

**Industrialised Countries Instrument
Education Cooperation Programme (ICI-ECP)**

Call for proposals No EACEA/14/09

**Cooperation in higher education and training
between the EU and Australia, Japan, New Zealand and the Republic of Korea¹**

Guidelines 2009

CLOSING DATE FOR SUBMISSION: 15.09.2009

Applications must be submitted both
to the European authority, the EACEA (using this form) and
to the Partner Country's authorities (using the Partner Country's application form)



Australian Government

Department of Education, Employment and Workplace Relations



Independent Administrative Institution
**Japan Student Services
Organization**



Tertiary Education Commission
Te Amorangi Mātauranga Matua



**Ministry of Education,
Science and Technology**
Republic of Korea

¹ In alphabetical order.

TABLE OF CONTENTS

INTRODUCTION	3
1. OBJECTIVES OF THE ICI-ECP ACTIVITIES	4
2. TIMETABLE FOR 2009	5
3. BUDGET AVAILABLE FOR 2009	5
4. WHO IS ELIGIBLE FOR FUNDING AND WHAT CONSTITUTES A CONSORTIUM?	6
4.1. Eligible establishments/bodies/type of beneficiaries	6
4.2. Eligible consortia	7
4.3 Eligible countries and individuals	7
4.4 Eligible activities	7
4.5 Eligibility of Proposals (for EU applicants only)	12
5. EXCLUSION CRITERIA	13
5.1 For EU applicants only	13
5.2 For Australian applicants only	14
6. SELECTION CRITERIA	14
6.1 Operational capacity (for EU applicants only)	14
6.2 Financial capacity	15
6.2.1 For EU applicants only	15
6.2.2 For Australian applicants only	15
7. AWARD CRITERIA	15
8. FUNDING AMOUNTS	17
8.1 Funding from the EU	17
8.2 Funding from Australia	18
8.3 Funding from Japan	20
8.4 Funding from New Zealand	21
8.5 Funding from the Republic of Korea	21
9. THE ANNUAL PROJECT DIRECTORS' CONFERENCE	22
10. FINANCIAL CONDITIONS (for EU applicants only)	22
10.1 Payment procedures (for EU applicants only)	23
10.2 Double financing (for EU applicants only)	24
11. PUBLICITY (for EU applicants only)	24
12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS	25
12.1 Submission of the grant application in the EU	25
12.1.1 Rules applicable in the EU	27
12.1.2 Data protection	28
12.2 Submission of the grant application in the Partner Countries	28
12.2.1 Submission of the grant application in Australia	28
12.2.2 Submission of the grant application in Japan	29
12.2.3 Submission of the grant application in New Zealand	30
12.2.4 Submission of the grant application in the Republic of Korea	30
13. REQUIREMENTS FOR PROGRESS REPORTS	31
14. WHAT MUST BE IN A PROJECT PROPOSAL?	31

ICI-ECP Call for proposals EACEA/14/09

European Union – Australia – Japan – Republic of Korea

Draft Guidelines 2009

INTRODUCTION

Background

The EU and the Partner Countries recognise the importance of academic cooperation and exchanges as means to promote mutual understanding, innovation and quality of education as emphasised at several high level meetings. At the EU-Korea Summit on 23rd May 2009, leaders agreed that it is important to enhance cooperation in the areas of education and culture in order to foster a deeper mutual understanding between the peoples of each region and to promote exchanges between them. At the EU-Japan summit of 4th May 2009, leaders reiterated the importance of continuing and reinforcing higher education cooperation by supporting joint academic cooperation and student mobility projects. On 19th April 2007, the Commission and the Australian Department of Education, Science and Training signed a Joint Declaration outlining the areas for further reinforced co-operation in the fields of education and training. Education cooperation was further reinforced in the EU-Australia Partnership Framework Agreement launched on 29th October 2008 culminating in the first EC-Australia policy dialogue on higher education reforms on 2nd March 2009. On 21st September 2007, the EU and New Zealand adopted a 5-year framework for their relations, welcoming the successful start of EU-New Zealand pilot co-operation in higher education and arguing for enhanced education co-operation.

The Industrialised Countries Instrument (ICI) promotes cooperation between the European Union and seventeen industrialised and other high-income countries and territories in North America, the Asia-Pacific region and the Gulf region². 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 cooperation with Australia, New Zealand³, Japan, and the Republic of Korea includes bilateral cooperation projects in higher education and vocational training (so called "ICI-ECP [Education Cooperation Programme]") which are jointly selected and funded by the Commission and each Partner Country. This type of bilateral cooperation builds upon the experience gained since 2002. A pilot phase of EU-Japan and EU-Australia bilateral cooperation in higher education started in 2002. New pilot projects were launched in 2003. In 2004, a first EU-New Zealand cooperation project was launched and cooperation with Australia was further reinforced in 2005. Building on this pilot phase, the European Commission and the Partner Countries launched a first multi-country call for proposals in 2008 resulting in the selection of 11 joint projects: 5 with Australia, 3 with the Republic of

² See Council Regulation 1934/2006 of 21 December 2006 establishing a financing instrument for cooperation with industrialised and other high-income countries and territories.

