

Programma ALFA — Invito a presentare proposte — Sistema di presentazione continua

Scadenze per il ricevimento delle proposte di progetti nel 2001: 30 aprile e 30 ottobre

(2001/C 102/14)

1. Contesto

(Gazzetta ufficiale delle Comunità europee C 42 del 15.2.2000, pag. 8)

ALFA è un programma decentrato regionale di cooperazione tra l'Unione europea e l'America latina nel campo dell'istruzione superiore. La base giuridica del programma è il regolamento (CEE) n. 443/92 del Consiglio, del 25 febbraio 1992, riguardante l'aiuto finanziario e tecnico per i paesi in via di sviluppo dell'America latina e dell'Asia nonché la cooperazione economica con tali paesi.

Conformemente alla decisione E/2549/98 della Commissione, del 4 dicembre 1998, relativa alla prosecuzione del programma ALFA (ALFA II), la Commissione invita **reti** di istituti ammissibili a presentare proposte per progetti di cooperazione comuni nel quadro del programma ALFA.

1.1. Fonte di finanziamento del programma

Progetto AML/B7-311/97/0666, importo totale massimo di 42 milioni di EUR.

2. Tipo di attività, ambito geografico e durata dei progetti

2.1. Reti ALFA Istituti ammissibili:

- a) istituti di istruzione superiore (formalmente riconosciuti dai rispettivi governi) dei 15 Stati membri dell'UE e dei 18 paesi latino-americani ammissibili (Argentina, Bolivia, Brasile, Cile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Messico, Nicaragua, Panama, Paraguay, Perù, Uruguay e Venezuela);
- b) possono partecipare alle reti ALFA anche enti che non possano dimostrare di essere formalmente riconosciuti come istituti di istruzione superiore (detti «partner associati» nel quadro del programma ALFA); essi tuttavia non sono presi in considerazione per il raggiungimento del numero minimo necessario di componenti di una rete e non possono costituire la maggioranza nell'ambito di una rete; sono comunque ammissibili al finanziamento nell'ambito di tutte le attività del programma ALFA;
- c) gli istituti di paesi non menzionati alla lettera a) possono solamente partecipare, a loro spese, in qualità di osservatori.

NB: Sono automaticamente escluse dalla procedura di valutazione le proposte di reti o di istituti di coordinamento che non abbiano presentato, come richiesto, le relazioni finali relative a contratti ALFA già scaduti.

2.2. Numero minimo di componenti delle reti ALFA

Le reti ALFA devono essere composte da almeno 6 istituti, di cui **tre** dell'Unione europea e **tre** dell'America latina, ognuno di un paese diverso. Uno degli istituti della rete sarà designato dai suoi partner come **coordinatore** e fungerà da interlocutore nei contatti con la Commissione europea. In casi particolari, è possibile designare un coordinatore aggiunto (vfr. la guida per i candidati).

NB: Un istituto che non possa dimostrare di essere formalmente riconosciuto come istituto di istruzione superiore dalle autorità nazionali del suo paese non potrà essere coordinatore di una rete.

2.3. Obiettivi del programma:

- migliorare la qualità dello sviluppo delle risorse umane nella Comunità europea e in America latina,
- promuovere lo sviluppo di politiche di cooperazione tra le due regioni,
- incoraggiare gli scambi di esperienze e di know-how tra insegnanti — arricchendo le attività didattiche — e tra funzionari amministrativi — migliorando le capacità gestionali delle università;
- migliorare la qualità della mobilità degli studenti tra UE e America latina, in particolare per quanto riguarda la promozione della comprensione reciproca, nonché il mutuo riconoscimento e quindi la trasferibilità dei crediti accademici,
- favorire lo scambio di conoscenze specializzate sui nuovi sviluppi nel campo dell'istruzione superiore e dell'istruzione e formazione professionale, ad esempio sull'uso delle nuove tecnologie informatiche, per il reciproco arricchimento delle prassi nella Comunità europea e nei paesi latino-americani,
- instaurare o migliorare la collaborazione fra istituti di istruzione superiore e di istruzione o formazione professionale, organizzazioni professionali, autorità pubbliche, associazioni di imprese o d'altro tipo nella Comunità europea e in America latina,
- conferire una dimensione di valore aggiunto alla cooperazione transatlantica, in modo che sia complementare alla cooperazione bilaterale tra gli Stati membri della Comunità europea e i paesi latino-americani, nonché ad altri programmi e iniziative,
- incoraggiare la cooperazione interna in America latina, instaurando un clima di reciproca fiducia tra gli istituti della regione.

Il programma ALFA si basa su un partenariato di reciproco interesse tra America latina e Unione europea ed è direttamente mirato ai soggetti coinvolti nel settore dell'istruzione superiore.

2.4. Progetti di cooperazione comuni:

a) Sottoprogramma A: Cooperazione interistituzionale:

- gestione dei corsi di studio e dell'insegnamento,
- gestione della ricerca,
- gestione della valutazione e certificazione,
- gestione di azioni di cooperazione università-imprese,
- gestione amministrativa,
- gestione del personale accademico e amministrativo,
- gestione dei servizi per la comunità universitaria,
- gestione di attività di diffusione universitaria,

i) le attività da finanziare sono le seguenti:

- conclusione di accordi specifici, in particolare per quanto riguarda il riconoscimento degli studi, tra istituti partner delle reti,
- elaborazione di corsi di studi (corsi comuni o specifici),
- definizione e preparazione del materiale per la gestione istituzionale,
- preparazione e pubblicazione (anche su Internet) di lavori realizzati nel quadro dei progetti comuni selezionati.

Per il compimento delle attività summenzionate, ALFA cofinanzierà riunioni/seminari, visite di studio o brevi soggiorni.

ii) i risultati misurabili previsti sono, in generale, i seguenti:

- conclusione di accordi tra gli istituti,
- produzione di documenti innovativi su specifici argomenti, ad es. la gestione delle università,
- produzione e pubblicazione di lavori realizzati nel quadro dei progetti.

NB: Le attività avranno una durata di 24 mesi.

b) Sottoprogramma B: Formazione scientifica e tecnica — le attività da finanziare sono le seguenti:

- creazione di strutture organizzative per la mobilità degli studenti tra le due regioni, compreso il collocamento in attività lavorative, che garantiscano un'adeguata preparazione linguistica e il pieno riconoscimento accademico;
- preparazione di scambi strutturati di studenti, docenti e formatori fra istituti di istruzione superiore e istituti di istruzione e formazione professionale, compresi se del caso incarichi lavorativi,
- soggiorni di ricerca presso università, industrie o laboratori pubblici per laureati o studenti, a condizione che siano contemporaneamente iscritti a corsi che richiedono la frequenza,
- programmi intensivi brevi con soggiorni fino a tre mesi,
- altri progetti di natura innovativa, compreso l'impiego delle nuove tecnologie e del teleinsegnamento (mobilità virtuale), intesi a migliorare la qualità e l'efficacia in termini di costi della cooperazione transatlantica nei settori dell'istruzione superiore e dell'istruzione e formazione professionale.

Nell'ambito delle attività summenzionate, **ALFA cofinanzierà le seguenti borse complementari di mobilità:**

- **formazione avanzata:** dottorato, master o specializzazione professionale postdottorato (con soggiorni da 10 a 20 mesi),
- **corsi di breve durata nel quadro di studi postuniversitari** (soggiorni fino a 3 mesi),
- **formazione per ricercatori:** corsi di specializzazione scientifica per ricercatori (soggiorni fino a 6 mesi),
- **formazione supplementare:** scambi di studenti degli ultimi due anni del corso di studi (periodi di 6-10 mesi),
- **attività di preparazione alla mobilità**, in casi eccezionali per reti che non hanno esperienza in fatto di organizzazione della mobilità.

Settori scientifici considerati prioritari: **medicina e altre scienze attinenti alla sanità, ingegneria, scienze economiche e sociali in generale.**

NB: Le reti devono preparare i relativi piani di mobilità tenendo presente che il numero minimo di studenti per rete deve corrispondere al doppio del numero di istituti di istruzione superiore partecipanti alla proposta di progetto approvata.

3. Criteri

Al fine di intensificare e rafforzare la cooperazione nel quadro della seconda fase del programma ALFA e nel rispetto delle procedure interne della Commissione e degli orientamenti del programma, si considereranno prioritari i progetti relativi ai seguenti aspetti:

- sviluppo di meccanismi per il riconoscimento dei periodi di studio, sulla base del know-how acquisito a livello comunitario (ECTS nei programmi Socrates/Erasmus) e, in una prima fase, per gli studi postuniversitari,
- inclusione, nel quadro delle attività proposte, di una tematica o sottotematica relativa agli aspetti dell'integrazione regionale (se pertinente),
- collaborazione tra università, imprese, sindacati e/o istituti specializzati per preparare corsi di istruzione continua (nell'ambito del sottoprogramma A),
- sviluppo di attività che possano conferire valore aggiunto al dialogo UE-America latina nel campo della scienza e della tecnologia,
- sviluppo dell'impiego di tecnologie informatiche,
- creazione di diplomi regionali, con il sostegno delle relative istituzioni competenti, in particolare in America latina.

4. Presentazione delle proposte

ALFA prevede un sistema di presentazione continua. Le proposte di progetti possono essere presentate entro e non oltre i termini stabiliti in appresso.

Ulteriori informazioni, i criteri di valutazione e di selezione e le modalità per la presentazione delle proposte sono reperibili sul sito Internet <http://www.alfa-program.com>, mentre presso l'UAT (cfr. punto 5) si possono ottenere la guida del programma e i formulari per la presentazione delle proposte.

