

Programme	EEA/NFM SCHOLARSHIP FUND
Measure 2	MOBILITY PROJECTS IN HIGHER EDUCATION
Activities	<ul style="list-style-type: none"> - Organisation of mobility - Mobility of students for the purpose of studying - Mobility of students for the purpose of placement - Mobility of staff for the purpose of teaching - teaching staff from higher education institutions and enterprises - Mobility of staff for the purpose of training - training of higher education organisation staff in enterprises and at higher education institutions
Aims and description of the measure	<p>Organisation of mobility Organisation of mobility (OM) for students and staff includes creation of optimal conditions by quality measures to support students and staff, incoming and outgoing to higher education institutions or enterprises in the other participating countries (Norway, Iceland and Liechtenstein), for the purposes of learning, training or teaching for a certain period of time. Higher education institutions shall receive an organisation of mobility grant as management funds, the amount of which shall depend on the number of outgoing mobilities and incoming teaching staff from enterprises.</p> <p>Organisation of mobility may include the following activities (incomplete list):</p> <ul style="list-style-type: none"> - Provisions for selection of students and staff for participation in mobility activities; - Provision of language courses for mobile students and staff; - Provision of information and assistance to students and staff (e.g. presentation of an organisation/receiving institution, reception services, academic guidance to students, assistance in practical matters, such as housing, social security, residence permits, travel arrangements, provision of tutors/mentors to students); - Academic and organisational agreements with partner institutions (e.g. recognition of the period of time spent studying abroad for students; for teachers, the inclusion of lectures in the receiving institution's regular programme; agreements for students and lecture evaluation etc.; this may include visits by EUC approved partner institutions); - Visits by potential future EUC approved partner institutions to look into and set up agreements between institutions; - Development and use of the European Credit Transfer and Accumulation System (ECTS) and the Diploma Supplement (DS); - Ensuring that students are provided all required study/placement agreements and associated evaluation agreements (i.e. agreements on education, agreements on training); - Agreements to monitor outgoing students, including visits of partner or other institutions; - Compilation of feedback by returning students and staff and provision of complied feedback to outgoing students and staff (this may include assistance to local students' institutions or selected students from various domains to provide information and guidance services to incoming and outgoing students); - Special agreements to ensure the quality of student placement in enterprises; - Provision of information and publications on the EEA/NFM Scholarship Fund (Mobility of students and staff). <p>Mobility of students for the purpose of studying This measure enables students at higher education institutions to spend a period of time included in their study, lasting from 3 to 12 months, in another participating country.</p> <p>The aims of such mobility are as follows:</p> <ul style="list-style-type: none"> - To allow students to gain educational, language and cultural benefits from the experience of learning in other European countries; - To encourage cooperation between institutions and to enrich the educational environment of the receiving institutions; - To contribute to the development of a circle of well-educated, open-minded and internationally experienced youth into future experts.

Mobility of students shall be carried out within the framework of preliminary inter-institutional agreements between sending and receiving institution, where both institutions shall be holders of the Erasmus University Charter.

Selection of students shall be carried out by their sending institutions in a just and transparent manner.

Before departing, students shall sign a Learning Agreement that shall contain the following two documents:

- "Learning Agreement", laying down the study programme to follow and as approved by the student, the sending institution and the receiving institution.

At the end of the period spent abroad, the receiving institution shall send to the student and his sending institution a copy of a certificate of completion of the approved programme, and validate the achieved results. The sending organisation shall, academically and in full, recognize the activities completed to a satisfactory degree during the mobility period, as set forth in the Learning Agreement, preferably by applying the ECTS credits. The period of mobility in the programme shall also be recorded in the Diploma Supplement.

Students shall be awarded a grant to help them cover the subsistence and travel costs (including insurance and visa costs) incurred with regard to their period of study abroad.

Students at receiving institutions shall not be required to pay tuition fees, enrolment fees, exams or laboratory and library access. Payment of state grants or loans to outgoing students shall also continue during the period of study abroad.

Mobility of students for the purpose of training

This measure enables students at higher education institutions to spend a certain training period of between 6 weeks to 12 months in an enterprise or other organisation in another participating country.

