

**SCHOLARSHIPS AND INTER-INSTITUTIONAL COOPERATION IN HIGHER EDUCATION**  
**FINANCED BY THE EEA FINANCIAL MECHANISM 2009-2014**  
**REGULATION FOR APPLYING, SELECTION AND APPEALS, 2015**

**1. LEGAL BASIS**

- **Regulation on the implementation of the EEA Financial Mechanism (EEA) 2009-2014**
- **Memorandum of Understanding between Norway, Iceland, Liechtenstein and the Romanian Government concerning the EEA Financial Mechanism 2009-2014**
- **Government Ordinance no 88/2012 concerning the institutional framework for the coordination, implementation and management of financial support granted to Romania through the EEA and Norway Financial Mechanism 2009-2014**
- **Government Ordinance no. 23/2013 concerning the financial management of the EEA and Norway grants**
- **Programme Agreement signed between the FMO and the National Focal Point**
- **Programme Implementation Agreement signed between the National Focal Point and the Programme Operator**

**2. GLOSSARY**

- **Donor States (DS): Norway, Iceland, Liechtenstein**
- **Beneficiary State (BS): Romania**
- **Programme Operator (PO): National Agency for Community Programmes in the Field of Education and Vocational Training (ANPCDEF)**
- **National Focal Point (NFP): Ministry of European Funds (MEF)**

### 3. TYPES OF PROJECTS THAT WILL BE FUNDED BY THE ROMANIAN EEA FINANCIAL MECHANISM SCHOLARSHIPS PROGRAMME

#### 3.1 PREPARATORY VISITS

<b>Programme</b>	<b>SCHOLARSHIPS AND INTER-INSTITUTIONAL COOPERATION IN HIGHER EDUCATION</b>
<b>Project type</b>	Preparatory visits
<b>Description</b>	<p>The main objective of the preparatory visits action is to help higher education institutions (HEIs) from RO and DS to establish contacts between them, for the following purposes:</p> <ul style="list-style-type: none"> <li>- concluding new (not renewals of existing) inter-institutional agreements regarding mobility of students and/or teaching staff;</li> <li>- initiating student placements;</li> <li>- initiating inter-institutional cooperation projects.</li> </ul> <p>Preparatory visits grants can also be used to attend a “contact seminar” to identify potential partners. Details concerning contact seminars will be made available on the website <a href="http://www.see-burse.ro">www.see-burse.ro</a>.</p> <p>Preparatory visits grants can be used to visit:</p> <ul style="list-style-type: none"> <li>- one or more potential partner higher education institutions;</li> <li>- a company, an organization, a research institute/centre which is a potential partner.</li> </ul> <p>Contact with the host institution/organization/company should be made before applying and it will be proven by attaching the official invitation letter and the (draft) agenda for the visit.</p>
<b>Who can benefit</b>	- employees of a higher education institution (teaching or non-teaching staff)
<b>Who can apply</b>	- accredited higher education institutions (universities) from Romania and DS.  In order to apply for funding for a preparatory visit aiming to conclude new inter-institutional agreements for mobility projects, the HEI must have the Erasmus Charter for Higher Education (ECHE) approved by the European Commission
<b>Application procedure</b>	The university applies to the PO (ANPCDEFPP), following the procedures described in the 2015 Call for Proposals (available on <a href="http://www.see-burse.ro">www.see-burse.ro</a> ).
<b>Deadline for application</b>	Rolling deadline until 30.06.2015 (at least 6 weeks before the starting date of the visit).

<b>Duration</b>	
<b>Minimum duration :</b>	One day
<b>Maximum duration:</b>	5 days (working days)
<b>Funding and payments:</b>	<ul style="list-style-type: none"> <li>- Transport and insurance : 500 Euro, lump sum</li> <li>- Subsistence (accommodation, meals, local transport etc) : 250 Euro/day, lump sum for visits to institutions in DS</li> <li>150 Euro/day lump sum, for visits to institutions in Romania</li> </ul> <p>Co-funding is NOT necessary.</p> <p>After the contract is signed by both parties, ANPCDEFP will transfer 80% of the grant to the beneficiary. The balance (if the case) will be paid only based on the approval of the final report.</p>
<b>EVALUATION AND SELECTION PROCEDURES</b>	
<b>Specific eligibility rules :</b>	<ul style="list-style-type: none"> <li>- Only legal entities can apply.</li> <li>- Applying organisations must be accredited HEIs. The ECHE is compulsory only if the visit aims at initiating a Mobility Project (students or teachers)</li> <li>- Host institutions must be from one of the Donor States (in case of Romanian applicants) or from Romania (in case of an applicant from DS).</li> <li>- A grant is usually awarded to the applying university for a single person undertaking the visit, but, in exceptional cases, two employees of the university can receive a grant to undertake the visit together (if the need is well described and documented in the application). Only one visit is funded for each potential project.</li> <li>- There will be no more than 2 preparatory visits financed for a certain HEI, over the whole duration of the programme.</li> <li>- Applications for preparatory visits for a certain project cease to be eligible after submitting an application for the respective project.</li> </ul>
<b>Minimum number of countries :</b>	Not the case
<b>Minimum number of partners :</b>	Not the case
<b>Grant awarding</b>	1. Content and duration

