



European Commission

Tempus IV

Reform of Higher Education through International University Cooperation

SECOND CALL FOR PROPOSALS N° EAC/01/2009

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1. INTRODUCTION / BACKGROUND

The Commission considers higher education as an important priority for its co-operation activities with the neighbouring countries and the countries within its wider vicinity. The Tempus programme, which is the longest-standing EU programme in this sector and which has a strong focus on institutional co-operation, is being continued for a new phase from 2007 to 2013. Since its inception in 1990, university cooperation under the Tempus programme has contributed successfully to institution building in higher education in the partner countries and to sustainable university partnerships as well as to enhancing mutual understanding between academic worlds of the European Union and the partner countries.

The present call for proposals is funded through the following financial instruments of the European Union:

- Instrument for Pre-accession Assistance¹ (for proposals involving Tempus partner countries in the Western Balkans; see 5.2 Eligible countries);
- European Neighbourhood and Partnership Instrument² (for proposals involving Tempus partner countries in the Southern and Eastern neighbouring area; see 5.2 Eligible countries);
- Development Cooperation Instrument³ (for proposals involving Tempus partner countries in Central Asia; see 5.2 Eligible countries).

Lessons learnt from the previous phases as well as national and regional priorities have been taken into consideration for the design of the new programme and specifically, this Call.

Higher education institutions are key players in the successful transition to a knowledge-based economy and society. They are pools of expertise and centres for the development of human resources. Higher education institutions are important factors of growth and competitiveness, and play a crucial role in the reform agenda of both EU Member States and the partner countries. The modernisation of higher education has been acknowledged as a core condition for the success of the Lisbon Strategy which the European Union launched in March 2000 and which aims at restructuring the economic and social systems within the EU. The EU modernisation agenda for higher education is clearly set out in the European Commission's communications "Mobilising the brainpower of Europe: enabling higher education institutions

¹ [Council Regulation \(EC\) No 1085/2006](#) establishing an Instrument for Pre-accession Assistance, 17 July 2006.

² [Regulation \(EC\) No 1638/2006 of the European Parliament and of the Council laying down general provisions establishing a European Neighbourhood and Partnership Instrument](#), 24 October 2006.

³ Regulation (EC) No 1905/2006 of the European Parliament and of the Council establishing a Financing Instrument for Development Cooperation, 18 December 2006. <http://eur-lex.europa.eu/lex/LexUriServ/LexUriServ.do?uri=OJ:L:2006:378:0041:0071:EN:PDF>

to make their full contribution to the Lisbon Strategy"⁴ and "Delivering on the modernisation agenda for universities: Education, research and innovation"⁵.

At the same time, more and more of the Partner Countries have signed the Bologna Declaration and all have expressed interest in the harmonisation of their higher education systems inspired by the developments made in this respect within Europe. The Tempus programme has assisted partner countries in reforming their higher education systems in line with the principles of the Bologna process which aims at creating a European Area for Higher Education through a common new degree system, a European dimension to quality assurance and the recognition of degrees and study periods abroad. The Bologna process that the European Commission actively supports, and that is complementary to the EU's modernisation agenda, is a common reference point for both EU Member States and partner countries.

The Tempus programme promotes institutional cooperation and focuses on the reform and modernisation of higher education systems in the partner countries. Tempus is implemented in close coordination with the Erasmus Mundus programme which provides scholarships to third country students allowing them to participate in top-level master courses inside the EU. The Tempus programme complements notably the "Erasmus Mundus External Cooperation Window" which has been created to facilitate large-scale mobility flows between the EU and countries in its closer and wider vicinity. Therefore, Tempus will only support small-scale and short-term mobility that contributes directly to the achievement of the programme's objectives.

1.1. Lessons learned from previous programme phases

1.1.1. Independent evaluations

The final evaluation of the second phase of the Tempus programme (1994 - 2000) and the mid-term evaluation of its third phase (2000 - 2006) were carried out in the period between October 2002 and September 2003. Both reports confirmed the relevance of the programme to support higher education reform and development as well as the validity of its intervention rationale and management approaches. All evaluation reports can be consulted at the following website:

http://europa.eu.int/comm/dgs/education_culture/evalreports/index_en.htm#TempusIIIinterim1

1.1.2. Studies

Apart from the evaluations carried out in 2002/03, four major studies, on the sustainability of international cooperation in higher education, on university-enterprise co-operation, on quality assurance in higher education and on the impact of the programme, equally underlined the relevance of the programme and confirmed the rationale behind its actions. The studies can be found at:

http://ec.europa.eu/education/programmes/tempus/doc_en.html

⁴ Communication from the Commission to the Council and the European Parliament, Brussels, 20.4.2005, COM (2005) 152 final. [http://www.parliament.gov.mt/information/Papers/3586\(B\).pdf](http://www.parliament.gov.mt/information/Papers/3586(B).pdf)

⁵ Communication from the Commission, Brussels, 10.5.2006, COM (2006) 208 final http://ec.europa.eu/education/policies/2010/doc/comuniv2006_en.pdf

1.2. Management

The proposals for Joint Projects and Structural Measures will be received and assessed by the Education, Audiovisual and Culture Executive Agency (EACEA). The selection procedure will take place under the responsibility of the Education, Audiovisual and Culture Executive Agency in close cooperation with EuropeAid and the Directorate-General for Enlargement. The Directorates-General for Education and Culture and the Directorates-General for External Relations will be closely associated in the process.

2. OBJECTIVES, THEMES & PRIORITIES

2.1. Objectives

2.1.1. Overall objective

The overall objective of the programme is to contribute to an area of cooperation in the field of higher education involving the European Union and partner countries in the surrounding geographic area. In particular, the programme will help promote voluntary convergence with EU developments in the field of higher education deriving from the Lisbon agenda and the Bologna process.

2.1.2. Specific objectives

The specific objectives of the Tempus programme are as follows:

- To promote the reform and modernisation of higher education in the partner countries;
- To enhance the quality and relevance of higher education in the partner countries;
- To build up the capacity of higher education institutions in the partner countries and the EU, in particular their capacity for international cooperation and for a permanent modernisation process, and to assist them in opening themselves up to society at large, the world of work and the wider world in order;
 - to overcome the fragmentation of higher education between countries and between institutions in the same country;
 - to enhance inter-disciplinarity and trans-disciplinarity;
 - to enhance the employability of university graduates;
 - to make the European Higher Education Area more visible and attractive in the world;
- To foster the reciprocal development of human resources;
- To enhance mutual understanding between peoples and cultures of the EU and of the partner countries.

With regards to the Western Balkans, the future Tempus programme will contribute to preparing the pre-accession countries for their participation in the Lifelong Learning

Programme⁶.

2.2. **Programme themes**

As stated above, Tempus IV will be an instrument to promote convergence with EU developments in higher education. Themes under Tempus are therefore structured around the main components of the EU's higher education modernisation agenda.

The themes for cooperation are structured in the following three building blocks:

Curricular Reform

- Modernisation of curricula in academic disciplines identified as priorities by the Partner Countries, using the European Credit Transfer System (ECTS), the three cycle system and the recognition of degrees

Governance Reform

- University management and services for students
- Introduction of quality assurance
- Institutional and financial autonomy and accountability
- Equal and transparent access to higher education
- Development of international relations

Higher Education and Society

- Training of non-university teachers
- Development of partnerships with enterprises
- Knowledge triangle education-research-innovation
- Training courses for public services (ministries, regional/local authorities)
- Development of lifelong learning in society at large
- Qualifications frameworks

2.3. **National priorities**

The themes from the above building blocks selected by a Partner Country, will become the national priorities for that Partner Country. (See Annex 6 & 7.)

The national priorities were established in close consultation between the Commission Delegations and Ministries of Higher Education in the partner countries. National priorities are set for both types of eligible activities, Joint Projects and Structural Measures, as identified under point 5.3. The national priorities of the Partner Country concerned will need to be adhered to in national projects (i.e. projects involving institutions from only one Partner Country).

⁶ http://ec.europa.eu/education/programmes/llp/index_en.html

2.4. Regional priorities

The themes selected in Annex 8 & 9 of this Call identify the regional priorities for the Partner Countries within the relevant geographical zones (see table in section 4.1).

The regional priorities are based on the EU's policy for cooperation with the Partner Countries' regions as identified in its strategic documents concerning the neighbouring countries⁷, those for pre-accession to the EU⁸ and those in Central Asia⁹. Regional priorities are established for both types of eligible activities, Joint Projects and Structural Measures.

Multi-country projects, that is, projects involving institutions from at least two Partner Countries in the consortium, must respect the regional priorities and/or national priorities of the participating Partner Countries involved. That is, the theme of the project must be listed as a regional priority for each of the participating Partner Countries in the same region, as indicated in Annexes 8 and 9, or the theme of the project must be listed as a national priority for each of the participating Partner Countries, as indicated in Annexes 6 and 7 of this Call.

Cross regional cooperation (between regions) is possible in multi-country projects provided that the theme of the proposal is listed as a regional priority or national priority for all the Partner Countries concerned.

3. TIMETABLE

3.1. Deadlines

The application forms must be submitted electronically, by the following deadline:

28 April 2009, at 16:00 Central European Summer Time

Maximum project duration

In principle, the maximum project duration is **36 months** for the two available project types: Joint Projects and Structural Measures.

⁷ Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument;
http://ec.europa.eu/world/enp/pdf/oj_1310_en.pdf

European Neighbourhood and Partnership Instrument, ENPI Inter-regional Programme, Strategy Paper 2007-2013 and Indicative Programme 2007-2010;

http://ec.europa.eu/world/enp/pdf/country/enpi_interregional_en.pdf

⁸ Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA); http://eur-lex.europa.eu/LexUriServ/site/en/oj/2006/l_210/l_21020060731en00820093.pdf
Instrument for Pre-accession Assistance (IPA), Multi-annual Indicative Planning Document (MIPD), 2008-2010, Multi-beneficiary; MIPD (2008-2010), reference C(2008) 3585 of 17 July 2008

[http://www.cc.cec/sg_vista/cgi-](http://www.cc.cec/sg_vista/cgi-bin/repository/getdoc/COMM_NATIVE_C_2008_3585_1_EN_ANNEXE.doc)

[bin/repository/getdoc/COMM_NATIVE_C_2008_3585_1_EN_ANNEXE.doc](http://www.cc.cec/sg_vista/cgi-bin/repository/getdoc/COMM_NATIVE_C_2008_3585_1_EN_ANNEXE.doc)

⁹ The EU and Central Asia: Strategy for a New Partnership; The Council of the EU, 31 May 2007, 10113/07
http://www.consilium.europa.eu/uedocs/cms_data/librairie/PDF/EU_CtrlAsia_EN-RU.pdf

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals.

As a general rule, no extensions to the eligibility period beyond the maximum duration will be granted.

However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be exceptionally granted.

