years of the grant may be used for student and faculty mobility, although it is expected that in the first year some adjustments in the curriculum and in the administration of the project will be made. Disbursement of funding will be made conditional on the consortium providing evidence that the double or joint degree is operational and that students are being selected to undertake the required period of study abroad.

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

Memorandum of Understanding for Double or Joint Degree projects

Proposals for Double or Joint Degree projects will be implemented only with signed agreements or Memoranda of Understanding that demonstrate the commitment of the partner institutions. The most competitive proposals submit signed agreements as part of their application package. Memoranda may be signed in the first few months of the first year, but no student may commence study abroad until all partners sign the documents.

Copies of signed Memoranda must be submitted to the Agency and to the corresponding Authority in the Partner Country as part of the first progress report as a precondition for receiving second-year funding.

The Agency and the corresponding Authority in the Partner Country reserve the right to terminate any project that has not demonstrated sufficient progress or fulfilled grant requirements.

A Memorandum of Understanding may include many items to be determined by the parties. However, all memoranda must include agreements on the recognition of credits and the agreement on tuition and fees. Memoranda must include specific references to the degrees that will be awarded. The agreement may also cover student services, housing assistance, cultural preparation, and special fees such as health insurance.

See also annex V for a checklist for designing and sustaining an international coursework double or joint degree.

Components of the proposal

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

I. Joint study programme

Proposals for double or joint degrees may focus on any post-secondary programme of study **at bachelor's and/or master's level**, provided that it clearly demonstrates how such an international degree programme will prepare students better for work in an international context.

The description of the joint study programme should include the following components:

Integrated programme of study: The description of a jointly developed curriculum or full recognition by the Double or Joint Degree project consortium of courses which are developed and delivered separately, but make up a common study programme is the central component of the proposal. The programme of study (including the courses, methods, modules and internships that students will take in the Partner Country and in the EU, leading to the awarding of the double or joint degree at bachelor's or master's level) must be fully described in the application. The Double or Joint Degree project must include for all students a diploma supplement from the EU institution and a comparable description of the programme of study by the Partner Country institution.

Duration of the programme of study: Applicants must explain how long it will take a full-time student to complete the entire proposed double or joint degree programme. Competitive proposals will make it feasible for students to complete the double or joint degree as close as possible to the time needed to finish the longer of the two original degree programmes. Proposals must also indicate how many months will be required to complete the study abroad component of the double or joint degree.

Integrated admission standards: Students must apply to the degree programme through a shared application procedure or through institutional application procedures that are accepted by, and meet the requirements of, each partner institution in the consortium. Partner institutions should therefore agree on shared admission standards and entry requirements, a shared application procedure and a shared student selection process. For EU institutions this must be in accordance with national legislation.

Mobility: EU and Partner Country students seeking a bachelor's or a master's double or joint degree must carry out a programme of study in at least two participating institutions (at one EU institution and at least one Partner Country institution). Additionally they are encouraged to spend an additional period of study in another EU institution located in a different Member State, to reinforce the European dimension of the project. Mobility cannot be replaced by virtual mobility. **For both the**

undergraduate and the graduate joint or double degree the duration of the programme of study in the Partner Country must be at least one full academic year (approximately 10 months).

II. *Degree award and credit arrangements*

The awarding of a recognised double or joint degree must be guaranteed at least by one EU and by one Partner Country institution after successful conclusion of a period of study in three of the partner institutions. Such a commitment must be provided through letters of commitment/endorsement that are attached to the proposal by the appropriate governing persons or bodies from the participating degree-awarding institutions and must be guaranteed by the time the Memorandum of Understanding is submitted.

Formal legal agreements will have to be submitted in the first progress report. The nature and form of the double or joint degree must be described in the application. For EU applicants the appropriate arrangements must exist at national level if this is a legal requirement for degree award in the countries concerned. Appropriate national or state authorities may be consulted on the formal recognition of the proposed degrees.

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

III. *Student mobility*

Selected Double or Joint Degree projects will receive funding to support the mobility of students at the participating institutions. The following aspects of the mobility component of the degrees should be carefully addressed in the project proposal.

The application must indicate how many students the project intends to send to/from the Partner Country and to/from the EU. All education/training partner institutions within the consortium should be involved in sending and receiving students. Each project should aim at sending and receiving **at least 20 students both from the EU and from the Partner Country (i.e. 40 students in total)** during the four-year duration of the project. Projects must plan for balanced student mobility from all partner institutions. Additional students are also encouraged to participate in the exchange scheme. **A consortium's commitment to send a higher number will be considered an advantage when selecting projects.**

The length of the study abroad period must be carefully negotiated between the institutional partners in order to meet the requirements for graduation at the institutions issuing the degree. It should be of comparable length and should be at least a full academic year, with a total of at least 60 ECTS credits. For **the Partner Country students** this could also include a period of study at a second EU institution, which allows the student to earn 15 ECTS credits (10 ECTS for double or joint degrees at master's level).

In addition to studying at their home institution and one academic year in the Partner Country, **EU students** are encouraged to spend a period of study at one additional EU

institution (one of the consortium partners) in a different Member State, bearing approximately 15 ECTS credits for a double or joint degree at bachelor's level and approximately 10 ECTS for a double or joint degree at master's level.

Applicants should note that **the mobility costs of European students within Europe will not be funded by this Programme**. As a result, partner institutions are invited to arrange additional sources of funding for students, including the Erasmus/Lifelong Learning programme, in relation to the period of study to be spent in the second EU institution. See below for more information on mobility budgets.

If the double or joint degree curriculum involves work placements or training experience, as part of the study programme and as part of the mobility period, the application for support should describe the objectives and the intended learning outcomes in relation to the proposed double or joint degree, and how the internships or work placements will be organised (how long they will last, how and by whom they will be monitored and assessed, and how they will conform to the applicable laws and regulations of the host country). Inclusion of the names and locations of the host organisations for such placements (industry, business, government, non-government organisations) will be positively assessed when processing the application. **Applications for projects involving work placements or training experience are strongly encouraged.**

The issue of tuition and fees must be carefully considered and must include a detailed description of the planned or agreed arrangements before the proposal is submitted, and the application for support must contain a detailed description of the agreed arrangements. We recommend that students studying abroad pay tuition and fees at their home institution and incur no additional payments to the host institution, though other mutually acceptable arrangements are possible.