criteria :	<ul style="list-style-type: none"> <li>- there is an agenda and a working programme for the visit</li> <li>- the programme is clear and reasonable; its duration is realistic and appropriate</li> <li>- the role of each participant (visiting or hosting) is well described</li> <li>- the contribution of planned activities (during the visit) to initiating a new project is well described.</li> </ul>	
	2. Relevance	
	<ul style="list-style-type: none"> <li>- there are attached letters of intent from the sending and host universities, confirming the support for a preparatory visit with a view to initiate a new cooperation.</li> <li>- there is a clear and documented link between the activities and strategy of the applying university and the goal and content of the preparatory visit.</li> </ul> <p><b>NB: Applications for visits aiming at initiating projects that address social sustainability issues, in particular initiatives that help combat discrimination and intolerance, and initiatives that will improve the situation for the Roma population will be encouraged through additional priority points (20% of the maximum possible score)</b></p>	
<b>CONTRACTUAL PROCEDURES</b>		
	Probable date of sending preliminary information about selection results	15 working days from the receipt of the application
Contracting	The Beneficiary will receive the electronic version of the contract and will send to ANPCDEF two original copies of the contract, stamped and signed both by the legal representative of the institution and by the participant, within maximum 10 working days after the publication of the selection results.	
Reporting	<p>The beneficiary will submit a final report within maximum 10 working days after the end of the visit, using the relevant form on the website <a href="http://www.see-burse.ro">www.see-burse.ro</a></p> <p>The report will be accompanied by the following documents: participation certificate issued by the host institution and travel documents (tickets, boarding passes etc).</p>	

### 3.2 MOBILITY PROJECTS

Programme	SCHOLARSHIPS AND INTER-INSTITUTIONAL COOPERATION IN HIGHER EDUCATION
Project type	i. Mobility projects-institutional
Description	<p>The following will be funded by Mobility Projects:</p> <p>a). Student mobility:</p> <p>This action allows students from Romanian universities to undertake a study of 3 to 12 months (within the same academic year) or a placement period of 2 to 12 months (within the same academic year) in one of the DS; reciprocally, it allows students from DS universities to undertake a study or placement period under the same duration conditions as above (within the same academic year) in one of the Romanian HEIs. Mobility periods can be combined (study+placement).</p> <p>Student mobility for study is undertaken in the framework of “inter-institutional agreements” previously concluded between the sending and host institutions, both institutions needing to have an Erasmus Charter for Higher Education (ECHE) approved by the European Commission.</p> <p>“Placement” defines a period of “training” or “practice”. Organisations that can host student placements are companies, training centres, research centres or other organisations, including HEIs.</p> <p>Students will be selected by the universities where they are enrolled, through a clear and transparent process (see paragraph 4.2 “Selection of participants”). Eligible students are any students enrolled in any cycle of education (graduate, master, PhD). These students are considered “beneficiaries of EEA grants” and are equivalent to Erasmus students.</p> <p><b>NB:</b> Please note that a student who received a grant under the framework of the 1-st and 2-nd Calls would not be eligible to be selected under this 3-rd Call.</p> <p>Before starting their mobility, the EEA students will sign a contract for study or placement, which will include the following documents:</p> <ul style="list-style-type: none"> <li>• a “learning agreement”/“training agreement” which will describe the study/placement programme; this agreement will be approved and signed by the sending HEI, the hosting HEI and the student concerned;</li> <li>• <u>“The EEA Student Charter”</u> detailing the rights and obligations of students during their mobility abroad, which is similar to the Erasmus Student Charter.</li> </ul> <p>The document is available at <a href="http://www.burse-see.ro">www.burse-see.ro</a></p>

Besides the above mentioned documents, for placements, the contract will also include:

- A “commitment for quality in mobility” which describes the rights and obligations of all parties participating in the placement abroad.

The document is available at [www.burse-see.ro](http://www.burse-see.ro)

At the end of the period spent abroad, the hosting institutions will provide the student and sending institution with a transcript of records –for study mobility, or, alternatively, evaluation of results of the practical activities-for placements, which will confirm that the agreed programme has been followed and will detail the results obtained by the student. The sending institution will validate the entire mobility period, according to the study/placement contract, preferably using the ECTS system. The EEA mobility period will also be included in the Diploma Supplement. Particularly in the case of a placement period that is not included in the student’s curriculum, the sending institution should validate this placement at least by including it in the Diploma Supplement.

EEA students are exempt of tuition fees or fees for enrolment, exams and access to laboratories and libraries in the hosting institution. During the EEA study/placement abroad, the students will continue to receive any scholarships or loans that they were benefiting from already in their country of origin.

