



Call for proposals

EEA Financial Mechanism 2009-2014

Scholarship Programme (HU08)

Professional Visits action (M1)

Call published in 2016



Table of Contents

- 1. Aim of the Scholarship Programme 3
- 2. Amount of programme grant 3
- 3. Eligible Activities 3
 - 3.1. Framework of the implementation 4
- 4. Eligibility conditions 4
 - 4.1. Who may participate in Professional Visits (applicants and partners) 4
- 5. Deadlines 5
- 6. Submission of project proposals 5
- 7. Procedure for the assessment and selection of proposals 6
 - 7.1 Assessment 6
 - 7.2 Final grant award decision 6
- 8. Practical information on Professional Visits 6
- 9. Partner search 8
- 10. Practical information 8
- 11. Payment Flows 10

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 Scholarship Programme is expected to contribute at least to 275 student mobility, 315 teacher and staff mobility and 12 project based cooperation between the institutions of Hungary and donor countries.

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.

2. Amount of programme grant

52 562 euros¹ can be awarded to support bilateral activities within this measure during the whole programme period. The Scholarship Programme is financed by the EEA Financial Mechanism and the Hungarian state budget.

3. Eligible Activities

Present call addresses the Professional Visits of the Scholarship programme. During a Professional Visit participants shall establish new partnerships or maintain their already existing partnerships with relevant institutions of the Donor States in order to achieve any of the objectives listed below.

- developing institutional cooperation and planning joint projects
- maintaining, developing inter-institutional partnerships related to ongoing or closed projects
- assessing closed projects, ensuring their sustainability
- other professional activities related to international cooperation

Professional Visits may focus on projects already implemented or future cooperation that enhance bilateral relations between Hungary and Donor States.

¹ In case further funds became available (e.g. reallocation from other measures) this amount might change.

3.1. Framework of the implementation

Professional Visits shall be minimum 2 days, maximum 5 days long excluding travel. The duration of the visit shall be appropriate to accomplish the proposed activities in the workplan. Travels shall be organised cost effectively. 1 day before and 1 day after the professional visit can be used for travel but these days do not count into the minimum or maximum time intervals.

Maximum five persons can be awarded to visit a partner institution – the application shall justify the need of the requested number of participants. One institution may apply for maximum 5 professional visits at the same time. Please note that identical applications will be rejected (see 8. *Practical information on Professional Visits*).

4. Eligibility conditions

Institutions active in any level of the field of education in Hungary and in the Donor States (Norway, Iceland, Liechtenstein) are eligible to apply.

4.1. Who may participate in Professional Visits (applicants and partners)

- 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;
- Higher education institutions;
- 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, 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. 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).

The application shall be submitted by the Hungarian or Donor institution. Two institutions may participate in one visit: one of them shall be located in Hungary and the other in any of

the Donor States. The aforementioned list of institutions shall be applied both to applicant and partner institutions. The Professional Visit shall take place at the partner institution.

5. Deadlines

Submission of Professional Visits applications is continuous till the exhaustion of the budget earmarked for this activity, the following table shows the technical deadlines in 2016-2017.

Technical deadline for submission (online submission and date of postal stamp)	Expected date of notification on result	Earliest proposed date of starting the mobility activity
29 September 2016	24 October 2016	21 November 2016
1 December 2016	19 December 2016	16 January 2017
2 February 2017	28 February 2017	28 March 2017
20 April 2017	22 May 2017	26 June 2017
24 July 2017	21 August 2017	25 September 2017

Technical submission means that it is possible to submit applications continuously until the budget is exhausted but feedback on preliminary eligibility check and results of the submitted applications can be communicated according to the schedule above.

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

6. Submission of project proposals

Project proposals and annexes must be submitted before the deadline via the online submission database using the adequate application form in Hungarian or 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 the official declaration of the applicant (see Guide for Applicants) must be signed and sent as registered mail. The postal address of the Programme Operator is:

Tempus Public Foundation

Hungary 1438 Budapest 70., Pf. 508.

7. Procedure for the assessment and selection of proposals

7.1 Assessment

Each grant application will be assessed by two colleagues of Tempus Public Foundation (TPF). They will undertake an assessment on the basis of a pre-determined scoring system (see 8. *Practical information on Professional Visits*). If the application does not meet all the listed criteria, it will be automatically rejected and no further assessment will be carried out. If the application meets the administrative and eligibility requirements, two proficient colleagues of TPF will assess it based on assessment criteria (see 8. *Practical information on Professional Visits*). The final score of a grant application is the average of the scores given by the two evaluators. If the difference between the overall points given by the evaluators exceeds the 30% of the higher score, then a third evaluator 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 the grant 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 Final grant award decision

The Board of Trustees of Tempus Public Foundation is the body in charge of taking the final grant award decision. Each applicant will be notified in writing within 5 working days of decision making.