A maximum extension of 12 additional months for both project types, Joint Projects and Structural Measures, may be granted, if requested before the deadline specified in the grant agreement. The maximum project duration will then be 48 months for both project types, Joint Projects and Structural Measures.

3.2. Notification of results of the selection procedure – Reception of grant agreement

All applicants will be informed in writing of the results of the selection process.

Selected proposals will be subjected to a financial evaluation, in the context of which the Commission may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, financial guarantees.

The intention is to inform successful and unsuccessful applicants on the results no later than the end of October 2009.

It is planned that selected applicants will receive their agreements for signature in November 2009.

The intentions is to send letters including feedback and recommendations regarding the proposals to all applicants by the end of 2009.

In principle, activities of the selected project should start by 15 January 2010.

Costs incurred prior to the start of the eligibility period as laid down in the grant agreement will not be considered.¹⁰

4. BUDGET AVAILABLE

4.1. Regional Budget Allocation

The total **indicative** budget earmarked for the co-financing of projects under this Call for Proposal amounts to €53 million. The regional breakdown is provided in the table below.

¹⁰ Grants may not be awarded retrospectively for actions already completed. Article 112 FR.

REGION	Partner Countries
Western Balkans (under the Instrument for Pre-accession Assistance) €7.7 million	Albania, Bosnia-Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro and Serbia, as well as Kosovo under UNSC Resolution 1244/99
Southern Neighbouring area (under the European Neighbourhood and Partnership Instrument) €1.4 million	Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, the occupied Palestinian territory, Syria, Tunisia
Eastern Neighbouring area (under the European Neighbourhood and Partnership Instrument) €1.4 million	Armenia, Azerbaijan, Belarus, Georgia, Moldova, the Russian Federation, the Ukraine
Bilateral allocation under the European Neighbourhood and Partnership Instrument €8 million	the Russian Federation
Central Asia (under the Development Cooperation Instrument) €4.5 million	Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

The European Commission reserves the right not to distribute all the funds available. In addition, although balanced geographical representation will be sought in the selected projects (i.e. projects funded involving each Partner Country) the major determining factor as to the number of projects funded per Partner Country will be quality.

4.2. Grant size

The **minimum grant size** for both Joint Projects and Structural Measures will be **€ 500,000**. The **maximum grant size** will amount to **€ 1,500,000**. A minimum grant of € 300,000, for national projects (both for Joint Projects and Structural Measures), is set for Kosovo¹¹, Montenegro and the five countries in Central Asia.

¹¹ Under UNSCR 1244/99

The above figures indicate the amount of financing that may be requested from the Tempus programme. That is, it is the grant portion of the budget and should not be mistaken with the total budget of a project.

The duration and size of the grant should be clearly proportional to the project scope and the number of partner country institutions involved in the partnership.

Approximately 65 projects are estimated to be funded by this Call.

4.3. Grant and Co-financing proportions

The financial contribution from the Commission cannot exceed 90% of the total eligible direct costs. A co-financing of a minimum of 10% of the total eligible direct cost is needed. To cover the indirect costs (i.e. overheads or administrative costs), a maximum of 7% of the total eligible direct costs can be added to the above.

4.4. Rules applicable

- Financing Decisions adopted by the Commission in 2008 establishing the Tempus IV programme under the Instrument for Pre-accession Assistance (IPA), the European Neighbourhood and Partnership Instrument (ENPI) and the Development Cooperation Instrument (DCI).
- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union¹², modified most recently by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006¹³;
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002¹⁴ laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Union, modified most recently by Commission Regulation No 478/2007 of 23 April 2007¹⁵.

5. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be the subject of an in-depth academic, technical and financial evaluation.

¹² http://www.bsrinterreg.net/programm/downloads/EC_No_2002_1605_en_Budgetary_principles.pdf

¹³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:390:0001:0026:EN:PDF>

¹⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2002R2342:20050805:EN:PDF>

¹⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:111:0013:0045:EN:PDF>

5.1. Eligible establishments/bodies/types of beneficiary

5.1.1. Eligible Grant Applicants

A grant applicant is the institution which is applying for the Tempus grant by submitting a proposal on behalf of all the partners in the consortium/partnership. Through their legal representative they are responsible for the administration of the grant and the coordination of the work programme through their designated coordinator. (Once a project is selected for funding, the applicant becomes the beneficiary or grant-holder in legal terminology.)

In order to be eligible for the award of a grant, applicants must meet the following criteria:

(1) Applicants must be legal persons ("legal entities") in the EU **or** Tempus partner countries.

(2) Applicants for **JOINT PROJECTS** must be:

- State-recognised, public or private, higher education institutions;

For the purpose of this call higher education institutions shall be defined as all types of **state-recognised post-secondary educational and vocational training establishments which offer, within the framework of advanced education and training, qualifications or diplomas of that level, regardless of what such establishments are called** ("University" or "Polytechnic", "College" or "Institute" etc.).¹⁶

EU universities applying for a Tempus grant must have adhered to the Erasmus University Charter¹⁷.

- Associations, organisations or networks of higher education institutions dedicated to the promotion, improvement and reform of higher education as well as to co-operation within Europe and between Europe and other parts of the world. If such associations, organisations or networks also cover other education sectors and training, the main focus of their activities must be on higher education.

(3) Applicants for **STRUCTURAL MEASURES** must be:

- legal entities as stipulated above in (2);
- national or international rector, teacher or student organisations.

(4) All legal entities of the applicants mentioned above [in (2) or (3)], must be legally established for more than 5 years, and they must submit a copy of their organisation's articles of association and official certificate of legal registration.

¹⁶ International Standard Classification of Education (ISCED), Levels of education 5 and 6

¹⁷ http://ec.europa.eu/education/programmes/lip/structure/erasmus_en.html, see link "Mobility of Individuals - Erasmus University Charter" at the bottom

(5) All applicants must submit **endorsement letters** from each of the other **partners' legal representative** confirming their agreement to participate in the project.

- where the partner is a higher education institution, the endorsement letters should be signed by the rector, vice-rector, president or vice-president;
- where the partner is another type of legal entity, the endorsement letter should be signed by the highest official representing that entity; i.e. the secretary-general, chairman, executive director or their deputies.

5.1.2. Eligible Partners

A partner in a Tempus project is a participating institution or organisation (as defined in 5.1.3) which actively contributes to the work programme and therefore receives a portion of the budget but is not the grant applicant/beneficiary (grant-holder) which manages the project's finances and work programme.

The following legal entities that are involved in higher education may participate in the Tempus programme as partners to the applicant institutions described above:

- rector, teacher or student organisations;
- non-governmental organisations;
- social partners or their training organisations;
- chambers of commerce, labour associations or other public or private professional organisations;
- private or public enterprises;
- research institutions.

Public administrations (Ministries, other national, regional and local administrations) or governmental organisations may be "**associate partners**" in the project but may not receive funding from the grant with the exception of per diem and travel costs. This applies to both Joint Projects and Structural Measures.

Individual experts from outside the partnership may be invited to participate in project activities provided that their involvement is justified and will assist all partners in reaching the project objectives, and that their particular expertise cannot be found in any of the partner institutions.

5.1.3. Eligible Partnerships

5.1.3.1. JOINT PROJECTS (JP)

Joint Projects aim to improve the situation in higher education institutions in one or more partner countries.

National projects

National projects target to benefit one partner country and will focus on the national priorities set for that partner country.

For national projects, proposals can be submitted by groupings of institutions involving

- **at least three** higher education institutions from a partner country (in the case of Montenegro and Kosovo, due to the small size of the higher education sector, one university will be sufficient),
- **at least three** higher education institutions from the EU, each from a different EU Member State.

Multi-country projects

Multi-country projects aim to benefit more than one partner country. They will focus on addressing the regional priorities which are common to all partner countries within a specific region (see Annex 8 & 9). They can also address a national priority which is common to each of the participating Partner Countries.

Multi-country projects may involve Partner Countries from different regions provided that the theme of the proposal is identified as a regional or national priority for all of the participating Partner Countries.

For multi-country projects, proposals should be submitted by groupings of institutions involving:

- **at least two** higher education institutions, from each of the participating partner countries (minimum two Partner Countries) involved in the proposal (with the exception of Kosovo and Montenegro where the requirement is one higher education institution from each).
- **at least three** higher education institutions, each from a different EU Member State

5.1.3.2. STRUCTURAL MEASURES (SM)

Structural Measures projects aim to improve the higher education system as a whole in one or more partner countries. That is, the project objectives can target for example national laws, organisation, coordination, accreditation, evaluation, policy etc at a national level.

The same conditions for eligible partnerships as stipulated above in 5.1.3.1 apply to Structural Measures **with an additional condition**:

- The Ministry/ies of (Higher) Education in the partner country/ies must be involved as "**associate partner/s**" in a Structural Measures project. "**Associate partners**" in projects may not receive funding from the grant except for per diem and travel costs.

5.1.4. Ineligible Institutions

- Legal entities which have managed a Tempus project in the past two years which **has been terminated** by the Commission **for non-compliance** with the contractual rules and requirements may **not** apply for a grant.
- **Natural** persons may **not** apply for a grant.
- Partners for whom a letter of endorsement has not been submitted are not eligible for participation.
- Partners for whom the letter of endorsement does not fulfil the formal requirements of the model endorsement letter are not eligible for participation.
- Proposals for Structural Measures which do not include the participation of the Ministry of (Higher) Education, as an "associate partner" are not eligible.

5.1.5. Beneficiary

If the European Commission awards a grant to an applying institution/organisation, this institution/organisation (through its legal representative) becomes the **beneficiary**. The beneficiary (grant-holder) signs the grant agreement with the European Commission and is therefore legally responsible for the administration of the Tempus grant in accordance with the plans presented in the application and the terms of the grant agreement awarded.

The person indicated on the application form as the coordinator at the beneficiary's institution is responsible for the management, coordination and monitoring of the project activities as well as for the submission of reports on activities and outcomes.

5.2. Eligible countries

There are four groups of eligible countries:

- 27 Member States of the European Union;
- 6 countries of the Western Balkans region, as well as Kosovo;
- 16 countries in the Southern and Eastern neighbouring area of the European Union and the Russian Federation;
- 5 Central Asian countries.

Applications from legal entities and partners established in one of the following countries are eligible:

European Union (legal entities from these countries are eligible as partners and applicants)	Partner countries (legal entities from these countries are eligible as partners and applicants)	Partner countries (legal entities from these countries are eligible as partners and applicants)
Austria Belgium Bulgaria Czech Republic Cyprus Denmark Estonia Finland France Germany Greece Hungary Ireland Italy Latvia Lithuania Luxembourg Malta Netherlands Poland Portugal Romania Slovakia Slovenia Spain Sweden United Kingdom	<i>Western Balkans</i>	<i>Southern Neighbouring area</i>
	Albania Bosnia and Herzegovina Croatia the former Yugoslav Republic of Macedonia ¹⁸ Montenegro Serbia, as well as Kosovo under UNSC Resolution 1244/99	Algeria Egypt Israel Jordan Lebanon Morocco Syria occupied Palestinian territory Tunisia
		<i>Eastern Neighbouring area</i>
		Armenia Azerbaijan Belarus Georgia Moldova Russia Ukraine
	<i>Central Asia</i>	
	Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Uzbekistan	

Legal entities from the following five countries may participate in Tempus projects as partners, but **only on a self-financing** basis:

- **Turkey;**
- The EFTA countries **Iceland, Liechtenstein, Norway and Switzerland.**

Countries that are not listed above are not eligible.

