



# Intra-Africa Academic Mobility Scheme

## Call for Proposals EACEA/07/2020

(Please note that the present document is not legally binding)

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## ***A) Preparation and submission of applications***

### **1. Which are the steps I have to follow to submit an application?**

Applications **must be submitted on-line using the application electronic form (eForm)**, duly completed and accompanied by its mandatory annexes. If needed for technical reasons, the eForm can be submitted by any partner university, including the EU technical partner.

#### **STEP 1: EU login account**

To access the eForm, as well as the other information systems of the European Commission used for the submission of the application (such as the [Funding & tender opportunities portal](#)), you will be required to have an EU login account.

If you already have an EU login account, you can use it. If not, you need to create a new account on the following web page: <https://webgate.ec.europa.eu/cas>

Some Frequently Asked Questions on how to create a new EU login account are available [here](#).

#### **STEP 2: Check if you and each of your partners, including the EU technical partner, have a PIC number. If not, register in the [Funding & tender opportunities portal](#) to obtain the PIC.**

Applicants and partners, including the EU technical partners and associate partners, must have their organisation registered in the Participant Register of the [Funding & tender opportunities portal](#) and thus have a Participant Identification Code (PIC) before starting the preparation of their proposal.

Information on how to register can be found in the portal on this [link](#).

#### **STEP 3: Enter the eForm and download it**

Once you have all the PICs, you can access the Intra-Africa eForm that is available on this [link](#).

You will need to click on "create a new application for funding", choose amongst the options (scroll-down menu) the **PanAfrican programme**, and then the **EACEA-07-2020 Call for proposals** and select **the language**.

At this stage you are requested to introduce the PICs of each partner (including the applicant and the EU technical partner). Once you have introduced all the PICs, you will be able to download the eForm.

#### **STEP 4: Fill-in the eForm**

The eForm can be downloaded and saved on a local disk. It must be filled-in in all its parts.

#### **STEP 5: Upload the mandatory annexes and validate the eForm**

Don't forget to also fill-in in all their parts, sign as required and upload to the eForm the following mandatory annexes:

Annex 1: Detailed Description of the Action

Annex 2: Budget and Mobility Form

Annex 3: List of master and doctoral programs

Annex 4: Declarations on honour for the lead applicant and all co-applicants (partners and EU technical partner) - to be completed and signed by the Legal representative of each HEI (and uploaded as one single pdf file)

Annex 5a: Mandates for the African co-applicants - to be completed and signed by the Legal representative of each African partner HEI (and uploaded as one single pdf file)  
Annex 5b: Mandate for the EU technical partner – to be completed and signed by the Legal representative of the EU technical partner HEI

Annex 6: Legal Entity Form for the lead applicant institution

Annex 7: Financial Identification Form for the lead applicant institution

Once you have completed the eForm and uploaded the annexes, validate the eForm. This triggers an automatic check that informs you if your application form is complete. If it is, you can submit it.

#### **STEP 6: Submit the eForm online**

**You must be online when you click on the "submit" button.** When you have submitted your application online, you should receive a **confirmation**

**email** and **reference number**. If not, contact the helpdesk: [eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu).

## 2. What happens if I cannot submit the eForm by the deadline?

Applications must be submitted no later than the deadline indicated in the Call for proposals guidelines. After this time the on-line application system will be closed and it will not be possible to submit an application anymore.

**Please note that only the on-line submission of the eForm and its Annexes will be considered as the formal valid application. Applications submitted by fax or e-mail will not be accepted.**

Therefore, you are strongly invited to start the preparation of your application well in advance and not to wait until the last minute to submit it as technical problems might occur which will prevent you from submitting your application on time.

## 3. Where can I find the eForm?

The link to the eForm of the Intra-Africa Academic Mobility Scheme can be found at [this link](#) of our web page.

## 4. Where can I find some guidance on how to fill-in the eForm?

You can consult the eForm user guide available on this [link](#).

If, after referring to the e-Form user guide, you still have a question or have encountered a technical problem in relation to the eForm, please contact the HelpDesk services:

- Helpdesk e-mail address: [eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu)
- HelpDesk telephone number: +32 2 299 0705

## 5. Where can I find the mandatory Annexes of the eForm

The template and forms of the mandatory annexes can be found on the tab "Annexes" (appearing on the left-hand side of the screen) of the [call web page](#).

## **6. In which language should the application be drafted?**

The application must be drafted in one of the EU official languages.

