



EUROPEAN COMMISSION  
Education, Audiovisual and Culture Executive Agency

**CALL FOR PROPOSALS GUIDELINES – EACEA/07/2020**

## **Intra-Africa Academic Mobility Scheme**



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## 1. INTRODUCTION – BACKGROUND

The Intra-Africa Academic Mobility Scheme, a joint initiative of the African Union and the European Union, is being implemented under the auspices of the Pan-African Partnership.

The "*Continental education strategy for Africa*" (CESA 2016-2025) articulates the ambition of the African Union to build an integrated continent through a harmonised education system where intra-African mobility and skills portability are standard. Furthermore, it calls for a paradigm shift towards transformative education and training systems to meet the knowledge, competencies, skills, research, innovation and creativity required to nurture African core values and promote sustainable development. This demands strategic identification of fields of study for higher education and research, and promotion of mechanisms for intra-african academic collaboration.

Those priorities have also gradually come to the fore in the Africa-EU Partnership in recent years and African and European Heads of States and Governments committed during the 5<sup>th</sup> Africa-EU Summit of 2017 to further "*invest in people*" and to support "*concrete initiatives in terms of recognition of qualifications, partnerships between institutions and mobility of young students, staff and researchers, in particular women and girls, and foster partnership between institutions, in order to develop and transfer knowledge and technology and to strengthen the ties between the two continents*".

Based on the experience of the Intra-ACP Academic Mobility Scheme (2010-2013), the EU decided to further support mobility of students and staff within Africa through the Intra-Africa Academic Mobility Scheme<sup>1</sup>. Three calls for proposals were thus launched in 2016, 2017 and 2019 and twenty one projects were selected, involving universities from all regions in Africa.

The programme is directly managed by the European Commission through the Education, Audiovisual and Culture Executive Agency (hereinafter referred as "the Agency"), under the supervision of the Directorate General for International Cooperation and Development and in collaboration with the African Union Commission Department for Human Resources, Science and Technology.

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

The **overall objective** of the programme is to enhance human capital development in Africa, while strengthening intra-African collaboration as called for by Agenda 2063.

The programme's **specific objectives** are to:

- increase the employability of students;
- improve the quality of higher education in Africa and its relevance to Africa's development vision;
- strengthen the modernisation and internationalisation of African higher education institutions, and promote the development of an African higher education and research space.

Mobility of students and staff between Higher Education Institutions (HEIs) is expected to help them acquire stronger knowledge and skills and contribute to improve the quality and relevance of teaching and learning through exchanges of practices. Within the African Union

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<sup>1</sup> Commission implementing Decision C(2018) 3225, adopted on 22 May 2018.

vision, this is also essential for developing higher education capacity to generate African solutions to African challenges and to build an African higher education and research space.

In addition, the scheme will contribute to strengthen the modernisation and internationalisation strategies of HEIs through the establishment of mechanisms to manage the mobility flows. This will in turn increase HEIs' capacity to forge partnerships with other institutions to undertake joint collaboration and research.

Furthermore, the programme is bringing together HEIs from different regions which will have to set up adequate mechanisms to organise the exchanges, such as arrangements to compare curricula and recognise the study periods abroad. It is therefore expected that the programme will enhance harmonisation and standardisation of higher education in line with the African Union Strategy for Harmonisation of Higher Education. It will provide specific lessons for the implementation of the Pan African Quality and Accreditation Framework and make a substantial contribution to regional integration.

Taking into account the priorities of the AU-EU strategy and the AU continental frameworks, the present Call is open to the following thematic fields of study:

- Agriculture and Food Security
- Science, Technology, Engineering and Mathematics (STEM) and Information and Communications Technology (ICT)
- Economics, business, finance
- Education Sciences
- Health Sciences
- Environment

### 3. TIMETABLE

<b>Timetable: planning</b>		
a)	Publication of the Call	<b>19 February 2020</b>
b)	Deadline for submitting applications	<b>19 May 2020 (17:00 Brussels time)</b>
c)	Evaluation period	June-September 2020
d)	Information to applicants	October-November 2020
e)	Signature of grant agreement	November-December 2020
f)	Estimated starting date of the action	1 January 2021

### 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 9.800.000 and should allow around 350 mobility flows.

Each grant will amount to between EUR 1.000.000 (**minimum grant size**) and EUR 1.400.000 (**maximum grant size**) depending on: i) the number of Higher Education

Institutions (HEIs) participating as lead applicant and co-applicants<sup>2</sup>, ii) the number, type and duration of the mobility flows to be implemented.

The Agency expects to fund 7-8 proposals.

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

## 5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in Section 3;
- submitted in writing (see Section 14), using the correct application form (eForm) and the electronic submission system<sup>3</sup> available at [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en); and
- drafted in one of the EU official languages

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

## 6. ELIGIBILITY CRITERIA

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

### 6.1. Eligible applicants, partnerships and individuals

The present Call is open to Higher Education Institutions (HEIs) as lead applicant and co-applicants.

Individuals will benefit from the mobility activities planned by these HEIs.

HEIs and other types of organisations can also be involved in the proposals as associated partners.

#### 6.1.1. Lead Applicant

The lead applicant must:

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<sup>2</sup> For the purpose of this Call, “lead applicant” refers to the coordinating institution and “co-applicants” to partner HEIs from Africa and to the EU technical partner (see details in the section 6.1.)

<sup>3</sup> If you encounter technical issues that are not addressed in the user guide you may contact the EACEA Helpdesk to request assistance. The contact details and hours of operation are as follows: e-mail: [EACEA-HELPDESK@ec.europa.eu](mailto:EACEA-HELPDESK@ec.europa.eu); telephone: +32 229 90705. The EACEA Helpdesk service is available from 08:30 to 17:30 Monday to Thursday and from 08:30 to 17:00 on Fridays (all times are Brussels time). The service is not available on Belgian public holidays or on official Commission holidays. When contacting the Helpdesk, please have the following information at hand or include it in your email message: Your telephone number and your email address; The programme and funding opportunity you are applying under; The following details for the computer that you are using to complete and submit your application: the version of Adobe Reader (or Adobe Acrobat) that is installed; the internet browser and version you are using; the operating system and version installed on the computer; details of any error messages / error codes that you encountered; screenshots of the problem (if contacting the Helpdesk by email).