Students with special needs can request a specific grant, after being selected for a mobility period.

**b). Mobility of staff :**

This action provides funding for the following :

- teaching missions of a duration between 2 days and two weeks (excluding travel time) for teaching staff from Romanian universities in an DS university and reciprocally (minimum 8 teaching hours per week are compulsory);
- participation in seminars, workshops, training courses, study visits, conferences, job shadowing for teaching and non-teaching staff from Romanian universities in an institution from a DS and reciprocally; the duration is between 2 days and 2 weeks (excluding travel time);

The sending and hosting institutions will first agree on a work programme to be followed by the staff undertaking the mobility (teaching or training). The Programme will contain at least the following: the scope and general objectives of the mission, the expected results and a concrete schedule for the entire period. When it is about a member of the teaching staff undertaking a teaching mission, the mission should be initiated within an inter-institutional agreement existing between the sending and host institutions.

	<p>Beneficiaries are selected by HEIs through a clear and transparent process (see paragraph 4.2 “Selection of participants”). They will be considered “EEA beneficiaries” and equivalent to “Erasmus staff”.</p> <p>NB: Please, note that during the whole period of the Programme (2014-2016) no more than one mobility per person will be granted (for example, a person who received a grant under the framework of the 1-st Call would not receive any other grant under the framework of the 2-nd and 3-rd Calls). This restriction does not refer to the Preparatory Visits</p> <p>Special needs beneficiaries can request a specific grant after their selection for a mobility period.</p> <p>c). Organisation of mobility (OM) – will be funded by EEA grants only for hosting institutions.</p> <p>The organisation of student and staff mobility is meant for hosting institutions to create optimal conditions for ensuring a quality support, with a view to implementing study, placement, teaching or training mobilities. The hosting institution receives an OM grant for management costs, the level of the grant depending on the number of students and staff received.</p> <p>The preparation and implementation of “incoming” mobilities in the hosting institutions comprehend among others: information, tutoring, support in finding accommodation, monitoring, reporting.</p>
<p><b>Who can benefit</b></p>	<ul style="list-style-type: none"> <li>- Students in any study cycle (graduate, master, PhD)</li> <li>- Staff of a HEI (teaching or non-teaching staff)</li> </ul>
<p><b>Who can apply</b></p>	<p>Romanian HEIs having an ECHE will apply to ANPCDEF. The application form will have a special section dedicated to “incoming” mobilities.</p> <p>Romanian universities can cooperate with any number of partner universities or institutions (research centres, companies, enterprises, organisations) from the DS they wish; in the case of mobility between universities (study mobility of students and teaching mobility of staff), inter-institutional (bilateral) agreements are compulsory.</p> <p>Individual candidates (students and staff) will apply to their universities of origin.</p>

	The university of origin is responsible for promoting the EEA programme, for recruitment, selection, monitoring and reporting (similarly to the rules of implementation for the Erasmus programme).
<b>Application procedure</b>	The Romanian HEI sends its application to ANPCDEF, observing the rules set by the 2015 Call for Proposals (available on <a href="http://www.see-burse.ro">www.see-burse.ro</a> ).
<b>Deadline for application</b>	31.03.2015 (post date for the documents, 22.00 hours for the electronic application form)
<b>Duration</b>	The eligible duration of a Mobility Project is of 15 months, from 01.07.2015 to 30.09.2016.



Funding and payments:	Monthly grant for Romanian students undertaking a study or placement mobility to one of the DS	1200 € lump sum
	Monthly grant for DS students coming for study or placements to Romania	700 € lump sum
	Additionally: 500 € lump sum/person for travel and insurance.	
	Grant for Romanian staff undertaking a mobility to a DS	250 € /day 1250 € /week 2200 € for 2 weeks These are lump sums
	Grant for DS staff undertaking a mobility to Romania	150 € /day 750 € /week 1250 € for 2 weeks These are lump sums
	Additionally: 500 € lumpsum/person for travel and insurance.	
	Institutional costs for organising mobility (OM) by host universities	300 € for each incoming student or staff member – lump sum
	PLEASE NOTE : co-funding is not necessary	
	Payments :	
	Advance payment – 80% of the contractual amount upon signature of the financial agreement with the HEI;	
Interim payment – up to 20% of the amount allocated for mobility grants (students or staff) upon use of 70% of the advance payment		
Balance payment – if applicable, upon acceptance of the final report		
The Romanian HEIs will receive the whole amount allocated to OM, both for incoming and outgoing students/staff; out of this amount, the Romanian HEIs will keep only the OM for incoming students and will take all the necessary measures to transfer the OM amounts corresponding to outgoing students/staff to the HEIs from DS who act as hosting institutions (for their students/staff), in due time.		

