



**Erasmus+**

# **Application and selection procedures**

*Call 2016 (EAC/A04/2015)*

## **Instructions for completing the Application Package**

***KA2 – Cooperation for innovation and the exchange of good practices  
Capacity Building in the field of Higher Education (CBHE)***

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## 1. INTRODUCTION

This document is intended to help applicants for *KA2 – Capacity Building in the field of Higher Education of the Erasmus+ Programme* to find the information they need to complete their applications, and to prepare their projects. It should not be used for any other type of action. In order to prepare and submit an application, applicants need to refer to a range of other documents. Information that is contained in the documents listed below will not be repeated in these instructions, although references are made where appropriate:

### The Legal Base:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0050:0073:EN:PDF>

This provides you with the rationale for the Erasmus + Programme and emphasises its aims and priorities. Applicants who can create projects that address the needs expressed in this document are already in a positive position.

### The Call for Proposals:

[http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C\\_.2015.347.01.0007.01.ENG](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2015.347.01.0007.01.ENG)

This is the official notification of the General call for proposals. It is a short document that provides, inter alia, information on the countries that can participate, budgetary details and deadlines.

### The Programme Guide:

[http://ec.europa.eu/programmes/erasmus-plus/discover/guide/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/discover/guide/index_en.htm)

This is a key document covering definitions and rules for all the actions included in the General Call for Proposals. In it you will find general information regarding the content and management of the programme and specific information on *KA2 – Capacity Building in the field of Higher Education projects*. ***You should not attempt to make an application without referring to the relevant sections of the Programme Guide!***

It is structured as follows:

- Introduction
- Part A – General Information about the Erasmus+ Programme
- Part B – Information about the actions covered by this guide
- Part C – Information for applicants
- Annex I – Additional rules and information relating to the actions covered by the Programme Guide
- Annex II – Dissemination guidelines for beneficiaries
- Annex III – Glossary of Key Teams
- Annex IV – Useful references and contact details

This text provides the complete funding framework including rules relating to project budgets, explanations on the assessment procedures and information on dissemination and exploitation strategies. This document also provides information on the different eligibility, exclusion and selection criteria that are applied to each application through the selection procedure.

### The Proposal Submission User Guide: [http://eacea.ec.europa.eu/documents/eforms\\_en](http://eacea.ec.europa.eu/documents/eforms_en)

This is a technical user guide that you will need to follow to ensure that you register your organisations correctly and complete the electronic application form correctly and under optimal conditions.

### The Expert Guide (will follow on [https://eacea.ec.europa.eu/erasmus-plus/library/2015-guide-for-experts-quality-assessment-for-erasmus-plus-actions\\_en](https://eacea.ec.europa.eu/erasmus-plus/library/2015-guide-for-experts-quality-assessment-for-erasmus-plus-actions_en) – For reference)

This is the guide prepared for the experts who will be assessing applications. It provides applicants with a complete overview of how the award criteria will be used and how the scoring will work. It should help applicants to draft responses to the questions in the application form in such a way that they address the main issues for the call.

## Frequently Asked Questions (FAQs)

The Agency publishes the answers to questions that are frequently asked by potential applicants. It is very important for applicants to refer to these regularly to ensure that they benefit from clarification that has been asked for by other applicants and provided by the Commission or Agency. These FAQs are made public to ensure that all applicants are treated fairly with respect to having access to the same information. The FAQs include clarification on eligibility and interpretations / clarification of aspects of the official (legal) documentation. The FAQs will be updated regularly on our website until the deadline for submission ([http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015_en) under "Guidelines" – For reference)

## 2. ABOUT THE CALL, THE APPLICATION PROCEDURE AND THE SELECTION PROCEDURE

### 2.1 Innovations introduced for the Erasmus+ Programme

Although there is a significant amount of continuity from the previous generation of programmes, there are a number of changes that will affect the preparation of applications:

- **Registration of all organisations in The Participant portal:** all applications will continue to be made by eForm. However, since January 2014 all organisations involved in Erasmus+ projects will need to first register in the participant portal described in the User Guide mentioned above. Many organisations linked to the EU research programmes and those having participated to the first CBHE call for proposals are already in the participant portal.
- **Unit cost, lump sums and flat rates:** there has been a considerable simplification in the rules regarding project budgets and increased use of unit cost, lump sums and flat rates replacing for some actions real cost budgeting.
- **Award criteria and scoring mechanism:** there has been a simplification and harmonisation of award criteria and scoring mechanisms
- **Programme Countries / Partner Countries:** the countries eligible to participate have changed slightly.

### 2.2 Presentation and organisation of these Instructions

The purpose of this document is to offer guidance on the **content of the Application Form**, the application procedure and the rules that must be respected. It does not replace the specific *"Proposal Submission User Guide"* that is aimed at providing guidance on the technical aspects of completing and submitting the eForm, including details of the eForm Technical Helpdesk to answer any technical questions that applicants may have.

These detailed instructions follow the same order as the Application Form itself. Applicants who do not refer to these notes or who do not follow the instructions and guidance in them, risk submitting an incomplete or incorrect application, and therefore significantly reducing the chances of their application being successful.

This introduction includes general information regarding the application package contents and submission, detailed information on the assessment grids that will be used by the experts to evaluate the project proposals as well as a summary of the selection process.

## 2.3 Contents of the Application Package

The Application Package consists of the following documents and must be downloaded from the website of the Executive Agency, under the sections "eForm" and "Annexes":

[http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015_en)

The contents of these documents are summarised below. Each of these must be completed and submitted as instructed for the application to be acceptable.

### eFORM (administrative and general information)

#### Part A: Identification of the applicant and other organisations participating in the project (administrative information)

\* **Partner number "P1"** is the applicant organisation and the following sections should be completed:

- A.1. Organisation – will be generated automatically, based on the data filled in the Participant Portal
- A.2 Person responsible for the management of the application (contact person)
- A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

\* **Partner number "P2" to "Pn"** are the partner and associated partner organisations and the following sections should be completed:

- A.1. Organisation – will be generated automatically, based on the data filled in the Participant Portal
- A.2 Legal representative / contact person – Please indicate here the contact details of the person responsible for the project in the partner organisation.

#### Part B: Description of the project (general information)

- B.1 Summary of the project
- B.2 Priorities of the E+ Programme
- B.3 Dates and languages
  - B.3.1 Dates and duration of the project
  - B.3.2 Language for Grant Agreement and Communication with the Agency

#### Part C: Specific information related to Capacity Building in Higher Education Projects

- C.1 Aims and objectives addressed
- C.2 Specific objectives of the project as indicated in the Logical Framework Matrix
- C.3 Project themes and priorities addressed by the application
- C.4 Partner countries and regions involved in the project
- C.5 Project history
- C.6 Special Mobility Strand
- C.7 Grant requested

### Compulsory attachments

#### Detailed description of the project (MS Word document)

- D - Quality of the project team and the cooperation arrangements

- E - Project characteristics and relevance
- F - Quality of the project design and implementation
- G - Impact, dissemination and exploitation, sustainability
  - Logical Framework Matrix
  - Workplan
- H - Work packages
- I – Special Mobility Strand (where applicable)
- J - Other EU Grants

#### Detailed Budget tables (Excel document)

Standard Excel tables containing details of all planned expenditure and revenues. It contains tabs covering the following tables:

- Overview
- Staff costs
- Travel Costs and Costs of Stay
- Equipment Costs
- Sub-contracting Costs
- Special Mobility Strand - Students
- Special Mobility Strand - Staff
- Co-financing
- Breakdown and project funding
- Indicative rates

#### Declaration of Honour & Mandates

These documents must be completed, signed, scanned, saved in a single document (PDF, TIFF, JPEG) and attached to the eForm.

If any of the above parts of the application package are not submitted, not complete or not signed, the application may not be accepted.

## 2.4 Deadlines and submission of the Application Package

Applications must be submitted according to the instructions in the User Guide, **by 10 February 2016, at 12:00 CET (midday) Brussels time** on the day of the deadline.

Once the eForm and annexes have been submitted, a reference number is automatically generated on the eForm. In addition, a notification message will be sent by email to the contact person of the applicant organisation (or coordinating organisation, if applicable) to the e-mail address indicated in the eForm, section A.2. Please ensure that the presentation of the package conforms to the instructions printed in the Call for Proposals, notably:

- The application should be completed electronically by computer and submitted online (no paper, no handwritten submissions, or submissions completed using a typewriter will be accepted).
- The application package must be complete as defined in point 2.3 above.
- No information or documents other than the Application Package can be sent. Any further documents will not be taken into consideration in the evaluation of the application.
- No changes to the application can be made after the deadline has expired. However, if there is a need to clarify certain administrative aspects (e.g. contact details), the applicant may be contacted for this purpose.

- Please note the date and time of the online submission. Applicants are STRONGLY advised to submit their application well in advance of the deadline and to keep proof of the safe arrival of the application in the system.
- If you experience any technical problems during the submission, please contact the eForm Helpdesk immediately ([eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu)).
- If you have questions on the content of the eForm and the Annexes, please contact the CBHE helpdesk ([EACEA-EPLUS-CBHE@ec.europa.eu](mailto:EACEA-EPLUS-CBHE@ec.europa.eu)).

Detailed information about the submission and selection procedure can be found in Part C of the [Programme Guide](#), page 237.

### 3. THE APPLICATION PACKAGE - THE APPLICATION FORM

The application must be submitted by eForm. The eForm is an Adobe development and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application form. The form is downloaded onto a local computer and completed remotely. Once the text is ready and the attachments are linked to the application, it has to be submitted using an internet connection.

The eForm is constructed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed. Full details of these are available in the *Proposal submission User Guide (further referred to as "User Guide")*, which is published alongside the eForm. It is strongly recommended to read the User Guide before you start completing the eForm. A lot of processes are explained in detail in the User Guide, and without this knowledge you may have problems completing the form.

Before starting to complete an eForm, all participating organisations of an application need to be registered in the EAC/EACEA Participant Portal. This process is explained in the User Guide. Without the proper registration of participating organisations, you will not be able to complete the eForm. Given that each applicant organisation should use only one PIC code, please first check with your legal representative's office whether such a PIC number has already been created for your organisation. For Programme Countries, please make sure that the PIC number corresponds to the higher education institutions holding the [Erasmus Charter for Higher Education \(ECHE\)](#).

Choose the eForm of the action you want to apply for from the Application eForm homepage (<https://eacea.ec.europa.eu/PPMT/>), according to the specific action type: **Joint Projects** or **Structural Projects**. Please note that once you make your choice (Joint Projects or Structural Projects) you cannot change the type of the project. Would you intend changing the project type, you have to re-start the creation of the eForm from the beginning.

