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Call for proposals

EEA Financial Mechanism 2009-2014

Scholarship Programme (HU08)

Mobility Projects in Other Educational  
Institutions and Education Related  
Institutions

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## 1. Aim of the Scholarship Programme

The aim of the Programme is to support international co-operations, transnational partnerships and implement mutual mobility projects in order to enhance the Hungarian participation in the Lisbon / Copenhagen / Bologna processes and to contribute to the establishment of long lasting institutional co-operations between Hungarian and Donor States institutions. In the framework of the programme, school education, higher education institutions and institutions involved in vocational training may apply for learning, teacher, staff mobility and for project based, higher education related international cooperation.

The coordinator of the Scholarship Programme in Hungary is Tempus Public Foundation (hereinafter: TPF). TPF, that is responsible for the overall implementation of the Scholarship Programme in Hungary, including information service for the project promoters, guidance in the project planning and writing phase, management of the applications and supervising the implementation of the approved projects, acts as Programme Operator.

3 152 562 euros<sup>1</sup> can be used in the whole duration of the Scholarship Programme in the actions listed below. The Scholarship Programme is financed by the EEA Financial Mechanism and the Hungarian state budget. The Scholarship Programme will contribute to the mobility of approximately 250 students and 370 teachers and other members of staff, as well as the implementation of 22 co-operation projects between Hungary and the institutions of the donor countries<sup>2</sup>.

With the present call approximately 300 000 euros<sup>3</sup> can be awarded to support *Mobility Projects in Other Educational Institutions and Education Related Institutions*.

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<sup>1</sup> The availability of these funds is contingent upon the signature of the Programme Agreement agreed between the Financial Mechanism Committee and the National Focal Point. The Programme Operator does not take any responsibility and does not make a commitment for making available the funds, in case for any reason the conclusion of the above Agreement would fail. Once the Programme Agreement is signed, the Programme Operator will release this waiver of responsibility.

<sup>2</sup> The implementation of these mobility and cooperation projects is contingent upon the signature of the Programme Agreement agreed between the Financial Mechanism Committee and the National Focal Point. The Programme Operator does not take any responsibility in case for any reason the conclusion of the above Agreement would fail. Once the Programme Agreement is signed, the Programme Operator will release this waiver of responsibility.

<sup>3</sup> The availability of these funds is contingent upon the signature of the Programme Agreement agreed between the Financial Mechanism Committee and the National Focal Point. The Programme Operator does not take any responsibility and does not make a commitment for making available the funds, in case for any reason the conclusion of the above Agreement would fail. Once the Programme Agreement is signed, the Programme Operator will release this waiver of responsibility.

## 2. Eligible Applicants

The following institutions, organisations, bodies, enterprises (hereinafter: institutions) located in Hungary are eligible to apply within the framework of the *Mobility Projects in Other Educational Institutions and Education Related Institutions* action.

- School education institutions;
  - Institutions and bodies involved in vocational education and training;
  - Associations and representatives of those involved in vocational education and training, including trainees', parents' and teachers' associations;
  - Other bodies involved in education and training (e.g. non-profit organisations, NGOs, foundations, associations, local, regional, national bodies, public and private institutions)
  - Bodies providing guidance, counselling and information services relating to any aspect of education and training;
  - Bodies responsible for systems and policies concerning any aspect of education or training;
  - Research centres;
  - Social partners and other representatives of working life cooperating with accredited educational institutions, including chambers of commerce and other trade organisations;
  - Non-profit organisations, voluntary bodies, NGOs responsible for the organisation and delivery of education and training at local, regional and national levels;
  - Enterprises related to the field of education, accredited to carry out trainings.
- Enterprises are eligible:
- If operating for more than 2 fiscal years (excluding years of operation as preliminary company)
  - If not subject to bankruptcy or liquidation proceedings

Enterprises can receive funding as de minimis aid (see 2.6 Guide for Applicants).