Le proposte da valutare nel 2001 devono essere inviate **entro** e non oltre i seguenti termini di ricevimento:

3ª tornata di valutazione: lunedì 30 aprile 2001 (per la riunione di valutazione di giugno);

4ª tornata di valutazione: mercoledì 30 ottobre 2001 (per la riunione di valutazione di dicembre/gennaio)

- **per posta**, possibilmente mediante raccomandata (farà fede il timbro postale), al seguente indirizzo:

3ª tornata di valutazione

UAT/ALFA

Rue Joseph II/Jozef II-straat 36

B-1000 Bruxelles

4ª tornata di valutazione

Commissione europea

Europe Aid — Direzione America latina

Unità E4, Ufficio L 41-4/110

Rue de la Loi/Wetstraat 41

B-1049 Bruxelles

- oppure **per corriere** ⁽¹⁾ o con consegna a mano, entro e non oltre le ore 17.00 (ora di Bruxelles), dietro rilascio di ricevuta facente fede, all'UAT/ALFA (cfr. indirizzo summenzionato), o presso una delegazione della Commissione europea in un paese latino-americano, da parte del coordinatore di una rete stabilito in tale paese.

Le proposte inviate per posta devono essere spedite entro e non oltre il termine applicabile. Le proposte ricevute dall'UAT fino a 10 giorni lavorativi dopo la scadenza del termine sono accettate se inviate per posta e recanti un timbro postale chiaramente apposto entro e non oltre tale termine. Le proposte inviate per corriere o consegnate a mano devono pervenire entro e non oltre il rispettivo termine.

La **trasmissione elettronica**, come modo alternativo di presentazione delle proposte, sarà possibile da aprile 2001. Le pagine dei formulari sulle quali va apposta la firma dovranno tuttavia essere inviate all'UAT/ALFA per posta o per corriere. Maggiori informazioni saranno disponibili entro breve sul sito Internet del programma ALFA.

Le proposte presentate nel quadro del presente sistema di presentazione continua pervenute oltre il termine saranno valutate dopo il termine di ricevimento successivo.

I coordinatori delle reti devono presentare le loro proposte **usando uno solo dei modi sopra descritti** e devono trasmettere una sola versione di ogni proposta.

5. Informazioni, formulari e ricevimento delle proposte ⁽²⁾

La guida del programma e i formulari per la presentazione delle proposte sono disponibili presso l'Ufficio di assistenza tecnica (UAT/ALFA), gli uffici della Commissione negli Stati membri, le delegazioni della Commissione nei paesi dell'America latina, nonché sul sito Internet del programma: <http://www.alfa-program.com>

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La Commissione prevede di approvare progetti per un importo totale annuo **indicativo** di 8 300 000 EUR nei primi quattro anni di esecuzione del programma.

Prossima pubblicazione nella *Gazzetta ufficiale delle Comunità europee*: febbraio 2002.

Tutte le proposte ricevute dalla Commissione europea saranno trattate con la massima riservatezza.

La Comunità europea applica una politica di pari opportunità e, in questo contesto, i progetti dovrebbero rafforzare la presenza delle donne favorendo la loro attiva partecipazione alle reti ALFA.

⁽¹⁾ Per i servizi di corriere che richiedono un numero di telefono del destinatario, si prega di usare il numero (32-2) 219 04 53.

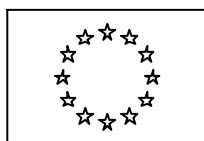
⁽²⁾ L'indirizzo e i numeri di telefono, fax ecc. dell'Assistenza tecnica di ALFA cambieranno a partire dal settembre 2001. Si prega di verificare l'indirizzo e i vari numeri sulla pagina web (<http://www.alfa-program.com>)

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LATIN AMERICA ACADEMIC TRAINING

**Academic Co-operation Programme between European Union
and Latin America**

CANDIDATE'S GUIDE



EUROPEAN COMMISSION
EuropeAid Co-operation Office

Latin America Directorate

Applicant's Guide to the ALFA II Programme

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INTRODUCTION

ALFA is a programme of co-operation in higher education between the European Union and Latin America, for which the legal basis is Council Regulation (CEE) No. 443/92 of 25th February 1992 on financial and Technical Assistance to, and economic co-operation with the developing countries of Asia and Latin America.

According to the Decision of 4th December 1998 regarding the second phase of this regional de-centralised Programme, ALFA will receive 42 million Euro from the European Commission over 6 years. The ALFA Programme seeks to promote co-operation stemming from mutual interests therefore the Commission's financing is based on the assumption that the participating institutions will fund at least 25% of each project.

ALFA remains faithful to its original objective: to promote co-operation in higher education between Europe and Latin America as a means of fostering economic and social progress, by improving conditions of training highly qualified human resources.

In this second phase, the ALFA Programme also proposes on the one hand to continue co-operation in matters of institutional management, and on the other hand, matters of scientific and technical training, by means of two sub-programmes as specified below. The primary purpose of the Programme will be to foster post-graduate and student mobility at different training levels, *i.e.* Doctorate, Master degrees or post-doctoral vocational specialisation courses for post-graduates as well as for undergraduate students. Short (residential) courses for researchers are also foreseen.

1 GENERAL DESCRIPTION OF THE PROGRAMME

1.1 Objectives

In addition to maintaining the impetus created concerning the preparation and development of joint projects between European and Latin American higher education institutions, the programme's main objectives are:

- □ to create/strengthen links between higher education institutions by enhancing the dialogue between the academic communities of both continents;
- □ to create systematic and sustainable mechanisms of co-operation between those involved in higher education in Europe and in Latin America, in order to encourage the establishment of mechanisms for mobility between the two continents and at regional level in Latin America;

ALFA also considers the need to involve those institutions that are relatively less developed, as well as to maintain a suitable geographic balance of participation between the Programme's eligible regions.

1.2 Duration

ALFA II has a six-year approved term (2000-2005). New project proposals will be evaluated and accepted during the first four years. The last two years, 2004 and 2005, will focus on the execution of approved projects, the follow-up of their results and the Programme's final evaluation.

1.3 Budget

The European Commission allocated an indicative budget of 42 million Euro to the total execution of the ALFA Programme.

The Commission expects to approve projects up to a total of 4.3 million Euros in each evaluation session.

1.4 Eligible countries

The countries eligible to participate in the Programme are the 15 Member States of the European Union and the following 18 Latin American countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela.

Institutions from the countries not mentioned above can participate as observers (without receiving EC financing).

1.5 Call for applications

A single call for applications was launched for the first four years of the ALFA II Programme. Upon receipt, project proposals will be analysed by the Technical Assistance services and, once their conformity to all requirements of the ALFA regulations has been verified and if formally correct, they are analysed by the ALFA Group of Experts during the corresponding evaluation session.

1.6 Evaluation sessions

Eight evaluation sessions will be held during the first four years of ALFA II, one every semester (in June and in December).

Proposals may be sent to the Technical Assistance services (TA) during the first four years of the Programme. The lists of proposals to be evaluated in 2000, 2001, 2002, 2003 include the formally correct proposals received by the TA before or by the following deadlines:

- 1st Semester: 30th April
- 2nd Semester: 30th October

1.7 Prioritised Scientific fields

The following scientific fields will be given priority:

Medicine and health sciences

Including all projects that may contribute to the improvement of public health conditions in the beneficiary countries, or the regions.

Engineering

Including all projects with direct impact on the development of communications, transport or energy infrastructure, while particularly taking environmental protection into consideration.

Social and economic sciences in general

Including all fields related to political, social and educational development.

Disciplines from other domains may be considered in addition to these three large scientific fields, provided that each concrete proposal impacts on sustainable regional development in general and its specific academic interest contributes to the strengthening of institutional, academic and/or scientific relations between the two continents.

1.8 Changing factors to be considered

Some priorities, namely geographical or thematic may be altered, depending on the way ALFA's geographic balance and scientific fields evolve in terms of approved projects.

Accordingly, once the second annual evaluation session has been completed and the Commission has taken its decision, all parties concerned will be informed of the geographic and scientific priorities for the next sessions. The ALFA Programme Website and the Technical Assistance services will provide this information, which will also be published in the Official Journal of the European Communities.

2 NETWORKS OF HIGHER EDUCATION INSTITUTIONS

ALFA is a regional decentralised co-operation programme, implemented by networks that submit joint proposals to develop projects based on the objectives, structure and rules of the programme. This section describes the attributes of these networks.

2.1 ALFA partners

- Higher Education Institutions (HEI) recognised by their respective national authorities.
- Other institutions may join the network to participate in project design and implementation.

NB: Under no circumstances will the ALFA Programme provide financing on an individual basis (either to individuals or to individual institutions).

2.2 Network structure

Minimum membership requirement:

The ALFA networks should be composed of at least six Higher Education Institutions: 3 European and 3 Latin American (respectively from 6 different countries in total). The network is expected to ensure the active participation of all its members.

Other institutions may join the network as associated members, provided that their involvement is pertinent, contributes to the fulfilment of the network's objectives and brings added value to the project proposal.

Entities will be recognised as higher education institutions according to the law of their respective country.

In each network the international component (*i.e.* the number of member institutions from different countries) should at all times be greater than the national component (*i.e.* the number of different member institutions from one same country).

Institutions that are unable to show that they are formally recognised as Higher Education Institutions will not be taken into consideration to fulfil the minimum membership requirement and must not represent the majority of members in a network.

2.3 Network Co-ordination

Each ALFA network must appoint a co-ordinating institution. This co-ordinator will act as the network's representative towards the European Commission and the Technical Assistance services. The co-ordinating institution will be the signatory of the contract together with the European Commission and will be responsible for the good management of project's activities as well as of funds allocated by the Commission for project execution.

In order to encourage a stronger participation of Latin American institutions as project co-ordinators, the division of functions performed by the co-ordinating institution may be authorised in duly justified cases. For example a network could assign the responsibility for the financial execution of a project to a European institution, while leaving all technical and academic aspects to the co-ordination to a Latin American institution. Thus the legal co-ordinator (*i.e.* the signatory of the contract) would co-ordinate the budget component while

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another institution of the network would take charge of technical and academic co-ordination – as will appear in the Terms of Reference of the corresponding contract. Due justification will be considered when, for specific conditions affecting one institution (or one country, whichever applies) it is impossible to maintain an appropriate communication flow with the ALFA management structure, or there are problems concerning the financial transactions, or country's economic stability.

2.3.1 Functions performed by the Co-ordinating Institution

The Rector/President of the co-ordinating institution, or one representative legally empowered to act on behalf of the institution, should sign all application forms and financing contracts drawn up by the European Commission, as well as all technical and financial reports resulting from project execution. He/she will be responsible for ensuring the network's co-financing contribution to the project.

