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Call for proposals

EEA Financial Mechanism 2009-2014

Scholarship Programme (HU08)

Mobility Projects in Higher Education  
Action

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## 1. Aim of the Scholarship Programme

The aim of the Programme is to support international co-operations, transnational partnerships and implement mutual mobility projects in order to enhance the Hungarian participation in the Lisbon / Copenhagen / Bologna processes and to contribute to the establishment of long lasting institutional co-operations between Hungarian and Donor States institutions. In the framework of the programme, school education, higher education institutions and institutions involved in vocational training may apply for learning, teacher, staff mobility and for project based, higher education related international cooperation. The Scholarship Programme will contribute to the mobility of approximately 250 students and 370 teachers and other members of staff, as well as the implementation of 22 co-operation projects between Hungary and the institutions of the donor countries<sup>1</sup>.

The coordinator of the Scholarship Programme in Hungary is Tempus Public Foundation (hereinafter: TPF). TPF, that is responsible for the overall implementation of the Scholarship Programme in Hungary, including information service for the project promoters, guidance in the project planning and writing phase, management of the applications and supervising the implementation of the approved projects, acts as Programme Operator.

3 152 562 euros<sup>2</sup> can be used in the whole duration of the Scholarship Programme in the actions listed below. The Scholarship Programme is financed by the EEA Financial Mechanism and the Hungarian state budget.

With the present call approximately 1 500 000 euros<sup>3</sup> can be awarded to support *Mobility Projects in Higher Education*.

## 2. Eligible Applicants

The applicant institution is a higher educational institution established in Hungary and

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<sup>1</sup> The implementation of these mobility and cooperation projects is contingent upon the signature of the Programme Agreement agreed between the Financial Mechanism Committee and the National Focal Point. The Programme Operator does not take any responsibility in case for any reason the conclusion of the above Agreement would fail. Once the Programme Agreement is signed, the Programme Operator will release this waiver of responsibility.

<sup>2</sup> The availability of these funds is contingent upon the signature of the Programme Agreement agreed between the Financial Mechanism Committee and the National Focal Point. The Programme Operator does not take any responsibility and does not make a commitment for making available the funds, in case for any reason the conclusion of the above Agreement would fail. Once the Programme Agreement is signed, the Programme Operator will release this waiver of responsibility.

<sup>3</sup> The availability of these funds is contingent upon the signature of the Programme Agreement agreed between the Financial Mechanism Committee and the National Focal Point. The Programme Operator does not take any responsibility and does not make a commitment for making available the funds, in case for any reason the conclusion of the above Agreement would fail. Once the Programme Agreement is signed, the Programme Operator will release this waiver of responsibility.

holding an Erasmus University Charter. Applicants must cooperate with at least one partner in one of the Donor States (Norway, Iceland, Liechtenstein).

Eligible partners in a project are higher educational institutions established in any of the Donor States holding an Erasmus University Charter or other institutions eligible for funding in the programme (for the list please see the call for proposal for the preparatory visits action). Individuals may apply for a grant at their home institution. The sending institution determines the process, conditions and criteria of selection of individuals.

### 3. Eligible Activities

Applicant institution and partners shall collaborate in the following form(s):

- **Student mobility:** study periods, practical placement, participation in summer university
- **Teacher, postdoctoral and staff mobility:** short teaching assignment, participation in conferences, seminars, workshops or other training events, job shadowing

### 4. Deadlines

Deadline for submission and deadline for preliminary eligibility check:

- **Deadline: 5th May 2014**
- Deadline for preliminary eligibility check: 21st April 2014

Proposals submitted before the so called preliminary deadline will be checked against the administrative and eligibility criteria and those proposals that do not meet the criteria will be notified by e-mail before the actual deadline to be able to correct the proposal in time. Please note that preliminary check includes only formal criteria checks regardless of the content. Preliminary eligibility check is not compulsory.

