

# TEMPUS

## Guide for applicants

### PART 4

## Guidelines for the application forms

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European Commission

European Commission  
Directorate-General  
Education and Culture

[http://europa.eu.int/comm/dgs/education\\_culture](http://europa.eu.int/comm/dgs/education_culture)

## TABLE OF CONTENTS

	Page
JOINT EUROPEAN PROJECTS .....	3
STRUCTURAL AND COMPLEMENTARY MEASURES .....	22
INDIVIDUAL MOBILITY GRANTS .....	34
EXCLUSION, SELECTION AND AWARD CRITERIA.....	38
GENERAL FINANCIAL CONDITIONS .....	43
GLOSSARY OF CODES FOR APPLICATION FORMS.....	45



## JOINT EUROPEAN PROJECTS

The Guide for Applicants comprises several sections. Potential applicants are urged to read Parts One (the main features of Tempus), Two (cooperation activities under Tempus) and Three (Partner Country priorities) before completing the application forms, so that they have a clear understanding of the goals and activities of the Tempus Programme. If you have any doubts or queries please do not hesitate to contact your National Contact Point or National Tempus Office.

### Access to application forms

Application forms for a Tempus Joint European Project are available in English, French and German.

Applicants are requested first to register on-line and to access and download the forms from the Internet only afterwards.

On-line registration and application forms are available for downloading and completion on the following web site:

[http://europa.eu.int/comm/education/programmes/tempus/index\\_en.html](http://europa.eu.int/comm/education/programmes/tempus/index_en.html)

Applications must be sent by both e-mail and post.

**The deadline for applications for Joint European Projects is 15 December of any given year. Where the deadline falls on a weekend, the deadline will be shifted to the following working day.**

### The application package

The application package for a project consists of two parts, the Guidelines on how to prepare an application and the forms to be completed.

The Guidelines will take the applicant step by step through the application forms and provide useful examples and background information, which all applicants are strongly advised to read before completing the forms.

The forms are divided as follows:

**Section I: On-line declarations and registration**

**Section II: Basic data on the project**

**Section III: Project particulars**

*III.1 Background of the project*

*III.2 The project*

*III.3 Project objectives, outcomes and activities*

*III.4 Workplan*

*III.5 Outcome tables*

*III.5.1 Dissemination*

*III.5.2 Sustainability*

*III.5.3 Quality control and monitoring*

*III.5.4 Management of the project*

**Section IV: Summary of the project**

**Section V: Funding requirements**

**Section VI: Checklist**

**Acknowledgement of receipt**

## **SECTION I: DECLARATIONS**

This section is essential and provides the institutional data on the **Grant applicant**.

The declarations must be signed by the Grant applicant *and* by the person at the Grant applicant's institution who is legally authorised to engage the institution itself (for example, the Rector, or the Vice-Chancellor).

In this section the Grant applicant should also provide the declarations and documents required in the chapter "Exclusion, Selection and Award criteria" of this part of the Guide.

## **ENDORSEMENT LETTERS**

**All partner institutions** (except the institution applying for a grant) must submit an endorsement letter to confirm their role and willingness to participate in the project; these must be submitted together with the paper application by the deadline.

The date on all endorsement letters must be recent and in any case subsequent to the previous Tempus project application deadline.

The letters should include the OFFICIAL STAMP or SEAL of the institution concerned.

## SECTION II: BASIC DATA ON THE PROJECT

- Title:** The title should be concise and accurate, and in any case should not be more than 50 characters in length.  
*For example: Finance and Administration Training for Civil Servants*
- Acronym:** Please indicate an acronym for your project.  
*For example: F.A.C.S.*
- Partner Country:** You will find a list of Partner Country codes at the end of Part Four under “Glossary of Codes for Application Forms”.
- Subject area:** You will find a list of subject area codes at the end of Part Four under “Glossary of Codes for Application Forms”.
- Language of application:** Please indicate English (EN), French (FR) or German (DE).
- Language for future correspondence related to the grant agreement:** Please indicate English (EN), French (FR) or German (DE). All future correspondence related to your project will be in the language of your choice.
- Project Type:** Please indicate one of the following:  
**CD** Curriculum Development  
**UM** University Management  
**IB** Training Courses for Institution Building
- Please indicate whether the proposal had already been submitted in a previous call.**
- Duration:** The total duration of a grant agreement is in principle either two or three years.

## SECTION II: LIST OF CONSORTIUM MEMBERS

Reference 1 should be used for Grant applicant contact details only, Reference 2 for the Coordinator, Reference 3 onwards for other Consortium members and subsequent references for individual experts involved in the project.



## SECTION III: PROJECT PARTICULARS

### 1. Background of the project

A maximum of four A4 pages (font 12, 30 lines - 60 characters per line).

#### *Partner Country/ies problem and needs analysis*

In this section you should present the justification for the project using the indicators that have been provided for each project type. Provide a clear analysis, describing how your project proposal came into being and how it was developed.

The following aspects should be covered:

- ◆ The national higher education context in the Partner Country/ies and how this relates to the project proposal;
- ◆ Reference to the relevant sections of the institutional development plan, where it exists, for the Partner Country target university/institution/organisation;
- ◆ The specific needs of staff/students/trainees that have been identified in each target university/institution/organisation and which explain the rationale behind the project;
- ◆ The relevant background details on each Partner Country university, institution and organisation with which you intend to cooperate, including the following details for each type of project:
  - *For Curriculum Development Projects*; a brief description of each Partner Country targeted Faculty/Department that will benefit from the project indicating staffing levels, knowledge of European Community languages, information technology skills, and current level of facilities and infrastructure. A description of the subjects currently included in the syllabus (indication of core and optional subjects), current student enrolment levels and level of employment on completion of course.
  - *For University Management Projects*; a brief description of each Partner Country targeted Faculty/Department/Central Service that will benefit from the project, indicating staffing levels, knowledge of European Community languages, information technology skills, and current level of facilities and infrastructure.
  - *For Training Courses for Institution Building Projects*; a brief description of the institutions, which will develop and deliver the training courses. A brief description of each Partner Country organisation/s from which trainees will be trained including the organigramme indicating staff levels and current training strategy. Estimates of the knowledge of European Community languages and the information technology skills of the target trainees should be indicated.

### ***Presentation of the consortium:***

An important element in project design is the selection of the most appropriate partners to ensure that the project will be able to meet its objectives.

In this section you should therefore explain why the selected consortium members are best suited to participate in the project and describe their particular expertise. Relevant previous experience and contacts which will be beneficial to the project should be presented.

In the case of individual external experts you should indicate clearly what expertise they are expected to contribute.

## **2. The project**

A maximum of four A4 pages (font 12, 30 lines - 60 characters per line).

Having identified the problems and needs in the previous section, in this narrative part you should clearly focus on the objectives of the project and on the proposed methodology to reach those objectives.

The outcomes that will be achieved in each year should be described and information on the activities, and the resources that will be required to achieve them, should be provided.