- (a) Be a legal person ("legal entity"): in order to demonstrate its existence as a legal person, the applicant must be legally established for more than 3 years and must provide a **Legal Entity Form**, duly completed, signed, and accompanied by the relevant documents<sup>4</sup>; and
- (b) Be a Higher Education Institution (private or public). In order to be eligible as a Higher Education Institution, applicants must provide courses at the post graduate level (masters level and/or doctoral degree) of higher education leading to a qualification recognised by the competent authorities in their own country<sup>5</sup>; they may be called a "University" or bear other relevant name (e.g. "Polytechnic", "College", "Institute", etc); they must be accredited by relevant national authorities; and
- (c) Be registered and established in Africa. Branches or subsidiaries of HEIs from outside the African continent are not eligible<sup>6</sup>.

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

- (1) **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required),
- (2) **public entity:** copy of law, decree, resolution or decision establishing the public body, or other official document establishing the public-law entity.

### **6.1.2. Partnership**

The **partnership** will be composed of a lead applicant and co-applicants (partner HEIs and an EU technical partner).

The partnership must be constituted of **a minimum of four (4) HEIs (including the lead applicant)** from Africa **and one technical partner from an EU Member State**.

The **maximum size of the partnership is limited to six (6) HEIs (including the lead applicant)** from Africa and one technical partner from an EU Member State.

In each partnership, **no more than two (2) HEIs (including the lead applicant) from the same country** are allowed to participate .

HEIs from a **minimum of three (3) African regions** must participate in any partnership (taking into account the lead applicant).

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<sup>4</sup>The *Legal Entity form* is enclosed as Annex 6 to the application form (i.e. Annex 1 of this Call) and can be downloaded from the following website: [https://ec.europa.eu/info/publications/legal-entities\\_en](https://ec.europa.eu/info/publications/legal-entities_en).

<sup>5</sup> International Standard Classification of Education ISCED 2011, at least level 7- Master or equivalent (ISCED 2011 level 6 - bachelor or equivalent education, is not eligible).

<sup>6</sup> Any legal entity whose statutes have not been established in Africa (see Section 6.1.2) cannot be considered eligible, even if its statutes are registered or a "Memorandum of Understanding" has been concluded in Africa.

The regions are presented in the table below:

<b>Regions of Africa</b>	<b>Countries</b>
North	Algeria, Egypt, Libya, Mauritania, Morocco, Tunisia
West	Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea-Bissau, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Togo
Central	Burundi, Cameroon, Central African Republic, Chad, Congo, Democratic Republic of Congo, Equatorial Guinea, Gabon, São Tomé-and-Príncipe
East	Comoros, Djibouti, Ethiopia, Eritrea, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, South Sudan, Sudan, Tanzania, Uganda
South	Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, eSwatini, Zambia, Zimbabwe

A same HEI can be involved in several proposals which are submitted under the present Call, either as a lead applicant, co-applicant or associated partner. **Only one project where this HEI is a lead applicant can be selected under the same call however.** This provision **does not apply** when a HEI is participating as a **co-applicant (including EU technical partner)** or as associated partner in several projects. In this case it is possible for several projects involving the same HEI to be selected.

### **Co-applicants**

#### **Partners**

Partners must:

- (a) Be a legal person ("legal entity"): in order to demonstrate its existence as a legal person, the Partner must be legally established for more than 3 years; and
- (b) Be a Higher Education Institution (private or public). In order to be eligible as a Higher Education Institution, partners must provide courses at the post graduate level (masters level and/or doctoral degree) of higher education leading to a qualification recognised by the competent authorities in their own country<sup>7</sup>; they may be called a "University" or bear other relevant name (e.g. "Polytechnic", "College", "Institute", etc.); they must be accredited by relevant national authorities in an eligible country (see Section 6.1 above); and
- (c) Be registered and established in Africa (see Section 6.1 above). Branches or subsidiaries of HEIs from outside the African continent are not eligible.

#### **EU technical partner**<sup>8</sup>

The partnerships must involve one HEI established in one of the EU Member States and having been awarded an Erasmus Charter for Higher Education, as technical partner.

<sup>7</sup> International Standard Classification of Education ISCED 2011, at least level 7- Master or equivalent (ISCED 2011 level 6 - bachelor or equivalent education, is not eligible).

<sup>8</sup> Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

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

Proposals should clearly state the tasks and responsibilities of the technical partner as well as the nature of the services to be provided.

Costs for the participation of the technical partner in the project shall be included in the costs related to the organisation of the mobility managed by the partnership (see Section 11.1). However, the technical partner can neither host nor send students or/and staff for mobility.

**The lead applicant must submit mandates<sup>9</sup> signed with each co-applicant (including the EU technical partner),** confirming that they grant power of attorney to the lead applicant, to act on their behalf and for their account in signing the eventual grant agreement and its possible subsequent amendments with the Agency.

By signing the mandate, the co-applicants accept all the provisions of the above mentioned grant agreement and agrees to provide the documents or information that may be required.

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

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

Co-applicants must send the mandate respecting the template and their formal requirements. An ineligible co-applicant may render the whole partnership ineligible.

### Associated partners

HEIs and other types of organisations from Africa can be involved in the project as associated partners. Such associated partners shall play an active role in project implementation. However, they can neither host nor send students or/and staff, but can receive students for placements periods (e.g. internships, research activities).

The associated partners do not have the status of co-applicants and do not have to meet the lead applicant and co-applicants' eligibility criteria. These organisations are not considered as beneficiaries and cannot receive funding from the grant. As such, they will not be accounted for in relation to the partnership composition requirements nor in the calculation of the lump sum contribution granted to cover the costs for the organisation of the mobility (See Section 11.1).

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

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<sup>9</sup> The templates of the *mandate* for the co-applicants (partner HEIs and the EU technical partner) are enclosed (as Annex 5a and Annex 5b respectively) to the application form (i.e. Annex 1 of this Call).

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

### Affiliated entities

Entities affiliated<sup>10</sup> to the applicants are not eligible to receive funding under this Call for proposals. They may take part in the action as affiliated entities at their own costs only.

