



**THE REPUBLIC OF BULGARIA**

**Ministry of Education and Science**

**Programme of the Financial Mechanism of the European Economic Area**

**THE EUROPEAN ECONOMIC AREA SCHOLARSHIP PROGRAMME BG09**

**5<sup>th</sup> CALL FOR PROJECT PROPOSALS**

***MOBILITY PROJECTS IN HIGHER EDUCATION MEASURE***

**SPRING/SUMMER SEMESTER OF THE ACADEMIC 2015/2016 YEAR**

5<sup>th</sup> October 2015

## GENERAL INFORMATION

The Ministry of Education and Science has been appointed as the Programme Operator for the EEA Scholarship Programme BG09 under the European Economic Area Financial Mechanism for the programme period 2009-2014.

The main objective of the Programme is strengthening the cooperation between Bulgaria and the EEA EFTA states (Norway, Iceland and Liechtenstein) in the field of higher education and scientific research, via the allocation of financing for implementation of projects.

The operational objectives of the Programme are the following:

- Increasing the mobility of students and staff in the higher education system between Bulgaria and the donor states;
- Reinforcing the cooperation between HEIs from Bulgaria and the donor states through elaborating joint curricula and study modules;
- Raising the competence level of Bulgarian teachers, researchers and administrative staff in higher education and science;
- Boosting the quality and applicability of the educational programmes, offered by the Bulgarian HEIs.

**The activities within the Programme are open to all areas of higher education and all scientific fields**, including **priority fields** aimed towards meeting the general goal of 10 % of the EEA FM funds to be utilized in support of the socio-economic inclusion of citizens from Roma origin.

The priority fields for Mobility Projects in Higher Education measure of BG09 programme are, as follows:

- 1) *Pedagogical sciences*, incl. courses for continuing training of teachers.

The projects in this field should be with emphasis on the inclusive education, including:

- ✓ educational integration in the educational system of pupils from other ethno-cultural groups and groups in a disadvantaged position, including from Roma origin;
- ✓ training in a multicultural environment;
- ✓ education in human rights;
- ✓ pedagogical methods and approaches for keeping children at school, for reducing early school leaving, etc.

- 2) *Medicine and dental medicine*, incl. different specialties, with a particular focus on health of ethnical minority groups, including of Roma origin.

- 3) *Social sciences*, with an accent on strengthening social cohesion, in particular of Roma.
- 4) Other areas and professional fields in higher education and scientific specialties, besides those specified in items from 1) to 3) that have a direct impact onto strengthening Roma inclusion by means of higher education and research.

Projects under Mobility in Higher Education measure are considered as priority projects in case if the applicant has pointed out on a voluntary basis in the “Other motivation” section of the application form that he/she is from Roma origin and /or if the Applicant’s training at the home institution is financed under supporting Roma programme or initiative, too.

The project orientation in a priority field should be clearly stated and justified by the Applicant. The project activities that are foreseen in the respective project proposal should have a direct impact on improving the socio-economic inclusion of people from disadvantaged groups, including those of Roma origin, by means of higher education and research.

Projects in priority fields receive extra points in the process of evaluation under the three measures of the Programme.

**It is mandatory for all candidates, prior to their participation in the competition, to have made themselves familiar with the documents and guidelines for participation in the activities of the EEA FM, which are available on [www.eeagrants.org](http://www.eeagrants.org), including the EEA FM**

**Regulation:** <http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014>

#### **DESCRIPTION OF THE CALL:**

**The Mobility Projects in Higher Education Measure** is designed for students in higher education, including post-graduate students and doctoral candidates, academic, research, and administrative staff members from higher education and research institutions from Bulgaria and the donor states Norway, Iceland and Liechtenstein wishing to attend an individual mobility exchange.

The present call is open for 2 months, i.e. from 7<sup>th</sup> October to 8<sup>th</sup> December 2015.

**The overall budget under this Measure during the implementation period of the Programme is € 734 500.**

**The overall budget under Mobility Projects in Higher Education measure for the present Call is € 146 710 total for the both individual mobility components of the Measure.**

**The Measure consists of two individual mobility components, as follows:**

## ***I. MOBILITY OF STUDENTS COMPONENT***

### ***TARGET GROUPS***

The Component is focused on both students, post-graduate students and doctoral candidates (Bulgarian citizens or citizens of other member states of the EU) studying in Bulgarian higher education and research institutions, who would like to spend a learning mobility period in one of the EEA EFTA countries, as well as higher education students, post-graduate students and doctoral candidates from Norway, Iceland and Liechtenstein who are interested in mobility in Bulgarian higher education and research institutions, supported by scholarship grants under the Programme.

