

**EDUCATION, SCHOLARSHIPS, APPRENTICESHIPS AND YOUTH  
ENTREPRENEURSHIP PROGRAMME IN ROMANIA**

**FINANCED THROUGH EEA GRANTS- FINANCIAL MECHANISM 2014-  
2021**

**APPLICANTS GUIDE 2017 for  
MOBILITY PROJECTS IN HIGHER EDUCATION**

**A. LEGAL BASIS**

- **Regulation on the implementation of the EEA Financial Mechanism (EEA) 2014-2021**
- **Memorandum of Understanding between Norway, Iceland, Liechtenstein and the Romanian Government concerning the EEA Financial Mechanism 2014-2021**
- **Government Ordinance no. 34/2017 concerning the institutional framework for the coordination, implementation and management of financial support granted to Romania through the EEA and Norway Financial Mechanism 2014-2021**
- **Guideline for Educational Programmes - Rules for the establishment and implementation of programmes falling under programme area 3 “Education, Scholarships, Apprenticeships and Youth Entrepreneurship”**

**B. GLOSSARY**

- **Donor States (DS): Norway, Iceland, Liechtenstein**
- **Beneficiary State (BS): Romania**
- **Programme Operator (PO): National Agency for Community Programmes in the Field of Education and Vocational Training (ANPCDEFP)**
- **Donor Programme Partners: The Norwegian Centre for International Cooperation in Education – SIU and The National Agency for International Education Affairs – AIBA.**
- **National Focal Point (NFP): Ministry of Regional Development, Public Administration and European Funds**
- **Project Promoter (PP): the successful applicant that receives a grant.**
- **EEA: European Economic Area**

## 1. CONDITIONS FOR SUBMISSION OF AN APPLICATION

**Eligible applicants**                    **Accredited higher education institutions (universities) from Romania which hold an Erasmus Charter for Higher Education (ECHE) approved by the European Commission**

**Description**                        The main objective of these projects is to improve the skills and competences of students and staff in Higher Education, through enhancing students and staff mobility between Romania and DS.

Romanian HEIs can cooperate with any number of partner universities or institutions (research centres, companies, enterprises, organisations) from the DS. Also it is possible to receive incoming students of Liechtenstein nationality from Swiss universities.

In the case of mobility between universities for study mobility of students and teaching mobility of staff, [the inter-institutional \(bilateral\) agreement](#) (between the sending and the hosting HEI) is compulsory. The inter-institutional agreements concluded under the framework of Erasmus+ are valid for this Programme. This document must be signed by both HEIs before the mobility takes place.

In the case of student mobility for traineeships and staff training mobility not mentioned in an inter-institutional agreement it is necessary an invitation letter sent by the host institution before the mobility takes place, which will contain, at least, the following information: number of students /staff who will undertake the mobility, the purpose of the mobility and the period concerned.

Individual candidates (students and staff) will apply to their universities of origin.

The following activities will be funded by Mobility Projects:

### **a. Student mobility:**

This action allows students from Romanian universities to undertake a study period of 3 to 12 months (within the same academic year) or a traineeship period of 2 to 12 months (within the same academic year) in one of the DS. Reciprocally, it allows students from DS universities to undertake a study or traineeship period under the same duration conditions as above (within the same academic year) in one of the Romanian institution. Mobility periods can be combined (study + traineeship).

Student mobility for study is undertaken in the framework of [the “inter-institutional agreement”](#) previously concluded between the

sending and host institutions.

“Traineeship” defines a period of “practical training” or “placement”. Organisations that can host student traineeships are companies, training centres, research institutes or other organisations, including HEIs.

Students will be selected by the universities where they are enrolled, through a clear and transparent process (see section 5. “Selection of participants”). Eligible students are any students enrolled in any cycle of education (bachelor, master, PhD). For study mobility, the student in the 1st cycle shall be enrolled at least in the second year of study. For traineeship this condition does not apply. Recent graduates are eligible for traineeships under the following condition: they are selected before the graduation and the mobility takes place within 12 months after graduation.