Please note it is not possible to modify or to correct the proposals after having submitted them. If the applicant decides to modify their proposal according to the advice given by TPF as the result of preliminary eligibility check, the applicant shall create and submit a new proposal if the original needs to be modified to meet eligibility criteria.

Deadline for online submission is the same as deadline for postal submission (date of postal stamp). If an application fails to meet the deadline it will be automatically rejected.

## 5. Submission of project proposals

Project proposals must be submitted before the deadline via the online submission database using the adequate application form in English. The form and its annexes (official declaration of the applicant, declaration on avoidance of co-financing, declaration of transparency – only for Hungarian applicants –, *de minimis* declaration) are available at <https://nora.norvegalap.hu/> (see Guide for Applicants).

After online submission – but not for eligibility check – the official declaration of the applicant (see Guide for Applicants) must be printed, signed and sent as registered mail the latest by 11:59 pm on the day of the deadline to **TPF's address**:

**Tempus Public Foundation  
1438 Budapest 70., Pf. 508.**

## 6. Timetable

- Deadline of submission: 5<sup>th</sup> May, 2014; 11:59 pm. The deadline means the date of postal stamp and the date of online submission.
- Notification of the applicants (for the 5<sup>th</sup> May, 2014 deadline) will be sent by June, 2014.

## 7. Procedure for the assessment and selection of proposals

### 7.1 Assessment

Those applications fulfilling all the administrative and formal criteria of the action will be subject to the so called technical assessment procedure during which TPF will determine the exact maximum amount of the grant the given institution can get (for further information see point 8. Practical information on Mobility Projects in Higher Education action). In most cases the requested and the awarded grant will not be the same amount. If the application fails to meet the listed administrative and formal criteria it will be automatically rejected. A ranking list will be set including the grant amounts foreseen for those applications proposed for approval or reserve list. The reserve list of applicants may be used to award further grants in case funds become available following withdrawal of approved projects or following an increase in the programme budget.

### 7.2 Decision making

#### 7.2.1 The Selection Committee

The ranked lists of grant applications resulting from the technical assessment procedure as set out above are submitted to the Selection Committee. Selection Committee includes at least three members and the representatives of the donor programme partners. The role of the Selection Committee is to supervise the overall assessment procedure, to guarantee the equal

treatment of all applications through a fair and transparent application of the procedures and to make a grant award proposal to the Board of Trustees of Tempus Public Foundation.

### 7.2.2 Final grant award decision

The Board of Trustees of Tempus Public Foundation is the body in charge of taking the final grant award decision. Each applicant will be notified in writing within 5 working days following the decision.

It is not possible to redress the decision of the Board of Trustees of Tempus Public Foundation, however, if the applicant feels that his/her institution's application was mistreated in any way a complaint must be lodged to TPF on the address above. According to TPF's regulation on complaint procedure, submitted communications are examined and answered in writing within 30 days.

## 8 Practical information on Mobility Projects in Higher Education action

<b>Eligible applicants</b>	<p>Applications may be submitted by a higher educational institution established in Hungary and holding an Erasmus University Charter. Institutions may only submit applications, individuals may receive grants through the applicant institution. Applications for individual mobility – criteria set by the institution - shall be submitted to the home institution. Applicant institutions must have at least 1 partner from donor countries. Partners from donor countries may be:</p> <ul style="list-style-type: none"> <li>• Higher education institutions: for student mobility, short teaching assignment, summer university</li> <li>• Other institutions: for student placement, participation in conferences, seminars, jobshadowing</li> </ul> <p>In case of mutual mobility (from Hungary to one of the donor countries and from donor country to Hungary) the Hungarian institution as project promoter applies for grant and it is responsible for the implementation of the project.</p>
<b>Eligible activities and their duration</b>	<p><b>Student mobility for students including PhD students</b></p> <p>Eligible students must have completed at least 2 semesters before starting their mobility period.</p> <ul style="list-style-type: none"> <li>• <i>study periods</i> <ul style="list-style-type: none"> <li>• periods of 3 up to 12 months, normally not shorter than one semester, and within one academic year</li> <li>• Participating students should have courses recognized through ECTS credits and counted towards their degree</li> </ul> </li> <li>• <i>practical placements</i> <ul style="list-style-type: none"> <li>• from 6 weeks to 12 months within one academic year</li> <li>• recognition of mobility can be made through ECTS credits or the use of Europass DS (Diploma Supplement) may substitute the use of ECTS.</li> </ul> </li> <li>• A study period or a placement may include <b>language preparation</b></li> </ul>