### ***ELIGIBLE APPLICANTS***

- Students, post-graduate students and doctoral candidates who study at accredited public and private higher education and research institutions in Bulgaria and apply for individual mobility scholarship grants for training at officially recognized/accredited host higher education or research institution in the EEA EFTA countries.
- Students, post-graduate students and doctoral candidates who study at accredited public and private higher education and research institutions in the EEA EFTA countries Norway, Iceland and Liechtenstein and apply for individual mobility scholarship grants for training at officially recognized/accredited host institution – a higher education or a research institution in Bulgaria.

To the moment of applying students studying in Professional Bachelor's or Bachelor's courses should not be in their first or last semester of study. Students in Master's courses should not be in their last semester of study.

### ***MOBILITY PURPOSES***

The mobility on this component can include training of students, post-doctoral students and doctoral candidates at higher education and research institutions in the host countries. It can also include attending intensive foreign language courses or seminars, and summer schools.

### ***MOBILITY DURATION AND SCHOLARSHIP GRANT AMOUNT***

Scholarship grants under Mobility of Students component are granted for a period from 1 to 4 months within the respective academic year according to the call for proposals. The average length of mobility period is one semester.

The mobility period under this component should be within the indicative time frame of:

- The spring<sup>1</sup> semester of 2015/2016 academic year of the host higher education institution for learning mobility purposes;
- The period from the end of the spring semester of 2015/2016 academic year to 31<sup>st</sup> August 2016 for intensive training courses, including in foreign language, and training in summer schools.

The monthly scholarship grant rate under this component is € 1200, excluding travel expenses. Up to € 750 for travel expenses are granted in addition to the monthly scholarship grant of € 1200 per month. By this way, the minimum monthly scholarship grant under this component is € 1950 for 1-month period of stay, and the maximum scholarship grant is € 5550 for 4-month period of stay. In addition tuition fees up to € 2800 may be covered. The respective individual scholarship grants calculated by this way may cover travel expenses, accommodation expenses and daily subsistence allowance according to the respective mobility period, travel insurance, and a tuition fee.

## ***II. MOBILITY OF ACADEMIC, RESEARCH AND ADMINISTRATIVE STAFF COMPONENT***

### ***TARGET GROUPS***

Mobility of Academic, Research and Administrative Staff component is targeted to citizens of Bulgaria, other member states of the EU, Norway, Iceland or Liechtenstein who are academic and administrative staff members on a labour contract at higher education or research institutions in Bulgaria, Norway, Iceland or Liechtenstein.

Mobility under this component can be in one of the EEA EFTA countries (for Bulgarian applicants and applicants from other member states of the EU) and in Bulgaria (for EEA applicants and applicants from other member states of the EU excluding Bulgaria).

Both home and host institutions shall be officially recognized/accredited higher education or research institutions.

### ***ELIGIBLE APPLICANTS***

- Academic, research and administrative staff members with labour contracts or part-time employment contracts with accredited public and private higher education and research institutions in Bulgaria or the donor states. Host institutions in the EEA EFTA countries and Bulgaria should be officially recognized/accredited.

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<sup>1</sup> The spring semester in the EEA states corresponds to the summer semester of the Bulgarian academic year.

Applicants should apply for mobility under each one of the both components of the Measure by submitting their applications to the institutional coordinators of their home higher education and research institutions.

#### ***MOBILITY DURATION AND SCHOLARSHIP GRANT AMOUNT***

Scholarships of 1-3 weeks shall be granted, within the period covering:

- The spring semester of 2015/2016 academic year at the host institution;
- The period from the end of the spring semester of 2015/2016 academic year at the host institution to 31<sup>st</sup> August 2016 for specialized training courses including in foreign language and training in summer schools;
- The period from 15<sup>th</sup> February 2016 to 31<sup>st</sup> August 2016 for research mobility purpose.

Applicants are kindly requested to provide information about the exact duration of the semester in the home institution as an annex to their mobility applications.

