

**PILOT PROJECT: SCHOLARSHIPS FOR UNIVERSITY GRADUATES  
FROM EUROPEAN NEIGHBOURHOOD (EN) COUNTRIES & RUSSIA  
TO FOLLOW COURSES IN THE EUROPEAN UNION  
LEADING TO A MASTER DEGREE IN EUROPEAN STUDIES**

**(European Union Law, European Union Economics, European Union Policy,  
Administration and Governance, European Union History or Interdisciplinary  
European Union Studies)**

**CALL FOR PROPOSALS (EAC/32/2010)**

**For the implementation of an EU-funded pilot project aiming to offer scholarships to university graduates from EN countries and Russia to study European Studies Masters Courses in EU Higher Education Institutions (HEIs)**

**This call for proposals is addressed to HEIs in the EU Member States offering a Master Course in European Studies (EU Law, EU Economics, EU Policy, Administration and Governance, EU History or Interdisciplinary EU Studies).**

(This pilot project has been included in the Work Programme of the Directorate General for Education and Culture for 2010)

## **1. BACKGROUND**

In its Communication on the actions needed in Neighbourhood Policy<sup>1</sup>, the European Commission underlines that sustained efforts are required to ensure that the support offered to the European Neighbourhood (EN) partner countries comes up to their expectations. The development of educational ties can promote shared values and reinforce links to enhance the citizenship dimension of this neighbourhood. The Communication from the Commission to the EP and Council on “Implementation of the European Neighbourhood Policy in 2008”<sup>2</sup> points out the impact of the global financial crisis as an unfavourable context to this geographical area which underscores the need for even more active and tangible EU support for the EN countries to promote mutual prosperity and stability.

The Erasmus Mundus programme provides significant support to EN country students to undertake studies in EU countries. Moreover, following an amendment to the 2010 budget (as well as to the 2008 budget), the European Parliament introduced 1 mio € for a pilot project aiming to offer full study scholarships to university graduates from the 17 countries<sup>3</sup> to follow postgraduate courses leading to a Masters' degree in European Studies in the academic year 2010-2011.

This pilot project will support the EU higher education institutions (HEIs) providing scholarships for graduate students from the EN countries and Russia, who will enrol in a Masters course in European Studies (EU Law, EU Economics, EU Policy, Administration and Governance, EU History, Interdisciplinary EU Studies).

This project aims to enhance professional knowledge and skills in respect of the European Union Integration Process among the new generation of graduates from EN countries and Russia and thus improve their relationship with the European Union.

The results of this pilot project together with the previous outcomes from another pilot project run in 2008 might allow the elaboration, based on supporting experiences and conclusions, of a new thematic activity under existing quality academic action-programmes.

The project is managed by the Directorate General for Education and Culture (DG EAC), which will be assisted by external academic experts in the assessment of the applications.

## **2. OBJECTIVES**

The general objective of the project is to build up the EN and Russia graduates' professional skills in order to enable a better understanding of European Union policies and to improve relationships with the European Union. Better knowledge of the European Union Process by the younger generation in those countries should help to improve the effectiveness of the policies and the relationships between the EU and the neighbourhood countries.

The pilot project will be implemented through an open call for proposals addressed to EU HEIs offering Masters' degrees in European Studies (EU Law, EU Economics, EU Policy,

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<sup>1</sup> COM(2007)774 final of 5/12/2007 “A Strong European Neighbourhood Policy”

<sup>2</sup> COM(2009)188/3 of 23/04/2009

<sup>3</sup> Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority, Russia, Syria, Tunisia and Ukraine.

Administration and Governance, EU History, Interdisciplinary EU Studies), asking them to submit applications including pre-selected graduate students from EN countries and Russia.

The application and selection procedures are based on four main steps, namely:

(1) **EU HEI** that intend to participate in this call **shall fill in an online questionnaire** (at: [http://ec.europa.eu/education/eis\\_masters](http://ec.europa.eu/education/eis_masters)) with the required data on their European Studies Master Course.

With these data the European Commission will feed the existing database of European Studies Masters Courses (hosted at: [http://ec.europa.eu/education/eis\\_masters/published\\_courses](http://ec.europa.eu/education/eis_masters/published_courses) ) which will also serve as a tool to simplify the subsequent selection process.

When filling in the questionnaire, please bear in mind that your data will have a general information purpose for all interested visitors.

(2) **Graduates from EN countries and Russia shall apply for a scholarship to one EU HEI** offering a Masters Course in European Studies.

(3) **EU HEIS** having received applications from EN countries and Russia graduates will select the best ones, rank them according to the pre-selection criteria and submit to the European Commission a proposal containing a list of pre-selected student: 3 proposed students to be granted plus a reserve list of 2 more graduates (the institution must fill in the online questionnaire before the deadline of this call for applications).

(4) **The European Commission will evaluate** the proposal submitted by the EU HEIs that meet the requirements set up in the eligibility criteria. The Commission will try to reach a geographical balance, based on geographical data, between EN countries and Russia as well as a gender balance when awarding the grants.

### **3. TIMETABLE**

The schedule of the main steps of the application and selection procedure will be as follows:

(1) EU HEI must fill in the online questionnaire **no later than 04 June 2010**.

(2) EU HEIs will establish – according to their own rules - deadlines for student applications from EN countries and Russia.

