



Erasmus Mundus Action 2

Please select only one option per application:

EM A2-Strand 1

EM A2-Strand 2

Application Form

Call for Proposals EACEA/29/09

Deadline for submission of applications: 30th April 2010

Name of applicant:	
Lot Number:	

NOTICE

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned.

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

Please read and complete this form with all due care, in accordance with the guidelines for applicants.

Administrative instructions

- The application must be typewritten or word-processed using a computer.
- To facilitate the selection process, applicants are invited to submit their application in English.
- The original of the application must bear the original signature of the legal representative of the applicant institution and the original stamp of this institution (section F of the application).
- The application must be accompanied by Partnership Statements, Annex 3, signed by the appropriate authorities of each institution participating in the project, confirming their agreement with the application as submitted.
- **Applications must be sent by post and e-mail by the closing date.** The paper copy is authentic. Applications sent by e-mail only or sent by fax will not be accepted.
- The signed original of the application and 2 copies thereof must be sent in the same envelope **by 30th April 2010 (as per postmark)** to:

Education, Audiovisual and Culture Executive Agency
Call for proposals "Erasmus Mundus - External Cooperation Window"
Unit P4
Avenue du Bourget 1 (BOUR 02/29)
B-1040 Brussels

E-mail: EACEA-EM-PARTNERSHIPS@ec.europa.eu

Because of the tight timing for the assessment of applications, you are requested to send your application **by express mail**.

- All applications will receive an acknowledgement of receipt.
- The Agency plans to announce the award decision by the end of July 2010 (this date is indicative).
- Any questions relating to this proposal should be addressed to the address indicated above

A. Identification of the applicant and other organisation(s) participating in the project*Parts A must be filled in for each organisation participating in the project***A.1 ORGANISATION**

<i>Role in the application</i>	<input type="checkbox"/> Coordinator <input type="checkbox"/> EU Partner <input type="checkbox"/> Third country Partner <input type="checkbox"/> Associate				
Organisation's legal name:	<i>Please provide the name in national characters</i> <hr/> <i>Please provide the name in latin characters if necessary</i>				
Acronym:					
Erasmus University Charter, if applicable:					
Department, if applicable:					
Legal address:					
Post Code:		City:			
Region:		Country:			
Web site:	http://				
Telephone 1:		Telephone 2:		Fax:	
National Agency: (if applicable)					

A.2. PERSON AUTHORISED TO LEGALLY COMMIT THE ORGANISATION (LEGAL REPRESENTATIVE)

Title		Surname:		First name:	
Position:					
E-mail:					
Address : <i>(to fill in only if different from the address of the organisation)</i>					

A.3. PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF THE ACTION (CONTACT PERSON)*To fill in only if different from the person authorised to legally commit the organisation*

Title		Surname:		First Name:	
Position:					
E-mail:					
Telephone:				Fax:	

Address : <i>(to fill in only if different from the address of the organisation)</i>	
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A.4. STRUCTURE

Status:	<input type="checkbox"/> Public <input type="checkbox"/> Private <i>(can be declared as "public" an organisation which has received over 50 % of its annual revenues from public sources over the preceding two years, or which is controlled by public bodies or their representatives)</i>		
Type of organisation:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Higher Education Institution <input type="checkbox"/> HE research centre/organisation <input type="checkbox"/> Private research centre/organisation <input type="checkbox"/> Public research centre/organisation (not HE) <input type="checkbox"/> Graduate/Doctoral School <input type="checkbox"/> Public authority (local) <input type="checkbox"/> Public authority (national) <input type="checkbox"/> Public authority (regional) <input type="checkbox"/> Chamber of commerce / crafts </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Chamber of industry <input type="checkbox"/> Enterprise large (> 500 employees) <input type="checkbox"/> SME <input type="checkbox"/> Professional associations <input type="checkbox"/> Social partners (trade unions, etc) <input type="checkbox"/> Assoc. of professors and researchers <input type="checkbox"/> Assoc. of Universities / Research centres <input type="checkbox"/> Other (please specify under B.2) </td> </tr> </table>	<input type="checkbox"/> Higher Education Institution <input type="checkbox"/> HE research centre/organisation <input type="checkbox"/> Private research centre/organisation <input type="checkbox"/> Public research centre/organisation (not HE) <input type="checkbox"/> Graduate/Doctoral School <input type="checkbox"/> Public authority (local) <input type="checkbox"/> Public authority (national) <input type="checkbox"/> Public authority (regional) <input type="checkbox"/> Chamber of commerce / crafts	<input type="checkbox"/> Chamber of industry <input type="checkbox"/> Enterprise large (> 500 employees) <input type="checkbox"/> SME <input type="checkbox"/> Professional associations <input type="checkbox"/> Social partners (trade unions, etc) <input type="checkbox"/> Assoc. of professors and researchers <input type="checkbox"/> Assoc. of Universities / Research centres <input type="checkbox"/> Other (please specify under B.2)
<input type="checkbox"/> Higher Education Institution <input type="checkbox"/> HE research centre/organisation <input type="checkbox"/> Private research centre/organisation <input type="checkbox"/> Public research centre/organisation (not HE) <input type="checkbox"/> Graduate/Doctoral School <input type="checkbox"/> Public authority (local) <input type="checkbox"/> Public authority (national) <input type="checkbox"/> Public authority (regional) <input type="checkbox"/> Chamber of commerce / crafts	<input type="checkbox"/> Chamber of industry <input type="checkbox"/> Enterprise large (> 500 employees) <input type="checkbox"/> SME <input type="checkbox"/> Professional associations <input type="checkbox"/> Social partners (trade unions, etc) <input type="checkbox"/> Assoc. of professors and researchers <input type="checkbox"/> Assoc. of Universities / Research centres <input type="checkbox"/> Other (please specify under B.2)		