³ No EU-New-Zealand Joint Mobility Projects will be funded in 2009

Korea, 2 with Japan and 1 with New Zealand. These projects involve a total of 75 institutions and will support the mobility of some 940 students.

From this year onwards, the European Commission has entrusted the implementation of ICI-ECP activities to the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the Agency).

The current 2009 Call for proposals supports the following activities:

ICI-ECP Joint Mobility projects

ICI-ECP activities shall provide funding for international curriculum development projects that involve short term mobility between the EU and the Partner ICI Countries. Selected consortia will set up a framework for student mobility whereby EU students will typically spend one semester in the Partner Country institution and vice versa with full recognition of the study period abroad by the home institution. Support will include mobility grants for students and faculty members, as well as flat rates/fixed amounts for administering the project.

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

1. OBJECTIVES OF THE ICI-ECP ACTIVITIES

The ICI- ECP activities have the following objectives:

The general objective shall be:

- 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 vocational institutions in Europe and in the Partner Countries.

The specific objectives shall be:

- to support cooperation between higher education and vocational training institutions with a view to promoting joint study programmes and mobility;
- to foster the mobility of students between the European Union and the Partner Countries by promoting transparency, mutual recognition of qualifications and periods of study, research and training, and, where appropriate, portability of credits;
- to support the mobility of professionals (teaching and administrative staff) with a view to improving mutual understanding, and expertise, of issues relevant to the relations between the European Union and the Partner Countries;

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

2. TIMETABLE FOR 2009

First half of June 2009	Publication of the call for proposals
15th September 2009	Deadline for submission of applications
Beginning of October 2009	Assessment of applications by independent experts
October 2009	Joint selection between the Agency, the European Commission and the Partner Countries
End October 2009	Award decision, Information of applicants about selection results and Project Contractualisation
Between 1 st November 2009 and 31 st December 2009	Beginning of Project implementation

Applications must be sent both to the Agency and to the relevant authorities in the Partner Country concerned no later than the 15th September 2009. Please, read carefully section 12 of this Call for proposals concerning the procedures for submitting applications. Late applications will be ineligible.

For European Union (EU) applicants only:

The project eligibility period is planned to start 1st November 2009 and finish 31st October 2012.

The maximum duration of Joint Mobility projects is 36 months.

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

The intention is to inform applicants of the outcome of the selection procedure in October 2009. It is planned that beneficiaries will receive their agreements for signature in October 2009.

3. BUDGET AVAILABLE FOR 2009

For EU institutions, the budget available for projects with all Partner Countries will amount

approximately to 2.8 Million € Comparable funding will be provided by the Partner Countries in accordance with the rules applicable for each of them.

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

The following table provides the estimated number of projects planned to be funded in 2009 for each of the Partner Country:

	EU-Australia	EU-Japan	EU-New-Zealand	EU-Republic of Korea	Total
ICI-ECP Joint Mobility projects	3-4	1-2	0 ⁴	3-4	7-10

For details on EU funding amounts for the different types of project activities as well as for indicative funding in the Partner Countries, please refer to section 8.

4. WHO IS ELIGIBLE FOR FUNDING AND WHAT CONSTITUTES A CONSORTIUM?

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

4.1. Eligible establishments/bodies/type of beneficiaries

Are they all considered as public bodies?

ICI-ECP activities are based on the development of a multilateral consortium of post-secondary higher education institutions and / or VET institutions in the EU and in each Partner Country. For the purpose of these activities:

- “*higher education institution (HEI)*” 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.
- “*vocational education and training (VET) institution*” means any type of public, semi-public or private body, which, irrespective of the designation given to it, in accordance with the applicable laws and practices, designs or undertakes vocational education or training, further vocational training, refresher vocational training or retraining. In the case of Australia, such an institution must be both physically located in Australia and be a Registered Training Organisation (RTO).

⁴ No EU-New-Zealand Joint Mobility Projects will be funded in 2009

- "*faculty members*" means teachers, trainers, administrators and other relevant staff of the participating higher education/VET 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 completion that are run by higher education or VET institutions.

4.2. Eligible consortia

A consortium applying for an ICI-ECP Joint Mobility project must include at least **3 Higher Education and/or VET institutions** from **3** different EU Member States and at least **2 institutions from the Partner Country**. In the case of Australia, applicants are encouraged to include consortium members located in different states and territories of Australia.

All consortia must have a non-profit lead institution or organisation in the EU responsible for submitting the common proposal, for coordinating the project, and for grant management and fiscal control.

Consortia may 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.

4.3 Eligible countries and individuals

Eligible institutions and organisations must be from one of the Partner Countries, participating in this year's Call (Australia, Japan or the Republic of Korea) and from one of the twenty-seven Member States of the EU (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, and the United Kingdom).

Eligible EU students and faculty 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 the purpose other than study) before the start of the outgoing mobility.