Descriptions should include the following:

- ◆ *For Curriculum Development Projects;* a clear definition of what the duration and structure of the new or up-dated course/s will be. Please identify any totally new subjects which will be introduced as a result of project activities and explain how the project activities will progress over time;
- ◆ *For University Management Projects;* a clear indication of which staff will be involved (for example, administrative/academic/student representatives,) and what changes will be introduced at institutional level as a result of the activities;
- ◆ *For Training Courses for Institution Building;* a clear indication of how many training courses will be prepared and delivered during the project life and forecasts of how many people will be trained. Please describe the improved and new skills that will be acquired by the trainees.

## **3. Project objectives, outcomes and activities (logical framework matrix - LFM)**

Please use the model provided. In order to plan project objectives, outcomes and activities as thoroughly as possible, applicants are expected to complete a one-page

logical framework matrix (LFM) which represents a synthesis of the project. The logical framework matrix is a tool which provides an overview of the project and can assist in the planning, implementation and monitoring of a project.

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

***Wider objective:***

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

*For example: To ensure that the targeted Partner Country university is in a position to offer education which is targeted towards the changing needs of the economic environment.*

***Project-specific objectives:***

State the specific objectives of the project. The specific objectives should indicate what is expected to have been achieved by the end of the project. The objective of your project should be "SMART": Specific, Measurable, Accurate, Realistic and Timebound.

*For example: To bring undergraduate curricula, teaching methods and library facilities at the Faculty of Economics of the University of xxx into line with recognised international standards by December xxx.*

***Outcomes - Outputs:***

The outcomes and outputs to be produced during the project implementation should be listed in concrete terms. They should be logically linked to each other *and*, once again, they should be specific, realistic in relation to the duration of the project and measurable in so far as this is possible. Producing all planned outcomes and outputs will mean that the project objectives have been reached as planned.

Assign reference numbers for each outcome and each output. These will be needed for the work plan.

Outputs are tangible and outcomes are rather intangible.

*An output (tangible) could be, for instance, newly developed teaching materials for the MSc degree in Management & Business.*

*An outcome (intangible) could be, for example, all the experience gained in a project such as skills of management of trans-national partnerships, methods by which the final products were developed or methodologies used.*

### ***Activities:***

The achievement of an outcome/output implies the completion of a set of related activities. Indicate which activities are planned to achieve each outcome/output.

Assign subordinate reference numbers for each activity (see above). These will be needed for the work plan.

### ***Inputs:***

Inputs should be expressed in terms of the human resources, equipment, materials and travel considered necessary to perform the activities intended to produce the desired outcomes/outputs.

*For example: Two librarians from DE to UA for 3 weeks (costs of stay and travel costs); 1 part-time secretary in the co-ordinating consortium member for 6 months (staff costs); 5 computers, 2 printers at beneficiary university (equipment).*

Inputs should be appropriate and sufficient to undertake the planned activities.

### ***Indicators of progress:***

These 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 operational.

Indicators should be specific in terms of quantity, quality, time and target group.

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

### ***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 objective, but which are not directly under the influence of the consortium. You should see these as situations or events you think might occur.

*For example: That accreditation of the new curriculum might not be granted by the national authorities.*

## **4. Workplan**

Please use the model provided. Applicants are expected to complete a one-page workplan for each project year.

For each year of your project proposal, please complete a workplan indicating the deadlines for each outcome and the period and location in which your activities will take place.

Please note that the same reference numbers as used in the logical framework matrix *must* be assigned to the different outcomes and related activities.

## **5. Outcome and activity tables**

Complete an Outcome and activity table for each of the outcomes you plan to achieve, describing the activities and inputs in detail. You are also expected to complete tables in a similar format for quality control, dissemination and project management.

When detailing the activities, you should include:

- ◆ *What*; a description of the activity (for example, coordination meeting, development of teaching material, publication of seminar findings);
- ◆ *By whom*; a description of the consortium members involved and of their respective roles and responsibilities;
- ◆ *For whom*; a clear identification of the target group;
- ◆ *When and where*; a clear indication of when and where the activity will take place;
- ◆ Inputs and budget required; all resources needed should be indicated.

The same reference numbers as used in the logical framework matrix *must* be assigned to the different outcomes and related activities.

### **5.1 Dissemination**

A maximum of one A4 page (font 12, 30 lines - 60 characters per line).

Describe what type of dissemination actions your consortium 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 non-consortium policy-makers.

### **5.2 Sustainability**

A maximum of 1/2 A4 page (font 12, 15 lines - 60 characters per line).

All projects should indicate the long-term perspective for project results, with particular reference to the sustainability of these results after Tempus financing has ended.

### 5.3 *Quality control and monitoring*

A maximum of 1/2 page A4 (font 12, 15 lines - 60 characters per line).

Quality control and monitoring should be an integral part of all project activities and results. Mechanisms for quality control and monitoring could include, for example, peer reviews, evaluation surveys, internal institutional evaluation boards or external accreditation boards. In the case of Curriculum Development projects, quality can be encouraged through mandatory accreditation of all new/modified study programmes and increased recognition on an international level.

Inter-Tempus project coaching is highly recommended; consortia may contact the members of running and/or completed Tempus projects in a similar field in order to use their accumulated expertise and to undertake a peer review. For details of running/ completed projects, applicants should consult the internet at the following address:

[http://europa.eu.int/comm/education/programmes/tempus/index\\_en.html](http://europa.eu.int/comm/education/programmes/tempus/index_en.html).

Applicants may also contact the National Contact Points (European Community Member States) and/or the National Tempus Offices. Costs for Inter-Tempus project monitoring may be covered by the category "Other Costs" up to a maximum of € 2500 per project and cover fees, travel and subsistence. Resulting monitoring and quality reports undertaken must be included in the relevant Progress Report.

### 5.4 *Management of the project*

A maximum of one A4 page (font 12, 30 lines - 60 characters per line).

Applicants should provide a clear indication of the **role and responsibilities** within the project of **each** consortium member (university/institution/industry or company whether Partner Country, European Community Member State, Candidate Country, non-EU highly-industrialised country<sup>1</sup> including an estimation of the tasks they will perform in each project year, foreseeing the human resource hours for each task.

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<sup>1</sup> Australia, Canada, Iceland, Japan, Liechtenstein, Norway, New Zealand, Switzerland and the United States of America

## SECTION IV: SUMMARY OF THE PROJECT

A summary of the project must be provided and may be included in future Tempus publications. This snapshot summary should include the main features of your project, and in particular the principal outcomes.

## SECTION V: FUNDING REQUIREMENTS

In this section you are asked to provide estimates of the co-funding you would require to carry out your project. This section applies to all types of Tempus Joint European Projects.

A Tempus grant may co-finance **up to** 95% of the eligible costs of a project. The maximum grant for any project may not exceed:

- ◆ € 500,000 for a project lasting, in principle, 3 years;
- ◆ € 300,000 for a project lasting, in principle, 2 years.

These are **maximum** amounts and any budget plan should demonstrate its consistency with the details of the project description.

All amounts should be expressed in euro.

**Applicants should note that the total grant will be split into several payments,** which will be paid to the Grantholder subject to the progress made towards the approved project objectives. The precise financial rules will be specified in the Grant Agreement and Guidelines for the Use of the Grant.