EVALUATION AND SELECTION PROCEDURES	
Specific eligibility rules :	<ul style="list-style-type: none"> <li>- Applying institutions must be Romanian accredited HEIs. The ECHE is compulsory.</li> <li>- Host institutions must be located in one of the DS.</li> <li>- Student mobility (for study) and staff mobility (for teaching) is undertaken in the framework of bilateral (inter-institutional) agreements between HEIs, both parties having to have an ECHE.</li> <li>- For students, the university of origin will ensure complete recognition of mobility outcomes, using the ECTS system. Recognition will be made on the basis of the Study/Placement Contract, approved by all parties before the start of the mobility. In the special case of a placement period that is not part of the student's curriculum, the sending institution will recognise this placement at least by including it in the Diploma Supplement. Using Europass mobility documents is recommended.</li> <li>- The student will be enrolled in a HEI having an ECHE (an extended ECHE, for placements) in a study cycle that results in a recognised diploma or other recognised qualification of tertiary level, up to and including doctoral studies (and postdoctoral in the case of research mobility).</li> <li>- The student will be enrolled at least in the second year of study – 1st cycle. For traineeship this condition does not apply.</li> </ul>
Minimum number of countries :	Not the case
Minimum number of partners :	Not the case
Grant awarding criteria :	The grant will be awarded on the basis of the grant requested in the application.
CONTRACTUAL PROCEDURES	
Probable date of sending preliminary information about selection results	15.05. 2015
Contracting	<p>The Beneficiary will receive the contract in electronic version, in maximum 15 working days after the publication of the selection results and has the obligation of sending 2 filled-in original copies, stamped and signed by the legal representative, in maximum 10 working days from the receipt of the electronic contract.</p> <p>Please, note that the PO reserves its right to conclude the contracts on the basis of</p>

	the lists with selected students/staff.
Reporting	The final report will be sent until 30 of November 2016 at the latest and the final grant will be calculated based on the evaluation of the final report.

Programme	SCHOLARSHIPS AND INTER-INSTITUTIONAL COOPERATION IN HIGHER EDUCATION
Project type	ii. Mobility projects-individual
Description	<p>The following will be funded:</p> <p>a. Student mobility:</p> <p>This action allows students from Romanian universities, enrolled in doctoral or post-doctoral programmes to undertake a research mobility of 2 to 12 months (within the same academic year) in one of the DS; reciprocally, it allows students from DS universities, enrolled in doctoral or post-doctoral programmes to undertake a research/study mobility under the same duration conditions as above (within the same academic year) in one of the Romanian HEIs.</p> <p>This particular kind of student mobility can take place in the framework of research projects financed under the “Research programme-EEA 2009-2014”, under the condition that sending and hosting institutions are partners in the same project.</p> <p>Before starting their mobility, the EEA students will sign a contract for research, which will include the following documents:</p> <ul style="list-style-type: none"> <li>• a work programme to be followed by the student undertaking the mobility. The Programme will contain at least the following: the scope and general objectives of the research mission, the expected results and a concrete schedule for the entire period. This agreement will be approved and signed by the sending HEI, the hosting HEI and the student concerned;</li> <li>• <u>“The EEA Student Charter”</u> detailing the rights and obligations of students during their mobility abroad, which is similar to the Erasmus Student Charter.</li> </ul> <p>The document is available at <a href="http://www.burse-see.ro">www.burse-see.ro</a></p> <p>At the end of the period spent abroad, the hosting institutions will provide the student and sending institution with an evaluation of results of the research activities, which will confirm that the agreed programme has been followed and will detail the results obtained by the student. The sending institution will validate the entire mobility period, according to the work programme .</p> <p>EEA students are exempt of tuition fees or fees for enrolment, exams and access to</p>

	<p>laboratories and libraries in the hosting institution. During the EEA mobility abroad, the students will continue to receive any scholarships or loans that they were benefiting from already in their country of origin.</p> <p>Students with special needs can request a specific grant, after being selected for a mobility period.</p>
Who can benefit	Students enrolled in doctoral or postdoctoral studies
Who can apply	Students enrolled in doctoral or postdoctoral studies in RO or DS HEIs (that are partners in a research project financed through the “Research Programme” EEA 2009-2014). In order to be eligible for application, a student should be part of the research team that won the research project.
Application procedure	The student sends its application to ANPCDEF, observing the rules set by the 2015 Call for Proposals (available on <a href="http://www.see-burse.ro">www.see-burse.ro</a> ). The application should be accompanied by a letter of support (and recommendation) issued by the coordinator of the research team the student is part of.
Deadline for application	31.03.2015 (post date for the documents, 22.00 hours for the electronic application form)
Duration	The eligible duration of a research mobility is between 2 and 12 months. It can start at 1-st of July 2015 and could last until 30.09.2016.