Concerning the Partner Country individuals 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 / employed by one of the partner institutions and selected by the consortia, which will also disburse those grants.

4.4 Eligible activities

ICI-ECP Joint Mobility projects should focus on the structured exchanges of students, and on the joint development of joint or shared curricula (i.e. combining existing modules, developing innovative curricula, applying new teaching methods, etc.), joint study

programmes (including the possibility of awarding joint or double degrees), and structured exchanges of faculty members. The partnerships should provide a framework for the outgoing and incoming mobility of students, trainees and faculty members.

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

ICI-ECP activities will provide support to Joint Mobility projects at either Master or Undergraduate level as well as in the area of Vocational Education and Training. Since ICI-ECP will not support a combination of both study levels within a same project, applicants must clearly indicate whether they are applying either for an undergraduate project or for a master project. ICI-ECP activities will not support doctorate level study⁵.

In the EU, the "Undergraduate (first cycle)" level study programmes are characterised by students studying for a university degree below the Master level that is recognised by the appropriate authorities in the Member State where the degree awarding institution is located.

In the EU a "Graduate/Master (second cycle)" level study programme is characterised by students studying for a university degree at Master level that is recognised by the appropriate authorities in the Member State where the degree awarding institution is located.

ICI-ECP Joint Mobility projects are funded for three years and will generally comprise two phases:

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

Memorandum of Understanding for ICI-ECP Joint Mobility projects

The lead institutions of the selected projects must submit to the Agency and to the funding organisation in their respective Partner Country a memorandum of understanding on tuition, fees and credit recognition and plans for evaluation, before the beginning of mobility, and in any case no later than the date of submission of the 1st progress report (see section 13).

⁵ It is planned that EU funding will be provided to support doctorate candidates and scholars mobility in the framework of Erasmus Mundus Action 2.

- The second phase of the project centres on student mobility, language learning, and continued curricular development.

ICI-ECP Joint Mobility projects should be sustainable beyond the funding period: an emphasis on the sustainability of learning programmes will demonstrate more effective spending and value for money. An important aspect of every project will be the dissemination of products, outcomes and results. Strategies for sustainability and dissemination should be incorporated in every project proposal.

ICI-ECP Joint Mobility projects must address the following components: i) curriculum development, ii) student services, language and cultural preparation; iii) student mobility, iv) faculty members' mobility, v) evaluation and vi) sustainability and dissemination.

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. The proposal should address how the project implements a new educational programme or improves current practice to prepare students for work in an international context.

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

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

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

ii) Student services, language, and cultural preparation

Since a key objective of the programme is to encourage and enable students to experience an academic, cultural, and linguistic 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 abroad period.

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

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

iii) Organisational frameworks for student mobility

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

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

Grants are intended for full-time studies.

The length of time a student spends abroad in study or training is closely related to the greater acquisition of cross cultural skills and academic knowledge needed to prepare for a global workforce. All participating students are expected to conduct a study abroad period of at least one academic semester (no less than 4 months) and a maximum of one academic year (10 months).

In case of projects in the field of VET a minimum period of study abroad of 3 months applies; this minimum period of 3 months may include also the time spent on work placements and/or internships. Mobility periods of shorter duration will not be taken into account for the award of the mobility grants.

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 Credits Transfer System (ECTS)⁶ or other built-in mechanisms for the recognition of study periods.

Number of mobile students: ICI-ECP Joint 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 30 EU students and 30 students from the Partner Country over the life of the project. Consortium projects must plan for student mobility from all partner institutions; each HE or VET institution is expected to mobilise at least 10 students over the life of the project. Consortia featuring two non-EU partners should note that the two non-EU partners must still arrange mobility for a minimum of 30 students to ensure matching numbers of students.

Work placements and internships: Applications for projects involving work or training experience, should address the objectives and the intended learning outcomes, and how the internships or work placements will be 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

⁶ See Europa website: http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm. For VET projects use of ECTS is only recommended.

student's designated study program by the home institution, etc). Competitive proposals should include the names and locations of participating industry, business, government and non-government organisations in which the applicant intends to place the students.

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

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

Recognition / transfer of credit arrangements: Recognition of credit for periods of study and training is a crucial component in successful Joint Mobility projects. ICI-ECP is intended to provide support to projects setting up a framework for student mobility with full recognition of the study period abroad⁷. The focus of the proposed project must be a coherent program of study with full recognition of the study abroad period by the home institution. In order to assure that students do not increase the length of their programme of study, applicants should secure administrative assurances from their home institutions that students' study and work abroad will be fully credited upon their return. Applicants, must submit a formal signed agreement (memorandum of understanding) for credit recognition and protocols for study or work placement from all participating institutions if possible together with the application, and in any case, before the start of the mobility.

Student services: Institutions participating in an ICI-ECP Joint Mobility project will need to pay particular attention to the support and guidance that students will need to obtain maximum benefit from a study abroad period. Students will need to be well prepared for foreign study and well received at host institutions. Applications should therefore contain a description of the pre-departure orientation activities at the home institution and arrival orientation activities at the receiving institution. Each partner institution should have an "international office" or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, health insurance, and special needs.

iv) Faculty members' mobility

Teachers, trainers, administrators, and other relevant specialists may participate in structured exchanges and/or teaching assignments as part of the project.