The Tempus project is implemented by the Grantholder on behalf of the European Commission.

### Taxes and duties

Equipment purchased and services funded with the Tempus grant are exempt from VAT.

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

### Eligible expenditure

The grant awarded may be used to cover the following expenses: staff costs, travel costs and costs of stay, equipment, costs for printing and publishing, other costs, overheads.

The following ceilings should be applied:

- ◆ **Staff Costs:** maximum 30% of the grant;
- ◆ **Equipment:** maximum 30% of the grant;
- ◆ **Overheads:** maximum 7% of the operational costs covered by the grant.

## Financial guarantee

The Commission may require a financial guarantee, however, it **may waive this obligation** for public-sector bodies, for international public-sector organisations set up by intergovernmental agreements, and for specialised agencies set up by such organisations.

The Commission may require the beneficiary to lodge a guarantee in advance in order to limit the financial risks connected with the pre-financing payment. The guarantee shall be valid for a period sufficiently long to allow it to be activated. The guarantee can be replaced by a joint and several guarantee by a third party or by the joint guarantee of the beneficiaries of an action who are parties to the same agreement.

The guarantee shall have the effect of making the bank or financial institution, third party or the other beneficiaries stand as irrevocable collateral security, or first-call guarantor of the grant beneficiary's obligations.

The guarantee shall be denominated in euro. The costs for the guarantee are eligible cost. They should be incurred and declared within the duration of the grant agreement.

## Table 1: Staff costs

Salaries and fees may not exceed local rates, this applies both to European Community and Partner Countries. Moreover, additional hours will be financed at the normal hourly rate and not at any higher rate. Staff costs should be calculated on the basis of the task performed and not on the status of the person. Indicative rates are provided on the website:

[http://europa.eu.int/comm/education/programmes/tempus/index\\_en.html](http://europa.eu.int/comm/education/programmes/tempus/index_en.html)

### *Fees for administrative tasks (for all countries)*

The grant may be used to cover the costs for staff from the European Community Member States or the Partner Countries who perform administrative tasks which are required for the achievement of the project objective (for example: the administration and coordination of project activities, planning of meetings, accounting activities) on condition that their salary for these tasks is not covered



from any other source. Translation activities provided by consortium members should be classified as administrative staff costs. External translation services and external language courses provided by non consortium members should be classified as "Other Costs".

### ***Fees to academic staff (for all countries)***

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

### ***Replacement costs (for European Community Member States only)***

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

Replacement costs are limited to an absolute maximum of € 2,500 per person/per month.

### ***Staff costs for sub-contractors***

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

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

## **Table 2: Costs of stay and travel costs**

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

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

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

### *Staff travel and costs of stay:*

Grants are intended to cover travel, accommodation, subsistence and personal or health insurance costs.

### Eligible Participants

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

- ◆ University teachers and trainers;
- ◆ Administrators (members of university staff, such as librarians or international relations officers);
- ◆ Trainers and staff with project management responsibilities from organisations and other institutions within the consortium;
- ◆ Officials, administrators and professionals (trainers and/or trainees) within Training Courses for Institution Building;
- ◆ Sub-contractors.

### Eligible Activities

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

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

## Eligible Expenses

### ◆ **Staff Travel Costs**

Staff travel costs cover transport costs at national and international level. Only actual travel costs will be paid from the grant. The consortium should calculate the total amount required for travel costs, based on the number of mobility flows planned in the project application.

The following upper limits must be applied:

Plane: APEX air fare, and if this is not possible then the normal economy fare;

Train: First-class rail fare;

Car: Equivalent of a first-class rail fare for the same distance (maximum equivalent of one ticket per car, regardless of the number of passengers);

Coach: The costs for renting a coach for group travel.

### ◆ **Staff Costs of Stay**

Costs of stay include accommodation and daily allowances for miscellaneous expenses (for example : subsistence, local and public transport such as bus and taxi, personal or health insurance cost). The consortium will calculate the total amount required for **costs of stay**, based on the number and duration of mobility flows planned in the project application and in accordance with the following maximum amounts per day/week and per person.

#### Staff Maximum amounts in euro - **excluding travel costs**

<b>Duration</b>	<b>Costs of stay for international mobility</b>	<b>Costs of stay for Partner Country staff within their own<sup>2</sup> Partner Country</b>
1 day	€ 150	€ 80
1 week	€ 1 000	€ 500
2 weeks	€ 1 600	€ 800
3 weeks	€ 2 100	€ 1 000
4 weeks	€ 2 500	€ 1 250
further weeks	€ 300	€ 150

<sup>2</sup> This column refers to local travel by Partner Country staff to destinations within the same Partner Country

## *Student travel costs and costs of stay:*

### Eligible participants

Grants may be awarded to undergraduate students (who have completed at least two years of study), and to graduate, postgraduate and doctoral students undertaking further study programmes. In addition, student representatives may undertake targeted mobilities within projects.

Consortia should give priority to those students who intend to undertake teaching assignments at their university afterwards. Student travel grants may only be awarded when they are directly related to the project objectives. Priority must be given to students for whom the period abroad, whether a study period or practical placement, forms an integral part of their studies and is a recognised part of their home degree or qualification.

### Eligible activities and duration

Grants may be awarded for a maximum period of twelve months for the following types of activity:

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

### Eligible expenses

Institutional costs are eligible for “student study periods” abroad only.

#### ◆ **Student travel costs**

Student travel costs cover transport costs from place of departure (home) to final destination. Only actual travel costs will be paid from the grant. Efforts should be made to make low cost travel arrangements for students.

The following upper limits for students must be applied:

Plane: APEX air fare, and if this is not possible then the normal economy fare;

Train: Second-class rail fare;

Car: Equivalent of a first-class rail fare for the same distance (maximum one ticket per car, regardless of the number of passengers);

Coach: The costs for renting a coach for group travel.

◆ **Student costs of stay**

The category student “costs of stay” is meant to provide each person participating in a mobility scheme with a daily allowance to cover costs for subsistence, local and public transport, personal insurance costs, health insurance, and so on.

The consortium will calculate the total amount required for costs of stay, based on the number and duration of mobility flows planned in the project application and in accordance with the following maximum amounts per month and per person:

Student maximum amounts **in euro - excluding travel costs**

Duration	Costs of stay in the European Community		Costs of stay in the Partner Country	
Per Month	€	1,200	€	800

The travel costs and costs of stay for students can be covered from the Tempus grant only for University Management and Curriculum Development projects.

For calculation purposes, one month equals four weeks.

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

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

- For mobility to the European Community: € 500 per student for study periods of three to five months and € 1 000 for study periods of six to twelve months;
- For mobility to Partner Country: € 200 per student for study periods of three to five months and € 400 for study periods of six to twelve months.

### **Table 3: Equipment costs<sup>3</sup>**

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

Equipment may only be purchased for the Partner Country universities involved in the consortium and only when it is essential for the achievement of the project objective. In exceptional and duly justified cases equipment may also be purchased for Partner Country institutions involved in the consortium.