IV. *Student services, language and cultural preparation*

Institutions participating in a Double or Joint Degree project will need to pay particular attention to the support and guidance students will need to help navigate these new degree programmes. Students will need to be well prepared for foreign study and well received at host institutions. Applications should therefore contain a description of the pre-departure orientation activities at the home institution and arrival orientation activities at the receiving institution. Each partner institution should have an “international office” or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, health insurance, and special needs.

A key objective of double or joint degrees is to enable students to gain international expertise and competence. Cultural and linguistic preparation and training will therefore be a vital part of each project proposal. In that sense, double or joint degrees must provide students with the possibility of using at least two European languages spoken in the Member States where the partner consortia institutions are located. However, the use of at least two languages does not imply the use of two different languages of instruction. Also, there is no obligation that the institutions use the national language as the language of instruction. Projects where English is the language of instruction at the host university but not the language generally spoken in the host country, must provide for students to participate in a programme of intensive study of the host country language. For example, students studying in a non-English speaking country might be instructed in English, but every student must take intensive

courses in the language of the host country. Also the study of the culture of the host country should be one of the objects of the study programme.

Proposals failing to include detailed plans for this language and cultural training will not be competitive in the assessment process. As indicated above, applicants should describe what institutional and other resources will be used to prepare students to study abroad within the framework of the programme. The evaluation plan must include methods to assess gains in language acquisition.

V. *Faculty mobility*

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

The participation in project meetings, Project Directors' conference or other seminars organised for dissemination or evaluation purposes may be covered from the lump sum/administrative costs or grants for faculty mobility (if other conditions for this action are respected). Mobility of administrators will be funded from the lump sum. For more budget details for this aspect of the programme see the section 9 below.

VI. *Evaluation*

The project should develop a detailed internal and external evaluation plan, which states the goals and anticipated outcomes of the project and indicates what qualitative and quantitative indicators will be used to measure the success of the project. Such indicators could include:

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

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

VII. *Dissemination*

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

VIII. *Sustainability*

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

5.5.3 Project Directors' Conferences or other dissemination or evaluation seminars

In the framework of ICI-ECP, Project Directors' conferences or seminars for dissemination or evaluation purposes may be organised by the administrative bodies in the participating countries to provide project consortia and the funding agencies with an opportunity to meet. These conferences or seminars are intended to serve as a medium where project participants can share ideas on project implementation and disseminate best practice. Each consortium should make provisions for participation in these meetings for all partner institutions, approximately two to three times during the project's lifetime. Participation in these conferences should be covered from the lump sum administrative costs if the conference is held in Europe, or from either the lump sum for administrative costs or the faculty mobility grants when held outside of Europe. For Australian institutions, participation in these conferences may be covered from the lump sum for administrative costs or the faculty mobility grants and is not dependent on location.

6. EXCLUSION CRITERIA

6.1. For EU applicants only

Applicants and (co-)beneficiaries must state that they are not in any of the situations described in Articles 106(1), 107 and 109 of the Financial Regulation applicable to the general budget of the Union and set out below.⁸

Applicants will be excluded from participating in this Call for Proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

⁸ This provision does not apply for grants which are lower than or equal to EUR 60 000. Article 131 (4)(a) FR 2013.

- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the responsible Authorising Officer or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the grant award procedure, or fail to supply this information.
- (c) find themselves in one of the situations of exclusion, referred to in Article 106 (1) of the Financial Regulation;

In accordance with Article 109 of the Financial Regulation, administrative and financial penalties may be imposed on beneficiaries who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants for a grant exceeding EUR 60.000 must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 106(1) and 107 of the Financial Regulation (See application form: Declaration).

6.2 For Australian applicants only

The Australian Government Department of Education (Department of Education) reserves the right to exclude an Australian applicant from consideration for funding where the Australian Applicant or a member of the Australian Applicant's proposed consortium:

- (a) does not meet the Department of Education's financial viability requirements
- (b) has, in the opinion of the Department of Education, materially breached a contract with the Commonwealth
- (c) does not or has, in the past, failed to comply with any applicable provisions of the *Equal Opportunity for Women in the Workplace Act 1999*
- (d) does not or has, in the past, failed to comply with the *Workplace Relations Act 1996, Fair Work Act 2009 and related legislation* and obligations under relevant occupational health and safety laws
- (e) has given false or misleading information to the Department of Education in and/or in relation to its application.

NOTE: Giving false or misleading information is a serious offence under the Criminal Code Act 1995.

7. SELECTION CRITERIA

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed action. 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. They must have the professional competencies and qualifications required to complete the proposed action. Furthermore, they must submit a declaration on their honour, completed and signed, attesting to their status as a legal institution and to their financial and operational capacity to complete the proposed activities.

7.1. Operational capacity (for EU applicants only)

In order to allow an assessment of their operational capacity, institutions applying for a grant above EUR 60.000 must submit, together with their applications:

- the CVs of the applicants/persons responsible for the implementation of the project within each partner institution, showing all their relevant professional experience;
- a list of projects already undertaken in the relevant field of international co-operation by the applicant and by the partner institutions.

7.2. Financial capacity

a) For EU applicants only

In order to allow an assessment of their financial capacity, organisations applying for a grant above EUR 60.000 must submit, together with their applications:

- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last three financial year(s) for which the accounts have been closed.

- the bank details form completed by the beneficiary and certified by the bank (original signatures required);⁹

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

For EU programmes in higher education and training, public bodies are all higher education and training institutions recognised as such by the relevant authorities in the Member States, as well as all institutions or organisations which have received over 50% of their annual revenues from public sources over the last two years, excluding any kind of EU subvention, or which are controlled by public bodies or their representatives.

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

- reject the application
- ask for further information
- require a guarantee
- offer a grant agreement without prefinancing
- make a first payment on the basis of expenses already occurred.

b) For Australian applicants only

If, on the basis of the information provided by an Australian Applicant, the Department of Education considers that the Australian applicant has not satisfactorily established its financial capacity to carry out the project. The Department of Education may require the Australian applicant to provide such information as it needs so as to be able to assess the financial viability of the Australian applicant and will take that additional information into account in making its decision on the application.

8. AWARD CRITERIA

The selection of projects will be a competitive process based on the assessment of the significance and quality of the proposals, as well as of the content of the partnerships against the background of the description of the Actions under section 5 and the priorities set for this call for proposals. **Only the information contained in the application package delivered by the deadline will be considered during the selection procedure. In order to be considered for funding, a proposal must in principle obtain at least 50 points out of 100 points from both the European Union and the Partner Country during the evaluation procedure, though the list of selected projects will be subject to discussion between the two funding parties.**

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

⁹ Please attach a copy of the bank details form to the application form.