## 3. Eligible Activities

Eligible activities are teacher/staff mobility projects at non-tertiary level in education related institutions. Applicant institutions shall be involved in school education, training or adult education. Higher education institutions may participate in projects of a cross-sectorial nature (i.e. institutions related to teacher training).

The present call for proposals provides funding to realise individual teacher and/or staff mobility projects. The three subcategories are the following:

- Short teaching assignment
- Participation in conferences, seminars, workshops or other training events
- Job shadowing

The Hungarian applicant institutions must cooperate with at least one institution from a donor country within the framework of *Mobility Projects in Other Educational Institutions and Education Related Institutions* action. Please note that applications are only accepted if submitted by eligible institutions. Individuals may apply for a grant at their home institution. The sending institution determines the process, conditions and criteria of selection of individuals.

#### 4. Deadlines

Deadline for submission and deadline for preliminary eligibility check:

- Deadline for submission: 5th May 2014
- Deadline for preliminary eligibility check: 21st April 2014

Proposals submitted before the so called preliminary deadline will be checked against the administrative and eligibility criteria and those proposals that do not meet the criteria will be notified by e-mail before the actual deadline to be able to correct the proposal in time. Please note that preliminary check includes only formal criteria checks regardless of the content. Preliminary eligibility check is not compulsory.

Please note it is not possible to modify or to correct the proposals after having submitted them. If the applicant decides to modify their proposal according to the advice given by TPF as the result of preliminary eligibility check, the applicant shall create and submit a new proposal if the original needs to be modified to meet eligibility criteria.

Deadline for online submission is the same as deadline for postal submission (date of postal stamp). If an application fails to meet the deadline it will be automatically rejected.

#### 5. Submission of project proposals

Project proposals must be submitted before the deadline via the online submission database using the adequate application form in English. The form and its annexes (official declaration of the applicant, letter of intent, declaration on avoidance of co-financing, declaration of transparency – only for Hungarian applicants –, *de minimis* declaration) are available at <https://nora.norvegalap.hu/> (see Guide for Applicants).

After online submission – but not for eligibility check – the official declaration of the applicant (see Guide for Applicants) must be printed, signed and sent as registered mail the latest by 11:59 pm on the day of the deadline to **TPF's address**:

**Tempus Public Foundation  
1438 Budapest 70., Pf. 508.**

## **6. Timetable**

- Deadline of submission: 5<sup>th</sup> May, 2014; 11:59 pm. The deadline means the date of postal stamp and the date of online submission.
- Notification of the applicants (for the 5<sup>th</sup> May, 2014 deadline) will be sent in June, 2014.

## **7. Procedure for the assessment and selection of proposals**

### **7.1 Assessment**

The applications will be assessed by two independent, external experts appointed by TPF. They will undertake an assessment on the basis of a pre-determined scoring system (see Practical information). If the application does not meet all the listed criteria, it will be automatically rejected and no further assessment will be carried out. The final score of a grant application is the average of the scores given by the two experts. If the difference between the overall points given by the experts exceeds the 30% of the higher score, then a third expert will be involved. In this case those two scores that are closer to each other will be taken into consideration to get the average score. Based on the assessment, TPF establishes a ranking list of applications, differentiating between applications proposed for approval, rejection and reserve list. The ranking list will include the grant amounts foreseen for those applications proposed for approval or reserve list. The reserve list of applicants may be used to award further grants in case funds become available following withdrawal of approved projects or following an increase in the programme budget.

### **7.2 Decision making**

#### **7.2.1 Selection Committee**

The ranked lists of grant applications resulting from the technical assessment procedure as set out above are submitted to the Selection Committee. Selection Committee includes at least three members and the representatives of the donor programme partners. The role of the Selection Committee is to supervise the overall assessment procedure, to guarantee the equal treatment of all applications through a fair and transparent application of the procedures and to make a grant award proposal to the Board of Trustees of TPF.