The scholarship rate is € 1700 for the first week and € 400 for the subsequent weeks. Thus, the minimum amount of the scholarship grant is € 1700, while the maximum is € 2500. The individual scholarship grants may cover travel expenses, accommodation expenses and daily subsistence allowance according to the duration of stay, and travel insurance. In addition, beneficiaries may use up to € 600 for participation fees in seminars, conferences and other public events directly linked to fulfilling the mobility objectives. These € 600 shall be granted upon presentation of a receipt certifying the expenditure.

#### ***MOBILITY PURPOSES***

The mobility on Mobility of Academic, Research and Administrative Staff component can be aimed to short-term teaching activities (from one to three weeks), participation in training courses, summer schools, conferences, seminars and other organised training events, implementation of independent and joint research activities, exchange of experience, work shadowing.

#### ***PAYMENT MODEL***

The beneficiary can receive an advance payment of up to 80% of grant awarded, which will be made within 30 working days after the Project Contract is signed. The payment of the final balance (up to 20%) will be made no later than 30 days after the approval of the final report.

### ***REPORTING***

The beneficiary submits a final report within 2 weeks after the completion of the project. Final payments shall not be made in case of submission of final report with a delay.

### ***ELIGIBLE EXPENDITURES***

The eligible expenditures can be justified expenditures, necessary and appropriate, directly related to the planned outcomes and long-term effects from the mobility project, as follows:

- travel expenses;
- hotel accommodation;
- daily subsistence allowance;
- medical insurance for travelling abroad;
- under “Mobility of Students” component: eligible tuition fee up to € 2 800 to be accounted after providing a cash receipt/invoice.
- Under “Mobility of Academic, Research and Administrative Staff” component: eligible fee for right of participation in seminars, conferences, training courses, etc. – up to 600 EUR, based on the real expenditures are reimbursed after submission of the final report, against a cash receipt/invoice/an expense account;
- additional, individual cost resulting from disability (if applicable).

**The expenditures shall become eligible as of the date of concluding a Contract between the Programme Operator and the Beneficiary. Deadline for the expenditure eligibility is the contract deadline.**

### ***DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES TO THE HOME INSTITUTION***

#### **➤ *MOBILITY OF STUDENTS COMPONENT***

1. An application form according to a template for participation in the Call for Proposals for scholarship grants under the EEA Financial mechanism;
2. EUROPASS CV;
3. A copy of personal identity document;
4. A Letter of Motivation (max. 1 page);

5. Transcript of records for the last academic year (students only);
6. Admission Order in a post-graduated/doctoral programme (for post-graduate students and doctoral candidates);
7. A copy of foreign language certificate (English for Iceland and Norway; English or German for Liechtenstein);
8. A Letter of Recommendation from the student/post-doctoral students/doctoral candidate's home institution;
9. A Letter of Confirmation (in English) from the host institution confirming the admission of the student/post-doctoral students/doctoral candidate in the educational programme. The confirmation must include:
  - name of the applicant;
  - name of the receiving university or name of the department/name of the receiving research organization;
  - the name of the educational programme;
  - the mobility period.

In case the confirmation is not received within the application deadline, it can be further submitted to the Programme Operator, but **no later than 05.01.2016 (the date of the reference number given by Chancellery and Administrative Service Dept. at the Ministry of Education and Science or the date of e-mail)**. In this case the applicant should submit a declaration, proving that he/she has applied for mobility training in the respective higher educational institution/research organization in EEA EFTA country and should enclose any supporting document, and should provide the confirmation when available.

10. A document with information about the exact duration of the spring semester of 2015/2016 academic year in the host higher education institution;
11. A document certifying that the applicant's training at the home higher education/research institution is financed by a Roma supporting programme or initiative (if applicable);
12. A declaration stating that the candidate has not received any funding from other EU programmes, the EU Structural funds, EEA EFTA or other academic and scientific exchange programmes for the purposes of the present mobility.
13. A recent colourful photo (passport format).



**Under this component a bilateral agreement for an academic exchange must be signed between the sending and the host institution of the applicant. The agreement must guarantee a transfer and recognition of ECTS credits.**

**Higher education institutions with active bilateral agreements on the Erasmus Plus programme can organize mobility under the EEA Scholarship Fund on the grounds of these agreements. The applicant's sending institution should enclose a copy of the agreement on academic exchange.**

**In case if a particular mobility can be implemented without a need for concluding a bilateral agreement, this should be clearly stated in the invitation letter by the host institution.**