## **7. How many proposals can be submitted by a Higher Education Institution in the framework of this Call for proposals?**

There is no specific limitation on the number of proposals the same institution may submit as a lead applicant under the present Call. A same HEI can be involved in several proposals, which are submitted either as a lead applicant, co-applicant or associated partner. Only one project where this HEI is a lead applicant can be selected under the same call however. This provision does not apply when a HEI is participating as a co-applicant (including EU technical partner) or as associated partner in several projects. In this case, it is possible for several projects involving the same HEI to be selected.

## **8. My institution has already participated in the Intra-ACP Academic Mobility Scheme, can it apply for the Intra-Africa Academic Mobility Scheme?**

African Institutions that have participated in the Intra-ACP Academic Mobility Scheme can apply for an Intra-Africa Academic Mobility Scheme grant.

## **9. Are any funds available for preparatory or advance planning visits prior to the submission of the application?**

There are no funds available for preparatory works or visits in preparation of the project proposals.

The funds are only available to fund the project activities once the proposal is selected for funding and a grant agreement is signed with the Agency.

**10. Can the institution applies again for the same or other EU programmes in the future if the project proposal is not selected?**

If a proposal is not selected, it does not prevent any of the HEIs involved from applying for other funding under other programmes or for this same programme in future Calls for proposals.

**11. Can I contact EACEA by phone in order to get more information about the programme?**

Interested applicants are kindly invited to send all their questions by email to the functional mailbox: [EACEA-IntraAfrica-IntraACP@ec.europa.eu](mailto:EACEA-IntraAfrica-IntraACP@ec.europa.eu).

## ***B) Call requirements (partnership, types of activities, funding, etc.)***

### **12. Who can act as lead applicant?**

Proposals can only be submitted by a Higher Education Institution (private or public), which respects the requirements indicated in the [Call for proposal guidelines](#), section 6.1.1.

### **13. Which HEIs are eligible to participate as partner (co-applicant)?**

In order to be eligible as partner under the Intra-Africa Academic Mobility Scheme, a HEI must respect the requirements indicated in the [Call for proposal guidelines](#), section 6.1.2.

### **14. Are the African universities offering only bachelor level studies eligible?**

No, a HEI participating in a proposal either as a lead applicant or a co-applicant (partner), must provide courses at masters and/or doctoral level leading to a qualification recognised by the competent authorities in their own country.

### **15. What is a partnership?**

A partnership is a group of HEIs that intend to implement the planned project activities.

The partnership must be composed of a lead applicant and co-applicants (partner HEIs and an EU technical partner). In order to be eligible under the present Call, the partnership shall respect the requirements indicated in the [Call for proposal guidelines](#), section 6.1.2.



## 16. What are the roles of the HEIs participating in the partnership?

Partnerships comprise a lead applicant and co-applicants (partners HEIs and a technical partner from the EU).

The *lead applicant* is the institution that submits the application on behalf of the Partnership. If the proposal is selected, it will act as project coordinator and will be the intermediary for all communications between the partnership and the Agency, except where provided otherwise in the Grant Agreement.

The *partners* are all African HEIs participating in the partnership (excluding the possible HEI participating as associated partners). They must have an active and clearly defined role in all project activities. Partners have to be in the position to send and host students and staff in line with the Call for proposals requirements and the grant agreement, but also to take part in the management, promotion, selection, recognition, quality assurance, impact and sustainability and all other activities to be carried out in the framework of the project.

By signing a mandate (Annex 5a of the application form), each partner institution mandates the coordinating institution to sign in its name and on its behalf the grant agreement, confirms to accept all terms and conditions of the grant agreement and commits to participate in the project activities.

The coordinator and the partners are jointly responsible for carrying out the action in accordance with the terms and conditions of the grant agreement.

The role of the partners in project implementation should be further reflected at a later stage in the Memorandum of Understanding, which defines in details the academic, administrative and financial rights and obligations of each member of the partnership.

The choice of these partners, their role, diversity and expertise in relation to the project objectives, their early and active involvement in the preparation of the proposal, the commitment given by their responsible authorities to the proposal, are essential elements for the project success, not only at selection stage but more importantly during its implementation. Moreover, it is also recommended to include inexperienced HEIs in the partnership with a clear objective for their capacity development.

The role of the *EU technical partner* is described in the question No. 21 "What is an EU technical partner?".

## **17. What is an EU technical partner (co-applicant)?**

The EU technical partner (co-applicant) is a HEI that has to provide support for the management of the project (helping the partnership to set up a management structure, to put in place administration procedures, mechanisms and tools), as well as for the implementation of the project activities.

By signing a mandate (Annex 5b of the application form), the EU Technical Partner mandates the coordinating institution to sign in its name and on its behalf the grant agreement, confirms to accept all terms and conditions of the grant agreement and commits to participate in the project activities.