In a next step, you need to provide the registration codes (PICs) of all organisations participating in your proposal. During this step, you are also required to identify the applicant organisation (for details, please see the User Guide).

Please, note that, **all fields marked with \* are mandatory**. This applies for all parts of the eForm.

### 3.1 Cover page of the application form

Programme :	Erasmus+	
Key Action :	Cooperation for innovation and the exchange of good practices	
Action :	Capacity Building in Higher Education	
Action Type :	Joint Projects	or <b>Structural Projects</b> , according to the eForm
Call for Proposals :	EAC/A04/2015	
Deadline for submission :	10/02/2016	12:00 midday (Brussels time)
Project title * :	test	
Project acronym * :	THB	
Language used to complete the form * :	English	

Nine fields appear on the cover page of the eForm. The first six fields are automatically completed. You should choose a project **title** that will be meaningful to someone who knows nothing about the content of the project and an **acronym**. The **acronym** must not exceed 7 characters. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

**The language used to complete the form** is chosen from a drop-down list. It must be an official EU language and must be a language that is understood by all the members of your consortium. The application form must be completed in **one language** only. Do not provide information on individual Partners in various languages as the experts selected to assess your application will not necessarily be able to understand the various languages used.

### 3.2 Part A. Completion of organisation data

Most fields in part A1 are completed automatically (shaded ones), based on the information you provided while registering your organisation in the EAC/EACEA Participant Portal. The applicant organisation has to complete in part A.1 only the field "Role in the application" (e.g., Partner or Associated Partner) and the field "Type of Organisation" by choosing an available option from a drop-down list.

A.1 Organisation			
Partner number :	P1	PIC number :	999864167
Role in the application * :	Applicant Organisation		
Full name of the organisation in Latin characters :	ECOLE NATIONALE SUPERIEURE DE TECHNIQUES AVANCEES BRETAGNE		
Business name :	ENSTA BRETAGNE		
Accreditation type :	Erasmus Charter for Higher Education		
Accreditation number :	210403-IC-1-2007-1-FR-ERASMUS-EUC-1		
Status :	Public		
Non Profit Organisation :	Yes		
NGO :	No		
Type of organisation * :	Higher education institution (tertiary level)		
Registration date :	2002-01-01		
Registration location :	BREST		



For partner one (P1) the role of "Applicant Organisation" is predefined, therefore it will appear automatically in the eForm and it cannot be changed. If the "Applicant Organisation" needs to change, a new eForm has to be created. As of P2 to Pn, please insert the "Role in the application" choosing from the drop down menu: **Partner Organisation** or **Associated Partner**, depending on the involvement of the respective organisation in the project. Associated Partners will have a limited role in the project, will not sign a Mandate as they will not receive a share from the project grant, and consequently will not be included in the list of partners annexed to the Grant Agreement.

In the section A.2, complete **the title, family name, first name, role in the organisation and e-mail address** of the person who is responsible for the management of the application (contact person) in your organisation. Please make sure to provide a correct and valid e-mail address that must be valid during the whole period of the selection process and contracting period. It should also be working properly and checked regularly. This part has to be completed for Applicant Organisation and other participating organisations applying for actions with a multi-beneficiary grant agreement.

If the «**contact person**» has a different address from the registered address of the organisation, check the corresponding box and provide the address and telephone number.

**A.2 Person responsible for the management of the application (contact person)**

Title *:	Family name *:	First name *:
Ms	Polard	Hélène
<hr/>		
Department / Faculty:		
<hr/>		
Role in the organisation *:	E-mail address *:	
Head of Department	hpol@uniba.fr	
<hr/>		

Check this box if the address is different from the address provided in section A.1

Section A.3 will have to be filled in for the applicant organisation. If the **Legal Representative** has a different address from the registered address, check the corresponding box to access the fields necessary to provide this information.

If the application is successful, the Legal representative, will also be required to sign the Grant Agreement and other associated documents. If the application is signed by a different person, or if it is discovered in later stages of the selection or during contracting that the person identified as the Legal representative does not have the authority to sign, the application may be declared ineligible: an invalid signature could lead therefore to the rejection of the application.

**A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)**

Title *:	Family name *:	First name *:
Ms	Dupont	Jeanne
<hr/>		
Department / Faculty:		
Sociology		
<hr/>		
Role in the organisation *:	E-mail address *:	
Dean	jdupont@uniba.fr	
<hr/>		

Check this box if the address is different from the address provided in section A.1

The list of partners in page 2 of the eForm is completed automatically after the inclusion of all the partners in section A and provides an overview of the entered information.

## List of partner organisations

Partner no	PIC	Role	Organisation Name	City	Country
P1		Applicant Organisation	XXXXXXXXXXXXXXXXXX	BREST CEDEX 9	France
P2		Partner Organisation	YYYYYYYYYYYYYYYYYY	ANTWERPEN	Belgium
P3		Partner Organisation	ZZZZZZZZZZZZZZZZZZ	YEREVAN	Armenia

Please note that you can modify/update the list of partners after the first generation of the eForm **BUT NOT the applicant organisation. If the applicant has to be changed, you will have to create a new eForm.** Here is below the warning message they receive before creating the form:

**Confirm details and proceed to application form**

If the details below are complete and correct, you may proceed with the creation of your new application. The 'Create application' button is found at the foot of this page. If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

**Programme details and application language version**

Programme name	Sub-programme name	Action name	Sub-action name
Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education	Joint Projects

Application form language version: EN

**Participating organisation(s)**

PIC	Name	Country
998145036	AKDENIZ UNIVERSITY	TR

**Other participating organisation(s)**

PIC	Name	Country
999864167	ECOLE NATIONALE SUPERIEURE DE TECHNIQUES AVANCEES BRETAGNE	FR
998142417	SOUTH EAST EUROPEAN UNIVERSITY TETOVOTINSTITUTE FOR ENVIRONMENT AND HEALTH	MK
950829988	BALAKOVO CARBON PRODUCTION LLC	RU
991435934	FEDERAL STATE BUDGETARY INSTITUTION OF HIGHER PROFESSIONAL EDUCATION AND SCIENCE SAINT PETERSBURG ACADEMIC UNIVERSITY NANOTECHNOLOGY RESEARCH AND EDUCATION CENTRE OF THE RUSSIAN ACADEMY OF SCIENCES	RU
949867069	ben Gurion University of the Negev	IL

**Confirmation prompt**

**!** Once your application eForm has been generated, you must SAVE the pdf file to your local computer or network drive. You are recommended to make a note of the location (folder, directory) where you save your application eForm. **Please note that once the eForm has been created, it is no longer possible to switch the role of Applicant Organisation to a different organisation.**

Do you wish to continue?

### 3.3 Part B. Description of the project

**B.1 Summary of the project (max 2.000 characters). Please note that this information may be used for dissemination purposes.**

*For successful applications, this section will be published, as presented below, in compendia etc. You should therefore ensure that it gives a concrete overview of the work your consortium plans to undertake including:*

- *The reason of your project*
- *Concise description of the outputs, results and / or products (including where relevant key pedagogical strategies, media used, language versions, etc.)*
- *The impact envisaged*

Please indicate the language of the summary \* : Estonian

Please provide your summary \* :

Please provide your summary in English \* :

Part B.1, **summary of the project**, invites applicants to provide key information on their application. The applicant organisation has to indicate the language of the summary choosing one of the language options. For dissemination purposes, the abstract must be provided in English in a second version, if the initial language chosen was different from English.

For successful applications, this section will be reproduced in the form of an abstract. Applicants should therefore ensure that the text gives a concrete overview of the work the consortium plans to undertake following the structure proposed in the form.

Please note that due to database limitations, the indicated character limit should not be exceeded. The provided text will be cut when exceeding the limit.

### 3.4 Priorities of the E+ Programme

In Part B.2, applicants have to explain if their application addresses any of the horizontal **Priorities** of the E+ Programme. For each option selected, if any, it is mandatory to provide a brief description of how the application addresses the selection made. If none of the horizontal priorities listed below is relevant to your project, please insert N/A in the description box.

#### B.2 Priorities

Please identify which, if any, of the Programme-level priorities this application addresses (maximum 2 choices)

##### Horizontal priorities

- Fostering the assessment of transversal skills
- Promoting the professional development of staff and youth workers in ICT methodologies
- Promoting the take-up of practical entrepreneurial experiences in education, training and youth work
- Supporting the production and adoption of Open Educational Resources in diverse European languages
- Facilitating the validation of non-formal and informal learning and its permeability with formal education pathways

Describe briefly how your project addresses these priorities (max 500 characters)

In the following part, applicants should indicate which sector of the Erasmus+ programme will benefit most from the proposal. If the application addresses to more than one sector, you may choose the option "Cross-Sector". By doing this however, you will be asked to indicate the main benefitting sector in a second question.

The content of this application is linked to the following area

The field of education that will benefit from the activities / outcomes * :	Cross-sector	▼
The field of education that will benefit from the activities / outcomes * :	Higher education	▼

### 3.5 Dates and languages

#### B.3 Dates and Languages

##### B.3.1 Dates and duration of the project

Start date: 15/10/2016 End date: 14/10/2019 Duration (months) \*: 36 months

B.3.2 Language for Grant Agreement and Communication with the Agency English

In Part B.3.1 **the start date** is predefined, so you only have to fill in the **duration** of the project which can be either 36 or 24 months (choose from the drop-down menu). The end date will be automatically calculated. The date range will define the period during which costs are eligible for funding in the event the proposal is successful. The start date of the project is fixed. For the project duration, please introduce either 24 or 36 months to indicate the maximum duration of the project. The end date is automatically calculated based on the project duration.

In Section B.3.2, for your information, you find **the language** in which the **Grant Agreement** will be issued if your application is selected for funding. The same language will be used in the official communication with the Agency.

### 3.6 Part C: Specific information related to Capacity Building in HE projects

The **section C.1** refers to the aims and objectives of the Erasmus+ Capacity Building in Higher Education action. Please tick the boxes that correspond at best to your project and then describe how the project intends to address the respective aims and objectives.

#### C.1 Aims and objectives addressed

Please identify in the box below, which aims of the Capacity building Action this application addresses (maximum 2 choices)

##### Aims

- Support the modernisation, accessibility and internationalisation of the higher education field in the eligible Partner Countries.
- Support eligible Partner Countries to address the challenges facing their higher education institutions and systems, including those of quality, relevance, equity of access, planning, delivery, management, governance.
- Contribute to the cooperation between the EU and the eligible Partner Countries (and amongst the eligible Partner Countries).
- Promote voluntary convergence with EU developments in higher education.
- Promote people to people contacts, intercultural awareness and understanding.