#### ***Eligible equipment***

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

Applicants should include provision for other sources of funding (for example: governmental, institutional, industrial or other contributions) where items deemed necessary to achieve the project objective are not included in the list above.

### **Table 4: Printing and publishing costs**

Please estimate the amount you would require to cover printing and publishing costs.

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

### **Table 5: Other costs**

Here you should include any other expenses, which do not clearly fit into previous categories (for example, inter-project coaching, visa costs, bank charges, exchange

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<sup>3</sup> Applicants should be aware of the fact that the procurement and delivery of equipment to Partner Country institutions is often a rather complex procedure and this should be taken into consideration at the planning stage.

gains and losses, external translation and external language courses, and so on) and are necessary for the implementation of the project.

Expenses listed here must be fully detailed and justified.

### **Table 6: Overheads**

The grant consists of the operational costs (Tables 1-5) and of overhead costs. Overheads can be allocated up to a flat rate of 7% of the operational costs.

Overhead costs include for example stationery, general photocopying, office supplies, postage and telecommunication costs directly related to the project.

### **Table 7: Co-financing**

Since co-financing is a condition for a Community grant, the applicant should indicate the amount of co-financing (minimum of 5% of the total project costs) and specify from which resources this amount will be financed.

### **Table 8: Summary of project funding**

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

## STRUCTURAL AND COMPLEMENTARY MEASURES

The Guide for Applicants comprises several sections and potential applicants are urged to read Parts One (the main features of Tempus), Two (cooperation activities under Tempus) and Three (Partner Country priorities) before completing the application forms, so that they have a clear understanding of the goals and activities of the Tempus Programme.

In addition, potential applicants must consult the website [http://europa.eu.int/comm/education/programmes/tempus/index\\_en.html](http://europa.eu.int/comm/education/programmes/tempus/index_en.html) to check whether a particular Partner Country is eligible for Structural and Complementary Measures and to find specific national priorities for eligible Partner Countries. If you have any doubts or queries please do not hesitate to contact your National Contact Point or National Tempus Office.

### Access to application forms

Application forms for a Tempus Structural and Complementary Measure are available in English, French and German.

**The applicant is requested to complete an electronic, on-line application and registration form.** Applications in paper form or by e-mail attachment will not be considered<sup>4</sup>. *(Applicants to whom a grant will be awarded will be requested to return any relevant supporting documentation necessary together with the signed Grant agreement. The supporting documentation will be duly checked before the European Commission countersigns the grant agreement.)*

Forms are available for completion on-line on the following web site: [http://europa.eu.int/comm/education/programmes/tempus/index\\_en.html](http://europa.eu.int/comm/education/programmes/tempus/index_en.html)

**The deadline for applications for Structural and Complementary Measures are every 15 February and 15 October of any given year. Where the deadline falls on a weekend, the deadline will be shifted to the following working day.**

### The application package

The application package for a project consists of two parts, the Guidelines on how to prepare an application and the forms to be completed.

The Guidelines will take the applicant step by step through the application forms and provide useful examples and background information, which all applicants should read before completing the forms.

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<sup>4</sup> except in case of system failure



The forms are divided as follows:

**Section I: On-line declarations and registration**

**Section II: Basic data on the project**

**Section III: Project particulars**

*III.1 Background of the project*

*III.2 The Project description*

*III.3 Workplan and management*

**Section IV: Summary of the project**

**Section V: Funding requirements**

**Section VI: Checklist**

**Acknowledgement of receipt**

## SECTION I: DECLARATIONS

This section is essential and provides the institutional data on the Grant applicant.

The declarations must be signed by the Grant applicant *and* by the person at the Grant applicant's Institution who is legally authorised to engage the Institution itself (e.g. Rector, or Vice-Chancellor).

In this section the Grant applicant must also provide the declarations and documents evidence that are required in the chapter "Exclusion, Selection and Award criteria" of this part of the Guide.

## ENDORSEMENT LETTERS

**All partner institutions** (except the institution applying for a grant) must submit an endorsement letter to confirm their role and willingness to participate in the project; these must be submitted together with the paper application by the deadline.

Even if the **Ministry/ies of Education** of the Partner Country/ies concerned do/es not take part in the consortium the Grantholder still has to obtain and submit a letter from the Ministry/ies of Education that it/they endorse/s the project proposal.

The date on all endorsement letters must be recent and in any case subsequent to the previous Tempus project application deadline.

The letters should include the OFFICIAL STAMP or SEAL of the institution concerned.

## SECTION II: BASIC DATA ON THE PROJECT

- Title:** The title should be concise and accurate, and in any case should not be more than 50 characters in length.  
*For example: Legislation on University Reform*
- Acronym:** Please indicate an acronym for your project  
*For example: LEGISUNIV*
- Partner Country:** You will find a list of Partner Country codes at the end of Part Four under “Glossary of Codes for Application Forms”.
- Subject area:** You will find a list of subject area codes at the end of Part Four under “Glossary of Codes for Application Forms”.
- Language of application:** Please indicate English (EN), French (FR) or German (DE).
- Language for future correspondence related to the grant agreement:** Please indicate English (EN), French (FR) or German (DE). All future correspondence related to your project will be in the language of your choice.
- Project Type:** Please indicate one of the following:  
**SM** Structural Measures ;  
**CM** Complementary Measures .  
**Please indicate whether the proposal had already been submitted in a previous call.**
- Duration:** The total duration of a grant agreement should normally not exceed one year.  
The following indicative durations apply to the **implementation** of the **main** project activities:  
- Seminars (up to 1 week);  
- Conferences (up to 4 working days);  
- Training courses and workshops (between 2 and 4 weeks);  
- Training visits (1 week).  
*For example: A grant agreement for a training visit of legislation drafters may have a total duration of 4 months allowing time to organise the visit (applying for visas, etc.) and producing a report on the outcome of the visit. The visit itself, however, should only last one week.*

## **SECTION II: LIST OF CONSORTIUM MEMBERS**

Reference 1 should be used for Grant applicant contact details only, Reference 2 for the Coordinator, Reference 3 onwards for other Consortium members and subsequent references for individual experts involved in the project.

## **SECTION III: PROJECT PARTICULARS**

### **1. Background of the project**

A maximum of two A4 pages (font 12, 30 lines - 60 characters per line).

#### *Partner country/ies problem and needs analysis*

The following aspects should be covered:

- ◆ Analysis of the Partner Country/ies structural and strategic problems;
- ◆ Analysis of the needs arising from those problems;
- ◆ Demonstration as to which of those needs can be addressed by the short-term intervention.

In this section you should cover the national higher education context (problems and needs) in the Partner Country and explain the relevance of the project proposal, particularly in the light of the specific priorities established for the Partner Country in question. Explain how the achievement of the project objective will address one or several needs which have been identified. Describe how your project proposal was elaborated.

#### *Presentation of the project partners*

A maximum of one A4 page (font 12, 30 lines - 60 characters per line).

In this section you should explain **why** the selected partners are best suited to participate in the project.

Describe each Partner Country university, institution or organisation with which you intend to cooperate - their particular expertise, their relevant previous experience and contacts that will be beneficial to the project.