(3) EU HEIs will submit to the European Commission their proposal including a list of proposed grantees **no later than 04 June 2010**. EU HEI must submit their list of proposed grantees in accordance with the eligibility and selection criteria of this call for proposals.

(4) The European Commission will select the best proposals and award grants accordingly to the best HEIs and to the best proposed students.

The documentation to be sent by the EU HEI to the European Commission must include:

- The application form in **Annex A** properly completed with all the relevant information on the masters course.
- The list of the proposed grantees (maximum 3 grantees by institution with their CVs, a copy of their motivation letter and other key documents translated into English). An explanation of the reasons for their pre-selection should be included in the application form in **Annex A**.

Following the call for proposals published in April 2010, the selection procedure will start in June 2010 and the decision on the award of scholarships will be taken before 15 July 2010.

The indicative timetable for the project implementation is the following:

- **04 June 2010:** Application deadline
- **15 July 2010:** Award procedure and decision, information to successful applicants

#### **4. BUDGET AVAILABLE**

The total budget earmarked for scholarships amounts to € 960.000.

The scholarships will cover registration and tuition fees, living and travel costs, and relocation expenses. These costs should be calculated by the HEI in relation to each pre-selected graduate included in its proposed list. The institutions must therefore submit a list of pre-selected graduates (number of scholarships required) along with the calculations of the amount required to fund the grants. This amount will be calculated by adding up:

- (a) the number of pre-selected students multiplied by the tuition fees of the Master course;
- (b) "Monthly living allowance costs" in € (see table in **Annex E**: "Maximum rates per host country) multiplied by the number of months of the Masters Course and multiplied by the number of pre-selected students;
- (c) Lump sum of 2.000 € for travel and relocation costs multiplied by the number of pre-selected students.

These data must be provided in the reserved part of the application form in **Annex A**.

Each grant is provided in the form of a lump sum, the maximum amount of a scholarship being € 24.000 per academic year. The Commission reserves the right not to distribute all the funds available.

## **5. ELIGIBILITY CRITERIA TO BE APPLIED TO HEIs**

Only HEI based in the European Union and recognised as such by the EU Member States' legislation which offer a Masters Course in European Studies (EU Law, EU Economics, EU Policy, Administration and Governance, EU History and Interdisciplinary EU Studies Masters Course) can submit a proposal to the European Commission.

The European Commission shall apply the following eligibility criteria to identify the European Studies Masters Courses:

- (1) number of credits (ECTS) earned upon completion of the Masters Course: minimum 60 credits for a 1 year Masters Course to 120 ECTS credits for a 2 years Masters Course;
- (2) at least 3 years or more experience in teaching the proposed Masters Course;
- (3) student admission criteria used by the Masters Course: at least 3 years study degree and diploma required;
- (4) the proposal presented by HEIs must include as pre-selected candidates a maximum of 3 ranked eligible graduates, plus 2 included in a reserve list who comply with the following criteria:
  - they have an appropriate knowledge of European Union languages which are relevant for the Masters course;
  - they are nationals of, and resident in, an EN country: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority, Syria, Tunisia, Ukraine and Russia;
  - they have obtained (or declare they will obtain by the date the course starts) a relevant university degree/diploma of a minimum duration of 3 years; graduate candidates should provide an academic CV (including other complementary diplomas).

The following pre-selection criteria should be also applied by participating institutions to submit the application form with the ranked pre-selected candidates:

- quality and relevance of the “pre-candidates” academic CV, including previous experience on academic mobility and relevant professional experience;
- personal motivation;
- when pre-selecting scholarship beneficiaries, HEI will pay due respect to the principle of gender equality and geographical balance. Furthermore, a pro-active attitude should be shown towards potential grantees with special educational needs.

Eligibility of the applicant European Study Masters Courses will be verified by the European Commission against the above eligibility criteria.

Only applications submitted using the official application forms, respecting all eligibility and selection criteria, and received by the specified deadlines will be considered for assessment. All instructions on the application form must be followed.

## 6. EXCLUSION CRITERIA

Exclusion criteria only apply to HEIs.

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006 and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently subject to an administrative penalty referred at in Article 96 (1).

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation (please, use the model of the Certification with respect to the Exclusion Criteria included in **Annex C**).

## 7. SELECTION CRITERIA

### 7.1 Technical capacity

Applicants must have the professional competence and qualifications required to complete the European Studies Masters.

The European Commission shall apply the following selection criteria to identify and select the European Studies Masters Courses (EU Law, EU Economics, EU Policy, Administration and Governance, EU History and Interdisciplinary EU Studies) able to achieve the objectives of this pilot project. Concerning the operational capacity of EU HEIs, the Commission will assess:

- a) their experience in teaching the proposed Masters Course.
- b) the facilities and logistics offered to students: particular attention will be paid under this criterion to the services and facilities offered to enrolled students as well as to the way that the applicant intends to ensure efficient participation of these students in the Masters Course (students' following, monitoring and tasks and outcomes assessment).

### 7.2 Financial capacity

Applicant institutions must have the stable and sufficient sources of funding necessary to maintain their activity throughout the period during which the action is being carried out. In order to permit an assessment of their financial capacity, HEIs must submit, together with their applications:

- A declaration on their honour, completed and signed, attesting to their status as a legal person (see legal entity form, point 14.3 below) and that they have the operational and financial capacity to complete the proposed project;
- The bank details form (see bank account form, point 14.3 below) completed by the beneficiary and certified by the bank (original signatures required)

The verification of financial capacity does not apply to natural persons in receipt of scholarships nor or public bodies or to international organisations.