A.5. AIMS AND ACTIVITIES OF THE ORGANISATION

A) Please provide a short presentation of your organisation in relation with the activities covered by the project.

B) Please describe the role of the organisation in the project *(max. 1000 characters)*

C) Skills and expertise of the key staff involved in the project management *(this must include administrator and academics / research staff)*

Name : _____

Summary of the relevant skills and experience, (Maximum 750 characters)

REPEAT SECTION AS NEEDED (maximum 8 individuals)

A.6 OTHER COMMUNITY GRANTS
(for the applicant organisation only)

Details of projects in which your organisation has participated with the financial support of any Community programmes in the last financial year

<i>Programme our funding scheme</i>	<i>ID / Contract number</i>	<i>Project Title</i>

B. Description of the Project

B.1 EM Action2 Strand 1

SUMMARY DESCRIPTION

Title				
Lot				
Coverage in the third country(-ies) zone <i>(list of third-countries, regions and towns represented among the partnership and the associate organisations)</i>	Country	regions	towns	Partners/Associates Name
EU countries in the partnership				
Others European countries in the partnership				

Grant amount requested

(Use table in annex 2 to the Application form to calculate the grant amount requested)

EUR

Duration of the mobility scheme

(Indicate the longest individual mobility planned in the proposed mobility scheme)

months

Thematic Fields covered by the individual mobility flows

Please list the thematic fields covered by each partner in accordance with the regional needs by using the subject area codes provided in the annex7 of this application form.

Partner	Field of study	Area code
<i>e.g, University of....</i>	<i>Music and musicology</i>	<i>03.2</i>
	<i>Urban planning</i>	<i>02.3</i>
	<i>....</i>	<i>....</i>

Number of individual mobility activities foreseen and distribution of mobility per type

Type of mobility

In accordance with the Programme Guide at least 50% of the mobility flows must correspond to Target group I.¹ The distribution of mobility must be in compliance with the percentage indicated in the Programme Guide and in the Guidelines to the Call for proposals in each individual window or lot.

Please indicate, under the column "Europeans", the planned outgoing European mobility to each of the third-countries concerned per type of mobility (if applicable).

Type of Mobility	Outgoing	Third country ²	Incoming			Total	Distribution per mobility type
	Europeans		Third country nationals				
	Target Group 1		Target Group 1	Target Group 2	Target Group 3		
Undergraduates		ctry 1 ctry 2 ctry3					...%
Masters							...%
Doctorates							...%
Post-doctorates							...%
Staff							...%
TOTAL							

Third countries concerned by lot

Third country students and staff must correspond to 70 % at least of the total mobility flows.³

Third country	Undergraduates	Masters	Doctorates	Post-doctorates	Staff	TOTAL
TOTAL						

¹ Please take into account the exemptions to this rule for some specific window or lot as indicated in section 4 of the Guidelines to the Call for proposals.

² Please insert the appropriate country code as indicated in the list of codes in annex 7 of this application form

³ Please take into account the exemptions to this rule for some specific window or lot as indicated in section 4 of the Guidelines to the Call for proposals .

B.2 EM Action 2 Strand 2

SUMMARY DESCRIPTION

Title				
Lot				
Coverage in the third country(-ies) zone <i>(list of third-countries, regions and towns represented among the partnership and the associate organisations)</i>	Country	regions	towns	Partners/Associates Name
EU countries in the partnership				
Others European countries in the partnership				

Amount requested

(Use table in annex B to the call to calculate the grant amount requested)

EUR

Duration of the mobility scheme

(Indicate the longest individual mobility planned in the proposed mobility scheme)

months

Thematic Fields covered by the individual mobility flows

Please state the list of thematic fields covered by each partner in accordance with the regional needs by using the subject area codes provided in the annex of this application form.