After the end of the contracts, all documents that could prove the proper financial execution of the project and which were not included in the financial reports sent to the Commission, should be kept by the co-ordinating institution for consultation or for auditing purposes and this for a period of 5 years.

The legal representative of the co-ordinating institution should appoint a project co-ordinator who will ensure project's management and development of the activities according to the terms of the contract signed between the both parties. Reference will be made to this co-ordinator in the contract signed by the European Commission and the co-ordinating institution.

2.3.2 Specific aspects of network's co-ordination

Generally speaking, depending on the evolution of the Programme in each evaluation session, special attention will be paid to projects co-ordinated by Higher Education Institutions in Latin America with a view to encouraging their active participation and the development of their management capability.

The Commission will seek to prevent the same co-ordinating institution from accumulating projects in the same scientific field, over the same period.

3 SUB-PROGRAMMES AND ACTIVITIES

ALFA II is divided into two sub-programmes:

- **Sub-programme A: INSTITUTIONAL AND ACADEMIC MANAGEMENT**
- **Sub-programme B: SCIENTIFIC AND TECHNICAL TRAINING:
POST-GRADUATE AND STUDENT MOBILITY;
SHORT COURSES FOR RESEARCHERS**

Both sub-programmes should finance projects that promote knowledge-transfer in relevant scientific and administrative academic domains. Projects should strengthen the presence of women, through their active participation in the networks of Higher Education Institutions.

3.1 Sub-programme A: Institutional Management

This sub-programme aims at developing the management capacities of Higher Education Institutions in the following fields:

- academic and administrative personnel management;
- curriculum development and teaching management;
- research management;
- academic evaluation;
- certification of degrees and diplomas;
- curriculum harmonisation;
- administrative management;
- management of university extension services;
- management of university/business co-operation schemes;
- management of services to the university community.

Sub-programme A focuses on institutional strengths considering development of skills and instruments.

Special attention will be paid to proposals that consider continuing education in the framework of projects centred on two themes, i.e. university/business co-operation and management of university extension (university services to the society).

3.1.1 Activities and duration

Activities to be financed within the framework of institutional co-operation projects will be the following:

- Design, preparation and implementation of institutional and academic management material;
- preparation and publication of work undertaken as part of projects.

Generally speaking the expected results are:

- publication of studies and/or results of meetings and/or seminars;
- institutional documents resulting from meetings held as part of the project;
- proposals of academic improvement measures and on the management of higher education;
- preparation of web pages for the electronic dissemination of debates and documents relevant to institutional and academic management;
- academic and administrative management handbooks;
- agreements regarding studies' recognition;
- other significant tangible results related to the programme objectives.

As to the specific actions aimed at developing the above-mentioned activities, the ALFA Programme may provide financial support for the organisation of colloquia and/or seminars, in addition to short-term residences. Namely, two meetings (seminars or colloquia) with a maximum five-day duration may be included in each year of the project and short-term residences with a maximum duration of 15 days per year and per person (duly justified).

All activities in the sub-programme A should be developed by **managers, and/or teachers performing management functions**, in their respective institutions. Seminars and colloquia held in the framework of sub-programme A must not concern the training of either university post-graduates or students or teachers who do not perform management functions. Education and training projects are taken into consideration within the sub-programme B

Activities included in this sub-programme will have a duration of two years.

3.2 Sub-programme B: Scientific and Technical Training: Post-graduate and student mobility, short training courses for researchers

Sub-programme B *aims at promoting the integration of existing training skills into the improved fulfilment of specialised training needs in one specific region*. This will be put into practice by developing activities that favour a two-way mobility of university post-graduates and students, either between institutions of the European Union and Latin America or between the Latin American beneficiary countries.

3.2.1 Project attributes

Project proposals submitted to this sub-programme should specifically refer to:

- the attributes of the training provided by the network, explaining the differences vis-à-vis other training opportunities currently available,
- the comparative advantages for each participating institution,
- the network's operating strategy, in view of its proposed strategic objectives, and
- the anticipated operating schedule, once the Programme's support has finished.

3.2.2 Activities and its duration

This sub-programme awards partial and/or additional grants to promote mobility in the following fields:

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Advanced training: Doctorate (especially with co-tutoring), Master degrees or post-doctoral vocational specialisation courses (residences of 6 to 20 months by grant-holder).

Complementary training: final year student mobility (residences of 6 to 10 months).

Short-term training: as part of post-graduate studies (residences of up to 3 months).

Researchers training: specialised scientific courses for researchers (residences of up to 6 months).

Research training will only include activities enabling researchers to acquire skills in specific research domains. Projects merely related to research will not be financed.

Activities proposed within **mobility projects** (sub-programme B) may be developed over a maximum period of 3 years.

3.2.3 Mobility flows

Each network should propose the content and object of the courses to be attended by the grant-holders and the specific mobility flow to be financed by the project. The proposed mobility flow should respect the following principles:

- exchanges will only involve the network institutions;
- grant-holders participating in exchanges between network institutions must be registered students at the institution of origin;
- at least 70% of the proposed exchanges should consist of grant-holders from Latin American countries;
- grant-holders participating in exchanges between Latin American institutions should travel to a country other than the one of their institution of origin;
- the minimum number of grant-holders per project shall be twice the number of network member institutions;
- grant-holders should be nationals of the Programme's beneficiary countries.

3.2.4 Selection of grant-holders

The network should specify the proposed system for selection of grant-holders, as well as the proposed method of information of potential grant applicants. Once the contract is signed, within a delay of 45 working days the network should submit the list of grant-holders and description of the adopted selection procedures.

The network, through its co-ordinator, should send a list comprising the names and addresses of the selected students, annexed with respective CVs, together with information on the adopted selection procedure and its results. All this information should be sent to the Commission services via the ALFA Technical Assistance services.

The European Commission will check the list of selected grant-holders and will verify if they comply with the Programme's mobility regulations. The EC Offices in Europe and Delegations in Latin America will subsequently inform each grant-holder of his/her selection.

3.2.5 Host institution

Normally, a grant holder should use his grant to study in one single institution. In exceptional cases, grant-holders may attend module classes in more than one institution : up to a

maximum of three network member institutions. This formula will be approved according to the content and significance of the proposed training programme.

3.2.6 Other activities associated with the mobility projects

Mobility projects may include language improvement scholarships, to be granted when required for the proposed training.

In addition, teachers (tutors or lecturers) of network institutions participating in the proposed training programme may benefit from residence and travel grants. To this end, the European Commission may finance a maximum of 2 trips and 2 grants (up to 15 days per stay) in each 10-month period of the training programme per institution.

Finally, projects including long-term grants for post-graduation courses may include a meeting for grant-holder tutors with a maximum duration of five days.

NB: These activities should be developed in accordance with the concrete project objectives. It should also be taken into account that, in general terms, all projects approved under Sub-programme B must seek to integrate the existing training skills, and their results should have a positive effect on the training capacities of the participating institutions.

3.2.7 Mobility management

Projects incorporating mobility count among eligible costs administrative and management expenses of the **host institution**. These costs include : registration and exam fees (students are exempted), organisational costs (i.e. lodging), etc. The costs of the co-ordinating institution to organise the mobility carried out within the framework of the project are also eligible (see application forms "VII additional information: notes on eligible costs").

Similarly, expenses incurred by the **institution of origin** related to the preparation of mobility may also be taken into account –but only those incurred after signature of the contract. Expenditures under this item may include language pre-training, introduction to cultural aspects of the receiving institution, information, etc., aspects that can facilitate the integration of the grant-holders during their stay abroad and thus provide for a good studying environment. .

3.2.8 Projects for preparation for mobility

Projects concerning activities to prepare mobility projects will be financed only in those exceptional cases which – involve Higher Education institutions that have **never obtained ALFA financing or when the network clearly has no experience regarding student mobility**.

Activities to be financed in this case will be 2 meetings of no more than 5 days, attended by one representative from each participating institution.

4 SUBMISSION OF APPLICATIONS/PROPOSALS

The reason for launching an open call for applications is intended to both ease the application procedures and to diminish the rejection rate of project proposals for reasons of non-conformity to programme's formalities.

Networks should submit their applications using the appropriate application forms, which may be obtained from either the Technical Assistance services or the Programme's website.

The Technical Assistance services are expected to assist the applicants, with the submission of their proposals as far as formal aspects are concerned.. Technical Assistance services will be provided to the networks mainly regarding the following points :

- the network's composition (minimum number of Higher Education Institutions required from the different beneficiary countries);
- each and every member of the network has formally expressed its will to participate and play an active role in the development of the project, by having the application signed by the respective rector – or academic representative duly empowered to legally act on behalf of the institution;
- the network has formally undertaken to co-finance the project, as required for each type of project, *i.e.* 25% of total proposed budget, or a minimum of 15% for projects, exceptionally approved, to prepare student mobility projects (look for details on the application form for submitting proposals – chapter VII);
- the methodology adopted to finance the proposed activities conforms to the established regulations;
- all necessary agreements required have been duly taken into consideration in the application form (mainly in the case of mobility projects);
- the proposed mobility flows are in accordance with the Programme regulations;
- the activities proposed for each project are included in the regulations established for the corresponding type of project.

The activity developed by the Technical Assistance services in collaboration with the networks should enable the “technical” approval of projects submitted to the ALFA Group of Experts. However, this does not mean that the project will be automatically positively evaluated by the ALFA Group of Experts or approved by the Commission..