Funding and payments:	Monthly grant for Romanian students undertaking a study or placement mobility to one of the DS	1200 € lump sum
	Monthly grant for DS students coming for study or placements to Romania	700 € lump sum
<p>Additionally: 500 € lump sum/person for travel and insurance.</p> <p>PLEASE NOTE : co-funding is not necessary</p> <p>Payments :</p> <p>Advance payment – 80% of the contractual amount upon signature of the financial agreement with the student;</p> <p>Balance payment – if applicable, upon acceptance of the final report</p>		
<b>EVALUATION AND SELECTION PROCEDURES</b>		
Specific eligibility rules :	<ul style="list-style-type: none"> <li>- The student will be enrolled in a HEI that is partner in a research project funded through the « Research programme EEA 2009-2014 »</li> <li>- The student will be enrolled in a doctoral or post-doctoral programme</li> <li>-The student is part of the research team who won the EEA research funded project</li> </ul>	
<b>CONTRACTUAL PROCEDURES</b>		
Probable date of sending preliminary information about selection results	15.05. 2015	
Contracting	<p>The Student beneficiary will receive the contract in electronic version, in maximum 15 working days after the publication of the selection results and has the obligation of sending 2 filled-in original copies, signed, in maximum 10 working days from the receipt of the electronic contract.</p>	

Reporting	The final report will be sent to the PO within 30 days after the end of the mobility period and final grant will be calculated based on the evaluation of the final report. Together with the final report, the student beneficiary should send the work programme (agreed before the start of the mobility), the evaluation of the results of his/her research activities issued by the hosting institution, the certificate attesting the period and place of mobility, issued also by the hosting institution and the declaration regarding double funding.
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### 3.3 INTER-INSTITUTIONAL COOPERATION PROJECTS

Programme	SCHOLARSHIPS AND INTER-INSTITUTIONAL COOPERATION IN HIGHER EDUCATION
Project type	Inter-institutional cooperation projects
Description	<p>Inter-institutional cooperation projects are meant to support innovation and improvement of teaching in higher education, to contribute to the modernisation of universities and ensure a closer relationship between educational offer and labour market. Inter-institutional projects can be proposed regarding any field of study.</p> <p>Thus, inter-institutional cooperation can address the issue of developing a common curriculum, by creating :</p> <ul style="list-style-type: none"> <li>• Integrated programmes, covering a complete cycle of study (bachelor, master or doctoral level), concluded with a joint diploma or a diploma recognised mutually ;</li> <li>• Study programmes and modules for continuous training ;</li> <li>• Teaching modules in fields with a strong inter-disciplinary component</li> </ul> <p>Joint study programmes or teaching modules can encompass the 1st cycle of study (bachelor), the 2<sup>nd</sup> (master) or the 3rd (doctoral). The curriculum and modules for continuous training will target updating already acquired knowledge, with a special focus on improving skills and competences which increase employability.</p> <p>Projects focusing on developing common modules will also address issues like learning outcomes, recognition and type of diploma/certificate as well as the</p>

**European Credit Transfer System (ECTS) and Diploma Supplement.**

After a development stage of one or two years, these programmes or modules will be made available to partner institutions in a truly integrated way, including student and staff mobility and thus ensuring sustainability. When concluding the study programme, students will receive joint or multiple diplomas (or certificates in the case of modules), recognised by all participating institutions and countries.

Modernisation projects imply actions to increase attractiveness of higher education institutions and to make them more responsive to the needs of labour market, citizens and society in general.

Modernisation of higher education is necessary in curriculum (the Bologna process), financing and governance, thus helping higher education institutions face the challenges of globalisation and contribute in a more effective way to professional training and reconversion of European active population.

Cooperation within these projects can include :

- Elaborating lifelong learning strategies and reinforcing the link between higher education on one side and vocational training (VET) on the other side, thus helping HEIs become “continuous education centres” or “open education centres” in their region.
- Facilitating access of persons coming from socio-economically disadvantaged fields, who have received non-formal or informal education or who possess alternative qualifications, i.e. obtained by learning through accumulating practical experience.
- Ensuring transparency of mission and performance of HEIs, increasing quality, improving governance or diversifying funding.

Projects that focus on reinforcing the link between the educational offer and the demands of the labour market can bring together HEIs, enterprises, professional organisations, Chambers of Commerce, social partners or local/regional organisations.

Structured partnerships with the business community (including SMEs) can increase the relevance, quality and attractiveness of education and education and training programmes: an accelerated transfer of knowledge between HEIs