Financial capacity of the private institutions will be evaluated on the basis of the following documents to be provided by applicant institutions:

- The profit and loss accounts and the balance sheet for the last two years for which accounts have been closed.
- The financial capacity form included in **Annex F: Private Institutions Financial Capacity** in the application file duly completed.
- The bank identification form duly signed, stamped and certified by the bank (original signatures required).

If, on the basis of the documents submitted, the Commission considers that the applicant's financial capacity has not been proven or is not satisfactory, it may:

- reject the application;
- request further information.

All schools and HEIs specified by Member States, and all institutions or organisations providing learning opportunities which have received over 50% of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives, shall be treated by the Commission as having the necessary financial, professional and administrative capacity, together with the necessary financial stability to carry out activities under this pilot project; they shall not be required to present further documentation to demonstrate this.

## **8. AWARD CRITERIA**

The European Commission is responsible for contributing to the award of scholarships to the eligible and selected graduate candidates proposed by eligible European Studies Masters Courses.

To award grants to EU HEIs, the European Commission will rank the submitted proposals, giving score points based on:

- (1) the quality of the European Studies Masters Courses based on detailed information on course content provided by the applicant institution in order to allow a clear identification of the applicant Masters Course in the field of European Studies (EU Law, EU Economics, EU Policy, Administration and Governance, EU History and Interdisciplinary EU Studies). This information should be accompanied by other complementary aspects such as how the ECTS are calculated and awarded to the students and details on the Masters thesis if required (structure and content of the Masters Course: 25/50 score points; admission and selection criteria applied by the Masters Course: 15/50 score points; reception services and logistic support to students offered by the Masters Course: 10/50 score points).
- (2) the quality of the pre-selected graduate student included in the application form, verifying documents such as candidates' CVs (use of the Europass CV model will be required) and a copy of the motivation letter and based on the following criteria:
  - quality and relevance of the "pre-candidates" academic CV, including previous experience on academic mobility and relevant professional experience;
  - personal motivation;
  - gender equality and geographical balance. Furthermore, a pro-active attitude should be shown towards potential grantees with special educational needs(quality of the pre-selected graduate students: 1-50 score points).

To rank the eligible application forms, a specific weighting of 50% will be allowed to both criteria.

Should the application of a graduate, as proposed by a HEI, be considered as weak or insufficient, the evaluation committee may decide to recommend a modification of the presented activities, i.e. the rejection of the corresponding student's application.

The selection list (including a reserve list) with the retained HEIs proposals will be adopted by the European Commission including the best ranked applications with, as far as possible, the available budgetary financial resources.

The selection of grantees is a competitive process based on the academic performance and credentials of the applicants. Only applications submitted through selected European Union HEIs (according to the above selection criteria) offering a European Studies Masters Course shall be considered in the awarding process.

Before submitting their application, including a list of potential grantees, institutions must check the applications received by graduates against their own admission criteria as well as against the criteria required by the European Commission. The institutions shall propose a maximum of 3 ranked candidates from EN countries and Russia following criteria relating to academic performance (main and complementary diplomas obtained), mobility, language knowledge, professional experience and motivation (a detailed table with criteria and score points is in **Annex A**).

The Institutions should provide with their application the ranked list with a brief CV of each graduate (using the model EUROPASS included in the **Annex C**).

The institutions should keep records of other probationary documents used to grant the score points.

## **9. EVALUATION OF APPLICATIONS AND AWARD**

In the assessment of the applications, the European Commission will be assisted by external academic experts. Based on the results of the assessment, a final list of potential grantees, including a reserve list, will be established and the European Commission will decide on the graduates to be awarded scholarships. The HEIs concerned will be informed about the results of the award process.

In the award of scholarships to graduates from EN countries and Russia, the European Commission will take measures to ensure a reasonable geographical balance without prejudice to the respect of high academic standards.

## **10. FINANCIAL CONDITIONS**

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution to the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

An agreement will be concluded between the European Commission and the HEIs in order to distribute the scholarships awarded by the Commission to the proposed graduates by the selected institutions. The amount of this agreement shall cover the scholarships granted by the Commission to the awarded graduates from EN countries and Russia previously proposed by the institution.

## **10.1 Payment procedure**

The total amount corresponding to the grant agreement will be paid to the successful HEI in two instalments in accordance with the grant agreement signed with beneficiary HEIs. The first instalment, corresponding to the pre-financing payment (70% or 80% depending on the 2 years or 1 year duration of the Masters Course), will be transferred to the institution within 45 days of the date when the last of the two parties signs the agreement and all the necessary guarantees have been received.

The HEIs which proposed grantee lists are retained will pay the scholarships on behalf of the European Commission after the entry of graduates into the European Union.

Grant holders will be informed by the HEIs about the payment arrangements. The institutions are free to set up their own payment arrangements provided that they respect the full amount to be paid. Furthermore, institutions will be obliged to provide their students with an advance payment and to perform payments on a regular basis (every 1, 2 or 3 months). Students are free to use their scholarships as they wish.

## **10.2 Certification of financial statements and underlying accounts**

Not applicable

## **10.3 Guarantees**

Not applicable to public bodies and HEIs as defined in the point 7.2

Any organisation which has been awarded a grant may be required to provide a prior guarantee, in order to limit the financial risks linked to the pre-financing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member States of the European Union.