¹⁸ Provisional code which does not prejudice in any way the definitive nomenclature for this country, which will be agreed following the conclusion of negotiations taking place on this subject at the United Nations.

5.3. Eligible activities

The activities and outcomes described in the proposal must be geared to benefit the partner countries, their higher education institutions and systems. The role of Member State institutions is to contribute towards achieving these objectives; the needs of EU institutions themselves should not therefore feature in the project's design.

Two activity types are eligible for a Tempus grant.

5.3.1. JOINT PROJECTS (JP)

Joint Projects are based on multilateral partnerships primarily between higher education institutions in the EU and the Partner Countries. They can also involve non-academic partners to strengthen the links with society. Joint Projects aim at transferring knowledge between EU higher education institutions and institutions in the partner countries and between partner country institutions to modernise university curricula and governance. Joint projects should demonstrate that they build upon the results of previous Tempus projects and that where applicable, with work undertaken in the framework of the EU's internal programmes (notably the thematic networks under the Erasmus and the Lifelong Learning programmes). For information about previous Tempus projects conducted in the Partner Country(ies) the applicant should consult the Tempus website and the relevant National Tempus Office, contacts of whom are also listed on the Tempus website: <http://ec.europa.eu/tempus>.

Joint Projects are implemented **at institutional level** and can pursue the following objectives:

5.3.1.1. Curricular reform

- to adapt, modernise and restructure existing curricula; to develop, test, establish/accredit new curricula and to disseminate the results. Curricular reform shall focus on content, structure, teaching methods and the use of new teaching materials with regard to the European modernisation agenda for higher education (Lisbon strategy, Bologna process);
- To develop and establish study programmes with a double or multiple degree¹⁹ or a joint degree²⁰;
- To establish recognition arrangements between higher education institutions in the EU and in the partner countries;
- Newly developed courses must be structured according to the three cycle system and using the European Credit Transfer System (ECTS) and degree recognition.

¹⁹ “Double or multiple degree” means two or more national diplomas issued by two or more higher education institutions and recognised officially in the countries where the degree-awarding institutions are located

²⁰ “Joint degree” means a single diploma issued by at least two of the higher education institutions offering an integrated programme and recognised officially in the countries where the degree-awarding institutions are located

Curriculum reform projects should include teacher training and address related issues such as quality assurance and employability of graduates through links to the labour market.

The teaching of new or updated courses has to start during the life time of the project with an adequate number of students and retrained teachers, and has to take place during at least one third of the project duration.

Training during curriculum reform can also include administrative personnel such as library staff, laboratory staff and IT staff.

5.3.1.2. Governance reform

- To modernise the capacity, management and governance of higher education institutions and/or of their related organisations (for example university students' organisations);
- To promote a quality assurance culture with a view to developing criteria and methodologies which are comparable between higher education institutions; quality assurance projects should not focus on an academic discipline;

5.3.1.3. Higher education and society

- To strengthen the role of higher education institutions in society at large; to draw on their academic knowledge and their experience as education specialists to enhance their contribution to the development of lifelong learning;
- To address the "knowledge triangle" of education, research and innovation at university level;
- To encourage links between higher education institutions and the labour market, including the promotion of entrepreneurship and the creation or support of business start-ups.

For all the project types described above training can involve teaching and support staff, technicians as well as university administrators and managers.

Every proposal has to demonstrate how the project results would be disseminated in the relevant target groups.

Tempus as an institutional cooperation programme is **not** about wide access to mobility for students. Joint Projects can only include **small-scale** and **short-term** mobility for students, university staff and officials of the partner legal entities **provided** the mobility supports the achievement of the project objectives.

Study periods of students at member institutions of the multilateral partnership must be academically recognised and credited by the home institutions.

Projects may provide mobility also in the form of internships or training at a partner or at a legal entity which does not belong to the partnership.

5.3.2. STRUCTURAL MEASURES (SM)

Structural Measure projects should be designed to support the structural reform of higher education **systems** and strategic framework development **at the national level** based on the priorities that the competent authorities of partner countries have identified.

Structural Measures must seek to contribute to the following:

- the development and reform of the national higher education structures and systems in partner countries This includes the establishment of representative bodies, organisations or associations;
- to enhance the quality, relevance of higher education structures and systems in partner countries, and to increase their convergence with EU developments. This may include the establishment of bodies, mechanisms or agencies for quality assurance; teacher, programme or institution assessment; accreditation, policy, etc.;
- to provide support to networks of higher education institutions or to national or ministerial working groups on higher education reform. This may include studies and other stock-taking exercises, commissions on developing roadmaps for reforms, preparing draft text for new regulations, staff development programmes, etc.

Depending on the regional and national priorities, Structural Measures can address the following issues, which are also on the EU modernisation agenda for higher education:

5.3.2.1. Governance reform

For example

- national certification and qualification systems;
- student admission, student services and participation;
- licensing and accreditation;
- develop national standards for quality assurance taking into account the quality references and guidelines developed at the ministerial conference in Bergen in May 2005 (Bologna process);
- legal issues concerning the autonomy, accountability and financing of the higher education system.

5.3.2.2. Higher education and society

For example

- the links between the general higher education system and the advanced vocational education and training system with the world of work;
- national actions to develop and support the knowledge triangle of education, research and innovation;

- capacity-building in the public administration for the development of reform policies and legislation in higher education.

The eligible activities may include:

- surveys and studies on specific reform issues (including the publication and dissemination of results);
- policy and expert advice;
- organisation of conferences, seminars, workshops, round tables (which should result in operational conclusions and recommendations);
- staff training on policy issues (which may include the production of training manuals and guidelines);
- awareness raising campaigns.

Structural Measures can only include **small-scale** and **short-term** mobility for students, staff or officials of the partner organisations and institutions **provided** the mobility supports the achievement of the project objectives.

Projects may provide mobility also in the form of internships or training at a partner institution or at a legal entity which does not belong to the partnership.

Proposals for Structural Measures which mainly aim at an impact at institutional level **without demonstrating that the project will have a nation-wide impact will not be selected.**

6. EXCLUSION CRITERIA

Applicants must sign a declaration of honour that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation²¹ applicable to the general budget of the European Union (Council Regulation (EC, Euratom) No 1605/2002) and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

²¹ a model declaration of honour is attached to the application form

- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

7. SELECTION CRITERIA

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

7.1. Technical capacity

Applicants must have the professional competences and qualifications required to complete the proposed activities in the work programme.

In order to permit an assessment of their technical capacity, applicants must submit a list of all projects previously undertaken in the relevant field by the applicant and by the partners.

The Commission will seek the opinion of its Delegations and the National Tempus Offices in Partner Countries regarding the technical capacity of the partners.

7.2. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.²²

The verification of financial capacity shall not apply to public bodies and to international organisations. Public bodies are considered to have the necessary financial and administrative stability, to carry out projects under the Tempus programme: they shall not be required to present further documentation to demonstrate this²³.

For the purpose of this call for proposals, the following bodies shall be considered to have the necessary financial, professional and administrative capacity and the necessary financial stability: higher education institutions recognised as such by participating countries, as well as institutions or organisations in the higher education sector which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives. These applicants are nevertheless required to sign a declaration of honour stating that they comply with the conditions mentioned above²⁴. The Commission reserves the right to request documentation to prove the veracity of this declaration.

In order to permit an assessment of their financial capacity, organisations (other than public bodies and international organisation cited above) must submit, together with their applications:

- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last three financial years for which the accounts have been closed;
- the bank details form completed by the applicant and certified by the bank (original signatures required);²⁵

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

- reject the application
- ask for further information
- require a financial guarantee (see 10.3)
- offer a grant agreement without prefinancing.

²² a model declaration of honour is included in the application form.

²³ see section 5.1.1: a model declaration for qualifying as a public body is included in the application form

²⁴ A declaration for qualifying as a public body is included in the application form.

²⁵ a financial identification form is attached to the application form.

7.3. Audit

Grant applications must be accompanied by an external audit report produced by an approved auditor. This report shall certify the accounts for the last year available and give an assessment of the financial viability of the applicant.

This obligation **does not apply** to public bodies, secondary or higher education establishments, international organisations under public law, or beneficiaries with joint and several liability in the case of agreements involving several beneficiaries.²⁶

8. AWARD CRITERIA

All applications will undergo assessments by external independent experts. The evaluation is the same for proposals of both project types, Joint Projects and Structural Measures.

8.1. Assessment

Independent evaluators will assess the project proposals according to the criteria listed below. The maximum rating for each category is indicated in brackets on the right. The maximum total points that a proposal may obtain is 100. In principle, proposals which do not receive 50 points will not be considered for funding.

Relevance (25 points)

Applications need to clearly state the project objectives, their relevance to the higher education reforms (EU modernisation agenda, Bologna process) in the institution or system of the partner country and demonstrate the project's impact on these reforms.

Priority will be given to applications that involve a representative number of higher education institutions from a partner country; for the purpose of this call "representative" is meant in terms of geographical coverage (inclusion of peripheral as well as higher education institutions in large cities), the appropriate number of higher education institutions (e.g. those dealing/teaching the subject of proposal), as well as the capacity and reputation of the involved higher education institutions/networks, especially from the Member States.

Priority will be given to applications that involve, where appropriate, non-academic members in the partner countries such as enterprises, Chambers of Commerce, research centres, Ministries of Education as well as local and regional authorities;

Joint Projects: Applications will be assessed on how they demonstrate that they fit into the development strategies of the partners countries involved and have an impact on the participating institutions in the Partner Countries.

Structural Measures: Applications will be assessed on how they demonstrate that they will have an impact on the structure of the higher education system at the national level.

²⁶ Only if decided by the competent authorising officer on the basis of his analysis of management risks.

Financial and Operating Capacity (20 points)

Proposals should demonstrate that the partnership has the financial and operating capacity to conduct the project. This includes:

- The applicant and partners have sufficient experience in project management;
- The applicant and partners have sufficient technical expertise;
- The applicant and partners have sufficient staff, equipment and other resources to handle and manage the project and its budget;
- The applicant has sufficient and stable financial resources.

Priority will be given to applications that clearly demonstrate a strong institutional and individual capacity building process benefiting partner country/ies institutions.

It will be considered an added value if proposals involve women and/or their interests.