Please identify in the box below, which of the objectives this application addresses (maximum 2 choices)

##### Objectives

- Improve the quality of higher education and enhance its relevance for the labour market and society.
- Improve the level of competences and skills in HEIs by developing new and innovative education programmes.
- Enhance the management, governance and innovation capacities, as well as the internationalisation of HEIs.
- Increase the capacities of national authorities to modernise their higher education systems, by supporting to the definition, implementation and monitoring of reform policies.
- Foster regional integration and cooperation across different regions of the world through joint initiatives, sharing of good practices and cooperation.

Describe briefly how your project addresses these aims and objectives (max 500 characters) \* :

In **section C.2**, please list the specific objectives of your project defined in line with the Programme action objectives ticked above.

#### C.2 Specific objectives of the project as indicated in the Logical Framework Matrix (max 1.000 characters) \* :

Depending on the type of project selected, in **section C.3** the corresponding blocks of themes are displayed.

For Joint Projects, you have the possibility to choose from amongst the three following themes:

- Curriculum development
- Modernisation of governance, management and functioning of HEIs
- Strengthening of relations between HEIs and the wider economic and social environment

For Structural Projects, you may choose between two themes:

- Modernisation of policies, governance and management of higher education systems;
- Strengthening of relations between higher education systems and the wider economic and social environment.

Please note that the choice of priority/ies listed below must fully correspond to the National and/or Regional priorities defined for the country/ies or regions addressed by the project. Please verify your choice with the detailed tables "*Budget allocation, Regional and National Priorities*" published on the KA2 – Capacity Building in Higher Education webpage under section "Guidelines":

[http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015_en)

Within the same project type, you may choose more than one option. If the project addresses **Curriculum development**, the priorities listed under Category A and Category B are shown.

### C.3 Project themes and priorities addressed by this application

Please identify the Action Specific activities this application addresses \*:

- Curriculum development
- Modernisation of governance, management and functioning of HEIs
- Strengthening of relations between HEIs and the wider economic and social environment

Please indicate in the tick boxes below, which of the National and/or Regional Priorities for 2015 this application addresses

#### Category A – Subject Areas (only 1 choice)

- |  |  |
|--|--|
| <input type="radio"/> Teacher training and education science | <input type="radio"/> Engineering and engineering trades |
| <input type="radio"/> Arts                                   | <input type="radio"/> Manufacturing and processing       |
| <input type="radio"/> Humanities                             | <input type="radio"/> Architecture and construction      |
| <input type="radio"/> Social and behavioural science         | <input type="radio"/> Agriculture, forestry and fishery  |
| <input type="radio"/> Journalism and information             | <input type="radio"/> Veterinary                         |
| <input type="radio"/> Business and administration            | <input type="radio"/> Health                             |
| <input type="radio"/> Law                                    | <input type="radio"/> Social services                    |
| <input type="radio"/> Life sciences                          | <input type="radio"/> Personal services                  |
| <input type="radio"/> Physical sciences                      | <input type="radio"/> Transport services                 |
| <input type="radio"/> Mathematics and statistics             | <input type="radio"/> Environmental protection           |
| <input type="radio"/> Computing                              | <input type="radio"/> Security services                  |

If the project refers to the priority identified as "Others (Multidisciplinary / Interdisciplinary)" amongst the national / regional priorities of a Partner Country, please select from the above listed subject areas the academic discipline which is dominant amongst the others in the project. In the text box below, please list all the disciplines addressed by the intended multidisciplinary/interdisciplinary curriculum.

#### Category B - Improving quality of education and teaching (max. 2 choices) \*

- Bologna process type reforms (cycle system, credit transfer and accumulation, diploma supplement, etc.)
- Learning and teaching tools, methodologies and pedagogical approaches including learning outcomes and ICT-based practices
- Multidisciplinary / Interdisciplinarity

If the proposal is a Joint Project within the theme "**Modernisation of governance, management and functioning of HEIs**", the priorities in the categories B and C are applicable.

- Curriculum development
- Modernisation of governance, management and functioning of HEIs
- Strengthening of relations between HEIs and the wider economic and social environment

Please indicate in the tick boxes below, which of the National and/or Regional Priorities for 2015 this application addresses

**Category B - Improving quality of education and teaching (max. 2 choices) \***

- Bologna process type reforms (cycle system, credit transfer and accumulation, diploma supplement, etc.)
- Learning and teaching tools, methodologies and pedagogical approaches including learning outcomes and ICT-based practices
- Multidisciplinarity / Interdisciplinarity

**Category C - Improving management and operation of higher education institutions (max. 2 choices) \***

- Governance, strategic planning and management of HEIs
- University services
- Internationalisation of HEIs
- Quality assurance processes and mechanisms
- Equity, access to and democratisation of HE
- Development of research and innovative capacities

Please indicate how this proposal addresses the priority/ies mentioned above in relation to the concerned partner country/ies: (max 500 characters) \*:

If the proposal is a Joint Project within the theme "**Strengthening of relations between HEIs and the wider economic and social environment**", the priorities in the categories B and D are applicable.

- Curriculum development
- Modernisation of governance, management and functioning of HEIs
- Strengthening of relations between HEIs and the wider economic and social environment

Please indicate in the tick boxes below, which of the National and/or Regional Priorities for 2015 this application addresses

**Category B - Improving quality of education and teaching (max. 2 choices) \***

- Bologna process type reforms (cycle system, credit transfer and accumulation, diploma supplement, etc.)
- Learning and teaching tools, methodologies and pedagogical approaches including learning outcomes and ICT-based practices
- Multidisciplinarity / Interdisciplinarity

**Category D - Developing the Higher Education sector within society at large (max. 2 choices) \***

- Lifelong learning, continuing education
- Non-University sector at tertiary education level
- Development of school and vocational education at post-secondary non-tertiary education level
- University-enterprise cooperation, entrepreneurship and employability of graduates
- Recognition of qualifications and Qualification frameworks
- Knowledge triangle, innovation
- New technologies in HE
- Development of the HE sector at regional level
- International cooperation at regional level or cross-regional level
- Definition, implementation and monitoring of the reform policies

Please indicate how this proposal addresses the priority/ies mentioned above in relation to the concerned partner country/ies: (max 500 characters) \*:

In **section C.4**, please make sure that all the countries participating in the project are properly ticked in the respective checkboxes, as this will label the category of the project, "national"/"regional". If the project addresses countries from more regions, the button "cross-regional" will be automatically checked. In the next column, please specify which are the country/ies involved from the respective region(s).

#### C.4 Partner countries and regions involved in the project

Please click the regions involved:		Please specify the partner countries involved
<input checked="" type="checkbox"/>	<b>Region 1 Western Balkans</b>	Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Serbia.
<input type="checkbox"/>	<b>Region 2 Eastern Partnership countries</b>	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law.
<input type="checkbox"/>	<b>Region 3 South-Mediterranean countries</b>	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine**, Syria, Tunisia.
<input type="checkbox"/>	<b>Region 4</b>	Territory of Russia as recognised by international law.
<input type="checkbox"/>	<b>Region 6 Asia</b>	Afghanistan, Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.
<input type="checkbox"/>	<b>Region 7 Central Asia</b>	Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.
<input type="checkbox"/>	<b>Region 8 Latin America</b>	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.
<input type="checkbox"/>	<b>Region 9</b>	Iran, Iraq, Yemen.
<input type="checkbox"/>	<b>Region 10</b>	South Africa

Please click the regions involved:		Please specify the partner countries involved
<input type="checkbox"/>	<b>Region 11 ACP</b>	Angola, Antigua and Barbuda, Belize, Cape Verde, Comoros, Bahamas, Barbados, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Congo (Brazzaville), Congo (Kinshasa), Cook Islands, Côte d'Ivoire, Djibouti, Dominica, Dominican Republic, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Republic of Guinea, Guinea-Bissau, Equatorial Guinea, Guyana, Haiti, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Mozambique, Namibia, Nauru, Niger, Nigeria, Niue, Palau, Papua New Guinea, Rwanda, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Solomon Islands, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Sudan, Sudan, Suriname, Swaziland, Tanzania, East Timor, Togo, Tonga, Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia, Zimbabwe
<input type="checkbox"/>	<b>Cross-regional</b>	

The information in **section C.5** will allow evaluators to assess to what extent the project uses the previous experiences to build up a new proposal.

#### C.5 Project history

Please specify if this project was already submitted under previous calls for proposals \*:

If YES, indicate the full reference number here below; if NO, insert N/A.

554967-EPP-1-2015-1-AL-EPPKA2-CBHE-JP

**Section C.6** applies exclusively to Partner Countries from Regions 1, 2 and 3 and to all Programme Countries. If the consortium intends to include a Special Mobility Strand to the project proposal, these mobility flows must be consistent with the subject area and theme chosen in the project. Please read carefully the provision for this Special Mobility Strand in the [Programme Guide](#), p.157.

### C.6 Special mobility strand

Applies ONLY to cooperation projects with partner countries from regions 1, 2 and 3. Please tick the appropriate box \*:

- Yes - The project contains a special mobility strand  
 No - The project does not contain a special mobility strand

#### C.6.1 Summary of student mobility flows

Sending organisation	Home country	Hosting organisation	Hosting country	Start of activity	Duration per participant (N° of months)	N° of participants
Add a row						

### Section C.7, Grant requested, invites applicants to complete budgetary figures for the project costs.

The information required is linked to the funding principle of the KA2 – Capacity Building in the field of Higher Education action. The estimated amounts given for each heading must correspond to the totals in the Detailed Budget (Excel tables attached to this eForm) which detail the budget breakdown for each category of expenditure.

This table should be completed only after the duration has been input (above) and after the Excel budget sheets have been completed and validated: the amounts in the Excel tables and in the budget summary must be identical. All budgetary information must be provided in Euro/€.

#### C.7 Grant requested

A – EU Grant requested for the project activities		
1. Staff costs	250 000,00 €	Cannot exceed 40% of total A
2. Travel costs	200 000,00 €	
3. Costs of stay	100 000,00 €	
4. Equipment	50 000,00 €	Cannot exceed 30% of total A
5. Subcontracting	50 000,00 €	Cannot exceed 10% of total A
<b>TOTAL A</b>	<b>650 000,00 €</b>	Must be higher than or equal to 500.000€ and less than or equal to 1.000.000 €
B – Additional grant for mobility strand		
Special mobility strand	250 000,00 €	Value cannot exceed 80% of total A
<b>Grant requested from the European Union (total A+B)</b>		<b>900 000,00 €</b>

### Distribution of the grant by organisation

The following table needs to be completed, listing the amount of the grant requested by participating organisation.