⁷ However ICI-ECP provides funding for projects not necessarily related to award of a joint or dual/double degree.

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 cooperation 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 1 week and a maximum of 4 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.

v) Evaluation

The project should develop a detailed evaluation plan which states the goals and anticipated outcomes of the project and indicates what qualitative and quantitative indicators will be used to measure the success of the project. The plan should also include written detailed evaluation of language and cultural training.

vi) Sustainability and dissemination

Strategies for the sustainability of linkages between partner institutions upon the end of the project, as well as the dissemination of products, outcomes and results from the project to a wider public should be incorporated in the application.

4.5 Eligibility of Proposals (for EU applicants only)

Only proposals submitted using the official application form, completed in full, signed and sent by the specified deadline, will be considered.

Only proposals which comply with the following criteria will be subject of an in-depth evaluation:

- a) The applicant is a legal institution (See application form: Legal Entity Form);
- b) The composition of the consortium corresponds to the requirements as explained in section 5.2 above;
- c) The proposal is sent at the latest by the specified closing date;
- d) The correct application form is used;
- e) The application form bears an **original** signature of the legal representative of the applicant organisation (See application form: Declaration);
- f) The application forms' common proposal narrative is signed by both the EU and Partner Country project coordinators (scanned or faxed versions are acceptable);
- g) The proposal includes the signed letters of endorsement from at least the minimum number of partner institutions required (scanned or faxed versions are acceptable);
- h) The proposal has been submitted both to the Agency and the relevant authorities in the Partner Country concerned;
- i) For the EU part of the partnership, the application includes a budget with a request for financial contribution from the European Union.

5. EXCLUSION CRITERIA

5.1 For EU applicants only

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities⁸ and set out below.

Applicants will be excluded from participating in the Call for proposals 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;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

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

- a) are subject to a conflict of interest;
- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
- c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure;

and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are

⁸ Council Regulation (EC, Euratom) No 1605/2002 (OJ L 248 of 16.09.2002), amended by Council Regulation (EC, Euratom) No 1995/2006 (OJ L 390 of 30.12.2006) and Council Regulation (EC) No 1525/2007 (OJ L 343 of 27.12.2007). These can be consulted in the Official Journal online at: <http://europa.eu.int/eur-lex/lex/en/index.htm>.

found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation (See application form: Declaration).

5.2 For Australian applicants only

The Department of Education, Employment and Workplace Relations (DEEWR) 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:

- does not meet DEEWR's financial viability requirements
- has, in the opinion of DEEWR, materially breached a contract with the Commonwealth
- 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*
- does not or has, in the past, failed to comply with the *Workplace Relations Act 1996*
- has given false or misleading information to DEEWR in and/or in relation to its application.

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

6. SELECTION CRITERIA

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed action or work programme.

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded. They must have the professional competencies and qualifications required to complete the proposed action or work programme.

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

6.1 Operational capacity (for EU applicants only)

In order to permit an assessment of their operational capacity, institutions must submit, together with their applications,

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

6.2 Financial capacity

6.2.1 For EU applicants only

Prior to contractualisation the EU lead institution of selected projects will have to submit a Financial Identification Form certified by the bank.

The verification of financial capacity shall not apply to natural persons in receipt of scholarships nor to public bodies⁹, or to international organisations.

6.2.2 For Australian applicants only

If, on the basis of the information provided by an Australian Applicant, DEEWR considers that the Australian applicant has not satisfactorily established its financial capacity to carry out the project. DEEWR 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.

7. AWARD CRITERIA

The selection of projects will be a competitive process based on the assessment of the significance and quality of the proposals of cooperation as well as of the content of the partnerships against the background of the description of the Actions under section 5.4.

The funding organisation, where appropriate, will be assisted in their joint selection of projects for funding by 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.

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

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

1 **Significance of the project for the relationship between the EU and the Partner Countries** (25%) will be determined by:

1.1 How relevant is the proposal to the objectives of the Call?

⁹ For EU programmes in higher education and vocational training, considered to be public bodies are all higher education and VET institutions recognised as such by the relevant authorities in the Member States, and all institutions or organisations which have received over 50% of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives

1.2 What is 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?

2 **Contribution to quality and excellence (25%)** will be determined by:

2.1 What is the likely project contribution to educational quality, excellence and innovation?

2.2 What is the significance of the project for improving teaching methods and students' further study / professional opportunities?

2.3 To what extent does the proposal define an academic quality control system and how efficient will this system be to ensure contribution to academic excellence?

3 **The quality of project implementation (50%)** will be determined by:

3.1 To what extent cooperation mechanisms and administrative structure reflect a well functioning partnership? Have the partners concluded/ will conclude by the start of the mobility a comprehensive partnership agreement? Is there a good level of commitment from the partner institutions in the project?