In the case of individual external experts you should clearly indicate what expertise they will contribute.

## 2. The project description

A maximum of four A4 pages (font 12, 30 lines - 60 characters per line).

Descriptions should include the following:

- ◆ *For Structural Measures:* An explanation of how the project will meet short-term needs in higher education in terms of up-grading strategic and reform capacities, learning facilities and services; a demonstration of the project's innovative character and its potential to contribute in the short-term to higher education reform and development;
- ◆ *For Complementary Measures:* a justification as to the way in which the project will provide the theoretical and practical foundation for the conceptualisation and implementation of reform policies and development strategies in higher education;

Project proposals with a training component have to give a clear explanation as to how the project will meet the short-term need to acquire and/or upgrade skills necessary for planning, preparing, undertaking and implementing higher education system development and reform **on national level**.

In this part you should clearly focus on the project objective, on the outcomes that will contribute to the achievement of the project objective, and a clear description of all the activities that are necessary to produce those outcomes; you should also describe the resources needed to perform all those activities. Provide also details on assumptions and risks.

### ***Specific project objective:***

The objective of the project should indicate the specific positive impact the project seeks to **achieve** in the **short-term**. The project objective should be SMART: Specific, Measurable, Accurate, Realistic and Timebound.

*For example: availability of a draft law on university reform by the end of the grant agreement*

### ***Outcomes - Outputs:***

The concrete outcomes and outputs to be produced during the project implementation should be listed. They should be logically linked to each other *and*, once again, they should be specific, realistic in relation to the duration of the project and measurable in so far as this is possible. Producing all planned outcomes and outputs should mean that the project objectives have been reached as planned.

Assign reference numbers for each outcome and each output and subordinate reference numbers for each related activity (see below). These will be needed for the work plan.

*For example: An output (tangible) could be, for instance, that a training course on comparative educational law has been delivered;*

*An outcome (intangible) would be, for example, the knowledge the trainees have acquired of comparative educational law and the use they make of it for drafting the new national legislation.*

### **Activities:**

An outcome/output implies the completion of a set of related activities. Indicate which activities are planned to achieve each outcome/output.

Assign subordinate reference numbers for each activity (see above). These will be needed for the work plan.

*For example: To prepare or develop teaching material for the training course; to apply for visas for the trainers; to hold the training course.*

### **Resources - inputs:**

Activities require the use of inputs, which should be expressed in terms of the human resources, equipment, materials and travel considered necessary to perform the activities intended to produce the desired outcomes/outputs. Inputs should be appropriate and sufficient to undertake the planned activities.

*For example: Two trainers from DE to EG for 3 weeks (Costs of stay and travel costs); 1 part-time secretary with the co-ordinating partner for 3 months (Staff costs); machines and equipment for teaching purposes; communication lines for internet connection; access to databases outside the partnership (equipment).*

### **Assumptions and risks:**

Please mention any situations, events, conditions or decisions which are a pre-condition for the success of the project activities, outcomes or objective. Those factors are assumptions. Assumptions which are not directly under the influence of the partners constitute risks.

*For example: That the trained legislation drafters really apply their new knowledge;*

### **3. Workplan and Management**

A maximum of one A4 page for the work plan and one page for the management (font 12, 30 lines - 60 characters per line).

For the work plan please use the model provided and indicate the period, duration and location in which your activities will take place.

Present the **role and responsibilities** of **each** partner including a clear division of project-related tasks.

#### **SECTION IV: SUMMARY OF THE PROJECT**

A maximum of one A4 page (font 12, 30 lines - 60 characters per line).

A summary of the project must be provided and may be included in future Tempus publications. This snapshot should include at least the specific objective and the principal outcomes of the project proposal.

#### **SECTION V: FUNDING REQUIREMENTS**

In this section you are asked to provide estimates of the co-funding you would require from the European Commission to carry out your project. This section applies to all types of Tempus Structural and Complementary projects.

A Tempus grant may co-finance up to 95% of the eligible costs of a project. The maximum grant for any project may not exceed:

- ◆ **€ 150.000 for a project lasting approximately 1 year**

This is a maximum amount and any budget plan should demonstrate its consistency with the details of the project description.

All amounts should be expressed in euro.

The Tempus project is implemented by the Grantholder on behalf of the European Commission.

#### **Taxes and duties**

Equipment purchased and services funded with the Tempus grant are exempt from VAT.

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

## Eligible expenditure

The grant awarded may be used to cover the following expenses: Staff Costs, Travel Costs and Costs of Stay, Costs for Printing and Publishing, Other Costs, Overheads and, for Structural Measures, also Equipment – if the need is well justified.

The following ceiling should be applied:

- ◆ **Overheads:** maximum 7% of the operational costs covered by the grant.

## Financial guarantee

The Commission may require a financial guarantee, however, it **may waive this obligation** for public-sector bodies, for international public-sector organisations set up by intergovernmental agreements, and for specialised agencies set up by such organisations.

The Commission may require the beneficiary to lodge a guarantee in advance in order to limit the financial risks connected with the pre-financing payment. The guarantee shall be valid for a period sufficiently long to allow it to be activated. The guarantee can be replaced by a joint and several guarantee by a third party or by the joint guarantee of the beneficiaries of an action who are parties to the same agreement.

The guarantee shall have the effect of making the bank or financial institution, third party or the other beneficiaries stand as irrevocable collateral security, or first-call guarantor of the grant beneficiary's obligations.

The guarantee shall be denominated in euro. The costs for the guarantee are eligible cost. They should be incurred and declared within the duration of the grant agreement.

## Table 1: Staff costs

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

The grant may be used to cover the costs for staff from the European Community Member States or the Partner Countries who perform tasks which are required for the achievement of the project objective on condition that their salary for these tasks is not covered from any other source.

*For example : Translation activities provided by the partners should be classified as staff costs. External translation services and external language courses provided by non-partners should be classified as "Other Costs".*



N.B. In the spirit of the programme, partners involved in Tempus projects are expected to invest part of their own staff resources in carrying out tasks.

## **Table 2: Replacement costs (for European Community Member States only)**

Replacement costs can be paid for European Community academic staff and experts carrying out training assignments in the partner countries for a maximum period of 4 weeks. Costs can only be covered when proof is provided that the staff concerned have actually been replaced for the time involved.

Replacement costs are limited to an absolute maximum of € 625 per person/per week.

## **Table 3: Staff travel and costs of stay**

**Travel for research activities cannot be financed from the Tempus Grant.**

Grants are intended as a contribution towards travel, accommodation, subsistence and personal or health insurance costs. Explain for which activities of your project description travel and stays are related. The partners should calculate the necessary travel costs and daily allowances per project participant and request the estimated amounts.

### Eligible travel expenses

Project participants' travel grants cover transport costs at national and international level. Only actual travel costs will be paid from the grant within the limits indicated below.