The total indicated has to be identical to the total grant requested above, and to the total grant requested in the Excel budget sheets (please cross-check with the Table 1 of the Detailed Budget Excel table).

#### Distribution of grant by organisation

Partner n°	PIC code	Partner Name	Grant requested
P1			500 000,00 €
P2			250 000,00 €
P3			250 000,00 €
<b>Total grant requested</b>			<b>1 000 000,00 €</b>



## 3.7 Attachments

### Attachments

Detailed Project Description (DOC, DOCX, PDF, RTF, ODT)\*

Delete this document View this document Document:

Detailed Budget (XLS, XLSX, XLM, ODS)\*

Delete this document View this document Document:

Declaration on Honour + Mandates (PDF, TIF, JPG)\*

Delete this document View this document Document:

A complete application also requires additional documents to be completed and sent along with the present eForm. Once Parts A, B and C have been completed you must upload to the eForm the following attachments that should be prepared beforehand:

- ✓ **Detailed description of the project (WORD)**
- ✓ **Detailed budget tables (EXCEL)**
- ✓ **Declaration of Honour by Legal Representative of Applicant Organisation + the Mandates (PDF).**  
The Declaration of Honour must be completed only by the Applicant Organisation, whilst the Mandates must be signed by each partner from P1 to Pn (excluding the Applicant Organisation). These documents have to be scanned together and attached in one single document.

Please ensure also that the amount of grant requested in the Declaration of Honour is identical to the amount indicated in the field "EU Grant requested" of the budget summary and in the excel budget tables.

**These documents are available on the EACEA, KA2 – Capacity Building in Higher Education webpage under Section "Annexes":**

[http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015_en)

An error message will appear if you do not upload all of these attachments.

## 4. THE APPLICATION PACKAGE - COMPULSORY ATTACHMENTS

### 4.1 Detailed Description of the project (Word annex)

**Please note:** This form must be completed in ONE language only (the same language as used in the eForm part). The language used to complete the project description must be an official EU language and must be a language that is understood by all the members of your consortium. This is also in line with the Declaration of Honour stating that all the partners should have agreed to the content of the application and should have confirmed their intention to carry out the tasks described. In addition, it is important that the application is compiled in one language only, as the experts assessing the application should be able to understand the language in which it is written.

All text fields in **all sections are obligatory**. For adding information in new columns/rows of the tables, please use the copy-paste function of your computer.

The **maximum number of characters** is indicated under each section (spaces do not count). You have to respect it in order to avoid potential problems during the submission of your application. If the maximum number of characters is exceeded, the assessment of your proposal will only take into account the information provided up to this maximum. The information exceeding the word limit will therefore not be assessed.

## **Part D. Organisation and activities**

Please ensure that the information provided in this section covers, where relevant, any specific criteria relating to organisation types for *Capacity Building in the field of Higher Education* projects (see Erasmus+ [Programme Guide](#), Part B, p. 148-168 for details).

This section must be completed for each organisation involved in the consortium. The information provided in Part D will be used specifically in relation to the assessment of the “Quality of the project team and the cooperation arrangements” and the Operational Capacity of the partnership.

### **D.1.1 “Aims and activities of the organisation”**

The description in this section should provide a brief presentation of each organisation, its role in the project and the operational/financial management activities that will be carried on by this organisation. Insert a partner number (starting from P1 for the applicant organisation, followed by P2-Pn and respecting the same order that is used in the eForm part), and indicate the name of the respective organisation in the text field.

### **D.1.2 “Operational capacity: skills and expertise of key staff involved in the project”**

This table should include a *résumé* of the specific expertise of each of the key staff involved in the project in each organisation. It will be used instead of a CV for these staff to ascertain the quality of the overall partnership. In the spaces provided you will need to input the names of all key staff and then summarise his/her skills/experience relevant for the project domain, thereby listing any references to recent publications where applicable.

This section is a very important element in the assessment of the award criteria relating to the operational capacity, the quality of the project team and the cooperation arrangements put in place. It should be completed in the same language as the rest of the application form (and not, for example, in the languages of the respective partners).

#### **Please note:**

- Each organisation participating in the project consortium (applicant and partners) must complete separately Part D.1.1-D.1.2 of the form. The name of each organisation has to be indicated following the respective partner number.
- The number allocated to each organisation (P1, P2, P3, etc.) should be used, where required, throughout the form respecting the same number used in the eForm part.

## **D.2 "Cooperation arrangements, management and communication"**

This section is divided into two sub-sections and the information only needs to be completed once by the applicant organisation.

**D.2.1 "Project management"** - The applicant must explain the overall structure of the management, thereby making specific references to the structure of the partnership, the decision-making process, and the methods for communication and reporting within the consortium.

**D.2.2. "Cooperation and communication arrangements of the consortium"** - the applicant organisation must explain how the overall project management will be implemented, how the task will be divided between the partners and the resources allocated for each task.

### **List of Associated partners**

**Please fill in the list of Associated partners, if any.**

## **Part E. Project characteristics and relevance**

### **E.1 "Why does the consortium wish to undertake this project?"**

Under this section it is very important to describe the reasons for undertaking the project and to set-up the consortium, and for showing the consortium knowledge in the field of operation. The applicant should also explain any synergies with other fields of operation. The description should help experts to assess the level of preparedness for the implementation of the project initiative and for addressing relevant needs.

The section is divided into several sub-sections where the following information should be described in detail:

- the rationale and background of the project, including specific needs/problems/challenges that it intends to address,
- the specific references to previous results of projects and initiatives on which the application is based (if applicable) and how the new projects build on these results,

If your proposal is based on the results of one or more previous projects, you must provide references to these projects in the respective table. Quote the full reference number of your project (e.g. the EU grant agreement number), the name of the Programme and complete the various sub-sections of the table provided.

### **E.2 Rationale for the setting-up of the consortium**

Please describe the reasons for setting-up the consortium and the available competencies/expertise of its members relating to the planned activities.

Detailed information on the benefit of the European cooperation should be provided in section E.3 "**European added value**". It will explain why it is necessary to implement the project within a larger consortium at European level compared to an initiative at national/regional/local level only.

Please describe in the section E4 "**Innovative character**" the analysis of the state of the art in the project domain and the description of the innovative character of the project.

### **E.3 European added-value**

Explain to what extent the project brings a European added value. The description should make clear why similar results could not be achieved through national, regional or local funding.

### **E.4 Innovative character**

Please describe in details in what the project is innovative and /or complementary to other initiatives or projects already carried out under the present or past actions.

## **Part F. Quality of the project design and implementation**

In section **F.1 "Aims and Objectives"** the applicant is asked to state the concrete aims and objectives of the project in relation to the background analysis provided in section E.1 and in relation to the specific needs to be addressed. This section should thus outline how the project intends to tackle the need for action, which was previously analysed, in order to improve the situation (or deficiencies) in the project domain.

Section **F.2. "Project activities and Methodology"** demands the applicant to elaborate on the methodological approach applied within the project. This illustrates how the consortium will proceed to

achieve the envisaged objectives, and how the progress of the project activities can be assessed against milestones and measurable indicators. This section will play an important role in the assessment of the quality of the work programme and the project activities foreseen.

"**Budget and cost effectiveness**" need to be addressed in section **F.3**. The applicant is asked to provide explanations as regards the achievement of results within the available budget and in an economical way. Furthermore the financial administration to be applied within the partnership during the execution phase of the project should be illustrated (e.g. principles of allocation of funds to each partner, financial follow-up, etc.).

In section **F.4 "Quality control and Monitoring"** the applicant should describe what mechanisms have been put in place for ensuring the quality of the project and how the evaluation will be carried out, as well as any methodology to verify the outcome of the actions.

## **Part G. Impact, dissemination and exploitation, sustainability**

In section **G.1 "Expected impact of the project"**, applicants are requested to elaborate how the project outputs will affect the addressed target groups (including the consortium partners themselves). Also it needs to be explained how the consortium intends to reach these target groups while the project is running and after the project is finished.

In the "**Overview of short and long term impact indicators**" applicants are asked to highlight the long-term expected effects on actors, structures, sectors or systems of its project. Please list impact, qualitative and quantitative indicators in the table.

Section **G.2** addresses the "**Dissemination and exploitation strategy**". Please describe how dissemination will be organised in order to ensure that positive results will be made available both within and outside the partner country institutions during the life of the project. Describe what kind of dissemination actions the partnership envisages in order to make the outcomes available to groups not directly involved in the project. This could include information sessions, training exercises or the involvement of policy-makers not belonging to the partnership.

In addition, if the project produces educational material, it should be clearly indicated how this material would be made freely accessible through the use of open licences.

Although dissemination and exploitation of results are closely related, they are distinct processes. While the mechanisms for dissemination and exploitation often overlap, dissemination (information provision and awareness raising) can take place from the beginning of a project and intensify as results become available, but full exploitation (mainstreaming and multiplication of results) can happen only when it becomes possible to transfer what has been learnt into new policies and improved practices. Please describe how exploitation activities ensure optimal use of the results (see E+ programme Guide). You can also consult:

[http://ec.europa.eu/dgs/education\\_culture/valorisation/index\\_en.htm](http://ec.europa.eu/dgs/education_culture/valorisation/index_en.htm).

In the following section, **G.3 "Sustainability"**, applicants should describe how the impact of the project will be sustained beyond its lifetime. To anticipate the sustainability you are expected to outline the project's activities or results which are supposed to last and/or be disseminated after the end of the EU co-funding. Sustainability may not concern all the aspects of a project. In each project some activities or outputs may be maintained, while others may not be so necessary to maintain. A project can therefore be considered as sustainable if relevant activities are pursued and outputs are maintained or developed after the end of the EU funding. Please explain also the strategy for attracting other forms of support and co-funding to the project.

## Logical Framework Matrix

In order to plan and structure the project's objectives, outcomes and activities as thoroughly as possible, you are expected to complete a Logical Framework Matrix (LFM) of maximum of 2 pages, which represents a synthesis of the project. The LFM is a tool that provides an overview of the project and can assist in the design, planning, implementation and monitoring of a project. Please use the template which is provided in the Word part of application form.

Details provided in the table should complement the information previously explained in the project narrative parts, in particular Part E, F and G.