	<p>and enterprises and the other way around, placements of students, staff and researchers in enterprises and integration of enterprises staff in universities can bring benefits to all parties involved and increase the chances of graduates and researchers, by adding to their scientific expertise entrepreneurial knowledge. It also means that the development of entrepreneurial, managerial and innovation skills should be a key objective for these projects.</p> <p>Projects of this type can include activities that :</p> <ul style="list-style-type: none"> <li>• Strengthen the link between curricula and skills necessary for employment, for instance by assessing future needs of competences and by promoting the input from the business community in designing curricula, as specified in the “New Skills for New Jobs” initiative.</li> <li>• Promote mobility, entrepreneurship, critical thinking and innovative approaches as part of student curricula and as a key competence core for teachers/researchers.</li> </ul> <p>Also, inter-institutional cooperation projects can focus on developing Intensive Programmes.</p>
<p><b>Who can benefit</b></p>	<ul style="list-style-type: none"> <li>- HEIs</li> <li>- Entreprises/companies/firms</li> <li>- Professional organisations</li> <li>- Chambers of Commerce</li> <li>- Social partners</li> <li>- Associations, networks and other organisations with a role in the modernisation of higher education</li> <li>- Research institutes/centres</li> </ul>
<p><b>Who can apply</b></p>	<p>Accredited Romanian HEIs (universities).</p> <p>The Romanian institution applies to ANPCDEF, on behalf of a consortium composed by at least 3 institutions, including at least one HEI from a DS; the other members of the consortium can be universities, enterprises, research centres, professional organisations, Chambers of Commerce, social partners, associations, networks and other organisations with a role in the modernisation of higher education from DS or BS.</p>



Application procedure	The HEIs send their application to ANPCDFP, observing the rules set up in the 2015 Call for Proposals (published on <a href="http://www.see-burse.ro">www.see-burse.ro</a> )
Deadline for application	31.03.2015 (post date for the documents and 22.00 hours for the electronic application)
<b>Duration</b>	
Duration :	1 year (but no later than 30 09.2016)
Funding and payments:	<p>From 20.000 to 100.000, depending on the complexity and the duration of the project</p> <p>Eligible costs :</p> <ul style="list-style-type: none"> <li>- travel, insurance for transnational mobilities – real costs, up to 500 Euro for travel between a DS and a BS and up to 300 Euro for travel between 2 BS ;</li> <li>- Subsistence for transnational mobilities of staff– scale of unit costs (based on the number of days), according to the table « Subsistence and staff rates », page 21 ; the subsistence rates for students are 30% of the rates mentioned in the table;</li> <li>- Travel for national mobilities : real costs up to 0.15 Euro/km multiplied by the number of km (roundtrip) between the city of origin and the city where the activity takes place ;Subsistence for national mobilities for staff (mobility between 2 different cities) : scales of unit costs (based on the number of days) according to the table « Subsistence and staff rates », page 21; the subsistence rates for students are 30% of the rates mentioned in the table;</li> <li>- Organisation of seminars, workshops, conferences (renting rooms, renting equipment, sub-contracting various services, like catering) – real costs ;</li> <li>- Staff costs (maximum 40% of the total eligible costs of the project) : for the staff working in the project (actual salaries plus social security charges and other statutory costs included in the remuneration) – scales of unit costs (based on number of days and cost per day), according to</li> </ul>

	<p>the table « Subsistence and staff rates », page 21 ; please, note that according to the Regulation of the EEA financial mechanism, the costs of the staff assigned to the project are eligible provided that they correspond to the usual policy on remuneration of the promoter and of the partners ; for external experts necessary in the project (only coming from DS or BS) the maximum rates in the table will apply ; in exceptional cases, duly justified by the applicant, the percentage of 40% could be increased ;</p> <ul style="list-style-type: none"> <li>- Publications – real costs</li> <li>- Preparation and production of project materials/products-real costs</li> <li>- Purchasing equipment necessary for the project – up to 20% from the total eligible costs – real costs (using the depreciation rules) .</li> </ul> <p>Co-funding : the consortium will provide at least 10% of the total costs.</p> <p>Payments :</p> <p><b>1.</b> In case of projects amounting over 50 000 Euro, the 1-st advance payment – 40% of the contracted grant- will be transferred to the beneficiary/promoter upon signature of the contract; the 2-nd instalment of 40% will be transferred after the promoter proves that at least 70% of the 1st instalment was spent; the balance will be paid after the approval of the final report.</p> <p><b>2.</b> In case of projects amounting less or equal to 50 000 Euro, the advance payment will be 80% of the total contracted grant.</p>
<b>EVALUATION AND SELECTION PROCEDURES</b>	
<b>Specific eligibility rules :</b>	<ul style="list-style-type: none"> <li>- Applications will be accredited Romanian HEIs, on behalf of the whole consortium</li> <li>- At least one of the partners will be a HEI from a DS</li> <li>- The other partners can originate in DS or BS</li> <li>- The consortium will include at least three different partners</li> </ul>
<b>Minimum number of countries :</b>	2