The EU technical partner is expected to share the EU institution's knowledge and expertise in managing international mobility and this is why it is required that the EU technical partner has strong experience in this area. Below is a non-exhaustive list of tasks that could be carried out by the EU technical partners:

- Support in the organisation of scholarship holders' selection by providing a selection management tool and promoting the scholarship opportunities through their networks;
- Guidance in the preparatory activities before the start of the student/staff mobility (for host and sending HEIs);
- Guidance in quality assurance measures from academic and administrative points of view:
  - Academic: Preparation of the mobility agreement for students and staff members, learning agreement for students and work plan for staff mobility; academic follow-up mechanisms for the student/staff mobility; follow-up on the recognition of studies;
  - Administrative: Surveys in order to measure the performance of the project and its impact throughout its implementation period. These surveys should be carried out both at scholarship holders' level and partner institutions level.

- Support in finding an insurance company responding to the programme requirements (i.e. minimum insurance requirements, Annex X of the grant agreement template);
- Support in the reporting to the Agency.

The EU technical partner may receive funding from the grant. However, unlike other co-applicants, **it can neither host nor send students or/and staff for mobility**. At the same time, the representatives of the EU technical partner can travel for the project related events and meetings. These expenditures are to be covered from the budget available under the organisation of the mobility.

In order to be eligible, the EU technical partner must be a HEI from an EU Member State, which has been awarded an Erasmus Charter for Higher Education. The complete list of all EU institutions holding an Erasmus Charter for Higher Education can be checked [here](#).

Please note that a HEI located in an Erasmus+ Programme country that is not an EU member state is not eligible to participate as an EU technical partner.

## 18. Can Higher Education Institutions from UK participate in a partnership?

Yes, HEIs from UK can participate as EU technical partners under this call. This is in line with the provisions of the EU-UK Withdrawal Agreement entered into force as of 1 February 2020 and in particular Articles 127(6), 137 and 138. In order to be eligible they must have been awarded with an Erasmus Charter for Higher Education.

## 19. What is an Associated partner?

Any organisation from Africa that can contribute to the implementation of the project activities (promotion, recognition of studies, quality assurance, impact and sustainability, etc.) can be involved as an Associated partner. Examples of types of associated partners which could be particularly relevant for the objectives and activities of this programme are HEIs, university associations, research centres, enterprises, chambers of industry and commerce, local, regional or national public entities, etc.

The associated partners have to be mentioned in the application and the role they play in the context of the proposed project has to be described. It is

expected that they contribute to the transfer of knowledge and results and assist in the promotion, implementation, evaluation and sustainable development of the project.

The associated partners can neither host nor send students or/and staff, but can receive students for placements periods (e.g. internships, research activities). Furthermore, if a HEI participates as Associated partner, students registered or having graduated from that institution can participate as Target Group 2.

Associated partners do not have to meet the lead applicant and co-applicants' eligibility criteria nor have they to sign the "Memorandum of Understanding".

These organisations are not considered as beneficiaries and cannot receive funding from the grant. As such, they will not be accounted for in the calculation of the lump sum contribution granted to cover the costs for the organisation of the mobility.

## **20. How to build an Intra-Africa partnership?**

A HEI that intends to submit a proposal should start by setting up a partnership. Existing or previous cooperation with HEIs in the context of other programmes or initiatives should be explored. The eligibility of potential partners should always be checked beforehand.

Below are some general advices to build up an Intra-Africa partnership:

- Start locally in your institution consulting colleagues and departments with experience in running international projects;
- Enlarge the partnership with other universities with whom you have worked previously on specific areas;
- Consult the local EU Delegations and on the potential partner universities and specificities/needs of their countries;
- Involve universities and other stakeholders that bring specific expertise, added value to your project and enthusiasm for international cooperation (other HEIs, research institutes, enterprises, local/regional/national authorities, etc.)
- Keep the size of the partnership manageable according to the operational capacity of the universities involved;

- Although cooperation is based on trust and confidence, formalise your agreements with your partners in order to ensure institutional commitment and define precisely the role and tasks of each of them

## 21. What aspects should be taken into account while preparing a proposal?

First, it is crucial that your proposal respects all admissibility and eligibility criteria defined in the Call for proposals.

Secondly, your project idea must definitively fit into the objectives and the priorities of the Intra-Africa Academic Mobility Scheme as specified in the Call for Proposals.

Even if Intra-Africa projects are designed by individuals, they must reflect the strategy of the institutions involved. In this context, it is essential to discuss it before hand with the authorities of the participating institutions to ensure that it is in line with their international cooperation strategy. The institutions should be interested in and capable of implementing the project proposal. If this is finally selected, they are committed to giving it their full institutional support.