The following upper limits must be applied:

- Plane: APEX air fare, and if this is not possible then the normal economy fare;
- Train: First-class rail fare;
- Car: Equivalent of a first-class rail fare for the same distance (maximum equivalent of one ticket per car, regardless of the number of passengers);
- Coach: The costs for renting a coach for group travel;

Grants for travel cost per participant are calculated on the basis of real costs.

### Eligible costs of stay

Costs of stay include accommodation and daily allowances for miscellaneous expenses (i.e. subsistence, local and public transport such as bus and taxi, personal

or health insurance cost, etc.). The partners will calculate the total amount required for costs of stay, based on the number of participants and the duration of activities.

Grants to cover costs of stay per participant are limited to € 150/day.

### ***Sub-contractors***

The cost related to this activity should be included in the funding requirements table.

A description of the expertise of the sub-contractor must be included in the application.

### **Table 4: Equipment costs<sup>5</sup>**

Only **Structural Measures** are eligible for equipment funding (Complementary Measures are **not** eligible).

The purchase of the equipment must be indispensable for the achievement of the project objective. The demonstration of the need for equipment must be well-founded and credible.

Equipment may only be purchased for the Partner Country universities or institution/s involved in the partnership.

In this section you should explain for which activity of the project description you need which items of equipment, listed clearly by the Partner Country university/ies or institution/s at which each item will be installed.

### ***Eligible equipment***

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

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<sup>5</sup> Applicants should be aware of the fact that the procurement and delivery of equipment to Partner Country institutions is often a rather complex procedure and this should be taken into consideration at the planning stage.

Applicants should include provision for other sources of funding (for example: governmental, institutional, industrial or other contributions) where items deemed necessary to achieve the project objective are not included in the list above.

### **Table 5: Printing and Publishing costs**

Please estimate the amount you would require to cover printing and publishing costs.

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

### **Table 6: Other Costs**

Here you should include any other expenses, which do not clearly fit into previous categories (e.g. inter-project coaching, visa costs, bank charges, exchange gains and losses, external translation etc.) and are necessary for the implementation of the project.

Expenses listed here must be fully detailed and justified.

### **Table 7: Overheads**

The grant consists of the operational costs (Tables 1-6) and of overhead costs. Overheads can be allocated up to a flat rate of to 7% of the operational costs.

Overhead costs include for example stationary, general photocopying, office supplies, postage and telecommunication costs directly related to the project.

### **Table 8: Summary of financial requirements**

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

Since co-financing is a condition for a Community grant, the applicant should indicate the amount of co-financing (minimum of 5% of the total project costs) and specify from which resources this amount will be financed.

## INDIVIDUAL MOBILITY GRANTS

The Guide for Applicants is made up of several sections and potential applicants are urged to read all sections of the Guide before preparing an application. If you have any doubts or queries concerning your application for an Individual Mobility Grant, please contact your National Contact Point or National Tempus Office.

### Access to application forms

Application forms for an Individual Mobility Grant are available in English **on the Internet only**.

Applicants have to complete the forms **directly on-line**. Applications in paper form or by e-mail attachment will not be considered<sup>6</sup>.

**There are two deadlines for applications for Individual Mobility Grants in a given year, as follows:**

**15 February**  
**15 October**

The applicant is requested to complete an electronic, on-line application and registration form. Applicants to whom a grant will be awarded will be requested to return any relevant supporting documentation necessary together with the signed Grant agreement. The supporting documentation will be duly checked before the European Commission countersigns the grant agreement.

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<sup>6</sup> except in case of system failure

## **Types of Individual Mobility Grants eligible for funding:**

Individual Mobility Grants (IMGs) are designed to give to academic and administrative staff working in the higher education sector the opportunity to experience the lasting benefits of international exchange. Applications must demonstrate a clear purpose and a coherent plan of activities that will have an impact on the higher education sector in the respective Partner Country.

Institutions **other than higher education institutions** can be hosting institutions if this is well justified in the application (for example, an important conference (type 2) is organised by an organisation which is not a higher education institution). The number of Individual Mobility Grants selected in a given year will be based on the budget available for each Partner Country. Applicants should note that the grant awarded to any individuals is a contribution towards the planned mobility and will not necessarily cover all costs.

**Only one application per applicant can be submitted in each selection round. Multiple applications from the same individual or 'group applications' are ineligible.**

*In order to make the best use of limited funds, there will be restrictions on the funding of several Individual Mobility Grants with a similar objective. Applications must not overlap with other Tempus funded activities. The main objective of an Individual Mobility Grant must not be the continuation/extension of previous, uncompleted activities. Links to previous Tempus projects are considered positive and should be indicated. Applicants are encouraged to contact their National Contact Point (European Community) or National Tempus Office (Partner Countries).*

**Additional supporting documents subsequent to your application may be requested before the grant is awarded as a pre-condition for funding.**

### **Type 1) Preparation of a Joint European Project proposal** Partner Country to European Community

Applicants should plan to participate in meetings in the European Community to discuss, organise and prepare a proposal for a Tempus project for the subsequent selection round.

Applicants must clearly demonstrate previous working contacts with the institutions and individuals to be visited in the European Community and should indicate how and why these institutions have been selected.

Applicants to whom a grant will be awarded will be requested to return - together with the signed Grant agreement - an official invitation from the host institution/s with an indication of the activities to be undertaken. .

## **Type 2) Participation in a specific event**

Partner Country to European Community/Candidate Country<sup>7</sup>

2.1) Participation in conferences, seminars, network meetings, and so on.

Applicants should attach an agenda/provisional programme for the event which they hope to attend, together with any other relevant supporting documentation. There must be a clear need and output for the Partner Country which justifies participation in a specific event.

2.2) Participation in a major public event on behalf of the home institution.

Applicants to whom a grant will be awarded will be requested to return - together with the signed Grant agreement - an abstract of what they wish to present at the event and indicate what benefits are to be gained for the Partner Country.

## **Type 3) Retraining period, study period, collaboration on a specific academic subject, dissemination of good practice**

Partner Country to European Community/Candidate Country<sup>8</sup>, European Community to Partner Country

Applicants may aim to:

- Update or redesign part or all of a course/s at a Partner Country institution through re-training or study periods in the European Community/ Candidate Country;
- Provide teaching/training at a Partner Country institution in relation to a specific subject area;
- Disseminate good practice in the Partner Country resulting from previous Tempus projects.

Applicants to whom a grant will be awarded will be requested to return - together with the signed Grant agreement - an official invitation from the host institution with a clear outline of activities to be undertaken during the period abroad. Links to previous Tempus Joint European Projects or to any bilateral co-operation are considered positive and should be indicated.

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<sup>7</sup> At present, Bulgaria, Romania and Turkey. Croatia is also a Candidate Country, but continues to be eligible as Partner Country under Tempus.

<sup>8</sup> At present, Bulgaria, Romania and Turkey. Croatia is also a Candidate Country, but continues to be eligible as Partner Country under Tempus.

## ***Eligible participants***

### *Higher Education institutions:*

- ◆ Teaching staff (including postgraduates with teaching responsibilities, officially enrolled assistants and individuals from the public and private sector with relevant academic or professional experience in a discipline);
- ◆ Administrative staff with specific responsibilities;
- ◆ Technical staff
- ◆ Student association leaders.