The two lists of proposals, one from the EU and the other from the Partner Country in question, will be exchanged between the EU and the Partner Country. The Joint Selection Committee – established with members from funding organisations and authorities from both sides – will suggest a common list of proposals recommended for financing. This list will be presented to the competent authorities of the EU and the Partner Country for final approval.

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

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

This will be determined by:

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

The relevance of the proposal to the objectives of the call and, in particular, the distinctive added value of the programme of study in the proposed discipline and profession, from the perspective of the relations between the EU and the Partner Country, with a clear and distinctive European dimension. Australian applicants should also demonstrate how their project relates to the themes or outcomes of the EU-Australia Education and Training Policy Dialogues¹⁰.

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

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

8.2 The quality of project implementation (80%)

This will be determined by:

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

The extent to which co-operation mechanisms and administrative structure reflect a well-functioning partnership.

The conclusion by the partners by the start of the mobility, of a comprehensive partnership agreement and/or a memorandum of understanding.

The level of commitment from the partner institutions in the project.

- (d) Student mobility scheme

¹⁰ http://ec.europa.eu/education/eu-australia/australia_en.htm

The integration of the student mobility scheme among the partner institutions (i.e. the distribution of the student mobility activities among the partners and the balance of the partner institutions' participation in the action).

The fulfilment of requirements in terms of numbers and types of mobility activities and the balance of the mobility flows proposed.

The development of sound student selection mechanisms based on transparency, equality and merit principles applicable to all partner institutions in the framework of the proposed project.

The description of common standards agreed by the partnership for joint application, selection, admission and examination procedures.

(e) Arrangements for transfer and recognition of academic credits

The soundness and clarity of the arrangements for academic credits and credit transfer, including, if applicable, the extent to which ECTS mechanisms such as grading scales and other mechanisms for study periods compatible with ECTS will be used.

The use of a Diploma Supplement (document jointly issued on behalf of the partnership to any successful student providing data on the nature, level, context, content and status of the studies that he/she has completed successfully).

(f) Hosting students and faculty, student services, language and cultural preparation

The quality of the resources available for hosting foreign students and faculty members (particularly of housing facilities, assistance for visa, residence permit and insurance, linguistic assistance, etc.).

The quality of the language and cultural plan offered to mobile students.

(g) Faculty mobility scheme

The faculty mobility plan and the balance of the faculty mobility flow among the partner institutions.

The activities planned to be executed by faculty and staff gone on mobility.

The relation of the activity to the project and how this activity is going to be registered.

(h) Evaluation plan

The development of an on-going monitoring system, the quality of the evaluation plan and the involvement of students in the self-evaluation of the project.

(i) Dissemination plan

The quality of the dissemination activities and their impact in terms of visibility and in raising awareness of co-operation between the EU and the Partner Country.

(j) Sustainability plan

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

In addition, this call for proposals seeks to encourage participation from a wide number of EU Member States and promoter institutions. Note carefully that the final list of selected projects will be such that any EU Member State is not represented with its institutions in the role of co-ordinator in more than one project for each of the Partner Countries covered by the present call for proposals, provided there are other proposals of a sufficient quality where that EU Member State is not represented. Participants who have not previously benefitted from EU education programme funding are especially encouraged to submit project proposals.

In the selection of projects under this call for proposals preference will be given to Joint Degree projects.

9. FUNDING CONDITIONS

An EU grant is an incentive to carry out activities that would not be possible without the EU's financial support, and is based on the principle of co-financing. The grant supplements the European applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

The awarding of a grant does not establish an entitlement for subsequent years.

9.1. Contractual provisions and payment procedures (for EU applicants only)

In the event of definitive approval by the Agency, a grant agreement drawn up in Euro and detailing the conditions and level of funding, will be sent to the beneficiary. The 2 copies of the original agreement must be signed by the beneficiary and returned to the Agency immediately. The Agency will sign them last. The grant agreement can be signed after the start of the eligibility period.

A pre-financing payment 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 possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float. It is split into a number of payments.

In the case of Mobility projects, a first pre-financing payment of 60% of the total amount of funding will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the grant agreement, provided all guarantees are received, if applicable.

A second pre-financing payment of 40% of the total amount of funding will be transferred to the beneficiary within 60 days after the Agency receives a request for payment accompanied by a progress report on the action's implementation, provided the Agency approves the progress report. This second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up and provided all guarantees are received, if applicable.

In the case of Double or Joint Degree projects, a first pre-financing payment of 40% of the total amount of funding will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the grant agreement, provided all guarantees are received, if applicable.

The second pre-financing of 40% of the total amount of funding will be transferred to the beneficiary within 60 days of reception of a request of payment together with the first progress report, to be submitted to the Agency 16 months after the start of the project, provided the Agency approves the progress report.

The third pre-financing of 20% of the total amount of funding will be transferred to the beneficiary within 60 days of reception of a request for payment together with the second progress report, to be submitted to the Agency 36 months after the start of the project, and provided the Agency approves the progress report.

The second and third pre-financing payments, as well as any further pre-financing payments, are always conditional on the fact that at least 70% of the previous pre-financing payment(s) has(/ve) been used up and provided all guarantees are received, if applicable. The Agency shall have 60 days to approve or reject the technical implementation report and to make a further pre-financing payment.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency.

The Agency will establish the amount of the total funding on the basis of the final report.

ICI-ECP Mobility and Double or Joint Degree projects are free to establish their own payment modalities with their students and faculty members provided that they respect the full amount to be paid out (i.e. the flat rate amounts for scholarship and travel grant amounts covering to the mobility periods between Europe and the Partner Country). Also, consortia will be obliged to provide their grantees with an advance and to perform payments on a regular basis. Students and faculty members are free to use their grants as they wish, naturally with the condition that they fulfil the activities for which the grant was paid.

9.2. Guarantee (for EU applicants only)

The Agency may require any organisation which has been awarded a grant exceeding EUR 60.000 to provide a guarantee in order to limit the financial risks linked to the prefinancing payment.

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

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the Agency may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

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

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

This requirement does not apply to:

- public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.
- beneficiaries who have entered into a framework partnership agreement may also be released from this obligation.

9.3. Double financing (for EU applicants only)

Subsidised projects may not benefit from any other Union funding for the same activity. To ensure this, applicants must give details in their application form of any other grant requests which they have submitted or intend to submit to the European Institutions stating in each case, the budgetary year, the budget heading, the European Union programme and the amount requested.

