

<b>Programme</b>	<b>EEA/NFM SCHOLARSHIP FUND</b>	
<b>Measure</b>	<b>Inter-institutional cooperation projects in higher education</b>	
<b>Aims and description of the measure</b>	<p>The measure enhances inter-institutional cooperation of the higher education institutions (and other relevant organisations, such as enterprises, NGOs) between the countries participating in the EEA/NFM Scholarship Fund.</p> <p>Activities that are eligible within the framework of this measure are <b>Intensive programmes (hereinafter IP)</b>, which constitute short study programmes on a specific topic (10 full successive days). The programme shall be recognised for the participating students by ECTS credits, which shall count towards regular study requirements.</p>	
<b>Beneficiaries</b>	The students and teaching staff of the institutions participating in the IP.	
<b>Eligible applicants</b>	<p>Application may only be submitted by legal entities. All participating institutions shall be holders of the Erasmus University Charter. Organisations shall apply in the form of a consortium. A consortium shall be comprised of at least three institutions, of which one shall be from Norway, one from Slovenia and, possibly, in case it represents an added value to the project, or is necessary for the content of the project, also institutions from other countries participating in the EEA/NFM Scholarship Fund. Organisations shall implement the IP in Slovenia.</p>	
<b>APPLICATION PROCEDURE</b>		
<b>Deadline for submission of applications</b>	<b>14 October 2013</b>	
<b>Manner of submission of applications</b>	<b>Paper version</b>	<p><b>1 original application, signed by hand, and two copies thereof</b> shall be submitted.</p> <p>An application shall be considered timely when submitted on the appropriate form and sent by registered post 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 (<b>see above</b>).</p> <p>A printed original of the application shall be addressed to the Programme Operator - CMEPIUS (Štipendijski sklad EGP in NFM – Projekti med - institucionalnega sodelovanja v visokem šolstvu), Ob železnici 30a, 1000 Ljubljana, Slovenia.</p> <p>Individual sheets of the application shall not be stapled or glued together.</p>
	<b>Electronic version</b>	<p>Submission in electronic form shall mean submission by e-mail to the e-mail address provided on the application (<a href="mailto:eeagrants@cmepius.si">eeagrants@cmepius.si</a>)</p>

	<p><b>Signature of the authorised representative and seal</b></p>	<p>An original of the grant application shall be signed by the authorised representative.</p> <p>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.</p>
	<p><b>Certified copy</b></p>	<p>The project promoter shall deliver a statement that the copies are true, exact and unaltered copies of the original.</p>
<p><b>Availability of application forms</b></p>	<p><a href="http://www.cmepius.si/en/higher-education/eea-and-norway-grants.aspx">http://www.cmepius.si/en/higher-education/eea-and-norway-grants.aspx</a></p>	
<p><b>Language of applications</b></p>	<p>An application shall be made in either English or Slovenian language. In case an application is <b>not</b> 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.</p>	
<p><b>National rules for applications</b></p>	<p><b>Exclusion criteria</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>- Failure to be submitted in a timely manner by the deadline for submission in printed form;</li> <li>- Failure to be completed with a computer;</li> <li>- Failure to be submitted on the appropriate application forms (use of incorrect forms);</li> <li>- Failure to be signed by the authorised representative.</li> </ul> <p><b>Eligibility exclusion criteria by call</b></p> <p>In case of failure to meet the criteria under this chapter, project promoters 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:</p> <ul style="list-style-type: none"> <li>- When original signatures are present, but not the stamp of the organisation;</li> <li>- When the required annexes are not enclosed to the application;</li> <li>- When only the original of the application is sent without the required copies, or copies of the translation into either Slovenian or English;</li> <li>- When the application was sent by mail but not submitted in electronic form;</li> <li>- When the application was received after the deadline and the date of its submission by post is not evident from the envelope.</li> </ul> <p><b>Calls to amend and deadline</b></p> <p>A call to amend shall be delivered <b>only by e-mail</b> 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 by 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>	