The guarantee may be replaced by a joint guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released, in accordance with the conditions laid down in the grant agreement.

## **10.4 Double financing**

Individuals having been awarded a scholarship under this project may not benefit from any other Community funding for the same activity.

### **10.5 Eligible costs**

Not applicable (the beneficiary receives a scholarship as a lump sum).

### **10.6 Ineligible costs**

Not applicable.

## **11. SUBCONTRACTING**

Not applicable.

## **12. PUBLICITY**

Not applicable.

## **13. DATA PROTECTION**

Not applicable.

## **14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **14.1 Publication**

The call for proposals is being published on the website of the Directorate General for Education and Culture and on the websites of the European Commission Delegations in the EN countries and Russia (see website addresses in the list attached to the application form).

### **14.2 Application form**

Application forms must be presented in one of the official EU languages, using the form specifically designed for this purpose. Please note that only typed applications will be considered.

Application form model is attached to this call for proposals (**Annex A** for HEIs).

### **14.3 Submission of the application**

Only applications for scholarships submitted by the appropriate HEIs specified in point "2. Objectives", and which also satisfy the eligibility and selection criteria, will be considered.

Only applications submitted on the correct form (using the attached application form in **Annex A**), duly filled in, dated, submitted in one original and 3 copies will be considered. All additional information considered necessary by the applicant can be included on separate sheets.

The Institutions which have decided to participate in this pilot project should fill the form included in **Annex A**, as well as the legal entity and the bank account forms that can be found at the following addresses:

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

[http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

Hard copies (original plus 3 copies) of this form must be sent by the HEI to the European Commission, Directorate General for Education and Culture at the following address:

European Commission  
DG Education and Culture  
Call for proposals: Scholarships for Masters Course in European Studies  
For the attention of Mr. Jan Pakulski  
Head of Unit A 5 "Cooperation and International Programmes"  
B-1049 Brussels

In addition to the hard copies of the application, an **electronic version** of the application form must be sent **by 04 June 2010** to the following e-mail address: [EAC-EIS@ec.europa.eu](mailto:EAC-EIS@ec.europa.eu)

**Deadline:** Hard copy applications must be sent

**by 04 June 2010** (date of postmark)

Applications can also be delivered by hand to the European Commission, at the address below, by 04 June 2010 (not later than 16h00) :

European Commission  
DG Education and Culture  
Call for proposals: Scholarships for Masters Course in European Studies  
For the attention of Mr. Jan Pakulski  
Head of Unit A 5 "Cooperation and International Programmes"  
Avenue du Bourget, 1  
B-1140 Brussels (Evere)  
Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08h00 to 16h00 Monday to Friday. It is closed on Saturdays, Sundays and Commission holidays.

(Please indicate on the envelope: "Subject: Scholarships for Masters Course in European Studies", to be opened only by the Award Committee).

The graduates should present applications through the Institutions offering Masters Courses and never directly (electronically or by mail) to the European Commission.

#### Other useful information:

- Applications submitted by the Institutions after deadline will not be considered.
- No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.
- Institutions having submitted an application will be informed by e-mail of the receipt of their proposal within 15 working days from date of receipt.
- Only applications that fulfil the eligibility and selection criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.
- All unsuccessful applicants (and the HEI having presented the application) will be informed in writing.

#### **14.4 Rules applicable**

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006

Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006 (rules for the implementation of the Council Regulation) amended by Commission Regulation 478/2007 of 23 April 2007

Work Programme of the Directorate General for Education and Culture for 2010.

#### **14.5 Contacts**

If you have any further questions, please contact our support desk at:  
[EAC-EIS@ec.europa.eu](mailto:EAC-EIS@ec.europa.eu) .

#### **Annexes:**

- Annex A:** Application form for HEIs offering Masters Courses in European Studies.
- Annex B:** European Commission Delegations in EN countries and Russia
- Annex C:** Model of declaration of honour
- Annex D:** Model of the Europass CV
- Annex E:** Table "Lifelong Learning Programme- Work programme 2010. Maximum rates per host country and category of duration of stay for Subsistence Costs-Mobility actions (student mobility) – Erasmus programme Host Country Monthly rate (in €). Commission Decision C(2009)7734 of 14.10.2009.
- Annex F:** Private institutions: financial capacity

## ANNEX A

### CALL FOR PROPOSALS (EAC/32/2010)

**PILOT PROJECT:**

**EUROPEAN COMMISSION SCHOLARSHIPS FOR UNIVERSITY GRADUATES FROM EUROPEAN NEIGHBOURHOOD (EN) COUNTRIES AND RUSSIA TO FOLLOW COURSES LEADING TO A MASTERS DEGREE IN EUROPEAN STUDIES**

(This pilot project has been included in the Work Programme of the Directorate General for Education and Culture for 2010.