9.4. Funding method: Flat-rate grant

9.4.1. General provisions (for EU applicants only)

Under this system, approved by the Annual Action Programme 2013 for cooperation with industrialised countries and other high income countries and territories, based on the Industrialised Countries Instrument (Council Regulation (EC) No 1934/2006 of 21 December 2006 establishing a financing instrument for cooperation with industrialised and other high-income countries and territories), the grant is calculated on the basis of the following

To cover organisation and administrative costs a lump sum can be paid to eligible participating higher education or training institutions. Please, see the table below, in point 9.3.2.I for amounts for different actions.

The flat rate scholarship paid to eligible students will be 1000 € per month of mobility, plus an amount of 1500 € for travel.

The flat-rate scholarship paid to eligible faculty members will be 1000 € per week of mobility, plus an amount of 1500 € for travel.

The flat rate amounts for scholarship and travel grant amounts cover the mobility period in the Partner Country and one travel grant between Europe and the Partner Country. In principle the scholarship holders do not need to provide details on how the grant was used, but they need to be able to prove when and where the funded activity took place.

9.4.2. Calculation of the Grant

I - Funding from the EU

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

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

All amounts in EUR (€)	Mobility projects		Double or Joint Degree projects
	Funding for 2 EU institutions	Funding for 3 or more EU institutions	Funding for 2 or more EU institutions
Lump sums for administrative support	15.000	22.500	60.000
Student Mobility grants	130.000	130.000	230.000
Faculty Mobility grants	45.000	45.000	60.000
Max. total project funding	190.000	197.500	350.000

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

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

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

at least 3 EU institutions. This amount is foreseen to cover organisation and administrative costs

(calculation: 7.500 x 3 institutions = 22.500 €)

For Double or Joint Degree projects, a lump sum of 60.000 € is foreseen per project over the whole duration of the project, with a lump sum of 7.500 € per institution per year. This amount is foreseen to cover any organisational costs and should be divided evenly between the partner institutions.

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

(b) Mobility grants to EU students:

For Mobility projects: student mobility grants are calculated at 1.000 € per month, with a minimum stay abroad of one month (= four weeks) and a maximum of five months plus a fixed amount of 1.500 € for travel. The total maximum amount of student mobility grants is 130.000 € (including travel costs) per project. These amounts are calculated on the basis of an average stay abroad of five months.

(calculation: 20 students x 5 months x 1.000 € = 100.000 €)

(+Travel: 20 students x 1.500€ = 30.000 €)

(Total = 130.000 €)

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

(calculation: 20 students x 10 months x 1.000 € = 200.000 €)

(+ Travel: 20 students x 1500 = 30.000 €)

(Total = 230.000 €)

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

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

(c) Mobility grants to EU faculty members:

For Mobility projects: faculty mobility grants are calculated at 1.000 € per week plus a fixed amount of 1.500 € for travel per faculty member in relation to scholarly work and teaching, or project management work at the institutions in the non-EU Partner Country

with a minimum of one week and a maximum of four consecutive weeks. The total maximum amount of faculty mobility grants is 45.000 € per project.

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

Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.

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

Cost eligibility (for EU applicants only)

The beneficiary’s internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The eligible direct costs for the action/project are those lump sums and unit costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly. The following costs are eligible:

- a lump sum for expenses incurred by EU institutional partners;
- mobility scholarships for EU students;
- mobility scholarships for EU faculty members.

The scholarship is a block allocation intended to offset additional costs incurred by students/faculty members travelling abroad over the costs of remaining at the home institution. Tuition or other kinds of fees are not eligible for funding.

Mobility scholarships may not be used to move EU students/faculty within the EU. The major part of the monthly allowances and travel/relocation grants should be paid to the mobile persons before the mobility takes place; it can be paid in several instalments.

No other costs will be deemed eligible under this action.

II - Funding from Australia¹¹

The Australian Government Department Education (Department of Education) is responsible for the contract management of the Australian partner institutions.

Applicants for Mobility projects and Double or Joint Degree projects may apply for three components of funding: 1) flat rate amounts for administering the project; 2) mobility grants to Australian students; and 3) mobility grants to Australian faculty members.

The overall maximum amount of funding for Australian participants is outlined in the following table:

All amounts in AUD\$	Mobility projects		Double or Joint Degree projects
	Maximum Funding for 2 AU institutions	Maximum funding for 3 or more AU institutions	Maximum funding for 2 or more AU institutions
1. Lump sums for administrative support	20,000	30,000	80,000
2. Student Mobility grants	190,000	285,000	340,000
3. Faculty Mobility grants	40,000	56,000	80,000
Max. total project funding	250,000	371,000	500,000

The funding amounts in the table above are based on 20 or 30 students per project (Note: the minimum number of students for Mobility projects and for Double or Joint Degree projects is 20 students and a minimum number of 10 students per institution). The minimum amount of time abroad in Joint Mobility projects is one month (= four weeks) and in Double or Joint Degree projects, one academic year (minimum 10 months).

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

(a) Lump sums for administrative support for AUD partner institutions:

For Mobility projects a maximum lump sum of AUD\$10,000 is foreseen per institution with a maximum of AU\$30,000 in the case of a project with three Australian institutions over the whole duration of the project;

(calculation: AUD\$10,000 x 3 institutions = AUD\$30,000)

For Double or Joint Degree projects a maximum lump sum of AUD\$80,000 is foreseen per project over the whole duration of the project. This amount is foreseen to cover any

¹¹ For Australia: subject to funding being available

organisational costs during the whole project period. Applicants should provide details of the proposed allocation of administrative funds between project partners.

The lump sum amount essentially covers the costs linked with the organisation of the mobility, including insurance costs for the students' and faculty members' mobility, as well as the costs generated by the participation at the annual project coordinators' conference (Costs generated by participation at the Project Directors' conference may also be covered by the faculty members' mobility grants). This lump sum covers the entire contractual duration of the project. In case the duration of the contract is extended beyond what is initially agreed, no additional amount for administrative support will be provided.

(b) Mobility grants to Australian students:

For **Mobility projects**: student mobility grants are calculated at AUD\$1500 per month with a minimum stay abroad of one month (= four weeks) and a maximum of five months plus a fixed amount of AUD\$2,000 for travel.

The total maximum amount of student mobility grants is AUD\$190,000 (including travel costs) per project in the case of a project with two Australian institutions and a maximum of AUD\$285,000 (including travel costs) per project in the case of a project with three Australian institutions.