In addition to the project overview, which summarises the objectives and activities in the first column, you are requested to provide other details, such as indicators of progress, risks and assumptions.

### Wider objective:

Give an indication of the medium / long-term aim that the project is designed to contribute to.

*Example: To ensure that the targeted Partner Country university is in a position to offer education that meets the changing needs of the economic environment.*

### Project-specific objectives:

The specific objective(s) should indicate what is expected to have been achieved by the end of the project. The objective(s) of your project should be "SMART": Specific, Measurable, Accurate, Realistic and Time-bound.

*Example: To bring undergraduate curricula, teaching methods and library facilities at the Faculty of Economics of the University of xxx into line with the Bologna requirements by December xxx.*

### Deliverables (Outcomes – Outputs):

The deliverables (in terms of outcomes or outputs) to be produced during project implementation should be listed in concrete terms. They should be logically linked to one of the work packages and they should be specific and realistic in relation to the duration of the project, as well as measurable, in so far as this is possible.

Deliverables reflect the eventual RESULT and should not be mistaken with activities. The deliverables focus on what the consortium wish to achieve by different (not necessarily listed) activities.

*For example: "Consortium meeting" should not be listed as a "deliverable", but rather as an activity. The deliverable from this activity could be rather "consolidated work plan", "financial sustainability plan", which are the actual results of a consortium meeting, etc.*

### Inputs:

Here you should indicate only a summary of resources necessary for the achievement of each workpackage. The detailed inputs are already being asked in Section F of the eForm under each workpackage and, more detailed, in the Excel tables (worksheets 3 to 8) together with the related costs.

Please use a clear reference number system to link each of the inputs to workpackages and deliverables in the 1st column of the LFM and in coherence with the reference numbers in the Work plan (Excel Table).

*Example: For a development-type work package (DEV): Review and analyse the existing educational programme in XXX and the recent advances in education in this field.*

*Inputs:*

- *Staff: xxx days partner 1, xxx days partner 2, xxx days partner 3, xxx days of ext. experts (etc.)*
- *Mobility: xxx flows (average xxx days each)*
- *Equipment*

## Indicators of progress and Ways to measure the indicators:

Indicators (second column of the LFM) are the “sign-posts” that will be used to measure the performance of the project throughout its life-cycle. These preliminary indicators are likely to be reviewed or supplemented by more specific indicators, once a project is underway. Indicators should be specific in terms of quantity, quality, time and target group and measurable (e.g. “50 students enrolled in the first year”, “increased number of students following the course”; “improved teaching tools...”).

Indicators provide a basis for the monitoring of the project’s progress and should therefore be considered as an ongoing evaluation mechanism for the project.

The third column of the LFM should then indicate the ways to measure whether the fixed indicators have been met (anything that can be considered as "evidence", i.e., reports, surveys, official documents – however they should be specific to the related indicator)

*Example 1 (quantitative indicators):*

*Indicator: 200 students enrolled in the new Master Course; or increased number of students by 2015*

*How indicator will be measured: University registry; officially published data, etc.*

*Example 2 (qualitative indicators):*

*Indicator: Improved IT services for delivery of the eLearning course*

*How indicator will be measured: Satisfaction survey*

## Assumptions and risks:

Please mention in this section any factors (that is, situations, events, conditions or decisions) which are necessary for the success of the project activities, outcomes or objectives, but which are not directly under the control of the partnership. You should see these as situations or events that you think might occur. The more these situations/events are beyond the control of the partnership, the greater the risk posed to the project if they occur.

*Example: “...that accreditation of the new curriculum might not be granted by the national authorities”.*

For the risks identified, which are internal to the partnership, such as lack of EU language skills of Partner Country university staff, lack of interest from students, lack of time of university teaching staff, the partnership should foresee and indicate in the application means and activities to counteract those risks.

## Workplan

Please complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the duration of activities (in weeks), the deadlines for each outcome and the location in which your activities will take place. Please use the symbol = for activities carried out in Programme Countries and X for activities carried out in Partner Countries, indicating the number of weeks in the respective months (e.g. 2= means an activity of two weeks in a Programme Country; 3X means an activity of 3 weeks in a Partner Country).

## Part H. Work packages

Before submitting your application, please ensure that the information provided in this section is coherent with all other relevant parts of the application.

Note in particular that experts will use the work packages to evaluate the criteria relating to the Quality of the Work Programme, European Added Value and the quality of the Dissemination and Valorisation Plan

(Dissemination and Exploitation of Results). Additionally they will compare the content of the workpackages with the information provided in the budget tables to assess the cost-benefit; they will verify against the Logical Framework Matrix how the project has considered the assumptions and risks related to each package of activities.

There are **5 types of work packages**:

- Preparation
- Management
- Development (Implementation, i.e., the substance of the work planned including production, testing, etc.)
- Quality Plan (Quality Assurance and monitoring)
- Dissemination and Exploitation of results.

At least one work package must be elaborated for each of the 5 work package types listed above. Applications that fail to present this minimum cannot be considered further.

## **H.1 Description of work packages, outcomes and activities**

**Work package No:** Give a number to each of your work packages (e.g.: 1, 2, 3...or WP1, WP2, WP3, etc.)

**Work package title:** Allocate a short title to each Work Package.

**Related assumptions and risks:** Any factors (that is, situations, events, conditions or decisions) which are necessary for the success of the project activities and outcomes, but which are not directly under the control of the partnership, have to be considered as likely to occur. Make sure that the information provided here is consistent with the project Logical Framework Matrix

After having defined the work package number, title and type, related assumptions and risks, each work package should be described in more detail.

This description should provide, *inter alia*, the aims and objectives of the work package, how the partners involved will organise their work, milestones and overall approaches, an overview of the monitoring and evaluation of the work undertaken within the work packages, performance indicators and the relationship / linkages with other work packages and with the overall coordination of the project. This description can also make reference to any bodies outside the formal partnership that will be involved. Please list also **tasks** which should be performed during the implementation of the Work Package.

Provide a start date in terms of a number. For a project of 24-month duration, starting in January, a work package beginning in April should be defined as "4". One ending in June should be defined as "6". This means that the work packages remain relevant even if the planned starting date of the project changes for some reason. The duration of a work package cannot exceed the number of months stated in E+ Programme Guide for the specific Action you are applying under.

Each Work Package should identify a Lead partner (P1-pn) who is responsible for the delivery of the work package and also all the other partner organisations involved in the Work Package. Indicate the country where the partner is located and the short name. In the next sequence, list the partners (P1-Pn) which are involved in the activities within the respective Work Package.

### **Deliverables/Results/Outcomes**

Describe the deliverables related to each work package.

The field "**Type of deliverable/results/outcomes**" needs to contain a short but concrete description of the type of outputs (e.g. course, training material, study, conference, seminar, discussion document, report, dissemination strategy, DVD, audio-clips, etc.). Please select the type of deliverable using one of the following headings:

- Teaching material
- Learning material

- Training material
- Event
- Report
- Service/Product

The sub-section **description** should provide detailed description of the outcomes that will be developed or adapted during the particular Work Package. In case the deliverable/results/outcomes will be developed in several Work Packages, the deliverable/results/outcome should be allocated to the Work Package in which it will be finished, however you should indicate the Work Packages involved.

The **due date** provides for the month/year when the deliverable/results/outcome can be obtained. Please indicate the **language** in which the deliverable/results/outcome will be available.

Please indicate the **media** of the deliverable using one of the following headings:

- Paper publication
- Electronic published in media (CD, DVD, memory stick, etc.)
- Electronic published on-line
- Other (please specify).

**Language issues:**

Specify the languages in which teaching / learning / training / communication materials are produced and can be accessed: for events - conferences, training events seminars - this will be the working language(s); for published learning materials, this will be the language(s) of presentation.

Please indicate the **dissemination level** using one of the following headings:

- Department/Faculty level
- Institution level
- Local/Regional level
- National level
- International level

**Target groups**

For each output/outcome a target group must be clearly identified. A target group is composed of the direct beneficiaries of the activity and could typically include one or more of the following: Academic staff of a given department, university administrative staff, students, trainees participating in a training course, etc. Please quantify your target group and state precisely who they are and where they are located (e.g.: 5 librarians of university A; 20 secondary school teachers, 25 students from the institutions B, C and D; 10 administrators at the Ministry of Education; etc.). This is particularly important for projects in which several partner country institutions are involved. If any of our target groups cannot be identified in the drop down list of general categories, please select "other" and provide a short explanation.

It is possible that a single Work Package will produce more than one outcome (for example a specification, web-pages, a manual and training material all related but destined for different users). In this event the different elements should be clearly described in this section. Copy the "Deliverables/results/outcomes" table as many times as necessary.

**H.2.Explanation of work package expenditures**

In this section, you are asked to provide information concerning the support which will be needed for implementing the specific Work Packages. If your proposal involves mobility under "Special Mobility Grant", please explain what support will be provided for this activity under certain Work Package(s) (e.g., selection of students, preparation for mobility, student support service for in-coming/out-going students or staff etc.).

**H.3 Consortium partners involved and resources required** is a table summing up all resources necessary to complete the work packages in terms of workload. Please note that these figures are the basis for



calculating the grant for the project. They have to be introduced in the "Detailed budget" excel tables (compulsory annex) to calculate the contributions by partner and the total project grant.

Each work package should identify a Lead partner (P1 – Pn) who is responsible for the delivery of the work package, and indicate the country where the partner is located as well as its short name. The role and task of the lead partner should then be described briefly. The allocation of tasks should be consistent with the information provided on each partner organisation in the Application package. Experts will be looking at the task allocation to find evidence of effective partnership working and particularly an appropriate balance of work across the partner organisations and across the countries represented in the consortium.

The number of days invested by each partner organisation should correspond with the information provided in the budget tables, and will be checked by experts to ensure the coherence between the work plan and the provisional budget. Add / delete rows as necessary. Ensure that the table is completed with the totals requested. Category 1 staff relates to Managers, category 2 to Teacher/Trainer/Researcher category 3 to Technician, and category 4 to Administrative staff. Please see [Programme Guide](#), Part B, Capacity Building in the field of higher education, the Table A (amounts in Euro per day) for staff in Programme Country and Table B for staff in Partner Countries.

### **Overview of subcontracted tasks**

List all tasks that you intent to subcontract to external bodies. Please note that subcontracting tasks to external bodies should be very occasional. The specific competences and particular expertise needed to reach the project objectives should be found in the consortium.

