



Call for proposals

EEA Financial Mechanism 2009-2014

Scholarship Programme (HU08)

Inter-institutional Cooperation Projects
between Higher Education Institutions

Published in 2015



Table of Contents

1. Aim of the Scholarship Programme	3
2. Eligible Applicants and Partners	4
2.1 Applicant institution	4
2.2 Partners.....	4
3. Eligible Activities.....	4
4. Deadlines.....	4
5. Submission of project proposals.....	5
6. Timetable.....	5
7. Procedure for the assessment and selection of proposals	5
7.1 Assessment	5
7.2 Decision making.....	6
7.2.1 Selection Committee	6
7.2.2 Final grant award decision.....	6
8. Practical information	6
9. Partner search	10
10. Further information	10
11. Payment Flows	12

1. Aim of the Scholarship Programme

The aim of the Programme is to support international cooperation, 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 cooperation between Hungarian and Donor States (Norway, Iceland and Liechtenstein) 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 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. 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 cooperation projects between Hungary and the institutions of the donor countries.¹

3 152 562 euros² can be used in the whole duration of the Scholarship Programme in all actions. The Scholarship Programme is financed by the EEA Financial Mechanism and the Hungarian state budget.

With the present call maximum 181 474 euros³ can be awarded to support *Inter-institutional Cooperation Projects between Higher Education Institutions*.

¹ 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.

² 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.

³ 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.

2. Eligible Applicants and Partners

2.1 Applicant institution

The applicant institution is a higher education institution established in Hungary, holding an Erasmus Charter for Higher Education.

2.2 Partners

The present call supports the cooperation of minimum three institutions. Partners are eligible from any Donor or Beneficiary State⁴ on condition that they hold an Erasmus Charter for Higher Education document. One of partners of the Hungarian applicant institution shall be an institution located in a donor country (Norway, Iceland, Liechtenstein). Other partners may be institutions located in Hungary, Donor States or in other Beneficiary Countries of EEA Financial Mechanism.

3. Eligible Activities

Inter-institutional Cooperation Projects between Higher Education Institutions (see definition at 8. Practical Information)

- a) Intensive programmes in specific subject areas (hereinafter IPs)

4. Deadlines

Deadline for submission and deadline for preliminary eligibility check:

- Deadline for submission: 1st March 2016
- Deadline for preliminary eligibility check: 16th February 2016

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.

⁴ See 2.5 of Guide for Applicants

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, letter of intent, declaration on avoidance of co-financing, declaration of transparency, *de minimis* declaration) are available at <https://nora.norvegialap.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: 1st March 2016; 11:59 pm. The deadline means the date of postal stamp and the date of online submission. Questions will be answered by 3 pm on 1st March 2016.
- Notification of the applicants (for the 1st March 2016 deadline) will be sent the latest in April 2016.

7. Procedure for the assessment and selection of proposals

7.1 Assessment

The applications will be assessed by two independent, external experts appointed by TPF. They will undertake an assessment on the basis of a pre-determined scoring system (see Practical information) and given priorities (if applicable). If the application does not meet all the listed criteria, it will be automatically rejected and no further assessment will be carried out. The final score of a grant application is the average of the scores given by the two experts. If the difference between the overall points given by the experts exceeds the 30% of the higher score, then a third expert will be involved. In this case those two scores that are closer to each other will be taken into consideration to get the average score. Based on the assessment, TPF establishes a ranking list of applications, differentiating between applications proposed for approval, rejection and reserve list. The ranking list will include 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 Selection Committee

The ranked lists of grant applications resulting from the 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 TPF.

