**Intra-Africa Academic Mobility Scheme**

Call for proposals EACEA/03/2019

**Title of the Project/Acronym**

**DETAILED DESCRIPTION OF THE ACTION**

***(To be uploaded to the eForm as Annex 1)***

**PART E – Detailed description of the action**

This part of the application should be dedicated to a detailed description of the project. Please provide a comprehensive but concise explanation on how the proposal addresses each of the specific issues indicated under the three award criteria defined in the Call for proposals. **Please note that this part should be between 15 and 20 pages maximum (font Times New Roman, size 11 with single line spacing). Repetitions and irrelevant information should be avoided.**

1. ***Relevance (20 points)***

*The following issues should be addressed:*

* *Overall objective, specific objectives along with the identified needs and constraints of the targeted countries/regions, Higher Education Institutions (HEIs), scholarship holders)*
* *The potential contribution of the chosen subject(s) to the programme's objectives and to promoting inclusive growth and sustainable development in Africa;*
* *The innovative character of proposal and its added value in comparison to on-going projects and/or on-going partnerships/collaborations in the region;*
* *The choice of countries/regions involved and to which extent a balanced geographical coverage among and within the programme countries is achieved;*
* *Expected results of the project, in particular its potential to:* 
  + *increase employability of students by improving their skills and competencies,*
  + *contribute to the improvement of the quality of higher education in Africa and its relevance to Africa's development vision,*
  + *strengthen the modernisation and internationalisation of African higher education institutions, and promote the development of an African higher education and research space,*
  + *enhance harmonisation and standardisation of higher education in line with the African Union Strategy for Harmonisation of Higher Education;*

**3 pages maximum**

***2. Quality (70 points)***

*2.1 Academic Quality (15 points)*

*The following issues should be addressed:*

* *Appropriateness of the academic programmes in terms of reaching the objectives of the project and addressing the needs identified in the thematic field(s);*
* *Quality of the academic programmes in terms of structure and content; learning outcomes and potential impact on students' future academic opportunities and employability;*
* *Criteria of the partnership in selecting the master and doctoral programmes (as listed under the section G) with regards to comparability and complementarity of the curricula among the partner institutions who will host or send mobility flows;*
* *Procedure and mechanisms in place at institutional level or by external bodies to assure the quality of the academic programmes.*

**2 pages maximum**

*2.2 Partnership composition and cooperation mechanisms (15 points)*

*The following issues should be addressed:*

* *The partnership's composition and synergies in terms of diversified level of experience in similar programmes, complementary expertise;*
* *The cooperation and communication strategy including financial arrangements for the organisation and the implementation of the mobility and distribution of tasks amongst partners in this respect;*
* *The level of involvement of partners, and their respective role in the project activities such as visibility activities, preparatory academic activities, selection process, recognition of study periods, project quality assurance and academic follow-up, institutional services, etc.*
* *The role/responsibilities of the EU technical partner;*
* *The role/responsibilities of the associated partners, if applicable;*
* *The involvement of HEIs which have a limited participation in similar partnerships/collaborations. The proposal should state clearly their role in the project and how their full integration in the partnership will be assured.*

**2 pages maximum**

*2.3 Organisation and implementation of the mobility (20 points)*

*The following issues should be addressed:*

* *The methodology to implement the proposed mobility activities and to achieve the proposed results and objectives in a cost efficient way;*
* *Justification of the total number of mobility flows and the distribution of mobility flows among partner HEIs based on the technical and operational capacity of all partners to manage the mobility including their capacity to host and send students and staff members;*
* *Methodology on the organisation of the planned mobility flows in cohort(s) and on the distribution of the mobility flows among the partner institutions. The strategy proposed should address how all mobility requirements and recommendations as stated in the Call will be fulfilled (i.e. distribution per type of mobility, type of recognition, target group, per nationality as well as the balance of the mobility flows among the partners);*
* *Efficient use of mobility periods – making best use of time abroad for maximum level of benefit from linguistic, cultural and professional points of view;*
* *Strategy and concrete measures proposed to ensure visibility of the Intra-Africa Academic Mobility Scheme and the project, including promotion of the scholarship opportunities among different target groups and individuals from different backgrounds;*
* *Measures taken to attract the appropriate number and profile of students and staff members in order to reach the planned number of mobility flows;*
* *Methodology to match the profile of the students/staff with the thematic expertise of the partner institutions,*
* *Methodology and criteria set to guarantee an impartial and transparent selection process based on merit and equal opportunities as well as standards agreed by the partnership for application, selection, admission and exam procedures;*
* *The agreed mechanisms for:*
  + *academic monitoring of scholarship holders, including student examination and follow-up;*
  + *recognition of study periods for credit-seeking mobility flows and of research/teaching period (e.g. use of a credit transfer system or other equivalent mechanisms), including establishment of learning agreement/research plans describing the programme of study abroad;*
  + *recognition of diploma’s acquired abroad (e.g. use of a diploma supplement);*
* *Activities to be carried out by staff members during their mobility period, the expected outcomes including their recognition in the framework of the institutional staff development plan and impact on their career development;*
* *The anticipated quality assurance and evaluation strategy (internal and where possible external) envisaged by the partnership in order to ensure an efficient monitoring of the project course (from both an academic and administrative point of view) and to measure the impact of the project at individual, institutional and national/regional level;*
* *Concrete measures taken by the partnership to meet the cross-cutting requirements of participation of individuals with disabilities and economically disadvantaged people, participation of students from fragile and conflict affected states, brain drain prevention.*