### *Organisations dealing with Higher Education:*

- ◆ Education experts;
- ◆ Ministry officials.

## ***Conditions of funding***

### *Duration*

**Types 1 and 2:** Minimum duration of one week, up to a maximum of two weeks.

**Type 3:** Minimum duration of one week, up to a maximum of eight weeks.

### *Eligible expenditure*

The Individual Mobility Grant is a *scholarship for the recipient to accomplish the activities as requested*. The grant amount is automatically calculated on the basis of standard travel costs and on the basis of duration.

### Costs of stay:

An amount of € 840 per week will be provided up for a period of up to eight weeks (minimum stay of 5 days/4 nights for the first week and of 4 days/3 nights for the subsequent weeks). No proof of costs of stay will be required.

## EXCLUSION, SELECTION AND AWARD CRITERIA

### Exclusion criteria for Joint European Projects and Structural and Complementary Measures

Following the entry into force of the new Financial Regulation applicable to all Community spending, applicants are subject to exclusion criteria. When submitting an application candidates shall declare on their honour that

- ◆ They have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out;
- ◆ They are not bankrupt or being wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
- ◆ They have the professional competencies and qualifications required to complete the proposed project;
- ◆ They have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- ◆ They have not been convicted of an offence concerning their professional conduct by a judgement which has the force of *res iudicata*;
- ◆ They have not been subject of a judgement which has the force of *res iudicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- ◆ Following an award procedure financed by the Community budget, they have not been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- ◆ They have 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.

Applicants who are found guilty of false declarations may receive financial penalties in proportion to the value of the grants in question.



## **Exclusion criteria for Individual Mobility Grants**

Applications which are not submitted on-line will be excluded from the selection and award procedure.

'Group applications' will also be excluded from the selection and award procedure.

Applicants who are found guilty of false declarations may receive financial penalties in proportion to the value of the grants in question.

## **Selection criteria for Joint European Projects and Structural and Complementary Measures**

The selection criteria enable the Commission to assess the grant applicant's ability to complete the proposed project.

Public bodies are exempted from the verification of their economic and financial capacity.

Grant applicants must prove their technical and professional capacity by providing the Commission in the application:

- ◆ With the educational and professional qualifications of the persons who will be responsible for carrying out the proposed project;
- ◆ A list of the international co-operation projects in which the Grant applicant has participated in the past;
- ◆ A description of the technical equipment, tools and plant to be employed by the grant applicant for carrying out the proposed project;
- ◆ A description of the measures employed to ensure the quality of the proposed outputs, and a description of the institution's study and research facilities;
- ◆ An indication of the proportion of the project proposal which the grant applicant may intend to contract out.

## **Award criteria for Joint European Projects**

All admissible applications undergo an academic and technical assessment.

### *Academic assessment*

A panel of independent academic experts assesses whether project proposals:

- ◆ Respect project type criteria;
- ◆ Are clear, concise, well structured and avoid annexes;
- ◆ Demonstrate the need for the project;
- ◆ Provide sufficient information on the academic content;
- ◆ Give information on why specific partners were chosen for the consortium;
- ◆ Demonstrate value for money;
- ◆ Are innovative and creative.

The academic experts then grade the project proposals between 0 and 100. Projects should in principle receive a grading of  $\geq 50$  to be eligible for technical assessment. The Commission decides which of those projects will undergo the technical assessment based on the following criteria:

- ◆ Available national Tempus budget;
- ◆ Proportional distribution of project types;
- ◆ National priorities;
- ◆ Geographical balance (for Multicountry project proposals).

### *Technical Assessment:*

In this stage the project proposals are further assessed according to the following criteria:

- ◆ Observance of the general guidelines for applications;
- ◆ Internal coherence of the project proposal;
- ◆ Feasibility of a project proposal and its sustainability;
- ◆ Basic management structure for the implementation of the project.

The European Commission takes a final decision on project award, having consulted with the Partner Country ministries and taking into account the academic and technical assessments.

## **Award criteria for Structural and Complementary Measures**

All admissible applications will be evaluated according to the following criteria:

- ◆ Observance of the general guidelines for applications;
- ◆ Respect for project type criteria;
- ◆ Are clear, concise, well structured and avoid annexes;
- ◆ Demonstrate the need for the project;
- ◆ Give information on why specific partners were chosen for the consortium;
- ◆ Demonstrate value for money;
- ◆ Internal coherence of the project proposal;
- ◆ Feasibility of a project proposal and its short-term impact;
- ◆ Basic management structure for the implementation of the project;
- ◆ Are innovative and creative.

Applications will be graded from 0-100. Projects should in principle receive a grading of  $\geq 50$  to be eligible for technical assessment. The Commission decides which of those projects will undergo the technical assessment based on the following criteria:

- ◆ Available national Tempus budget;
- ◆ National priorities;
- ◆ Proportional distribution of project types;
- ◆ Geographical balance (for Multicountry project proposals).

The European Commission takes a final decision on project award, having consulted with the Partner Country ministries.

## **Award criteria for Individual Mobility Grants**

All admissible applications are evaluated according to the following criteria:

- ◆ Content;
- ◆ Impact on the home institution;
- ◆ Rationale of the mobility.

Applications will be graded from 0-100. Applications should in principle receive a grading of  $\geq 50$  to be shortlisted for selection. This shortlist will be the basis of the final European Commission decision. The total number of Individual Mobility Grants awarded by country will be based on the national Tempus budget available for the respective Partner Country.

Selected grant applicants will be requested to return any relevant supporting documentation necessary together with the signed Grant agreement. The supporting documentation will be duly checked before the European Commission countersigns the grant agreement.

## GENERAL FINANCIAL CONDITIONS

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The Commission reserves the right to reduce the requested grant amount if the eligibility check and technical evaluation require a budget correction. The awarding of a grant does not establish an entitlement for subsequent years.

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

The allocated amount may not exceed the amount requested.

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

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

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

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

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

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

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

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

## GLOSSARY OF CODES FOR APPLICATION FORMS

### Country codes

European Community Member States		Other countries which may participate		Partner countries	
AT	Austria	BG	Bulgaria	AL	Albania
BE	Belgium	RO	Romania	BA	Bosnia and Herzegovina
CY	Cyprus	TR	Turkey	CS	Serbia and Montenegro
CZ	Czech Republic			HR	Croatia
DE	Germany	AU	Australia	MK	Former Yugoslav Republic of Macedonia
DK	Denmark	CA	Canada	1244	Kosovo
EE	Estonia	CH	Switzerland		
EL	Greece	IS	Iceland	AM	Armenia
ES	Spain	JP	Japan	AZ	Azerbaijan
FI	Finland	LI	Liechtenstein	BY	Belarus
FR	France	NO	Norway	GE	Georgia
HU	Hungary	NZ	New Zealand	KG	Kyrgyzstan
IE	Ireland	US	United States of America	KZ	Kazakhstan
IT	Italy			MD	Moldova
LT	Lithuania				
LU	Luxembourg			RU	Russian Federation
LV	Latvia			TJ	Tajikistan
MT	Malta			TM	Turkmenistan

European Community Member States		Other countries which may participate		Partner countries	
NL	Netherlands			UA	Ukraine
PL	Poland			UZ	Uzbekistan
PT	Portugal				
SE	Sweden			DZ	Algeria
SI	Slovenia			EG	Egypt
SK	Slovak Republic			IL	Israel
UK	United Kingdom			JO	Jordan
				LB	Lebanon
				MA	Morocco
				PS	Palestinian Authority
				SY	Syria
				TN	Tunisia



## Type of organisation

Code	Type of Organisation
U	University (as defined in the glossary /Part Two).
E	Industry and company (as defined in the glossary/Part Two).
I	Institution (as defined in the glossary/ Part Two).