Before starting their mobility, the students will sign a contract for study or traineeship, which will include a “learning/training agreement”, that describes the study/traineeship programme. This agreement will be approved and signed by the sending HEI, the hosting institution and the student concerned; the document is available at [www.eea4edu.ro](http://www.eea4edu.ro)

At the end of the period spent abroad, the hosting institution will provide to the student and to the sending institution the following documents:

**- Transcript of Records in the case of mobility for studies or Traineeship Certificate in the case of mobility for traineeships;**

**- Certificate of attendance signed by the host institution. This document shall contain the name of the student and the confirmation of the start and end date of the mobility/activity aboard**

For the participating students (EEA students), the university of origin shall ensure full recognition of the mobility period and its outcomes, using the ECTS system. Recognition shall be made on the basis of the Learning/Traineeship agreement, approved by all parties before the start of the mobility. The EEA mobility period shall also be included in the Diploma Supplement.

In the special case of a traineeship period that is not part of the student’s curriculum, the sending institution will recognise this traineeship at least by including it in the Diploma Supplement. Using Europass Mobility documents is recommended.

EEA students are exempt from tuition fees or fees for enrolment,

exams and access to laboratories and libraries in the hosting institution. During the EEA study/traineeship period abroad, the students will continue to receive any scholarships or loans that they were benefiting from already in their country of origin.

### **b) Staff mobility**

This action allows the following types of HEIs staff mobility:

- teaching missions of a duration between 2 days and 2 weeks (excluding travel time) for teaching staff from Romanian universities in a DS university and reciprocally (minimum 8 teaching hours per week or per any shorter period of stay are compulsory). The minimum 2 activity days must be consecutive.
- training mobility with the aim to participate in seminars, workshops, training courses, study visits, job shadowing, for teaching and non-teaching academic staff from Romanian universities in an institution from a DS and reciprocally. The duration is between 2 days and 2 weeks (excluding travel time).

The sending and hosting institutions shall first agree on a Work Programme to be achieved by the staff undertaking the mobility (teaching or training). The Work Programme will contain at least the following: objectives of the mobility, added value of the mobility, agenda and content description of the teaching/training programme and the expected outcomes and impact.

When it is about a member of the teaching staff undertaking a teaching mission, the mission should be initiated under the framework of an inter-institutional agreement existing between the sending and host institutions.

At the end of the period spent abroad, the hosting institution shall provide to the staff and to the sending institution a Certificate of attendance; this document shall mention the name of the staff member, the purpose of activity undertaken and the confirmation of the start and end date of the activity.

### **c) Organisational support for mobility projects – it will be funded by EEA grants both for the sending and the hosting institutions.**

The organisation of student and staff mobility is meant for any cost directly linked to the implementation of mobility activities within a Mobility project (excluding subsistence and travel for participants)

including preparation (pedagogical, intercultural), monitoring and support of participants during mobility (outgoing/incoming), validation/recognition of learning outcomes.

**d) Special needs support. Students and staff with special needs can request a specific additional grant, after being selected for a mobility period. Financial support for students/staff with special needs (including costs with a potential accompanying person) must be motivated in a official notification sent by the Project Promoter to the PO. This notification must have attached:**

- the declaration of student/staff regarding the additional cost requested;
- the declaration of accompanying person regarding additional costs requested (if it is the case);
- the copy of medical report confirming the special need of the student/staff.

**Who can participate**

- Students in any study cycle (bachelor, master, PhD) and recent graduates
- Staff of a HEI (teaching or non-teaching staff)

**Application procedure**

The application will be sent online to PO, following the procedures described in the 2017 Call for Proposals (available on [www.eea4edu.ro](http://www.eea4edu.ro)).

**Deadline for application**

Applicants shall submit their application by : **05.02.2018, 22.00 hours** at the latest.

**Duration**

The duration of a Mobility Project is of 16 months, from **01.06.2018 to 30.09.2019**.