Once the project idea is agreed within your institution and with all your partners, the application should be prepared jointly by all partners.

It is very important that you have a comprehensive understanding of the precise elements entailed under each award criterion as specified in the [Call for proposals guidelines](#), Section 9. For more recommendations on how to address the different award criteria, you may consult the presentation delivered during Intra-Africa web streaming event on 17 March 2020. The presentation and the web streaming video will be made available on this [link](#).

Below some additional suggestions to help you preparing your application:

- Remember that the assessment is based exclusively on the information provided in the application. Therefore you should present all distinguishing features of your project and respond to all the award criteria paying attention to the specific context.
- Make sure you demonstrate a realistic time-frame and explain your working methodology. Take into account that your proposal needs to be ready to start when the eligibility period begins. Please provide evidence of

your expertise in this respect and explain how all parties involved in the project will contribute to its implementation and success.

- Describe your project in a structured and focused way. Be precise, explain concepts and ideas, and avoid abbreviations, acronyms and paraphrasing the Call for proposals.
- Support your statements with facts and figures and use examples.
- A good proposal needs to be coherent and concrete in its entirety, avoiding contradictions. You know your project's rationale and strengths: make sure these are clear to a reader.
- A successful proposal demonstrates that it will produce concrete and sustainable results for the benefit of the target groups and all the stakeholders concerned.
- Once the draft proposal is ready, remember to ask somebody who does not know the project to proofread it.

## 22. Do the partners have to sign any kind of agreement between them?

There are two kinds of documents the partners must elaborate during the different stages of preparation of the proposal and implementation of their project, if selected.

- **Before the submission of the application:**  
A **Mandate** must be signed by the legal representative of each co-applicant participating in the project. Co-applicants HEIs from Africa should sign the Annex 5a and the EU technical partner the Annex 5b, confirming their commitment in the project. The mandates **must** be annexed to the application form (eForm).
- **After the project selection and the signature of the grant agreement with the Agency:**  
A **Memorandum of Understanding** must be drawn up among the partners with the objective to reach a sound management of the partnership and address all aspects linked to the organisation and implementation of the mobility scheme.

This document has to include a clear indication of the specific role of each partner in the administration, promotion, selection, recognition of study periods, quality assurance, prevention of brain drain, impact and sustainability, etc. The Memorandum of Understanding must also contain clear financial arrangements among the partners regarding the costs related to the organisation of mobility and the management of scholarships.

The Memorandum of Understanding has to be signed by the Legal representatives of all partners immediately after the start of the project and a copy of the signed document shall be sent to the Agency with the 1<sup>st</sup> progress report of the project.

### **23. Who is the “legal representative” to sign the Mandates, Declarations of Honour, etc.?**

The Legal Representative is the person who has the necessary powers to represent and commit the Higher Education Institution. It is normally the **President/Vice-President, Chancellor/Vice-Chancellor, Rector/Vice-rector**, or a person to whom the authorisation to represent and commit the institution has been given by means of a mandate signed by the legal representative. In this last case (the signatory is a delegated person) a copy of the signed delegation/mandate/power of attorney should be provided. The signature of Deans, Vice-Deans, Head of Research, Head of International Office, etc. are not accepted if not accompanied by a delegation signed by the legal representative.

### **24. Which master and doctoral programs can be included in the application?**

Applicants are requested to identify and indicate in the application form (Annex 1: Part E 2.1 and Part G., and Annex 3) the existing high quality master and doctoral programmes which will be offered by the partnership.

The Call for proposals guidelines (Section 2) indicates the priority thematic fields (see question No. 27) to be addressed. Furthermore, the master/doctoral

programmes included in the application must have been recognised and accredited by the national authorities of the eligible country concerned.

HEIs should list only the programmes that are relevant for the project and in which the mobility will take place and not all the programmes in all fields of study offered by the participating HEIs. Furthermore, for coherence 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.

Special attention should be addressed to explain (in Part E1 (Relevance) and E.2.1 (Academic Quality) of Annex 1 of the application form) the following:

- 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;
- Expected learning outcomes in view of the students' future academic opportunities and employability, the personal competences, and the impact at institutional, national, regional levels;
- Complementarity of the curricula among the partner institutions who will host or send mobility flows to facilitate the recognition of studies carried out during mobility;
- Criteria of the partnership in selecting the master and doctoral programmes;
- Procedure and mechanisms in place at institutional level or by external bodies to assure the quality of the academic programmes.