3.2 How integrated is the mobility scheme among the partner institutions? (i.e. how good is the distribution of the mobility activities among the partners and will the partner institutions' participation in the action be balanced)? How well does the proposal fulfil requirements in terms of numbers and types of mobility activities? How well balanced are the mobility flows proposed?

3.3 Has the partnership developed sound students selection mechanisms based on transparency, equality and merit principles applicable to all partner institutions in the framework of the proposed project? Does the proposal describe common standards agreed by the partnership for joint application, selection, admission and exams procedures?

3.4 What is 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 scale and other mechanisms for study periods compatible with ECTS will be used? Will the students be provided with 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)?

3.5 What is 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.)

3.6 What is the quality of the language plan and will language learning be assessed?

3.7 Will the partnership develop an on-going monitoring system? What is the quality of the evaluation plan?

3.8 What is the quality of the dissemination activities? Will proposed activities have an impact in terms of visibility and EU-Partner Countries cooperation awareness rising?

3.9 What is the quality of the development and sustainability plan (within and beyond the envisaged contractual period)? Is the project likely to be sustainable in terms of impact at an institutional level (including recognition of studies among partners, development of international cooperation, etc.)?

8. FUNDING AMOUNTS

8.1 Funding from the EU

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

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

All amounts in EUR	Funding for 3 EU institutions	Maximum funding for 4 or more EU institutions
Flat-rates for administrative support	33.750	45.000
Student Mobility grants	240.000	320.000
Faculty Mobility grants	45.000	60.000
Max. total project funding	318.750	425.000

In particular the maximum amounts of funding EU consortia institutions can apply for in relation to the three categories mentioned above for a 36 months project are calculated as follows:

i) Flat rates for EU consortium institutions: **A flat-rate of 11.250 € per institution** with a maximum of 45.000 € in case of a project with 4 or more EU institutions over the whole duration of the partnership. The flat-rate amount covers essentially 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 (unless covered by faculty members' mobility scheme; see below 10). This flat rate covers the entire contractual duration of the project. In case the duration of the contract is extended beyond what is initially agreed, no additional flat rate for administrative support will be provided.

ii) Mobility grants to EU students: Student mobility grants are calculated **at 700 € per month** with a minimum stay abroad for one semester (min. 4 months) and a maximum of 10 months plus a fixed amount of 1.000 for travel. In case of projects in the field of vocational education and training (VET) a minimum period of study abroad of three months applies; this minimum period of 3 months may include also the time spent on work placements and/or internships. The total maximum amount of student mobility grants is **80.000 € per each EU institution** and a **maximum of 320.000 € per project** in case of a project with 4 or more EU institutions.

These mobility grants concern mobility of EU students from their home EU institution to host institution in the Partner Country. 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. 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.

iii) Mobility grants to EU faculty members: Faculty mobility grants are calculated at a maximum of **1.000 € per week plus a fixed amount of 1.000 € for travel per faculty** in relation to scholarly work and teaching, or project management work at the institutions in the partner country with a minimum of one week and a maximum of four consecutive weeks. The total maximum amount of faculty mobility grants is **15.000 € per EU institution** and a **maximum of 60.000 € per project** in case of a project with 4 or more EU institutions. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.

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

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 flat rates 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 flat rate for expenses incurred by consortium EU institution 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/scholar members within the EU. Monthly allowances and travel/relocation lump sums must be paid in full to the mobile persons before the mobility takes place.

No other costs will be deemed eligible under this action.

8.2 Funding from Australia

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

The maximum amount of funding from DEEWR for an Australian consortium to carry out a three-year (36 months) project is outlined in the table below (applicants should also indicate if they plan to contribute any additional funding to the project). Applicants should note the minimum periods of study abroad for higher education and VET partners (see section 4.4. iii above):

All amounts in AUD	Number of Australian institutions		
	2	3	4 (or more)
Flat-rate for administrative support	25,000	37,500	50,000
Student Mobility grants	200,000	300,000	400,000
Faculty Mobility grants	25,000	37,500	50,000
Total project funding	250,000	375,000	500,000

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

Flat rates for administrative support for consortia institutions: **A flat-rate of AUD\$12,500 per institution** with a **maximum of \$50,000** in the case of a project with 4 or more Australian institutions. The flat-rate amount covers the costs linked with the organisation of student mobility, including (if not covered by other sources) insurance costs for the students' and faculty members' mobility, and the costs generated by participation at the annual project coordinators' conference (unless covered by faculty members' mobility grants). The flat-rate amount covers the entire contractual duration of the project. If the duration of the contract is extended beyond what is initially agreed no additional flat rate for administrative support will be provided.

Mobility grants to Australian students: DEEWR will provide funding for student mobility grants calculated **at AUD\$1,500 per student per month**. A mobile higher education student should spend at least one academic semester in the partner country of **no less than four months**. The maximum allowable period of study at an EU partner is two semesters or 10 months (note - the majority of Australian students in previous rounds of projects have studied for one semester).