(calculation: 20 students x 5 months x AUD\$1,500 = AUD\$150,000)
(+ Travel: 20 students x AUD\$2,000 = AUD\$40,000)
(Total = AUD\$190,000)

(calculation: 30 students x 5 months x AUD\$1,500 = AUD\$225,000)
(+ Travel: 30 students x AUD\$2,000 = AUD\$60,000)
(Total = AUD\$285,000)

For **Double or Joint Degree projects**: student mobility grants are calculated at AUD\$1500 per month with a minimum stay abroad for one academic year (minimum ten months) plus a fixed amount of AUD\$2,000 for travel. The total maximum amount of student mobility grants is AUD\$340,000 (including travel costs) per project.

(calculation: 20 students x 10 months x AUD\$1,500 = AUD\$300,000)
(+ Travel: 20 students x AUD\$2,000 = AUD\$40,000)
(Total = AUD\$340,000)

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

Applicants should note that any mobility costs of Australian students within Australia as part of a project will not be covered.

(c) Mobility grants to Australian faculty (academic or administrative staff) members:

For **Mobility projects**: faculty mobility grants are calculated at a maximum of AUD\$1,500 per week plus a fixed amount of AUD\$2,000 for travel per faculty member in relation to scholarly work and teaching, or project management work at the institutions in the partner country with a minimum of one week and a maximum of four consecutive weeks.

The total maximum amount of faculty mobility grants for a Mobility project with two Australian institutions is AUD\$40,000 per project. In the case of a Mobility project with three or more Australian institutions, the maximum amount of funding is AUD\$56,000 per project.

For **Double or Joint Degree projects**: faculty mobility grants are calculated at a maximum of AUD\$1,500 per week plus a fixed amount of AUD\$2,000 for travel per faculty member in relation to scholarly work and teaching, or project management work at the institutions in the partner country with a minimum of one week and a maximum of four consecutive weeks. The total maximum amount of faculty mobility grants is AUD\$80,000 per project.

Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.

The maximum amounts mentioned under “lump sum for administrative support for AU consortium institutions” and under “Mobility grants to AU faculty (academic staff) members” above are calculated on the assumption that at least ten Australian students will be mobilised by each Australian institution. If, the actual number of Australian mobile students from a given Australian institution is lower than ten, then the maximum amounts mentioned above can be reduced proportionally for that institution.

III - Funding from Japan

Japan Student Services Organisation (JASSO) will provide funding to, and supervise the activities of, Japanese partner institutions.

Mobility projects and **Double Degree** projects may apply for three types of funding:

- a) lump sums/fixed amounts for administering the project;
- b) mobility grants to Japanese students; and
- c) mobility grants to Japanese faculty members.

Note: Japan will participate in Mobility projects and Double Degree projects but not in Joint Degree projects.

If there are justified reasons beyond the beneficiary's control, a maximum extension of 18 months may be granted for Mobility Projects and 6 months for Double Degree Projects.

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

All amounts in Yen	Mobility projects		Double Degree projects
	Maximum funding for 2 Japanese institutions	Maximum funding for 3 or more Japanese institutions	Maximum funding for 2 or more Japanese institutions
Lump sums for administrative support	1.500.000	2.250.000	6.000.000
Student Mobility grants	13.000.000	13.000.000	23.000.000
Faculty Mobility grants	4.500.000	4.500.000	6.000.000
Max. total project funding	19.000.000	19.750.000	35.000.000

However, funding from Japan depends on the approval of the Japanese budget 2014. Depending on the content of the approved budget in the next year, it might be that funds are available only for student mobility.

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

(a) Lump sums for administrative support for Japanese partner institutions:

For Mobility projects, a maximum lump sum of 750.000 Yen is foreseen per institution, over the whole duration of the project with a maximum of 2.250.000 yen per project, in case of a project with at least 3 Japanese institutions. This amount is foreseen to cover organisation and administrative costs.

(calculation: 750.000 x 3 = 2.250.000 Yen)

For Double Degree projects, a maximum lump sum of 6.000.000 Yen is foreseen per project over the whole duration of the project. This amount is foreseen to cover any organisational costs during the whole project period and should be divided evenly between the partner institutions.

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

(b) Mobility grants to Japanese students:

For Mobility projects: student mobility grants are calculated at up to 100.000 yen per month, with a minimum stay abroad of one month (=four weeks) and a maximum of five months plus a fixed amount of 150.000 yen for travel. However, grants are subject to change by budgets. The total maximum amount of student mobility grants is 13.000.000 yen (including travel costs) per project. These amounts are calculated on the basis of an average stay abroad of five months.

(calculation: 20 students x 5 months x 100.000 Yen = 10.000.000 Yen)
(+ Travel: 20 students x 150.000 = 3.000.000 Yen)
(Total = 13.000.000 Yen)

For Double Degree projects: student mobility grants are calculated at up to 100.000 Yen per month, with a minimum stay abroad of one academic year (approximately ten months) plus a fixed amount of 150.000 Yen for travel. However, grants are subject to change by budgets. The total maximum amount of student mobility grants is 23.000.000 Yen (including travel costs) per project.

(calculation: 20 students x 10 months x 100.000 Yen = 20.000.000 Yen)
(+ Travel: 20 students x 150.000 = 3.000.000 Yen)
(Total = 23.000.000 Yen)

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

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

(c) Mobility grants to Japanese faculty members:

For Mobility projects: faculty mobility grants are calculated at 100.000 yen per week plus a fixed amount of 150.000 yen for travel per faculty member in relation to scholarly work

and teaching or project management work at the institutions in the (EU) Partner Country with a minimum of one week. The total maximum amount of faculty mobility grants is 4.500.000 yen per project.

For Double Degree projects: faculty mobility grants are calculated at up to 100.000 Yen per week plus a fixed amount of 150.000 Yen for travel per faculty member in relation to teaching, or project management work at the institutions in the (EU) Partner Country with a minimum of one week. The total maximum amount of faculty mobility grants is 6.000.000 Yen per project.

Any number of faculty members may participate in mobility provided that the grant allocation and the minimum duration requirements are respected.

The maximum amounts mentioned under “lump sum for administrative support for Japanese consortium institutions” and under “Mobility grants to Japanese faculty (academic staff) members” above are calculated on the assumption that at least twenty Japanese students will be mobilised by the consortium. If the actual number of Japanese mobile students is lower than twenty, then the maximum lump sum amounts mentioned above can be reduced proportionally for that consortium.