Methodology (25 points)

Applications need to present their project explaining not only what they will do but also how they will do it. The project should have feasible objectives, clearly defined and quantified target groups, a plan for quality assurance, including benchmarks and indicators for measuring progress, and involve all the relevant stakeholders. The proposals will be assessed on the following criteria (among others):

- Clarity and relevance of project objectives;
- Demonstrated logical and sound planning capacity (Logical framework matrix and work plan)
- Appropriateness of project outcomes and related activities
- Anticipated quality control, monitoring and management of the project (indicators and benchmarks)
- Quality of the plans for dissemination

Priority will be given to applications that clearly show a balanced distribution of tasks and responsibilities among all partners including a substantial role to the partners in the partner country/ies

Priority will be given to applications that can demonstrate that they involve students or their organisations throughout the project cycle.

Sustainability (10 points)

This is an important element in proposals as it is directly linked with the lasting impact of the project on the institutions, target groups and/or higher education system. Some of the questions that need to be answered are:

- Is the proposal likely to have a tangible impact and multiplier effects?
- What steps are taken to ensure so that the expected results of this project will be sustainable in the long term (financially, institutionally, at policy level)?

Priority will be given to applications that clearly indicate how the relevant activities will be pursued and outputs will be maintained or developed after the end of Tempus funding (for example, finance of new courses and teaching staff, accreditation by national authorities, up-dating/modernisation of the introduced tools, application of the introduced legislation etc.)

Budget and Cost Effectiveness (20 points)

The application should demonstrate that the proposed activities will be implemented, and the proposed results and objectives will be achieved, at the lowest possible costs. This includes:

- Planning a reasonable amount of staff costs for each activity;
- Equipment purchase to be limited to what is necessary for the implementation of the project objectives and estimating reasonable prices;
- Respecting the daily salary scales provided in Annex 1 and using the type of task as an indicator of the daily rate, not the status of the individual carrying out the work;
- Efficient use of mobility periods – making best use of time abroad for maximum benefit.

Inflated budgets will be marked severely.

The financial examination of the estimated budget may lead the European Commission to reduce the budget of the proposed action to ensure compliance to the parameters and guidelines set out in this Call (correcting for mistakes, eliminating ineligible expenses, etc).

8.2. Consultation

Apart from the evaluation, the European Commission will consult the Ministries of Education, the EC Delegations and the National Tempus Offices in the partner countries on the short-listed proposals which passed the external assessment from all the applications received. The European Commission will take the final decision on which projects it will fund.

8.3. Award decision

An evaluation committee will draw up a list of projects recommended for funding which will then be submitted to the Authorising Officer for decision on project awards. In order to establish this list the evaluation committee will not only take into consideration the results of the evaluation and of the consultation but also the geographical balance between the partner countries and the budgetary constraints.

Annex 4 summarises the evaluation and award procedure.

Proposals, on which a Delegation expresses a substantiated negative opinion, **will not** be funded.

It is planned that a minimum of 40% of the EC funds allocated to the present call for proposals will be used for Joint Projects and a minimum of 30% for Structural Measures.

Among the proposals which pass the evaluation (see section 8), priority will be given to:

- Structural Measures projects
- Multi-country projects targeting more than one partner country and addressing the regional priorities of all the partner countries involved.
- Projects actively involving students, women, enterprises, social partners, research institutions, Ministries of Education, NGOs and other non-academic organisations where relevant

Proposals which are similar to projects already conducted (past or on-going) in the Partner Country(ies) concerned will not be selected for funding. Proposals which are similar to previous or on-going projects with the same applicant but in different Partner Countries should have their budget significantly reduced to take into account the work and activities already developed in the other project.

8.4. Contracting

If a proposal is selected and a grant is awarded to the applicant, the proposal becomes an annex of the grant agreement ("Description of the action") and is thus legally binding.

The budget proposed by the successful applicant must be corrected to remove any errors in calculations or ineligible costs as well as to reflect modifications recommended by the European Commission prior to the signature of the grant agreement.

Other clarifications or minor corrections may be brought to the "Description of the action" or to the budget in so far as they would not call into question the grant award decision or be contrary to the equal treatment of applicants and:

- Relate to aspects clearly identified by the evaluation committee, or
- Aim at taking into consideration the changes which have occurred since the date of receipt of the proposal.

No modifications may in any case lead to an increase either of the grant or of the amount of co-financing.

The grant agreement can be signed after the start of the eligibility period but it must in any case be signed and enter into force two months before the end of the eligibility period.

9. ELIGIBILITY CHECK

9.1. Eligible proposals

Only applications that fulfil all the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

Applications will be checked whether they comply with the eligibility criteria set out in chapter 5.

All the other conditions set out in chapter 14 of this call for proposals must be complied with.

Applicants must submit a budget that is balanced in terms of expenditure and revenue. That is the expenditure for the project must be equal to the income (funds available from the Tempus grant and its own co-financing). The project's budget must comply with the ceiling for **Community cofinancing**, which is set at **90% of the total eligible direct costs** of the project. This means that **applicants** must provide a co-financing of **at least 10% of the total eligible direct costs** of the project.

9.2. Ineligible Proposals

Proposals for **national projects** (i.e. projects where there is only one Partner Country involved) which **do not address** the Tempus **national priorities** of that partner country are ineligible (see Annexes 6 & 7).

Proposals for **multi-country projects** which **do not have as a theme either** a Tempus **regional priority**, or a **common national priority** of all the Partner Countries involved, are ineligible.

Proposals with an **exclusive focus on research** are ineligible.

Proposals which are obviously "**copied**" i.e. have more or less identical objectives and activities, and which include different partners and involve an/other partner country/ies, are ineligible.

10. FINANCIAL CONDITIONS

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

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

The amount of the own resources indicated in the revenue part of the estimated budget is regarded as secured and must represent at least 10% of the total estimated direct eligible costs of the action, and the same percentage of own resources must be entered in the revenue section of the final account²⁷.

The allocated amount may not exceed the amount requested.

Grant applications must include a detailed estimated budget in which all prices are given in euros. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals in the Official Journal, i.e. 24 January 2009.

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget.

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

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

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

10.1. Payment procedures

In the event of definitive approval by the Commission, a financial agreement, drawn up in euros and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. This agreement (the original) must be signed and returned to the Commission immediately. The Commission will sign it last. A pre-financing payment of 60% will be transferred to the beneficiary within 45 days of the date of the signature of the agreement by the Commission's Authorising Officer and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float. It may be split into a number of payments.

A second prefinancing payment of 30% of the total amount will be made within 45 days of reception of a request for payment. The second prefinancing payment may not be made until at least 70% of the previous prefinancing payment has been used up.

²⁷ In other words: the applicant must offer at least 10% of co-financing of the estimated total eligible direct costs of the proposal; after project implementation when the final account is made, the co-financing of the beneficiary will be calculated on the basis of at least 10% of the total actual eligible direct project costs (and not based on the amount of co-financing proposed in the original budget estimation); if the proposed co-financing is higher than 10% the same principle applies.

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

10.2. Certificate on the financial statements and underlying accounts

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be demanded by the authorising officer responsible in support of any payment on the basis of his assessment of risks. In the case of a grant for an action or of an operating grant, the certificate shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the authorising officer responsible, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement. Except in the case of lump sums and flat rate financing, the certificate on the financial statements and underlying accounts shall be compulsory for interim payments per financial year and for payments of balances in cases of grants for an action of EUR 750,000 or more and operating grants of EUR 100,000 or more.

10.3. Guarantee

The Commission may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

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

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

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

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

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.

10.4. Double financing

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

10.5. Eligible costs

In order to be eligible under this call for proposals, costs must:

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

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

Eligible direct costs:

The eligible direct costs for the action/project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly. In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff assigned to the action/project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that they do not exceed the maximum rates listed in Annexes 1 and 2 attached. NB: this cost must be actual cost incurred by the beneficiary and its partners, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary;
- replacement costs for European Union academic staff and experts assigned to the proposed action provided that they do not exceed the maximum rates listed in Annex 1.
- travel and subsistence allowances for staff and students taking part in the action/project (for meetings, European conferences, training, study periods etc.), provided that they are in line with the usual practices of the beneficiary or, where applicable, its partners, on travel costs; subsistence allowances may not exceed the maximum rates in the tables in Annex 3;
- purchase cost of equipment (new or second-hand), only when justified for the achievement of the objectives of the proposed action;

- cost of consumables and supplies, provided that they are identifiable and assigned to the action/project;
- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the action/project, provided that the conditions laid down in Article II.9 of the agreement are met;
- costs arising directly from requirements linked to the performance of the action/project (dissemination of information, specific evaluation of the action/project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

Eligible indirect costs (administrative costs);

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

Indirect costs may not include costs entered under another budget heading. Indirect costs cannot be subject to co-financing.

Examples of indirect costs are:

- costs for keeping equipment running;
- communication costs (postage, fax, telephone, mailing, etc.);
- infrastructure costs (rent, electricity, water, heating, etc.) of the premises where the project is being carried out;
- office supplies;
- photocopies.

10.6. Ineligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;

- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant,
- excessive or reckless expenditure;
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Commission.
- expenses incurred outside the eligibility period.

Contributions in kind shall not constitute eligible costs.

10.7. Legal entity

The Commission can propose an agreement only on the basis of acceptance of documents which make it possible to define the applicant's legal personality – legal entity (public organisation, private company, non-profit organisation, etc.).

The applicant must provide the following documents:

Private company, association, etc.:

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

Public-law entity:

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

10.8. Specific financial conditions

Taxes and duties

Equipment purchased and services funded with the Tempus grant are in principle exempt from VAT (see 10.6 Ineligible costs).

Staff costs covered by the Tempus grant will be taxed in the normal way according to prevailing national laws.

Eligible expenditure

In line with 10.5 and 10.6 above, the grant awarded may be used to cover the following expenditure:

- Direct costs
 1. Staff costs

2. Travel costs and costs of stay
3. Equipment costs
4. Costs for printing and publishing
5. Other costs;
 - Indirect costs (overheads or administrative costs).

The following ceilings should be applied:

- Indirect costs: maximum 7% of the eligible direct costs
- Equipment costs: maximum 30% of the eligible direct costs
- Staff costs: maximum 40% of the total eligible direct costs

1. Staff costs

Salaries and fees may not exceed local rates, this applies both to European Union and Partner Countries. Moreover, additional hours will be financed at the normal hourly rate calculated from the local rates in Annexes 1 & 2 and not at any higher rate. Staff costs should be calculated on the basis of the task performed and not on the status of the person.

Applicants should base the project budget on real **daily** staff cost rates (and not hourly rates), which cannot exceed the maximum rates indicated in Annexes 1 & 2. Any surplus will be considered as ineligible. The veracity of these costs may be the subject of an audit.

The rate of the country in which the partner organisation is registered will be applied, independent of where the tasks will be executed (i.e. a staff member of an organisation of Country A working (partly) in Country B will be budgeted on the basis of the rates of Country A).