#### **6.1.3. Individuals**

### Students

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

- (a) **Being nationals** of a member state of the African Union and being **resident** in Africa
- (b) **Being registered/admitted** in or having obtained a HEI degree (or equivalent) from:
  - one of the HEIs involved in the partnership (including the lead applicant) (Target Group I);
  - or**
  - a HEI not involved in the partnership but established in Africa (Target Group II)
- (c) Have sufficient knowledge of the language of the courses in the host countries
- (d) Students can only benefit from one scholarship under the Intra-Africa Academic Mobility Scheme (regardless the type of mobility or the funding project). Students having benefitted from scholarship(s) under the previous Intra-ACP Academic Mobility Scheme cannot receive scholarships under the Intra-Africa Academic Mobility Scheme.

### Academic and Administrative Staff<sup>11</sup>

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

- (a) Being **nationals** of a member state of the African Union and being **resident** in Africa and
- (b) Working for a HEI involved in the partnership (including the lead applicant)

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<sup>10</sup> In accordance with Article 187 FR, entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Articles 136(1) and 141(1) FR and that have a link with the applicant, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, will be considered as entities affiliated to the applicant.

<sup>11</sup> Technical staff members are also eligible.

## **6.2. Eligible activities**

### **6.2.1. General provisions**

The project will entail the organisation and implementation of student mobility in high quality master level and doctoral programmes as well as the provision of education/training and other services to eligible students.

Mobility of students can be of short term (**credit-seeking mobility** - leading to the academic recognition by the home institution of the study period spent at host institution) or for a complete course of an academic programme (**degree-seeking mobility** - leading to the award of a degree by the host institution after the successful completion of their studies).

Moreover, the project will also foresee the organisation and implementation of staff mobility with the provision of teaching/training, research assignments and other services.

Mobility must take place only in Africa.

Only HEIs from Africa involved as lead applicant or co-applicant can host mobility of students and staff. Mobility must take place in a country different than the one of nationality and residence of the scholarship holder. Mobility must be physical, virtual mobility is not allowed.

Activities shall start on 1<sup>st</sup> January 2021 (start of the eligibility period), provided that the Grant Agreement has been signed between the Agency and the lead applicant. Activities shall not start before the signature of the Grant Agreement unless the applicant provides a prior justification which is accepted by the Agency.

The duration of the projects must be **60 months**.

All activities must take place within the eligibility period as defined in the Grant Agreement. In general, the first six months shall be dedicated to preparatory activities related to the organisation of mobility (see below "Organisation of mobility"). Mobility of students and staff may not start before a selection process has been completed by the partners, on the basis of the selection procedures set up for this purpose by the partnership. If during the implementation of the project it becomes impossible for the beneficiary, for justified reasons, to complete the activities within the scheduled period, an extension to the agreed eligibility period may be granted (i.e. a maximum extension of 12 months).

### **6.2.2. Academic programmes**

Proposals shall provide an indicative list of accredited high quality master level courses and doctoral programmes offered by the HEIs from Africa (involved as a lead applicant or a co-applicant) and in which all mobility flows are planned to take place. Both lead applicant and co-applicants will be requested to commit that all student mobility flows will be implemented only in accredited academic programmes linked to the thematic fields. A proof of accreditation may be asked by the Agency for all the programmes indicated in the application during project implementation.

The quality of the academic programmes offered by the partnerships shall be ensured in order to maximise the benefit for the students. Moreover, it is advisable to focus on a limited number of thematic fields and academic programmes in order to enhance coherence and quality of the proposal.

### **6.2.3. Organisation and implementation of mobility**

Activities related to the organisation and the implementation of mobility aim at creating optimal conditions, through quality support measures, for students and staff to undertake periods of study/teaching/research/ training at a host HEI.

In order to achieve this, during project implementation the partnerships should:

- a) Draw up a Memorandum of Understanding among the partnership members with the objective to reach sound management of the partnership and address all the aspects linked to the organisation of the mobility scheme. The Memorandum of Understanding shall identify/establish:
  - a. the role of the partnership HEIs and their individual involvement in the organisational activities (visibility activities, communication strategy, preparatory academic activities, selection process, recognition of study periods, project quality assurance and academic follow-up, institutional services, etc.);
  - b. procedures and criteria for the selection of candidates. These mechanisms will take into account the different criteria to be applied for different target groups;
  - c. commitment by all partnership HEIs that all student mobility flows will be implemented only in accredited academic programmes linked to the thematic fields;
  - d. specific academic arrangements (e.g. for students: agreed examination criteria, academic recognition of study periods abroad; for staff: the inclusion of courses taught in the regular programme of the host HEI; arrangements for student and course assessment, training programmes etc.);
  - e. financial arrangements between partnership HEIs, including the use of the budget for the organisation of mobility, as well as rules and procedures to be followed during the organisation of mobility and related to the scholarship payment to students and staff.
- b) Develop a clear promotion and visibility strategy for the partnership including, in particular, a dedicated partnership website referring explicitly to the "Intra-Africa academic mobility scheme" and providing all necessary information about the partnership from the academic, financial and administrative points of view. This must include a solid promotion strategy reaching as many potential applicants as possible on the African continent.
- c) Put in place a centralised mechanism for the selection of students and staff that guarantees the transparency of the selection process and an equitable treatment of the individual applications.

Partnerships are expected to set up procedures and criteria for the selection of students and staff to take part in the individual mobility activities. These selection criteria should take into account the admission criteria as defined by each host university. Moreover, selection of individuals for mobility must follow the eligibility criteria as indicated in Section 6.1.3 of this Call.

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

d) Cross-cutting issues should be tackled as follows:

Participation of disadvantaged groups (students with disabilities, socio-economically disadvantaged students) and of students and staff from fragile and conflict-affected states and regions within a country should be also foreseen.

Moreover, in order to foster gender balance and to close the gap in the participation of women, while promoting the scholarship opportunities and selecting the candidates the partnerships are expected to put in place appropriate initiatives and measures.