## **25. Which are the priority thematic fields?**

The present Call for proposals is open to the following thematic fields of study:

- Agriculture and Food Security
- Science, Technology, Engineering and Mathematics (STEM) and Information and Communications Technology (ICT)
- Economics, business, finance
- Education Sciences
- Health Sciences
- Environment



## 26. How are the submitted proposals selected?

The selection of the projects will be a competitive process organised by the Education, Audiovisual and Culture Executive Agency.

The supervision of the overall assessment procedure is ensured by an Evaluation Committee composed of the representatives from the Agency, the associated Directorates-Generals of the European Commission and the African Union Commission.

During the selection process the Agency will perform an admission and eligibility check and will verify whether a proposal is not concerned with one of the conditions enumerated under the exclusion criteria (Section 7 of the Call for proposals guidelines) and fulfils the selection criteria (Section 8 of the Call for proposals guidelines).

Eligible applications will be assessed by the evaluation committee with the support of external experts against the following criteria:

Criteria	Max points
<b>1.Relevance</b>	<b>20</b>
<b>2. Quality:</b>	<b>70</b>
<i>a. Academic quality</i>	15
<i>b. Partnership composition and cooperation mechanisms</i>	15
<i>c. Organisation and implementation of the mobility</i>	20
<i>d. Students'/staff facilities and follow-up</i>	10
<i>e. Gender balance</i>	10
<b>3. Impact and Sustainability</b>	<b>10</b>
<b>Total</b>	<b>100</b>

To be considered for funding, proposals must score at least 50 points out of a total of 100

The Evaluation Committee will draw up a list of projects recommended for funding and a reserve list taking into consideration not only the ranking resulting from the assessment of the award criteria, but also the available budget and the geographical balance among the African countries.

In case of ex-aequo proposals, these proposals will be ranked in accordance with the following rules:

Priority will first be given to the proposals having obtained the highest individual score on the award criterion "Quality". If ex-aequo proposals still remain, priority will then be given to the highest individual score on the award sub-criterion "Organisation and implementation of the mobility".

## **27. What kind of grant agreement will the selected partnerships be offered and for which duration?**

Following the decision to award a grant, the selected partnerships will be offered a grant agreement for funding covering the financial contribution for the organisation of the mobility scheme as well as the expenses for the individual scholarships allocated to students and staff, based on the project proposal submitted under this Call for proposals.

The duration of the grant agreement will be 60 months.

[A model of the grant agreement](#), as well as a model of its [Annex X – Minimum Insurance Requirements](#), are published on the call web page.

## **28. What does the EU grant cover?**

The EU grant is a financial contribution to cover the different activities necessary to achieve the objectives of the action. The grant will be calculated on the basis of:

- a lump-sum contribution for the organisation of the mobility;
- unit costs contribution for the implementation of the mobility flows

In accordance with the principles applicable to lump-sums and unit costs, these have been calculated as maximum amounts allocated to the project in order to cover only part of the real costs of the activities they correspond to. As a result, any expenditure incurred by the partnership beyond these unit costs/lump sums contributions may not be covered by the EU grant.

## **29. What does the budget dedicated to the organisation of the mobility cover?**

The budget dedicated to the organisation of the mobility is a lump-sum contribution, calculated by multiplying the number of HEIs involved as partners (including the lead applicant and the EU technical partner and excluding the associated partners) per 20.000 EUR.

The management of this budget is left to the partnership – its distribution among the partners is to be decided by the partnership on the basis of the tasks and responsibilities assigned to each of them. This means that the 20.000 EUR

granted to the partnership for each participating partner are not necessarily and automatically allocated to each of the partners.

This budget should be dedicated to the activities such as promotional activities, partnership meetings for selection and coordination, participation of the coordinator to meetings organized by the Agency, internal and external project evaluation activities, etc. The costs related to the management of the project activities at partner level can be also covered under the budget available for the organisation of the mobility. Below is a non-exhaustive list of types of costs that can be covered from the budget for the organisation of the mobility:

1. Organisation and participation in partnership meetings/events such as management/coordination meetings, selection committee meetings, closure meeting (travel and accommodation costs, daily allowances, renting premises, etc.);
2. Travel costs and costs of stay for attending meetings organised by the Agency;
3. Administrative costs and support (including additional administrative staff) at the coordinating (lead-applicant) and co-beneficiary (co-applicants) institutions for managing the student and staff mobility flows;
4. Promotional and dissemination activities (development of website, promotional materials, awareness raising activities in partnership countries etc.);
5. Implementation of an external evaluation exercise;
6. Tools for the selection of the scholarship holders and for quality assurance.

