



**EUROPEAN COMMISSION**  
Directorate-General for Education and Culture  
Education

**- ERASMUS MUNDUS -**

**the Community Action programme for the enhancement of quality in higher education  
and the promotion of intercultural understanding through co-operation with third  
countries**

**CALL FOR PROPOSALS – DG EAC No. EAC/70/05**

**for the implementation of  
Action 1, Action 2 and Action 3 in the academic year 2007/2008 and  
Action 4 in the year 2006**

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## 1. INTRODUCTION

Erasmus Mundus is a co-operation and mobility programme in the field of higher education which promotes the European Union as a centre of excellence in learning around the world. The decision establishing the Erasmus Mundus programme was adopted by the European Parliament and Council on 5 December 2003 (Decision No 2317/2003/EC).<sup>1</sup> The programme covers the period 2004 - 2008 and has an overall budget of € 230 million. This Call for Proposals is the fourth annual call issued since the launch of the programme, and was anticipated in the annual plan of work prepared by the Directorate-General for Education and Culture.

The Erasmus Mundus programme provides a response to the challenges of globalisation faced by European higher education today, in particular the need to adapt education systems to the demands of the knowledge society, to enhance the attractiveness and visibility of European higher education world-wide and to stimulate the process of convergence of degree structures across Europe. These themes are central to current national reform processes in higher education taking place in Member States.

In the original proposal for the Erasmus Mundus programme, the Commission opened up the possibility of directing students participating in various regional cooperation programmes towards the Erasmus Mundus programme. Against this background and within the context of co-operation between the European Union and Asia (with the exception of Japan and Korea), the Commission has adopted financing decisions which allow for an increased participation of Asian nationals in the Erasmus Mundus programme. These funds have been added to the Erasmus Mundus budget. This call for proposals includes the concrete implementation modalities for these additional funds.<sup>2</sup>

The programme comprises **four Actions**. Proposed activities must conform to the requirements of the action lines to be considered for funding by the Erasmus Mundus programme:

### *Action 1 - Erasmus Mundus Masters Courses<sup>3</sup>*

The Erasmus Mundus programme supports top-quality Masters Courses of between one and two years offered by a group of higher education institutions (called the “consortium”), which consists of a minimum of three higher education institutions coming from three different Member States, EEA-EFTA states or candidate countries. Masters Courses must exist at the time of application, i.e. they must be ready to run in the academic year the consortia are applying for. They are selected for a period of five years. Selected Masters Courses must be attended by European graduate students as well as by a specific number of third-country graduate students and scholars (see Action 2). They must involve mobility between the institutions of the consortium and lead to the award of a recognised double, multiple or joint

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<sup>1</sup> OJ L 345, 31.12.2003, p. 1.

<sup>2</sup> The Commission may adopt further financing decision which would allow for additional participation of other nationals in the Erasmus Mundus programme. If such financing decisions are adopted, Erasmus Mundus coordinating institutions will be informed accordingly.

<sup>3</sup> Article 2 of the programme Decision defines Masters Courses as “graduate or postgraduate studies which are courses of higher education study that follow a first degree lasting a minimum of three years and lead to a second or further degree”.

degree. Neither undergraduate nor doctoral studies, but only studies leading to a master degree are eligible for Erasmus Mundus Masters Courses.

### ***Action 2 - Scholarships***

The Erasmus Mundus programme awards funds to the selected Erasmus Mundus Masters consortia which they use to provide scholarships to highly qualified third-country graduate students and scholars – to students to follow the selected Erasmus Mundus Masters Course, to scholars to carry out teaching and research assignments and scholarly work in the institutions participating in the Course. Students and scholars must apply to the Erasmus Mundus Masters consortia. If they are accepted to participate in the Masters Courses, Erasmus Mundus consortia apply to the Education, Audiovisual and Culture Executive Agency (hereinafter the "Agency") for the corresponding scholarship funds.

### ***Action 3 - Partnerships***

The Erasmus Mundus programme supports Partnerships between Erasmus Mundus Masters consortia and third-country higher education institutions with a view to allowing European participants in the Erasmus Mundus Masters Courses (both graduate students and scholars), to spend a short period of time at the third-country partner universities as part of the Masters Course.

### ***Action 4 – Enhancing attractiveness***

The Erasmus Mundus programme supports European co-operation projects which aim at improving the brand image, visibility and accessibility of European higher education; or which deal with the international dimension of quality assurance, of credit recognition, of mutual recognition of qualifications with third countries, of curriculum development or of mobility.

The present call for proposals refers to the implementation of all Actions of the Erasmus Mundus programme. While selected projects under Actions 1, 2 and 3 will be implemented as of the academic year 2007/2008, selected Action 4 projects will be implemented as of November 2006.

## **2. OBJECTIVES AND PRIORITIES**

### **2.1 Programme Objectives**

The Erasmus Mundus programme's overall aim is to enhance the quality of European higher education by fostering co-operation with third countries in order to improve the development of human resources and to promote dialogue and understanding between peoples and cultures.

The programme's specific objectives are:

- to promote a quality offer in higher education with a distinct European added value, attractive both within the European Union and beyond its borders;
- to encourage and enable highly qualified graduates and scholars from all over the world to obtain qualifications and/or experience in the European Union;

- to develop more structured co-operation between European Union and third-country institutions and greater European Union outgoing mobility as part of European study programmes;
- to improve accessibility and to enhance the profile and visibility of higher education in the European Union.

## **2.2 Priorities**

The Erasmus Mundus programme is open to applications in all disciplines and subject areas. There are no priority areas in the present Call for Proposals.

## **3. TIMETABLE**

Applications must be posted no later than the dates indicated below for each Action (please also read carefully section 13.3 of this call for proposals concerning the procedures and deadlines for submitting applications).<sup>4</sup>

### **3.1 Timetable for Action 1**

Applications for Erasmus Mundus Master's Courses must be posted to the Agency no later than **30 April, 2006**.

Activities under Action 1 must start at the beginning of the academic year 2007/2008 and in any case before December 2007. Master's Courses will be selected for a five-year period subject to the renewal of the European Union's Erasmus Mundus Programme in 2008. Each selected Course will also be subject to a lightweight annual assessment and renewal process.

The intention is to inform applicants of the outcome of the selection procedure no later than the month of October 2006. It is planned that beneficiaries will receive their agreements for signing by June 2007.

### **3.2 Timetable for Action 2**

Individual applications for Erasmus Mundus scholarships must be directed to the Erasmus Mundus Master's Course consortium concerned, according to the application procedures determined by each consortium. The closing date for students and scholars to apply for a scholarship may vary between Master's Courses and applicants are advised to consult the coordinating institution of the Erasmus Mundus Master's Course for which they are seeking entry for precise details.

Lists of potential grantees and reserve lists compiled by Consortia must then be posted to the Agency no later than **February 28, 2007**.

The intention is to inform consortia of the outcome of the selection procedure no later than the month of May 2007. It is planned that beneficiaries will receive their agreements for signing by June 2007.

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<sup>4</sup> Article 167 IR.

Consortia will then inform students and scholars if they are to be awarded a scholarship. Scholarships are intended for students and scholars to participate in Masters Courses with a start-date during the academic year 2007/2008. Student scholarships are awarded for the defined period of their Masters study programme, up to a maximum duration of two years. In principle, stipends for scholars will cover three months. Extensions or alterations to the eligibility period must be duly justified in writing and require the approval of the Agency.

### **3.3 Timetable for Action 3**

Applications for Action 3 must be posted to the Agency no later than **30 November, 2006**. Partnerships will be selected for the academic year 2007/2008 and will run for a maximum of three years.

The intention is to inform applicants of the outcome of the selection procedure no later than the month of February 2007. It is planned that beneficiaries will receive their agreements for signing by June 2007.

### **3.4 Timetable for Action 4**

Applications for Action 4 must be posted to the Commission no later than **31 May, 2006**. Activities must start between November and December 2006. The maximum duration of projects is 36 months. No applications will be accepted for projects scheduled to run for a longer period.

The intention is to inform applicants of the outcome of the selection procedure no later than the month of October 2006. It is planned that beneficiaries will receive their agreements for signing by November 2006.

The period of eligibility of costs will start on the day the contract is signed by the last of the parties. Costs incurred prior to the signing of the grant agreement will not be considered.

## **4. BUDGET AVAILABLE**

The total budget earmarked for the co-financing of projects under the present call for proposals is estimated at EUR 73.5 million:

- Action 1: EUR 1.2 million which allow for the selection of about 24 new Courses, and the prolongation of the Courses selected under the previous calls for proposals;
- Action 2:
  - EUR 45.2 million of Erasmus Mundus funds which allow for the award of about 1130 student scholarships and 240 scholar scholarships;
  - EUR 17.4 million of “Asian window” funds which would allow for the award of about 470 student scholarships;
- Action 3: EUR 6.9 million which allow for the selection of about 23 Partnerships;

- Action 4: EUR 2.8 million. Grant amounts will vary considerably according to the size of the projects selected (usually between 120,000 and 340,000 euros). Financial contribution from the Commission cannot normally exceed 75% of the total eligible costs.