## ***II. MOBILITY OF ACADEMIC, RESEARCH AND ADMINISTRATIVE STAFF COMPONENT***

1. An application form according to a template for participation in the Call for Proposals for scholarship grants under the EEA Financial mechanism;
2. EUROPASS CV;
3. A copy of personal identity document;
4. A Letter of Motivation (max. 1 page);
5. A certified copy of a labour or a part-time employment contract;
6. A Letter of Recommendation from the candidate's home institution;
7. A List of Research Publications (if any);
8. A Letter of Invitation (in English) from the institution, which organises the mobility or from the host institution in the EEA EFTA state or Bulgaria. The invitation should contain the name of the applicant, the name of the host institution, and the mobility period.
9. A document with information about the exact duration of the spring semester of 2015/2016 academic year in the host institution (for teaching mobility only);
10. A declaration stating that the candidate has not received any funding from other EU programmes, the EU Structural funds, EEA EFTA or other academic and scientific exchange programmes for the purposes of the present mobility.
11. A copy of foreign language certificate (English for Iceland and Norway; English or German for Liechtenstein);
12. A recent colourful photo (passport format).

## ***APPLICATION PROCEDURE***

### **1. Submission of applications**

Applicants should apply by submitting applications to the institutional coordinators for the EEA Scholarships in the institutions where they study/work. Applications should be submitted within the deadline of the Call.

### **2. Selection procedure at home institutional level**

The selection procedure of applicants under Mobility of Higher Education measure is organized firstly at home institution level and then at programme operator level.

The institutional coordinators collect the applications and mandatory organize the selection procedure at institutional level.

Within 7 working days after the end of deadline for the applicants the home institutions shall complete the selection process at institutional level and the institutional coordinators should submit all the selected applications to the PO for further selection, together with the following mandatory supporting documents:

1. Certified copy of the Order of the Rector or the Head of Research Institution or other relevant administrative document establishing the Selection Committee at home institutional level. This Selection Committee should be established exclusively for the aims of selection of candidates for BG09 programme (for home institutions from Bulgaria) or for EEA Scholarship programmes in general (for home institutions from the donor states).
2. Original Minutes of the meeting of the selection committee at home institution level;
3. Originals of the declarations for a lack of conflict of interest with applicants duly signed and dated by the members of the institutional selection committee before starting the project evaluation procedure;
4. Certified copy of bilateral agreement for student exchange (if applicable).

#### ***DEADLINES:***

- **08.12.2015 at 12.00 h Submission of applications to the institutional coordinators in the home institutions;**
- **23.12.2015 at 12.00 h Submission of the documents at the Programme Operator;**

- **04.02.2016: Announcement of the approved candidates on the web-site of the Programme Operator;**
- **From 15.02.2016 on the first mobilities under the both components of the measure could start.**
- **Learning/teaching mobilities should end not later than the end of the spring semester of 2015/2016 academic year in the host institution. Research mobilities should end not later than 31<sup>st</sup> August 2016.**

*ADDRESS OF SUBMISSION*

**European and International Cooperation Directorate  
Ministry of Education and Science  
2A Kniaz Dondukov blvd.  
1000 Sofia  
Republic of Bulgaria**

*METHOD OF DELIVERY*

Applicants Bulgarian citizens should submit paper versions of their applications in 2 identical packages – one in Bulgarian and one in English language, excluding

- Certified copy of the labour or a part-time employment contract of the applicant under Mobility of Academic, Research and Administrative Staff component, which should be enclosed in Bulgarian language in the both document packages – in Bulgarian and English;
- Copies of documents proving mastering the mobility working language, which should be enclosed in the both document packages – in Bulgarian and English without a need of an official translation in Bulgarian language.

Applicants citizens of EEA EFTA countries and other member states of the EU should submit their applications in English language only.

**VALID DATE OF POSTAL STAMP: 23.12.2015.**

*Beneficiaries under BG0057 project entitled "Development of reliable mobility schemes through scholarships under the EEA Financial Mechanism", which has already been completed, and beneficiaries under the previous call of proposals under Mobility Projects in Higher Education measure can apply again. In case of equal assessment marks, priority shall be given to new applicants.*

***SELECTION CRITERIA AND PROCEDURE AT PROGRAMME OPERATOR’S LEVEL:***

The selection of project proposals under *Mobility in Higher Education* measure at Programme Operator’s consists of the following 3 stages total:

1. *Administrative conformity check-up*, which should be performed by the Programme Operator’s team;
2. *Eligibility check-up*, which should be performed by the Programme Operator’s team;
3. *Evaluation by a Selection Committee*, which consists of representatives from the Programme Operator, HEIs and scientific organizations. The Selection Committee considers and assesses the applications, which have successfully reached that stage; i. e. that have successfully passed all two previous stages of selection, and prepares the selection decision, which is signed by the Head of Programme Operator.