APPLICATION FORM TO BE FILLED IN BY THE HIGHER EDUCATION INSTITUTIONS (HEIS) IN THE EU MEMBER STATES OFFERING A MASTERS COURSE IN EUROPEAN STUDIES (EU LAW, EU ECONOMICS, EU POLICY, ADMINISTRATION AND GOVERNANCE, EU HISTORY AND INTERDISCIPLINARY EU MASTERS STUDIES) TO PRESENT CANDIDATES FROM EN COUNTRIES AND RUSSIA

**DEADLINE: 04 JUNE 2010**

- **Application forms must be typewritten**
- **For additional questions please contact our support desk at [EAC-EIS@ec.europa.eu](mailto:EAC-EIS@ec.europa.eu)**

**Important instructions and information regarding the application and selection procedures**

- Your proposal will be assessed on the basis of the elements included in your application only. You can include web site references in your application, but the assessment of your proposal will not be based on additional technical information found on a web site and not contained within the application.
- The original of the application must bear the original signature of the legal representative of the institution and the original stamp of this institution. No scanned coloured copy will be accepted as original.
- Applications must be sent by **post and e-mail** by the closing date. The paper copy is authentic. Applications sent by e-mail only or sent by fax will not be accepted. Annexes which are not available electronically need not be sent by e-mail.
- The signed original of the application and 2 copies thereof must be sent in the same envelope **by 04 June 2010 (as per postmark)** to:

Mr. Jan Pakulski  
 Head of Unit A 5 "Cooperation and International Programmes"  
 DG Education and Culture (MADO 8/27)  
 European Commission  
 B-1049 Brussels  
 EAC-EIS@ec.europa.eu

Because of the right timing for the assessment of applications, you are invited to send your application **by express mail**.

Applications can also be delivered by hand to the European Commission, at the address below, by 04 June 2010 (not later than 16h00):

European Commission  
 DG Education and Culture  
 Call for proposals: Scholarships for Masters Course in European Studies  
 For the attention of Mr. Jan Pakulski  
 Head of Unit A 5 "Cooperation and International Programmes"  
 Avenue du Bourget, 1  
 B-1140 Brussels (Evere)  
 Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08h00 to 16h00 Monday to Friday. It is closed on Saturdays, Sundays and Commission holidays

- All applications will receive an acknowledgement of receipt.

**FOR HIGHER EDUCATION INSTITUTIONS (HEIs) LOCATED IN AN EU MEMBER STATE OFFERING FULL-TIME MASTERS DEGREES IN EUROPEAN STUDIES**

(FOR HEIS OFFERING MORE THAN ONE EUROPEAN STUDIES MASTERS COURSES, PLEASE FILL AN APPLICATION FORM FOR EACH EUROPEAN MASTER COURSE)

**GENERAL INSTITUTION INFORMATION**

<b>1.*Title of the Masters course(s) and title of the Master's degree:</b> <i>*If the original Master's Course name is not in English or French, please provide a translation in one of the two languages</i>			
<b>2. *Higher education institution:</b> <i>* If the original institution name is not in English or French, please provide a translation in one of the two languages</i>			
<b>3. Faculty/Department affiliation of the Masters programme(s):</b>			
<b>4. Legal representative of the HEI:</b>			
<b>Name:</b>		<b>e-mail address:</b>	
<b>5. Contact person of the Masters course:</b>			
<b>Name:</b>		<b>e-mail address</b>	
		<b>phone number</b>	
<b>6. Address</b>	<b>Street:</b>		
	<b>Postal code:</b>		
	<b>Town:</b>		
	<b>Country:</b>		
<b>7. Website of the Masters course:</b>			

## GENERAL INFORMATION ON THE MASTERS COURSE

### 8. Discipline of the Masters course:

- |  |                          |
|--|--------------------------|
| European Union Law                                   | <input type="checkbox"/> |
| European Union Economics                             | <input type="checkbox"/> |
| European Union Policy, Administration and Governance | <input type="checkbox"/> |
| European Union History                               | <input type="checkbox"/> |
| Interdisciplinary European Studies Master            | <input type="checkbox"/> |

### 9. Summary description of the Masters course, including possible specialisations (max. 200 words):

### 10. Experience in teaching of the Masters Course

Number of years for which this Masters course has been taught at your institution: ....

### 11. Composition of student body and faculty (indicative average)

Percentage of students from EU Member States: .... %

Percentage of Third-country students: ...%

If applicable, share of EN and Russia students: ....%

Teaching staff by country (if relevant)

## STRUCTURE OF THE MASTERS COURSE

### 12. Description of the structure of the Masters course

#### 1. Please detail Masters Course Curriculum by semester

**Compulsory study subjects**

**Optional study subjects**

Please include number of ECTS credits<sup>4</sup> by study area and detail how ECTS credits are calculated and awarded (please specify the relations between ECTS credits and learning outcomes)

#### 2. Mobility scheme included in the Masters Course

Description (destination, purpose, duration and ECTS credits awarded)

#### 3. Master thesis or/and dissertation

Yes     No

ECTS credits awarded to the Master thesis/ dissertation:....

**The number of credits earned upon completion of the Masters programme(s) will correspond to ..... ECTS credits.**

### 13. Study period

**The full-degree programme covers ...academic years**

**Please exactly specify number of study months:...***(for scholarship calculation purpose)*

**The Masters programme(s) will start in:.....**

*(indicate month and year)*

**and end in: .....**

*(indicate month and year)*

<sup>4</sup> European Credit Transfer System (ECTS) – a student centred system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of the learning outcomes and competences to be acquired.