	<p><b>through intensive courses</b> in the visiting country that precedes the study period or placement directly.</p> <ul style="list-style-type: none"> <li>• <i>participation in summer schools</i> for a period of maximum 1 month (30 days).</li> </ul> <p><b>Teacher, postdoctoral and staff mobility</b></p> <ul style="list-style-type: none"> <li>• <i>short teaching assignments</i> for a period up to 6 weeks. A minimum requirement of teaching is five teaching hours per week.</li> <li>• <i>participation in conferences, seminars, workshops or other training events</i> for a period of 1 day till 6 weeks.</li> <li>• <i>job shadowing</i>, following a professional in another institution in their work for training or research purposes for a period of minimum 1 week (5 working days) maximum 6 weeks.</li> </ul> <p><b>Organisation of mobility</b> Support to institutions regarding organisation of mobility for own students and employees and admission of students and employees from other institutions (activities regarding preparation and implementation of student and staff exchange such as information, promotion, recruitment, selection, monitoring and reporting)</p> <p><b>Preparation of students</b> Applicants can apply for preparation of students as well which may include language, professional or psychological preparation / lessons / training.</p>
<b>Maximum and minimum grant</b>	<p><b>Minimum grant / project: EUR 5 000</b> <b>Maximum grant / project: EUR 100 000</b></p> <p><b>There is no compulsory self-contribution, however, the grant does not necessarily cover all the costs.</b> Any additional resources must be provided by the applicant as self-contribution.</p> <p>To calculate the amount of the requested grant the following grant rates and lump sum categories can be taken into account:</p> <p><b>For outgoing students</b> (from Hungary to the Donor States):</p> <ul style="list-style-type: none"> <li>- Monthly grant: EUR 1 400 for the first month (including EUR 500 / person (lump sum) travel cost), EUR 900 from the second month onward.</li> <li>- Type of financing: lump sum (both the monthly grant and the travel costs)</li> <li>- in case of participation in summer school the exact grant of the mobility is determined by the sending institution, the maximum grant might be EUR 1400 for up to 30 days</li> </ul> <p><b>For incoming students</b> (from the Donor States to Hungary):</p> <ul style="list-style-type: none"> <li>- Monthly grant: EUR 900 for the first month (including EUR 500 / person (lump sum) travel cost), EUR 400 from the second month.</li> <li>- Type of financing: lump sum (both the monthly grant and the travel costs)</li> </ul>

- in case of participation in summer school the exact grant of the mobility is determined by the sending institution, the maximum grant might be EUR 900 for up to 30 days

**For outgoing teachers and staff:**

- The grant that includes the EUR 500 / person (lump sum) travel cost may differ as follows depending on the duration of the mobility:

1 day EUR	2 days EUR	3 days EUR	4 days EUR	5 days EUR	6 days EUR	7 days EUR	2 <sup>nd</sup> -6 <sup>th</sup> EUR / week
614	729	843	957	1 071	1 186	1 300	800

- Maximum duration of awarded mobility projects is 6 weeks
- Type of financing: lump sum
- One week consists of 7 days (during 1 week at least 5 working days must be certified, but funding is available for the days of travel as well).
- From the second week: EUR 800 for 7 days. The calculation method for an "incomplete" week is the number of additional days multiplied with the weekly grant from the 2nd week/7 (i.e. 114 euro for each additional day)