All of these figures are indicative. Budgetary shifts between the various Actions are possible. Furthermore, the Commission and the Agency reserve the right not to distribute all the funds available.

## **5. ELIGIBILITY CRITERIA**

### **5.1. General eligibility criteria**

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

#### ***5.1.1 Eligibility Criteria for Action 1***

- Applicants must not be in one of the situations listed as exclusion criteria under point 6;
- Applicants and partners must be higher education institutions recognised as such by the participating countries where they are located. For the purposes of the Erasmus Mundus programme, a higher education institution is deemed as recognised if it has been awarded an Erasmus University Charter under the Socrates programme. If an applicant or a partner has not been awarded an Erasmus University Charter, the Agency will check with the national structure concerned whether the institution in question corresponds to the definition of higher education institution given in article 2 of the programme Decision;
- The minimum consortium must consist of three higher education institutions from three different eligible countries;
- Higher education institutions must be located in one of the countries eligible for Action 1. In cases where the minimum consortium includes higher education institutions from an EEA-EFTA state or a candidate country, at least two of the participating institutions must be located in Member States;
- The submission deadline and all other formal eligibility criteria as explained in the application form in Annex A must be respected.

#### ***5.1.2 Eligibility Criteria for Action 2***

- Only third-country graduate students and scholars who have applied to and have been accepted by an Erasmus Mundus Masters Course are eligible for a scholarship. All countries of the world - with the exception of the Member States, the EEA-EFTA states (Iceland, Liechtenstein, Norway) and the candidate countries for accession to the EU (Bulgaria, Croatia, FYROM<sup>5</sup>, Romania and Turkey) - are considered third countries;
- Third-country students and applicants must use the application system provided by the Erasmus Mundus Masters consortia and respect the specific application, admission and selection criteria established by each consortium;

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<sup>5</sup> Former Yugoslav Republic of Macedonia.



- Erasmus Mundus Masters consortia must ensure that third-country students / scholars meet the definition established in article 2 of the programme Decision. Non-compliance with this definition may lead to the cancellation of the scholarship awarded to a student / scholar. However, students may be admitted conditionally to Erasmus Mundus Masters Courses, and selected conditionally for scholarships, on the basis that the scholarship only become effective when the students fulfil all the eligibility criteria.
- As for the funding applications by Erasmus Mundus Masters consortia to the Agency, the criteria mentioned under Action 1 (see point 5.1.1) apply.

### **5.1.3 Eligibility Criteria for Action 3**

- Applicants must not be in one of the situations listed as exclusion criteria under point 6;
- Only selected Erasmus Mundus Masters consortia can apply for a Partnership;
- If a Partnership is established with more than one third-country higher education institution, each of them should, in principle, be located in a different country;
- The submission deadline and all other formal eligibility criteria as explained in the application form in Annex A must be respected.

### **5.1.4 Eligibility Criteria for Action 4**

- Applicants must not be in one of the situations listed as exclusion criteria under point 6;
- Applicants must declare on their honour that they have the operational and financial capacity to complete the proposed project;
- In addition to higher education institutions and Erasmus Mundus Masters consortia, eligible institutions may include public or private organisations active in the field of higher education domestically or at international level;
- Activities shall be conducted by partnerships involving a minimum of three organisations from three different participating countries (EU Member States, EEA-EFTA states and candidate countries), at least two of which must be located in Member States. In addition to the minimum partnership, third-country institutions may also be involved in the project;
- Activities may take place anywhere in the world;
- Projects will not normally start before 1 November 2006; exceptions will require specific approval from the Commission. Projects must start by 15 December 2006 at the latest; exceptions cannot be granted.
- The submission deadline and all other formal eligibility criteria as explained in the application form in Annex A must be respected.

## **5.2 Eligible establishments/bodies/types of beneficiary**

The Erasmus Mundus programme supports networks of higher education institutions and other organisations in the first instance. Natural persons may not apply for a grant. Individual

applications for scholarships should be directed to the Erasmus Mundus Masters consortia concerned (see point 5.4.2).

### **5.2.1 Action 1- Erasmus Mundus Masters Courses**

- Eligible beneficiaries: higher education institutions recognised as such and as able to offer recognised Masters Courses in one of the 25 Member States of the European Union, one of the EEA-EFTA states or one of the candidate countries for accession to the EU. Higher education institutions located in other countries than the ones listed above cannot participate in Erasmus Mundus Masters Courses. Article 2 of the programme Decision defines “higher education institution” as follows:

*“Higher education institution means any institution which according to national legislation or practice offers qualifications or degrees at that level, whatever such establishments may be called”;*

- Minimum project partnership: three higher education institutions coming from three different eligible countries constitute the minimum “consortium”. In cases where the consortium includes higher education institutions from an EEA-EFTA state or a candidate country, at least two of the participating institutions must be located in Member States. Applicants are invited to note that if the minimum consortium involves an institution from a candidate country and if that country has not officially joined the programme by October 2006, the application would become ineligible. Applicants are further invited to note that the procedures for these countries to participate in the programme are not yet far advanced. Applicants must submit letters from all partner institutions confirming their participation (original signatures required).

### **5.2.2 Action 2 – Scholarships**

- Eligible beneficiaries: Erasmus Mundus Masters consortia which provide scholarships to third-country graduate students and third-country scholars. Article 2 of the programme Decision defines “third-country graduate student” and “third-country scholar” as follows:

*“Third-country graduate student means a national of a third country other than those from EEA-EFTA States and candidate countries for accession to the European Union; who has already obtained a first higher education degree; who is not a resident of any of the Member States or the participating countries as provided for in Article 11; who has not carried out his or her main activity (studies, work, etc.) for more than a total of 12 months over the last five years in any of the Member States or the participating countries; and who has been accepted to register or is registered in an Erasmus Mundus Masters Course as described in the Annex.”<sup>6</sup>*

*“Third-country scholar means a national of a third country other than those from EEA- EFTA States and candidate countries for accession to the European Union; who is not a resident of any of the Member States or the participating countries as provided for in Article 11; who has not carried out his or her main activity (studies, work, etc.) for*

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<sup>6</sup> Article 11 of the programme Decision says, “Participation of EEA-EFTA States and candidate countries for accession to the European Union: The conditions and detailed rules on the participation of EEA-EFTA States and candidate countries for accession to the European Union in the programme shall be established in accordance with the relevant provisions of the instruments governing the relations between the European Community and these countries.”

*more than a total of 12 months over the last five years in any of the Member States or the participating countries; and who has outstanding academic and/or professional experience.”<sup>7</sup>*

Individual applications for scholarships should be submitted directly to the consortium concerned, who apply to the Agency for the scholarship funds for their Masters Course. Scholarship applications submitted by individuals are not eligible for funding.

### **5.2.3 Action 3 - Partnerships**

– Eligible beneficiaries:

For Partnerships: Erasmus Mundus Masters consortia selected under Action 1 under previous calls for proposals, Erasmus Mundus Masters consortia selected under Action 1 under the present call for proposals and third-country higher education institutions;

For outgoing mobility scholarships: European students and scholars participating in the Erasmus Mundus Masters Courses which have established Partnerships with third-country higher education institutions. The annex to the Decision defines eligible students and scholars as follows:

*“Eligible students and scholars must be citizens of the European Union or third-country nationals who had been legal residents in the European Union of at least three years (and for purposes other than study) before the start of the outgoing mobility.”*

– Minimum project partnership: Partnerships must be established with at least one third-country higher education institution.

### **5.2.4 Action 4 - Enhancing attractiveness**

– Eligible beneficiaries: higher education institutions and other public or private bodies active in the field of higher education from all countries of the world;

– Minimum project partnership: three institutions / bodies coming from three different participating countries (EU Member States, EEA-EFTA states and candidate countries) constitute the minimum project partnership. In cases where the partnership includes partners from an EEA-EFTA state or a candidate country, at least two of the participating institutions must be located in Member States. Applicants are invited to note that if the minimum project partnership involves an institution from a candidate country and if that country has not officially joined the programme by October 2006, the application would become ineligible. Applicants are further invited to note that the procedures for these countries to participate in the programme are not yet far advanced.

Applicants must submit a copy of the applicant organisation’s articles of association and official certificate of legal registration. Applicants must submit letters from all partner institutions confirming their participation (original signatures required).