## **Part I. Mobility**

This part must be filled in only by applicants who applied for a Special Mobility Strand. Mobility flows under this Special Mobility Strand should not be confused with the travels planned to achieve different activities of the core project (e.g., travels for coordination meetings, development of parts of the project contents, workshops, seminars, etc.). The Special Mobility Strand must be complementary to the core project, meaning that the core project should be able to be implemented with or without the Special Mobility Strand.

### **I.1. Relevance of mobility activities**

Please describe in this section how the mobility activities of students, researchers and staff support/complement the other activities of the project and bring added value in the realisation of the project's objectives.

### **I.2. Identification and selection of the participants**

This part should describe the steps and procedures for identifying and selecting the individuals for the mobility activities.

### **I.3. Preparation and support**

This part should explain the methodology and the actions foreseen to prepare the individuals for the mobility activity (training courses, language preparation, etc.) as well as logistic and other support provided (accommodation, insurances etc.). The quality measures set up in the sending and receiving organisations to monitor the mobility activity should be explained, as well as the measures to be taken in case the results foreseen are not met.

### **I.4. Involvement of people with fewer opportunities**

Please explain here if the project involves people with fewer opportunities by explaining type of situation of fewer opportunities, how many persons and organisations and from which countries.

Please explain the nature of the support required so that these persons can fully engage in the foreseen activities.

### **I.5. Recognition and validation of learning outcomes**

In this section it should be explained what structure is put in place for the recognition and the validation of the learning outcomes and any system and tools used for this.

### **Part J – Other EU grants**

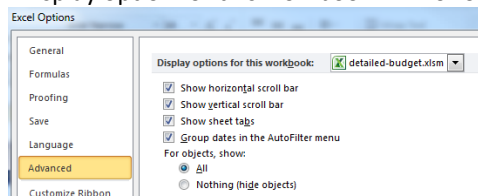
Please list the projects for which the applicant organisation, or any partner organisation, has received financial support of EU programmes or initiatives during the last calendar year.

Please list EU grant applications submitted by your organisation, or by any partner organisation, for the same / similar / closely linked project during the last calendar year. Please indicate the amount requested and the EU programme concerned.

## 4.2 Detailed budget tables (Excel document)

**NB:** The form has been provided with formulas and validation functionalities in order to ease your work of filling in the required data and calculating the budget on different budget headings, according to the maximum rates provided in the Erasmus+ Programme Guide for CBHE. Therefore, parts of the excel forms are protected and must not be changed in any case. You may see a security warning message saying that macros have been disabled. To access the set functionalities in the document you must **ENABLE CONTENT** or **ENABLE MACROS**. If it still happens that you cannot use "arrows" to select items from the drop down menus, check the setting of your Excel document as follows:

When the file is open and that you have "enable content" (if necessary), go to "File" => "Options" => "Advanced" => "Display option for this workbook" => For objects, show: click "**All**".



Tips applying to these tables:

- feel in only the columns/rows/cells coloured in blue; all fields coloured in blue are mandatory;
- insert the required information / value (text or figures, even if 0), otherwise the system will not recognise the information and will give "error" at the end of each row in each individual table;
- respect the instructions/messages shown when you click the arrow in the cell;
- avoid copy-pasting words/sentences; if you use copy-pasting, make sure you respect the wording, spelling and the style used in the whole table;
- whenever figures in decimal are possible, respect the number of decimals shown in the "message";
- stay connected on Internet especially when filling in the travel-/mobility related tables, so that you can easily use the "Distance calculator" facility;
- identify correctly the "distance band" using the "Distance calculator", please check well the countries belong to the chosen cities and visualise the choice of cities on the map.

Once the tables are completed, check once more if the budget summary on the first table, "Overview" is correct (no value is in red). You may save the document as **.xlsx** and macros will disappear from your final document.

Would you meet any difficulty with filling in the forms, please contact the CBHE helpdesk: [FACEA-EPLUS-CBHE@ec.europa.eu](mailto:FACEA-EPLUS-CBHE@ec.europa.eu).

### **Overview**

This table is a summary of the project budget. You must fill in only the columns coloured in blue:

- **Action** (Joint Project or Structural project – choose from the drop-down menu)
- **Duration** (number of months): 36 months or 24 months (choose from the drop-down menu); no intermediate value is possible
- Encode the project **Acronym** and full **Title**
- Encode then the name of **Partner organisations** and **Country**

Before completing this table please read carefully the instructions available on  
**CALL FOR PROPOSALS 2016 – EAC/A04/2015 - Erasmus+ Programme (2015/C 347/06)**  
Programme guide and instructions for applicants

Action	Joint Project
Duration number of months	36
Project Acronym	TEST
Project Title	TEST

EU GRANT REQUESTED FROM THE EUROPEAN UNION (in EUR)				
1. Staff Costs	0,00 Cannot exceed 40% of total A.			
2. Travel Costs	0,00			
3. Costs of Stay	0,00			
4. Equipment Costs	0,00 Cannot exceed 30% of total A.			
5. Subcontracting Costs	0,00 Cannot exceed 10% of total A.			
<b>A. Grant for Project Activities</b>	<b>0,00</b> Should be equal or above EUR 500.000,00 and cannot exceed EUR 1.000.000,00			
<b>B. Additional Grant for Special Mobility Strand</b>	0,00 Value cannot exceed 80% of total A			
	Students from Partner Countries	0,00	Number of Participants	0
	Students from Programme Countries	0,00		0
	Staff from Partner Countries	0,00		0
Staff from Programme Countries	0,00		0	
<b>Total Grant requested from the European Union (A + B)</b>	<b>0,00</b>			

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)										
Partner N°	Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total Costs (in EUR)
P1	University 1	Belgium	Programme Countries	-	-	-	-	-	-	-
P2	University 2	Czech Republic	Programme Countries	-	-	-	-	-	-	-
P3	University 3	Morocco	Partner Countries	-	-	-	-	-	-	-
P4				-	-	-	-	-	-	-
P5				-	-	-	-	-	-	-

All the other values will be filled in automatically once you fill in the subsequent tables.

**NB:** If the ceilings in the Summary table are not respected, they will appear in red. Furthermore, you will have to copy this table in section C.7 of the eForm. If you copy the table with invalid values, the submission of the eForm will be blocked.

### 1. Staff costs

Please fill in the columns coloured in blue.

Click on the arrow to choose the work packages in which different partners are involved, and then insert the partner Number (P1-Pn). Column 3 and 4 will be automatically completed with the corresponding names (as encoded in the first table, "Overview"). Encode then the number of days per partner organisation in each of the four categories of staff. Where not applicable, please insert 0, otherwise the calculation at the end of the row is not possible and the word "error" will be displayed in red.

You do not need to copy-paste any information, as most of the data are embedded in the form. If you do copy-paste different words, please make sure that they are spelled exactly as in the drop-down menus; otherwise the information cannot be considered for automatic calculation.

Add rows or delete rows as necessary clicking on the corresponding buttons in the upper side of the page. The total will be automatically calculated and displayed on the left upper side of the table.

1. Staff Costs																			
Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Manager	Teacher/Trainer/Researcher	Technician	Administrative	Total Number of Days	Total (EUR)	Check Data Encoding									
Preparation	P1	University 1	Belgium	1,0	280,00	280,00	1,0	214,00	214,00	1,0	162,00	162,00	1,0	131,00	131,00	4,00	787,00		
Preparation	P3	University 3	Vietnam	1,0	0,00	0,00	2,0	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	Error

### 2-3. Travel Costs and Costs of Stay

Please fill in the columns coloured in blue. Use the arrows to choose options from the drop-down menus or encode value as indicated when clicking on the cell. Use the "Distance calculator" button on the left upper side of the sheet to find the right band of "travel distance", and then insert the band distance corresponding to the travel.

Add rows or delete rows as necessary clicking on the corresponding buttons in the upper side of the page. The total will be automatically calculated and displayed on the left upper side of the table.

2-3. Travel Costs & Costs of Stay													
Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	City of Departure	Student/ Staff	Number of Participants	City of Destination	Travel Distance	Number of Days (per participant)	Travel Costs (EUR)	Costs of Stay (EUR)	Total (EUR)	Check Data Encoding
Preparation	P1	University 1	Belgium	X	Staff	1	X	600 KM and 1999 KM	6	275,00	720,00	995,00	
Preparation	P3	University 3	Vietnam	X	Student	1	X	3000 KM and 3999 KM	12	530,00	660,00	1.190,00	
Development				X						0,00	0,00	0,00	Error

#### 4. Equipment Costs

Fill in the columns coloured in blue. Use the arrows to choose options from the drop-down menus or encode value as indicated when clicking on the cell. Add rows or delete rows as necessary clicking on the corresponding buttons in the upper side of the page. Please note that equipment is not eligible for partner organisations from Programme Countries, therefore this option has been blocked in the form.

Equipment can be introduced only for the Partner Countries. However, although the table technically allows insertion of equipment for all organisations from the Partner Countries, it is only the Higher Education Institutions that are eligible for equipment.

The total will be automatically calculated and displayed on the left upper side of the table.

Add Row		Delete Row		4. Equipment Costs									
Total (EUR)													
100,00													
Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Nature, type and specifications of the item						Amount Excluding VAT (EUR)	Total (EUR)	Check Data Encoding	
Preparation	P1	University 1	Belgium	X						100,00	0,00	Error	
Development	P3	University 3	Vietnam	X						100,00	100,00	Error	
Development										0,00	0,00	Error	

#### 5. Sub-contracting Costs

Fill in the columns coloured in blue. Use the arrows to choose options from the drop-down menus or encode value as indicated when clicking on the cell. Add rows or delete rows as necessary clicking on the corresponding buttons in the upper side of the page. The total will be automatically reported on the left upper side of the table. Please note that this budget heading is limited at 10% of the total grant A. If this limit is exceeded, the figure will appear in red on the Overview page.

Add Row		Delete Row		5. Subcontracting Costs									
Total (EUR)													
100,00													
Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Nature, type and specifications of the item						Amount Excluding VAT (EUR)	Total (EUR)	Check Data Encoding	
Preparation	P1	University 1	Belgium	X						100,00	100,00	Error	
Development	P3	University 3	Vietnam							100,00	0,00	Error	
										0,00	0,00	Error	

#### Special Mobility Strand – Students

Fill in the columns coloured in blue. Use the arrows to choose options from the drop-down menus or encode value as indicated when clicking on the cell.

The table is set up so that to allow only the mobilities between eligible countries and within the eligible periods (minimum and maximum).

Student mobility from a Programme Country to another Programme Country is not allowed (therefore marked in "error" and flagged in red in the table).