The above should be explicitly laid out in both the advertising of the scholarships and selection criteria. In cases of equal merit, the partnership is encouraged to select the candidate from the most disadvantaged background.

e) Provide adequate linguistic support to students and staff in mobility.

f) Offer the necessary services and facilities to scholarship holders (e.g. welcoming, housing, coaching, assistance before and during mobility, support for visas and residence permits, language courses, etc.), including where necessary services for family members of scholarship holders and for scholarship holders with special needs.

g) Put in place an insurance scheme that guarantees that students and staff are adequately covered in case of accident, injury, illness, etc. during their mobility, in accordance with the minimum requirements for insurance of the Intra-Africa Academic Mobility Scheme<sup>12</sup>.

h) Set up **student agreements** outlining the scholarship conditions, type of mobility, period and duration, the rights and obligations, including commitment to attend courses and undertake exams.

i) Set up **learning agreements/research plans** with students on an individual work programme and workload required to pass examinations or other forms of assessment.

j) Facilitate academic recognition of periods of study, training, research and teaching through agreed mechanisms between home and host HEIs with a view to favouring the creation of an African Higher Education and Research Space. In this sense, it is a minimum requirement for all partners to consider the study period abroad as an integral part of the study programme. Full academic recognition shall be given by the home HEI for the study period (including examinations or other forms of assessment) spent in the host HEIs. At the end of the period of study abroad, the host HEI will provide the incoming student as well as the home HEI with a diploma and/or transcript of records with the study results confirming that the programme has been completed. Where relevant, delivery of a diploma supplement is also recommended.

k) Draw up **mobility agreements** with academic/administrative staff on scholarship conditions, rights and obligations, as well as on the activity plan during the mobility, e.g. lectures to be delivered (that should form part of the courses of a degree/diploma offered by the host institution), research, training and capacity building activities, etc.

l) Foresee arrangements for academic monitoring of scholarship holders.

m) Set up internal, and where possible external, quality assurance mechanisms and tools to assess the overall project implementation, including management and cooperation arrangements, application and selection processes, institutional services and support provided before and during mobility, post-mobility periods, etc. These mechanisms should

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<sup>12</sup> As set out in Annex X of the model Grant Agreement (i.e. Annex 2 of this Call): *Minimum insurance requirements for the Intra-Africa Academic Mobility Scheme*

allow also assessing/measuring the impact of the project at individual, institutional and national/regional level.

- n) Develop a sustainability strategy explaining in which way these mobility exchanges can favour the creation of durable links among the institutions, ensure the financial and operational continuation of the collaboration beyond EU funding and how they can respond to the social, economic and political needs of their countries.

#### 6.2.4. Individual mobility for students and staff

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

Target Group	Participants	Types of mobility	Minimum/Maximum duration
Target Group 1	<b>Students</b> registered/admitted in or having obtained a degree from one of the HEIs that is involved in the partnership (including the lead applicant).	Master	6/24 months
		Doctorate	6/48 months
	<b>Staff</b> working for one of the HEIs that is involved in the partnership (including the lead applicant)	Staff	1/6 months
Target Group 2	<b>Students</b> registered/admitted in or having obtained a degree (or equivalent) from a HEI not included in the partnership but established in Africa <sup>13</sup>	Master	6/24 months
		Doctorate	6/48 months

In addition, with regard to the individual mobility specified above, the projects are recommended to respect the following:

- at least 40 % of the total number of individual mobility flows covered by the project are from Target Group I;
- ranges per type of mobility:

Type of mobility	Distribution (% of total number of mobility flows)
Master	50-70%
Doctorate <sup>14</sup>	15-30%
Staff	10-30%

- at least 25% of the total number of student mobility flows correspond to Credit-seeking mobility.

<sup>13</sup> Students registered in or having obtained a degree (or equivalent) from a HEI included in the partnership as an associated partner can participate as Target Group 2.

<sup>14</sup> The doctorate provision will also include possibilities for sandwich programmes (see "Glossary") with a minimum duration of six months.

- balanced distribution of the number of mobility flows among the partnership HEIs (lead and co-applicants) taking into account the operational capacity of all partners to manage the mobility including their capacity to host and send students.
- no more than 20% of the total number of mobility flows funded by the project are from the same African country.

### *Student mobility*

**Student mobility can start at any time within the project duration and must end by the end of the project eligibility period.** Any long-term mobility (i.e. 48 months) should therefore start early enough to ensure that its end date falls inside the eligibility period (see Section 6.2.1).

To facilitate the organisation and implementation of the mobility, the partnerships can organise student mobility in several cohorts, if necessary. In that case the following indicative timeline is recommended:

- First cohort – mobility flows should start by 31 December 2021.
- Second cohort – mobility flows should start by 31 December 2022.
- Third cohort – mobility flows should start by 31 December 2023.
- Fourth cohort – mobility flows starting by 31 December 2024.

Student mobility may include a placement period of maximum three (3) months in the same country of the host HEI and preferably in an associated partner, provided that it is preceded by minimum one academic term in mobility (e.g. semester, trimester) and that the placement is recognised as an integral part of the student’s programme. The placement should be agreed by all partnership members concerned and a close monitoring of the students should be ensured.

### *Academic and Administrative Staff mobility<sup>15</sup>*

**Mobility of academic and administrative staff can start at any time within the project duration and must end by the end of the project eligibility period.** The mobility of staff should be agreed by the home and host HEIs and it is expected to be an integral part of the institutional staff development plan and recognised as such upon return of the staff member. The proposals should give due consideration to both administrative and academic staff mobility. The related activities may vary from teaching assignments or administrative tasks (e.g. exchange of experience in international relation offices), attendance in or delivery of trainings, curriculum development activities, or technical support etc.

The mobility of staff should contribute to strengthen the international co-operation capacity of the higher education institutions as well as their management capacity. The mobility should also aim at fostering the exchange of experience and improving the management skills in particular in the implementation of international projects. It should aim to consolidate and extend links between departments and faculties and to prepare the HEIs for future cooperation. The staff mobility is also expected to lead to progress in the application of systems for recognition of studies in the partnership institutions.

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<sup>15</sup> Technical staff members are also eligible.

The lead applicant shall submit to the Agency the list of the students and staff selected to benefit from a scholarship for mobility, as well as the list of reserve candidates, together with the relevant Progress Report covering the concerned period. Moreover, it is highly recommended to submit these lists at the latest 15 days before the start of the first mobility under each cohort. The lists shall indicate the name, gender, target group, nationality, home and host institutions, field of study, mobility type and duration. In addition, information on the number of non-selected candidates per mobility type, country of origin and gender has also to be provided.

As the selection of candidates should take into account the mobility requirements and recommendations (as indicated in this Section 6.2.4) and foster gender balance, the Agency will closely monitor projects regarding the above aspects for the whole duration of the projects, particularly when receiving the lists of students and staff (selected and reserve) and when analyzing the progress and final reports.