**3 pages maximum**

*2.4. Facilities for students/staff members and follow-up (10 points)*

*The following issues should be addressed:*

* *Information services to be provided for incoming and/or outgoing scholarship holders on the practical, financial/administrative, academic aspects of the mobility (e.g. information manual for scholarship holders, designated contact persons, information kit on recognition, etc.);*
* *Student agreements for students and mobility agreements/work plan for staff members clearly defining the rights, obligations and responsibilities of both the scholarship holders and the partnership concerning academic, financial and administrative aspects of the student's/staff members’ participation in the mobility scheme;*
* *Practical arrangements for the reception of incoming students and staff members at home and host institutions in particular the assistance for obtaining visa, administrative support prior and during the mobility, welcoming, housing facilities, support for residence permit, coaching, languages courses, etc.;*
* *Arrangements for an insurance scheme guaranteeing that students and staff members in mobility are adequately covered in line with the minimum insurance requirements referred to in the Call for proposals;*
* *Strategy/approach for integrating the mobile staff members in the teaching and/or administrative activities of the hosting institutions.*

**2 pages maximum**

*2.5 Gender Balance (10 points)*

*The following issues should be addressed:*

* *Measures to encourage the participation of women in the partnership management;*
* *Partnership’s strategy to address the identified obstacles for gender balance, including measures and incentives (in addition to the ones offered by the Intra-Africa Academic Mobility Scheme) for a more equal involvement of women and to enhance their participation in the mobility flows under each type of mobility, especially in long-term study periods.*

**2 pages maximum**

***3. Impact and Sustainability (10 points*)**

*The following issues should be addressed:*

* *Expected outputs, multiplier effects and plan for capitalisation of the project results and dissemination activities (types of activities, methods, target groups and concrete tasks of the partners).*
* *Expected impact at:* 
  + *individual level on students and academic/administrative staff members (aspects such as academic and professional development, linguistic and cultural benefits, etc.)*
  + *institutional level (aspects such as recognition of studies among partners, creation of international cooperation structures in the participating HEIs, capacity building in international mobility projects etc.).*
  + *national/regional level (aspects such as internationalisation of higher education systems, contributing to the development priorities of the countries involved, etc.) ;*
* *Partnership’s strategy to assure a financial and institutional sustainability of the project activities and the ways to mobilise other funding sources for the continuation of the cooperation after the funding period;*

**2 pages maximum**

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| **F. Planned activities for the implementation of the project** | | | | |
| **Please fill in the following table by indicating the key activities (grouped into work packages) linked to the promotion, organisation of the mobility and its implementation ( e.g. promotional activities, planned coordination meetings, individual stages of application and selection procedures, organisation of the mobility flows by cohorts, mechanisms for recognition of studies, quality assurance, project’s sustainability etc.).*****More activities per work package can be added if needed.*** | | | | |
| **Project start date:** |  | **Project end date:** |  | |
| **Key Activities**  (Brief description of the key activities to be carried out - grouped into work packages) | **Inputs**  (For each activity specify the inputs required to implement these activities - e.g. publications, mobility and the outcomes envisaged ) | **Expected outcomes**  (For each activity, specify the expected outcomes/results in relation to project’s objectives) | **Time and location**  (Indicate the timeframe of the activities and their place of implementation) | **External factors** (risks and assumptions)  (What pre-conditions are required before the project starts?  What conditions outside the project's direct control have to be present for the implementation of the planned activities?  Which risks should be taken into consideration? |
| **Management and Cooperation** |  |  |  |  |
| Activity 1  Activity 2 |  |  |  |  |
| **Promotion** |  |  |  |  |
| Activity 1  Activity 2 |  |  |  |  |
| **Organisation of the mobility** |  |  |  |  |
| Activity 1  Activity 2 |  |  |  |  |
| **Implementation of the mobility** |  |  |  |  |
| Activity 1  Activity 2 |  |  |  |  |
| **Quality Assurance (academic and overall project implementation)** |  |  |  |  |
| Activity 1  Activity 2 |  |  |  |  |
| **Sustainability and Dissemination** |  |  |  |  |
| Activity 1  Activity 2 |  |  |  |  |