IV - Funding from the Republic of Korea

The National Research Foundation of Korea (NRF) will provide funding to, and supervise the activities of, Korean partner institutions. **Funding from NRF for the EU-Korea projects selected under the present call for proposals in 2013 will be available only from 2014.** Proposals for projects involving Korean institutions must provide evidence that Korean partners are able to fully fund the project, including grants to Korean students, at least in year one of the project. The maximum funding amount will not exceed 600,000,000KRW per double or joint degree projects. (The funding amount for each project could be changed according to the total amount of annual budget.)

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

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

All amounts in KRW	Number of Korean institutions		
	2	3	4 or more
Flat-rate for administrative support	30,000,000	30,000,000	30,000,000
Student Mobility grants	270,000,000	270,000,000	270,000,000
Faculty Mobility grants	30,000,000	30,000,000	30,000,000
Total project funding	330,000,000	330,000,000	330,000,000

For Mobility projects:

Mobility grants to Korean students: student mobility grants are calculated at 1,000,000 KRW per month, with a minimum stay abroad of one month (= four weeks) and a maximum of five months plus an amount of 1,600,000KRW for travel. The total maximum amount of student mobility grants 270,000,000 KRW per project. This is a guideline for organisations and the funding amount per student could be slightly changed by each organisation.

These mobility grants concern the mobility of Korean students from their home institution to the host EU institution.

Grants are intended for full-time studies. The purpose of the grant is to pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution.

Mobility grants to Korean faculty members: The total maximum amount of faculty mobility grants is 30,000,000 KRW. Any number of faculty members may participate in mobility provided that the grant allocation is respected.

The overall amount of funding for a four-year **Double or Joint Degree consortia** project is outlined in the following table:

All amounts in KRW	Number of Korean institutions		
	2	3	4 or more
Flat-rate for administrative support, including the programme development	60,000,000	60,000,000	60,000,000
Student Mobility grants	420,000,000	420,000,000	420,000,000
Faculty Mobility grants	40,000,000	40,000,000	40,000,000
Total project funding	520,000,000	520,000,000	520,000,000

For Double or Joint Degree projects:

Mobility grants to Korean students: student mobility grants are calculated at 1,000,000 KRW per month, with a minimum stay abroad of one academic year (approximately ten months) plus an amount of 1,600,000KRW for travel. The total maximum amount of student mobility grants is 420,000,000KRW (including travel costs) per project. This is a guideline for organisations and the funding amount per student could be slightly changed by each organisation.

These mobility grants concern the mobility of Korean students from their home institution to the host EU institution.

Grants are intended for full-time studies. The purpose of the grant is to pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution.

Mobility grants to Korean faculty members: The total maximum amount of faculty mobility grants is 40,000,000 KRW. Any number of faculty members may participate in mobility provided that the grant allocation is respected.

9.4.3. Calculation of the final payment – documents to be submitted for flat-rate financing (for EU applicants only):

At final report stage, the co-ordinator will report to the Agency on how many students and faculty members have effectively received a grant. On the basis of this count of “units” spent, the Agency will calculate the final grant amount.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding decision/agreement, the final grant will be reduced accordingly, and where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

The financial part of the final report consists of a detailed declaration of the expenditure related to the effective implementation of the action (i.e. lump sums for consortia partners and flat rate payments for mobility scholarships) during the whole duration of the grant agreement. This declaration is based on unit costs per student or scholar. On the basis of this count of “units” spent, the Agency may require the beneficiary to repay any excess amounts already transferred by the Agency under the pre-financing payments.

The decision by the Agency to approve payments will be based on proof that the joint/shared study programme has been delivered to both EU and non-EU students and that high standards of quality have been maintained. In cases of patent non-compliance with high quality standards, the Agency may terminate the grant, or even ask for the reimbursement of the grant already paid.

The Authorising Officer responsible shall require the beneficiary to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public office.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, shall be customized for each grant at the time of signature of the grant agreement

The use of the report format set by the Grant agreement is compulsory.

10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Not applicable for the purposes of this Call

11. PUBLICITY (FOR EU APPLICANTS ONLY)

All grants awarded in the course of a financial year must be published on the Internet site of EU institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the EU.

The beneficiary authorises the Agency to publish the following information in any form and medium, including via the Internet:

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

Upon a reasoned and duly substantiated request by the beneficiary, the Agency may agree to forgo such publicity, if disclosure of the information indicated above would threaten the safety of the beneficiaries or harm their business interests.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. Detailed instructions can be found at: http://eacea.ec.europa.eu/about/eacea_logos_en.php.

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

The European Commission has opened a free public, multilingual, electronic platform called EVE ("Espace Virtuel d'Echange" or "Space for Virtual Exchange") for the dissemination and exploitation of project results. Its objective is to improve access to the results of Commission programmes and initiatives in the area of, inter alia, education and training, and at the same time increase their visibility. European project co-ordinators are expected to upload information on EVE about their project and its results, such as products, pictures, links or presentations. A link to the EVE webpage can be found at: http://ec.europa.eu/dgs/education_culture/eve/index_en.htm.

12. 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 Union institutions and bodies and on the free movement of such data.¹²

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. 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

¹² Official Journal L 8, 12.1.2001.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (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 EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

This call for proposals will be implemented by the Education, Audiovisual and Culture Executive Agency (the Agency) on behalf of the European Commission, and by the Australian Government Department Education (Department of Education), by Japan Student Services Organisation (JASSO) and by the Team of European & American Cooperation Programme, National Research Foundation of Korea.

Applicants from the EU and the Partner Countries must include in their application forms a common proposal narrative to be submitted to BOTH the Agency and the relevant authorities in the Partner Country concerned by the deadline mentioned below. Applications sent to only one of the two funding authorities will be excluded from the selection procedure. Technical annexes may differ to the extent that the EU and the Partner Countries have different requirements as set out in the enclosed guidelines.

The closing date for submitting proposals is 15 May 2014. Applications not sent to both agencies in time for this submission date will not be eligible for funding.

13.1. Submission of the grant application

European partners should read the guidelines and forms published by the Agency.

13.1.1. In the EU

Publication¹³:

The call for proposals is being published in the Official Journal of the European Union and on the Internet site of the Agency at the following address:

http://eacea.ec.europa.eu/bilateral_cooperation/eu_ici_ecp/index_en.php

Registration in the Participant Portal

¹³ See Article 110 of Financial Regulation and Articles 166 and 167 of its Implementation Rules

Before submitting a paper application, applicants 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>

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. Details on the supporting document that need to be uploaded in the portal can be found on the following link (*or in the Annexes or in the Application Guide*).

Application form:

Grant applications must be drawn up in one of the official EU languages, using the form specifically designed for this purpose. Please note that only typed applications will be considered.