**Eligible costs and payments flows:**

**Eligible costs:**

**Individual support for students**

<p><b>Individual support (subsistence) for Romanian students undertaking a study or traineeships mobility to one of the DS</b></p>	<p><b>1200 € /month ( unit cost)</b></p>
--	--

<b>Individual support (subsistence) for DS students coming for study or traineeships to Romania</b>	<b>1000 € /month (unit cost)</b>
---	----------------------------------

### **Individual support for staff**

<b>Individual support (subsistence) for Romanian staff undertaking a mobility to a DS</b>	<b>250 € /day ( unit cost) 1250 € /week ( unit cost) 2200 € /2 weeks ( unit cost)</b>
<b>Individual support (subsistence) for DS staff and professionals undertaking a mobility to Romania</b>	<b>150 € /day ( unit cost) 750 € /week ( unit cost) 1250 € /2 weeks ( unit cost)</b>
<b>Subsistence for additional 2 travel days (one before and one after the activity period) could be allocated ( if needed)</b>	

- **Transport (unit cost for students and staff mobility): according to the distance band calculated with the distance calculator available at:**

[http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

<b>Description</b>	<b>Amount (unit cost)</b>
<b>Contribution to travel costs of participants, from their place of location to activity venue and return</b>	<b>Distances between 10-99 km: 20 EUR / participant Distances between 100-499 km: 180EUR / participant Distances between 500-1999 km: 275 EUR / participant Distances between 2000-2999 km: 360 EUR/ participant Distances between 3000-3999 km: 530 EUR / participant Distances between 4000-7999 km: 820 EUR / participant</b>

### **Organisational support:**

<b>Organisational support for Mobility Projects</b>	<b>150 Euro /participant for the sending organisation 200 Euro / participant for the hosting organisation</b>
---	---

### **Special needs support:**

Additional costs related to participants with special needs and costs related to accompanying persons (if needed), approved by PO, will be reimbursed 100% based on real costs.

**Co-funding is NOT necessary.**

### **Payments flows to Mobility Projects in Higher Education**

The first advance instalment shall be paid within 30 days following the signature of the Project Contract, amounting 80% of the total grant amount. Second advance instalment up to the remaining 20% of the funds dedicated for students and staff mobility shall be paid within 60 days after the receipt of Project Interim Reports providing that the Project Promoter already spent at least 70% of the 1-st installment.

After the assessment and approval of the final report, within 60 days from its receipt a final payment could be made (if it is the case), covering the remaining part of the Organisational Support.

## **2. EVALUATION PROCEDURES**

**Eligibility rules :** - **Application and annex were submitted until the application deadline (as announced in the 2017 Call for Proposals);**  
- **All the sections of the application are filled in;**

- **The application is submitted by a body which is a legal entity;**

- **The declaration of honour bears the signature of the person legally authorised to sign on behalf of the applicant institution/organisation, as well as the stamp of this institution/organisation (if applicable).**

- **Applicants must be Romanian accredited HEIs. The ECHE is compulsory.**

- **Host institutions should be located in one of the DS (for the mobility of Romanian students or staff) or RO (for the mobility of DS students or staff).**

**-All the supplementary documents (annexes) required in the 2017 Call for Proposals are attached.**

<b>Minimum number of countries :</b>	<b>Not the case</b>
<b>Minimum number of partners :</b>	<b>Not the case</b>
<b>Grant awarding criteria</b>	<b>The grant will be awarded on the basis of the grant requested in the application form, taking into consideration the total amount reserved for the Call 2017.</b>

### **3. CONTRACTUAL PROCEDURES**

**Estimated date of sending preliminary information about selection results**

**26.02.2018**

**Contracting**

**The Project promoter will receive the electronic version of the contract and shall send to the Programme Operator two original copies of the contract, stamped (if it is the case) and signed by the legal representative of the institution, within maximum 10 working days of its receipt.**

**Reporting**

**The interim report will be sent until 28-th of February 2019 using the relevant form available on the website [www.eea4edu.ro](http://www.eea4edu.ro)**

**The final report will be sent until 30 of November 2019 at the latest and the final grant will be calculated based on the evaluation of the final report, using the relevant form on the website [www.eea4edu.ro](http://www.eea4edu.ro)**

### **4. SELECTION OF THE APPLICATIONS**

PO has the entire responsibility for organising the selection process and taking the grant award decision.  
The selection process consist in an administrative and eligibility check.