Furthermore, in order to avoid irregularities in students' selection, the partnership must request the students the following:

- To declare (both at the application stage and in the student agreement) not to have already benefitted from a previous scholarship under the Intra-ACP Academic Mobility Scheme and the Intra-Africa Academic Mobility Scheme.
- To commit (both at the application stage and in the student agreement) not to benefit from another EU funded scholarship scheme (i.e. Intra-Africa Academic Mobility Scheme, Erasmus+: Erasmus Mundus Joint Master Degrees) to follow the same academic programme during the mobility period under the Intra-Africa Academic Mobility Scheme.
- To accept to reimburse the financial support in case of incomplete or false declaration.

The partnership shall take responsibility to ensure that the scholarship holders selected are eligible according to the criteria specified in this Call.

Any costs incurred by the beneficiaries for the mobility of ineligible scholarship holders will be considered ineligible.

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion from participation**

The authorising officer shall exclude an applicant<sup>16</sup> from participating in call for proposals procedures where:

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

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<sup>16</sup> Lead and co-applicants

- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
  - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
  - (ii) entering into agreement with other applicants with the aim of distorting competition;
  - (iii) violating intellectual property rights;
  - (iv) attempting to influence the decision-making process of the Agency during the award procedure;
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
  - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
  - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
  - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
  - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated

- damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
  - (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
  - (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
  - (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
    - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
    - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
    - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
    - (iv) information transmitted by Member States implementing Union funds;
    - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
    - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

## **7.2. Remedial measures**

If an applicant declares one of the situations of exclusion listed above (see section 7.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

## **7.3. Rejection from the call for proposals**

The authorising officer shall not award a grant to an applicant who:

- a) is in an exclusion situation established in accordance with section 7.1; or
- b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or

- c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

#### **7.4. Supporting documents**

Applicants must sign a declaration on their honour<sup>17</sup> certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the Call for proposals.

This obligation will be fulfilled by each applicant<sup>18</sup> in the partnership, who will submit a declaration in its name and on behalf of its affiliated entities.

### **8. SELECTION CRITERIA**

Lead Applicants must have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding.

Applicants and Co-applicants must have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

Each applicant<sup>19</sup> must submit a declaration on their honour, completed and signed, attesting to their financial and operational capacity to complete the proposed activities.

#### **8.1. Financial capacity**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents that will be requested from selected lead applicants by the Research Executive Agency Validation Services:

- a declaration on their honour;
- the profit and loss account as well as the balance sheet for the last financial year for which the accounts were closed;
- **an audit report** produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last financial year available must be provided.

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<sup>17</sup> See Annex 4 of the application form (i.e. Annex 1 of this Call).

<sup>18</sup> Lead and co-applicants.

<sup>19</sup> Lead and co-applicants.

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

On the basis of the documents submitted, if the Responsible Authorizing Officer (hereinafter "RAO") considers that financial capacity is not satisfactory, he/she may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-applicants;

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

**The verification of the financial capacity shall not apply to public bodies.**

## 8.2. Operational capacity

Applicants<sup>20</sup> must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour and the following information in the application form:

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

## 9. AWARD CRITERIA

Eligible applications will be assessed by the evaluation committee with the support of external experts on the basis of the following criteria:

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

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<sup>20</sup> Lead and co-applicants

To be considered for funding, proposals must score at least 50 points out of a total of 100

The Evaluation Committee will draw up a list of projects recommended for funding and a reserve list taking into consideration not only the ranking resulting from the assessment of the award criteria, but also the available budget and the geographical balance among the African countries.

In case of ex-aequo proposals, these proposals will be ranked in accordance with the following rules:

Priority will first be given to the proposals having obtained the highest individual score on the award criterion “*Quality*”. If ex-aequo proposals still remain, priority will then be given to the highest individual score on the award sub-criterion “*Organisation and implementation of the mobility*”.

### **9.1. Relevance (20 points)**

Under this criterion applicants<sup>21</sup> should state the relevance of the proposal in relation with the programme's objectives. The project's overall and specific objectives should be described.

Taking into account the thematic priorities of the Call (Section 2), applicants should also demonstrate/justify:

- i. how the chosen thematic fields of study will contribute to addressing the specific needs of the countries and regions represented in the partnership;
- ii. the innovative character of the project and its added value;
- iii. the choice of countries/regions involved as well as a balanced geographical coverage among and within the programme countries.

### **9.2. Quality (70 points)**

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

#### *a) Academic quality (15 points)*

Under this sub-criterion applicants should present an indicative list of master level and doctoral programmes in the chosen subject(s), in line with the priority thematic fields of this Call (see Section 2). They should provide a short description of each programme, demonstrate that they are of high quality and fully accredited by the relevant national body under the national law and illustrate how they contribute to address the needs identified in the related thematic field(s).

#### *b) Partnership composition and cooperation mechanisms (15 points)*

Under this sub-criterion applicants should describe cooperation mechanisms, the involvement of the partners in the project, including the EU technical partner and the associated partners (where applicable), the complementarity of their expertise in order to achieve the project's

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<sup>21</sup> Under the award criteria, “applicants” refer to all partnership members submitting a proposal.

objective. Proposals should demonstrate to which extent institutions with limited experience in international mobility projects are involved and describe how they will be integrated in the project implementation to increase their capacity in international mobility.

*c) Organisation and implementation of the mobility (20 points)*

Under this sub-criterion applicants should focus on the way the partnership intends to plan and manage the mobility of students and staff in order to ensure its efficient and effective implementation. Applicants should explain how the mobility requirements and recommendations (see Section 6.2.4) will be addressed. Beyond the students' mobility plan, information shall be given on the specific activities to be carried out by the staff during their mobility abroad. The applicants should also illustrate the specific measures to attract the appropriate number and type of students and staff, including from disadvantaged groups and fragile and conflict affected states; the methodology to ensure impartial and transparent selection process; agreed mechanisms for ensuring recognition of the study period and of the staff activities abroad; the monitoring and evaluation strategy etc.

*d) Student / staff facilities and follow-up (10 points)*

Under this sub-criterion applicants should describe the services and facilities offered to selected scholarship holders as well as to way the partnership intend to ensure participation of scholarship holders in the implementation of mobility scheme.

*e) Gender balance (10 points)*

Under this sub-criterion applicants should describe the partnership's strategy to foster gender balance in the partnership's management and in the mobility flows for a more equal involvement of women. In particular, they should illustrate which initiatives and measures will be taken in the promotion of scholarship opportunities and in the selection of candidates, in order to address existing obstacles to achieving gender balance and to close the gap in the participation of women.