The aims of such mobility are as follows:

- To assist students to adapt to the requirements of the European labour market;
- To assist students to develop certain skills, including language skills, and improve understanding of the economic and social culture of a specific state within the context of acquiring work experience;
- To encourage cooperation between higher education institutions and enterprises;
- To contribute to the development of a circle of well-educated, open-minded and internationally experienced youth into future experts.

Student "placement" is another term for the widely-used terms "traineeship" or "internship". Receiving institutions may include enterprises, training centres, research centres and other institutions, including higher education institutions.

Selection of students shall be carried out by their sending institutions in a just and transparent manner.

Before departing, students shall sign a Learning Agreement for traineeship that shall contain the following documents:

- "Training Agreement" with regard to the specific programme for the placement period; the agreement shall be approved by the sending higher education organisation and the receiving organisation;
- "Statement of Quality", laying down the rights and responsibilities of all participating groups, in particular with regard to placement abroad;
- "Student Charter", laying down forth the rights and obligations of students with regard to their period of placement abroad.

	<p>At the end of the period spent abroad, the sending higher education organisation shall fully recognise the period (ECTS) spent by the student abroad, as agreed in the Training Agreement.</p> <p>Students shall be awarded a grant to help them cover the subsistence and travel costs (including insurance and visa costs) incurred during their period of placement abroad.</p> <p>Students shall continue to receive national scholarship or loan during the period of placement abroad.</p> <p>Mobility of staff from higher education institutions This measure enables staff:</p> <ul style="list-style-type: none"> - To spend a teaching period, lasting between one day - or a minimum of 5 hours of teaching - and up to six weeks at a higher education institution in another participating country; - To attend a conference, seminar, workshop or any other training for a period of one day to up to six weeks; - To undertake job shadowing at a different institution (or enterprise) for the purpose of training or research for the period of one to six weeks. <p>The aims of such teaching mobility are as follows:</p> <ul style="list-style-type: none"> - To encourage higher education institutions to disseminate and enrich the scope and content of offered courses; - To enable students that cannot participate in mobility to use the knowledge and skills of the academic staff of higher education institutions and the staff invited from enterprises, from other European countries; - To encourage the exchange of expert knowledge and skills on pedagogical methods; - To establish contacts between higher education institutions and enterprises; - To enable staff from higher education organisation to acquire knowledge or certain practical knowledge from experience and best practice from abroad, as well as practical skills relevant to their current work and professional development; - To encourage students and staff to become mobile and help them to prepare the mobility period. <p>A partner higher education institution shall approve the programme to be conducted by visiting teachers (curriculum) prior to the start of the mobility period. If an individual who has performed a certain task is a member of a higher education organisation, the assignment shall be based on an inter-institutional agreement between the sending and the receiving institution.</p> <p>The sending and receiving institution shall approve the training programme carried out by a member of staff prior to the start of the mobility period.</p>
Beneficiaries	<ul style="list-style-type: none"> - Higher education institutions that are holders of the Erasmus University charter and their students and staff; - Enterprises, training centres, research centres and other institutions.
Eligible applicants	<p>Application may only be submitted by legal entities - Slovene higher education institutions, holders of an appropriate Erasmus University Charter.</p> <p>Institutions may apply individually or on behalf of a consortium (group of higher education institutes, holders of Extended Erasmus University Charters).</p>
SUBMISSION PROCEDURE	
Deadline for submission of applications	14 October 2013
Manner of	Paper version 1 original of the application, signed by hand