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<sup>7</sup> See footnote 5

### **5.3 Eligible countries**

Institutions and individuals coming from the following countries can participate in the programme:

- Action 1: higher education institutions in the 25 EU Member States, the countries of the European Economic Area / European Free Trade Association (Iceland, Liechtenstein, Norway) and the candidate countries for accession to the EU (Bulgaria, Croatia, FYROM, Romania, and Turkey). Proposals from institutions in candidate countries for accession to the EU (Bulgaria, Croatia, FYROM, Romania, and Turkey) may be selected, provided that, when the selection decision is taken (in October 2006), the official participation of these countries in the programme has been formalised. Otherwise, institutions coming from those countries are not eligible for Action 1 under the present call for proposals.
- Action 2: individuals from third countries, i.e. any country other than the countries mentioned under Action 1 above;
- Action 3: higher education institutions from all countries of the world;
- Action 4: institutions from all countries of the world.

### **5.4 Eligible activities (activities to be implemented under Erasmus Mundus)**

#### **5.4.1 Action 1 - Erasmus Mundus Masters Courses**

This Action is addressed to consortia of higher education institutions proposing to submit a Masters Course for selection. This call for proposals refers to Masters Courses which will start to run in the academic year 2007/2008.

An Erasmus Mundus Masters Course carries between a minimum of 60 and up to 120 ECTS (European Credit Transfer System) credits at master level, thus lasting from one to two academic years. An Erasmus Mundus Masters Course normally starts between August and November, depending on the usual starting date of the academic year in the countries concerned.

The present call for proposals is open to Masters Courses operating in all fields of study.

Applying consortia must be able to offer a Masters Course of high quality as from the academic year 2007/2008 onwards. An integrated study programme must already exist at the time of application, i.e. it must be ready to run in the academic year the consortium is applying for. The learning outcomes and qualifications obtained through the Masters Course must be clearly defined.

Erasmus Mundus Masters consortia shall design their applications for Erasmus Mundus Masters Courses with due regard to the following provisions:

### ***Integrated study programme***

An Erasmus Mundus Masters Course is an integrated study programme. An integrated study programme has the following features:

- Course integration: delivery of a jointly developed curriculum or full recognition by the Erasmus Mundus Masters consortium of modules which are developed and delivered separately, but make up a common standard Masters Course.<sup>8</sup> Each higher education institution within the consortium should have an active and clearly defined role.
- Joint criteria for admission and examination: students must be able to apply to a single Course with common standards for admission, a common application procedure and a joint student selection process in accordance with national legislations. Entry requirements must be clearly described and common to the Masters Course.

Possible tuition fees must be common to the Masters Course and must not depend on where the students start, continue or finish the Masters Course. There can be different tuition fees for European students on the one hand, and third-country students on the other. However, all third-country students must be treated in the same way regardless of whether or not they receive an Erasmus Mundus scholarship. In other words, third-country students receiving an Erasmus Mundus scholarship must not be charged more than third-country students without a scholarship.

Examinations passed at one institution of the Erasmus Mundus Masters consortium are recognised fully and automatically by the other institutions of the consortium. To this end, the ECTS grading scale, or a similar mechanism for converting students' marks, should be used.

- Mobility: students must carry out a period of study in at least two of the three participating institutions. This mobility at a second institution cannot be replaced by virtual mobility. Neither can this mobility take place in institutions outside the consortium. The sequence of study periods spent in the various hosting institutions and the various possible mobility combinations<sup>9</sup> must be known at the time of application for the Masters Course and made known to potential students in advance. Mobility must take place in at least two different participating countries. In cases where the consortium includes institutions from EEA-EFTA states or candidate countries, at least one of the hosting institutions must be located in a Member State.

The length of the study period in each of the participating institutions is not prescribed; it is rather determined by the need to ensure that students are granted a joint or a double or a multiple degree (see below) and the need to ensure an integrated approach. However, the Erasmus Mundus Masters Course must, in principle, foresee that at least 30% of the ECTS credits be acquired in each hosting institution. All three higher education institutions involved in the minimum consortium must be in the position to be a hosting institution, i.e. to offer in principle at least 30% of the credits necessary for course completion. The consortium should ensure that there is no repetition of teaching content during mobility.

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<sup>8</sup> Parallel, but not integrated study programmes in the higher education institutions participating in the consortium are not considered an integrated course.

<sup>9</sup> In a minimum consortia of three partners (A, B, C), mobility combinations would normally be A+B, A+C, B+C or A+B+C.

- Guaranteed award of a recognised joint, or a double or a multiple degree after successful conclusion of the Erasmus Mundus Masters Course:<sup>10</sup> a clear definition of the nature and the form of the final degree(s) delivered is required. The possibility to deliver a double degree is a minimal requirement. This condition must be fulfilled at the time of application for the Erasmus Mundus Masters Course. Applying consortia must prove that the participating countries concerned recognise the degrees delivered.<sup>11</sup> To fulfil this condition the appropriate arrangements must exist at national level.

### ***Participation in the scholarship scheme***

Applicants will have to reserve a specific number of study places for third-country students, commit themselves to fully participate in the Erasmus Mundus scholarship scheme (Action 2), demonstrate their capacity to implement it and respect its rules. Erasmus Mundus Masters Courses must, however, also be attended by European students.

Erasmus Mundus Masters consortia should publicise the Erasmus Mundus Masters Course world-wide and create an application system for admission and scholarships. The list of selected Erasmus Mundus Masters Courses will also be published on the Europa website at the Erasmus Mundus web-address (<http://europa.eu.int/erasmus-mundus>). Each Erasmus Mundus Masters consortium must establish transparent application and admission conditions as well as transparent selection procedures for students / scholars in accordance with national legislations. They must be explained and communicated as part of the application under Action 1; and they will be explained in detail in the Course's application system for scholarships.

Applicants should also note that Erasmus Mundus Masters Courses are selected for five years. This implies that selected Erasmus Mundus Masters consortia commit themselves to hosting third-country and European students and scholars for five academic years running.

### ***Linguistic aspects***

Study periods must provide students with the possibility of using at least two European languages spoken in the Member States where the institutions participating in the Erasmus Mundus Masters Courses 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.

Institutions should have a clear language policy to promote a national language. This could include language training or other induction courses (e.g. "survival language", cultural induction, specific courses before mobility, etc.), regardless of the language of instruction.

### ***Facilities***

Erasmus Mundus Masters consortia must be able to welcome and host third-country students / scholars by providing high-quality hosting facilities and services, such as an "international office" with adequate opening hours and linguistic coverage, housing facilities, coaching,

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<sup>10</sup> A double or multiple degree is defined as two or more national diplomas issued officially by two or more institutions involved in an integrated study programme. A joint degree is defined as a single diploma issued by at least two of the institutions offering an integrated study programme.

<sup>11</sup> Applicants are advised to contact their Erasmus Mundus national structure for a model of the proof, applicable to the relevant national contexts, which must be submitted.

language courses, activities aiming at social integration, assistance with visas and social insurance, etc. Ideally, facilities and services provided should also cater for the needs of grantees with a family (e.g. visas and insurance for family members, child care facilities, etc.) and with special needs.

#### **5.4.2 Action 2 – Scholarships**

This Action is addressed to selected Erasmus Mundus Masters consortia which provide scholarships to third-country graduate students<sup>12</sup> / scholars. The beneficiaries of Action 2 are selected Erasmus Mundus Masters consortia. Action 2 grants to the Masters consortia shall be used exclusively to provide scholarships. Student and scholars have to apply to and be accepted by any of the selected Erasmus Mundus Masters consortia, regardless of the year of selection of the Masters Courses. Students apply to follow the Course, scholars to carry out teaching and research assignments and scholarly work in the institutions participating in the Course.

Provided the Agency approves the annual progress reports under Action 1, the annual grant agreement for scholarships will be repeated on an annual basis following the selection of students and scholars throughout the five-year period for which an Erasmus Mundus Masters Course has been selected.

##### ***Implementation method***

The Action is implemented through a two-step procedure:

- Firstly, applicants apply to the Erasmus Mundus Masters Courses and Erasmus Mundus Masters consortia select them. Applicants can apply to any of the Masters Courses selected under the Erasmus Mundus programme, regardless of the year of selection of the Masters Course.
- Secondly, on the basis of this selection, Erasmus Mundus Masters consortia apply to the Agency for scholarships for the selected persons by proposing a list of potential grantees, including a reserve list. The Agency will agree to the award of a specific number of scholarships.

These two steps will be repeated each year throughout the five-year period for which an Erasmus Mundus Masters Course has been selected. Details on how to apply for the scholarships in the coming years will be communicated in future calls for proposals to be published every year in February/March.