5 EVALUATION OF PROJECTS

Once the Technical Assistance services consider that the ALFA formal requirements have been met, each proposal is included in the list to be appraised by the ALFA Group of Experts in the next evaluation session. The Group of Experts will give their opinion on each proposed project, considering the following aspects:

- fulfilment of the general objectives of the ALFA II Programme and potential impact of the proposed activities on:
 - the efficiency and effectiveness of the participating higher education institutions (in the case of Sub-programme A);
 - the quality of training and its relevance to the needs of the region in each specific field (in the case of Sub-programme B);
- project quality, in academic and scientific terms;
- project consistency in terms of proposed ends, project objectives, methodology and available resources;
- content evaluation of the training programmes proposed for the mobility projects, as well as their academic adequacy;
- match between the size and structure of the network and the tasks to be performed (network functionality requirement);
- previous experience of the network member institutions;
- comparative analysis of each proposal vis-à-vis the other proposals in the same call for applications, to identify those which best fulfil the ALFA objectives;
- prioritised scientific fields according to ALFA priorities;
- appropriate geographic distribution of the mobility flows; adequate match between the origin and destination of grant-holders and the academic content of the proposed training programme;
- co-financing level;
- preference given to those networks that foresee the possible recognition of studies made in other institutions as part of the project;
- preference given to those networks including institutions from countries or regions that are either relatively less developed or have fewer possibilities to develop their academic system;
- preference given to projects involving institutions that did not participate in the first phase of the Programme;
- preference given to projects that encourage the participation of women.

6 DECISION ON PROJECT FINANCING

After each evaluation session, the ALFA Group of Experts will report the outcome of its work to the European Commission. In turn, the Commission will take the final decision on the opportunity to fund each proposal submitted for evaluation.

The co-ordinating institution of each network will be officially informed of the Commission's decision. This decision usually explains the reasons why the proposal was approved or, if applicable, the reasons why the project was rejected.

APPENDICES

ALFA PROGRAMME

Organisation and management

I ALFA FINANCING CONTRACT

Following the approval of a project, administrative work begins to prepare the contracts to be signed by the European Commission and the co-ordinating institutions of each network. **Project execution may only begin after the signature of said contract.** The contract will be drafted according to the standard financing contract drawn up by the competent services of the European Commission.

I.1 Formal arrangements

On reporting project approval (and, if necessary, in subsequent contacts), the Technical Assistance services will request from the network all data required to draw up the contract. The network shall send all documents requested for contract drafting purposes to the Technical Assistance services within 30 days.

All contracts, both for Sub-programme A and Sub-programme B projects, shall consist of:

- Specific Conditions*
- Terms of Reference (Appendix I)
- General Conditions (Appendix II)*
- Budget and summary of financing conditions (Appendix III)
- General Undertakings of the Beneficiary (Appendix IV)*
- Report forms (Appendix V)*

Contracts for mobility projects (Sub-programme B) will also include:

- Mobility agreements duly signed by all member institutions of the network, on the application forms. These agreements assure acceptable host conditions, fee exemption, and academic recognition. (Appendix VI).

The terms of reference and the budget in Appendices I and III respectively, must conform to those submitted for evaluation and approved by the European Commission. No variations to said appendices will be permitted, other than those suggested by the European Commission following the advice of the ALFA Group of Experts, as reflected in the letter reporting project approval.

I.2 Duration

Contracts for Sub-programme A projects will have a duration of 24 months. Contracts for mobility projects may last up to 36 months, so that the proposed academic activities can integrate the different academic terms (LA and UE).

I.3 Entry into force

The contract will come into force on the first day of the month following the date of contract signature by both parties. The date on which the second entity signs shall be

* Link web to contract's model

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deemed as date of signature. Activities should be developed during the term mentioned in the contract (12, 18, 24 or 36 months).

Once the European Commission has signed the contract, the network co-ordinator will receive three copies for signature. The co-ordinating institution will keep one of the original copies and send the other two to the European Commission.

Activities in the framework of the approved projects may only begin after the entry into force of the contract.

Community financing will not cover any expenses incurred outside the term of the contract.

Likewise, community funding cannot be used to finance any activity that has not been foreseen and budgeted for in the contract.

I.4 Amendments

Full compliance with the terms of the contract is required. Accordingly, activities developed should be those described in the respective terms of reference.

As an exception and when justifiable, beneficiaries may request amendments to the terms of reference of the contract. Said amendments shall be drawn up as addenda to the contract (modification of the initial contract). The signature of the addenda will follow the same administrative procedure adopted for the contracts.

Addenda will be considered whenever the respective request has been duly justified and sent in writing to the ALFA Technical Assistance services within a minimum delay of three months, before any expenditures are made or any academic activities are developed that were not foreseen in the original contract.

Addenda will be approved only if the European Commission accepts the justification presented by the network. Nevertheless it should be remembered that contract amendments are authorised exceptionally and only on account of reasons beyond network control that prevent the scheduled activities from being developed or the results defined in the contract from being obtained.

In no case shall addenda requests be considered after the expiry date of the contract.

Addenda involving an amendment to the duration of the contract may generate an extension of six months (minimum) to one year (maximum). Each contract may have no more than two addenda, irrespective of the underlying cause. On the whole, no contract may be extended for more than 18 months.

The proposed amendments must never cause the objectives of the approved contract to be changed or the community contribution to the budget to be increased. Amendments should relate to either contract duration or changes to the proposed project activities, whenever such changes are deemed necessary to fulfil the project objectives.

II PROJECT FOLLOW-UP AND COMPLETION

Every project, having signed a contract with the European Commission must submit execution reports to the latter, through the Technical Assistance services, as follows:

a) Short-term contracts (one year)

One technical report and one financial report within two months of the date foreseen for the end of project activities.

b) Long-term contracts (more than one year)

One intermediate technical report per year, according to the terms of the contract. The reception and acceptance of the content of this intermediate report are required prior to the payment of the corresponding segment of community financing.

One final technical report and one final financial report, within two months of the date foreseen for the end of project activities.

c) All contracts

The final reports (technical and financial) shall be submitted within two months of the date foreseen for the end of project activities. Their reception and acceptance is required prior to the approval of project activities and the payment of the last segment of community financing, corresponding to the balance and liquidation of said financing.

In exceptional instances (due to a justifiable delay, subject to the Commission's acceptance), reports may be submitted later than the established deadline. Nevertheless, no document will be considered valid if submitted six months after the date foreseen for the end of project activities.

There will be two forms for technical reports, one for Sub-programme A projects and another for Sub-programme B projects. These forms (both for intermediate and final technical reports) will be part of the documents sent to the co-ordinator, along with the contract signed by the European Commission. They may also be requested from the Technical Assistance services.

II.1 Financial report

The ALFA budget provides funding for actions aimed at fulfilling the Programme objectives, following the maximum amounts indicated in this guide. The use of such funds should be strictly directed towards said objectives, no amendments are possible without prior authorisation from the European Commission.

At the end of the contract, a Final Financial Report must be submitted, along with the Technical Report, to account for all expenditure. This report consists of the following forms and statements attached to the contract, which the project co-ordinator is expected to fill out:

- **General Information Page**, including project identification, basic project data (*i.e.* name, co-ordinating institution, number of contract, bank account of the beneficiary, etc.), as well as the signatures of the co-ordinator and of the entity which is legally responsible for the contract.

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- **Accounting table** including a breakdown of funds by item and co-financing entity: Network, EC or Third Parties. This table is similar to the budget table of the original contract, indicating the amounts actually spent in each activity.
- **Specific expenditure statements**, one for each item, confirming that the proposed activities were financed with the funds allocated in the budget. There are specific statements (travel, meals, grant-related expenses, etc.) for each type of project.

The preparation of this report should take into account the following: if fewer activities were developed than those initially foreseen (for example, fewer meetings or fewer people attending the meetings), the subsequent budget changes should be reflected in the documents accounting for the expenses.

II.2 Payment of the EU financing

The European Commission will pay the first part of the community funding following the signature of the contract by the co-ordinating institution of the network and the European Commission.

For projects lasting no more than 12 months and with a value of up to 100,000 Euros, the Commission will pay 80% of the total amount of the contract in advance.

For projects with a longer duration or a community funding of more than 100,000 Euros, the Commission will pay 80% of the part of the budget corresponding to the first twelve months in advance. Intermediate annual payments will be made subsequent to the approval of the corresponding reports. An intermediate payment can only be made if the prior expenses incurred represent at least 70% of the payment already received by the co-ordinator. The sum of the advance payment and the intermediate payments should never exceed 90% of the total community financing.

In all cases, the network must send the payment requests to the Technical Assistance services of the ALFA Programme, using the form attached to the signed contract.

Contract completion and the settlement of sums to be paid will occur following receipt and approval by the European Commission, of the final technical and financial reports.

Payments will be made in Euros to the bank account indicated by the co-ordinating institution for this purpose. This bank account must not be held by an individual and should be opened in financial institutions of any beneficiary country of ALFA Programme. It shall be dedicated to the project and must not be changed until the last payment has been made under the contract.

III ORGANISATION AND MANAGEMENT OF ALFA II PROGRAMME

III.1 European Commission

The **European Commission** is ultimately responsible for the management and execution of ALFA II.

The European Commission has set up two support structures to perform its functions: the **Technical Assistance services** and the **ALFA Group of Experts**.

The European Commission is responsible for the development of the Programme and, in concrete, must:

- define the Programme's strategic programming;
- define the regulations and conditions for project submission;
- determine the time frame of the call for applications and evaluation sessions;
- select and appoint the members of the ALFA Group of Experts;
- define, follow up and monitor the tasks performed by the Technical Assistance services;
- make the final decision on every ALFA financing;
- draw up the financing contracts;
- approve the list of grant-holders selected by the networks of Higher Education Institutions;
- ensure the Programme's financial management;
- evaluate the financed projects, at any time during their execution;
- ensure the Programme's general follow-up;
- give information on the Programme's execution.

III.2 TECHNICAL ASSISTANCE SERVICES (TA)

In order to fulfil its proposed mission of supporting the Programme beneficiaries and assisting the European Commission to perform its tasks, **the Technical Assistance services (TA)** will:

- help disseminate information and promote the Programme;
- prepare the forms and material required to submit project applications;
- assist the networks of Higher Education Institutions to submit their proposals;
- receive project applications, verify that they conform to the Programme's general regulations and organise the evaluation session of the Group of Experts;
- report the outcome of the Group of Experts' meeting to the European Commission and send them the applications for final decision making on the respective financing;
- report the final decision made by the Commission to each network;
- draft the terms of reference for the financing contracts to be signed by the European Commission and the networks whose projects have been approved;

- follow up and support the execution of the approved projects;
- provide the instruments required for the external evaluation of the Programme;
- provide information on the development of the Programme, while preparing and issuing any publications considered necessary under the supervision of the European Commission.