### **9.3. Impact and Sustainability (10 points)**

Under this criterion applicants should describe the measures taken by the partnership to assure the appropriate dissemination and exploitation of the project's results, as well as to guarantee positive impact at individual, institutional and national/regional level. Applicants should also describe the partnership's strategy to ensure the financial and institutional sustainability of the project activities and results beyond the funding period.

## **10. LEGAL COMMITMENTS**

In the event of a grant awarded by the Agency, a grant agreement for an action with multiple beneficiaries, drawn up in euro and detailing the conditions and level of funding, will be sent to the lead applicant, as well as the procedure in view to formalise the obligations of the parties.

The two (2) copies of the original agreement must be signed first by the lead applicant on behalf of the partnership and returned to the Agency immediately. The Agency will sign them last.

## 11. FINANCIAL PROVISIONS

### 11.1. Forms of the grant

#### 11.1.1. Lump sum and unit contributions

The EU grant shall take the form of a lump-sum contribution for the organisation of mobility and unit contributions for the implementation of mobility, as described below:

##### a) Costs related to the organisation of the mobility

The part of the grant awarded to cover the costs incurred by the HEIs for the organisation of the mobility will be calculated on the basis of a lump-sum. For the whole duration of the project, the lump-sum amount will be equivalent to EUR 20.000 multiplied by the number of partnership HEIs (including the lead applicant and the EU technical partner).

Since the maximum partnership composition is of 7 HEIs (including the lead applicant and the EU technical partner), the maximum possible amount to be granted for the organisation of mobility is EUR 140.000.

In particular, the lump sum contribution will help cover the management costs incurred by the partnership, such as those related to the organisation and participation in partnership meetings/events (e.g. management/coordination meetings, selection committee meetings, closure meeting), the travel costs and costs of stay for attending meetings organised by the Agency, the costs incurred to promote the scholarship opportunities and to disseminate the projects' outcomes and results (development of website, promotion material, etc.), the tools put in place for the selection of the scholarship holders and for quality assurance, administrative support at the partnership institutions, bank transfer fees etc.

##### b) Costs related to the implementation of the mobility

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

##### i. Subsistence allowances

Selected partnerships must pay a **monthly<sup>22</sup> subsistence allowance** in full and regularly to the selected scholarship holders corresponding to the amount specified in the table below (p. 25).

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

Payment of the subsistence allowances cannot be used by the partnership as a "conditionality" mechanism, e.g. to improve performance, ensure presence/participation.

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<sup>22</sup> Duration in months should be calculated following the formula: Duration in day/30. The result must be rounded to the nearest integer.

*ii. Allowances for female scholarship holders*

**For mobility equal to or longer than 2 academic years<sup>23</sup>**, the partnership shall pay an extra allowance corresponding to the monthly subsistence allowance amount (see table below, p. 25) to female master students and doctoral candidates, **for each academic year** they spend on mobility<sup>24</sup>. This extra allowance aims at facilitating their access to longer study periods abroad and may for instance cover costs related to their family obligations.

*iii. Participation costs*

Selected partnership must fully cover the participation costs incurred by all students/staff independently of the length of the mobility. The participation costs shall cover tuition and/ or registration fees, additional library, student unions, residence permit, language courses costs etc.

For students' **mobility flows** equal to or longer than **10 months, a unit cost** (see table below, p. 25) will be granted **to the partnership for each academic year of mobility<sup>25</sup>** in order to cover the above mentioned participation costs. For such mobility flows, students must not be charged any fees by their home HEI.

The total amount of this budget item is managed by the partnership as a pool of funds and its distribution should be decided on the basis of the actual participation cost of each selected students.

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

*iv. Research costs*

Research costs are meant to contribute to the research activities of **master students and doctoral candidates** and shall be used by the partnership to cover costs incurred in this regard, such as laboratory consumable expenses, field research costs, registration fees for online research platforms or media, etc.

**For students' mobility flows equal or longer than 10 months, a unit cost** (see table below, p. 25) will be granted to the partnership for each **academic year of mobility<sup>26</sup>** in order to cover the above mentioned research costs of incoming students.

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

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<sup>23</sup> Students must have fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months.

<sup>24</sup> For instance, a female doctoral candidate having fulfilled all the academic obligations corresponding to 4 academic years and completed a mobility period of a minimum duration of 40 months, is entitled to receive 4 times the extra allowance.

<sup>25</sup> For instance, for a doctoral candidate having fulfilled all the academic obligations corresponding to 4 academic years and completed a mobility period of a minimum duration of 40 months, the partnership is entitled to receive 4 times the unit cost for "Participation". For cancellation, drop-out and any other special cases during projects' implementation, eligibility of costs will be assessed by the Agency based on the supporting documents justifying the costs.

<sup>26</sup> Same principle as the footnote 23.

needs of the selected students. The selected partnerships will be requested to report on the use of this unit cost per student.

**v. Insurance costs**

Selected partnerships must take a full insurance coverage (health, travel, accident) for all scholarship holders according to the minimum insurance requirements<sup>27</sup>.

In order to cover the insurance expenses, a unit cost of 75 € per month for each student and staff member participating in the mobility activities will be granted to the partnership which will manage this budget item as a pool of funds in a view to ensure full insurance coverage of each scholarship holder.

**vi. Travel and visa costs**

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

In order to cover the travel and visa costs for students and staff participating in the mobility, a **unit cost will be granted to the partnership for each scholarship holder in mobility**<sup>28</sup>, on the basis of the direct/linear distance<sup>29</sup> ("as the crow flies") between:

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

On the basis of the below distance bands and corresponding unit costs, **the selected partnerships will cover the travel and visa expenses** for students and staff participating in the individual mobility flows:

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

For each selected master student and doctoral candidate whose mobility is equal to or longer than two academic years<sup>30</sup>, the partnership will be entitled to receive two unit costs for travel and visa.

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<sup>27</sup> See Annex X of the model Grant Agreement (i.e. Annex 2 of this Call guidelines), *Minimum insurance requirements for the Intra-Africa Academic Mobility Scheme*.

<sup>28</sup> In terms of supporting documentation proving the duration of the mobility, the partnership must keep relevant travel documents for both the inbound and outbound travel. Such evidence can be flight/train tickets, boarding passes, etc.