Partner	Field of study	Area code
<i>e.g, University of....</i>	<i>Music and musicology</i> <i>Urban planning</i>	<i>03.2</i> <i>02.3</i>

Number of Individual Mobility Activities foreseen and distribution of mobility per type

Type of mobility

The distribution of mobility must be in compliance with the percentage indicated in the Guidelines to the Call for proposals and the Programme Guide in each individual window or lot

Please indicate, under the column "Europeans", the planned outgoing European mobility to each of the third-countries concerned per type of mobility (if applicable).

Type of Mobility	Outgoing	Third ctry code ⁴	Incoming	Total	Distribution per mobility type
	Europeans		Third country nationals		
Masters		ctry 1 ctry 2 ctry 3			...%
Doctorates					...%
Post-doctorates					...%
Staff					...%
TOTAL					

Third countries concerned by the lot

Third country mobility to Europe cannot be higher than 40% of the individual mobility flow⁵.

Third country	Undergraduates	Masters	Doctorates	Post-doctorates	Staff	TOTAL
TOTAL						

⁴ Please find the list of codes for European countries and Third-Countries at section H of this application form

⁵ Please take into account the exemptions to this rule for some specific window or lot as indicated in section 4 of the Guidelines to the Call for proposals

PART C: Technical Capacity

Partnership experience and technical capacity in implementing the eligible activities and in managing international cooperation projects of this size.

Provide a list of projects/activities implemented by the partnership organisations in relation with the proposal (title, duration, funding programme, partners involved, etc.)

PART D: Project implementation / Award criteria

Provide a detailed answer to each of the specific questions listed under annex 1 and corresponding to the following award criteria:

EMA2 Strand1

A.1) Relevance (25%)

A.2) Quality (65%)

A.2.1) Partnership composition and cooperation mechanisms (20%)

A.2.2) Organisation and implementation of the mobility (25%)

A.2.3) Students'/staff facilities and follow-up (20%)

A.3) Sustainability (10%)

EMA2 Strand2

B.1) Relevance (25%)

B.2) Contribution to excellence (25%)

B.3) Quality (50%)

B.2.1) Partnership composition and cooperation mechanisms (15%)

B.2.2) Organisation and implementation of the mobility (20%)

B.2.3) Students'/staff facilities and follow-up (15%)

Answers must be provided in a separated document, respecting the numbering of the questions and in 15 to 20 pages maximum (annexes not included)

E. Timetable for the implementation of the project activities

Please fill in the following table by indicating the principle activities (milestones) linked to the organisation of the mobility and its implementation, i.e. foreseen coordination meetings, start of selection of candidates, foreseen start of the mobility (please bear in mind that all students⁶ mobilities must start by end December , 2011 at the latest).

Project start date	<input type="text"/>	Project end date	<input type="text"/>
N°	Activity (brief description)	Timing	Location (if applicable)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please add further rows as necessary

⁶ Staff mobility can start in any time within the project duration and should end within the project eligibility period

F. Declaration on honour

To be completed by the person legally authorised to sign on behalf of the applicant organisation, as defined in Part A.2 of the Application Form.

I, the undersigned, certify that all information contained in the Erasmus Mundus 2009-2103 Action - Joint programme application named "project title"/ Lot, including the description of the project, is correct to the best of my knowledge and that I am aware of the content of the annexes to the application form.

I confirm that my institution/organisation has the financial and operational capacity to carry out the proposed project.

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Communities, grants⁽⁷⁾ may not be awarded to applicants who are in any of the following situations:

- a) are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- g) in their grant application, are subject to a conflict of interest;
- h) in their grant application, are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

I confirm that neither I nor the institution for which I am acting as legal representative are in any of the situations described above, and that I am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

In the event that my application is successful, I am aware that the Education, Audiovisual and Culture Executive Agency / European Commission will publish on its website or in any other appropriate medium the name and address of the beneficiary of the grant, the subject of the project, the future grant awards;

I declare that the organisation I represent is (please tick as appropriate):

- a public body⁽⁸⁾
- a private body which has financial and operational capacity to carry out the proposed action or work programme and is able to provide a Bank Guarantee for the amount of the 1st (and 2nd, if applicable) pre-financing payment(s), should the Education, Audiovisual and Culture Executive Agency request so.