When selecting students and scholars for scholarships, Erasmus Mundus Masters consortia shall pay due respect to the principle of gender equality. Furthermore, consortia should have a pro-active attitude towards potential grantees with special needs.

Applications addressed to the Agency by the Erasmus Mundus Masters consortia shall be in accordance with the following principles:

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<sup>12</sup> Erasmus Mundus does not offer scholarships to European students following the Erasmus Mundus Masters Courses in Europe. European students and Erasmus Mundus Masters consortia are invited to check whether they are eligible to obtain a scholarship under the Erasmus Action of the Socrates programme where there are special openings for European participants in selected Erasmus Mundus Masters Courses.

### *Number of third-country students / scholars*

A series of “Asian windows” operate within the Erasmus Mundus programme. These result in additional scholarship funds earmarked for nationals from specific Asian countries.

Third-country students and scholars eligible for receiving an Erasmus Mundus scholarship therefore fall into two different categories: one “general category” in which grantees can come from any third country eligible under Action 2 (including those covered by the “Asian windows”) and one “specific category” in which funds are earmarked for nationals from specific Asian countries.

#### *General category*

An Erasmus Mundus Masters consortium (regardless of its year of selection) must reserve 13 places for third-country students and 3 places for third-country scholars who will be awarded a scholarship for the Courses which start in the academic year 2007/2008. In the subsequent years for which an Erasmus Mundus Masters Course has been selected consortia will have to reserve up to 18 places for third-country students and 3 or 4 places for third-country scholars every year. The Agency reserves the right to adjust the number of proposed students according to budget availability.

Asian students also eligible under the Asian windows are not excluded from this general category. On the contrary, because the funds for the Asian windows are additional to those available through Erasmus Mundus, it is expected that the general category includes also students from countries eligible under the Asian windows.

Without prejudice to the respect of high academic standards, in order to ensure a geographical balance across third-country students / scholars, Erasmus Mundus Masters consortia shall respect the following basic criteria when selecting third-country students / scholars:

- no more than 25% of the selected third-country students should come from the same country. Each selected third-country scholar should come from a different country (but they can come from the same countries as students);
- no more than 10% of the selected third-country students should come from the same institution (20% where a Partnership under Action 3 has been established).

If consortia want to diverge from these criteria, special permission to do so must be obtained from the Agency.

#### *Specific category (“Asian windows”)*

An Erasmus Mundus Masters consortium (regardless of its year of selection) has the possibility to select additional Asian students who will be awarded a scholarship for the Courses which start in the academic year 2007/2008, via the funds available under the “Asian windows”. The Agency will inform Coordinating institutions directly whether and how many scholarships are available for each Asian window. The same information will be provided if financing decisions for other country “windows” are adopted.



### **5.4.3 Action 3 – Partnerships**

This Action is addressed to selected Erasmus Mundus Masters consortia which are invited to establish a Partnership with at least one third-country higher education institution. If consortia want to enter into a Partnership with more than one third-country institution, they are invited to include all partner institutions into one Partnership. The Partnership will start with the academic year 2007/2008.

Erasmus Mundus Masters consortia should design their applications for Erasmus Mundus Partnerships with due regard to the following provisions:

- Partnerships must provide a framework for outgoing mobility for graduate students and scholars who respect the definition given in the Annex to the programme Decision and quoted under point 5.2.3 above and who participate in the Erasmus Mundus Masters Courses. Mobility allowances serve the purpose of spending a short period of time at the third-country partner university /-ies as part of the Erasmus Mundus Masters Course. Every year, in principle, a minimum of 10 and a maximum of 30 students as well as 3 scholars per Masters consortium should be sent out. In principle, each institution in the consortia should send out an equivalent number of students. If consortia want to diverge from these criteria, special permission to do so must be obtained from the Agency.
- Recognition of study periods at the host institution (i.e. non-European institution) must be guaranteed by the Erasmus Mundus Masters consortia;
- Partnership activities may also include teaching assignments at a partner institution, teachers' exchanges, development and dissemination of new methodologies in higher education (including the use of information and communication technologies, e-learning and open and distance learning), development of cooperation schemes with third-country higher education institutions, etc.

### **5.4.4 Action 4 – Enhancing attractiveness**

This Action is addressed to higher education institutions and other organisations, whether public or private, working in the field of higher education. They are invited to submit co-operation projects which are based on a minimum partnership of three organisations coming from three different participating countries (EU Member States, EEA-EFTA states and candidate countries), at least two of which must be located in Member States. In addition to the minimum partnership, third-country institutions may also be involved in the project.

Each proposal shall contain clear objectives, outputs and expected outcomes as well as a detailed work programme and budget according to the application form in annex A. Projects will normally start between 1 November and 15 December 2006.

The following are examples of projects eligible for funding under Action 4:

#### **– Promoting European higher education in the world**

Support may be given to (e.g.) the creation of information and dissemination tools, the participation in international fairs, the organisation of seminars and workshops, etc. Projects may e.g. promote a specific European region or a specific academic discipline across Europe. Information campaigns for Erasmus Mundus Masters Courses are, however, not eligible within Action 4; such campaigns should be part of the Masters Course under Action 1.

Neither should projects aim at the promotion of single universities. Activities may seek to establish links between higher education and research, and whenever possible exploit potential synergies.

– **Facilitating access for third-country students to European higher education**

Eligible activities may include (e.g.) the development of courses or material for language training and cultural preparation, the development of more effective methods of hosting and integrating third-country students, services facilitating mobility, etc.

– **Complementary activities**

These will provide support for activities dealing with issues inherent in the internationalisation of higher education, such as the international dimension of quality assurance, of credit recognition, of curriculum development, surveys and studies, etc.

### **5.5 Eligible proposals**

Only proposals submitted using the official application form, completed in full, signed (original signatures 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 financial and operational capacity, and all the other documents referred to in the application form.

For applications under Action 4, applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the principle of Community cofinancing, which is normally set at 75%. All the other conditions set out in section 13 of this call for proposals must be complied with.

## **6. EXCLUSION CRITERIA**

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) 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) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not be granted financial assistance if, on the date 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 contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

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 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.

## **7. SELECTION CRITERIA**

### **7.1 Selection Criteria for Actions 1, 2 and 3**

#### ***7.1.1 Technical Capacity***

Applicants must have the professional competencies and qualifications required to complete the proposed action or work programme. Higher education institutions must submit, together with their applications:

- the CVs of the applicants/*persons responsible within each partner institution* showing all their relevant professional experience;

#### ***7.1.2 Financial capacity***

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. In order to permit an assessment of their financial capacity, higher education institutions must submit, together with their applications:

- a declaration on their honour, completed and signed, attesting to their status as a legal person and that they have the operational and financial capacity to complete the proposed project;
- the bank details form completed by the beneficiary and certified by the bank (original signatures required).

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

N.B. The technical and financial capacity of applicants refers to Actions 1, 2 and 3, but is only verified when applying under Action 1.

## **7.2 Selection Criteria for Action 4**

### **7.2.1 Technical Capacity**

Applicants must have the professional competencies and qualifications required to complete the proposed action or work programme. In order to permit an assessment of their technical capacity, higher education institutions must submit, together with their applications:

- the CVs of the applicants/*persons responsible within each partner institution* showing all their relevant professional experience;
- a list of projects already undertaken in the relevant field by the applicant, and by the partners.

### **7.2.2 Financial capacity**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. In order to permit an assessment of their financial capacity, organisations must submit, together with their applications for grants under Action 4:

- a declaration on their honour, completed and signed, attesting to their status as a legal person and that they have the operational and financial capacity to complete the proposed project;
- the bank details form completed by the beneficiary and certified by the bank (original signatures required);
- Grant applications over EUR 300,000 must be accompanied by an external audit report produced by an approved auditor. This report shall certify the accounts for the last year available and give an assessment of the financial viability of the applicant.<sup>13</sup>

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<sup>13</sup> This obligation does not apply to public bodies, secondary or higher education establishments, international organisations under public law, or beneficiaries with joint and several liability in the case of agreements involving several beneficiaries.

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

- reject the application
- ask for further information
- require a guarantee (see 10.4)
- offer a grant agreement without prefinancing.

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

## **8. AWARD CRITERIA**

Eligible applications/projects will be assessed on the basis of the following criteria:

### **8.1 Award Criteria for Action 1**

The selection of Erasmus Mundus Masters Courses will be a competitive process based on the assessment of the quality of content and of co-operation of the proposed Masters Courses, against the background of the description of the Action under point 5.4.1.

High-level international academic experts covering the disciplines in question and with experience in European co-operation projects in the field of higher education will assess the proposals.