For projects in vocational education and training (VET), a minimum period abroad of three months applies, with a maximum period abroad of two semesters or 10 months. All student mobility grants will include a fixed amount of **AUD\$1,000** towards travel costs. The total maximum amount of student mobility grants **for each Australian institution** is **AU\$100,000 with a maximum of AU\$400,000 per project** in the case of a project with four or more Australian institutions. These mobility grants provide a contribution to living costs for Australian students undertaking a period of student mobility at a host EU institution.

Consortia may supplement funds for student mobility grants provided by DEEWR with their own funds.

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

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

The maximum amounts mentioned under “Flat rates for administrative support for consortia institutions” and under “Mobility grants to Australian faculty” above are calculated on the assumption that at least 10 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 10, then the maximum amounts mentioned above will be reduced proportionally for that institution.

8.3 Funding from Japan

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

Japanese partner institutions which can compose consortia are limited to universities.

The study abroad period is from April 2010 to March 2013.

The overall amount of funding from JASSO for three-year Joint Mobility projects, which will be selected in 2009 and begin exchange activities from April 2010, amounts to 54,000,000 Yen of which 18,000,000 Yen for the first year. However, these amounts are not fixed, as they have yet to be approved by Japanese budget authorities. Also, the amount of funding for the 2nd and the 3rd year may change depending on the JASSO budget.

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

Mobility grants to Japanese students: Student mobility grants are calculated **at 100,000 Yen per student per month** with a minimum stay abroad of 4 months and a maximum of 10 months, plus a fixed amount of **150,000 Yen** for travel. The maximum amount of student mobility grant funding available for the whole projects is 54,000,000 Yen of which 18,000,000 Yen for the 1st year. It is estimated that 1 to 2 projects may be selected in 2009. The amount of funding per institution may therefore vary depending on the number of projects and institutions involved. Details of the funding sought by each institution should be included in the proposal. These mobility grants concern mobility of Japanese students from their home institution to host EU institution.

Grants are intended for full-time studies. Each mobile student (EU or non-EU) is supposed to spend in the partner country at least one academic semester or term of no less than 4 months. Mobility periods of shorter duration will not be taken into account for the award of mobility grants. The purpose of the grant is to pay for those costs associated with study abroad that are over and above the cost for undertaking the same study at the home institution.

8.4 Funding from New Zealand

N.A.

Joint EU-New Zealand mobility projects will not be funded in 2009, but New Zealand may participate in the 2010 call for proposals.

8.5 Funding from the Republic of Korea

The Ministry of Education, Science and Technology of the Republic of Korea (MEST) will provide funding to and supervise the activities of Korean partner institutions. **Funding from MEST for the EU-Korea projects selected under the present call for proposals in 2009 will be available only from 2010.** Proposals for projects involving Korean institutions must provide evidence that Korean partner institutions are able to fully fund the project including grants to Korean students, at least in year one of the project.

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

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

All amounts in KRW	Number of Korean institutions	
	2	3
Flat-rate for administrative support	30,000,000	45,000,000
Student Mobility grants	232,000,000	348,000,000
Faculty Mobility grants	40,320,000	60,480,000
Total project funding	302,320,000	453,480,000

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

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

Mobility grants to Korean students: Student mobility grants are calculated at 1,000,000 KRW per student per month with a minimum stay abroad of 4 months and a maximum of 10 months plus a fixed amount of 1,600,000 KRW for travel. The total maximum amount of student mobility grants is 116,000,000 KRW per each Korean institution and a maximum of 348,000,000 KRW per project in case of a project with 3 or more Korean institutions. These mobility grants concern mobility of Korean students from their home institution to host EU institution.

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

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

9. THE ANNUAL PROJECT DIRECTORS' CONFERENCE

An important part of the ICI-ECP activities will be the annual project directors' conference. The participation of all EU and non-EU partner institutions of newly selected and on-going projects at these conferences is essential because it provides the only opportunity for consortia and the funding agencies to meet together. This conference is intended to serve as a medium where project participants can meet together to share ideas on project implementation. It is also intended as a forum for discussion to help the administrations in the EU and in the Partner Countries to make important decisions on how best to coordinate these activities. Project partners are also given ample time during the annual meeting to work as a group by themselves as well as with their ICI-ECP officers. Each consortium should make provisions for participation in these meetings for their EU and Partner Country lead institutions. Participation in these conferences may be covered either from the flat rate/administrative costs or grants for faculty members' mobility. No other specific funding will be provided. The ICI-ECP annual conference is held in the fall or winter and alternates between Europe and the Partner Countries. The conference may be held in conjunction with the EU-US and EU-Canada programmes.

10. FINANCIAL CONDITIONS (for EU applicants only)

Community grants are incentives to carry out projects which would not be feasible without the EU financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

Acceptance of an application by the Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary.
The awarding of a grant does not establish an entitlement for subsequent years.

The allocated amount may not exceed the amount requested.

Grant applications must include a budget in euro with a request for financial contribution from the European Community. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the EU, series C, on the date of publication of this Call for proposals.