#### **7.2.2 Final grant award decision**

The Board of Trustees of TPF is the body in charge of taking the final grant award decision. Each applicant will be notified in writing within 5 working days following the decision. It is not possible to redress the decision of the Board of Trustees of TPF, however, if the applicant feels that his/her institution's application was mistreated in any way a complaint must be lodged to TPF on the address above. According to TPF's regulation on complaint procedure, submitted communications are examined and answered in writing within 30 days.

## 8. Practical information

<b>Eligible activities and their minimum and maximum duration</b>	<b>Teacher/staff mobility</b> <ul style="list-style-type: none"> <li>• Short teaching assignment: minimum 1 week and 5 teaching hours per week, maximum 6 weeks.</li> <li>• Participation in conferences, seminars, workshops or other training events: minimum 1 day, maximum 6 weeks</li> <li>• Job shadowing: minimum 1 week and 5 workdays per week, maximum 6 weeks.</li> </ul>																																
<b>Grant</b>	<p><b>Minimum grant: EUR 2 000/project</b>  <b>Maximum grant: EUR 50 000/project</b>  <b>There is no compulsory self-contribution; however, the grant does not necessarily cover all the costs. Any additional resources must be provided by the applicant as self-contribution.</b></p> <p><b><u>Outgoing teachers/staff:</u></b></p> <ul style="list-style-type: none"> <li>• Grants may differ as follows depending on the duration of the mobility. The amounts listed in the table below include the EUR 500/person (lump sum) travel cost.</li> </ul> <table border="1" data-bbox="454 1120 1412 1265"> <thead> <tr> <th>1 day EUR</th> <th>2 days EUR</th> <th>3 days EUR</th> <th>4 days EUR</th> <th>5 days EUR</th> <th>6 days EUR</th> <th>7 days EUR</th> <th>2<sup>nd</sup>-6<sup>th</sup> EUR / week</th> </tr> </thead> <tbody> <tr> <td>614</td> <td>729</td> <td>843</td> <td>957</td> <td>1 071</td> <td>1 186</td> <td>1 300</td> <td>800</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• 1 week shall equal to 7 days, 5 workdays must be certified during this period. Maximum 1-1 day can be used for travelling (see Guide for Applicants). Days from the second week shall be counted in proportion to a complete week.</li> </ul> <p><b><u>Incoming teachers/staff:</u></b></p> <ul style="list-style-type: none"> <li>• Grants may differ as follows depending on the duration of the mobility. The amounts listed in the table below include the EUR 500/person (lump sum) travel cost.</li> </ul> <table border="1" data-bbox="454 1702 1452 1859"> <thead> <tr> <th>1 day EUR</th> <th>2 days EUR</th> <th>3 days EUR</th> <th>4 days EUR</th> <th>5 days EUR</th> <th>6 days EUR</th> <th>7 days EUR</th> <th>2<sup>nd</sup>-6<sup>th</sup> EUR / week</th> </tr> </thead> <tbody> <tr> <td>557</td> <td>614</td> <td>671</td> <td>729</td> <td>786</td> <td>843</td> <td>900</td> <td>400</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• 1 week shall equal to 7 days, 5 workdays must be certified during this period. Maximum 1-1 day can be used for travelling (see Guide for Applicants). Days from the second week shall be counted in proportion to a complete week.</li> </ul>	1 day EUR	2 days EUR	3 days EUR	4 days EUR	5 days EUR	6 days EUR	7 days EUR	2 <sup>nd</sup> -6 <sup>th</sup> EUR / week	614	729	843	957	1 071	1 186	1 300	800	1 day EUR	2 days EUR	3 days EUR	4 days EUR	5 days EUR	6 days EUR	7 days EUR	2 <sup>nd</sup> -6 <sup>th</sup> EUR / week	557	614	671	729	786	843	900	400
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	<p><b>Organisation of mobility</b>  The programme provides funding for the organisation of each incoming and outgoing mobility for the applicant institution (relevant activities may be: informational, promotional, monitoring and reporting activities).  Grant: EUR 100/participant (teacher, staff) paid as lump sum.</p> <p><b>Special needs support (for students, teachers, staff with special needs)</b>  Selected grantholders should apply individually at the Hungarian institution. Call for proposals will be published by the Hungarian institution. The text of the call, application form and assessment will be provided by TPF.</p> <p>All payments are made to institutions and not to individual persons.</p>
<p><b>Duration of projects</b></p>	<p>Institutions can apply for a 15 month long period; all individual mobilities must be completed within 15 months.  Approved projects shall start between August and October 2014 and shall be realised within 15 months.</p>
<p><b>Eligibility criteria</b></p>	<ul style="list-style-type: none"> <li>• The grant application has been submitted using the correct application form.</li> <li>• The grant application is completed in full.</li> <li>• The application was submitted online by the deadline.</li> <li>• The application submitted online includes all the necessary attachments (letter of intent, declaration on avoidance of co-financing, declaration of transparency – only for Hungarian applicants –, <i>de minimis</i> declaration if applicable), the official declaration of the applicant is sent via post.</li> <li>• The hard copy of the official declaration of the applicant document shall have the legal representative’s handwritten signature on it (blue ink only) and institutional stamp – if applicable.</li> <li>• The applicant institution is eligible for funding.</li> <li>• The application was submitted by the Hungarian institution acting as the coordinator of the project.</li> <li>• The applicant institution has named at least one partner, located in one of the donor countries (Norway, Iceland, Liechtenstein).</li> <li>• The application has been drawn up in English.</li> <li>• Special criteria for enterprises: the application submitted electronically should also include the filled in and signed “<i>De minimis</i> declaration”.</li> </ul> <p>Only proposals that meet the administrative and eligibility criteria shall be sent to evaluation.</p>