As regards the quality of the content of the Masters Course, the assessment will include the following elements:

- the objectives of the Masters Course and its possible contribution to European university excellence and European competitiveness;
- the academic quality and the added value of the integrated study programme compared with courses that already exist in the same field at national and international level (including the quality of the teaching staff);
- the extent to which the Masters Course has a distinctive European added value;
- the quality of the learning outcomes and the acquired competencies;
- the extent to which appropriate internal evaluation (e.g. student feed-back systems, etc.) and quality assessment mechanisms (e.g. by international bodies, etc.) are in place;
- the extent to which the quality of the Masters Course is assured (by e.g. the institutions themselves or by national, international or professional bodies);
- the extent to which ECTS mechanisms (including the “grading scale”) or other built-in mechanisms for the recognition of study periods based on, or compatible with the ECTS are used;
- whether or not the Diploma Supplement is used in order to improve international transparency and to facilitate the academic and professional recognition of qualifications;

- the extent to which the Masters Course is linked to research activities in the field (where appropriate) or to recognised professional standards in other courses;
- the extent to which the Masters Course can offer examples of good practice to be disseminated.

As regards the quality of co-operation, the following issues will be examined:

- How sound are the co-operation mechanisms established within the Masters consortium (degree of institutionalisation, regular meetings, clearly defined and active role of all partners, established feed-back system, etc.)?
- How adequately are content-related and administrative aspects of the Masters Course staffed and funded?
- To which extent is the Masters Course truly integrated and the degree and the study programme fully recognised?
- How adequately structured is the Masters Course and in particular how adequate are the mechanisms for students' / scholars' mobility between hosting institutions?
- How developed are mechanisms to reach out to potentially interested third-country students / scholars? Is an information or even a marketing policy in place?
- How well-developed are the common standards for joint application, selection, admission and exam procedures for European and third-country students?
- How adequate are the provisions to deliver the scholarship scheme, in particular, the distribution of grantees between institutions and the financial management of scholarships?
- How well-developed are the services provided to host third-country students / scholars (existence of an “international office” with adequate opening hours and linguistic coverage, housing facilities, coaching, language courses, activities aiming at social integration, assistance with visas and social insurance)? Do facilities provide services for grantees with a family or with special needs?
- How well are the linguistic aspects of students' mobility developed (e.g. training facilities, mentorship, local language learning, etc.)? Is there a clear language policy in place?

These criteria are weighted as follows:

| <b>Criteria</b>  | <b>Score</b> | <b>Weight</b> |
|--|--------------|---------------|
| 1. Academic quality and integration of the study programme |              | 50%           |
| 2. Admission and mobility                                  |              | 10%           |
| 3. Third-country students/scholars and language policy     |              | 15%           |
| 4. Quality assurance and evaluation                        |              | 10%           |
| 5. Management and feasibility                              |              | 10%           |
| 6. Other aspects   |              | 5%            |

## **8.2 Award Criteria for Action 2<sup>14</sup>**

The selection of students and scholars will be a competitive process based on the academic performance and credentials of the applicants.

The Erasmus Mundus consortia will select high-quality students / scholars only. Each Masters consortium will select an appropriate way of checking the academic quality of applicants (for students e.g.: study records, exam results, letters of recommendation, cross-checking with home universities; for scholars e.g.: publication records, research activities, etc.). Consortia shall apply a policy of equal opportunities for women and people with special needs.

The Agency will accept the grant application for student and scholar scholarships and the draft selection proposal for third-country scholarships submitted by Erasmus Mundus Masters consortia on the condition that:

- The principles of the Action described under point 5.4.2 have been respected;
- A certain geographical balance of students and scholars under the general scholarships category is respected across all Erasmus Mundus Masters Courses over the medium term;
- The “additionality” principle has been respected for scholarships awarded under the specific category (“Asian windows”);
- No student / scholar has been selected by more than one Erasmus Mundus Masters consortium.

## **8.3 Award Criteria for Action 3**

The selection of Partnerships will be a competitive process based on the assessment of the quality of co-operation and of content of the proposed Partnerships, against the background of the description of the Action under point 5.4.3 above.

International academic experts covering the disciplines in question and with experience in European co-operation projects in the field of higher education will assess the proposals.

The following issues will be examined:

- How sound are the co-operation mechanisms established within the Partnership (mobility mechanisms, regular meetings, established feed-back system, etc.)?
- How is the recognition of study periods guaranteed?
- Are the learning outcomes and the acquired competencies at the third-country institution of high quality?
- How consistent, open and transparent are the mechanisms for the selection of out-going students and scholars?

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<sup>14</sup> These award criteria only refer to the selection of third-country participants who will receive a scholarship from the Agency. As European students who want to follow Erasmus Mundus Masters Courses do not receive a scholarship from the Erasmus Mundus programme, there is not any admission or award criteria prescribe for them; these will be defined by each Erasmus Mundus Masters consortium.

- How developed are services provided by third-country partner institutions to host students and scholars?
- How well are the linguistic aspects of students’ mobility developed?
- Does the Partnership foresee the exchanges of teachers, trainers, administrators, and other relevant specialists, possibly supporting the project’s curriculum development?
- Are development and dissemination of new methodologies in higher education, including the use of ICTs, e-learning and open and distance learning included in the Partnership?
- Is the Partnership linked to research activities in the field?
- Is the Erasmus Mundus consortium which is applying for a Partnership working well enough to guarantee the smooth functioning of the Partnership?

These criteria are weighted as follows:

| <b>Criteria</b>  | <b>Score</b> | <b>Weight</b> |
|--|--------------|---------------|
| 1. Partnership activities and implementation           |              | 60%           |
| 2. Outgoing mobility of European students and scholars |              | 35%           |
| 3. Other aspects                                       |              | 5%            |

#### **8.4 Award Criteria for Action 4**

The selection of projects will be a competitive process based on the assessment of the quality of the proposals, against the background of eligible activities (i.e. “attractiveness projects”) listed under point 5.4.4.

International academic experts with experience in European co-operation projects in the field of higher education will assess the proposals.

The following are among the issues to be examined:

- Relevance of the project and expected impact on the objectives of the Erasmus Mundus programme, and policy developments in higher education at the European level;
- Relative impact of the different projects on enhancing the attractiveness of European higher education throughout the world;
- Past experience of the organisations participating;
- European dimension and added value of the proposed activity;
- Promotion of the intercultural dimension aiming at the dialogue and understanding between cultures world-wide;
- Realistic and coherent work plan, project calendar, staffing and budget (clear and appropriate with regard to the objectives and means proposed), monitoring and evaluation plans.

| <b>Criteria</b> | <b>Score</b> | <b>Weight</b> |
|-----------------|--------------|---------------|
|-----------------|--------------|---------------|



|  |  |     |
|--|--|-----|
| 1. Relevance, European dimension, European added value, impact                 |  | 60% |
| 2. Past experience of the participating organisations, partnership composition |  | 10% |
| 3. Promotion of intercultural dimension  |  | 10% |
| 4. Work plan and budget  |  | 20% |

## **9. GRANT AGREEMENTS UNDER ERASMUS MUNDUS**

### **9.1 Actions 1, 2 and 3**

The Agency concludes a five-year “framework partnership agreement” with the coordinating institution of each selected Erasmus Mundus Masters consortium. B.

Action 1 and 2: Within the framework of the “framework partnership agreement”, each year a specific grant agreement covering one edition of the masters course is signed between the Agency and the coordinating institution of the consortium offering the Masters Course. The signature of the specific grant agreement every year is subject to a light-weight annual renewal process. A model of this specific grant agreement can be found in annex B.

Action 3: Within the framework of the “framework partnership agreement”, a specific grant agreement of one, two or three years – depending on the length of the partnership – is signed between the Agency and the coordinating institution of the consortium. A model of the specific grant agreement for Partnerships can be found in annex B.

### **9.2 Action 4**

A grant agreement of a maximum of three years – depending on the length of the project – is signed between the Commission and the co-ordinator of the project. A model of the grant agreement can be found in annex B.

## **10. FINANCIAL CONDITIONS**

### **10.1 General Financial Conditions**

Acceptance of an application 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.

Community grants are incentives to carry out projects which would not be feasible without the Community’s 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.

Each project may give rise to the award of only one grant to any one beneficiary. The award of grants shall be subject to the principle of transparency and equal treatment. With the exception of scholarships for individuals, the grant may not have the purpose or effect of producing a profit for the beneficiary. Grants may not be cumulative or awarded retrospectively.

If a proposal is approved, a grant agreement in Euro setting out the conditions and the level of funding will be signed by the Agency (Actions 1, 2 and 3) or the Commission (Action 4) and the beneficiary. Beneficiaries who have been found to have seriously failed to meet their

contractual obligations may have their agreements cancelled and/or receive financial penalties.