The evaluation during each of the stages of the selection procedure listed above should be made using the selection criteria published in the present Call for proposals. Before starting the selection process the President, the Secretary and the members of all the selection commissions, including the Selection Committee, should sign declarations for a lack of conflict of interests with the applicants.

**The selection criteria are presented below:**

***I. UNDER MOBILITY OF STUDENTS COMPONENT:***

The overall scale of assessment to be used concerning the Mobility of Students Component is, as follows:

<b>Nº</b>	<b>Assessment Stage/Criteria</b>	<b>Yes/No/ Points</b>
<b>1.</b>	<b>Stage 1 “Administrative compliance check-up”</b>	<b>Yes/No</b>
1.1	The Applicant’s home institution has submitted the following mandatory supporting documents	Yes/No
1.1.1	Certified copy of the Order of the Rector or the Head of Research Institution or other relevant administrative document establishing the Selection Committee at home institutional level	Yes/No

1.1.2	The administrative act establishing the Selection Committee at home institutional level is related to BG09 programme or EEA Scholarship programmes in general (for home institutions in the donor states)	Yes/No
1.1.3	Valid original Minutes of the Selection Committee meeting at institutional level dully signed and dated	Yes/No
1.1.4	Valid original declarations for a lack of conflict of interests with applicants dully signed and dated by the Selection Committee members at institutional level before starting the selection procedure	Yes/No
1.1.5	Certified copy(ies) of bilateral agreement(s) between the home and the host institution(s) aimed to student exchange (if applicable)	Yes/No/ N/A
1.2	The application is submitted to the Programme Operator within defined deadline.	Yes/No
1.3	The application is submitted using appropriate application forms.	Yes/No
1.4	The application is signed and dated by the applicant within the deadline for submission of applications to the home institution.	Yes/No
1.5	All required mandatory annexes according to the applicant's check-up list in the application form are attached, dully signed and dated where applicable. The dates of each one of the annexes should not be after the date in the completed application form.	Yes/No
1.6	Additional supporting documents are enclosed in applicant's opinion.	Yes/No
<b>2.</b>	<b>Stage 2 "Eligibility check-up"</b>	<b>Yes/No</b>
2.1	The applicant is Bulgarian citizen, citizen of another member state of	Yes/No

	the EU or a citizen of Norway, Iceland, or Liechtenstein.	
2.2	The applicant is a student, a post-graduate student or a doctoral candidate in regular or extra-mural form of training.	Yes/No
2.3	The applicant's home institution is officially recognized higher education or research institution from Bulgaria, Norway, Iceland, or Liechtenstein.	Yes/No
2.4	The applicant's host institution is officially recognized higher education or research institution from Bulgaria, Norway, Iceland, or Liechtenstein	Yes/No
2.5	To the moment of applying the applicant should not be enrolled in 1 <sup>st</sup> semester or in the last semester of study (for students studying in Professional Bachelor's and Bachelor's degree courses only) or in the last semester of study (for students studying in Master's degree courses).	Yes/No
2.6	The applicant's home and host institutions have signed a bilateral agreement for student exchange guaranteeing a mutual recognition of credit points. Institutions with bilateral agreements for the Erasmus+ programme can organize student exchange under the BG09 programme under the framework of these agreements.  In case if bilateral agreement is not needed for implementation of a particular mobility project, this should be clearly stated in the formal invitation letter provided by the host institution.	Yes/No/ N/A
2.7	The applicant has received an official invitation letter from the host institution.	Yes/No
2.8	The Applicant's mobility period falls within the eligibility period of the present Call and is not longer than the maximum eligible stay	Yes/No