**For incoming teachers and staff:**

- The grant that includes the EUR 500 / person (lump sum) travel cost may differ as follows depending on the duration of the mobility:

1 day EUR	2 days EUR	3 days EUR	4 days EUR	5 days EUR	6 days EUR	7 days EUR	2 <sup>nd</sup> -6 <sup>th</sup> EUR / week
557	614	671	729	786	843	900	400

- Maximum duration of awarded mobility projects is 6 weeks
- Type of financing: lump sum
- Travel cost is included in the grant: EUR 500 / person (lump sum)
- One week consists of 7 days (during one week at least 5 working days must be certified, but funding is available for the days of travel as well).
- From the second week: EUR 400 for 7 days. The calculation method for an "incomplete" week is the number of additional days multiplied with the weekly grant from the 2nd week/7 (i.e. 57 euro for each additional day)

**Organisation of mobility**

Grant: EUR 100 / participant (student, teacher, staff) paid as lump sum.

**Preparation of students**

Grant: EUR 100 / student participating in mobility paid as lump sum.

**Special needs support (for students, teachers, staff with special needs)**

Selected grantholders should apply individually at the Hungarian



	institution. Call for proposals will be published by the Hungarian institution. The text of the call, application form and assessment will be provided by TPF.
<b>Duration of projects</b>	Up till 15 months meaning that each individual mobility within the framework of the project must be completed in 15 months.
<b>Indicative budget for present call</b>	EUR 1 500 000
<b>Eligibility criteria</b>	<ul style="list-style-type: none"> <li>• The grant application has been submitted using the correct application form.</li> <li>• The grant application is completed in full.</li> <li>• The applicant institution is eligible for funding (established in Hungary and holding an Erasmus University Charter).</li> <li>• The application was submitted by the deadline.</li> <li>• The application submitted online includes all the necessary attachments (declaration on avoidance of co-financing, declaration of transparency – only for Hungarian applicants –, <i>de minimis</i> declaration if applicable), the official declaration of the applicant is sent via post.</li> <li>• The hard copy of the official declaration of the applicant document shall have the legal representative's handwritten signature on it (blue ink only) and institutional stamp – if applicable.</li> <li>• The applicant institution is eligible for funding.</li> <li>• The application has been submitted by the Hungarian institution acting as project promoter, the coordinator of the cooperation.</li> <li>• The Hungarian applicant institution's partner organisation(s) are located in eligible countries in the Programme (institutions located in Norway, Iceland, Liechtenstein).</li> <li>• The grant application has been drawn up in English.</li> </ul> <p><b>If the proposal fails to meet the listed criteria it will be it will be automatically rejected.</b></p> <p><b>Please note that only those proposals that meet the administrative and eligibility criteria shall be sent to technical assessment. In the course of technical assessment TPF will check the maximum amount of eligible grant. The approved grant may differ from the maximum eligible grant as the aim is to use the available resources for this call in the most effective way.</b></p>
<b>Criteria for technical assessment</b>	<ul style="list-style-type: none"> <li>• Size of the applicant higher education institution – number of students, teachers, staff (10%).</li> <li>• Previous experience in EEA/Norwegian cooperation (20%).</li> <li>• The total number of requested months or in case of staff mobility days or weeks, and the total amount of the maximum eligible funding will be taken into account when deciding the final approved</li> </ul>

	grant (50%). • Projects planning to implement mutual mobility, and/or both student and teacher/staff mobility will be given priority (20%).
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## 9 Partner search

Finding a suitable partner is the responsibility of the applicants. The partner search database, operated by donor programme partners includes Norwegian, Icelandic and Liechtensteiner institutions, can be a good start. To access the database, visit: [SIUs partner search](#). The official Hungarian website of the EEA/Norway Grants also offers a Project Partner Search option, which is available at [www.norvegalap.hu](http://www.norvegalap.hu). Partner search requests can be sent to TPF directly ([eeascholarship@tpf.hu](mailto:eeascholarship@tpf.hu)) to be passed on to potential partner institutions via channels of TPF.