submission of applications		and 2 copies thereof shall be submitted. An application shall be considered timely when submitted on the appropriate form and sent by registered mail by 11.59 PM on the date of the deadline for submission at the latest or delivered personally to the CMEPIUS secretarial service by 3 PM on the date of the deadline at the latest (see above). A printed original of the application shall be addressed to the Programme Operator - CMEPIUS (Štipendijski sklad EGP in NFM - Mobilnost v visokem šolstvu), Ob železnici 30a, 1000 Ljubljana, Slovenia. Individual sheets of the application shall not be stapled or glued together.
	Electronic version	Submission in electronic form shall mean submission by e-mail to the e-mail address provided on the application (eeagrants@cmepius.si)
	Certified copy	The project promoter shall deliver a statement that the copies are true, exact and unaltered copies of the original.
	Signature of the authorised representative and seal	An original of the grant application shall be signed by the authorised representative. In addition to the signature of the authorised representative, it shall bear the stamp of the organisation. In case the organisation does not use a stamp, a statement shall be enclosed to the effect that the organisation does not use a stamp.
Availability of application forms	http://www.cmepius.si/en/higher-education/eea-and-norway-grants.aspx	
Language of applications	An application shall be made in either English or Slovenian language. In case an application is not written in either Slovenian or English, three copies of a translation of the application into either Slovenian or English shall be submitted, together with the original.	
National rules for applications	Exclusion criteria	Any grant application that fails to meet any of the criteria in this section shall be rejected on grounds of failure to meet the technical eligibility criteria: <ul style="list-style-type: none"> - Failure to be submitted in a timely manner by the deadline for submission in printed form; - Failure to be completed with a computer; - Failure to be submitted on the appropriate application form (use of incorrect form); - Failure to be signed by the authorised representative.
	Eligibility exclusion criteria by call	In case of failure to meet the criteria under this chapter, applicants shall have two business days to amend their application in line with the guidelines. Potential calls to amend shall be dispatched in the following cases: <ul style="list-style-type: none"> - When original signatures are present, but not the stamp of the organisation; - When the required annexes are not enclosed to the application;

	<ul style="list-style-type: none"> - When the application was sent by post but not submitted in electronic form; - When the application was received after the deadline and the date of its submission by post is not evident from the envelope.
	<p>Calls to amend and deadline</p> <p>A call to amend shall be delivered only by e-mail to the e-mail address of the contact person provided on the grant application. The deadline for amendment (two business days) shall begin to run the next business day after the sending date of the e-mail. An amended application shall be submitted by registered post within the deadline and in the manner as set forth in the "National rules for applications" chapter herein. In case of failure to meet the eligibility criteria, an application shall be dismissed before the content evaluation stage.</p>
<p>Assessment procedure</p>	<p>The criteria for awarding grants are set forth in more detail in the assessment sheets for each measure. These shall be published on the CMEPIUS web site, together with the application form.</p> <p>The Programme Operator shall submit an application that meets the eligibility criteria (legal and technical criteria under the call) to an assessment of its content by two assessors. The assessment shall have two stages - independent assessment, performed by the two assessors separately, and consensus reaching of the two assessors on the harmonised joint score. The end result is a single comment and points for each award criterion and the final total number of points (sum of points per individual criteria). Applications failing to achieve 50% of available points shall be rejected. Applications that shall receive the highest number of points in the assessment of the content shall be selected for co-financing up to the limit of availability of financial means.</p>
<p>Appeal</p>	<p>Applicants may appeal to the technical realisation of the procedure. Applicants, who are rejected due to their failure to meet the legal and technical criteria under the call or because of procedural deficiencies or irregularities, may appeal to decision with the National Committee of the EEA/NFM Scholarship Fund within 15 days upon receipt of a written notice. Appeals shall not stay the execution of the decision appealed or the signing of contracts with the selected applications.</p>