	according to the Call.	
2.9	The mobility objectives are in line with the mobility objectives presented in the present Call.	Yes/No
<b>3</b>	<b>Stage 3 “Project assessment by the Selection Committee”</b>	<b>0-9</b>
3.1	Overall quality of the application, including justification of mobility objectives and expected outcomes and conformity with the objectives of the BG09 programme and the overall objectives of the EEA FM	0-5
3.1.1	The objectives and the expected outcomes of the mobility are clearly stated and justified.	0-1
3.1.2.	The objectives of the visit and the expected outcomes are in line with the Programme BG09 objectives and the main objectives of the EEA Financial Mechanism	0-1
3.1.3	There is a compliance between the Applicant’s training profile, the purpose of the mobility, and the expected outcomes	0-2
3.1.4	There is compliance between the contents of the formal invitation and the application contents.	0-1
3.2	<p>The mobility project is oriented in one of the following priority fields, this is clearly stated and justified by the Applicant and has a direct impact onto the target group(s) related to improving the socio-economic inclusion of people from disadvantaged groups, including of Roma origin, by means of education, training, and research:</p> <p><i>1) Pedagogical sciences</i>, incl. courses for continuing training of teachers.</p> <p>The projects in this field should be with emphasis on the inclusive</p>	0-2

	<p>education, including:</p> <ul style="list-style-type: none"> <li>✓ educational integration in the educational system of pupils from other ethno-cultural groups and groups in a disadvantaged position, including from Roma origin;</li> <li>✓ training in a multicultural environment;</li> <li>✓ education in human rights;</li> <li>✓ pedagogical methods and approaches for keeping children at school, for reducing early school leaving, etc.</li> </ul> <p>2) <i>Medicine and dental medicine</i>, incl. different specialties, with a particular focus on health of ethnical minority groups, including of Roma origin.</p> <p>3) <i>Social sciences</i>, with an accent on strengthening social cohesion, in particular of Roma.</p> <p>4) <i>Other areas and professional fields</i> in higher education and scientific specialties, besides those specified in items from 1) to 3) that have a direct impact on Roma inclusion by means of higher education and research.</p> <p>Projects under Mobility in Higher Education measure are considered as priority projects in case if the applicant has pointed out on a voluntary basis in the “Other motivation” section of the application form that he/she is from Roma origin and /or if the Applicant’s training at the home institution is financed under Roma supporting programme or initiative.</p> <p>Projects in priority fields should be clearly stated and justified by the Applicant. The project activities that are foreseen in the respective project proposal should have a direct on improving the socio-economic inclusion of people from disadvantaged groups, including of Roma origin, by means of higher education and research.</p>	
3.3	Level of mastering the mobility working language	0-2



**II. Under Mobility of Academic, Research and Administrative Staff component:**

<b>Nº</b>	<b>Assessment Stage/Criteria</b>	<b>Yes/No/ Points</b>
<b>1.</b>	<b>Stage 1 “Administrative compliance check-up”</b>	<b>Yes/No</b>
1.1	The Applicant’s home institution has submitted the following mandatory supporting documents	Yes/No
1.1.1	Certified copy of the Order of the Rector or the Head of Research Institution or other relevant administrative document establishing the Selection Committee at home institutional level	Yes/No
1.1.2	The administrative act establishing the Selection Committee at home institutional level is related to BG09 programme or EEA Scholarship programmes in general (for home institutions in the donor states)	Yes/No
1.1.3	Valid original Minutes of the Selection Committee meeting at institutional level dully signed and dated	Yes/No
1.1.4	Valid original declarations for a lack of conflict of interests with applicants dully signed and dated by the Selection Committee members at institutional level before starting the selection procedure	Yes/No
1.2	The application is submitted in due course.	Yes/No
1.3	The application is submitted using appropriate application forms.	Yes/No
1.4	The application is signed and dated by the applicant. The date is within the deadline for submission of applications to the home institution.	Yes/No
1.5	All required mandatory annexes according to the applicant’s check-up	Yes/No

	list in the application form are attached, dully signed and dated where applicable. The dates of each one of the annexes is not be after the date in the completed application form.	
1.6	Additional supporting documents are enclosed in applicant’s opinion.	Yes/No
<b>2.</b>	<b>Stage 2 “Eligibility check-up”</b>	<b>Yes/No</b>
2.1	The applicant is Bulgarian citizen, citizen of another member state of the EU or a citizen of Norway, Iceland, or Liechtenstein.	Yes/No
2.2	The applicant is university teacher, researcher or administrative staff member appointed by a labour contract or part-time employment contract at an accredited/officially recognized higher education or research institution in Bulgaria, Norway, Iceland, or Liechtenstein.	Yes/No
2.3	The applicant’s home institution is officially recognized higher education or research institution from Bulgaria, Norway, Iceland, or Liechtenstein.	Yes/No
2.4	The applicant’s host institution is officially recognized higher education or research institution from Bulgaria, Norway, Iceland, or Liechtenstein.	Yes/No
2.5	The applicant has received a formal invitation from the host institution.	Yes/No
2.6	The mobility objectives are in line with the mobility objectives presented in the present Call.	Yes/No
2.7	The Applicant’s mobility period falls within the eligibility period of the present Call and is not longer than the maximum eligible stay according to the Call.	Yes/No