III.3 ALFA Group of Experts

The ALFA Group of Experts is a consultative body reporting to the Commission and is responsible for giving advice on the submitted projects. Its performance should comply with the Programme regulations.

The Group of Experts has 16 members: 8 nationals from European Union Member States and 8 from the Latin American beneficiary countries.

Members of the ALFA Group of Experts are invited *intuitu personae* by the services of the Commission to join the ALFA Programme by virtue of their competence, experience and authority in the main fields of co-operation of the Programme and their in-depth knowledge of higher education in Latin America and Europe.

The Group of Experts will perform the functions established in the Decision concerning the financing of ALFA Programme with a view to helping develop and follow up each phase of the Programme. In addition the Group will assist the European Commission in taking decisions on project approval. In order to fulfil this mission, the ALFA Group of Experts shall:

- make a fully independent appraisal of the submitted projects;
- issue detailed recommendations on the submitted proposals;
-
- suggest improvements to the Commission regarding the Programme's organisation and execution.

In addition, the Group of Experts should:

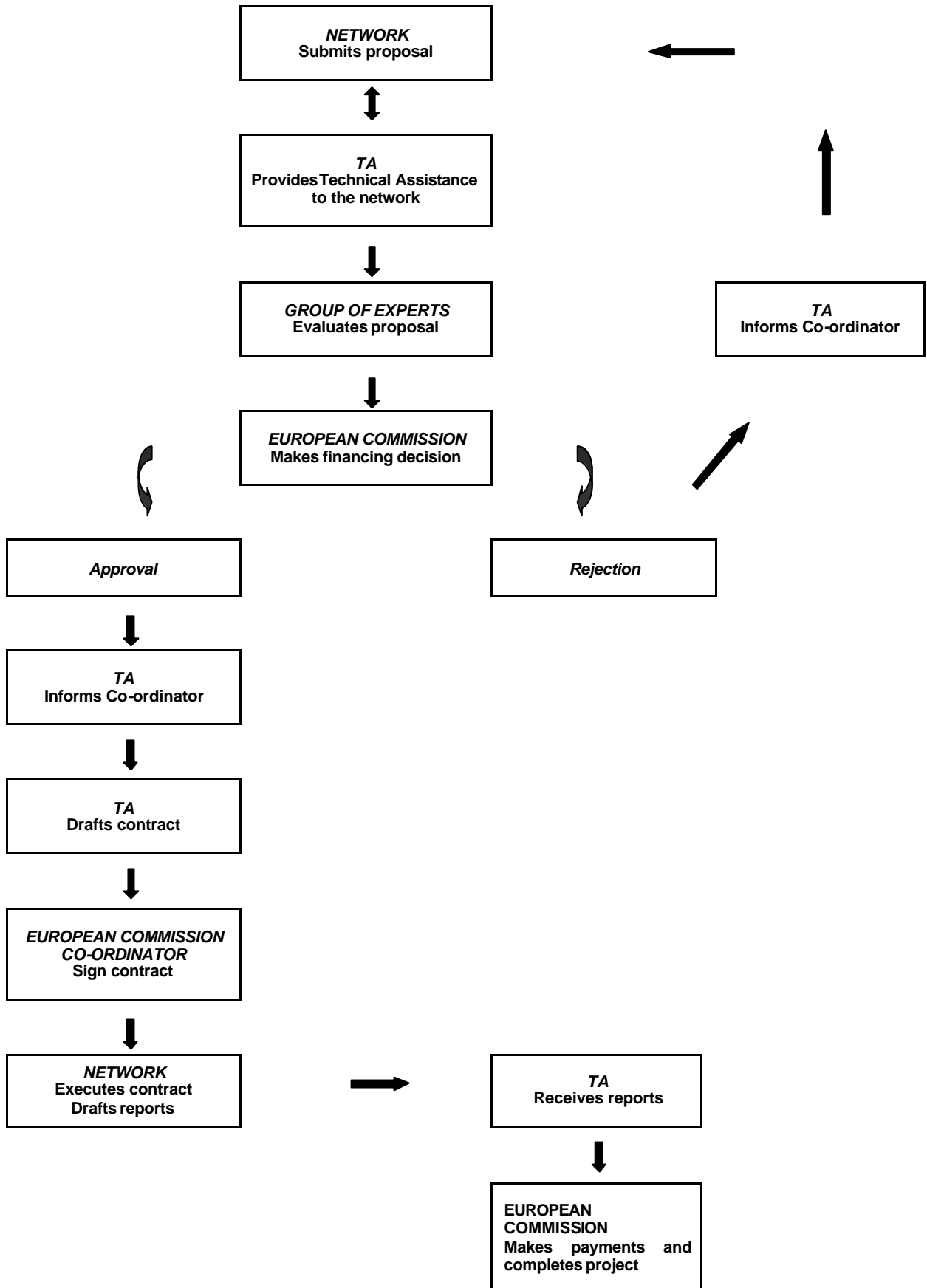
- identify and prioritise themes that can be developed as part of the Programme;
- advise the Commission on the Programme's concepts and contents;
- attend specific meetings in which the activities of ALFA Programme are presented to the public, at the request of the Commission services;
- evaluate the project proposals submitted by the established networks and, for this specific purpose:
 - submit to the Commission a guide on technical and thematic analysis, which considers the aspects to be taken into consideration when the Commission decides which actions and projects should be selected as part of the Programme,
 - examine the proposed projects submitted to the Commission and their conformity to the Programme objectives and the established priorities, by applying the guide on technical and thematic analysis, and issue a technical recommendation to the Commission.

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The ALFA Group of Experts will report the results of its evaluation to the European Commission. The ALFA Group of Experts should base its evaluation on a system that enables project approval, or its possible modification or rejection. The advice of the Group of Experts is non-binding and the responsibility for the final decision regarding each project lies with the European Commission.

In what concerns its organisation and functioning, the ALFA Group of Experts has been divided into two sub-groups to adjust to the Programme structure. One sub-group evaluates the co-operation projects on institutional management and the other focuses its evaluation on the scientific & technical training projects. In each evaluation session each sub-group is composed of no more than four members.

IV SUMMARISED PROCEDURE





LATIN AMERICA ACADEMIC TRAINING

**Exchange Programme between Universities of the European Union
and Latin America**

**EUROPEAN COMMISSION
EuropeAid Co-operation Office
Directorate for Latin Ame rica**

Application Form

Sub-Programme A: Co-operation for Institutional Management

**Sub-Programme B: Co-operation for Scientific and Technical Training
(Mobility of Grant-holders)**

Send to: (*)

BAT/CEEETA
Rue Joseph II, 36 - 4°
1000 Brussels, Belgium
Tel.: 32.2.2190453
Fax.: 32.2.2196384

For Information

E-mail: infoalfa@ceeeta.pt

(*) This address should be confirmed as of September 2001

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GENERAL INSTRUCTIONS

- Read the Guide of the Alfa Programme as well as instructions included in this application form before filling it in.
- The applications must be restricted to the form. Only the additional information requested may be presented. Modifying the form will result in the rejection of an application.
- Applications must be presented in one of the following languages: English, French, Spanish or Portuguese.
- For each application, only the parts of the forms concerning the type(s) of Project(s) to be developed must be filled in and sent.
- Please use the following codes when mentioning the type of organisation (in **II.2.1 and II.4**) :

IES:	Higher Education Institution
EDU:	Adult Education or Continuing training Centre
ASS.1:	Non-profit Organisation (regional/national)
ASS.2:	Non-profit Organisation (international)
RECH:	Research Institute
PUB.1:	Public Authorities (local)
PUB.2:	Public Authorities (regional)
PUB.3:	Public authorities (national)
IND:	Private enterprise (goods)
SER:	Private enterprise (services)
OTH:	Other type of organisation (specify)

- The question about the Scientific Field, should be complete according to the List of Thematic Areas in section VIII of the present Form.
- The budgets must be expressed in EUROS and must give an estimate of the costs, taking into account the maximum amount of community financing allotted to each activity. It should also respect the percentage of ALFA financing of a maximum of 75 % and network co-financing of a minimum of 25% as far as the total amount for the development of the proposed activities.
- The applications must be **signed by the respective responsible persons entitled to do so or by their legal representatives.**
- Pages with the heading: **PAGE OF SIGNATURE** must be signed and sealed.
- Each proposal requires the respective **participation commitments of each member institution of the Network.**
- Applications must be submitted in four copies (one original and three copies) and preferably one copy in electronic format (« diskette ») and sent by registered post, with the name of the project written on the envelope.

NOTE. The signatures and the seals must be original, no photocopies being permitted.

ALFA Programme

- **Presentation of a project proposal within the scope of :**

Sub-programme A: Co-operation for Institutional Management

- Academic and administrative personnel management
- curriculum development and teaching management
- research management (management of research activities)
- Academic evaluation
- certification of degrees and diplomas
- curriculum harmonization
- Administrative Management
- management of university extension services
- management of university/business co-operation schemes
- management of services to the university community

Sub-programme B: Co-operation for Scientific and Technological Training

- B.1. Preparation for mobility of grant-holders
- B.2. Mobility of grant-holders
- Advanced Training (AT)
- Short Term Training (STT)
- Research Training (RT)
- Complementary Training (CT)

I Summary of the Proposal:

Sub-programme
Scientific Field
Title of the Project

- Objectives (Maximum 100 words):

- Specific expected results:

- Publication of studies and/or results of meetings and/or seminars;
- Institutional documents resulting from meetings within the scope of the project;
- Implementation proposals for improvement of academic and managerial aspects within the scope of higher education;
- Preparation of Web pages for the electronic dissemination of debates and documents important for institutional and academic management;
- Academic and administrative management manuals;
- Other relevant and tangible results included in the objectives of the programme :

II The Identity of the Network

II.1 Background Information on the Network

II.1.1 Name of the Network

- Was the network created for this application? Yes No

- If the answer is yes, go to the next page.

- If the answer is No, when was it created?

	/		/	
D		M		Y

- Did the network submit proposals within the scope of the Alfa Programme before? Yes No

- Approved
- Refused

- Has it kept its original composition? Yes No

- Does it count with new members? Yes No

- Did the network change its name? Yes No

- What was the former name of the network?