<sup>29</sup> For calculating the distance please refer to: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

<sup>30</sup> Students must have fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months. For cancellation, drop-out and any other special cases

For any other mobility duration/type, the partnership will be entitled to receive one unit cost for travel and visa.

The total amount of this budget item should be considered as a pool for travel and visa costs and it is managed by the partnership to cover the related costs for each scholarship holders.

### *Summary table*

The table below summarises the unit costs per type of mobility and how these are managed:

<b>Type of mobility</b>	<b>Subsistence allowance<sup>31</sup></b> (per month)	<b>Allowances for female scholarship holders</b> (per academic year only for mobility equal or longer than 2 academic years)	<b>Participation costs</b> (per academic year only for mobility equal or longer than 10 months)	<b>Research costs</b> (per academic year only for mobility equal or longer than 10 months)	<b>Insurance costs</b> (per month)	<b>Travel and visa costs</b>
Master	600 €	600 €	3.500 €	600 €	75 €	According to travel bands
Doctorates	900 €	900 €	4.000 €	2.000 €	75 €	
Staff	1.200 €	-	-	-	75 €	
	<i>Must be paid in full to the scholarship holder</i>	<i>Must be paid in full to the scholarship holder</i>	<i>To be managed by the partnership</i>	<i>To be managed by the partnership</i>	<i>To be managed by the partnership</i>	<i>To be managed by the partnership</i>

When all the costs related to travel, visa, insurance, participation and research costs of the implemented mobility are covered in line with the requirements of this call, any remaining funds from the corresponding unit costs can be used by the partnership to the benefit of the project.

#### ***11.1.2. Payment conditions, checks and audits for lump sums and unit costs***

- Contributions based on lump sum and unit costs, will be paid in full provided that the action is implemented properly (with the required quality, fully and on time). If the action is not properly implemented the amount of the grant will be reduced proportionately in accordance with the provisions of the grant agreement. See also step 3 of section 11.2.
- The fulfilment of the above conditions and/or results triggering the payment of the lump sum and unit costs, as specified in section 11.1.1 including where required the achievement of outputs and/or results, will be checked at the latest before the payment of the balance. In addition, the fulfilment of those conditions and/or results may be subject to ex post controls.
- For this purpose, in case of verifications, checks or audits, the beneficiary will be required to provide supporting documents proving: a) for lump sum, the proper implementation of the corresponding part of the action; b) for unit costs, the number of units declared.

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during projects' implementation, eligibility of costs will be assessed by the Agency based on the supporting documents justifying the costs.

<sup>31</sup> Settling-in allowance corresponds to an extra month of subsistence allowance and is paid only to students.

- The amounts of lump sum and unit costs as specified in section 11.1.1 will not be challenged by ex-post controls. This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.
- Payment of the grant on the basis of lump sums and unit costs as specified in section 11.1.1 does not affect the right of access to the statutory records of the beneficiaries for the purposes of:
  - reviewing them for future grants, or
  - protecting the Union financial interests, e.g. detection of fraud, irregularities or breach of obligations

## **11.2. Calculation of the final payment**

The final amount of the grant is established by the Agency after completion of the project, upon approval of the following documents:

- final report providing details of the implementation and results of the action/work programme;
- final financial statement of costs incurred.

### Step 1 – Calculation of lump sum and unit cost contributions

The total value of the lump sum contribution and unit contributions shall be added, where the total value is calculated as follows:

- the unit costs referred to in section 11.1.1 are multiplied by the number of units approved by the Agency;
- the Agency applies the lump sum contribution amount specified in section 11.1.1 if the corresponding tasks or part of the action were deemed to be implemented properly.

### Step 2 – Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Agency may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

### Step 3 – Reduction due to improper implementation or breach of other obligations

The Agency may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

## **11.3. Reporting and payment arrangements**

- A **first pre-financing** payment corresponding to 30% of the grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement provided all requested guarantees have been received.

- A **second pre-financing** payment of 50% of the grant amount will be made within 60 days of receipt by the Agency of a request for payment. The request for second pre-financing payment may not be submitted before the submission of the second progress report. This second pre-financing payment will be made in full if at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing to be paid must be reduced by the difference between the 70 % ceiling and the amount used.
- A **third pre-financing** payment of 20% of the maximum grant will be made within 60 days of receipt by the Agency of a request for payment. The request for third pre-financing payment may not be submitted before the submission of the third progress report. This third pre-financing payment will be made in full if at least 70% of the previous pre-financing payments have been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing to be paid must be reduced by the difference between the 70 % ceiling and the amount used.

**The account or sub-account indicated by the applicant in the application form<sup>32</sup> must be in EUR, USD or a local currency pegged to EUR or USD and must make it possible to identify the funds transferred by the Agency.** Exceptions can only be accepted by the Agency in cases where the national legislation does not do so.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see Section 11.2. above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

#### **11.4. Pre-financing guarantee**

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

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

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

The guarantee can be released as the pre-financing is cleared by determining the final payment, in accordance with the conditions laid down in the Grant Agreement.

#### **11.5. Other financial conditions**

##### a) Non-cumulative award

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

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<sup>32</sup> The *Financial Identification Form* is enclosed as Annex 7 to the application form (i.e. Annex 1 of this Call) and can be downloaded from the following website: [https://ec.europa.eu/info/publications/financial-identification\\_en](https://ec.europa.eu/info/publications/financial-identification_en).

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

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

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

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

c) Co-financing

In accordance with Article 190(3) Financial Regulation, the maximum possible rate of co-financing for grants under this Call is 100%. Full financing is indeed essential for the action to be carried out, since parallel co-financing by the partners is not foreseen at the time of signing the grant agreement but possible during the implementation of the activities.

d) Balanced budget

The estimated budget of the action is to be attached to the application form. The budget must be drawn up in euros.

e) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU<sup>33</sup> or contracting entities within the meaning of Directive 2014/25/EU<sup>34</sup> must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- i. subcontracting does not cover core tasks of the action;
- ii. recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- iii. the estimated costs of the subcontracting are clearly identifiable in the estimated budget;

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<sup>33</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

<sup>34</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

- iv. any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Agency. The Agency may grant approval:
- v. before any recourse to subcontracting, if the beneficiaries requests an amendment
- vi. after recourse to subcontracting if the subcontracting:
- vii. is specifically justified in the interim or final technical report and
- viii. does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- ix. the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

f) Financial support to third parties

The applications may envisage provision of financial support to third parties as specified in section 6.1.3 of this Call.