7.2.2 Final grant award decision

The Board of Trustees of TPF 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 TPF, 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

Eligible activities	<ul style="list-style-type: none">• IPs: Short programmes of study offering something new related to learning opportunities, skill development, access to information, etc. Participating students receive ECTS credits. IPs take highly multidisciplinary, innovative approach and encourage the cooperation of students from various disciplines. IPs cannot be purely research activities or conferences.•
Grant	<p>The minimum grant amount is EUR 30 000 per project.</p> <p>Eligible costs are the following in case of:</p> <ul style="list-style-type: none">• Organisational costs (maximum amounts, calculated on the basis of real costs)<ul style="list-style-type: none">○ In case of an IP organised in Hungary: EUR 10 000○ In case of an IP organised in a donor country: EUR 12 000• Eligible costs of participants (lump sum):<ul style="list-style-type: none">○ Students:<ul style="list-style-type: none">▪ Mobilities from Hungary, other beneficiary country or donor country⁵ to donor country:<ul style="list-style-type: none">– Subsistence costs: EUR 35/day/person– Travel costs:<ul style="list-style-type: none">○ The country of the sending institution and the location of the IP is different: EUR 500/person○ The country of the sending institution

⁵ I.e. in case of an IP organised in Norway with participants from Iceland

	<p style="text-align: right;">and the location of the IP is the same: EUR 350/person</p> <ul style="list-style-type: none"> ▪ Mobilities from donor countries or beneficiary countries (including Hungary) to Hungary: <ul style="list-style-type: none"> - Subsistence costs: EUR 25/day/person - Travel costs: <ul style="list-style-type: none"> ○ The country of the sending institution and the location of the IP is different: EUR 500/person ○ The country of the sending institution and the location of the IP is the same: EUR 250/person ○ Teachers: <ul style="list-style-type: none"> ▪ Mobilities from Hungary, other beneficiary country or donor country⁶ to donor country: <ul style="list-style-type: none"> - Subsistence costs: EUR 260/day/person - Travel costs: <ul style="list-style-type: none"> ○ The country of the sending institution and the location of the IP is different: EUR 500/person ○ The country of the sending institution and the location of the IP is the same: EUR 350/person ▪ Mobilities from donor countries or beneficiary countries (including Hungary) to Hungary: <ul style="list-style-type: none"> - Subsistence costs: EUR 140/day/person - Travel costs: <ul style="list-style-type: none"> ○ The country of the sending institution and the location of the IP is different: EUR 500/person ○ The country of the sending institution and the location of the IP is the same: EUR 250/person <p>IPs shall be organised at one of the Hungarian/donor participating institutions.</p> <p>The number of mobile participants⁷ can be maximum 60 students and 20 teachers per project.</p> <p>Organisational costs are paid on the basis of incurred real costs, subsistence and travel costs are paid as lump sum. For subsistence costs a list of participants shall be provided serving as certificate. The list shall include the start and end date of attendance and be signed by the participants. The grant intensity for IPs is 90%.</p>
--	--

⁶ I.e. in case of an IP organised in Norway with participants from Iceland

⁷ A mobile participant is a student or teacher whose sending institution is located in another city than the location of the IP.

	<p>The grant will cover up to 90% of the total eligible project costs. The remaining 10% shall be provided by the applicant and/or partners. Eligible costs are calculated on the basis of real costs incurred.</p> <p>Reporting on costs and cost categories are further explained in Guide for Applicants.</p> <p>All payments are made to institutions and not to individual persons.</p>
Duration of projects	<p>Approved projects shall be implemented between April and September 2016 and shall be completed by 30th September 2016.⁸ Within this period, an IP course shall be minimum 10, maximum 30 days long.</p>
Eligibility criteria	<ul style="list-style-type: none"> • The grant application has been submitted using the correct application form. • The grant application is fully completed. • The application was submitted online by the deadline. • The application submitted online includes all the necessary attachments (letter of intent, declaration on avoidance of co-financing, declaration of transparency, <i>de minimis</i> declaration if applicable, workplan), the official declaration of the applicant is sent via post. • 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. • The applicant institution is eligible for funding (holds an Erasmus Charter for Higher Education). • The application was submitted by the Hungarian institution acting as the coordinator of the project. • Participating institutions are located in Hungary, in donor or beneficiary countries. • There is at least one participating institution from Hungary and from a donor country; the third participating institution is either from a beneficiary or donor country. • The application has been drawn up in English. • Special criteria for enterprises: the application submitted electronically should also include the filled in and signed "<i>De minimis</i> declaration". • It is an intensive programme type project (conference and research

⁸ The Programme Operator (TPF) has indicated the need of extending the project implementation period to the Financial Mechanism Office. TPF will inform the applicants about this possibility.