II.1.2 Projects already submitted to and approved within the scope of ALFA:

Project n°:

Project n°:

Project n°:

Project n°:

Project n°:

PAGE OF SIGNATURE

Note : This page, when fulfilled and signed, has to be sent by mail.

II.2 Name of the Network (page of signature)

--

II.2.1 Complete and Official Name of the Co-ordinating Institution
(in your language):

Note: The information to be given should refer to the institution and not to a faculty or department.

Full name of the organisation and its legal entity		
Postal address:	-	
Street		
Zip code and location		
Country		
Type of organisation <i>(See general instructions)</i>	If "OTH", please specify :	

II.2.1.1 Formal Register of the Institution

National Register Number <small>(Should there be no national register number, indicate the reference in the official journal where it shows that the institution is recognised as an institution of higher education by the respective government) (in case it is not a higher education institution, mention de national register number)</small>	Legal Reference. Recognition as an Institution of Higher Education <small>(Should there be no national register number, indicate the reference in the official journal where it shows that the institution is recognised as an institution of higher education by the respective government)</small>

II.2.2 Legal Representative of the Co-ordinating Institution of the Network
(Person entitled to sign contracts)

Name(s):	First Name(s):
Academic Title :	Position:

II.2.2.1 Responsibility Statement of the Network

(This application must be signed by the representative legally entitled to enter into agreements on behalf of the institution)

I confirm that I am entitled by the representatives of the member institutions of the Network to sign this application and to take the commitment of institutional participation in the co-financing of the Project mentioned in the Budget

Signature of the legal representative and **stamp** of the Co-ordinating Institution:

Date

STAMP OF THE INSTITUTION

II.2.3 Unit responsible for the co-ordination of the Project (Faculty/Dept./Inst./etc.)

(Complete and Official Name)

Unit			
Street and n° :			
City		Zip Code:	-
Country		Telephone: (+)	
Web Page	http//	Fax: (+)	

(give national and local area codes)

II.2.3.1 Participation of the unit responsible in other ALFA projects

Name of the Network	Coordinator (Yes or No)

II.2.3.2 Experience of the unit responsible for the coordination of the Project in International Co-operation Programmes/Project.

--

II.2.3.3 Scientific contributions or relevant experience of the unit responsible in the thematic area of the application.

(only mention the two most important)

--

II.3 Network Member Institutions

Note : Complete and Official Name (in your language).
Once the project is approved, the Network's composition cannot be modified.

From Latin America :	Name	Code (to be filled by the services of the Commission)	Country
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
From the European Union:	Name	Code (to be filled by the services of the Commission)	Country
1			
2			
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18			

PAGE OF SIGNATURE

Note : This page, when fulfilled and signed, has to be sent by mail.

II.4 Member Institutions of the Network

ATTENTION: Each member institution must fill in this page individually. Those institutions that do not duly fill in and sign this page shall not be considered as participants in the project nor part of the network.

II.4.1 Complete and official name
(in your language)

Note: This information must refer to the institution and not to a faculty or a department.

Full name of the organisation and its legal entity	
Postal address:	
Street	
Zip code and locality	-
Country	
Type of organisation (See general instructions)	
	If "OTH", please specify :

II.4.1.1 Formal Registration of the Institution

National Register Number <small>(Should there be no national register number, indicate the reference in the official journal where it shows that the institution is recognised as an institution of higher education by the respective government) (in case it is not a higher education institution, mention de national register number)</small>	Legal Reference. Recognition as an Institution of Higher Education <small>(Should there be no national register number, indicate the reference in the official journal where it shows that the institution is recognised as an institution of higher education by the respective government)</small>

II.4.2 Legal representative

Name(s):	First Name(s):
Academic Title:	Position:

II.4.2.1 Statement of adherence of the institution to the Network.

I hereby confirm the adherence of the Institution of which I am the legal representative to the network:

with the commitment to ensure the participation of my institution in the co-financing of the Project mentioned in the Budget of the present application.

Signature of the legal representative and stamp of the participating Institution :

Date

STAMP OF THE
INSTITUTION

II.4.3 Unit responsible for the participation in the Project (Faculty/Dept./Inst./etc.)
(complete and official name)

Unit			
Street and n°:			
City		Zip Code:	-
Country		Telephone: (+)	
Main Web Page	http://	Fax: (+)	

II.4.3.1 Participation of the unit in other ALFA projects:

Project N°	Name of the Network	Co-ordinator (Yes or No)

II.4.3.2 The unit's experience in International Co-operation Programmes/Projects.

--

II.4.3.3 Scientific contributions or relevant experiences in the field of the application.
(Only give the two most important)

--

II.4.4 Unit Interlocutor

(Person responsible for the participation in the project)

Name(s):	First Name(s):
Academic Title:	Position:
Faculty/Dept./Service:	

II.4.4.1 Experience of the Interlocutor

Enclose the Curriculum Vitae in annex..

- **Summary of professional experience**

--

- **Main publications**

--

III PROJECTS

TECHNICAL AND FINANCIAL DESCRIPTION OF SUB-PROGRAMME-A PROJECTS: co-operation in institutional management

**III.1 SUB-PROGRAMME A
COOPERATION IN INSTITUTIONAL MANAGEMENT**

III.1.1 Name of the Project:

--

III.1.2 Scientific Field:

--

III.1.3 Objectives

--

III.1.4 Justify the relevance of the project

--

III.1.4.1 Activities

Design, preparation and implementation of institutional management tools and/or organisation, publication and implementation of works carried out within the scope of the project.

Brief description:

--

III.1.4.2 Period for which financial support is requested (minimum 24 months)

<i>Total foreseen duration of the project activities</i>	months
--	--------

<i>Grant requested for :</i>	months
------------------------------	--------

III.2 Description of the project
(max. one page)

III.3.1 Description of the role-played by each member institution of the network to accomplish the foreseen result(s).

III.3.2 Foreseen Results and Methodology ^(*)

Describe the **foreseen results** of the project (all the end products, such as teaching material, strategic documents, study reports, other results, etc.). Specify the modalities to measure or evaluate the network results.

Results

Methodology

(*) If the project foresees more than one result, please enumerate each different result and relate each one to the respective methodology.

III.4 Budget estimation

(see Excel file “budget” in annex)



BudSubpA.xls

**TECHNICAL AND FINANCIAL DESCRIPTION OF SUB -PROGRAMME B PROJECTS: co-operation for the scientific and technological training
(MOBILITY OF GRANT -HOLDERS)**

III.5 SUB-PROGRAMME B

B1. PREPARATION OF MOBILITY

B2. MOBILITY

III.5.1 Name of the Project

III.5.2 Indicate the main scientific area of the present application

(specify the scientific area of work)

(specify other type of scientific area of work)

III.5.3 Type of Activity

Advanced Training: PhD (co-direction), Master or post-doctoral professional specialisation.

Periods of 6 to 20 months per grant-holder

(AT)

Short Term Training: studies within the scope of post-graduate programmes.

Periods of up to 3 months

(STT)

Training of Researchers: visits of scientific nature specific for researchers.

Periods of up to 6 months.

(TR)

Complementary Training: mobility of last year pre-graduate students. Periods of 6 to 10 months

(CT)


NOTE : Each project can only contemplate one type of training

III.6 B1. PROJECTS FOR PREPARING MOBILITY

Only in exceptional cases, activities aimed at preparing projects of mobility of grant-holders, especially **for those networks that have never obtained ALFA financing**.

III.6.1 Explaining the grounds of the proposal

(objectives, type of training programme to be prepared, action methodology, advantages and contribution of network members)



III.6.1.1 Identify and summarise the measures foreseen by the network in order to guarantee the success of the mobility, in each one of the following aspects:

- ✓ **Academic recognition by the institution of origin of the activity carried out by the grant-holders.**
- ✓ **Conditions required to receive the grant-holders**
(Accommodation, subsistence, risks and accidents insurance, health insurance, etc.)
- ✓ **Exemption of fees, taxes or registration and exam fees for the grant-holders in each host institution**
- ✓ **Follow up system (tutoring) and evaluation of the grant-holder's work in the host institution**
- ✓ **Conditions which ensure the binding of the grant-holder to his/her institution of origin.**
- ✓ **General concept of the system for the attribution of grants in the Network institutions, as well as the selection of the grant-holders.**
- ✓ **Language training of the grant-holders.**

III.6.1.2 Schedule of working meetings required for the analysis, revision and solution of institutional problems related with the mobility.

Meeting Place			Participating Insts.	Meetings Schedule
Host University	LA	EU		Quarterly
				1 st :
				2 nd :
				3 rd :
				4 th :
				5 th :
				6 th :

(Brief description of the content of the meetings to be held)

III.6.1.3 Period for which financial support is requested (maximum 12 months)

<i>Total foreseen duration of the project activities</i>	months
--	--------

<i>Grant requested for :</i>	months
------------------------------	--------

III.8 Budget Estimation (Pre-project)
(see Excel file “budget” in annex)



BudPrepSubpB.xls

III.9 B.2. PROJECTS CONCERNING MOBILITY

III.9.1 Justify the relevance of the project

III.9.2 Specific objectives

III.9.3 Type of training to be provided by the Network and differences as far as other existing training programmes - in the network member institutions - are concerned

III.9.4 Comparative advantages of the different network member institutions

III.9.4.1 Operational Strategy of the Network vis-à-vis the planned specific objectives

--

III.9.4.2 Operational projection of the network once the ALFA programme support has come to an end

--

III.9.5 Expected concrete results

(Grant-holders (N°), Type of training, academic recognition system, integration of training capacity, other)

--

III.9.5.1 Period for which financial support is requested (maximum 36 months)

<i>Total foreseen duration of the project activities</i>	months
--	--------

<i>Grant requested for :</i>	months
------------------------------	--------

III.9.5.2 Type of activities carried out in the preparation of this application, indicating whether these have been carried out within the scope of ALFA financing (also if ALFA I)

(N° of meetings, dates and their content, name of the institutions represented at the meetings, names of the representatives of the institutions represented, financing sources of the meetings).