The form can be obtained on the Internet at the following address:

http://eacea.ec.europa.eu/bilateral_cooperation/eu_ici_ecp/index_en.php

or by writing to:

EACEA-EU-ICI-ECP@ec.europa.eu

Submission of the grant application:

An application on behalf of the EU lead institution must be submitted on the correct form, and be signed and dated by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Only applications submitted on the correct form, duly completed, dated, submitted in 3 copies (one original clearly identified as such, plus 2 certified copies) and signed by the person authorised to enter in legally binding commitments on behalf of the applicant organisation will be accepted.

Also required is a common, signed proposal narrative of 5,000 words maximum. The narrative should reflect the significance of the project for the relationship between the EU and the Partner Country. The narrative should also identify the project's contribution to quality and excellence, and the mechanisms used to ensure quality of project implementation (see the Award Criteria in Section 8).

Endorsement letters are required from all partner institutions in Europe as well as the Partner Country concerned. Other major parties involved in the consortium should also indicate their commitment to this project in writing.

The European lead institution must submit the original application plus two copies by registered mail postmarked at the latest by 15 May 2014 to the following address:

The Education, Audiovisual and Culture Executive Agency
Unit P10 – TEMPUS and Bilateral Cooperation with Industrialised Countries
ICI-ECP Call for Proposals 24/2013

Avenue du Bourget n°1 – BOUR 02/17
B – 1049 Brussels

In addition, the European lead institution must send **an electronic (word) version** of the proposal to the following e-mail address by the deadline:

EACEA-EU-ICI-ECP@ec.europa.eu

Applications sent by fax will not be accepted. Applications sent by e-mail will not be accepted unless they are backed up by an original (signed) application submitted before the deadline.

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose. Applicants will be informed of the receipt of their proposal within 15 working days.

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.

All unsuccessful applicants will be informed in writing.

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

The list of accepted applications with details of beneficiary, project description, amount and percentage of subsidy will also be published on the Agency website after the completion of the award procedure.

Rules applicable in the EU:

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 of 26.10.2012, 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 of 31.12.2012, p.1)

Council Regulation (EC) No 1934/2006 of 21 December 2006 establishing a financing instrument for co-operation with industrialised and other high-income countries and territories (OJ L 405/2006 of 30.12.2006, p. 41). Amended by Annex I of the Regulation (EU) No. 1338/2011 of the European Parliament and of the Council.

Contacts:

If you have any questions **about this call**, please contact:

The Education, Audiovisual and Culture Executive Agency

Avenue du Bourget n°1 -- BOUR 2/17
B – 1049 Brussels
E-mail: EACEA-EU-ICI-ECP@ec.europa.eu

For general information on the programme policy and priorities, please contact:

European Commission
Directorate-General for Education and Culture
"International co-operation and programmes" Unit
B – 1049 Brussels
E-mail: EAC-C4-Cooperation@ec.europa.eu

European Commission
Service for Foreign Policy Instruments
Public Diplomacy and Election Observation - FPI.4
B - 1049 Brussels
E-mail: FPI-4@ec.europa.eu

13.1.2. In the Partner Countries

a) In Australia

From the 9th round onwards, in Australia the projects will be known as *Encounter: Australia –Europe*.

The call for proposals is published on the internet website of Australian Education International (AEI) at:

<https://aei.gov.au/international-network/europe/eubilateral-mobility-projects/pages/joint-mobility-projects.aspx>

Applications on behalf of the Australian lead institution must be submitted on the correct form, duly completed, dated and showing a balanced budget (revenue/expenditure). Applications must be drawn up in English, using the form specifically designed for this purpose. The form is available on the internet at the aforementioned address. Please note that only typed applications will be considered.

Applicants must submit copies of applications by post and email.

*Submission by post**

The posted application pack should comprise the original and two copies of the original and all attached documents. The application must include the same project narrative as submitted to the EU. The three versions of the applications should not be stapled or bound but may be held together with a clip. Proposals sent by FAX will not be accepted.

The application pack should be postmarked no later than Thursday **15 May 2014**. It should be sent to:

The Director, Strategic Policy, Europe & Americas
International and Infrastructure Group

Department Education
GPO Box 9880
Canberra ACT 2601

Applications delivered in person, by an authorised representative or private courier service, may be submitted to the offices of the Department of Education, at level 6, 14 Mort Street*, Canberra, no later than 17:00 hours AEST on Thursday, **15 May 2014**. The applicant should obtain a receipt as proof of submission, signed and dated by the official who took delivery.

*Submission by email**

Applications (Word format) should be sent by electronic mail to europa.ed@innovation.gov.au.

To allow for ease of use, applicants should ensure that individual documents are not larger than 4mb. Applicants may divide large documents into smaller documents but should ensure that each document is clearly labelled.

For Australian applicants seeking further information, please enquire via email at europa.ed@innovation.gov.au*

*Any changes to the above mail, email or delivery details will be published on the AEI webpage at:

<https://aei.gov.au/international-network/europe/eubilateral-mobility-projects/pages/joint-mobility-projects.aspx>

Notification of Status of Applications

The joint selection of projects is scheduled to be undertaken in June 2014. A funding agreement will be completed with successful applicants by October 2014. All applicants will be informed in writing of the outcomes of the selection process.

b) In Japan

The Call for proposals is published on the Internet at the following address:

http://www.jasso.go.jp/study_a/scholarships.html

Applications on behalf of the Japanese lead institution must be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure). They must be drawn up in Japanese using the form specifically designed for this purpose. Please note that only typed applications will be considered. The forms can be obtained on the aforementioned JASSO internet website. Applications should be sent by registered mail postmarked no later than **15 May 2014** in one original AND twenty (20) certified copies of the application forms which include the common proposal. Copies should be stapled and not bound in any way. Proposals sent by FAX will not be accepted.

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

Tetsuya Yamamoto
Director

Student Exchange Support Division
Student Exchange Department
Japan Student Services Organization (JASSO)
2-2-1 Aomi, Koto-ku, Tokyo 135-8630, Japan

Applications delivered in person, by an authorised representative or private courier service, may be submitted to the JASSO, no later than 17:00 (5.00 pm) on **15 May 2014**. The applicant should obtain a receipt as proof of submission, signed and dated by the official who took delivery.