Real daily staff cost rates are based on average rates corresponding to the applicant's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non statutory costs like bonuses, lease car, expense account schemes, incentive payments or profit-sharing schemes are excluded.

The Applicant will define the category of staff and the number of days, to be worked on the project, in relation to the action and the work plan. That is, an individual should be paid based on the type of work he performs, as per Annex 1 & 2, and not on his/her status or title.

The estimated staff costs result from multiplying the number of days with the real daily staff cost rate.

1.1 Fees for administrative tasks

The grant may be used to cover the costs for staff from the European Union Member States or the Partner Countries who perform administrative tasks which are required for the achievement of the project objective (for example: the administration and coordination of project activities, planning of meetings, accounting activities) on condition that their salary for these tasks is not covered from any other source. Translation activities provided by consortium members should be classified as administrative staff costs. External translation services and external language courses provided by non consortium members should be classified as “Other Costs”.

1.2 Fees to academic staff

The grant may be used to cover the costs of staff that perform academic tasks which are directly related to the achievement of the project objective and on condition that their salary for these tasks is not covered from any other source. Such activities should be exceptional, limited and strictly justifiable academic tasks not performed as part of regular duties. These tasks would include course development, the development and adaptation of teaching materials, and the preparation and teaching of intensive courses especially developed for the project.

1.3 Replacement costs (for EU staff only)

Replacement costs can be paid for European Union academic staff and experts carrying out teaching assignments at universities and institutions in the Partner Countries for a minimum continuous period of one month and a maximum of ten months. Costs can only be covered when proof is provided that staff concerned has actually been replaced for the time involved.

Applicants should base the replacement costs on the real daily staff cost rates of the person to be replaced, which cannot exceed the maximum rates indicated in Annex 1. Any surplus will be considered as ineligible. The veracity of these costs may be the subject of an audit.

The rate of the country in which the person is replaced, will be applied.

Real daily staff cost rates are based on average rates corresponding to the applicant's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non statutory costs like bonuses, lease car, expense account schemes, incentive payments or profit-sharing schemes are excluded.

1.4 Staff costs for sub-contractors

The sub-contracting of administrative and/or academic tasks to individual experts and/or organisations is possible only in the exceptional cases where the consortium cannot cover the activity in question. The reasons why should be clearly explained in the description of the outcomes and activities in the related activity table.

The cost related to this activity should be included in the funding requirements table. Please note that, in the case of individual experts, a description of their expertise must be included in the application.

Staff members of project partners are not allowed to operate in a subcontracting capacity for the project.

2. Travel costs and costs of stay (Annex 3)

The estimated amounts requested for costs of stay may not exceed the maximum amounts given in the tables below and on which the final allocation will be based.

The consortium should calculate actual travel costs and request the estimated amounts.

Travel for research activities cannot be financed from the Tempus grant.

2.1 Staff

The Tempus grant is also intended to cover travel, visa, accommodation, subsistence and personal or health insurance costs.

2.1.1 Eligible Participants

Grants for visits may be awarded to the following categories of teaching and administrative staff:

- University teachers and trainers;
- Administrators (members of university staff, such as librarians or international relations officers);
- Trainers and staff with project management responsibilities from organisations within the partnership;
- Students acting on behalf of their institution;
- Officials, administrators and professionals (trainers and/or trainees) as appropriate;
- Sub-contractors.

2.1.2 Eligible Activities

Activities should be coherent and clearly linked to the project outcomes. The consortium members should choose relevant activities in line with the following list:

- Teaching/training assignments for European Union staff/trainers in the Partner Country university or institution and vice versa;
- Re-training and up-dating periods for staff from the Partner Country universities/institutions;

- Practical placements in companies, industries and institutions for teaching/administrative staff and trainees from the Partner Country universities/institutions;
- Management and coordination meetings in the European Union or Partner Country/ies for coordination, planning, monitoring and quality control activities;
- Intensive and strictly targeted (re)training courses in a specific subject area, including language training for a well defined target group of teaching/administrative staff from the Partner Country. Language training should whenever possible take place in the Partner Country itself or, if not possible, should be combined with other mobility;
- Visits for dissemination purposes to other parties in the Partner Countries such as other educational institutions, regional education authorities, the business community, institutions;
- organisation of workshops, publications.

2.1.3 Eligible Expenses

2.1.3.1 Staff Travel Costs

Staff travel costs cover transport costs at national and international level. For the estimated budget, the partnership should calculate the total amount required for travel costs, based on the number of mobility flows planned in the project application.

The partners should include in this estimation the participation of two project staff, one from the EU and one from a partner country, in the annual "Tempus Project Representatives' Meeting". The participation of two project staff of the partnership, (one from the EU and one from a partner country), in the annual "Tempus Project Representatives' Meeting" are considered as project-related activities and the costs are considered eligible.

Only actual travel costs will be eligible.

- Travel costs for staff taking part in the action are considered, provided that they are in line with the partner's usual practices on travel costs.
- Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities.
- Reimbursement is based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, hire car); partners are required to use the cheapest means of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).
- The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.

- Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be refunded as follows (whichever is the cheapest):
 - either a rate per km in accordance with the internal rules of the organisation concerned up to a max of €0.22;
 - or the price of a rail, bus or plane ticket (see third bullet point above); only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.
- For hire cars (maximum category B or equivalent) or taxis:
 - the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors i.e. time, excessive luggage)
 - Reimbursement will be made for the real cost of car hire, independent of the number of people travelling in the same vehicle.
- Cost related to entry visas should also be noted under this heading.

2.1.3.2 Staff Costs of Stay

Costs of stay cover daily miscellaneous expenses.

For example: accommodation, food, local and public transport during the stay, personal or health insurance cost.

The partnership will calculate the total amount required for costs of stay, based on the number and duration of mobility flows planned in the project application; costs of stay may not exceed the maximum amounts per day/week and per person indicated in Annex 3.

2.2 Students

2.2.1 Eligible participants

Travel costs and costs of stay may be paid for undergraduate students (who have completed at least two years of study), and to graduate, postgraduate and doctoral students undertaking further study programmes provided the mobility supports the achievement of the project objective/s.

Projects may provide mobility also in the form of internships or training at a partner institution or at a legal entity which does not belong to the partnership.

2.2.2 Eligible activities and duration

Grants may be awarded for a minimum period of two weeks and a maximum period of three months for the following types of activity:

- Study periods abroad carried out at a consortium member in a European Union Member State for Partner Country students or in a Partner Country for European Union students;
- Practical placements with a minimum duration of one month (maximum of three months) in companies, industries or institutions.
- Participation in intensive courses with a minimum duration of two weeks for Partner Country students at postgraduate level (strictly targeted training in a specific subject area for a well defined target group) carried out by a partnership member in a European Union Member State;
- Participation of Partner Country and European Union student representatives in targeted mobility within a project.

2.2.3 Eligible expenses

2.2.3.1 Student Travel Costs

Student travel costs cover transport costs at national and international level. For the estimated budget the partnership should calculate the total amount required for travel costs, based on the number of student mobility flows planned in the project application.

Only actual travel costs will be eligible.

Efforts should be made to make low cost travel arrangements for students.

- Costs may be claimed only for student mobility directly connected to specific and clearly identifiable project-related activities.
- Reimbursement is based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, hire car); partners are required to use the cheapest means of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).
- The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.
- Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be refunded as follows (whichever is the cheapest):
 - either a rate per km in accordance with the internal rules of the organisation concerned up to a max of €0.22;
 - or the price of a rail, bus or plane ticket (see second bullet point above); only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.
- For hired cars (maximum category B or equivalent) or taxis:

- the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors i.e. time, excessive luggage);
- Reimbursement will be made for the real cost of car hire, independent of the number of people travelling in the same vehicle.
- Cost related to entry visas should also be noted under this heading.

2.2.3.2 Student Costs of Stay

Costs of stay cover daily miscellaneous expenses.

For example: accommodation, food, local and public transport during the stay, personal or health insurance cost.

The partnership will calculate the total amount required for costs of stay, based on the number and duration of mobility flows planned in the project application; costs of stay may not exceed the maximum amounts per day/week and per person indicated in table at bottom of Annex 3.

2.2.3.3 Institutional Costs

For study periods abroad for a maximum of three consecutive months it is important to note that the host university can claim institutional costs to cover any eligible costs incurred as a result of receiving students from abroad. Only students benefiting from a travel and costs of stay grant paid from the Tempus grant can be considered for institutional costs.

The maximum Tempus contribution to university institutional costs must be calculated as follows:

- For mobility to the European Union: maximum €500 per student for a study period of maximum three months;
- For mobility to a Partner Country: maximum €200 per student for study periods of maximum three months.

Institutional costs, being an eligible cost, can be considered as co-financing. The host institution should demonstrate this by providing a declaration stating that the university has covered the eligible costs incurred as a result of receiving the students from abroad, indicating the name of the student, home institution and the period of the mobility.

3. Equipment costs²⁸

Applicants may not budget more than 30% of the eligible direct costs for equipment costs.

²⁸ Applicants should be aware of the fact that the procurement and delivery of equipment to Partner Country institutions is often a rather complex procedure and this should be taken into consideration at the planning stage.

For Joint Projects, equipment may only be purchased for the Partner Country higher education institutions which are involved in the partnership and only when it is essential for the achievement of the project objective.

For Structural Measures, equipment may be purchased for the Partner Country universities or any other institution or organisation in the Partner Country involved in the partnership and only when it is essential for the achievement of the project objective.

In this section applicants should detail any items of equipment needed for an activity and the expected maintenance costs, listed clearly by the Partner Country university/ies or institutions/organisations at which each item will be installed. Applicants should ensure that these details correspond to those given in the Outcome Tables.

Eligible equipment

Books and periodicals (selected by consortium members as being directly relevant to the objectives of the project), fax machines; photocopying machines; computers and peripherals, software; machines and equipment for teaching purposes; video-projectors (hardware) and video-presentations (software); television sets, communication lines for internet connection; access to databases (libraries and electronic libraries outside the consortium); renting of equipment may be considered eligible, but only in exceptional and duly justified circumstances and in any case not exceeding the duration of the grant agreement; consumables needed to ensure the smooth functioning of the equipment; equipment maintenance, insurance, transport and installation costs.

Applicants should include provision for other sources of funding (for example: governmental, institutional, industrial or other contributions) where equipment items deemed necessary to achieve the project objective are ineligible for the Tempus grant.

4. Printing and publishing costs

Applicants should estimate the amount required to cover printing and publishing costs.

All costs relating to printing (paper, electronic, web) publishing and photocopying of teaching material and any other documentation necessary to reach the objective of the project should be recorded under this heading.

5. Other costs

This category covers any other expenses necessary for the implementation of the project which do not clearly fit into other budget headings.