By signing this application form, I accept all the conditions set out in the Erasmus Mundus 2009-2013 Programme Guide and the Call for proposals [EACEA/29/09](#), including the general conditions published on the Education, Audiovisual and Culture Executive Agency's website. I also declare that all the partners participating in this project have agreed with the content of the application and have confirmed their intention to carry out the tasks described accordingly.

Done at: _____ Date / / (day/month/year)

Signature: _____ Stamp of the applicant organisation

Name and position in capitals: _____

⁷ Council Regulation (EC, Euratom) No 1605/2002 (OJ L 248 of 16.09.2002), amended by Regulations (EC, Euratom) No 1995/2006 (OJ L 390 of 30.12.2006) and (EC) No 1525/2007 (OJ L 343 of 27.12.2007). These can be consulted in the Official Journal online at: <http://europa.eu.int/eur-lex/lex/en/index.htm>.

⁸ For the Erasmus Mundus Programme, considered to be public bodies are all higher education institutions specified by Member States (participating countries), and all institutions or organisations which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives.

G. Checklist

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	To be filled in by the applicant	
	Yes	No
1. The correct grant application form, published for this call for proposals, has been used		
2. One original application (Declaration on honour filled in and signed by the legal representative) and two copies are included		
3. The electronic version of the application has been sent by email to the appropriate address (see page. 2 of the application form)		
4. Annex 1 : Award criteria – each sections have been answered and attached to the submitted application		
5. Annex 2 : Budget form has been filled in correctly and attached to the submitted application		
6. Annex 3 : Partnership Statement - Each partner has completed and signed a partnership statement and these statements are included.		
7. Annex 4 : Summary sheet has been filled in with all requested information and attached to the submitted application		
8. Annex 5 : Bank Account File (BAF) has been filled in and attached to the submitted application		
9. Annex 6 : Legal Entity File (LEF) has been filled in and attached to the submitted application		
10. The supporting documents proving the financial and technical capacity of applicants and partners have been enclosed (section 3.3 of the Programme Guide)		

ANNEXES

Annex 1: Award Criteria

A. ERASMUS MUNDUS ACTION 2 STRAND 1

A.1. Relevance (25% of the final mark)

Under this criterion applicants need to state the relevance of their proposal in relation with the EM A 2 -STRAND1 programme's objectives (section 6.1), and how the expected results contribute to fulfil the requirements defined in the respective Guidelines to the Call for proposals.

It will address issues such as:

- The potential of proposal to foster institutional cooperation, to develop higher education teaching and learning capacity and to build the management capacity of HEIs in the third-Countries;
- The particular needs and constraints of the target groups and country/countries;
- The thematic needs and how they fit into the development strategies of the Third-Countries involved and have an impact on the participating institutions in these countries;
- Cross cutting issues like equal opportunities, gender balance, social equity and the programme possible brain drain effects.

A.2. Quality (65% of the final mark)

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

A.2.1 Partnership composition and cooperation mechanisms (20% of the final mark)

It will address issues such as:

- The partnership impact in terms of diversity (partners and associates members, geographical coverage, or inclusion of peripheral as well as higher education institutions in larger cities), applicant and partners' experience in the management of international cooperation projects, their technical and operational expertise and complementarities;
- The partners' level of involvement and participation in the project (visibility strategy, selection procedure for students and staff mobility, balanced distribution of tasks and the mobility activities among the partners);
- The quality and reliability of the cooperation mechanisms defined between the participating organisations, and the joint anticipated quality assurance measures in place to monitor project development (indicators and benchmark);
- The quality of the plans for communication and cooperation mechanisms (Memorandum of Understanding);

A.2.2 Organisation and implementation of the mobility (25% of the final mark)

It will address issues such as:

- The proposed mobility activities will be implemented, and the proposed results and objectives will be achieved throughout a cost/effectiveness balance. Efficient use of mobility periods – making best use of time abroad for maximum benefit. Appropriateness of project outcomes and related activities;
- Strategy and concrete measures proposed to ensure visibility, awareness raising, project promotion;
- Measures taken to attract the appropriate number and profile of individual students and staff in order to ensure mobility flows proposed as well as relation between them and the thematic expertise of the partner institutions, the profile of the students / staff;

- Methodology and the criteria set to guarantee an impartial and transparent selection process based on merit and equal opportunities as well as standards agreed by the partnership for joint application, selection, admission and exams procedures;
- Integration of the mobility scheme among the partner institutions (i.e. the proposal fulfil requirements in terms of numbers and types of mobility activities, balance of the mobility flows proposed among the partners);
- The agreed mechanisms for students examination and study credits recognition and transfer (use of ECTS or other equivalent mechanism , use of a Diploma Supplement);
- The anticipated quality assurance and evaluation strategy envisaged by the partnership in order to ensure an efficient monitoring of the project course (from both academic and administrative points of view);
- Concrete measures taken by the partnership to meet the cross- cutting requirements of equal opportunities, gender balance participation of disabled and economically disadvantaged people, brain drain prevention.