<b>14. Total number of hours:</b>	
<b>15. Working language(s) of the Masters course</b>	
<b>Main working language:</b>	
<b>Second and other working language:</b>	
<b>16. Monitoring and feed-back with students (please describe)</b>	
<p><b>Assessment of students' performance: ....</b></p> <p><b>Students' opinion monitoring: ....</b></p> <p><b>Feed-back with students: ....</b></p>	

## ADMISSION AND SELECTION CRITERIA

<p><b>17. University degree(s) required:</b></p> <p><b>Please specify any other entry admission criteria (marks, quality of the CV, language knowledge, etc)</b></p>
<p><b>18. Language knowledge and levels required:</b></p>
<p><b>19. Summary description of the selection procedure:</b>  <i>(max. 500 words, incl. average ratio of applications to admissions)</i></p>

## **RECEPTION SERVICES OFFERED TO FOREIGN STUDENTS BY THE INSTITUTION**

**20. Description of the reception services offered to foreign students by the institution  
(max 500 words)**

**International office: .....**

**Visa support provided by the HEI: ....**

**Housing facilities: .....**

**Coaching: ....**

**Social integration activities: .....**

**Nature and coverage of the insurance scheme: ....**

**Language policy facilities to support foreign students: ....**

**PROPOSAL OF RANKED CANDIDATES FROM EN COUNTRIES AND RUSSIA (MAXIMUM 3 CANDIDATES BY INSTITUTION, PLUS 2 RESERVE CANDIDATES) FOLLOWING THE CRITERIA AND SCORE POINTS INCLUDING IN POINT 8 'AWARD CRITERIA' OF THE CALL FOR PROPOSAL EAC/32/2010**

TABLE "CRITERIA and SCORE POINTS"

Criteria	1	2	3	Points
<b>1.Main diploma<sup>5</sup></b>	Satisfactory	Good	Very good	
<b>2.Other complementary diploma<sup>6</sup></b>	Satisfactory	Good	Very good	
<b>3.Mobility and study abroad</b>	1 time	2 times	3 or more times	
<b>4.Foreign lang.</b>	Main working language	Main working language + 1 EU working lang.	Main working language + 2 EU work lang.	
<b>5.Professional experience in relation with Eur. Int Master</b>	Yes close relation (less than 6 months)	Yes close relation (between 6 months to 1 year)	Yes close relation (more than 1 year)	
<b>6.Letter of motivation</b>	Satisfactory	Good	Very well argued	
			<b>Total points by candidate</b>	

<sup>5</sup> Score points for main diploma:

1 score points = Satisfactory (5-6 mark points or equivalent) obtained by the candidate in his/ her graduation and according academic CV

2 score points = Good (7-8 mark points or equivalent) obtained by the candidate in his/ her graduation and according academic CV

3 score points = Very good (9-10 mark points or equivalent) obtained by the candidate in his/ her graduation and according academic CV

<sup>6</sup> Please apply the same scale to other complementary diplomas if related with the European Studies Masters Course

	Graduate Candidate Name	Nationality	CRITERIA						Points
			1	2	3	4	5	6	
1									
2									
3									
	<b>Reserve List</b>								
1									
2									

**Please keep in mind that, should the application of a graduate, as proposed by a HEI, be considered as weak or insufficient, the Evaluation Committee with an overview of the raw results of the assessment of applications, may decide to recommend a rejection of the corresponding student's application.**

**FUNDS REQUIRED PER SCHOLARSHIP UNDER THIS CALL FOR PROPOSALS  
WITH BREAKDOWN BY:**

	(a)	(b)	(c)	
Breakdown	Amount (€)	N° of presented candidates	N° of months of Masters	Total
I – Tuition Fees				(a)x(b)
II – Monthly allowance	(1) € <sup>7</sup>			(a)x(b)x(c)
III – Flat rate for location expenses	2000€			(a)x(b)
I+II+III Total amount required to fund pre-selected students' scholarships				

**26. General explanation of this proposed pre-selection list (max 300 words)**

<sup>7</sup> For calculating the funds for the monthly allowance, please, use the table in Annex E of this call for proposals: Table "Lifelong Learning Programme- Work programme 2010; Maximum rates per host country and category of duration of stay for subsistence Cost – Mobility actions (student mobility) Erasmus Programme. Host country monthly rate (in €). Commission Decision C(2009) 7734 of 14.10.2009".

## DECLARATION

To be completed by the legal representative of the HEI indicated under Section 'General Institution Information', point 4 above.

I, the undersigned, certify that the information contained in this application is correct to the best of my knowledge.

If my institution is private in nature, I declare on my honour that it has the financial and operational capacity to carry out the proposed Masters Course.

I am aware that penalties may be applied in the case of a false declaration.

In the event that my application is successful, I authorise the Direction General of Education And Culture to publish on its internet site or in any other appropriate medium:

- The name and address of the beneficiary of the scholarship;
- The subject of the grant;
- The amount awarded;

Place: \_\_\_\_\_ Date:        /        /        (day/month/year)

Signature: \_\_\_\_\_ Stamp of the co-ordinating institution:

Name and position in capitals:

## ANNEX B

### CALL FOR PROPOSALS (EAC/32/2010)

#### LIST OF ADDRESSES OF THE EUROPEAN COMMISSION DELEGATIONS IN EN COUNTRIES AND RUSSIA

COUNTRY	EC DELEGATION ADDRESS	TELEPHONE / FAX	E-MAIL ADDRESS	WEBSITE
Russia	Kadashevskaya Nab., 14/1 - 109017 Moscow	Tel: (7-495) 721 2000 Fax: (7-495) 721 2020	<a href="mailto:delegation-russia@ec.europa.eu">delegation-russia@ec.europa.eu</a>	<a href="http://www.delrus.ec.europa.eu">www.delrus.ec.europa.eu</a>
Egypt	37, Gamaet El Dowal El Arabeya St., El-Fouad Office Bldg. 11th floor, Mohandessin, Giza (Cairo)	Tel: (20-2) 3749 4680 Fax: (20-2) 3749 5363	<a href="mailto:delegation-egypt@ec.europa.eu">delegation-egypt@ec.europa.eu</a>	<a href="http://www.delegy.ec.europa.eu">www.delegy.ec.europa.eu</a>
Ukraine	Kruhouniversitetska 10, 01024 Kyiv	Tel: 380 44 390 80 10 Fax: 380 44 253 4547	<a href="mailto:delegation-ukraine@ec.europa.eu">delegation-ukraine@ec.europa.eu</a>	<a href="http://www.delukr.ec.europa.eu">www.delukr.ec.europa.eu</a>
Algeria	Domaine Benouadah, Chemin du Val d'Hydra, BP 381 - El Biar - Alger	Tel: (213-21) 92 36 41 Fax: (213-21) 92 36 81	<a href="mailto:Delegation-algeria@ec.europa.eu">Delegation-algeria@ec.europa.eu</a>	<a href="http://www.deldza.ec.europa.eu">www.deldza.ec.europa.eu</a>
Morocco	Riad Business Center, Aile Sud, Bld Er-Riad, B.P. 1302, Rabat	Tel: (212-537) 57 98 00 Fax: (212-537) 57 98 10	<a href="mailto:Delegation-morocco@ec.europa.eu">Delegation-morocco@ec.europa.eu</a>	<a href="http://www.delmar.ec.europa.eu">www.delmar.ec.europa.eu</a>
Syria	Abou Roumaneh, Najeeb Al-Rayyes St., Building no.3, P.O. Box 11269 Damascus, S.A.R.	Tel: (963-11) 332 76 40 Fax: (963-11) 332.06.83	<a href="mailto:delegation-syria@ec.europa.eu">delegation-syria@ec.europa.eu</a>	<a href="http://www.delsyr.ec.europa.eu">www.delsyr.ec.europa.eu</a>
Belarus	34 A Engels St. - 220030 Minsk	Tel: (375-17) 328 6613 Fax: (375-17) 289 1281	<a href="mailto:Delegation-belarus@ec.europa.eu">Delegation-belarus@ec.europa.eu</a>	<a href="http://www.delblr.ec.europa.eu">www.delblr.ec.europa.eu</a>
Tunisia	Rue du Lac Biwa - Les Berges du Lac - Tunis- B.P. 150, 1053 TUNIS	Tel: (216-71) 960 330 Fax: (216-71) 960 302	<a href="mailto:delegation-tunisia@ec.europa.eu">delegation-tunisia@ec.europa.eu</a>	<a href="http://www.deltun.ec.europa.eu">www.deltun.ec.europa.eu</a>
Azerbaijan	11th floor, Landmark 3 Building, 96 Nizami Street Baku, AZ1010	Tel: 994-12-4972063/4 Fax: 994-12-4972069	<a href="mailto:Delegation-azerbaijan@ec.europa.eu">Delegation-azerbaijan@ec.europa.eu</a>	<a href="http://www.delaze.ec.europa.eu">www.delaze.ec.europa.eu</a>
Libya	There is no European Commission Delegation to Libya. The Head of the <a href="#">Commission Delegation in Tunisia</a> (see above) has been accredited to Libya in May 2005			
Israel	Paz Tower, 15-16th floors, 5-7 Shoham St, P.O.Box 3513. Ramat Gan 52521	Tel: (972-3) 613.77.99 Fax: (972-3) 613.77.70	<a href="mailto:delegation-israel@ec.europa.eu">delegation-israel@ec.europa.eu</a>	<a href="http://www.delisr.ec.europa.eu">www.delisr.ec.europa.eu</a>
Jordan	Al-Ameerah Basma Street - North Abdoun - P.O. Box 852099, 11185 AMMAN	Tel: (962-6) 460 70 00 Fax: (962-6) 460 70 01	<a href="mailto:Delegation-jordan@ec.europa.eu">Delegation-jordan@ec.europa.eu</a>	<a href="http://www.deljor.ec.europa.eu">www.deljor.ec.europa.eu</a>
Georgia	38 Nino Chkheidze St., 0102 TBILISI	Tel: (995-32) 94 37 63 Fax: (995-32) 94 37 68	<a href="mailto:Delegation-Georgia@ec.europa.eu">Delegation-Georgia@ec.europa.eu</a>	<a href="http://www.delgeo.ec.europa.eu">www.delgeo.ec.europa.eu</a>
Moldova	Kogalniceanu str. 12, MD 2001 Chisinau, Moldova	Tel: 373 - 22 50 52 10 Fax: 373 - 22 27 26 22	<a href="mailto:Delegation-Moldova@ec.europa.eu">Delegation-Moldova@ec.europa.eu</a>	<a href="http://www.delmda.ec.europa.eu">www.delmda.ec.europa.eu</a>
Lebanon	490 Harbor drive, Av. Charles Helou Saifi - B.P. 11, 4008 Riad el Solh, Beyrouth 11072150 LEBANON	Tel: (961-1) 569 400 Fax: (961-1) 569 415	<a href="mailto:delegation-lebanon@ec.europa.eu">delegation-lebanon@ec.europa.eu</a>	<a href="http://www.dellbn.ec.europa.eu">www.dellbn.ec.europa.eu</a>
Armenia	21 Frik Str. - 0002 YEREVAN	Tel: (374 10) 54 64 94 Fax: (374 10) 54 64 95	<a href="mailto:Delegation-armenia@ec.europa.eu">Delegation-armenia@ec.europa.eu</a>	<a href="http://www.delarm.ec.europa.eu">www.delarm.ec.europa.eu</a>
Palestinian Authority	5 George Adam Smith Street, JERUSALEM Postal Address: P.O.Box 22 207, Mount of Olives, JERUSALEM	Tel (+972 2) 541 58 88 Fax (+972 2) 541 58 48	<a href="mailto:delegation-west-bank-gaza@ec.europa.eu">delegation-west-bank-gaza@ec.europa.eu</a>	<a href="http://www.delwbg.ec.europa.eu">www.delwbg.ec.europa.eu</a>