The minimum duration of 2 months for student mobility is technically allowed in this table, but please note that 2 months concern only mobility for practical placement (tranship in an enterprise). For study periods, the minimum duration for student mobility is 3 months and the maximum is 12 months. This option will be checked during the assessment of the project proposal in the selection process. The maximum duration that can be inserted for both types of mobility.

Add Row		Delete Row		Distance Calculator		B. Special Mobility Strand - Student											
Travel Costs																	
890,00																	
Subsistence Costs																	
2.900,00																	
Total (EUR)																	
3.790,00																	
Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Category	City of Departure	Number of Participants	Receiving country	City of Destination	Travel Distance	Number of months (per participant)	Travel Costs (EUR)	Subsistence Costs (EUR)	Total (EUR)	Check Data Encoding				
P1	University 1	Belgium	Students from Programme Countries	X	1	Bulgaria	X	500 KM and 1999 KM	2	0,00	0,00	0,00	Error				
P2	University 2	Croatia	Students from Programme Countries	X	1	Lebanon	X	3000 KM and 3999 KM	2	530,00	1.300,00	1.830,00	Error				
P3	University 3	Vietnam	Students from Partner Countries	X	1	Belgium	X	6000 KM or more	2	0,00	0,00	0,00	Error				
P4	University 4	Ukraine	Students from Partner Countries	X	1	Belgium	X	2000 KM and 2999 KM	2	350,00	1.600,00	1.950,00	Error				

#### Special Mobility Strand - Staff

Fill in the columns coloured in blue. Use the arrows to choose options from the drop-down menus or encode value as indicated when clicking on the cell.

Similarly, the table is set up so that to allow only the mobilities between eligible countries and within the eligible periods (minimum and maximum).

Staff mobility from a Programme Country to another Programme Country under this budget heading is not allowed (therefore marked in "error" and flagged in red in the table). The minimum duration is 5 days and the maximum is 60 days. The staff mobility under this Special Mobility Strand concerns exclusively teaching and training activities and should not be confused with the travels related to the project activities (as project meetings, working sessions etc.) which have to be indicated under table 2-3 of this Excel document.

You can insert only mobility flows between the minimal and maximal values established in the Programme Guide.

B. Special Mobility Strand - Staff													
Travel Costs	890,00												
Subsistence Costs	1.500,00												
<b>Total (EUR)</b>	<b>2.390,00</b>												
Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Category	City of Departure	Number of Participants	Receiving country	City of Destination	Travel Distance	Number of stays (per participant)	Travel Costs (EUR)	Subsistence Costs (EUR)	Total (EUR)	Check Data Encoding
P1	University 1	Belgium	Self from Programme Countries	X	1	Belgium	X	500 KM and 1000 KM	5	0,00	0,00	0,00	Error
P2	University 2	Croatia	Self from Programme Countries	X	1	Lebanon	X	3000 KM and 3999 KM	5	530,00	800,00	1.330,00	
P3	University 3	Vietnam	Self from Partner Countries	X	1	Belgium	X	8000 KM and more	5	0,00	0,00	0,00	Error
P4	University 4	Ukraine	Self from Partner Countries	X	1	Belgium	X	2000 KM and 2999 KM	5	360,00	700,00	1.060,00	

### Co-financing

Fill in the columns coloured in blue. Use the arrows to choose options from the drop-down menus or encode value as indicated when clicking on the cell.

This table is for information only. The co-financing will not be taken into account in the calculation of the grant but will be considered to assess partners' contribution to the accomplishment of the project.

Information for the Co-financing								
<b>Total (EUR)</b>	100,00							
Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Item*	Source of Co-financing**	Justification***	Amount Excluding VAT (EUR)	Total (EUR)	Check Data Encoding
P1	University 1	Belgium	X	X	X	100,00	100,00	Error

\* e.g.: Equipment, Staff costs, travel costs and/or costs of stay, printing & publishing  
 \*\* e.g.: governmental grant, organisation/institution's own resources  
 \*\*\* e.g.: Preparation of training materials - 2 days x 7,5 hours x 3 persons x € 25

### Breakdown and project funding

Three break-down tables will appear in the end as a conclusion of your budget structure and distribution. This is fully populated with the data inserted in the previous tables; you do not have to introduce any figure.

Budget Breakdown by Workpackage / Budget Headings							
WorkPackage	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total (EUR)
Preparation	787,00	805,00	1.380,00	-	100,00		3.072,00
Development	-	-	-	100,00	-		100,00
Quality	-	-	-	-	-		-
Dissemination/Exploitation	-	-	-	-	-		-
Management	-	-	-	-	-		-
<b>Total</b>	<b>787,00</b>	<b>805,00</b>	<b>1.380,00</b>	<b>100,00</b>	<b>100,00</b>	<b>6.180,00</b>	<b>9.352,00</b>

Budget Breakdown by Programme or Partner Countries / Budget Headings							
Countries	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total (EUR)
Programme Countries	787,00	275,00	720,00	-	100,00	3.160,00	5.042,00
Partner Countries	-	530,00	660,00	100,00	-	3.020,00	4.310,00
<b>Total</b>	<b>787,00</b>	<b>805,00</b>	<b>1.380,00</b>	<b>100,00</b>	<b>100,00</b>	<b>6.180,00</b>	<b>9.352,00</b>

Budget Breakdown by Partner / Work Package							
Partner N°	Preparation	Development	Quality	Dissemination/Exploitation	Management	B. Special Mobility Strand	Total (EUR)
P1	1.882,00	-	-	-	-	-	1.882,00
P2	-	-	-	-	-	3.160,00	3.160,00
P3	1.190,00	100,00	-	-	-	-	1.290,00
P4	-	-	-	-	-	3.020,00	3.020,00
P5	-	-	-	-	-	-	-
P6	-	-	-	-	-	-	-

### Indicative rates

The tables on this worksheet are purely indicative, to allow you check the information whilst filling in different tables, if you want so. The information can be easily visualised on the computer screens. It is advisable that you do not print this page, as it contains a lot of condensed information fixed to fit the computer screen and therefore it will appear hardly readable in printed form. If you prefer having the indicative rates in printed form, please better refer to the [Programme Guide](#), pages 161-168.

## 4.3 Declaration of Honour by the Legal Representative of the Applicant Organisation & Mandates

A Declaration of Honour (in format PDF, TIFF, JPEG) should be attached and signed by beneficiaries applying for a community grant.

### Declaration of Honour

The document certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation, who is familiar with the contents of the application form and annexes. The Declaration confirms that the applicant organisation has the financial and operational capacity to complete the proposed project. The legal representative of the applicant organisation takes note that, under the provisions of the Financial Regulations applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the situations defined in the "exclusion criteria".

Please note that the total grant amount indicated in the Declaration must correspond with the one indicated in the eForm (section C.7) and in the budget tables in annex.

The Declaration of Honour should be printed, signed by the legal representative, scanned together with the partners' mandates and attached to the eForm.

### Mandate

Co-beneficiaries must submit **mandates - signed between the coordinator and each co-beneficiary** - confirming that they grant power of attorney to the coordinator to act in their name and for their account in signing the eventual agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. By signing the mandate, the co-beneficiary accepts all the provisions of the above mentioned Grant Agreement and agrees to provide the documents or information that may be required for the right maintenance of the project accounts under responsibility of the coordinator.

The mandate will be an annex to the Grant Agreement and has therefore legal force. The template provided by the Agency must be used in all cases without any modifications or adjustments.

- Where the partner is a higher education institution, the mandate must be signed by the legal representative (rector, vice-rector, president or vice-president);
- Where the partner is another type of legal entity, the mandate must be signed by the highest official representing that entity; i.e. the secretary-general, chairman, executive director or their deputies.

It is compulsory to use the template of Declaration of Honour and the template of Mandate that can be downloaded from Section "Annexes" on the following link:

[http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-field-higher-education-eaca042015_en)

## 5. GLOSSARY

### **Applicant / Coordinating organisation**

It is an organisation that submits a grant application on behalf of a consortium, partnership or network of participating organisations; the applicant represents and acts on behalf of the group of participating organisation in its relations with the Education, Audiovisual and Culture Executive Agency (EACEA); if the grant application is selected, the Applicant will become the beneficiary (see Beneficiary definition below) and will sign the grant agreement on behalf of the participating organisations.

### **Beneficiary (grant-holder, grant-coordinator, project coordinator) and co-Beneficiary**

The beneficiary (also referred to as "main beneficiary" or "coordinating organisation" or "grant-holder" or "grant-coordinator") is the organisation that, on behalf of the consortium / partnership / network of participating organisation, has signed an agreement with the Agency; the Beneficiary has the primary legal responsibility towards the Agency for the proper execution of the agreement; it is also responsible for the day-to-day coordination and management of the project and for the usage of the Community funds allocated to the project.

### **Bologna Process**

The Bologna Process is the intergovernmental process aiming at creating a European Higher Education Area by 2010 in which students can choose from a wide and transparent range of high quality courses and benefit from smooth recognition procedures. Since 1998, seven ministerial meetings devoted to mapping out the Bologna Process have been held in different European cities, namely Paris (at the Sorbonne University), Bologna, Prague, Berlin, Bergen, London, Leuven / Louvain. Since 1999 an increasing number of countries have joined the process.

The Bologna process is a major reform process to provide responses to issues such as the public responsibility for higher education and research, higher education governance and quality, the social dimension of higher education and research, and the values and roles of higher education and research in modern, globalized, and increasingly complex societies.

The Bologna Declaration of June 1999 has put in motion a series of reforms needed to make European Higher Education more compatible and comparable, more competitive and more attractive for Europeans and for students and scholars from other continents. The three priorities of the Bologna process are: Introduction of the three cycle system (bachelor/master/doctorate), quality assurance and recognition of qualifications and periods of study.

### **Consortium**

The group of partners involved in a CBHE Joint Project or in a Structural Project.

### **Consortium member (partner)**

Any university, industry, company or institution involved in a CBHE Project.

### **Coordinating organisation** (see applicant)

### **Development cooperation instrument (DCI)**

Under this instrument, the European Communities finance measures aimed at supporting geographic cooperation with the developing countries included in the list of aid recipients of the Development Assistance Committee of the Organisation for Economic Cooperation and Development (OECD/DAC). Its aim is to improve development cooperation whose objectives are poverty reduction, sustainable economic and social development and the smooth and gradual integration of developing countries into the world economy.

The Community's development cooperation policy is guided by the [Millennium Development Goals](#) (MDGs) and the "[European Consensus](#)" provides the general framework for action.