<p><b>Criteria for quality assessment</b></p>	<ul style="list-style-type: none"> <li>• Partners are capable of realising the planned projects; the applicant institution is capable of coordinating the partnership (human resources and experience in international cooperation). Roles and sharing of workload is clear and reasonable between partners. (15 points)</li> <li>• The aim, expected impact of the project is clearly described and is in accordance with the goals, plans and strategy of the applicant institution. (15 points)</li> <li>• The expected range of selected individuals, type of planned mobilities (conference, training, job shadowing) and the profile of partner institution(s) are in line with the selected individuals' goals, professional background and the objectives of the Hungarian applicant institution. Timing of the mobility project is realistic. (15 points)</li> <li>• There is a clear planning of activities to be developed; the programme is reasonable and consistent with both individual and institutional development objectives. (15 points)</li> <li>• Selection of individuals is clearly described and consistent. Method of selection supports equal treatment and transparency. (15 points)</li> <li>• The preparation for participating in the mobility project is clearly described and justified. (15 points)</li> <li>• There is a detailed description of expected impacts of the project and dissemination activities. Expected impacts, results are realistic and achievable. (15 points)</li> <li>• There is a well-detailed description of evaluation activities and an endeavour to support sustainability. Valorisation plan of results and acquired knowledge is well-developed and realistic. (15 points)</li> </ul> <p>There is a minimum of 5 points to be achieved for each quality assessment criterion, received overall points must be at least 78 (out of total 120) to be entitled to funding.</p>
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## 9. Partner search

Finding a suitable partner is the responsibility of the applicants. The partner search database, operated by donor programme partners includes Norwegian, Icelandic and Liechtensteiner institutions, can be a good start. To access the database, visit: [SIUs partner search](#). The official Hungarian website of the EEA/Norway Grants also offers a Project Partner Search option, which is available at [www.norvegalap.hu](http://www.norvegalap.hu). Partner search requests can be sent to TPF directly ([eeascholarship@tpf.hu](mailto:eeascholarship@tpf.hu)) to be passed on to potential partner institutions via channels of TPF.