### **30. Can part of the budget be used to hire administrative staff who will work on the project once selected?**

The lump-sum for the organisation of the mobility can cover the costs which are only related to the organisation of mobility and therefore may include costs of staff members working for the project. For this, the following should be ensured during project implementation:

- Agreement of all partners;

- An amount set per beneficiary based on the needs and workload;
- Priority given to the coverage of the costs related to the organisation of mobility, e.g. organisation of partnership meetings, participation in projects' meetings organised by EACEA, promotion activities selection of scholarship holders, etc.

### **31. What does the budget for implementation of the mobility cover?**

The budget for the implementation of the mobility is calculated on the basis of unit costs. It finances subsistence allowances, settling-in allowances, additional allowances for women whose study period will be equal to/longer than 2 academic years, insurance costs, travel and visa expenses and participation and research costs for students and staff on mobility.

Details about the unit costs can be found in section 11.1 of the Call for proposals guidelines.

### ***C) Mobility of students and staff***

The applicants should take into account the aspects described in the questions below to prepare their mobility plan and budget.

#### **32. What is an individual mobility flow?**

A mobility flow is the mobility of an individual (student or staff member) to undertake periods of study/research/teaching/training at an African partner HEI in a country different from the country of residence and of nationality.

#### **33. How many types of mobility are eligible?**

There are 3 types of mobility:

- Master,
- Doctorate,
- Staff (administrative and academic).

#### **34. What is a target group and how many target groups exist?**

A target group is a group of students/academic staff having the same characteristics regarding the institution of origin.

There are 2 target groups:

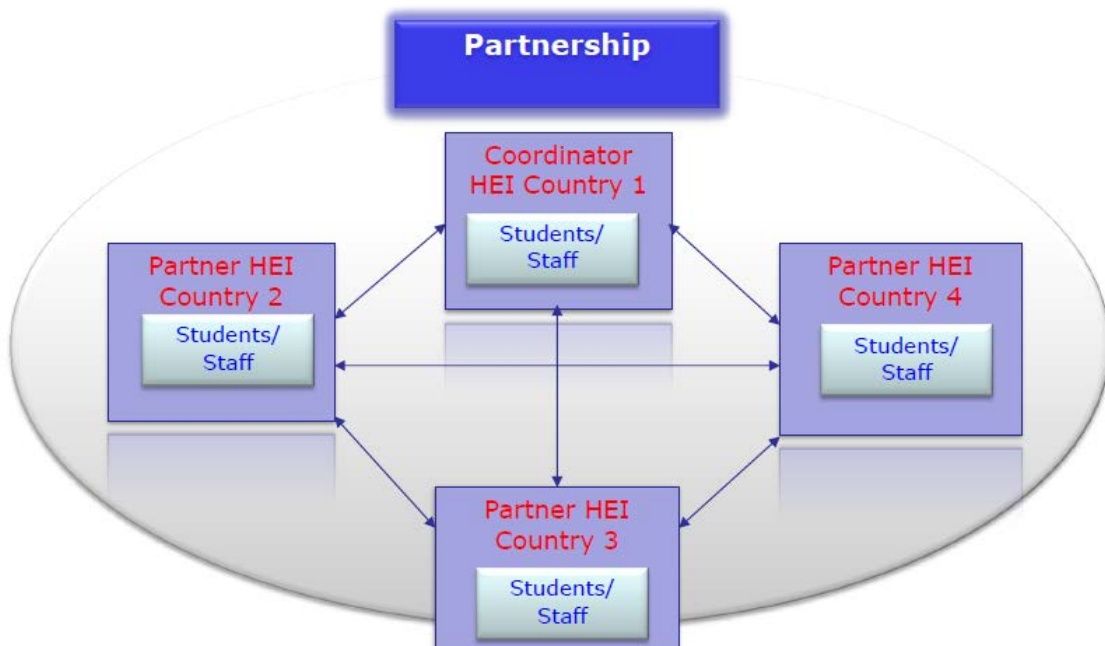
- Target Group 1:
  - students registered/admitted in or having obtained a degree from one of the HEIs that is a partner (lead applicant or co-applicant) of the project;
  - staff working for one of the HEIs that is a partner (lead applicant or co-applicant) of the project.

The mobility flow in the case of Target Group 1 is inside the partnership - from one partner HEI towards a partner HEI in a different country. As a visual example, the diagram 1 shows the mobility flows within a partnership composed by four HEIs from different countries ("HEI Country 1, 2, 3 and 4"). In this example, all four HEIs are hosting and sending institutions at the same time. Students and staff from "HEI Country 1" can

study/research/teach at "HEI Country 2" or "HEI Country 3" or "HEI Country 4".

Mobility is only possible to a HEI in a different country from the one of the home HEI, the residence and country of origin/nationality.

**Diagram 1**



It is recommended that target Group 1 represents at least 40% of the individual mobility flows covered by the project.