A.2.3 Student's / staff facilities and follow-up (20% of the final mark)

It will address issues such as:

- Student agreement clearly defining the mutual rights, obligations and responsibilities of the student and the partnership concerning academic, financial and administrative aspects of the student's participation in the mobility scheme;
- Learning agreement describing the programme of study abroad and how its existence facilitates academic recognition;
- Practical arrangements for the reception of incoming students and scholars in the host institution in particular the assistance for obtaining visa, administrative support, housing facilities, languages courses, support for visa/ residence permit, etc;
- Integration of academic staff in the study programme and relevance of training plans for administrative staff.

A.3. Sustainability (10% of the final mark)

This criterion focuses on the measures taken by the partnership to ensure the appropriate dissemination and exploitation of project's results, as well as the impact and sustainability of these results in the long term (financially, institutionally) beyond the funding period.

It will address issues such as:

- Relevant activities to be pursued and outputs to be maintained or developed after the end of the European Commission funding;
- Impact on its target groups and at institutional level including recognition of studies among partners, creation of international cooperation cells in third- countries;
- Tangible impact, multiplier effects and plan for capitalisation of the project results and dissemination activities in Europe and thirdcountries.

B. ERASMUS MUNDUS ACTION 2 STRAND 2

B.1 Relevance (25% of the final mark)

Under this award criterion applicants need to state the relevance of their proposal in relation with the EMA2-STRAND 2 programme's objectives (section 6.2), and how the expected results contribute to fulfil the requirements defined in the respective Guidelines to the Call for proposals.

It will address issues such as:

- Geographical coverage of the partnership;
- Significance of the project for the relationship between European Union and the Third-Countries/Territories (see thematic fields of the respective Guidelines to the Call for proposals).

B.2. Contribution to excellence (25% of the final mark)

Under this award criterion applicants will have to present how their proposal from an academic and institutional point of view has the potential to contribute to the excellence, innovation by transfer of knowledge and know how.

It will address issues such as:

- The project contribution to educational quality, excellence and transfer of knowledge and know-how;
- The potential of proposal to foster institutional cooperation, to develop higher education teaching and learning capacity of students , researchers in view of further study professional opportunities;
- A sound strategy for covering different thematic fields, and the impact on the participating institutions in these countries

B.3. Quality (50% of the final mark)

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

B.3.1 Partnership composition and cooperation mechanisms (15% of the final mark)

It will address issues such as:

- The partnership in terms of diversity (partners and associates members), applicant and partners operational capacity, their experience in the management of international projects;
- The partners' level of involvement and participation in the project (visibility strategy, selection procedure for students, and staff mobility , distribution of tasks among the partners , distribution of the mobility activities among the partners);
- The quality and reliability of the cooperation mechanisms defined between the participating organisations, and the joint anticipated quality assurance measures in place to monitor to project development (indicators and benchmark);
- The quality of the plans for communication and cooperation mechanisms (Memorandum of Understanding).

B.3.2 Organisation and implementation of the mobility (20% of the final mark)

It will address issues such as

- Integration of the mobility scheme among the partner institutions (i.e. the proposal fulfil requirements in terms of numbers and types of mobility activities, balance of the mobility flows proposed among the partners);
- Strategy and concrete measures proposed to ensure visibility, awareness raising, promotion of the mobility scheme;
- Measures to attract the appropriate number and profile of individual students and staff in order to ensure mobility flows proposed as well as relation between them and the thematic expertise of the partner institutions, the profile of the students / staff;
- Methodology and criteria set to guarantee an impartial and transparent selection process based on merit and equal opportunities as well as standards agreed by the partnership for joint application, selection, admission and exams procedures;
- Mechanisms for students examination and study credits recognition and transfer (use of ECTS or other equivalent mechanism, use of a Diploma Supplement);
- The anticipated quality assurance and evaluation strategy envisaged by the partnership in order to ensure an efficient monitoring of the project (from both academic and administrative points of view);
- The quality of the sustainability plan within and beyond the envisaged contractual period;
- The impact on its target groups and at institutional level including recognition of studies among partners;
- Tangible impact, multiplier effects and plan for capitalisation of the project results and dissemination activities in Europe and partner countries.