### **Diploma Supplement (DS)**

A document attached to a higher education diploma, which aims to improve international transparency and facilitate academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). Developed by the European Commission, the Council of Europe and UNESCO/CEPES, the DS consists of eight sections describing in a widely spoken European language the nature, level, context, content and status of the studies that were pursued and successfully completed. The DS provides additional information on the national higher education system concerned, so that the qualification is considered in relation to its own educational context.

### **Dissemination**

Dissemination is defined as a planned process of providing information on the quality, relevance and effectiveness of



the results of programmes and initiatives to key actors. It occurs as and when the results of programmes and initiatives become available.

### **Double or Multiple Degree**

Double or Multiple Degree are 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.

### **EU Delegations**

The EU Delegations are the diplomatic representation of the European Commission throughout the world. It is a global network encompassing all continents which is essential to the promotion of European Union policies, interests and values around the world.

### **Enterprises**

Enterprises are entities performing all types of economic activity in the public and private sector, irrespective of legal status, size or the economic sector in which they operate, including the social economy (including NGOs). They may include autonomous business organisations, chambers of commerce and industry and/or their equivalents, professional associations, social partners and the training bodies of those.

### **European Commission**

The European Commission is the European Union's primary executive body. It initiates legislative proposals and also acts as manager and executor of the European Community's common policies, including the European Community's external assistance programmes.

### **European Credit Transfer and Accumulation System (ECTS)**

A student-centered system based on the student workload required to achieve the objectives of a programme – objectives increasingly specified in terms of learning outcomes and competencies to be acquired. ECTS was established initially for credit transfer to facilitate the recognition of periods of study abroad. More recently, it has been developing into an accumulation system to be implemented in all programmes at institutional, regional, national and European levels. The key features of ECTS are:

- The convention that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe is usually spread over 36/40 weeks a year, in which case one credit corresponds to 24-30 working hours. Workload relates to the notional time in which an average learner might expect to achieve the required learning outcomes.
- The link with learning outcomes, which are sets of competencies expressing what the student will know, understand or be able to do on completion of a process of learning, regardless of its length. Credits in ECTS can only be obtained on completion of the work required and appropriate assessment of the learning outcomes achieved.
- The allocation of ECTS credits is based on the official length of a study programme cycle. The total workload necessary to obtain a first-cycle degree lasting officially three or four years is expressed as 180 or 240 credits.
- Student workload in ECTS includes the time spent in attending lectures and seminars, carrying out independent study, and preparing and taking examinations, etc.
- Credits are allocated to all educational components of a study programme (such as modules, courses, placements, dissertation work, etc.) and reflect the quantity of work each component requires in relation to the total quantity of work necessary to complete a full year of study in the programme concerned.

### **European Higher Education Area**

The European Higher Education Area is a common qualification framework which is expected to emerge from the Bologna process.

### **European Neighbourhood Instrument (ENI)**

The European Neighbourhood Instrument (ENI) is the financial arm of the European Neighbourhood Policy, the EU's foreign policy towards its neighbours to the East and to the South. The main objective of the ENI is the mutual interest of the EU and its neighbours in promoting reform, the rule of law, stable democracies and prosperity – prosperity, security and stability - throughout the neighbourhood of the enlarged European Union. The ENI is a "policy driven" instrument that operates in the framework of the existing bilateral agreements between the Community and the neighbouring countries.

### **European Parliament**

The European Parliament is the directly elected expression of political will of the peoples of the European Union. Together with the Council, the Parliament adopts legislation, approves the European Union's budget and monitors the execution of the European Union's common policies.

### **European Qualifications Framework for lifelong learning (EQF)**

The EQF is a common European reference framework which links countries' qualifications systems together, acting as a translation device to make qualifications more readable and understandable across different countries and systems in Europe. It has two principal aims: to promote citizens' mobility between countries and to facilitate their lifelong learning.

The EQF relates different countries' national qualifications systems and frameworks (see National Qualifications Framework - NQF) together around a common European reference, namely the eight reference levels. The levels span the full scale of qualifications, from basic (Level 1, for example school leaving certificates) to advanced (Level 8, for example Doctorates) levels. As an instrument for the promotion of lifelong learning, the EQF encompasses all levels of qualifications acquired in general, vocational as well as academic education and training. Additionally, the framework addresses qualifications acquired in initial and continuing education and training. The eight reference levels are described in terms of learning outcomes (see Learning outcome).

### **Exploitation of results**

Exploitation consists of "mainstreaming" and "multiplication". Mainstreaming is the planned process of transferring the successful results of programmes and initiatives to appropriate decision-makers. Multiplication is the planned process of convincing individual end-users to adopt and/or apply the results of programmes and initiatives.

**Grant-holder** (see beneficiary)

**Grant coordinator** (see beneficiary)

### **Higher Education**

Higher Education corresponds to all types of courses of study, or sets of courses of study, training or training for research at the post-secondary level which are recognized by the relevant national authorities of a participating country as belonging to its higher education system.

### **Higher Education Institution (HEI)**

A higher education institution is a state recognised post-secondary educational and vocational training establishment which offers, within the framework of advanced education and training, qualifications or diplomas of that level, regardless of what such an establishment is called ("university" or "polytechnic", "college" or "institute").

### **Individual Experts**

Individual Experts are individuals invited to participate in specific CBHE project activities at the request of the consortium members and who are not employed by any of the consortium member institutions.

### **Instrument for Pre-Accession Assistance (IPA)**

The Instrument for Pre-Accession Assistance (IPA) is the Community's financial instrument for the pre-accession process. Assistance is provided on the basis of the European Partnerships of the potential candidate countries and the Accession Partnerships of the candidate countries, namely the Western Balkans and Turkey. IPA is a flexible instrument and provides assistance which depends on the progress made by the beneficiary countries and their needs as shown in the Commission's evaluations and annual strategy papers.

### **International Contact Point (ICP)**

International contact points (ICP) are contact and information points located in each of the Erasmus+ Programme Countries. They inform the public about the programme, offer assistance and advice to potential applicants and actual participants; they can provide useful information about the particularities of national education systems, visas requirements, credit transfers, and other tools. ICPs are supported by the authorities of the countries concerned.

### **Joint Degree**

A joint degree is a single diploma issued by at least two higher education institutions offering an integrated programme and recognised officially in the countries where the degree-awarding institutions are located.

### **Learning outcome**

A learning outcome is defined as a statement of what a learner knows, understands and is able to do on completion of a learning process. This concept emphasises the results of learning rather than focusing on inputs such as length of study. Learning outcomes are specified in three categories – as knowledge, skills and competence. As a result, qualifications capture a broad scope of learning outcomes, including theoretical knowledge, practical and technical skills, and social competences where the ability to work with others is crucial.

### **Lifelong learning (LLL)**

Lifelong learning is a term that is widely used in a variety of contexts. It recognises that learning is not confined to childhood or the classroom, but takes place throughout life and in a wide range of situations (including workplace).

### **Lisbon Strategy**

During the meeting of the European Council in Lisbon (March 2000), the EU Heads of State or Government launched the "Lisbon Strategy" aimed at making the European Union (EU) the most competitive economy in the world and achieving full employment by 2010. This strategy, developed at subsequent meetings of the European Council, rests on three pillars:

- An economic pillar preparing the ground for the transition to a competitive, dynamic, knowledge-based economy. Emphasis is placed on the need to adapt constantly to changes in the information society and to boost research and development.
- A social pillar designed to modernise the European social model by investing in human resources and combating social exclusion. The Member States are expected to invest in education and training, and to conduct an active policy for employment, making it easier to move to a knowledge economy.
- An environmental pillar, which was added at the Göteborg European Council meeting in June 2001, draws attention to the fact that economic growth must be decoupled from the use of natural resources.

Education is seen as a major element in that process and the ambition is to make Europe a world leader in the quality of the education and training it provides. This ambition leads to the modernisation of Europe's education and training systems.

The goals of the Lisbon Strategy and their implications for higher education are closely linked with the objectives of the Bologna Process. Areas where these goals affect higher education systems include in particular: enhancing quality in HE across Europe; removing barriers to student and teacher mobility; promoting lifelong learning and guidance; and encouraging language learning.

### **Mediterranean countries**

The term refers to the following countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Syria, Palestine and Tunisia.

### **Mobility**

Mobility means moving physically to another country, in order to undertake study, work experience, research, other learning or teaching or research activity or related administrative activity, supported as appropriate by preparation in the host language.

### **National Qualifications Framework (higher education) (NQF)**

A National qualifications framework is the single description, at national level or a particular level of an education system. In particular it clarifies and explains the relationship between higher education qualifications. National qualifications frameworks are internationally understood and clearly describe all qualifications and other learning achievements in higher education and relate them coherently to each other (see also European Qualifications Framework for lifelong learning - EQF).

### **National Erasmus+ Office (NEO)**

National Erasmus+ Offices are contact and information points located in each of the Partner Country. They inform the public about the programme, offer assistance and advice to potential applicants and actual participants and provide feedback on programme implementation to the Commission and are consulted during the selection process; they can provide useful information about the particularities of national education systems, visas requirements, credit transfers, and other tools. NEOs are financially supported by Erasmus+ KA2 - Capacity Building in Higher Education action.

**Partner** (see consortium member or partner)

**Partner Countries**

These are countries which do not participate fully in the Erasmus+ Programme, but which may take part (as partners or applicants) in certain Actions of the Programme. The list of Erasmus+ Partner Countries is described in Part A of this Guide, section "Who can participate in the Erasmus+ Programme".

**Programme Countries**

The term "Programme Countries" is used for EU and non EU countries that have established a National Agency which participate fully in the Erasmus+ Programme. The list of Erasmus+ Programme Countries is described in Part A of this Guide, section "Who can participate in the Erasmus+ Programme".

**Project coordinator** (see beneficiary)

**Promotion and awareness raising**

Promotion and awareness raising is used primarily in the context of publicising the existence of programmes and initiatives, their aims, objectives and activities and the availability of funding for given purposes. This definition excludes the publicising of results. As such, promotion and raising awareness occurs primarily before and during the actual implementation of the programmes or initiatives.

**Quality assurance**

This is an all-embracing term referring to an ongoing, continuous process of evaluating (assessing, monitoring, guaranteeing, maintaining, and improving) the quality of a higher education system, institution or programme.

**University** (see Higher Education Institutions)

**Western Balkan countries**

Corresponds geographically to the following countries: Albania, Bosnia and Herzegovina, Croatia, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia, as well as Kosovo under UNSC Resolution 1244/99.

See also Annex III of the Erasmus+ [Programme Guide](#) (p. 305).