It is not possible to redress the decision of the Board of Trustees of Tempus Public Foundation, however, if the applicant feels that his/her institutions 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 on Professional Visits

Eligible activities	Professional Visits can be implemented in order to achieve the goals listed in Point 3. A Professional Visit may take place between two institutions, where one of them is Hungarian and the other is from a Donor State. Maximum 5 participants can be awarded within application if their roles are different and well defined.
Place of Professional visits	Hungary or any of the donor countries (Norway, Iceland, Liechtenstein).
Duration of Professional visits	The awarded programme should last for minimum 2 days, maximum 5 days excluding maximum one-one day for travel.
Grant	<ul style="list-style-type: none">- Grant rate: 1000 euro/visit/person- Type of financing: lump sum

	<p>There is no compulsory self-contribution, however, the grant does not necessarily cover all the costs.</p> <p>An application may be awarded 1000 euro or maximum 5000 euro. Any remaining costs of the project shall be provided by the beneficiary.</p> <p>80 % of the grant is paid in conjunction with the signing of the grant contract, while the remaining amount (up to 100%) is paid based on an approved final report.</p> <p>All payments are made to the institution and not to individual persons.</p>
Eligibility of costs	All activities can start after the decision made by the TPF's Board of Trustees on the application.
Eligibility criteria	<ul style="list-style-type: none"> • The grant application has been submitted using the correct application form. • The grant application is completed in full. • The application was submitted by the deadline both online and via post (date of postal stamp). • The application submitted online includes all the necessary attachments (letter of intent and partnership agreement, 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. • The applicant institution is eligible for funding. • The applicant institution is located in countries participating in the Programme. (Institutions located in Hungary, Norway, Iceland, Liechtenstein). • The host institution is located either in Hungary or in any of the Donor States. • The grant application has been drawn up in either Hungarian or English. • Special criteria for enterprises: the application submitted electronically should also include the filled in and signed “<i>De minimis</i> declaration”) • The applicant institution may apply for a maximum of 5 Professional Visits per application round. If more applications have been submitted, the 5 applications which arrived first according to the online submission time will be considered. <p>Only proposals that meet the administrative and eligibility criteria shall be sent to evaluation.</p>
Criteria for quality assessment	<ul style="list-style-type: none"> • The planned activities are in line with the eligible activities listed and with the aim of the call. (max. 20 points) • The planned programme of the Professional Visit is clearly developed, well detailed and contributes to the planned achievements of the application. (max. 20 points) • The duration of the visit is realistic. It is in line with the planned activities. (max. 10 points)

	<ul style="list-style-type: none"> • The qualifications and the professional background of the participant(s) are relevant for the proposed project. (max. 10 points) • The participating Hungarian institution has not been awarded an EEA grant in the 2009-2014 period yet. (0 or 5 points) • In case of several participants from the same sending organisation, their roles and responsibilities shall be well defined and distinct. Their tasks shall be important and essential for the proposed project (if this criteria is not met, the application might be awarded but for less participants). <p>An application shall receive at least 42 of the above points (out of 65 in total) to be eligible for funding.</p>
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9. Partner search

Finding a suitable partner is the responsibility of the applicants. To find a partner in Norway, Iceland or Liechtenstein, see: [SIU's partner search](#). Partner search requests can be sent to TPF directly (ceascholarship@tpf.hu) to be passed on to potential partner institutions via channels of TPF.

10. Practical information

- Information on the Programme and the all documents necessary for application can be downloaded from the
 - website of Tempus Public Foundation: www.tka.hu
 - website of the Implementing Agency in Hungary: www.norvegalap.hu, www.egtalap.hu

In case of any alternations, the documents available at 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: 433/2015. (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,
- 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 Tempus Public Foundation. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at anytime.

11. Payment Flows

For *Professional Visits* payment will be made as an advance payment of up to 80% of the project grant, the remaining balance (up to 100%) will be paid upon approval of the final report.

For further information please do not hesitate to contact the colleagues of Tempus Public Foundation. Each question will be answered within 5 working days.

Please send your enquiries to

info@tpf.hu or

eeascholarhip@tpf.hu

Telephone: + 36 1 237 1320