B.3.3 Student / staff facilities and follow-up (15% of the final mark)

It will address issues such as

- Student agreement clearly defining the mutual rights, obligations and responsibilities of the student and the partnership concerning academic, financial and administrative aspects of the student's participation in the mobility scheme;
- Learning agreement describing the programme of study abroad and how its existence facilitates the full academic recognition;
- The practical arrangements for the reception of incoming students in the host institution in particular the assistance for obtaining visa, administrative support, housing facilities, languages courses, support for visa/residence permit, etc.;
- Integration of academic staff in the study programme and appropriateness of training plans for administrative staff.

Annex 7 List of codes to be used in the application

You will find here the codes you will have to use when filling in the application, i.e.:

- Country codes
- Region codes (NUTS)

COUNTRY CODES

In order to find the respective country code please consult the following websites:

http://www.iso.org/iso/fr/english_country_names_and_code_elements

REGION CODES (NUTS)

BE BELGIUM

BE1	BRUXELLES CAP. BRUSSEL HOF
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BE21	ANTWERPEN
BE22	LIMBURG
BE23	OOST-VLAANDEREN
BE24	VLAAMS BRABANT
BE25	WEST VLAANDEREN

BE31	BRABANT WALLON
BE32	HAINAUT
BE33	LIEGE
BE34	LUXEMBOURG
BE35	NAMUR

DK DANMARK

DK001	Københavns og Frederiksberg Kommuner
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DK002	KØBENHAVNS AMT
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DK003	FREDERIKSBORG AMT
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DK004	ROSKILDE AMT
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DK005	VESTSJÆLLANDS AMT
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DK006	STORSTRØMS AMT
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DK007	BORNHOLMS AMT
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DK008	FYNS AMT
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DK009	SØNDERJYLLANDS AMT
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DK00A	RIBE AMT
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DK00B	VEJLE AMT
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DK00C	RINGKØBING AMT
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DK00D	ÅRHUS AMT
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DK00E	VIBORG AMT
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DK00F	NORDJYLLANDS AMT
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DE	DEUTSCHLAND
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BADEN WÜRTTEMBERG	
DE11	STUTTGART
DE12	KARLSRUHE
DE13	FREIBURG
DE14	TÜBINGEN

BAYERN	
DE21	OBERBAYERN
DE22	NIEDERBAYERN
DE23	OBERPFALZ
DE24	OBERFRANKEN
DE25	MITTELFRANKEN
DE26	UNTERFRANKEN
DE27	SCHWABEN

DE3	BERLIN
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DE4	BRANDENBURG
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DE5	BREMEN
-----	--------

DE6	HAMBURG
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HESSEN	
DE71	DARMSTADT
DE72	GIESSEN
DE73	KASSEL

DE8	MECKLENBURG-VORPOMMERN
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GR	ELLADA
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VOREIA ELLADA	
GR11	ANATOLIKI MAKEDONIA, THRAKI
GR12	KENTRIKI MAKEDONIA
GR13	DYTIKI MAKEDONIA
GR14	THESSALIA

KENTRIKI ELLADA	
GR21	IPEIROS
GR22	IONIA NISIA
GR23	DYTIKI ELLADA

NIEDERSACHSEN	
DE91	BRAUNSCHWEIG
DE92	HANNOVER
DE93	LÜNEBURG
DE94	WESER-EMS

NORDRHEIN-WESTFALEN	
DEA1	DÜSSELDORF
DEA2	KÖLN
DEA3	MÜNSTER
DEA4	DETMOLD
DEA5	ARNSBERG

RHEINLAND-PFALZ	
DEB1	KOBLENZ
DEB2	TRIER
DEB3	RHEINHESSEN - PFALZ

DEC	SAARLAND
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SACHSEN	
DED1	CHEMNITZ
DED2	DRESDEN
DED3	LEIPZIG

SACHSEN-ANHALT	
DEE1	DESSAU
DEE2	HALLE
DEE3	MAGDEBURG

DEF	SCHLESWIG-HOLSTEIN
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DEG	THÜRINGEN
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GR3	ATTIKI
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NISIA AIGAIU, KRITI	
GR41	VOREIO AIGAIO
GR42	NOTIO AIGAIO
GR43	KRITI

GR24	STEREA ELLADA
GR25	PELOPONNISSOS

ES	ESPAÑA
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NOROESTE	
ES11	GALICIA
ES12	ASTURIAS
ES13	CANTABRIA

ESTE	
ES51	CATALUÑA
ES52	COMUNIDAD VALENCIANA
ES53	ISLAS BALEARES

NORESTE	
ES21	PAÍS VASCO
ES22	NAVARRA
ES23	LA RIOJA
ES24	ARAGÓN

SUR	
ES61	ANDALUCIA
ES62	MURCIA
ES63	CEUTA Y MELILLA

ES3	COMUNIDAD DE MADRID
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CENTRO	
ES41	CASTILLA-LEÓN
ES42	CASTILLA- LA MANCHA
ES43	EXTREMADURA