<b>3</b>	<b>Stage 3 “Project assessment by Selection Committee”</b>	<b>0-14</b>
3.1	Overall quality of the application, including justification of mobility aims and expected outcomes and conformity with the objectives of the BG09 programme and the overall objectives of the EEA FM	0-10
3.1.1	The objectives and the expected outcomes of the mobility are clearly stated and justified.	0-1
3.1.2.	The objectives of the visit and the expected outcomes are in line with the Programme BG09 objectives and the main objectives of the EEA Financial Mechanism	0-1
3.1.3	There is a compliance between the Applicant’s professional profile, the purpose of the mobility, and the expected outcomes	0-2
3.1.4	Agenda or plan for the activities to be undertaken during the mobility period are presented and are in line with the project objectives. Specific results are foreseen. Benefits are clearly stated and justified.	0-3
3.1.5	Dissemination activities are planned in order to guarantee the optimal use of the mobility outcomes.	0-2
3.1.6	There is compliance between the contents of the formal invitation and the application contents.	0-1
3.2	The mobility project is oriented in one of the following priority fields, this is clearly stated and justified by the Applicant and has a direct impact onto the target group(s) related to improving the socio-economic inclusion of people from disadvantaged groups, including of Roma origin, by means of education, training, and research:  <i>1)Pedagogical sciences, incl. courses for continuing training of</i>	0-2

	<p>teachers.</p> <p>The projects in this field should be with emphasis on the inclusive education, including:</p> <ul style="list-style-type: none"> <li>✓ educational integration in the educational system of pupils from other ethno-cultural groups and groups in a disadvantaged position, including from Roma origin;</li> <li>✓ training in a multicultural environment;</li> <li>✓ education in human rights;</li> <li>✓ pedagogical methods and approaches for keeping children at school, for reducing early school leaving, etc.</li> </ul> <p>2) <i>Medicine and dental medicine</i>, incl. different specialties, with a particular focus on health of ethnical minority groups, including of Roma origin.</p> <p>3) <i>Social sciences</i>, with an accent on strengthening social cohesion, in particular of Roma.</p> <p>4) <i>Other areas and professional fields</i> in higher education and scientific specialties, besides those specified in items from 1) to 3) that have a direct impact on Roma inclusion by means of higher education and research.</p> <p>Projects under Mobility in Higher Education measure are considered as priority projects in case if the applicant has pointed out on a voluntary basis in the “Other motivation” section of the application form that he/she is from Roma origin.</p> <p>Projects in priority fields should be clearly stated and justified by the Applicant. The project activities that are foreseen in the respective project proposal should have a direct impact on improving the socio-economic inclusion of people from disadvantaged groups, including those of Roma origin, by means of education, training, and research.</p>	
3.3	Level of mastering the mobility working language	0-2

If the answer of one of the criteria listed below is negative, then the application is rejected, as follows:

- Criterion 1.1.2 – criterion 1.1.4, and criterion 1.3 both components of the measure;
- Criterion 2.1 – criterion 2.6 and criterion 2.9, Mobility of Students component;
- Criterion 2.1 – criterion 2.7, Mobility of Academic, Research and Administrative Staff component.

If the answer of criterion 2.8 for Mobility of Students component or of criterion 2.7 for Mobility of Academic, Research and Administrative Staff component is “No” with regards to a lack of specified mobility period including exact dates or a mobility period, which does not correspond with the project eligibility period then the Programme Operator has the right to request the applicant’s institution to submit a new formal Letter of Invitation for the applicant with exact mobility timeframe or formally withdraw the application. In the meantime the application is allowed to pass to the next stage of evaluation upon condition. In case of approval for funding, the project is contracted after receiving the invitation containing exact mobility dates.

If a project proposal under Mobility of Students component has received a total score of less than 3 points out of 11 points total at stage 3 *Assessment by the Selection Committee*, then the application is proposed for non-funding.

If a project proposal under Mobility of Academic, Research and Administrative Staff component has received a total score of less than 5 points out of 14 points total at stage 3 *Assessment by the Selection Committee*, then the application is proposed for non-funding.