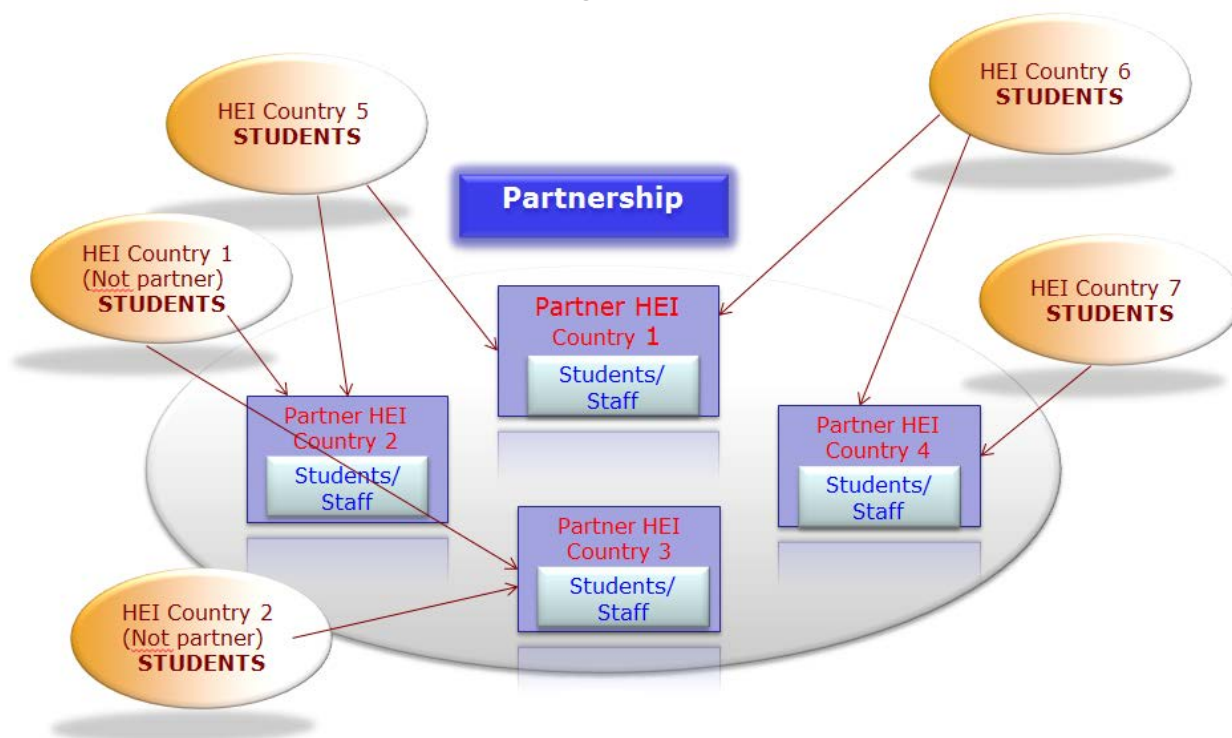
- Target Group 2 :

Students registered/admitted in or having obtained a degree (or equivalent) from a HEI not included in the partnership as a partner (lead applicant or co-applicant) but established in an African country.

Staff mobility is not eligible under Target Group 2.

The mobility flow is from outside the partnership towards a partner HEI. In the diagram 2, the four partner HEIs ("HEI Country 1, 2, 3 and 4") are hosting students (not registered at any HEI of the partnership) from countries represented in the partnership (countries 1 and 2), but also students from countries which are not represented in the partnership (Countries 5, 6 and 7).

**Diagram 2**



As indicated in the diagrams above, only African HEIs participating as lead applicant and co-applicants can host students (both Target Group 1 or 2).

All students and staff members to be targeted during project implementation should be nationals of a member state of the African Union and resident in Africa.

### **35. Where should the mobility take place?**

Mobility must take place only in Africa, at one of the universities involved in the partnership as a lead applicant or a partner. Mobility must take place in a country different than the one of nationality and residence of the scholarship holder. Mobility must be physical, virtual mobility is not allowed.

The EU technical partner cannot send neither host mobility flows. The associated partners can receive students for placements periods only (e.g. internships, research activities). If a HEI participates in the partnership as an associate partner, its students can participate in mobility as Target Group 2.

Staff mobility is only possible between the partner HEIs.

The mobility activity, i.e. study or research for students and teaching or training for staff members, should be detailed in a learning/research agreement (students) or work plan (staff members).