III.9.6 Description of the training programme

The programme must give a detailed list of the contents to be developed, as well as their theoretical or practical nature; whether they are curricula which already exist in any of the network institutions or not. It must also be specified whether the programme was prepared with the participation of all the institutions which make up the network. The name of the institution or institutions where the training programme will take place must be given, as well as the professors which will give the training, providing the name of the institution the professor belongs to and, **a brief curriculum vitae of each professor shall be attached.**
(max. one page)

III.9.6.1 Number of grant-holders and mobility flows (EU/LA, LA/EU, LA/LA) proposed in the application.

The application must clearly specify where each grant-holder will follow the training programme, as well as the duration of the stay (or stays, if the programme is to be carried out in more than one institution).

Note: The minimum number of grant-holders per project shall be twice the number of network member institutions. The EU-LA flow cannot exceed 30% of the total grant-holders mobility. Grant-holders must belong to one of the network member institutions, and should be nationals of the Programme's beneficiary countries

A- Mobility EU-LA

Grant-holder	University of Origin	Country	Training Programme Level	N° of months	Host University	Country
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Grant-holders A

Months A

B- Mobility LA- EU

Grant-holder	University of Origin	Country	Training Programme Level	N° of months	Host University	Country
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Grant-holders B

Months B

C- Mobility LA -LA

Grant-holder	University of origin	Country	Training Programme Level	N° of months	Host University	Country
1						
2						
3						
4						
5						

Grant-holders C

Months C

Total N° of grant-holders

Total N° of months

III.9.7 Grant holders Academic Background

[Empty box for Grant holders Academic Background]

III.9.7.1 Should language improvement be necessary before starting the training activities, indicate the planning.

(Though is possible to consider a support for language improvement, the grant-awarding institution must ensure that the selected grant-holders have an active knowledge of the language or languages used in the programme.)

[Empty box for language improvement planning]

III.10 Agreements within the network to ensure optimal hosting conditions for the grant-holders

PAGE OF SIGNATURE

Note : This page, when fulfilled and signed, has to be sent by mail.

The agreements reached must be signed by the rectors or institutional authorities entitled to do so, of all network members

III.10.1 Complete and Official Name of the Institution

(in your language):

--

Undertakes to:

- Ensure that grant-holders benefit from optimal hosting and mobility conditions. Accordingly, grant-holders financed by the ALFA Programme will enjoy access opportunities identical to those granted by the host institutions to their own students and postgraduates. This applies namely to accommodation and subsistence, access to libraries, documentation centres, communications, computers and other services potentially provided by the institutions.
- **Exempt** the grant-holders financed by the ALFA Programme **from payment of any kind in connection with registration, university fees, exam costs and other costs** charged by institutions to their students. This exemption is applicable also to medical insurance and compulsory insurance that may be required by the institution.
- **Ensure that grant-holders** financed by the ALFA Programme **can return to their institutions of origin** to resume their academic activities. This simply means that the place previously held by each grant-holder prior to his/her acceptance of the ALFA-financed grant will be secured by the institution of origin.
- **Recognise the academic validity of the training programmes undertaken by the grant holders financed within ALFA**, irrespective of their level. This recognition means that, once the grants financed by ALFA come to their term, the studies will be recognised at least by the university/institution of origin.

III.10.1.1 Identification of the signatory

Name(s):	First Name(s):
Academic Title:	Position:
Telephone: (+)	Fax: (+) <i>(give national and local area codes)</i>
E-mail: @	Main WEB page: Http://

Signature of the responsible and stamp of the Institution

Date:

<i>STAMP OF THE INSTITUTION</i>

PAGE OF SIGNATURE

Note : This page, when fulfilled and signed, has to be sent by mail.

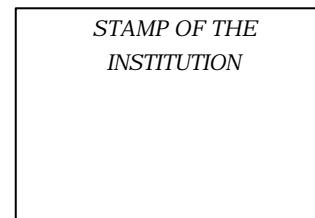
III.10.1.2 The tutor of the host Institution undertakes to:

- tutor the grant-holders sent to the host institution by the Network, keeping in touch on a regular basis with people responsible at the institution of origin and develop all activities that may be required in connection with the adequate performance of this role.

Name(s):	First Name(s):
Academic Title:	Position:
Faculty/Dept./Service:	
Telephone: (+)	Fax: (+) <i>(give national and local area codes)</i>
E-mail: @	Main WEB page: Http://

Signature of the responsible and stamp of the Institution

Date:



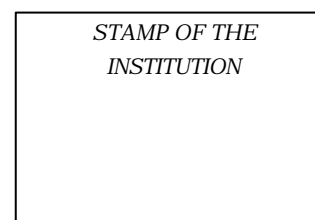
III.10.1.3 The responsible for the grant-holders at the Institution of Origin undertakes to:

- Keep in touch on a regular basis with the grant-holders and the tutors at the host institution and develop all activities that may be required in connection with the performance of this role.

Name(s):	First Name(s):
Academic Title:	Position:
Faculty/Dept./Service:	
Telephone: (+)	Fax: (+) <i>(give national and local area codes)</i>
E-mail: @	Main WEB page: Http://

Signature of the responsible and stamp of the Institution

Date:



III.10.1.4 Proposed schedule of foreseen meetings between tutors and professors.

(N° of meetings, duration and place).

Visits Sites			Participating Inst.	Provisional Schedule Semesters
Host University	City	Country		
				1 st :
				2 nd :
				3 rd :
				4 th :
				5 th :
				6 th :

(Brief description of activities)

III.10.2 Summary of the model to be adopted by the institution of origin to call for grant applications and select the grant-holders.

(The model to be adopted shall at all times specify the eligibility criteria for selection, minimum requirements, the system that will be adopted to promote grant-holder involvement, dissemination of the call for applications and the claim mechanisms. Institutions calling for applications should publicly declare that the financial support provided by the ALFA Programme solely concerns the selected grant-holder, even if said grant-holder has dependent relatives).

NOTE: Grant-holders must belong to one of the network member institutions, and should be nationals of the Programme's beneficiary countries

III.12 Budget Estimation (Project)
(see Excel file “budget” in annex)



BudSubpB.xls

V UNIVERSITY INFORMATION FORM

(To be filled by all institutions participating in the project)

Complete and official name (in your language and in one of the four official languages of the programme) of the participating Institution.

Public University ? Or Private University ?

--

NOTE: Data included in this form should refer to the last academic year for which official data are available

In numbers:

1. Administrative Personnel _____
2. Professors and Researchers _____
3. Number of students registered _____
4. Graduates per year _____
5. Post-graduate courses _____
6. PhD per year _____
7. Annual budget _____
8. Does the institution participate in national research programmes? Yes ___/No___
9. Does the institution participate in international research programmes? Yes ___/No___

NB: If your answer to 8 and 9 is yes, please indicate the names of the programmes in which the institution is involved.

Year of reference of data mentioned above:

Please indicate from which document (or documents) data included in this card have been obtained:

Name and title of the project co-ordinator:

Signature:

Date:

This data will not be used for project evaluation purposes, only for data collection and statistics

VI How did you learn about the ALFA Programme?

Official Journal:

TAO:

University contacts, congress, seminar:

Internet:

Other (specify):

VII ADDITIONAL INFORMATION

NOTES ON ELIGIBLE COSTS

A. General introduction

These notes provide guidance to applicants on how to complete the financial sections of the application forms required to submit project proposals within the framework of the ALFA Programme.

NB: these notes do not have a legal value. Only the grant contract signed between the Commission and the beneficiary of an approved project has legal value.

B. General rules on cost eligibility

- i. Expenditure can only be considered as eligible if it is directly related to approved activities. Expenditure related to activities involving countries or partners not eligible to participate in the ALFA Programme is not eligible.
- ii. The beneficiary and/or its partners must ensure that all estimated costs presented in the budget are necessary for the implementation of the project, are not unnecessarily high in amount and are clearly related to the activities to be undertaken. The use of the ALFA funds can not give rise to a profit.
- iii. An item of expenditure can only be included under one heading in the estimated budget for the project.
- iv. **All expenses must be incurred within the contract period.**
- v. The following items shall not be eligible under any ALFA project and should therefore not be included in any part of the project budget, either under the expenditure to be covered by the ALFA grant or that to be borne from other sources:
 - professor and/or tutor fees
 - entertainment or representational expenses;
 - replacement costs (compensation) to replace staff involved in the co-ordination of the project
 - benefits in kind (including voluntary staff) which are provided at no cost to the networks;
 - exchange or currency devaluation losses.

C. Principles for specific types of costs

1. Personnel costs

- i. The personnel costs (co-ordinator and secretary of co-ordination) shall be calculated on the basis on gross salary costs, and according to the respective number of hours, days or months allocated to each project.

- ii. Co-ordination personnel (co-ordinator and secretary) shall not exceed the norm for the labour market in the country concerned.

2. Travel, Accommodation and subsistence

- i. All flights will be in coach class. The beneficiary and/or its partners must try to find the most economical method of travel and are expected to contact a number of travel agencies in order to obtain the best possible prices. Full use should be made, where possible, of Apex flights and special discount rates.
- ii. Rail travel may be in first class, if preferred by the beneficiary and/or its partners, whenever allowed by the rules of the institution.
- iii. In the case of travel by car, these costs shall be eligible and will be calculated according to the following conditions:
 - a) In the case of private car or taxi, the amount to be considered eligible shall be limited to the cost of one equivalent first class rail fare (no matter how many people are travelling in the car).
 - b) In the case of a hired car (class A in all cases except where more than 2 persons are travelling, in which case maximum class B may be used), the actual costs shall be allowed. However, a hired car may only be used if no other suitable transport is available.
- iv. Travel insurance costs shall be eligible.
- v. Travel costs outside of the countries eligible to participate in ALFA shall not be allowed.
- vi. Accommodation and subsistence costs shall be eligible provided:
- vii. Accommodation and subsistence costs (per-diems) are lump sums (135 EUR/day in Europe and 125 EUR/day in Latin America).

3. Expenditures related to mobility projects

- i. **Grant-holder mobility:** The total number of grant-holders shall not exceed twice the number of network member institutions. Grant-holders may come from one, several or all institutions of the network. The established duration of the mobility grants cannot be subdivided to provide for more grant holders.