For example, these may include costs for dissemination of information (advertising in the media, promotional materials such as pens, bags, posters, renting of premises for dissemination events with prior written approval only), specific external evaluation of the an activity or action (including expert fees for this specific purpose), audits, inter-project coaching²⁹ (up to a maximum of €2500), bank charges including bank

²⁹ Costs for Inter-Tempus project monitoring may be covered by the category “Other Costs” up to a maximum of €2500 per project and cover fees, travel and subsistence

guarantee charges where requested by the European Commission, external language courses, external IT courses, external translation services.

Expenses listed here must be fully detailed and justified.

Exchange losses are not eligible costs and exchange gains are considered as interest and should be reimbursed.

6. Indirect costs

The grant consists of the eligible direct costs (operational costs: Tables 1-5) and of the indirect costs (overheads or administrative costs). Indirect costs can be allocated up to a flat rate of 7% of the eligible direct costs.

Indirect costs may, for example, cover stationery, general photocopying, office supplies, postal and telecommunication costs directly related to the project.

Co-financing

Since co-financing is a condition for a Community grant, the applicant must co-finance at least 10% of the eligible direct costs and specify from which resources this amount will be financed.

Summary of project funding

This table takes the total costs of each of the seven previous tables into account and automatically generates a summary.

11. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

The beneficiaries shall only seek competitive tenders if the amount to be contracted out exceeds the threshold of €25.000. The beneficiaries may not split the purchase of equipment or of services into smaller contracts below the threshold.

For administrative and academic tasks, it is possible to directly subcontract individuals, industry/enterprises or institutions from any European Union Member State or from a partner country.

In the event of **sub-contracting exceeding €25.000**, the beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

12. PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. This information may also be published using any other appropriate medium, including the Official Journal of the European Union. The names of individuals having received a grant will not be published in the Official Journal or on the *Europa* website.

For legal entities which have received a grant:

- a) the following information will be published³⁰:
 - name and address of the beneficiary;
 - subject of the grant;
 - amount awarded and rate of funding.
- b) they must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, they are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed action. If this requirement is not fully complied with, the beneficiary's grant may be reduced. To do this they must use the graphic identity and the logo of the Tempus programme and follow the EC visibility guidelines³¹;
- c) they are required to make available on-line the description of the action and its interim and final results via a website to be maintained during the project and for a set period after its completion. The website details should be provided to the Commission at the beginning of the action and confirmed in the final report;
- d) they are required, as these results become available, to provide them to the public and make these results available via the European Commission-supported informatics platform EVE: <http://ec.europa.eu/eve/>

13. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of

³⁰ The application forms include an explicit agreement from the applicant allowing the Commission to publish the above mentioned data if the grant application is approved. However, a beneficiary may request an exemption from this provision if publication would jeopardise its security or financial interests.

³¹ http://ec.europa.eu/europeaid/work/visibility/inde_en.htm

personal data by the Community institutions and bodies and on the free movement of such data.³²

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

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1. Publication

The call for proposals is being published in the Official Journal of the European Union and on the Internet site of the European Commission's Directorate-General Education and Culture at the following address: <http://ec.europa.eu/tempus>

This call has also to be read in conjunction with the application forms due to be published at least six weeks before the deadline for submission of applications.

The order of precedence of documents in the context of the Call for proposals is:

- The official announcement of the Call for proposals **EAC/01/2009**, published in the Official Journal **C19 on 24 January 2009**.
- The text of the Call as published on the Tempus website;
- The application forms published on the Tempus website.

14.2. Reception and application form

Grant applications must be drawn up in English, French or German, using the form specifically designed for this purpose. The application must be word-processed, using a computer.

In principle, application forms will be made available six weeks before the deadline for downloading and completion on the following web site: <http://ec.europa.eu/tempus>

³² Official Journal L 8, 12.1.2001.

14.3. Submission of the application

14.3.1. Application forms

Deadline: 28 April 2009 by 16:00 (Central European Summer Time)

Applications forms, duly completed (with information provided in all relevant sections), must be submitted electronically, by **16:00 Central European Summer Time** (i.e. 16:00 in Brussels) **on 28 April 2009**. The procedure for electronic submission is indicated on the application form.

No changes to the proposal can be made **after** the application has been **submitted**. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

Only applications submitted on the correct form, duly completed, dated, showing a balanced budget (project costs are balanced with the project finances) will be accepted.

Applicants should send a copy of their proposal, electronically, to the Tempus National Contact Point (for EU-based applicants) and the National Tempus Office (for applicants based in the partner countries). Their electronic addresses are available from the Tempus website. <http://ec.europa.eu/tempus>

14.3.2. Reception of applications

Upon submission, applicants will receive an electronic message with an acknowledgement of receipt indicating the project registration number assigned to their application. This acknowledgement will be sent to the e-mail address from which the application was been submitted. The registration number should be indicated on the supporting and administrative documents and in all future correspondence regarding the proposal.

14.3.3. Supporting and Administrative Documents

Deadline: 12 May 2009

By e-mail to: EACEA-TEMPUS-CALLS@ec.europa.eu

All supporting and administrative documents³³ should be prepared with the appropriate signatures/stamps of persons/institutions. The proposal registration number that will be provided after the submission of the application form should be written on the supporting and administrative documents.

All supporting and administrative documents should be scanned and sent by e-mail in a **single "pdf" file** to the above address, by **12 May 2009**. The proposal's registration number should be indicated on the "subject" of the e-mail message.

³³ The supporting and administrative documents are certain sections of the application form as well as the endorsement letters and any other supporting documents such as bank guarantees, if applicable.

If the proposal passes the assessment and is placed on the short-list of projects to be considered for funding, the applicants will be requested to provide the original supporting documents at a later date.

14.3.4. Contacts

Applicants may contact the Tempus Helpdesk, for further information, at:

EAC-TEMPUS-SECOND-CALL-2009@ec.europa.eu

15. ANNEXES

Annex 1: Staff Costs - Maximum eligible daily rates for EU staff (in €)

Annex 2: Staff Costs - Maximum eligible daily rates for Tempus partner country staff (in €)

Annex 3: Staff Costs of Stay – maximum rates per person excluding travel costs (in €)

Annex 4: Evaluation and Award Procedure

Annex 5: Glossary of codes for Application forms

Annex 6: National Priorities for national Joint Projects

Annex 7: National Priorities for national Structural Measures

Annex 8: Regional Priorities for Joint Projects

Annex 9: Regional Priorities for Structural Measures

Staff Costs - Maximum eligible daily rates for EU staff (in €)

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Belgique/Belgie - BE	297	254	205	160
Bulgaria- BG	62	56	43	29
Ceska Republika - CZ	114	114	82	59
Danmark - DK	386	331	269	211
Deutschland - DE	286	248	200	154
Eesti - EE	93	84	59	42
Ellas - EL	211	180	147	115
Espana -ES	233	209	161	113
France - FR	335	283	185	141
Ireland - IE	378	329	275	201
Italia - IT	448	262	178	147
Kypros - CY	240	211	131	89
Latvija - LV	103	84	67	45
Lithuania - LT	81	69	53	37
Luxembourg - LU	389	334	271	211
Magyarország - HU	112	97	74	42
Malta - MT	102	93	72	52
Nederland - NL	301	263	208	163
Österreich - AT	331	255	189	157
Polska - PL	127	105	81	59
Portugal - PT	144	127	94	62
Rumania- RO	122	94	74	46
Slovenija -SI	199	179	144	91
Slovensko -SK	105	94	75	61
Suomi - FI	285	204	168	141
Sverige - SE	399	341	280	216
United Kingdom - UK	371	349	245	177

Staff Costs - Maximum eligible daily rates for Tempus partner country staff (in €)**Gross rates:** The rates include all taxes and social contributions

Country		Manager	Researcher Teacher Trainer	Technical	Administrative
Western Balkans					
Albania	AL	52	40	21	16
Bosnia and Herzegovina	BA	75	64	50	35
Croatia	HR	180	155	73	63
the former Yugoslav Republic of Macedonia	MK	78	76	28	47
Kosovo*	1244	100	80	30	25
Montenegro	ME	95	75	45	40
Serbia	RS	65	40	35	35
Southern Neighbouring Area					
Algeria	DZ	62	55	40	12
Egypt	EG	130	115	90	70
Israel	IL	321	221	166	106
Jordan	JO	151	111	76	50
Lebanon	LB	210	190	90	50
Morocco	MA	200	150	100	70
Occupied Palestinian territory	PS	130	130	88	88
Syria	SY	45	40	30	16
Tunisia	TN	70	80	30	30
Eastern Neighbouring Area					
Armenia	AM	35	30	20	15
Azerbaijan	AZ	35	30	25	20
Belarus	BY	50	26	18	15
Georgia	GE	36	30	25	20
Moldova	MD	55	45	35	25
Russian Federation	RU	175	151	110	67
Ukraine	UA	124	112	86	62
Central Asia					
Kazakhstan	KZ	125	110	90	65
Kyrgyzstan	KG	42	36	30	24
Tajikistan	TJ	40	35	30	20
Turkmenistan	TM	25	20	20	15
Uzbekistan	UZ	50	40	30	25

* under UNSCR 1244/99

The four categories of staff in the tables in Annexes 1 and 2 are defined as follows:

Manager

This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO³⁴-88 (COM)).

Researcher, Teacher, Trainer

This staff category includes science, health, teaching and other professionals (Staff Category 2 of the ISCO-88 (COM)).

Technical staff

This staff category includes technicians and associate professionals (Staff Category 3 of the ISCO-88 (COM)).

Administrative staff

This staff category includes office and customer service clerks (Staff Category 4 of the ISCO-88 (COM)).

For detailed reference please find the Staff Categories 1-4 of the ISCO-88 (COM) on the following page.