## 10. Further information

- Information on the Programme and the all documents necessary for application can be downloaded from the
  - website of TPF: [www.tka.hu](http://www.tka.hu)

- official Hungarian website of EEA/Norway Grants: [www.norvegalap.hu](http://www.norvegalap.hu), [www.egtalap.hu](http://www.egtalap.hu)

In case of any alternations, the documents available at [www.tka.hu](http://www.tka.hu) shall prevail.

- The *Guide for Applicants* and the *sample Grant Agreement* are annexes of this call. These documents can also be downloaded from the above websites.
- Present call refers to and is in accordance with the following regulations:
  - Regulation on the implementation of the European Economic Area Financial Mechanism 2009-2014;
    - Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2009-2014 between the Republic of Hungary and Iceland, The Principality of Liechtenstein, The Kingdom of Norway (in Hungarian: 235/2011. (XI. 15.) Korm. rendelet egyrészről Izland, a Liechtensteini Hercegség, a Norvég Királyság, és másrészről a Magyar Köztársaság között az EGT Finanszírozási Mechanizmus 2009-2014-es időszakának végrehajtásáról szóló együttműködési megállapodás kihirdetéséről);
  - Guidelines issued by the Donor States with special attention to the Guidelines for Programmes under EEA Programme Area Scholarships and Norway Grants Programme Area Bilateral Scholarship Programme EEA and Norwegian Financial Mechanism [www.eeagrants.org](http://www.eeagrants.org),
  - The Hungarian regulation on the implementation: 326/2012. (XI. 16.) Korm. rendelet az EGT Finanszírozási Mechanizmus és a Norvég Finanszírozási Mechanizmus 2009-2014-es időszakának végrehajtási rendjéről
  - the following Hungarian regulations:
    - 2011. évi CVIII. törvény a közbeszerzésekről
    - 2011. évi CXCV. törvény az államháztartásról
    - 368/2011. (XII. 31.) Korm. rendelet az államháztartásról szóló törvény végrehajtásáról
    - az európai uniós versenyjogi értelemben vett állami támogatásokkal kapcsolatos eljárásról és a regionális támogatási térképről szóló 37/2011. (III. 22.) Korm. rendelet
- Data protection Notice

The management of applications includes the management of personal data. Data management process complies with

- Hungarian law (2011. évi CXII. Törvény)

- Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

By submitting the application form the applicant agrees that the Programme Operator manages the provided data (including personal data). Personal data is processed solely in connection with the implementation and monitoring of the agreements of EEA Financial Mechanisms HU08 Scholarship Programme for the following purposes:

- Application form: Checking if the grant application meets the criteria listed in the call for proposals
- Report: Statistic and financial monitoring of the project
- Use of data in applications and reports is necessary for the Programme Operator to fulfil its reporting and disclosure obligations towards National Focal Point and donor bodies or in case of an audit conducted by external agencies Programme Operator should give insight into these documents/data
- Outcomes: dissemination, assessment and research

On the applicant's request, personal data may be corrected or completed if they are inaccurate or incorrect. Any question relating to these data, should be addressed to TPF. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

## 11. Payment Flows

For *Mobility Projects in Other Educational Institutions and Education Related Institutions* action payment will be made as follows:

an advance payment of 80% of the project grant upon signature of the project contract, the remaining balance (max. 20%) will be paid upon approval of the final report;

**For further information please do not hesitate to contact the colleagues of Tempus Public Foundation.**

**Please send your enquiries to**

**[info@tpf.hu](mailto:info@tpf.hu) or**

**[egtalaposztondij@tpf.hu](mailto:egtalaposztondij@tpf.hu) / [eeascholarship@tpf.hu](mailto:eeascholarship@tpf.hu)**

**Telephone: + 36 1 237 1320**

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