The administrative and eligibility check is performed by the PO's experts, members of the programme implementation unit, using



specific check-lists.

After finalising this stage a list of projects proposed for funding and rejected projects will be drafted and submitted to the Selection Committee for review.

The final proposal of the Committee is submitted to the PO director, who takes the grant award decision.

For administrative and eligibility check the elements mentioned in section 2 Evaluation Procedures - Eligibility rules will be verified. In the case where clerical errors are detected, the applicants will be notified to make corrections in a period of up to 5 working days from the receipt of the notification.

For Mobility Projects, once declared eligible and compliant from the administrative point of view, the applications will receive the requested grants. If the demand will be higher than the budget available for the 2017 Call for Proposals, the PO will apply a proportional reduction for all applicants.

**NB: At the moment of the application, only the inter-institutional agreements annexed to the application will be taken into account for financing. HEI's could also conclude new agreements later on, during the contractual period, and organize mobilities based on these new agreements, but under the framework of the budget already allocated in the contract and if the PO was notified in this sense.**

## 5. SELECTION OF PARTICIPANTS

For mobility projects, the sending universities are responsible for the selection (of the students and staff).

The selection process shall ensure transparency, equal opportunities and avoidance of conflicts of interests (in setting up selection committees and awarding funding procedures).

Positive discrimination for disadvantaged categories (Roma people, persons with special needs or socio-economic disadvantaged) will take the shape of bonus points granted to the respective candidates.

The whole process (starting with the internal Call for Proposals and ending with publication of results and treatment of appeals and complaints) shall be documented to be easily checked by PO, either during on the spot visits or during desk checks.

Treatment of appeals/complaints will take part in two stages, as described under section 6. The appeal/complaint procedure must be described in the internal Call for Proposals.

The internal Call for Proposals will contain at least the following information: the application procedure (deadlines, documents to be included in the application), the selection criteria and their weight in the final score (including priority points for disadvantaged people), the estimated number of places available per countries and universities, the planning of the process (dates of selection interviews, date for publication of results), the appeal procedure, the level of the grant. The Call shall be published on the website of the university and promoted on the largest scale possible (advertised in all the faculties, via student organisations, Facebook, etc).

In the case of students, the selection criteria are :

-academic results – 20% of the total score

-letter of intent – 20% of the total score

-interview – to confirm the information given in the letter of intent and to assess the attitude towards a potential mobility in the chosen country – 40% of the total score

-relevant linguistic competences, to ensure a quality mobility (knowledge of the language of the host country will be a plus) – 20% of the total score.

**NB : Roma students, students with special needs or with a socio-economic disadvantaged background will get additional priority points, amounting 20% of the maximum possible score.**

For teaching and non-teaching staff, the selection will be based on the letter of intent, which shall include the Work Programme of the planned activities. The selection will take into account the relevance of the proposed mobility to the institutional development needs of the university of origin and to strengthening the bilateral relations.

## **6. PROCEDURES FOR APPEAL**

**Applicants rejected as a result of the administrative and eligibility check can appeal against the decision, with arguments, in up to 5 working days from the publication of the results; the appeal will be send electronically to [contestatie@anpcdefp.ro](mailto:contestatie@anpcdefp.ro) using the specific [form](#).**

**The appeal will be analysed in two stages: PO is the first instance analysing the appeal and if the appeal is rejected, NFP is the second instance where the appeal is sent. If the NFP also rejects the appeal, the decision to reject the application is deemed final. If the appeal is accepted by one**

**of the two instances then the application is deemed approved and passed on to qualitative assessment. The applicant who submitted the appeal will be notified by email in maximum 15 working days from the receipt of the appeal.**