The applicants are invited to bear in mind that individual mobility grants are awarded on individual basis and group applications are not accepted. Therefore even in case if two or more applicants apply for mobility grants for implementing similar mobility project activities in one and the same host institution, they should prepare their applications themselves. If in the process of assessment fully or partially identical applications are discovered, the respective applicants are rejected on this ground.

In case of missing and incomplete documentation, the Programme Operator has the right to request them from the applicant’s home institution. The applicant’s home institution should submit the respective documentation within 7-day deadline upon receipt of the official letter. In this case the further evaluation of the respective application is suspended upon receiving the requested documents.

### **Possibility of appeal of decision**

Applicants whose applications are proposed for rejection on administrative check-up and eligibility check-up stages can submit written objections against their rejection to the Head of Programme Operator within 7-day deadline after the announcement of the list of applicants proposed for rejection on the web site of the Programme Operator.

The Head of Programme Operator proposes experts to conduct a check-up of the justification of objection. These experts are authorized to perform this task by an Order of the Minister of Education and Science. These experts should not be any members of the respective evaluation commission that has performed the primary administrative and eligibility check-ups of applications.

After completion of the check-up for solidity of objection the authorised experts prepare written statement with their findings and conclusions and submit it to the Head of Programme Operator.

The Head of Programme Operator concludes on the solidity of each objection. If any objection is solid, the respective application is to be returned back to the stage of assessing administrative compliance/eligibility.

The Head of Programme Operator informs the applicants who have submitted objections about the outcomes of the reconsideration procedure within 7 working days deadline after the date when the particular objection has been submitted.

***CONTACT PERSON:***

For general information about the opportunities for participation in the EEA FM Scholarship Programme BG09, the applicants can contact the institutional coordinators<sup>2</sup> at the respective higher education and research institutions or Ms Mimi Daneva – a contact person of the Programme Operator – tel. +359 2 424 11 07; email: m.daneva@mon.bg.

***DONOR PROGRAMME PARTNERS:***

**Norway:**

**The Norwegian Centre for International Cooperation in Education (SIU)** is the main programme partner of the Programme Operator in Norway. SIU is the National Agency for international programmes and measures related to education. SIU is the main contact point for cooperation with Norwegian institutions and organizations in the fields of education and training.

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<sup>2</sup> The list of institutional coordinators from Bulgarian higher education and research institutions is published and is accessible on the website of BG09 programme, at address: <http://mon.bg/?go=page&pageId=13&subpageId=257>

**The Research Council of Norway is the main contact point in Norway in the field of scientific research.**

For additional information, please visit:

- The Norwegian Centre for International Cooperation in Education:

<http://siu.no>

- **The Research Council of Norway:**

<http://www.rcn.no>

**Higher education institutions and scientific organizations, which seek partners from Norway, can register in the following databases:**

- Database maintained by SIU:

<http://siu.no/eng/Front-Page/EEA-Partner-search>

- Database maintained by **the Research Council of Norway:**

[http://www.forskningsradet.no/no/Artikkel/Partner\\_search/1253981563289](http://www.forskningsradet.no/no/Artikkel/Partner_search/1253981563289)

### **Iceland:**

**The Icelandic Centre for Research (RANNIS)** is the programme partner in Iceland. RANNIS is ready to assist, inform and guide interested parties, who seek potential cooperation and other opportunities for research or exchange of experience with partner organizations from Iceland.

For additional information, please visit <http://www.rannis.is>

### **Liechtenstein:**

**The Agency for International Education Affairs (AIBA)** is the programme partner in Liechtenstein. AIBA is the National Agency of Liechtenstein for the European educational programmes, regional and international projects in the field of education.

For additional information, please visit <http://www.aiba.llv.li/>

***WEB PAGES IN ENGLISH AND BULGARIAN WITH INFORMATION ON THE CALL:***

**Web Site of the BG09 programme:** <http://mon.bg/?go=page&pageId=13&subpageId=257>

**Facebook:** <https://www.facebook.com/profile.php?id=100010280355926>

**DPPs' web-sites:**

- <http://siu.no/eng>
- <http://en.rannis.is/>
- <http://www.lebenslangeslernen.li/>

**Embassy of Norway in Sofia:** <http://www.norvegia.bg/>

**EEA FM Web-site:** [Eeagrants.org](http://Eeagrants.org)