The "applicant" must indicate the sources and amounts of any other EU funding received or applied for in the same financial year for the same action.

10.1 Payment procedures (for EU applicants only)

In the event of definitive approval by the Agency, a financial agreement drawn up in Euro and detailing the conditions and level of funding, will be entered into between the Agency and the beneficiary. This agreement (the original) must be signed and returned to the Agency immediately. The Agency will sign it last.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Agency where it results from the pre-financing payment.

Pre-financing is intended to provide the beneficiary with a float. It is split into a number of payments.

A 1st pre-financing payment of 30% of the total amount of funding will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement.

Further pre-financing payments will be divided into two annual instalments, each representing 35% of the total amount of funding. Payment of each further instalment will be subject to receipt and approval by the Agency of annual progress reports, including financial statement as appropriate, and may not be made until at least 70% of the previous pre-financing payment(s) has(/ve) been used up. The Agency shall have 90 days to approve or reject the technical implementation report and to pay a further pre-financing.

The Agency will establish the amount of the total funding on the basis of the final reports. The financial part of the final report consists of a detailed declaration of the expenditure related to the effective implementation of the action (i.e. flat-rates for consortia partners and mobility scholarships) during the whole duration of the specific agreement. This declaration is based on unit costs per student or scholar. Interests gained on pre-financing payments¹⁰ must also be declared in the final report. On the basis of this count of "units" spent and interest gained, 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 those high standards of quality are 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.

¹⁰ See Articles 5 and 5bis of the Financial Regulation and Article 4 of its Implementation Rules.

The beneficiary's annual progress reports will have to list the students and faculty members actually sent out during the last implementation period (if applicable) and those planned to be sent out for the next implementation period.

At final report stage the coordinator will report to the Agency on how many students / faculty members have effectively received a grant and how much interest has been yielded by pre-financing. On the basis of this count of "units" spent and interest gained, the Agency will calculate the final grant amount.

ICI-ECP Joint Mobility 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 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.

10.2 Double financing (for EU applicants only)

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

11. PUBLICITY (for EU applicants only)

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

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

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

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project, which will be provided by the Agency. 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 for the dissemination and exploitation of project results. This platform is called EVE ("Espace Virtuel d'Echange") and 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 coordinators 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 on:

http://ec.europa.eu/dgs/education_culture/valorisation/index_en.html.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The present Call for proposals will be implemented by the Education, Audiovisual and Culture Executive Agency Executive (the Agency) on behalf of the European Commission and by the Australian Department of Education, Employment and Workplace Relations (DEEWR), Japan Student Services Organization (JASSO) and the Ministry of Education, Science and Technology of the Republic of Korea (MEST).

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 15th September 2009. Applications not sent to both agencies in time for this submission date will not be eligible for funding.

12.1 Submission of the grant application in the EU

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

Publication¹¹:

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

http://eacea.ec.europa.eu/extcoop/ici-ecp/index_en.htm

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/extcoop/ici-ecp/index_en.htm

or by writing to:

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

Only one copy of the form will be sent out per request.

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

¹¹ See Article 110 of Financial Regulation and Articles 166 and 167 of its Implementation Rules

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 mechanisms used to ensure quality of project implementation (see the Award Criteria in Section 7).

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 the deadline of this Call**¹² to the following address:

The Education, Audiovisual and Culture Executive Agency
ICI-ECP Call for Proposals 2009
Avenue du Bourget n°1 – BOUR 2/23B
B – 1140 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:

FACEA-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.

¹² 15th September 2009

Further information

For EU applicants seeking further **information about this call**, please contact:

[Ms Rea Brunila](#)

[Programme Manager](#)

The Education, Audiovisual and Culture Executive Agency

Avenue du Bourget n°1 – BOUR 2/63

B – 1140 Brussels

phone: (+32 2) 298.83.64

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 External Relations

Unit Relations with Japan, Korea, Australia, New Zealand

Fax: (+32 2) 299.10.33

E-mail: RELEX-C2@ec.europa.eu

Offices: Rue de la Loi/Wetstraat 170, 1040 Brussels

European Commission

Directorate-General for Education and Culture

Unit Cooperation and international programmes

B-1049 Brussels

Fax: (+32 2) 296 32 33

E-mail: eac-3c-cooperation@ec.europa.eu

Offices: Place Madou/Madouplein 1, B-1210 Brussels

For Australia:

Mr Bodo Richter, phone: (+32 2) 299 00 67

For Japan and South Korea: Mr Diego Sammaritano, phone: (+32 2) 299 00 23

12.1.1 Rules applicable in the EU

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities. (OJ L 248, 16.9.2002, p. 1, as last amended by Council Regulation (EC) No 1525/2007 of 17 December 2007 (OJ L 343, 27.12.2007 p. 9).

Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities. (OJ L 357, 31.12.2002, p. 1, as last amended by Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111, 28.4.2007, p. 13).

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 (OJ L 405/2006 of 30.12.2006, p. 41).