### **36. What are the requirements for a placement/training period?**

Student mobility may include a placement period of maximum three (3) months in the same country of the host partner and preferably in an associated partner, provided that it is preceded by minimum one academic term abroad at a partner HEI in Africa. The placement should be recognised as an integral part of the student's programme upon agreement by all partners concerned and a close monitoring of the students should be ensured.

### **37. How should HEIs organise the mobility?**

For the organisation of the mobility, the proposal needs to present a solid plan describing the relevant activities such as promotion, selection, provision of institutional services to the selected scholarship holders, ensuring recognition of the studies during the mobility, academic monitoring, as specified in Section 6.2.3. of the Call for proposals guidelines.

Mobility flows have to be planned and organised taking into consideration all the requirements and recommendations of the Call for proposals in terms of target groups, distribution of the mobility flows per type of mobility, per nationality, per credit- or degree-seeking mobility.

Cross-cutting issues including equal opportunities and the participation of disadvantaged groups should also be taken into account.

Furthermore, the proposal should state the strategy of the partnership in order to reach gender balance.

Mobility of students should take place in the master and doctoral programmes identified by the partnership.

### **38. Can European nationals participate in mobility?**

No. Only students/staff members who are a national of and resident in Africa can participate in mobility.



### **39. Can a previous Intra-ACP or Intra-Africa scholarship holder be considered for a scholarship under this scheme?**

No, students who have received a scholarship under the Intra-ACP Academic Mobility Scheme or under the Intra-Africa Academic Mobility Scheme are not eligible to receive another Intra-Africa scholarship.

### **40. How long does a mobility flow last?**

The duration of the mobility depends on the type of mobility (please refer to the Call for proposals guidelines, section 6.2.4).

Students can enrol for a credit-seeking mobility (leading to the academic recognition by the home university of the study period spent abroad) or for a degree-seeking mobility for the whole duration of an academic program (leading to the award of a degree by the host university after the successful completion of the course).

### **41. Is there any limitation of the individual mobility flows per country?**

No, but it is encouraged to ensure that no more than 20% of the total number of mobility flows funded by the project are from the same African country.

Please note that Target Group 2 students can be resident or national from any country in Africa, even from a country that is not represented in the partnership. In this context, the proposal should also clearly indicate the promotional strategy in view of reaching students of nationalities not covered by the partnership.

### **42. What kind of academic recognition is expected at the end of a student mobility flow?**

By signing the Mandates (Annex 5a and 5b of the application form) and the Memorandum of Understanding (after the start of the project), the partners commit to recognise the study periods spent abroad by the scholarship holders during the mobility.

Credit transfer and accumulation may be facilitated by the use of certain key documents, such as the Learning Agreement and Transcript of Records as well as the Diploma Supplement. Examples of these documents are available on the intra-Africa [webpage](#).

Before starting individual mobility, a learning/research agreement has to be signed between the student, the home and host institution. Any changes during the mobility must be agreed by all the parties.

If the mobility period is covering only part of a curriculum, the student must be provided by his/her host institution with a transcript of records specifying the marks obtained for each of the courses attended. This transcript shall be used by the home institution for recognising the study period abroad as part of the general curriculum required for obtaining the final degree. In addition, a Diploma Supplement could be issued at the end of his/her studies identifying the courses followed and the marks obtained during the student's study period abroad. In order to facilitate this process, the study programme, in which students will be exchanged for a credit-seeking mobility, should be comparable and complementary between the host and sending institutions.

For individual mobility flows covering the totality of the curriculum required for obtaining a degree, the degree will be issued by the host institution. In addition, a Diploma Supplement could be issued at the end of his/her studies identifying the courses followed and the marks obtained during the student's study period abroad.

As stated in the Call for proposals guidelines (Section 6.2.4), projects are recommended to respect a minimum percentage of credit-seeking mobility, i.e. at least 25% of the total number of student mobility flows. Appropriate mechanisms should be planned for the recognition of studies for this type of mobility flows. The proposals should present very clearly the agreed arrangements for recognition of credits between the institutions that will send and host students for a credit-seeking mobility. This planning should also take into account possible arrangements with the home institutions of Target Group 2 students, as these institutions not part of the partnership.

### **43. How can individual candidates interested in a scholarship apply?**

Under the Intra-Africa Academic Mobility Scheme, scholarships for students and staff are only awarded by the selected Intra-Africa partnerships/projects for study, research, teaching activities.

Students, researchers and staff interested in a scholarship should address their application directly to one of the selected partnerships. The list of the selected partnerships, together with the websites and contact details, are available on the web-page of the Intra-Africa Academic Mobility Scheme under the following [link](#). Information concerning the number of scholarships offered, the relevant academic programmes, the duration of the mobility, as well as all selection criteria and application and selection procedures can be found on the website of each selected partnership.