## Status of Applicant

Code	Status
TE	Teaching staff, (including postgraduates with teaching responsibilities, officially enrolled assistants and individuals from the public and private sector with relevant academic or professional experience in a discipline).
AD	Administrative staff with specific responsibilities.
TA	Technical staff
PR	Education planner.
MO	Ministry official.
SL	Student association leaders.

## Individual Mobility Grant types

*For periods of one week to eight weeks*

Code	Type of Individual Mobility Grant
IMG 1	Preparation of a Joint European Project proposal.
IMG 2	Participation in a specific event.
IMG 3	Retraining period, study period, collaboration on a specific academic subject, dissemination of good practice.

## Tempus Joint European Project types

Code	Type of Project
UM	University Management Joint European Project
CD	Curriculum Development Joint European Project
IB	Training Courses for Institution Building

## Tempus Structural and Complementary Measures

<b>Code</b>	<b>Type of Project</b>
SM	Structural Measures project
CM	Complementary Measures project

## Subject area codes

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

- 100 Humanities
  - 110 History
  - 120 Archaeology
  - 130 Philosophy
  - 140 Law
    - 141 International Law
    - 142 National & European Law
    - 143 Fiscal Law (Finance & taxation)
    - 144 Civil & Commercial Law
    - 145 Comparative Law
    - 146 Competition Law
    - 147 Human Rights & Citizens' Rights Law
    - 148 Environmental Law
    - 149 Other
  - 150 Theology
  - 190 Other Humanities
- 200 Social Sciences
  - 210 Sociology
    - 211 Social Welfare
    - 212 Social Work & Social Policy
  - 220 Psychology and Behavioural Sciences
  - 230 Political Science
  - 240 Economics & Applied Economics
    - 241 Macro & Micro Economics
    - 242 Financial Economics
    - 243 Agricultural Economics
    - 244 Energy Economics
    - 245 Environment Economics
    - 246 Transport Economics
    - 247 Labour Economics
    - 249 Other
  - 250 Public Administration
  - 260 European Studies and International Relations
  - 270 Library Science, Communication and Journalism
  - 290 Other Social Sciences
- 300 Management and Business
  - 310 Management
    - 312 Health Management
    - 313 Agro-Business
    - 314 Personnel Management and Industrial Relations
  - 320 Business Administration
  - 340 Finance
    - 341 Accountancy
    - 342 Banking
    - 343 Insurance
    - 344 International Finance
    - 345 Public Finance
    - 346 Trade Policy (National & Foreign)
  - 350 Marketing and Sales Management
  - 360 Tourism and Leisure
  - 390 Other Management
- 400 Natural Sciences and Mathematics
  - 410 Mathematics
  - 420 Physics
  - 430 Astronomy
  - 440 Chemistry and Biochemistry
  - 450 Earth Sciences
  - 451 Geography
  - 452 Geology
  - 453 Meteorology
  - 460 Biology
  - 490 Other Natural Sciences
- 500 Applied Sciences and Technologies
  - 510 Medical Sciences
    - 511 Medicine and Surgery
    - 512 Dentistry
    - 513 Nursing
    - 514 Pharmacy
    - 515 Medical Technology
    - 516 Health Care
    - 517 Psychiatry
    - 518 General Practice

- 520 Engineering and Technology
  - 521 Mechanical Engineering
  - 522 Civil Engineering
  - 523 Electrical and Electronic Engineering
  - 524 Chemical Engineering
  - 525 Metallurgy and Mining
  - 526 Material Science
  - 527 Manufacturing Engineering
  - 528 Computer Aided Engineering
  - 529 Other
- 530 Information Technology, Computer Science and Software Engineering
  - 531 Telecommunications
  - 539 Other
- 540 Agricultural and Food Sciences
  - 541 Agriculture
  - 542 Animal Protection and Husbandry
  - 543 Veterinary Science
  - 544 Forestry
  - 545 Fishing
  - 546 Food Science and Technology
- 550 Environmental Sciences
  - 551 Soil and Water Sciences
  - 552 Energy Efficiency
  - 553 Nuclear Safety
- 560 Architecture, Urban and Regional Planning
  - 561 Architecture
  - 562 Urban and Regional Planning
  - 563 Conservation of Cultural Heritage
  - 564 Transport and Traffic Studies
- 590 Other Applied Sciences
  - 591 Quality Control
  - 593 Energy Studies
  - 594 Metrology and quality standards
- 600 Art and Design
  - 610 Art
  - 620 Music
  - 630 Design
  - 640 Performing Arts
  - 690 Other Art and Design
- 700 Languages
  - 710 Modern European Languages
  - 720 Translation and Interpreting
  - 730 Linguistics
  - 740 Literature
  - 790 Other Languages
- 800 Other
  - 810 Interdisciplinary Studies
  - 820 Education and Teacher Training
  - 830 Multidisciplinary Studies
  - 840 Regional Cooperation
    - 841 Regional Economic Development
    - 842 Cultural & Regional Integration
    - 843 Fight against Organised Crime
    - 844 Regional Environmental Policy
    - 845 Regional Agricultural Policy
    - 846 Regional Health & Social Policy
    - 847 Regional Tourism & Leisure Policy
    - 848 Regional Earthquake Engineering
    - 849 Other
  - 850 Training Courses for Institution Building
    - 856 Public Administration Reform
    - 857 Civil Society Development
    - 858 Professional Associations Development
    - 859 Other
  - 860 Training Courses for Institution Building -Training for public services, professional associations, social partners
    - 861 Justice
    - 862 Public Finance & Tax Policy
    - 863 Public Health & Social Policy
    - 864 Approximation of Law (European Community and other)
    - 865 Quality Control Standards & Marketing
    - 866 Fight against Organised Crime
    - 867 Environmental Policy
    - 868 Media Studies/ Journalism
    - 869 Other

900 University Management

920 University Strategic Planning

922 Strategic Development Plans

925 University-Industry Links

926 Public Relations & Marketing

924 Other

930 University Evaluation

932 Quality Assurance Mechanisms

934 Accreditation Systems

935 Credit transfer Systems

933 Other

940 University Modernisation of  
Administration Services

942 University Information  
Management Systems, including  
Administration and Financial  
Management

943 Library Management

948 Open and Distance Learning/  
Life- Long Learning Activities

959 Other

960 University Services

961 International Relations Offices

962 Student Services

969 Other