<b>Assessment procedure</b>	<p>The criteria for awarding grants are set forth in more detail in the assessment sheets for each measure. Assessment sheets shall be published on the CMEPIUS web site, together with the application form.</p> <p>The Programme Operator shall submit a grant application that meets the eligibility criteria (legal and technical criteria under the call) to an assessment of its content by at least two assessors. The assessors shall first prepare their separate scores and then a harmonised joint score. The final score, based on which the applications shall be ranked and grants awarded, shall be the harmonised joint score.</p> <p>Project promoters that score less than 50% of all possible points, or that score less than 10 points in one or more criteria shall be rejected.</p> <p>Applications with the highest score of points in the assessment shall be selected for co-financing up to the limit of availability of financial means.</p>																																																									
<b>Appeal</b>	<p>Project promoters may appeal the technical realisation of the procedure. Project promoters 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 this 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>																																																									
<b>Co-financing rules</b>	<p><b>General rules with regard to co-financing are set forth in the Guide for Applicants.</b></p> <p><b>Travel costs</b> shall be based on real costs and shall not exceed <b>EUR 700</b> per person. For Slovenian participants, travel costs shall not exceed <b>EUR 150</b>.</p> <p><b>Subsistence costs for professors/lecturers</b> are provided in <b>Table 1 of the Guide for Applicants</b> and shall be equal to the highest contribution towards the daily subsistence costs.</p> <table border="1" data-bbox="411 1254 1460 1608"> <thead> <tr> <th rowspan="2">Host state</th> <th colspan="7">Total amount - week 1</th> <th rowspan="2">Additional amount for week 2*</th> <th rowspan="2">Additional amount per week (weeks 3-6)*</th> </tr> <tr> <th>1st day</th> <th>2nd day</th> <th>3rd day</th> <th>4th day</th> <th>5th day</th> <th>6th day</th> <th>One week (7 days)</th> </tr> </thead> <tbody> <tr> <td>Iceland</td> <td>180</td> <td>360</td> <td>540</td> <td>720</td> <td>900</td> <td>1,080</td> <td>1,260</td> <td>504</td> <td>202</td> </tr> <tr> <td>Liechtenstein</td> <td>260</td> <td>520</td> <td>780</td> <td>1.040</td> <td>1.300</td> <td>1,560</td> <td>1,820</td> <td>728</td> <td>291</td> </tr> <tr> <td>Norway</td> <td>260</td> <td>520</td> <td>780</td> <td>1.040</td> <td>1.300</td> <td>1,560</td> <td>1,820</td> <td>728</td> <td>291</td> </tr> <tr> <td>Slovenia</td> <td>160</td> <td>320</td> <td>480</td> <td>640</td> <td>800</td> <td>960</td> <td>1,120</td> <td>448</td> <td>179</td> </tr> </tbody> </table> <p>*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.</p> <p><b>Subsistence costs for students</b> shall not exceed <b>EUR 40.00 per student per day</b>.</p> <p><b>Organisation or preparation costs</b> shall be flat-rate amounts and shall amount to <b>EUR 7.000</b> for the organisation of one Intensive programme in Slovenia.</p>	Host state	Total amount - week 1							Additional amount for week 2*	Additional amount per week (weeks 3-6)*	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	Liechtenstein	260	520	780	1.040	1.300	1,560	1,820	728	291	Norway	260	520	780	1.040	1.300	1,560	1,820	728	291	Slovenia	160	320	480	640	800	960	1,120	448	179
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<b>Minimum IP duration:</b>	10 working days.
<b>Maximum IP duration:</b>	Six weeks.
<b>PROJECT DURATION:</b>	Maximum duration of projects under measure 4 is two years.
<b>FINANCIAL PROVISIONS</b>	
<b>For further information please consult Chapter 4 (Financial provisions) of Part I of this Guide.</b>	
<b>Minimum and maximum grant amount in EUR:</b>	EUR 30.000 – EUR 90.000.
<b>Notes with regard to financing:</b>	Funds provided by the Scholarship Fund shall not exceed 90% of total eligible costs of a project. The remaining 10% of funds shall be provided by the institutions involved in the project.