Minimum number of partners :	3
Grant awarding criteria :	<b>1. Relevance</b>
	The requested grant and expected results are clearly relevant to general, operational and specific objectives of the Programme and of the Measure. Objectives are clear and realistic and refer to an adequate topic/target group.
	<b>2. Quality of the work programme</b>
	Organisation of project work is clear and appropriate for fulfilling objectives. The work programme sets and distributed tasks/activities to partners in such way as to guarantee results achieved in due time and within budget. The implementation calendar is realistic.
	<b>3. Innovative character</b>
	The project will supply innovative solutions to clearly identified needs of clearly identified target groups. This will be done either by adapting and transferring innovative approaches already existing in countries or activity fields, or by creating new, original solutions not yet available in any of the EEA countries.
	<b>4. Quality of the consortium</b>
	The consortium has all the professional competences, skills and experience required to implement the activities in the Work Programme. Tasks are adequately distributed among partners.
	<b>5. Added value of transnational cooperation in the EEA</b>
	Benefits and need for transnational cooperation in the EEA (as opposed to national, regional or local approaches) are clearly demonstrated.
	<b>6. Cost effectiveness</b>
	The proposed project is cost effective in terms of budget needed to implement planned activities.
	The PO reserves its right to adjust the costs that are assessed as reckless or that are not directly linked to the project.

	<b>7. Impact</b>
	<p>Foreseeable impact on approaches, target groups and systems is clearly defined and measures to ensure the impact are in place.</p> <p>Also, there is a procedure, methods and instruments to evaluate the progress of the project during implementation.</p>
	<b>8. Quality of the dissemination and exploitation plan</b>
	The dissemination and exploitation activities will allow optimal use of results beyond the interests of the participants in the project, during and after the contractual period.
	<p><b>NB: Applications that address social sustainability issues, in particular initiatives that help combat discrimination and intolerance, and initiatives that will improve the situation for the Roma population will be encouraged through additional priority points (40% of the maximum possible score).</b></p> <p>In order to qualify for this priority, a project should not necessarily involve directly Roma people, but could aim to produce positive effects collaterally (like for example projects dealing with social assistance, other social services providers, medical/health services addressing illness or diseases most frequent in poor communities, cultural projects aiming at bringing into the light the wealth of the minorities cultures, projects aiming to develop studies or research on different topics in Roma communities, that will be brought later on to the attention of decision makers, etc.)</p>
<b>CONTRACTUAL PROCEDURES</b>	
<b>Probable date of sending preliminary information about selection results</b>	<b>31.05.2015</b>
<b>Reporting</b>	The final report shall be submitted within 2 months of the completion of eligibility period. The final report will include documentation on activities and payments and it has to prove that the project has achieved all the objectives and outcomes assumed in the application.

#### **4. SELECTION PROCEDURES**

##### **4.1 SELECTION OF PROJECTS**

**PO has the entire responsibility for organising the selection process and taking the granting/funding decision.**

**The selection process has two components:**

- a. Administrative and eligibility check**
- b. Qualitative assessment (content)**
  - a. The administrative and eligibility check is performed by the PO's experts, members of the programme implementation team, using specific check-lists.**
  - b. The qualitative assessment (content) will be performed for projects under Measures 3.1, 3.2 (b) and 3.3, using specific assessment forms.**

**Project submitted under Measure 3.1 (Preparatory Visits) and 3.2 (b) (Individual research mobility for doctoral or post-doctoral students) will be assessed by a PO expert.**

**Projects submitted under Measure 3.3 (Inter-institutional cooperation projects) will be assessed by a team of two independent external experts, using the peer review system and in a transparent way, thus ensuring impartiality and equal treatment of all applicants.**

**After finalising the stages a. and b., a list of projects proposed for funding, reserve projects (including proposed budgets) and rejected projects will be drafted and submitted to the Selection Committee for review.**

**The final proposal of the Committee is submitted to the PO director, who takes the funding decision.**

- a. Administrative and eligibility check.**

**The following will be checked:**

- Applications have been submitted within the deadline (as announced in the 2015 Call for Proposals).**
- Applications have been submitted using the correct application form and all the compulsory items are filled in.**

- Applications are signed and stamped by the legal representative of the institution; in case of individual applications (measure 3.2 b), applications are signed by the applicant.
- All the supplementary documents stipulated in the 2015 Call for Proposals are attached.

Experts will also check if the applicant and/or the partners are eligible for the measure they have applied for, under the terms of the 2015 Call for Proposals.

In the case where minor errors or lacks are detected, the applicants will be asked to correct/make the additions in terms of up to 5 working days from the receipt of the notification. No modification (completion) which could affect qualitative assessment will be accepted.

The administrative and eligibility check results in a list of applications passed on for qualitative assessment (for measures 3.1, 3.2b and 3.3) and a list of applications rejected for administrative reasons.

Applicants rejected as a result of the administrative and eligibility check can appeal the decision, with arguments, in up to 5 working days from the publication of results; the appeal will be send electronically to [contestatie@anpcdefp.ro](mailto:contestatie@anpcdefp.ro) using the *specific form*.

The appeal will be analysed in two stages: PO is the first instance analysing the appeal and if the appeal is rejected, NFP is the second instance where the appeal is sent. If the NFP also rejects the appeal, the decision to reject the application is deemed final. If the appeal is accepted by one of the two instances then the application is deemed approved and passed on to qualitative assessment. The applicant filing the appeal will be notified by email in maximum 15 working days from the receipt of the appeal.