If the total of pre-financing and interim payments exceeds EUR 750,000 per financial year and per agreement or if a balance payment exceeds EUR 150,000, an external audit report will be requested from the beneficiary, unless the beneficiary is a public-sector body.

Interim payments and payments of the balance are subject to receipt and approval of interim reports and final reports including a financial statement. Payment shall be made upon proof that the relevant project has been carried out in accordance with the provisions of the grant agreement.

The Community grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission or 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 where it results from the prefinancing payment.

#### ***10.1.1 Financial Conditions for Action 1***

An annual flat-rate amount of EUR 15,000 will be granted for a five-year period up until 2010 (provided the Erasmus Mundus programme is renewed beyond the year 2008) to each selected Erasmus Mundus Masters consortium via an annual grant agreement.

#### ***10.1.2 Financial Conditions for Action 2***

The grant under Action 2 is based on unit costs for scholarships, as calculated under point 10.6.2 and outlined in the annual grant agreement established between the Agency and the Erasmus Mundus Masters Consortia under Action 1.

#### ***10.1.3 Financial Conditions for Action 3***

The total grant, which depends on the duration of the Partnership, will be paid to the coordinating institution of the Masters Course consortium concerned by means of a specific grant agreement covering one, two or three years.

#### ***10.1.4 Financial Conditions for Action 4***

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The budget for the action / the operating budget attached to the application must have revenue and expenditure in balance *and show clearly the costs which are eligible for financing from the Community budget*. The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other

action and for routine activities. The budget must show clearly the costs which are eligible for funding.

If an applicant requests a grant exceeding EUR 300,000, the application must be accompanied by an external audit report produced by an approved auditor, unless the applicant is a public-sector body, a secondary or a higher education establishment. That report shall certify the accounts for the last financial year available and give an assessment of the financial viability of the applicant.

The percentage of the own resources indicated in the revenue part of the estimated budget is regarded as secured, and the same percentage, as a minimum, must be entered in the revenue section of the final account. The allocated amount may not exceed the amount requested. A grant of less than the amount requested by the applicant may be awarded. The EU grant will normally not cover more than 75% of the eligible costs.

A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application.

The grant amount can be paid through pre-financing, interim payments and balance payments. If, under exceptional circumstances, more than 80% of the project is pre-financed, it will require the beneficiary to lodge a bank guarantee in advance, unless the beneficiary is a public-sector body or has concluded a framework partnership agreement with the Agency.

## **10.2 Payment procedures**

### ***10.2.1 Payment Procedures for Action 1***

In the event of definitive approval, 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.

Erasmus Mundus Masters Courses will be selected for a five-year period subject to the renewal of the programme in 2008. This implies that selected Erasmus Mundus Masters consortia commit themselves to maintaining the content of the Course substantially in the form approved over that period (subject, of course, to up-dating and to adaptation to need). Neither should the set-up of the consortium change significantly during that period.

The annual amount of EUR 15,000 is calculated as a flat-rate amount of EUR 5,000 to each partner of the minimum consortium. The beneficiary will not be asked to report on the use of the flat-rate amount. 100% of the annual flat-rate amount will be paid in one pre-financing instalments after signature of the annual financial agreement. This payment will be made within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

The renewal process will be based on a progress report from the co-ordinating institution on behalf of the Erasmus Mundus Masters consortium. The decision to renew will be based on proof that the Erasmus Mundus Masters Course has been delivered, that third-country

students have followed it and that high standards of quality are maintained. In cases of patent non-compliance with high quality standards the Agency may refuse to renew the grant and designation of the Masters Course, or even ask for its reimbursement. The respective national structure and, possibly, third-country students / scholars involved in the Erasmus Mundus Masters Course in question could be consulted.

### ***10.2.2 Payment procedures for Action 2***

This call for proposals refers to the award of scholarships for Masters Courses which start in the academic year 2007/2008. To this end an annual grant agreement for individual scholarships will be concluded between the Agency and the coordinating institution of the Erasmus Mundus Masters consortium within the overall “framework partnership agreement”. A model of this annual grant agreement for scholarships can be found in annex B.

100% of the amount corresponding to the grant agreement will be paid to the co-ordinating institution of the Erasmus Mundus Masters consortia as pre-financing in two instalments. The first instalment of 70% of the total amount (90% in the case of consortia running Masters’ programmes of one year) will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received.

A second prefinancing payment of 30% of the total amount (or the remaining 10% in the case of consortia running Masters’ programmes of one year) will be made within 45 days of the approval, by the Agency, of the progress report on the action’s implementation. This second prefinancing payment may not be made until at least 70% of the previous prefinancing payment has been used up.

At final report stage the coordinating institution reports to the Agency on how many students / scholars have effectively received a scholarship 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. If the scholarship costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred under the pre-financing payments.

Erasmus Mundus Masters consortia are free to establish their own payment modalities with their students and scholars provided that they respect the full amount to be paid out. Also, consortia will be obliged to provide their students and scholars with an advance and to perform payments on a regular basis. Students are free to use their scholarships as they wish.

### ***10.2.3 Payment procedures for Action 3***

In the event of definitive approval, 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.

100% of the amount contained in the grant agreement will be paid to the coordinating institution in two instalments as pre-financing. A pre-financing payment of 70% will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs

the agreement and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

A second prefinancing payment of 30% of the total amount will be made within 45 days of the approval, by the Agency, of the progress report on the action's implementation. This second prefinancing payment may not be made until at least 70% of the previous prefinancing payment has been used up.

Payments of the second instalment will be subject to:

- the annual renewal process for the Masters consortium in question. Should the Erasmus Mundus Masters Course not be renewed, the Partnership will be cancelled;
- the presentation of a progress report by the co-ordinating institution on behalf of the Erasmus Mundus Masters consortium. The progress reports will have to show that the Partnership is operational, that EU students and scholars have been sent out and that high standards of quality are maintained. In cases of patent non-compliance with high quality standards the Agency may ask for the reimbursement of the grant. The respective national structure and, possibly, EU students / scholars involved in the Partnership in question could be consulted.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. At final report stage the coordinating institution has to prove that the Partnership has been carried out. The beneficiary will not be asked to report on the use of the flat rate. As for the amount used for mobility, the beneficiary will have to report on the students and scholars actually sent out listing the names of the grantees. Also, the beneficiary will have to declare 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 finale grant amount.

If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred under the pre-financing payments.

#### ***10.2.4 Payment Procedures for Action 4***

In the event of definitive approval, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. The duration of the grant agreement will vary from one to three years. A model of the grant agreement can be found in annex B. Payment modalities will depend on the duration of the project, but will normally take the form of 80% pre-financing.

This agreement (the original) must be signed and returned to the Commission immediately. The Commission will sign it last. A pre-financing payment of 40% (80% in the case of one year projects) will be transferred beneficiary to the within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

A second prefinancing payment of 40% of the total amount (or 0% in the case of one year projects) will be made within 45 days of the approval, by the Commission, of the progress

report on the action's implementation. This second prefinancing payment may not be made until at least 70% of the previous prefinancing payment has been used up.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Commission will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred under the pre-financing payments.

The beneficiary must submit a final report on completion of the project. This report will describe the results of the activities and contain a detailed financial statement. The beneficiary will declare any interest yielded by pre-financing, when requesting interim or final payment. The final report will also be accompanied by any material produced within the framework of the contract. The Commission will calculate the final grant amount on the basis of the final report.

### **10.3 Audit report**

An external audit of accounts, produced by an approved auditor, may be required in support of any payments on the basis of an analysis of management risks. The audit report must be attached to the payment request, its purpose being to certify that the accounts concerned are sincere, reliable and substantiated by adequate supporting documents.

An external audit is compulsory for pre-financing or interim payments the sum of which exceeds € 750 000 per financial year and per agreement; in the case of a balance payment exceeding € 150 000.

### **10.4 Guarantee**

Any organisation which has been awarded a grant may be required to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

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

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union.

The guarantee may be replaced by a joint and several guarantee 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.

The lodging of a guarantee is compulsory in the case of pre-financing payments exceeding 80%. However, 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 contract may also be released from this obligation.

## **10.5 Double financing**

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

## **10.6 Eligible Costs and Grant Amounts**

Grants under Action 1, 2 and 3 of the programme are based on flat rates, and on scholarships. Grants under Action 4 of the programme require verification of eligible costs.

### ***10.6.1 Action 1***

The grant under Action 1 is a flat-rate annual payment of a maximum of €15,000.

### ***10.6.2 Action 2***

The amount of the grant agreement for a one-year Erasmus Mundus Masters Course breaks down as follows:

- Scholarships for students: number of students x 10 months x EUR 1,600; plus  
number of students x EUR 5,000.
- Scholarships for scholars: number of scholars x 3 months x EUR 4,000; plus  
number of scholars x EUR 1,000.