12.1.2 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 Community institutions and bodies and on the free movement of such data.¹³

The applicant's replies to the questions in the application form are necessary in order to assess the grant application and these will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, the applicant may be sent personal data for correction or completion. For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

12.2 Submission of the grant application in the Partner Countries

12.2.1 Submission of the grant application in Australia

The Call for proposals is published on the Internet at the following address:
http://www.dest.gov.au/sectors/international_education/default2.htm

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

Applications should be sent by electronic mail to Europe@deewr.gov.au no later than 15th September 2009 AND by registered mail postmarked no later than **15th September 2009** in one original and two certified copies of the application forms which include the common proposal. Copies should be stapled and not bound in any way. Proposals sent by FAX will not be accepted.

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

Mr John Barbour
Director
North Asia, Americas and Europe Section (LC C72NB5)
Department of Education, Employment and Workplace Relations
GPO Box 9880
Canberra ACT 2601

Applications delivered in person, by an authorised representative or private courier service, may be submitted to the offices of DEEWR (16-18 Mort Street, Canberra), no later than 17:00

¹³ Official Journal L 8, 12.1.2001.

(5.00 pm) on **15th September 2009**. The applicant should obtain a receipt as proof of submission, signed and dated by the official who took delivery.

For Australian applicants seeking further information, please contact:

Mr Richard Wade
North Asia, Americas and Europe Section (LC C72NB5)
Department of Education, Employment and Workplace Relations
GPO Box 9880
Canberra ACT 2601
Tel: (+61 2) 6240 8056
Fax: (+61 2) 6123 6953
Email: richard.wade@deewr.gov.au

Notification of Status of Applications

The joint selection of projects is scheduled to be undertaken in September 2009. A funding agreement will be completed with successful applicants by the end of October 2009. All applicants will be informed in writing of the outcomes of the selection process.

12.2.2 Submission of the grant application 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 **15th September 2009** 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:

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

Applications delivered in person, by an authorised representative or private courier service, may be submitted to the JASSO, no later than 17:00 (5.00 pm) on **15th September 2009**. 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:

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

The joint selection of projects is scheduled to be completed in September 2009. A funding agreement will be completed with successful applicants by the end of October 2009. All applicants will be informed in writing of the outcomes of the selection process.

12.2.3 Submission of the grant application in New Zealand

N.A.

12.2.4 Submission of the grant application in the Republic of Korea

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

<http://www.mest.go.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 the Ministry of Education, Science and Technology **no later than 15th September 2009**. To be eligible for consideration applications must be submitted on the correct application form, be complete, dated, and include a balanced budget (revenue/expenditure).

To submit an application:

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

ICI Education Cooperation Programme
Mr. Joonmo Ahn
Global Human Resource Division
Ministry of Education, Science and Technology
55, Sejong-no, Jongno-gu, Seoul,
Republic of Korea 110-760

Applications delivered in person, or by private courier service, must be received by the Ministry of Education, Science and Technology, no later than 18:00 (6.00 pm) on **15th September 2009**.

Applications received by mail or courier must be postmarked no later than **15th September 2009**. Applications should not be stapled or bound.

Applications sent by FAX will not be accepted.

For further information, please contact:

Mr. Joonmo Ahn
Global Human Resource Division
Tel: (+82 2) 2100 6170
Fax: (+82 2) 2100 6173
Email: jmahn@mest.go.kr

13. 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 annual 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 the 1st progress report will be due by 30th June 2010, together with the signed memorandum of understanding. A second progress reports will be due 12 months later. The final report will be due 2 months after the end of the period of eligibility of the agreement.

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

14. WHAT MUST BE IN A PROJECT PROPOSAL?

The proposal must contain the following elements:

- A fully completed application forms (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, reflecting the significance of the project in 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).
- 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.

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 mobility project, the definition of the designated program such as a specialisation if applicable, and its potential contribution to educational excellence and innovation, including the discipline.
2. The project's outcomes for improving teaching and student achievement.

3. The added value for the proposed discipline and profession and the proposed mobility project compared with courses and programs that may already exist in the same fields at national and international levels.
4. The mobility program and how it is integrated among the consortia institution (including its work placement and internship elements if any).
5. The commitment and the formal administrative arrangements for the mobility program as evidenced by letters from the highest administrative and academic levels at the partner institutions.
6. The arrangement for academic credits, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used.
7. The cooperative mechanisms and administrative structure for institutionalisation, meetings, roles for partners, and communications.
8. The arrangement for tuition and fees.
9. The consortium structure and mechanisms for student and faculty mobility between hosting institutions.
10. The language plan, particularly, the use of training facilities, mentors and tutors, and local language resources.
11. The resources available for hosting foreign students and faculty, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration.
12. The evaluation plan, including an evaluation of the project upon completion, feedback mechanisms, and assessments by independent entities.
13. The plans for promoting and disseminating the results of the project as well as for ensuring its sustainability after the end of the funding period.

ANNEXES:

- EU Application Form
- Model of EU Grant Agreement