³⁴ International Standard Classification of Occupations

Staff categories according to the International Standard Classification of Occupations (ISCO-88 (COM))

<p>STAFF CATEGORY 1</p> <p>100 Legislators, senior officials and managers</p> <p>110 Legislators and senior officials</p> <p>111 Legislators and senior government officials</p> <p>114 Senior officials of special-interest organisations</p> <p>120 Corporate managers</p> <p>121 Directors and chief executives</p> <p>122 Production and operation managers</p> <p>123 Other specialist managers</p> <p>130 Managers of small enterprises</p> <p>131 Managers of small enterprises</p> <p>STAFF CATEGORY 2</p> <p>200 Professionals</p> <p>210 Physical, mathematical and engineering science professionals</p> <p>211 Physicists, chemists and related professionals</p> <p>212 Mathematicians, statisticians and related professionals</p> <p>213 Computing professionals</p> <p>214 Architects, engineers and related professionals</p> <p>220 Life science and health professionals</p> <p>221 Life science professionals</p> <p>222 Health professionals (except nursing)</p> <p>223 Nursing and midwifery professionals</p> <p>230 Teaching professionals</p> <p>231 College, university and higher education teaching professionals</p> <p>232 Secondary education teaching professionals</p> <p>233 Primary and pre-primary education teaching professionals</p> <p>234 Special education teaching professionals</p> <p>235 Other teaching professionals</p> <p>240 Other professionals</p> <p>241 Business professionals</p> <p>242 Legal professionals</p> <p>243 Archivists, librarians and related information professionals</p> <p>244 Social science and related professionals</p> <p>245 Writers and creative or performing artists</p> <p>246 Religious professionals</p> <p>247 Public service administrative professionals</p>	<p>STAFF CATEGORY 3</p> <p>300 Technicians and associate professionals</p> <p>310 Physical and engineering science associate professionals</p> <p>311 Physical and engineering science technicians</p> <p>312 Computer associate professionals</p> <p>313 Optical and electronic equipment operators</p> <p>314 Ship and aircraft controllers and technicians</p> <p>315 Safety and quality inspectors</p> <p>320 Life science and health associate professionals</p> <p>321 Life science technicians and related associate professionals</p> <p>322 Health associate professionals (except nursing)</p> <p>323 Nursing and midwifery associate professionals</p> <p>330 Teaching associate professionals</p> <p>331 Primary education teaching associate professionals</p> <p>332 Pre-primary education teaching associate professionals</p> <p>333 Special education teaching associate professionals</p> <p>334 Other teaching associate professionals</p> <p>340 Other associate professionals</p> <p>341 Finance and sales associate professionals</p> <p>342 Business services agents and trade brokers</p> <p>343 Administrative associate professionals</p> <p>344 Customs, tax and related government associate professionals</p> <p>345 Police inspectors and detectives</p> <p>346 Social work associate professionals</p> <p>347 Artistic, entertainment and sports associate professionals</p> <p>STAFF CATEGORY 4</p> <p>400 Clerks</p> <p>410 Office clerks</p> <p>411 Secretaries and keyboard-operating clerks</p> <p>412 Numerical clerks</p> <p>413 Material-recording and transport clerks</p> <p>414 Library, mail and related clerks</p> <p>419 Other office clerks</p> <p>420 Customer services clerks</p> <p>421 Cashiers, tellers and related clerks</p> <p>422 Client information clerks</p>
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Staff Costs of Stay – maximum rates per person excluding travel costs (in €)

Duration	Costs of stay for international mobility	Costs of stay for Partner Country staff within their own country
1 day	150	80
2 days	292	150
3 days	434	220
4 days	576	290
5 days	718	360
6 days	860	430
1 week	1.000	500
2 weeks	1.600	800
3 weeks	2.100	1.000
4 weeks	2.500	1.250
Each additional week	300	150

Where the stay falls in between the week durations indicated in the table, the upper limit will be calculated as follows:

The figure for the shorter duration is subtracted from the figure for the longer duration. The resulting figure divided by 7 gives the daily allowance for each day beyond the duration of the shorter stay.

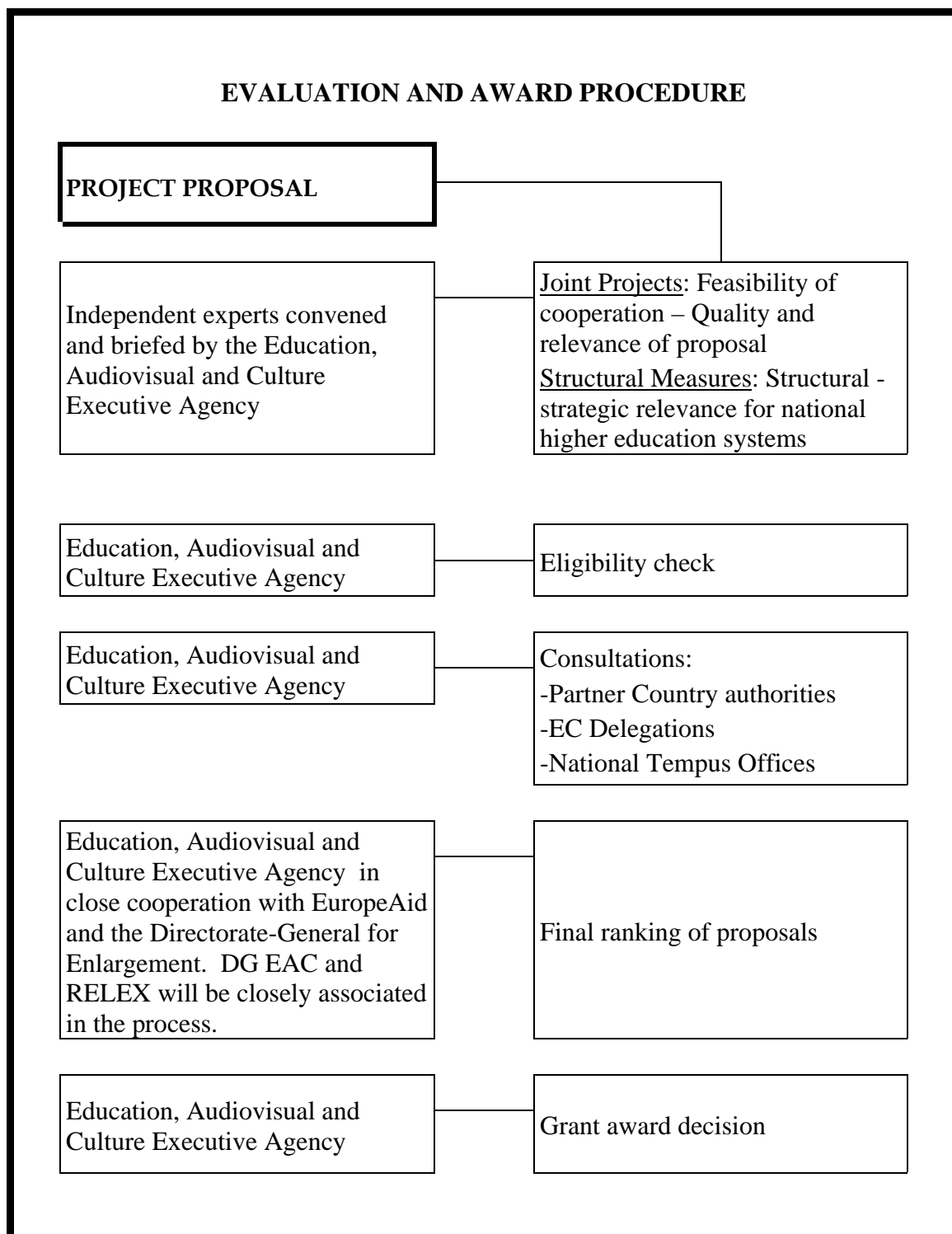
For example: For an international mobility of 17 days: 2.100 (3 weeks)– 1.600 (2 weeks) = 500. Divided by 7 = 71,43. The costs of stay can be 1.600 + (3*71,43) = €1814,29 maximum

Student Costs of stay - maximum rates per person excluding travel costs

Duration	Costs of stay in the European Union	Costs of stay in the Partner Country
Per month	1.200	800

The calculation for costs for stays falling in between full months should be proportionate with the monthly amount indicated above.

For example: 17 days costs of stay in the EU = (€1200:30) x 17 days = €680 maximum.



GLOSSARY OF CODES FOR APPLICATION FORMS

Annex 5

Country codes

European Union Member States		Partner countries		Other countries which may participate	
AT	Austria		<i>Western Balkans</i>	TR	Turkey
BE	Belgium	AL	Albania		<i>EFTA Countries</i>
BG	Bulgaria	BA	Bosnia and Herzegovina	IS	Iceland
CY	Cyprus	HR	Croatia	LI	Liechtenstein
CZ	Czech Republic	ME	Montenegro	NO	Norway
DE	Germany	MK	the former Yugoslav Republic of Macedonia	CH	Switzerland
DK	Denmark	RS	Serbia		
EE	Estonia	1244	Kosovo*		
EL	Greece		<i>Southern Neighbouring Area</i>		
ES	Spain	DZ	Algeria		
FI	Finland	EG	Egypt		
FR	France	IL	Israel		
HU	Hungary	JO	Jordan		
IE	Ireland	LB	Lebanon		
IT	Italy	MA	Morocco		
LT	Lithuania	PS	Territory governed by Palestinian Authority		
LU	Luxembourg	SY	Syria		

* under UNSCR 1244/99

European Union Member States		Partner countries		Other countries which may participate	
LV	Latvia	TN	Tunisia		
MT	Malta		<i>Eastern Neighbouring Area</i>		
NL	Netherlands	AM	Armenia		
PL	Poland	AZ	Azerbaijan		
PT	Portugal	BY	Belarus		
RO	Romania	GE	Georgia		
SE	Sweden	MD	Moldova		
SI	Slovenia	RU	Russian Federation		
SK	Slovak Republic	UA	Ukraine		
UK	United Kingdom		<i>Central Asia</i>		
		KG	Kyrgyzstan		
		KZ	Kazakhstan		
		TJ	Tajikistan		
		TM	Turkmenistan		
		UZ	Uzbekistan		

Type of organisation

Code	Type of Organisation
U	University or higher education institution as defined in this call
E	Enterprise or company or business
I	Institution or organisation

Type of project

Code	Type of Project
JP	Joint Project
SM	Structural Measure

Area of project

Code	Area of Project
CR	Curricular Reform
GR	Governance Reform
HES	Higher Education and Society

Subject area codes

Please be as specific as possible when selecting the subject area code which best defines the objective of your project.

- 100 Humanities
 - 110 History
 - 120 Archaeology
 - 130 Philosophy
 - 140 Law
 - 141 International Law
 - 142 National & European Law
 - 143 Fiscal Law (Finance & taxation)
 - 144 Civil & Commercial Law
 - 145 Comparative Law
 - 146 Competition Law
 - 147 Human Rights & Citizens' Rights Law
 - 148 Environmental Law
 - 149 Other
 - 150 Theology
 - 190 Other Humanities
- 200 Social Sciences
 - 210 Sociology
 - 211 Social Welfare
 - 212 Social Work & Social Policy
 - 220 Psychology and Behavioural Sciences
 - 230 Political Science
 - 240 Economics & Applied Economics
 - 241 Macro & Micro Economics
 - 242 Financial Economics
 - 243 Agricultural Economics
 - 244 Energy Economics
 - 245 Environment Economics
 - 246 Transport Economics
 - 247 Labour Economics
 - 249 Other
 - 250 Public Administration
 - 260 European Studies and International Relations
 - 270 Library Science, Communication and Journalism
 - 290 Other Social Sciences
- 300 Management and Business
 - 310 Management
 - 312 Health Management
 - 313 Agro-Business
 - 314 Personnel Management and Industrial Relations
 - 320 Business Administration
 - 340 Finance
 - 341 Accountancy
 - 342 Banking
 - 343 Insurance
 - 344 International Finance
 - 345 Public Finance