This amounts to a yearly total of EUR 21,000 per student and EUR 13,000 per scholar. However, if a one-year Erasmus Mundus Master's Course comprises 12 real study months, rather than 10, the yearly total amounts to EUR 24,200 per student. The scholarship for students for a two-year Erasmus Mundus Masters Course amounts to EUR 42,000. As for Courses lasting more than one but less than two years, students will receive EUR 1,600 for each additional month of study following their first year at the Course. As from the 16<sup>th</sup> month of study onwards, the fixed amount of EUR 5,000 can be paid in full for the second year.<sup>15</sup> Scholarships for scholars are always calculated on a yearly basis, regardless of the length of the Masters Course.

As for the monthly scholarship, one amount will apply to all participating countries regardless of actual living costs. Regarding scholars, Erasmus Mundus Masters consortia will be allowed to increase the scholarship and / or decrease the duration of their stay, if this is necessary. Such an approach requires explicit permission from the Agency.

Students not having succeeded in completing the Course within its usual duration will not receive an additional scholarship for "catching-up". Scholarships are intended for full-time studies.

As for the fixed amount for expenses, this is a standard amount built into the scholarship to cater for items of expenditure such as travel expenses, registration and tuition fees,

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<sup>15</sup> Calculation examples for Masters Courses lasting between one and two years can be found in the application form.

establishment and relocation costs, teaching material, etc. The fixed amount is at the free disposal of grantees.

Erasmus Mundus Masters consortia are free to charge students for tuition fees as they wish according to their national legislation and according to the agreement reached within each consortium. Tuition fees must be common to the course. However, there can be different tuition fees for European students on the one hand, and third-country students on the other.

In principle, the Agency will allocate an equal number of scholarships to each Erasmus Mundus Masters consortium. Erasmus Mundus Masters consortia must predetermine how scholarships will be allocated within the consortia taking into account the mobility requirements of the Course as well as an appropriate balance in the distribution of students within the Course. However, consortia will have some flexibility for readjustments.

As for the reserve list to be submitted with the selection proposal, in case of students / scholars renouncing their scholarships or withdrawing from the Erasmus Mundus Masters Course, a person on the reserve list would receive the scholarship instead. The reserve list will also serve the purpose of redistributing scholarships between consortia, if certain consortia are unable to absorb the number of scholarships allocated to them for lack of high-quality applicants.

### ***10.6.3 Action 3***

Erasmus Mundus Masters consortia will receive the following grant amount for Partnerships:

– Flat rate for Partnership:

A flat-rate amount of EUR 5,000 will be granted for each participating third-country institution. If the Partnership involves more than three third-country institutions, the annual amount will be a maximum of EUR 15,000. The annual flat rate assigned to Erasmus Mundus Master consortia for their Partnerships thus ranges from EUR 5,000 (one participating third-country institution) to EUR 15,000 (three or more participating third-country institutions). The maximum annual amount of EUR 15,000 is calculated as a flat-rate amount of a maximum of EUR 5,000 to each partner of the consortium. In case of two-year or three-year Partnerships, the annual flat-rate amount is also paid in year two and three.

– Amount for outgoing mobility scholarships based on unit costs:

The annual fixed amount is calculated on the basis that, in principle, a minimum of 10 and a maximum of 30 students as well as 3 scholars per Masters consortium will be sent out every year. In principle, an equivalent number of students will be sent out from each participating institution in the consortium. The Agency reserves the right to adjust the number of proposed out-going students / scholars according to budget availability.

The maximum mobility scholarship of an outgoing Partnership student amounts to EUR 3,100 (three monthly scholarships of EUR 700 plus EUR 1,000 for travel), of an outgoing Partnership scholar to EUR 13,000 (three monthly scholarship payments of EUR 4,000 plus EUR 1,000 for travel). As the length of the mobility period can be shorter, individual scholarships can be calculated by using the unit costs of monthly scholarships and travel expenses mentioned above. If the mobility periods are calculated in weeks rather than months, the following applies: stays between 2 and 6 weeks are worth one monthly



scholarship, stays between 7 and 11 weeks are worth two monthly scholarships, and stays between 12 and 15 weeks are worth three monthly scholarships. The mobility period can also be longer than three months, however, the maximum scholarship of EUR 3,100 for students and EUR 13,000 for scholars must not be exceeded.

#### **10.6.4 Action 4**

In order to be eligible under Action 4, costs must:

- be necessary for the implementation of the action/project, be included in the estimated budget attached to the agreement, necessary and reasonable for the completion of the action/project, and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the action/project as defined in the agreement;
- actually be incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- be identifiable and verifiable and be backed up by original supporting documents.

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.

#### ***Eligible direct costs:***

- directly connected with the project and are provided for in the Approved Budget, according to the project work plan;
- necessary to perform the project;
- generated during the period of eligibility for expenditure indicated in the Grant Agreement;
- actually incurred by the partnership and recorded in the Beneficiary's accounts or tax documents and are identifiable and verifiable;
- in accordance with the rules set out in this Handbook and the Grant Agreement.

The eligible direct costs for the action/project are those 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. In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- *the cost of staff assigned to the action/project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: this cost must be actual cost incurred by the beneficiary and its partners, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary;*

- *travel and subsistence allowances for staff taking part in the action/project (for meetings, European conferences, etc.), provided that they are in line with the usual practices of the beneficiary or, where applicable, its partners on travel costs or do not exceed the scales approved annually by the Commission;*

- *purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;*

- *costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;*

- *costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the action/project, provided that the conditions laid down in Article II.9 of the agreement are met;*

- *costs arising directly from requirements linked to the performance of the action/project (dissemination of information, specific evaluation of the action/project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).*

#### ***Eligible indirect costs (administrative costs):***

- a flat-rate amount, not exceeding 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary already receives an operating grant from the Commission.

#### ***Ineligible costs***

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant,
- excessive or reckless expenditure.

- cost of replacing persons involved in the project, unless explicit prior authorisation is granted by the Commission.

Contributions in kind shall not constitute eligible costs. However, in duly substantiated exceptional cases, the Commission may accept that the co-financing of the action/project should be made up in part of contributions in kind. In this case, the value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs;

- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be covered by this possibility. Contributions in kind cannot cover all the necessary cofinancing.

## **10.7 Legal entity**

An agreement can only be proposed on the basis of acceptance of documents which make it possible to define the beneficiary's legal personality — legal entity, whether a legal person (public administration, private company, non-profit organisation, etc.) or a natural person (expert, interpreter, etc.).

The beneficiary must provide the following documents:

Private company, association, etc.:

- bank details form, duly completed and signed,
- extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Public-law entity:

- bank details form, duly completed and signed,
- legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

## **11. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT**

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. In the event of sub-contracting exceeding € 1,050, the beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

This situation is likely to arise within the context of Action 4 only.

## **12. PUBLICITY**

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 European Union. The names of students and scholars having received a scholarship will not be published in the Official Journal or on the Europa website.

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 following information will be published:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding.

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

## **13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **13.1 Publication**

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

<http://europa.eu.int/erasmus-mundus>

### **13.2 Application forms**

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 forms can be obtained on the Internet at the following address:

<http://europa.eu.int/erasmus-mundus>

or by writing to:

The Erasmus Mundus Unit (Joachim Fronia)  
Education, Audiovisual and Culture Executive Agency  
Rue Colonel Bourg 135-139  
B-1049 Brussels  
BELGIUM

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

### **13.3 Submission of the grant application**

#### ***13.3.1 General submission rules***

Applications shall be made on the application forms which are available in annex A and from the electronic addresses listed under point 13.5.

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

Where the applicant is an institution / organisation, the application shall show that the applicant exists as a legal person by specifying its legal status. Applications from individuals are not acceptable.

Where the applicant is a private institution / organisation, the application shall show that the applicant has the financial, operational and professional capacity to complete the proposed project. For that purpose a declaration on the honour shall be requested. It is to be filed with the application.

All additional information considered necessary by the applicant can be included on separate sheets.

Applications which do not include all the stipulated documents in the required languages and which are not submitted before the deadline will not be considered.

Applications sent by fax will not be accepted.

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 applicant may be contacted for this purpose.

Applicants will be informed of the receipt of their proposal within 14 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.

The profit and loss account, the balance sheet for the last financial year for which the accounts have been closed and CVs of persons involved in the project may be requested at any moment in the selection procedure.

Projects will be selected on the basis of the budget available and the relative quality of proposals submitted.

All unsuccessful applicants will be informed in writing.