	<p>activities are not eligible).</p> <ul style="list-style-type: none"> • The project is not an Erasmus Mundus Master or Doctoral course. • The minimum duration of an IP is 10 consecutive days spent with project work⁹ (may be interrupted by weekend), the maximum is 30 days. Cultural or other free time activities shall be counted in this period, if planned. • Location of the IP shall be in Hungary or in any of the donor countries. • The minimum number of student participants coming from abroad is 10. Students shall be present during the entire duration of the IP. • The submitted or a very similar consortium project has not received LLP/Erasmus Intensive Programme or EEA Grants/Inter-institutional Cooperation Projects between Higher Education Institutions/Intensive Programmes funding since 2007. • One faculty of the same institution may participate in more than one project within the the same application round in case the subject of the IPs are significantly different and the participation of the faculty is justified in the consortium. <p>Only proposals that meet the administrative and eligibility criteria shall be sent to evaluation.</p>
<p>Criteria for quality assessment</p>	<ul style="list-style-type: none"> • Needs and aims: The objectives and rationale of the project are clear and realistic. The needs of the institutions and individuals involved are met. The project addresses a relevant subject and it has an innovative character. There is an added value of the international cooperation related to other existing programmes; it presents a multidisciplinary approach. (20 points) • Capacity and experience: Participating institutions have experience with international cooperation in the field of education. The capacity of the applicant institution of coordinating international projects both in terms of human resources and knowledge is justified. (20 points) • Establishment of the partnership: The task distribution among the partners is organised in such a way that the results can be achieved and all partners are actively involved. There is an appropriate balance between partners in terms of their competences and their involvement in the activities to be carried out. There is a description about communication between partners (method, regularity, etc.). (20 points) • Project management: The project management structure is clear, well-elaborated and ensures the effective and realistic implementation of the project. The project supports institutional

⁹ Days of travel are excluded, however subsistence costs are eligible on days of travel. Travelling shall be as cost effective as possible.

	<p>strategic plans. Timing of the project is realistic. (20 points)</p> <ul style="list-style-type: none"> • Implementation: The work programme is detailed, clearly outlined and appropriate for achieving objectives. The expected range of participants has a sufficient prior knowledge and professional background ensuring the successful project implementation (20 points) • Evaluation: There is a detailed description of evaluation activities and an endeavour to support sustainability. There is a detailed planning for valorization of the project results. (20 points) • Dissemination of results: There is a detailed description of dissemination activities. Expected impacts, results are realistic and achievable. (20 points) • Budget: The budget and planned activities are realistic reasonable. (20 points) • Social sustainability issues: Combatting discrimination and intolerance shall be reflected in the selection of participants. (20 points) • The pedagogical and didactical approach is clearly described. The proposal identifies the target groups. Selection of individuals is clearly described and consistent; method of selection supports equal treatment and transparency. Interactivity will be provided, expected learning outcomes are appropriate. Students will receive ECTS credits. (20 points) <p>There is a minimum of 7 points to be achieved for each quality assessment criterion, received overall points must be at least 130 (out of total 200) to be entitled to funding.</p>
--	--

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.norvegialap.hu. Partner search requests can be sent to TPF directly (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

- official Hungarian website of EEA/Norway Grants: www.norvegalap.hu, www.egtalap.hu

In case of any alternations, the documents available at 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,
 - 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

For *Inter-institutional Cooperation Projects between Higher Education Institutions* action payment will be made as follows:

an advance payment of 40% of the project grant upon signature of the project contract, 40% as an interim instalment and the remaining balance (max. 20%) will be paid 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 or

egtalaposztondij@tpf.hu / eeascholarship@tpf.hu

Telephone: + 36 1 237 1320