<b>ASSESSMENT AND SELECTION PROCEDURES</b>	
<b>General eligibility criteria:</b>	General eligibility criteria for applications under the EEA/NFM programme Scholarship Fund are provided in the Guide for Applicants. Participating countries: in addition to the donor states (Norway, Iceland and Liechtenstein), Portugal, Spain, Malta, Cyprus, Greece, Bulgaria, Romania, Hungary, Slovakia, the Czech Republic, Poland, Estonia, Lithuania, Latvia and Slovenia are participating in the programme.
<b>Special eligibility criteria:</b>	<ul style="list-style-type: none"> <li>- Applications shall be submitted by organisations that are legal entities.</li> <li>- All participating organisations (coordinators and partners) shall hold the Erasmus University Charter.</li> <li>- Activities shall not include research activities or conferences.</li> <li>- A consortium shall include at least three participating organisations from at least two different countries. At least one participating organisation shall be from the donor states and one from Slovenia.</li> <li>- The planned location for the IP is Slovenia.</li> <li>- Participants shall include at least 10 eligible students that are not from Slovenia.</li> <li>- The IP shall run uninterrupted; work days that are connected to a specific topic may only be separated by the weekends or national holidays.</li> <li>- Proposals for IPs that are a part of an Erasmus Mundus Master's or Doctorate programme shall not be eligible.</li> <li>- Project promoter may implement a maximum of two IPs within the framework of one project within two years.</li> </ul> <p>The participating students and teaching staff shall be:</p> <ul style="list-style-type: none"> <li>- Citizens of the countries participating in the EEA/NFM programme Scholarship Fund or;</li> <li>- 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.</li> </ul>
<b>Minimum number of countries:</b>	2
<b>Minimum number of partners:</b>	3
<b>Award criteria</b>	<b>1. Relevance</b>

	<p>The benefits of the Bilateral/European cooperation in the provision of intensive courses in specific subjects - e.g. added value of the offered IP versus existing courses on the level of the participating institutions, are clear and well-defined. The IP includes a multidisciplinary approach, which enhances cooperation between students from various fields of academia.</p>
	<p><b>2. Quality of goals; innovative character</b></p> <p>The goals and principles of the IP are clear, realistic and deal with an appropriate topic. The IP shall offer to the participating students and teaching staff a significant novelty in the meaning of learning opportunities, the development of competencies, access to information and others.</p>
	<p><b>3. Methodology and work programme</b></p> <p>The methodology is consistent with set goals. A clear description of the pedagogical and didactic approaches is provided. The proposal defines target groups. An explanation of the method of selection of participating students is provided. The balance of staff and students allows for active group work. Students that will participate in an IP shall receive ECTS credits. The proposal provides a description of measures to ensure study recognition within the framework of the IP.</p>
	<p><b>4. Learning outcomes, ECTS and recognition</b></p> <p>The expected learning outcomes are relevant. The IPs, in addition to learning outcomes, support transfer of cross-competencies with regard to competencies in connection to subjects. The work (study) load of the participating students is recognised by ECTS credits. The proposal provides a description of the provisions on the recognition of studies carried out within the framework of the intensive programme.</p>
	<p><b>5. Partnership, leadership, monitoring and project evaluation</b></p> <p>Partnership is of high quality. The distribution of tasks between partners ensures the achievement of the outcomes and active involvement of all partners. There is an appropriate balance between the partners in the meaning of their responsibilities and inclusion in the activities being implemented. Appropriate measures are foreseen to ensure efficient communication and cooperation between partners. Financial and contractual obligations are clearly explained. Monitoring and IP evaluation measures are clearly defined and effective.</p>
	<p><b>6. Dissemination and use of outcomes; IP effect</b></p> <p>Dissemination and use of IP outcomes activities are well-planned and shall ensure optimal use of outcomes by the participating institutions and, if feasible, in the wider community. The expected outcomes are relevant and shall affect the quality of teaching in the relevant subject field at the participating institutions. The proposal indicates multiplier effects or potential spin-off outcomes of the IP.</p>
<b>AGREEMENT PROCEDURES</b>	
<b>Planned date for disclosure of information on the results of the selection procedure</b>	December 2013
<b>Planned date for sending the agreement to the project promoters</b>	December 2013
<b>Planned date for the start of the measure</b>	January 2014
<b>Planned date for the end of the measure</b>	January 2016