## 10 Further information

- Information on the Programme and the all documents necessary for application can be downloaded from the
  - website of TPF: [www.tka.hu](http://www.tka.hu)
  - official Hungarian website of EEA/Norway Grants: [www.norvegalap.hu](http://www.norvegalap.hu), [www.egtalap.hu](http://www.egtalap.hu)

In case of any alternations, the documents available at [www.tka.hu](http://www.tka.hu) shall prevail.

- The *Guide for Applicants* and the *sample Grant Agreement* are annexes of this call. These documents can also be downloaded from the above websites.
- Present call refers to and is in accordance with the following regulations:
  - Regulation on the implementation of the European Economic Area Financial Mechanism 2009-2014;
  - Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2009-2014 between the Republic of Hungary and Iceland, The Principality of Liechtenstein, The Kingdom of Norway (in Hungarian: 235/2011. (XI. 15.) Korm. rendelet egyrészről Izland, a Liechtensteini Hercegség, a Norvég Királyság, és másrészről a Magyar Köztársaság között az EGT Finanszírozási Mechanizmus 2009-2014-es időszakának végrehajtásáról szóló együttműködési megállapodás kihirdetéséről);
  - Guidelines issued by the Donor States with special attention to the Guidelines for Programmes under EEA Programme Area Scholarships and Norway Grants

Programme Area Bilateral Scholarship Programme EEA and Norwegian Financial Mechanism [www.eeagrants.org](http://www.eeagrants.org),

- The Hungarian regulation on the implementation: 326/2012. (XI. 16.) Korm. rendelet az EGT Finanszírozási Mechanizmus és a Norvég Finanszírozási Mechanizmus 2009-2014-es időszakának végrehajtási rendjéről
- the following Hungarian regulations:
  - 2011. évi CVIII. törvény a közbeszerzésekről
  - 2011. évi CXCV. törvény az államháztartásról
  - 368/2011. (XII. 31.) Korm. rendelet az államháztartásról szóló törvény végrehajtásáról
  - az európai uniós versenyjogi értelemben vett állami támogatásokkal kapcsolatos eljárásról és a regionális támogatási térképről szóló 37/2011. (III. 22.) Korm. rendelet

- Data protection Notice

The management of applications includes the management of personal data. Data management process complies with

- Hungarian law (2011. évi CXII. Törvény)

- Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

By submitting the application form the applicant agrees that the Programme Operator manages the provided data (including personal data). Personal data is processed solely in connection with the implementation and monitoring of the agreements of EEA Financial Mechanisms HU08 Scholarship Programme for the following purposes:

- Application form: Checking if the grant application meets the criteria listed in the call for proposals
- Report: Statistic and financial monitoring of the project
- Use of data in applications and reports is necessary for the Programme Operator to fulfil its reporting and disclosure obligations towards National Focal Point and donor bodies or in case of an audit conducted by external agencies Programme Operator should give insight into these documents/data
- Outcomes: dissemination, assessment and research

On the applicant's request, personal data may be corrected or completed if they are inaccurate or incorrect. Any question relating to these data, should be addressed to TPF. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

## 11 Payment flows

Payments will be made in several instalments as follows: 80% upon signature of the project contract, 10% as an interim instalment, and 10% upon approval of the final report.

**For further information please do not hesitate to contact the colleagues of Tempus Public Foundation. Please send your enquiries to**

**[info@tpf.hu](mailto:info@tpf.hu) or**

**[egtalaposztondij@tpf.hu](mailto:egtalaposztondij@tpf.hu) / [eeascholarship@tpf.hu](mailto:eeascholarship@tpf.hu)**

**telephone: + 36 1 237 1320**

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