For Measure 3.2 a (Mobility Projects), once declared eligible and conform from the administrative point of view, the applications will be awarded the requested grants.

#### b. Qualitative assessment (content)

All the applications declared approved following the administrative and eligibility check, will undergo a qualitative assessment, according to the criteria described under paragraph 3.

Every application submitted under Measure 3.3 will be assessed by two independent external experts, using specific assessment forms. If the difference between the two scorings is greater than 10% of the maximum possible score, PO will organise a reconciliation meeting with the two experts; if the two experts cannot agree, a third expert will assess the application and his/her score will be deemed the final score.

Rejected applicants can appeal, with arguments, in maximum 5 working days from the publication of results; the appeal will be send electronically to [contestatie@anpcdefp.ro](mailto:contestatie@anpcdefp.ro) using the *specific form*.

The appeal will be analysed in two stages: PO is the first instance analysing the appeal and, if the appeal is rejected, NFP is the second instance where the appeal is sent. During the analysis of the appeal, there will

be reviewed the conformity and regularity of the qualitative assessment process (conformity to internal assessment procedures) but the PO and the NFP will not redo the qualitative assessment and will not give a different score to the application. If the NFP also rejects the appeal, the decision to reject the application is deemed final. The applicant filing the appeal will be notified by email in maximum 15 working days from the receipt of the appeal.

#### 4.2 SELECTION OF PARTICIPANTS FOR MOBILITIES UNDER MEASURE 3.2 a (MOBILITY PROJECTS)

For mobility projects, the sending universities are responsible for the selection (students and staff).

The selection process will ensure transparency, equal opportunities and avoiding conflicts of interests (in setting up selection committees and awarding funding) ; positive discrimination for disadvantaged categories (Roma people or persons with special needs) will take the shape of bonus points granted to the respective candidates. The whole process (starting with the internal Call for Proposals and ending with publication of results and treating appeals and complaints) will be thus documented to be easily checked by PO, either during on-the-spot visits or during desk checks. Treatment of complaints will take part in two stages, as described under paragraph 4.1, the first instance being the university and the second, the PO ; the appeal/complaint procedure must be thoroughly described in the internal Call for Proposals.

The internal Call for Proposals will contain at least the following information : the application procedure (deadlines, documents included in the application), selection criteria and their weight in the final score (including priority points for Roma and people with special needs), estimated number of places available per countries and universities, selection priorities, planning of process (dates of selection interviews, date for publication of results), appeal procedure, level of grant ; the Call will be published on the website of the university and promoted on the largest scale possible (advertised in all the faculties, via student organisations, Facebook, etc).

In the case of students, the selection criteria are :

- academic results – 20% of the total score
- letter of intent – 20% of the total score
- interview – to confirm the information given in the letter of intent and to assess the attitude towards a potential mobility in the chosen country – 40% of the total score
- relevant linguistic competences, to ensure a quality mobility (knowledge of the language of the host country will be a plus) – 20% of the total score.

**NB : Roma students, students with special needs and students coming from families where the revenue/member of family is equal or lower than the minimum salary at national level will get additional priority points, amounting 20% of the maximum possible score.**

In the case of teaching and non-teaching staff, the selection will be based on the letter of intent, which will include a work programme of the planned activities. The selection will take into account the relevance of the proposed mobility to the needs for institutional development of the university of origin. Staff under 35 years of age, Roma ethnics and people with special needs will receive additional priority points (amounting 20% of the maximum possible score). Also, the candidates who are involved in a project aiming at improving the life conditions of the Roma population (education, health, etc.) will get additional priority points, i.e. 20% of the maximum possible score, if the mobility requested is connected to this project.

### Subsistence and staff rates

	Country	Code	Subsistence (EUR/day)	Staff costs (per day)			
				Director /Project manager	Researcher Teacher Trainer	Technical	Administrative
Beneficiary States (BS)	Bulgaria	BG	150	150	115	80	60
	Cyprus	CY	150	150	115	80	60
	Czech Republic	CZ	150	150	115	80	60
	Estonia	EE	150	150	115	80	60
	Greece	EL	150	150	115	80	60
	Spain	ES	150	150	115	80	60
	Hungary	HU	150	150	115	80	60
	Latvia	LT	150	150	115	80	60
	Lithuania	LV	150	150	115	80	60
	Malta	MT	150	150	115	80	60
	Polonia	PL	150	150	115	80	60



	Portugal	PT	150	150	115	80	60
	Romania	RO	150	150	115	80	60
	Slovenia	SI	150	150	115	80	60
	Slovakia	SK	150	150	115	80	60
Donor States (DS)	Iceland	IS	250	300	230	160	120
	Liechtenstein	LI	250	300	230	160	120
	Norway	NO	250	300	230	160	120