- 346 Trade Policy (National & Foreign)
- 350 Marketing and Sales Management
- 360 Tourism and Leisure
- 390 Other Management
- 400 Natural Sciences and Mathematics
 - 410 Mathematics
 - 420 Physics
 - 430 Astronomy
 - 440 Chemistry and Biochemistry
 - 450 Earth Sciences
 - 451 Geography
 - 452 Geology
 - 453 Meteorology
 - 460 Biology
 - 490 Other Natural Sciences
- 500 Applied Sciences and Technologies
 - 510 Medical Sciences
 - 511 Medicine and Surgery
 - 512 Dentistry
 - 513 Nursing
 - 514 Pharmacy
 - 515 Medical Technology
 - 516 Health Care
 - 517 Psychiatry
 - 518 General Practice
 - 520 Engineering and Technology
 - 521 Mechanical Engineering
 - 522 Civil Engineering
 - 523 Electrical and Electronic Engineering
 - 524 Chemical Engineering
 - 525 Metallurgy and Mining
 - 526 Material Science
 - 527 Manufacturing Engineering
 - 528 Computer Aided Engineering
 - 529 Other
 - 530 Information Technology, Computer Science and Software Engineering
 - 531 Telecommunications
 - 539 Other
 - 540 Agricultural and Food Sciences
 - 541 Agriculture
 - 542 Animal Protection and Husbandry
 - 543 Veterinary Science
 - 544 Forestry
 - 545 Fishing
 - 546 Food Science and Technology
 - 550 Environmental Sciences
 - 551 Soil and Water Sciences
 - 552 Energy Efficiency
 - 553 Nuclear Safety
 - 560 Architecture, Urban and Regional Planning
 - 561 Architecture
 - 562 Urban and Regional Planning

- 563 Conservation of Cultural Heritage
- 564 Transport and Traffic Studies
- 590 Other Applied Sciences
 - 591 Quality Control
 - 593 Energy Studies
 - 594 Metrology and quality standards
- 600 Art and Design
 - 610 Art
 - 620 Music
 - 630 Design
 - 640 Performing Arts
 - 690 Other Art and Design
- 700 Languages
 - 710 Modern European Languages
 - 720 Translation and Interpreting
 - 730 Linguistics
 - 740 Literature
 - 790 Other Languages
- 800 Other
 - 810 Interdisciplinary Studies
 - 820 Education and Teacher Training
 - 830 Multidisciplinary Studies
 - 840 Regional Cooperation
 - 841 Regional Economic Development
 - 842 Cultural & Regional Integration
 - 843 Fight against Organised Crime
 - 844 Regional Environmental Policy
 - 845 Regional Agricultural Policy
 - 846 Regional Health & Social Policy
 - 847 Regional Tourism & Leisure Policy
 - 848 Regional Earthquake Engineering
 - 849 Other
 - 850 Training Courses for Institution Building
 - 856 Public Administration Reform
 - 857 Civil Society Development
 - 858 Professional Associations Development
 - 859 Other
 - 860 Training Courses for Institution Building -Training for public services, professional associations, social partners
 - 861 Justice
 - 862 Public Finance & Tax Policy
 - 863 Public Health & Social Policy
 - 864 Approximation of Law (European Union and other)
 - 865 Quality Control Standards & Marketing
 - 866 Fight against Organised Crime
 - 867 Environmental Policy
 - 868 Media Studies/ Journalism
 - 869 Other

900 University Management

920 University Strategic Planning

922 Strategic Development Plans

925 University-Industry Links

926 Public Relations & Marketing

924 Other

930 University Evaluation

932 Quality Assurance Mechanisms

934 Accreditation Systems

935 Credit transfer Systems

933 Other

940 University Modernisation of Administration Services

942 University Information Management Systems, including Administration and Financial Management

943 Library Management

948 Open and Distance Learning/ Life- Long Learning Activities

959 Other

960 University Services

961 International Relations Offices

962 Student Services

969 Other

NATIONAL PRIORITIES FOR JOINT PROJECTS

Annex 6

PRIORITIES	GOVERNANCE REFORM						HIGHER EDUCATION AND SOCIETY						
	Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Western Balkans													
Albania	X	Law, business administration, public administration, economy, education, transport, energy, health, environment, employment			X					X			
Bosnia and Herzegovina	X	Agriculture and rural development, Transport and energy	X	X				X	X		X	X	
Croatia	X	Applied sciences and technology; Social sciences and humanities; Natural sciences	X	X									
Former Yugoslav Republic of Macedonia	X	Applied sciences and technology, Social Sciences, Humanities, Management and Business, Natural sciences and Mathematics, Languages	X	X	X		X	X			X	X	
Kosovo (under UNSC Resolution 1244)	X	Engineering, hard sciences and biotechnical sciences, social sciences								X	X		
Montenegro	X	Social Sciences, Engineering studies, Pedagogical sciences, Humanities, Biotechnology	X		X	X		X	X	X	X	X	
Serbia	X	Education Sciences, Foreign Languages, Chemistry, Physics, Biotechnology, Pharmacy, Social Sciences, European Studies, Graduate Conversion Courses targeting unemployed or inappropriately employed university graduates	X	X				X	X	X	X	X	X

PRIORITIES Eastern Neighbouring Area	CURRICULAR REFORM		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Armenia	X	Applied sciences and technology; Social sciences and humanities; Natural sciences		X						X			X
Azerbaijan	X	Engineering in the field of oil and gas, and in the field of electricity; EU languages, teaching, translation, simultaneous interpretation; Telecommunication and information Technologies; Extreme situations (natural disaster) and life security.	X	X			X		X	X		X	
Belarus	X	International economy and finance; Business-Education-Programmes for Tourism; Energy and Environment; Information technology and network economy		X		X	X		X	X		X	
Georgia	X	1. Natural Science; 2.Social Sciences; 3. Medicine; 4. Education			X					X			
Moldova				X	X								X
Russian Federation	X	Social work, Tourism and Services, Pedagogy, Engineering, Information technologies, Philosophy, Ecology, Biotechnology										X	X
Ukraine	X	Engineering and Technologies, Law, Education, Agriculture								X			X

PRIORITIES		CURRICULAR REFORM		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY						
		Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks	
Southern Neighbouring Area	NORTH AFRICA	Algeria	X	Science and technology; ICT; Economic, management and commercial sciences; Law; Human and social sciences; Animal and human health; Biotechnology.	X	X			X		X	X	X		
		Egypt	X	Joint Degrees, Applied sciences, Social Sciences, Teaching Technology						X		X			
		Morocco	X	Business and Finances, Economics, Agriculture and Tourism, Human Applied Sciences, Science and Technology							X	X			
		Tunisia	X	computer science, biotechnology, applied languages, arts and craft, technological studies	X	X	X	X	X		X	X			
	MIDDLE EAST	Israel	X	Applied sciences and technology; Social sciences and humanities; Natural sciences		X	X		X			X			
		Jordan	X	Engineering, Technology, Health Sciences											
		Lebanon	X	New sciences and Technologies (Engineering, Energy ..) Public Health (Environment..)							X	X			
		occupied Palestinian teritory	X	Engineering disciplines, Medical and Health disciplines, Applied Sciences disciplines	X	X					X	X			
		Syria			X	X		X				X	X		

PRIORITIES	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY							
	Modernisation of curricula with 3 cycle structure, ECTS and degree recognition	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Central Asia													
Kazakhstan	X	Engineering, sciences and technologies, social sciences and business, health and social protection	X	X									
Kyrgyzstan	X	Economics and Business Administration; Information technology computer science and software engineering										X	
Tajikistan	X	Agricultural sciences; Education and Teaching; Medical Sciences; Information Technology		X				X				X	
Turkmenistan	X	Social sciences and business; health care and social security; technological sciences and technologies		X			X						
Uzbekistan	X	Engineering and Technologies; Health Sciences							X				

NATIONAL PRIORITIES FOR STRUCTURAL MEASURES

Annex 7

Priorities	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Wester Balkans											
Albania	X		X		X	X					
Bosnia and Herzegovina		X		X	X	X		X	X		
Croatia				X		X	X				
Former Yugoslav republic of Macedonia	X	X	X	X	X		X	X	X	X	X
Kosovo (under UNSC Resolution 1244)	X	X				X	X				
Montenegro	X		X	X		X	X	X	X	X	
Serbia	X	X		X	X	X	X	X	X	X	X

Priorities	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	Eastern Neighbouring Area	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large
Armenia		X						X			X
Azerbaijan		X			X	X	X	X		X	X
Belarus		X		X	X		X	X		X	
Georgia		X									X
Moldova		X	X			X					X
Russian Federation										X	X
Ukraine	X	X	X	X	X			X			

Priorities	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY													
	Southern Neighbouring Area	Algeria	University management and student services	X	X														
Introduction of quality assurance			X	X															
Egypt		Institutional and financial autonomy and accountability																	
		Equal and transparent access to higher education																	
Morocco		Development of international relations	X	X															
		Training of non-university teachers																	
Tunisia		Development of partnerships with enterprises																	
		Knowledge triangle: education-innovation-research	X	X															
Israel		Training courses for public services (ministries, regional/local authorities)																	
		Development of lifelong learning in society at large																	
Jordan		Qualifications frameworks																	
Lebanon																			
The Palestinian Authority																			
Syria																			
NORTH AFRICA		Rapprochement culturel et réseautage					Renforcement des compétences et du partenariat enseignant supérieur public et privé												
MIDDLE EAST																			

REGIONAL PRIORITIES FOR JOINT PROJECTS

Annex 8

Region	CURRICULAR REFORM		GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	Modernisation of curricula (w/ ECTS structure)	Disciplines	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education-innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Western Balkans (IPA)	X	Education/pedagogy, (including primary and secondary teacher training), vocational education and training, rural development, law and good governance (including human rights)	X		X	X			X	X	X	X	
Eastern Neighbouring Area (ENPI East)	X	Law and good governance (including human rights), health, education, energy, environment (including climate change) transport, information society, business and entrepreneurship, tourism	X		X	X	X		X			X	
Southern Neighbouring Area (ENPI South)	X	Law and good governance (including human rights), health, education, energy, environment (including climate change) transport, information society, business and entrepreneurship, tourism	X		X	X	X		X			X	
Central Asia (DCI)	X	Education/pedagogy, Law, Good Governance, Water, Energy, Environment	X	X	X		X		X	X			X

REGIONAL PRIORITIES FOR STRUCTURAL MEASURES

Annex 9

Region	GOVERNANCE REFORM					HIGHER EDUCATION AND SOCIETY					
	University management and student services	Introduction of quality assurance	Institutional and financial autonomy and accountability	Equal and transparent access to higher education	Development of international relations	Training of non-university teachers	Development of partnerships with enterprises	Knowledge triangle: education innovation-research	Training courses for public services (ministries, regional/local authorities)	Development of lifelong learning in society at large	Qualifications frameworks
Western Balkans (IPA)	X		X	X			X	X	X	X	
Eastern Neighbouring Area (ENPI East)	X		X	X	X	X				X	
Southern Neighbouring Area (ENPI South)	X		X	X	X	X				X	
Central Asia (DCI)		X			X		X	X	X		X