Mobility grants will be financed as lump-sums to maximum amount of (according to the type of training):

- Advanced training, Short-term training, Researcher training: 750 EUR/month
- Additional training: 650 EUR/month

ii. **Travel expenditures of Grant-holders:** The travel of the grant-holder from his institution of origin to the host institution shall be financed as a lump-sum calculated to a maximum amount of :

- intercontinental travels 1.500 EUR
- continental travels EU/EU 600 EUR
- continental travels LA/LA 800 EUR

iii. **Language improvement:** Each grant-holder may benefit from a grant to attend one language improvement course, in order to make full use of the proposed training programme.

Eligible cases will benefit from a maximum fixed amount of 1,000 EUR per language improvement course.

iv. **Professor travels:** network professors travelling to grant-holder host institutions **to teach courses or seminars** may also have the trips financed. Financing will cover a maximum 2 travel grants (continental or intercontinental) and 2 residence grants (15 days maximum) per year of project.

v. **Tutor travels:** Doctorate projects lasting longer than 1 year may include, by year of project, the financing of one meeting (5 days maximum) of grant-holder tutors at the universities of origin, or of grant-holder tutors at the host institution. Said meetings may be attended by one person from each institution directly involved in the grant-holder exchange (professors from the university of origin and tutors from the host university). They shall be held either at one of the universities of origin, or at one of the host universities. No travel or residence grants may be awarded to tutors who do not need to travel to attend such meetings.

NB: The maximum fixed amounts for **Professor and Tutor** travels will be:

- intercontinental travels 1.500 EUR
- continental travels EU/EU 600 EUR
- continental travels LA/LA 800 EUR

vi. **Welcome support to grant-holders:** Host institutions may include in the budget a maximum amount of 1,000 EUR/year/grant-holder, in concept of registration fee, medical insurance, exam rights, academic fees and other costs potentially generated by the grant-holder which might be charged (e.g. lab costs, bibliography, computer costs). Network undertakings in connection with exemption from fees, registration and other costs will be included in the application forms required for project submittal and may also be considered as part of project co-financing.

vii. **Preparation for mobility:** Prior to mobility, grant-holders may benefit from cultural and language awareness-training (language courses, information and data collection on their host country) at their university of origin with a view to securing better integration into their host institution and country. The amount to be allocated to the budget as language and cultural pre-training **prior to mobility** shall not exceed 600 EUR and must be entirely paid by the network (co-financing).

4. **Technology (hardware) and Equipment**

i. The costs relating to the acquisition, whether by purchase, leasing or rental, of technology and equipment shall only be eligible if such acquisition is strictly necessary for the performance of the project concerned.

ii. Where the Beneficiary and/or its partners have the option to choose between leasing, renting or purchasing of technology or equipment, the choice must be based upon the least expensive method. The Beneficiary and/or its partners must contact a number of suppliers in order to ensure that the equipment is supplied in accordance with the most economic terms. If so required by the Commission or its representative, the method of acquisition and the choice of supplier must be justified.

iii. Where the Beneficiary and/or its partners opt for the rental or leasing of technology or equipment, the costs of any buy-out option at the end of the lease or rental period, shall not be eligible.

iv. Where technology and equipment costs are allowed, installation, maintenance and insurance costs for the equipment may also be included, limited to the proportional use of the equipment for the project.

v. Where the purchase of technology or equipment is allowed, the costs shall be computed as follows:

a) For the purposes of calculating depreciation, all technology and equipment shall be deemed to have a life expectancy of three years where the purchase price is more than 1.000 EUR.

b) The costs per annum, shall be calculated by reference to a depreciation factor of 33.33% but adjusted to the % utilization in the project concerned. For example, the allowable cost in year one for a piece of equipment worth 10.000 EUR which is used 50% for the project, will be 1.666 EUR:

$$10.000 \times 33.33\% \times 50\% = 1.666 \text{ EUR}$$

In the second year of the project, if the usage of the technology or equipment remains the same, the eligible costs will be 1.666 EUR. If no usage of technology or equipment is foreseen for the project in the second year, then no costs will be eligible (depreciation or otherwise).

c) Where the total value of the equipment or technology does not exceed 1.000 EUR, then the full purchase value shall be allowed as a cost in the relevant year, adjusted to the percentage usage in the project concerned.

d) Depreciation or purchase costs will not be eligible if the technology or equipment was purchased prior to the start of the contractual period, except in the cases of renewed projects where the depreciation costs were allowed as an eligible cost in the previous contract year.

vi. In the case of technology or equipment leased or rented, the full lease/rental cost for the relevant period shall be considered eligible but shall be adjusted to the % usage in the project.

5. General Administrative costs

i. General administration expenditures shall cover the following direct administrative costs related with the project:

- communications (phone, fax, mail, messenger service, etc.)
- office supplies
- document photocopying costs

Please note that, with respect to photocopying costs, these shall cover only the costs relating to the general administration of the project. Costs of copying documents for production or dissemination purposes, shall be included under that budget item (Documentation costs).

ii. The general administrative costs shall be calculated on an estimate of the actual costs of the Beneficiary and/or its partners for the items concerned.

iii. The general administrative costs shall be allowed provided:

- they do not include any costs already charged to another category of expenditure in the Budget for the project;
- they do not exceed collectively a maximum of 7% of the Total estimated budget.

6. Bank Charges

Bank charges relating to the opening or maintaining of an account established especially for the project, shall be considered eligible, as well as transfer and exchange costs relating to receipts and payments for eligible expenditure under the project. However, charges relating to establishing or maintaining lines of credit, overdraft or guarantee facilities, are not eligible. Bank charges should be included under the category "Other Costs".

7. Auditing expenditures

i. If the amount of the grant is equal or above 100,000 EUR, a final audit will be performed after completion

of the activities. If the effective length of the project is above 12 months, an annual audit will be performed.

ii. Audit(s) expenditures should be foreseen in the estimation of budget submitted with the project application.

iii. Each audit report must cover:

- analysis and revision of the nature legality and regularity of the expenditure,
- revision of the use of the advance payments,
- third parties account audit,
- comparison of the expenditures with the project open account and the contract budget,
- revision of project income (including Community advance payments, interest generated by the advance payments, co-financing and other income generated by the project),
- precise information on the physical location of the original documents in the case a revision by the Commission or the Court of Auditors is considered necessary.

8. Documentation costs

(production/printing/distribution/translation/interpretation)

i. These costs shall be allowed provided they are reasonable in amount and are related to the volume and complexity of the documents or materials involved. The Beneficiary and/or its partners must try to obtain the best possible prices for the work to be performed.

ii. Where the beneficiary and/or its partners use own departments to perform these tasks, costs shall not exceed those indicated below (in the case of translation and interpretation costs) or what would normally be charged by an outside contractor to perform the tasks concerned.

iii. For translations the maximum allowable cost shall be 1 EUR per line. As for interpretation costs, the maximum cost allowed will be 500 EUR per day by interpreter (excluding accommodation and subsistence costs).

9. VAT

The Beneficiary and/or its partners may include VAT costs if these are not recoverable by them under their national VAT system and are a final cost or charge for them. If required, the Beneficiary and/or its partners must provide proof of their VAT status to the Commission or its representative.

10. Other costs

Other costs may be allowed on a case by case basis, provided they are:

- reasonable in amount;

- strictly necessary for the performance of the project;
- fully documented and explained in the application;
- not covered elsewhere in the Budget for the project.

VIII List of Thematic Areas

Architecture, Urban and territorial planning

Architecture
Urban planning
Territorial planning
Historical and Cultural heritage
Transports and Communications

Engineering

Biotechnology
Industrial Engineering
Textile Engineering
Mechanical Engineering
Electrical Engineering
Electronic Engineering and Telecommunications
Civil Engineering
Mathematical Engineering
Computer Engineering
Physical Engineering
Chemical Engineering
Agricultural Engineering
Agronomy
Food Technology
Forestry
Mine Engineering
Geological and Geophysical Engineering
Material Engineering
Nuclear Engineering
Aerospace Engineering
Optical Engineering
Marine Technology

Medical Science and Health

Public Health
Surgery and Organ Transplants
Psychiatry
Clinical Psychology
Ophthalmology
Dentistry
Cardiology
Traditional medicine
Tropical Medicine
Veterinary Science
Mycology
Parasitology
Endocrinology
Epidemiology
AIDS
Oncology
Respiratory Diseases
Nursing
Pharmacology and pharmaceutical Technology
Geriatrics and Gerontology
Neurology
Genetics
Nutrition
Diabetes

Social Sciences

Social Policy
Sociology
Social Assistant
Anthropology
Political Science
Development Cooperation
Regional Integration
Rural Development
Geography
Demography
Pedagogy
Media
Biblioteconomía y Documentación
Law
Economic Law
Public Administration
Women's studies
Economy
Marketing and Market Research
Tourism
Company Management
Labour Relations

Environmental Studies

Environment
Sustainable Development
Natural and/or Energy Resources
Forestry Resources
Waste Management
Environmental Engineering
Natural Resources
Oceanography

Other Scientific Fields (to be specified)

Checklist

Before sending your proposal of project, please make sure your application is complete:

The application form

Yes

Is complete and filled out in accordance with the Guide of the ALFA Programme?

Is typewritten in one of the four Programme languages: English, French, Spanish or Portuguese?

Every partner has signed and sealed his partnership statement (legal reference, organisation's type...etc)?

Every section (budget, partner statement...etc) is complete and corresponds to the right type of project (sub-programme A; or sub-programme B: pre-project or project)?

The network consists of at least the minimum number of Higher Education Institutions required from the different beneficiary countries?

The network's coordinator is a High Education Institution?

In the budget, the contracting network co-financing is minimum 25% of the eligible project costs?

In the budget, the co-ordination costs cannot exceed 4% of the total actions?

In the budget, the documentation and the administrative costs cannot exceed respectively 18% and 7% of the total estimated budget?

In the budget table, all the colons have to be completed showing the co-financing of the EC, network and others?

Must be submitted in 4: 1 original and 3 copies, and one copy on floppy disk?