For Japanese applicants seeking further information, please contact:

Yoshihiko Iwahara
Student Exchange Support Division
Student Exchange Department (same address as above)
Tel: (+81 3) 5520 6014
Fax: (+81 3) 5520 6015
Email: efs@jasso.go.jp

The joint selection of projects is scheduled to be completed in September 2014. A funding agreement will be completed with successful applicants by the end of October 2014. All applicants will be informed in writing of the outcomes of the selection process.

c) In the Republic of Korea

The call for proposals is published on the Internet at the following addresses: <http://www.nrf.re.kr>

Grant applications must be drawn up in both Korean and English, using the form specifically designed for this purpose. The form can be obtained at the aforementioned web site. Applications are to be submitted by the lead partner institution and must be received by NRF **no later than 15 May 2014**. To be eligible for consideration applications must be submitted on the correct application form, be complete, dated, and include a balanced budget (revenue/expenditure).

To submit an application:

Upload an electronic version of the proposal using the electronic proposal submission system at ernd.nrf.re.kr (including supporting documents).

Any applications must be received no later than 18:00 (6.00 pm) on 15 May 2014.

Any applications received after deadline will not be accepted.

Applications sent by FAX will not **be accepted**.

For further information, please contact:

EU Desk
EU and International Organizations
National Research Foundation of Korea

Tel: (+82 2) 3460 5616
Fax: (+82 2) 3460 5729
E-mail: khs001017@nrf.re.kr

Annexes

I. EU Application Form

II. Proposal Narrative

III. Content of a Project Proposal.

IV. Requirements for Progress Reports

V. Checklist for designing and sustaining an international Double or Joint Degree

VI. Model of EU Grant Agreement (will be published later)

ANNEX I. APPLICATION FORM

ANNEX II. PROPOSAL NARRATIVE

While there may be differences in the application forms and in the required annexes, it is important to remember that the proposal narrative must be identical for both submissions (to the Partner Country and to the EU). Therefore, the proposal narrative must address the following points:

- 1) The objectives of the project, the definition of the designated programme, such as a specialisation, if applicable, and its potential contribution to educational excellence and innovation, including the discipline and the project's outcomes for improving teaching and student achievement, including student employability.
- 2) The added value for the proposed discipline and profession and the proposed project compared with courses and programmes that may already exist in the same fields at national and international levels.
- 3) The commitment and the formal administrative arrangements for the mobility programme as evidenced by letters from the highest administrative and academic levels at the partner institutions, as well as the co-operative mechanisms and administrative structure for institutionalisation, meetings, roles for partners, and communications.
- 4) The student mobility programme and how it is integrated among the partner institutions (including its work placement and internship elements).
- 5) The arrangements for tuition and fees, as well as for the recognition and transfer of academic credits, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used.
- 6) The language plan, particularly the use of training facilities, mentors and tutors and local language resources, as well as the resources available for hosting foreign students and faculty, particularly the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration.
- 7) The faculty mobility programme and how it is integrated among the partner institutions (including a description of the activities to be performed by the faculty and staff on mobility and their relation to the project).
- 8) The evaluation plan, including an evaluation of the project upon completion, feedback mechanisms, and assessments by independent entities.
- 9) The plans for promoting and disseminating the results of the project.
- 10) The plan for ensuring the sustainability of the project after the end of the funding period.

ANNEX III. CONTENT OF A PROJECT PROPOSAL

The proposal must contain the following elements:

- A fully completed application form (i.e. EU forms to be submitted to the Agency and Partner Country forms to be submitted to the relevant authorities in the Partner Country concerned).
- A common, signed proposal narrative, of 5.000 words maximum (please note – the excessive part of your application over 5000 words will not be taken into account), reflecting the significance of the project to the relationship between the EU and the Partner Countries, the contribution to quality and excellence and the quality of project implementation (see Award Criteria in Section 8). Scanned versions of a signature from the overseas partner are acceptable.
- Endorsement letters from all partner institutions in Europe and in the Partner Country concerned. Other major parties involved in the consortium should also indicate in writing their commitment to this project. Scanned versions of the letters from the overseas partners are also acceptable.

ANNEX IV. REQUIREMENTS FOR PROGRESS REPORTS

The Agency and the relevant authorities in the Partner Countries carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication among themselves. Although the timing may vary somewhat, both the Agency and the funding organisation in the Partner Countries require progress reports to be submitted on the project goals, curricular development, evaluation, Memoranda of Understanding, student and faculty mobility, project expenditures and a plan for upcoming activities. In addition, a final report is required at the conclusion of the project.

In the EU, in the case of Mobility projects, the first progress report will be 18 months after the start of the project, together with the signed memorandum of understanding. The final report will be due two months after the end of the period of eligibility of the grant agreement.

In the EU, in the case of Double or Joint Degree projects, the first progress report will be due 16 months after the start of the project, together with the signed Memorandum of Understanding. A second progress report will be due 36 months after the start of the project. The final report will be due two months after the end of the period of eligibility of the grant agreement.

Funding authorities in the Partner Countries and the Agency will send instructions for submitting progress reports to the respective lead institutions or organisations.

ANNEX V. CHECKLIST FOR DESIGNING AND SUSTAINING AN INTERNATIONAL DOUBLE OR JOINT DEGREE

The following activities will be helpful for designing and sustaining an international coursework double degree:

1	Make a list of your own university's and country's requirements for the course you want to design. Work this up into a memo, and have your international partner(s) write in their qualifications requirements. From there, work to see your 'common ground'.
2	Use European Credit Transfer Scheme (ECTS) credit points to describe the requirements of the programme, or ensure that you set a conversion rate between your own and your partner's (partners') credit points. If you are not using the ECTS, be careful to always specify whose credit points you are referring to.
3	Identify the teaching periods you and the partner(s) customarily use, and highlight overlaps and gaps. Contemplate using intensive delivery to minimise differences. Remember that international students in some countries can only complete part of your requirements online.
4	Get more than one person in your school/department, faculty or interdisciplinary group involved and be sure to always include them in discussions (including e-mails). Many programs struggle when a key contact changes responsibilities or institutions.
5	Identify the partner who will be the organising 'hub' for the paperwork, enquiries and funding applications. Be sure to include them in discussions you have about the programme, so that they do not miss decisions.
7	Seek funding opportunities that offer as close to equitable inbound and outbound student and staff mobility as possible.
8	If a student completes requirements at your university and then proceeds to the partner(s) programme, have you got a means of checking when the student has completed the partner requirements?
9	Use your university unit guide template to structure your discussions on both the content and the nature of the teaching sought in the programme.
10	Agree and check assessment due dates to ensure that students on mobility do not carry over assessment tasks from previous units.

ANNEX VI. MODEL OF EU GRANT AGREEMENT