Method of calculation of grants	Detailed rules are set forth in the Guide for Applicants.										
	For mobility of staff: Table 1: Travel and subsistence costs - maximum amounts (in EUR) per receiving state.										
		Total amount - week 1							Additional amount for week 2*	Additional amount per week (weeks 3-6)*	Maximum amount for travel
	Receiving state	1st day	2nd day	3rd day	4th day	5th day	6th day	One week (7 days)			
	Iceland	180	360	540	720	900	1,080	1,260	504	202	950
Liechtenstein	260	520	780	1.040	1.300	1,560	1,820	728	291	450	
Norway	260	520	780	1.040	1.300	1,560	1,820	728	291	800	
Slovenia	160	320	480	640	800	960	1,120	448	179		
*For weeks 2-6, additional full weeks are considered based on the amount provided in the "Additional amount for week 2 and weeks 3-6" columns. The method for calculating a "non-full" week is the number of additional days multiplied by 1/7 of the amount provided in the "Additional amount for week 2 for weeks 3-6" column.											
For mobility of students: Table 2: Mobility of students - Monthly amounts and travel costs - maximum amounts (in EUR) per receiving state.											
	Receiving state		Monthly amount, excluding travel				Maximum amount for travel				
	Iceland		1,200				950				
	Liechtenstein		1,200				450				
	Norway		1,200				800				
For the calculation of the grant for organisation of mobility (OM) , institutions shall receive an amount per person with respect to the total number of implemented mobilities:											
	Maximum amounts of costs per unit					In EUR per participant					
	Amount 1 (1 to 25 persons)					200					
	Amount 2 (26 to 50 persons)					150					
	Amount 3 (51 persons and more)					100					
Notes with regard to financing	In case a participant is awarded an Erasmus grant for mobility, the difference between Erasmus and NFM grant may be awarded to the student from this Scholarship Programme.										
	Persons with special needs										
	Within the EEA/NFM Scholarship Programme participants with special needs may be eligible for special treatment when determining the co-financing criteria. Special needs persons include individuals with mental development disabilities, the blind and visually impaired, the deaf and hard of hearing, persons with speech disabilities, persons with impaired mobility, persons with long-term illnesses, persons with certain learning deficiencies and persons with emotional and behavioural disabilities, who need additional expert assistance to carry out programmes, or adapted or special programmes. In the case of individual mobilities, when submitting a grant application, applicants or participants with special needs may apply for a grant to cover such extra costs that have to be defined in detail. The Programme Operator may award such extra funds to carry out individual mobility or support the participation of an accompanying person based on a										

	justified application.
DURATION	
Minimum duration	Mobility of students for the purpose of studying: 3 months Mobility of students for the purpose of placement: 6 weeks Mobility of teaching/training staff - teaching and other staff in higher education institutions and enterprises: 1 day
Maximum duration:	Mobility of students for the purpose of studying: 12 months Mobility of students for the purpose of placement: 12 months Mobility of teaching / training staff - teaching and other staff in higher education institutions and enterprises: 6 weeks
Notes with regard to duration:	Mobility of students for the purpose of studying: a minimum of three months or one full study trimester/period. Mobility of teaching staff - teaching staff in higher education institutions and enterprises: teaching tasks shall comprise a minimum of five hours of teaching. Mobility should last a minimum of five business days to ensure a significant contribution to the teaching programme and international life at the receiving institution.
ASSESSMENT AND SELECTION PROCEDURES	
General eligibility criteria:	General eligibility criteria for applications under the EEA / NFM programme Scholarship Fund are provided in the Guide for Applicants. Participating countries: Norway, Iceland and Liechtenstein, Slovenia.
Special eligibility criteria:	- Applications shall be submitted by institutions that are legal entities. - Mobility of students for the purpose of studying: The institution that is organising mobility shall be an institution in tertiary education and a holder of the Erasmus University Charter. - Mobility of students for the purpose of placement: The institution that is organising mobility shall be either an institution in tertiary education, holder of the Extended Erasmus University Charter. - Mobility of staff for the purposes of teaching and training of staff: The institution that is organising mobility (including invitations to educational staff from enterprises) shall be an institution in tertiary education and a holder of the Erasmus University Charter.
Notes with regard to the participants:	<ul style="list-style-type: none"> - Full recognition must be given by the home institution for the period spent abroad, preferably using ECTS credits. Recognition shall be based on the training agreement approved by all parties before the period of mobility starts. In the particular case of a period of placement that is not part of the curriculum of the student, the sending institution shall provide recognition at least by recording this period in the Diploma Supplement or if not possible in the student's transcript of records. In addition, the use of the Europass Mobility document is encouraged. - The student must be registered in a higher education institution which holds an Extended Erasmus University Charter and be enrolled in higher education studies leading to a recognised degree or other recognised tertiary level qualification up to and including the level of doctorate. <p>The participating students and teaching staff shall be:</p> <ul style="list-style-type: none"> - Citizens of the countries participating in the EEA/NFM programme Scholarship Fund or; - Citizens of other states who are regular students at higher education organisations, or are employed or work in a participating country in line with the conditions as set forth by each participating country and in accordance of the manner of the programme.
AGREEMENT PROCEDURES	
Planned date for preliminary information on the results of the selection procedure	December 2013
Planned date for sending the agreement to the project promoters	December 2013
Planned date for the start of the measure	January 2014
Planned date for the end of the measure	March 2015