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

### ***13.3.2 Submission Procedures for Action 1***

Higher education institutions are invited to submit proposals for Erasmus Mundus Masters Courses as described under point 5.4.1. There will be one co-ordinating institution which submits the application on behalf of the whole Erasmus Mundus Masters Course consortium. The coordinating institution will be the contact point and contract partner for the Masters consortium in question in its relations with the Agency; the coordinating institution will speak and report for the consortium.

Proposals must be submitted to the Agency to the address indicated in the application form and copied to the national structures of the higher education institutions involved in the proposed consortium

**by 30 April 2006** (date of postmark)

using the application form provided by the Agency (see annex A). All instructions on the application form must be followed.

Applications can also be submitted:

- in person, Rue Colonel Bourg 135-139, Evere, Brussels, date as receipt,
- by courier service, date of receipt by the courier service.

#### ***Summary of procedures for Action 1***

- (1) Registration of proposals by the Agency;
- (2) Check for eligibility and selection criteria carried out by the Agency;
- (3) Assessment of proposals (see award criteria under point 8.1) carried out by high-level international academic experts covering the appropriate disciplines and having experience in international co-operation projects in the field of higher education;
- (4) In parallel to step 3, consultation of national structures;
- (5) Meeting of the Selection Board to recommend proposals for selection;
- (6) Adoption of a draft selection proposal by the Agency taking into account the opinions issued during steps 3, 4 and 5 above;
- (7) Submission of the draft selection proposal to the programme Committee for official opinion;
- (8) Submission of the draft selection proposal to the European Parliament for its right of inspection;
- (9) Adoption of the selection proposal by the Agency;
- (10) Applicants informed by the Agency on the selection decision taken. A summary of the experts' assessments will be provided to applicants.

### **13.3.3 Submission Procedures for Action 2**

This call for proposals refers to the award of scholarships for third-country graduate students and scholars for Courses which start in the academic year 2007/2008.

As mentioned under point 5.4.2, this Action runs through the following two-step application procedure:

#### *Applications by third-country students / scholars to Erasmus Mundus Masters consortia*

Third-country graduate students and scholars are invited to apply for a scholarship to a selected Erasmus Mundus Masters consortium, regardless of the year of selection of the Masters Course. The list of the Erasmus Mundus Masters Courses selected under the previous calls for proposals is already available from the Europa website at the address mentioned under point 13.5; those selected under the present call for proposals will be known and published on the Internet in October 2006.

Applicants must submit their applications

#### **by the deadline fixed by the Erasmus Mundus Masters consortium**

they are applying to using the application system provided for by the Masters Course in question and by following all relevant instructions given in the application system. By fixing this deadline, Erasmus Mundus Masters consortia must bear in mind that they will have to send their selection proposals to the Agency by 28 February 2007.

Erasmus Mundus Masters consortia carry out a selection on the basis of applications received by using a transparent selection system.

#### *Funding applications by Erasmus Mundus Masters consortia to the Agency*

On the basis of their successful selection under Action 1 and respecting the principles outlined under point 5.4.2, Erasmus Mundus Masters consortia apply to the Agency for the corresponding scholarship funds by submitting a list of potential grantees, including a reserve list. All Masters consortia, regardless of their year of selection are therefore invited to submit

- a list of 13 third-country students and 3 third-country scholars proposed to receive a scholarship under Action 2 (see “general category” under point 5.4.2 above) including a reserve list; and
- a list of Asian students proposed to receive a scholarship under Action 2 (see “specific category” under point 5.4.2 above) in accordance with the breakdown by nationality to be communicated to the Masters consortia, including a reserve list

#### **by 28 February 2007 (date of postmark)**

using the application form which will be provided by the Agency. All instructions on the application form must be followed. A copy of the application must be sent to the national structures of the higher education institutions involved in the consortium.

Applications can also be submitted:

- in person Rue Colonel Bourg 135-139, Evere, Brussels, date as receipt,
- by courier service, date of receipt by the courier service.

### ***Summary of Procedures for Action 2***

- (1) Applications by third-country students and scholars to the co-ordinating institution of the Erasmus Mundus Masters consortium and selection of applications by the Erasmus Mundus Masters consortium;
- (2) Submission of a grant application for student and scholar scholarships to the Agency by the Erasmus Mundus Masters consortium by presenting the draft selection proposal;
- (3) Approval of the grant application for student and scholar scholarships and the draft selection proposal by the Agency;
- (4) In parallel to step 3, consultation of national structures;
- (5) Submission of the draft selection proposal to the programme Committee for consultation;
- (6) Submission of the draft selection proposal to the European Parliament for its right of inspection
- (7) Adoption of the selection proposal by the Agency;
- (8) Information to the Erasmus Mundus Masters consortia by the Agency on the selection decision taken; and information to students and scholars by the Erasmus Mundus Masters consortia.

### ***13.3.4 Submission Procedures for Action 3***

Eligible Erasmus Mundus Masters consortia are invited to submit proposals for Partnerships as described under point 5.4.3. Proposals will contain a description of the proposed Partnership as well as the number of students and scholars proposed for the outgoing mobility.

The co-ordinating institution of the Erasmus Mundus Masters consortium submits the application on behalf of the whole consortium. The coordinating institution will be the contact point and contract partner for the Partnership in question in its relations with the Agency; the coordinating institution will speak and report for the consortium.

Proposals must be submitted to the Agency to the address indicated in the application form and copied to the national structures of the higher education institutions involved in the applying consortium

**by 30 November 2006** (date of postmark)

using the application form which will be provided by the Agency. All instructions on the application form must be followed.



Applications can also be submitted:

- in person Rue Colonel Bourg 135-139, Evere, Brussels, date as receipt,
- by courier service, date of receipt by the courier service.

### ***Summary of Procedures for Action 3***

- (1) Registration of proposals by the Agency;
- (2) Check for eligibility and selection criteria carried out by the Agency;
- (3) Assessment of proposals (see award criteria under point 8.3) carried out by international academic experts covering the appropriate academic disciplines and having experience in international co-operation projects in the field of higher education;
- (4) In parallel to step 3, consultation of national structures;
- (5) Meeting of the Selection Board to recommend proposals for selection;
- (6) Adoption of a draft selection proposal by the Agency taking into account the opinions issued during steps 3, 4 and 5 above;
- (7) Submission of the draft selection proposal to the programme Committee for consultation;
- (8) Submission of the draft selection proposal to the European Parliament for its right of inspection
- (9) Adoption of the selection proposal by the Agency;
- (10) Applicants informed by the Agency on the selection decision taken. A summary of the experts' assessments will be provided to applicants.

### ***13.3.5 Submission Procedures for Action 4***

Eligible institutions are invited to submit proposals to the Commission directly for activities as described under point 5.4.4. The co-ordinating institution of the co-operation project for which a grant is requested submits the application on behalf of the project partnership. The coordinating institution will be the Commission's contact point and contract partner for the co-operation project in question; it will speak and report for the project partnership.

Proposals must be submitted to the Commission to the address indicated in the application form and copied to the national structures of the institutions involved in the project

**by 31 May 2006 (date of postmark)**

using the application form provided by the Commission (see annex A) and showing a balanced budget (revenue/expenditure). All instructions on the application form must be followed.

Applications can also be submitted:

- in person, rue Belliard 5-7, 1049 Brussels, date as receipt,
- by courier service, date of receipt by the courier service.

#### ***Summary of Procedures for Action 4***

- (1) Registration of proposals by the Commission;
- (2) Check for eligibility and selection criteria carried out by the Commission;
- (3) Assessment of proposals (see award criteria under point 8.4) carried out by international academic experts having experience in international co-operation projects in the field of higher education;
- (4) In parallel to step 3, consultation of national structures;
- (5) Adoption of a draft selection proposal by the Commission taking into account the opinions issued during steps 3 and 4 above;
- (6) Submission of the draft selection proposal to the programme Committee for consultation;
- (7) Submission of the draft selection proposal to the European Parliament for its right of inspection
- (8) Adoption of the selection proposal by the Commission;
- (9) Information to applicants on the selection decision taken by the Commission. A summary of the experts' assessments will be provided to applicants.

#### **13.4 Rules applicable**

The following rules are applicable to the administration and financing of the Action lines of the Erasmus Mundus Programme:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities;
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 (rules for the implementation of the Council Regulation);
- Decision No 2317/2003/EC of the European Parliament and of the Council of 5 December 2003 (establishing the Erasmus Mundus programme).

#### **13.5 Contacts**

Further details on the programme are available:

- from the Erasmus Mundus website : <http://europa.eu.int/erasmus-mundus>

- from the national contact points for the programme, the list of which appears in annex C and on the Erasmus Mundus website above;
- by writing to EACEA-Erasmus-Mundus@cec.eu.int.

**Annexes:**

- A. Application forms
- B. Model agreements
- C. List of national contact points