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| **G. HIGH QUALITY MASTER/DOCTORAL PROGRAMMES OFFERED** |

*Please provide details below for each academic programme to be offered by each of the partner HEI involved in the partnership (EU technical partner and associate partners are not concerned). For coherency between the project’s objectives and its relevance to the programme priorities, it is recommended to focus on a limited number of thematic fields and academic programmes.*

*All academic programmes described in this section should be listed in the Annex 3 -* List *of master and doctoral programs.*

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| **Description of the Academic Programmes**  *Repeat this section for each master / doctoral programme offered.* |
| **Name of the HEI offering the course:**  **Type of academic programme:**  Masters  Doctorate  **Thematic field of study:**  *(Please choose the thematic field of study of the academic programme from the drop-down list below.)*  Choose an item.  **Title of the academic programme:**  **Duration (in semesters):**  **Study credits/hours (per semester):**  **Objectives (max. 150 words**):  *(Objectives of the master/doctoral programme in relation to the identified needs and the link to the thematic field(s) proposed; etc.)*    **Structure and content (max. 400 words**):  *(Structure and content of the programme, subjects covered; assessment methods; etc.)*    **Learning outcomes (max 200 words**):  *(The expected learning outcomes in view of the students' future academic opportunities and employability, the personal competences, and the impact at institutional, national, regional levels)*    **Recognition and accreditation obtained:**  *(The master/doctoral program offered must have been recognised and accredited at the time of this application. The official proof of accreditation can be asked by the Agency for all programmes indicated in this section during project implementation.)*  *The name of the relevant authority that accredited the program:*    *Period of validity of accreditation:* |

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| **PART H: OPERATIONAL CAPACITY** | | |
| **Partnership’s operational capacity in implementing the planned activities and in managing international cooperation projects of this size, with particular reference to international mobility.**  *Provide an overview of projects and activities already implemented by the institutions in the partnership, which are in relation with the proposal.* | | |
|  | | |
| *Indicate the key staff involved in the project within the coordinating institution, the partner HEIs and the EU technical partner, and their professional experience relevant to the project activities.* | | |
| **Name** | **Role in the project** | **Main experience** |
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**I. Checklist**

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| **STEPS** | **To be filled in by the lead applicant** | |
|  | **Yes** | **No** |
| 1. **The correct grant application form (e-Form) and annexes (templates), published for this Call for proposals, have been used.** |  |  |
| 1. **Annex 1: "Detailed description of the action" has been filled in completely and uploaded to the e-Form.** |  |  |
| 1. **Annex 2: Budget and Mobility Form has been filled in correctly and uploaded to the e-Form.** |  |  |
| 1. **Annex 3: List of master and doctoral programs has been completed and uploaded to the e-Form.** |  |  |
| 1. **Annex 4: A declaration on honour for the lead applicant and each co-applicant is filled in, stamped and signed by their legal representative. All signed declarations should be uploaded to the e-Form as one single PDF file.** |  |  |
| 1. **Annex 5a: Mandates partners - Each partner HEI from Africa has completed and signed a mandate. All signed mandates have been uploaded to the e-Form as one single PDF file.** |  |  |
| 1. **Annex 5b: Mandate EU technical partner – The EU technical partner has completed and signed a mandate. The signed mandate has been uploaded to the e-Form .** |  |  |
| 1. **Annex 6: Legal Entity File (LEF) only for the lead applicant/coordinating HEI has been filled in and uploaded to the e-Form .** |  |  |
| 1. **Annex 7: Financial Identification Form only for the lead applicant/coordinating HEI has been filled in and uploaded to the e-Form .** |  |  |
| 1. **The e-Form has been duly filled-in, completed with the mandatory annexes and submitted online by the given deadline.** |  |  |
| 1. **The electronic version of the complete application (PDF copy of the e-Form and of its annexes) has been sent by email to the following address:** [**EACEA-IntraAfrica-IntraACP@ec.europa.eu**](mailto:EACEA-IntraAfrica-IntraACP@ec.europa.eu) |  |  |

Please make sure you followed the steps below before submitting your application.