The list of the types of activities for which third parties may receive financial support are specified in Section 6.2 of this Call.

The definition of the persons or categories of persons which may receive financial support are specified in Section 6.1.3 of this Call.

The criteria for awarding financial support are referred to in Section 6.2 of this Call.

The maximum amount to be granted to each third party and the criteria for determining it are referred to in Section 11.1 of this Call.

The amount of financial support per third party must not exceed 60.000€

## **12. PUBLICITY**

### **12.1. By the beneficiaries**

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used, as well as the partnership of the African Union. In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission and the African Union on all their publications, posters, programmes and other products realised under the co-financed project.

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

To do this the beneficiary must use the text, the emblem, the disclaimer and follow the instructions available on the following website: [https://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en) and on [https://eacea.ec.europa.eu/intra-africa/beneficiaries-space\\_en](https://eacea.ec.europa.eu/intra-africa/beneficiaries-space_en).

## **12.2. By the Agency and/or the Commission**

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

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

- name of the beneficiary,
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>35</sup> if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- subject of the grant,
- nature and amount awarded.

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

## **13. PROCESSING OF PERSONAL DATA**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.<sup>36</sup>

Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposals will be processed solely for that purpose by the Agency (entity acting as data controller).

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046. For more information see the Privacy Statement on: [https://eacea.ec.europa.eu/sites/eacea-site/files/privacy\\_statement-eacea\\_grants.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement-eacea_grants.pdf).

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<sup>35</sup> European Union Official Journal L39, of 10 February 2007.

<sup>36</sup> OJ L 295, 21.11.2018, p. 39–98, date of entry into force 11/12/2018

## 14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

### 14.1. Publication

The Call for proposals is published on the Funding & Tender Opportunities Portal (FTOP) of the EU at the following address: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and on the EACEA websites on the programme funding page at the following address: [https://eacea.ec.europa.eu/intra-africa/funding/intra-africa-academic-mobility-scheme-2020\\_en](https://eacea.ec.europa.eu/intra-africa/funding/intra-africa-academic-mobility-scheme-2020_en).

### 14.2. Registration in the Participant Portal

Before submitting an electronic application, applicants, co-applicants (including the EU technical) and the associated partners will have to be sure that their organisation is registered in the *Participant register* hosted in the Funding & Tender Opportunities Portal and receive a Participant Identification Code (PIC 9-digit number), serving as the unique identifier of their organisation in the Participant Register. The PIC will be requested in the application form.

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

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

The tool also allows applicants to upload all relevant documents related to their organisation.

### 14.3. Submission of the grant application

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

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

Please note that only the on-line submission of the eForm and its mandatory Annexes will be considered as the formal valid application. **Applications submitted by fax or e-mail will not be accepted.**

The eForm specifically designed for the purpose of this Call for proposals and the templates of the mandatory Annexes are available at [https://eacea.ec.europa.eu/intra-africa/funding/intra-africa-academic-mobility-scheme-2020\\_en](https://eacea.ec.europa.eu/intra-africa/funding/intra-africa-academic-mobility-scheme-2020_en). The eForm must be downloaded and saved on a local disk. It must be filled-in and submitted on-line with the mandatory Annexes by the submission deadline. Please read carefully the instructions on how to apply with the eForm and the minimum IT requirements before you start downloading the eForm.

#### **14.4. Notification and publication of the evaluation results**

Applicants shall be notified individually of the outcome of the evaluation procedure by a letter signed by the Authorising Officer sent as a registered document to the legal representative through the Funding & Tender Opportunities Portal<sup>37</sup> at the latest six months after the application deadline. During these six months assessment and selection of applications take place, followed by the adoption of the award decision. Only when these procedures are completed, the lists of selected projects will be published on the Agency website: [https://eacea.ec.europa.eu/intra-africa/selection-results\\_en](https://eacea.ec.europa.eu/intra-africa/selection-results_en).

The Legal representative of the applicant organisation will receive an email explaining when the notification letter is available in the Funding & Tender Opportunities Portal. It is responsibility of the applicant to submit in the application the correct email address of the Legal representative.

If the formal notification in the Funding & Tender Opportunities Portal is not opened for a period of more than 10 days (for projects), the Agency will consider the formal notification acknowledged.

#### **14.5. Rules applicable**

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 PE/13/2018/REV/1 (OJ L 193, 30.7.2018, p. 1–222).

Commission implementing Decision C(2018)7378, of 30 October 2018 on the Annual Action Programme 2018 for the Pan-African Programme to be financed from the general budget of the European Union.

#### **14.6. Contacts**

In case of questions, please contact: [EACEA-IntraAfrica-IntraACP@ec.europa.eu](mailto:EACEA-IntraAfrica-IntraACP@ec.europa.eu).

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<sup>37</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

**Annexes:**

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

## GLOSSARY

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

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

**Diploma Supplement** – the Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international ‘transparency’ and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition ([http://ec.europa.eu/education/lifelong-learning-policy/doc1239\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc1239_en.htm)).

**Doctoral programme** (International Standard Classification of Education ISCED 2011, level 8- Doctoral or equivalent) – a research-related programme of higher education study and research that follows a higher education degree and leads to a fully recognised doctorate degree, offered by higher education institutions.

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

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

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

**Lump-sums** – costs for an activity calculated on the basis of a pre-established amount. The grant is paid if the predefined terms of agreement on activities and/or outputs are completed. In the framework of this Call for proposals, the lump-sum contribution (20.000 EUR per partnership member – only lead applicant and co-applicants) shall cover the management costs linked to the organisation of the mobility (organisation of partnership meetings, participation in meetings organised by the Agency, promotional activities, hiring staff etc.).

**Master level programme** (International Standard Classification of Education ISCED 2011, level 7- Master or equivalent) – a second cycle higher education programme that follows a first degree or equivalent level of learning and that leads to a master level degree offered by a higher education institution and recognised as such by the relevant authorities of the country where the master level degree is delivered.

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

**Mobility**– moving physically in order to undertake periods of study/teaching/research/training at a host HEI in a country different than the country of nationality and residence.

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

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

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

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

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

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

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