ES7	CANARIAS
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FR	FRANCE
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FR1	ILE DE FRANCE
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SUD-OUEST	
FR61	AQUITAINE
FR62	MIDI-PYRENEES
FR63	LIMOUSIN

BASSIN PARISIEN	
FR21	CHAMPAGNE – ARDENNE
FR22	PICARDIE
FR23	HAUTE NORMANDIE
FR24	CENTRE
FR25	BASSE NORMANDIE
FR26	BOURGOGNE

CENTRE-EST	
FR71	RHÔNE-ALPES
FR72	AUVERGNE

FR3	NORD - PAS DE CALAIS
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MEDITERRANEE	
FR81	LANGUEDOC-ROUSSILLON
FR82	PROVENCE-ALPES-CÔTES D'AZUR
FR83	CORSE

EST	
FR41	LORRAINE
FR42	ALSACE
FR43	FRANCHE-COMTE

OUEST	
FR51	PAYS DE LOIRE
FR52	BRETAGNE
FR53	POITOU-CHARENTE

DEPARTEMENTS D'OUTRE-MER	
FR91	GUADELOUPE
FR92	MARTINIQUE
FR93	GUYANE
FR94	REUNION

IE	IRELAND
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IE011	BORDER
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IE023	MID-WEST
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IE021	DUBLIN
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IE024	SOUTH-EAST (IRL)
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IE022	MID-EAST
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IE025	SOUTH-WEST (IRL)
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IE012	MIDLAND
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IE013	WEST
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IT	ITALIA
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NORD OVEST	
IT11	PIEMONTE
IT12	VALLE D'AOSTA
IT13	LIGURIA

IT2	LOMBARDIA
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NORD EST	
IT31	TRENTINO-ALTO ADIGE
IT32	VENETO
IT33	FRIULI-VENEZIA GIULIA

IT4	EMILIA-ROMAGNA
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CENTRO	
IT51	TOSCANA
IT52	UMBRIA
IT53	MARCHE

LU	LUXEMBOURG (Grand Duché)
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NL	NEDERLAND
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NOORD-NEDERLAND	
NL11	GRONINGEN
NL12	FRIESLAND
NL13	DRENTHE

OOST-NEDERLAND	
NL21	OVERIJSSSEL
NL22	GELDERLAND
NL23	FLEVOLAND

WEST-NEDERLAND	
NL31	UTRECHT
NL32	NOORD-HOLLAND
NL33	ZUID-HOLLAND
NL34	ZEELAND

ZUID-NEDERLAND	
NL41	NOORD-BRABANT
NL42	LIMBURG (NL)

AT	ÖSTERREICH
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OSTÖSTERREICH	
AT11	BURGENLAND
AT12	NIEDERÖSTERREICH
AT13	WIEN

WESTÖSTERREICH	
AT31	OBERÖSTERREICH
AT32	SALZBURG
AT33	TIROL
AT34	VORARLBERG

SÜDÖSTERREICH	
AT21	KÄRNTEN
AT22	STEIERMARK

PT	PORTUGAL
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CONTINENTE	
PT11	NORTE
PT12	CENTRO
PT13	LISBOA E VALE DO TEJO
PT14	ALENTEJO
PT15	ALGARVE

PT2	AÇORES
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PT3	MADEIRA
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FI	SUOMI / FINLAND
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MANNER-SUOMI	
FI12	ETELÄ-SUOMI
FI13	ITÄ-SUOMI
FI14	VÄLI-SUOMI

FI15	POHJOIS-SUOMI
FI16	UUSIMAA (SUURALUE)

FI2	ÅLAND
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SE	SVERIGE
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SE01	STOCKHOLM
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SE06	NORRA MELLANSVERIGE
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SE02	ÖSTRA MELLANSVERIGE
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SE07	MELLERSTA NORRLAND
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SE04	SYDSVERIGE
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SE08	ÖVRE NORRLAND
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SE0A	VÄSTSVRIGE
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SE09	SMÅLAND MED ÖARNA
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UK	UNITED KINGDOM
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NORTH EAST	
UKC1	TEES VALLEY AND DURHAM
UKC2	NORTHUMBERLAND, TYNE AND WEAR

SOUTH WEST(UK)	
UKK1	GLOUCESTERSHIRE, WILTSHIRE AND NORTH SOMERSET
UKK2	DORSET, SOMERSET
UKK3	CORNWALL AND ISLES OF SCILLY
UKK4	DEVON

YORKSHIRE AND THE HUMBER	
UKE1	EAST RIDING AND NORTH LINCOLNSHIRE
UKE2	NORTH YORKSHIRE
UKE3	SOUTH YORKSHIRE
UKE4	WEST YORKSHIRE

WEST MIDLANDS	
UKG1	HEREFORD & WORCESTERSHIRE, WARWICKSHIRE
UKG2	SHROPSHIRE, STAFFORDSHIRE
UKG3	WEST MIDLANDS

EAST MIDLANDS	
UKF1	DERBYSHIRE, NOTTINGHAMSHIRE
UKF2	LEICESTERSHIRE, RUTLAND, NORTHAMPTONSHIRE
UKF3	LINCOLNSHIRE

NORTH WEST (UK)	
UKD1	CUMBRIA
UKD2	CHESHIRE
UKD3	GREATER MANCHESTER
UKD4	LANCASHIRE
UKD5	MERSEYSIDE

EASTERN	
UKH1	EAST ANGLIA
UKH2	BEDFORDSHIRE AND HERTFORDSHIRE
UKH3	ESSEX

LONDON	
UKI1	INNER LONDON
UKI2	OUTER LONDON

SOUTH EAST (UK)	
UKJ1	BERKSHIRE, BUCKINGHAMSHIRE, OXFORDSHIRE
UKJ2	SURREY, EAST AND WEST SUSSEX
UKJ3	HAMPSHIRE, ISLE OF WIGHT
UK55	GREATER LONDON
UKJ4	KENT

WALES	
UKL1	WEST WALES AND THE VALLEYS
UKL2	EAST WALES

SCOTLAND	
UKM1	NORTH EASTERN SCOTLAND
UKM2	EASTERN SCOTLAND
UKM3	SOUTH WESTERN SCOTLAND
UKM4	HIGHLANDS AND ISLANDS

UKN	NORTHERN IRELAND
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IS	ISLAND
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LI	LIECHTENSTEIN
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NO	NORGE		
NO01	OSLO OG AKERSHUS	NO05	VESTLANDET
NO02	HEDMARK OG OPPLAND	NO06	TRØNDELAG
NO03	SØR-ØSTLANDET	NO07	NORD-NORGE
NO04	AGDER OG ROGALAND		
BG	BULGARIA		
BG3	SEVERNA I IZTICHNA BULGARIA	BG4	YUGOZAPADNA I YUZHNA TSENTRALNA BULARIA
CZ	ČESKÁ REPUBLIKA		
CZ01	PRAHA	CZ03	JIHOZÁPAD
CZ02	STŘEDNI ČECHY	CZ04	SEVEROZÁPAD
CZ05	SEVEROVÝCHOD	CZ07	STŘEDNI MORAVA
CZ06	JIHOVÝCHOD	CZ08	OSTRAVSKO
EE	EESTI		
CY	KYPROS		
LV	LATVIJA		
LT	LIETUVA		
HU	MAGYARORSZÁG		
HU01	KÖZÉP-MAGYARORSZÁ	HU05	ÉSZAK-MAGYARORSZÁG
HU02	KÖZÉP-DUNÁNTÚL	HU06	ÉSZAK-ALFÖLD
HU03	NYUGAT- DUNÁNTÚL	HU07	DÉL-ALFÖLD
HU04	DÉL- DUNÁNTÚL		
MT	MALTA		
PL	POLSKA		
PL01	DOLNOŚLASKIE	PL09	PODKARPACKIE
PL02	KUJAWASKO-POMORSKIE	PL0A	PODLASKIE
PL03	LUBELSKIE	PL0B	POMORSKIE
PL04	LUBUSKIE	PL0C	ŚLASKIE
PL05	ŁÓDZKIE	PL0D	ŚWIETOKRZYSKIE
PL06	MAŁOPOLSKIE	PL0E	WARMIŃSKO-MAZURSKIE
PL07	MAZOWIECKIE	PL0F	WIELKOPOLSKIE
PL08	OPOLSKIE	PL0G	ZACHODNIOPOMORSKIE
RO	ROMANIA		
RO1	MACROREGIUNEA UNU	RO3	MACROREGIUNEA TREI
RO2	MACROREGIUNEA DOI	RO4	MACROREGIUNEA PATRU
SI	SLOVENIJA		
SK	SLOVENSKÁ REPUBLIKA		
SK01	BRATISLAVSKÝ KRAJ	SK31	ŽILINSKÝ KRAJ
SK21	TRNAVSKÝ KRAJ	SK32	BANSKOBYSTRICKÝ KRAJ
SK22	TRENČIANSKY KRAJ	SK41	PREŠOVSKÝ KRAJ
SK23	NITRIANSKY KRAJ	SK42	KOŠICKÝ KRAJ