## ANNEX C

### CERTIFICATION WITH RESPECT TO THE EXCLUSION CRITERIA

The undersigned:

Legal address

Identity card / Passport number:

VAT number (if applicable):

Hereby certifies that:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he/she is established, or with those of the country of the contracting authority or those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) is not currently subject to an administrative penalty referred to in Article 96(1).

In addition, the undersigned declares on their honour:

- g) that on the date of submission of the application form, they, he/she is not subject to a conflict of interests in the context of this call for proposals; the undersigned undertakes to inform the Commission without delay of any change to this situation after the date of submission of the tender.
- h) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.

Date:

Signature:



Full name

Date

Signature

**ANNEX D**

**Europass  
Curriculum Vitae**

Insert photograph. Remove heading if not relevant

**Personal information**

Surname(s) / First name(s)

**Surname(s) First name(s)**

Address(es)

House number, street name, postcode, city, country

Telephone(s)

Mobile:

Fax(es)

E-mail

Nationality

Date of birth

Gender

**Desired employment /  
Occupational field**

**Work experience**

Dates

Add separate entries for each relevant post occupied, starting from the most recent.

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

**Education and training**

Dates

Add separate entries for each relevant course you have completed, starting from the most recent.

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

**Personal skills and competences**

Mother tongue(s)

**Specify mother tongue** (if relevant add other mother tongue(s))

Other language(s)

Self-assessment

*European level* (\*)

**Language**

**Language**

Understanding		Speaking				Writing	
Listening	Reading	Spoken interaction		Spoken production			

(\*) *Common European Framework of Reference for Languages*

Social skills and competences

Replace this text by a description of these competences and indicate where they were acquired.

Organisational skills and competences

Replace this text by a description of these competences and indicate where they were acquired.

Technical skills and competences

Replace this text by a description of these competences and indicate where they were acquired.

Computer skills and competences

Replace this text by a description of these competences and indicate where they were acquired.

Artistic skills and competences

Replace this text by a description of these competences and indicate where they were acquired.

Other skills and competences

Replace this text by a description of these competences and indicate where they were acquired.

Driving license

State here whether you hold a driving license and if so for which categories of vehicle.

**Additional information**

Include here any other information that may be relevant, for example contact persons, references, etc.

**Annexes**

List any items attached.

## ANNEX E

**"LIFE LONG LEARNING PROGRAMME – WORK PROGRAMME 2010" MAXIMUM RATES PER HOST COUNTRIES AND CATEGORY OF DURATION OF STAY FOR SUBSISTENCE COST – MOBILITY ACTIONS (STUDENT MOBILITY). ERASMUS PROGRAMME HOST COUNTRY MONTHLY RATE (IN €).**

Belgique/Belgie - BE	640
Bulgarija - BG	448
Česká republika - CZ	627
Danemark – DK	890
Deutschland – DE	634
Eesti – EE	544
Ellas – EL	608
España – ES	653
France – FR	742
Eire – Ireland – IE	781
Italia – IT	717
Kypros – CY	570
Latvija – LV	544
Lietuva – LT	486
Luxembourg – LU	640
Magyarország – HU	602
Malta – MT	544
Nederland – NL	698
Österreich – AT	691
Polska – PL	602
Portugal – PT	589
Romania – RO	480
Slovenija – SI	576
Slovensko – SK	557
Suomi – FI	768
Sverige – SE	736
United Kingdom – UK	806

Source: Work Programme LLP 2010, see Commission Decision C(2009)7734 of 14.10.2009.

## ANNEX F

### PRIVATE INSTITUTIONS FINANCIAL CAPACITY FORM TO BE COMPLETED BY APPLICANTS, TO BE ENCLOSED WITH CALLS FOR PROPOSALS

In accordance with Article 115 of the Financial Regulation, the selection criteria must be such as to make it possible to assess, inter alia, the applicant's financial capacity to complete the proposed action or work programme.

In this regulatory context, all applicants, apart from natural persons in receipt of grants and public bodies, are asked to complete the table below, setting out clearly the following financial information, based on the last annual accounts which have been closed and which must be submitted with the grant application:

Applicant's legal name	
Legal status of the applicant <sup>1</sup>	
Currency	
Date on which the last annual accounts were closed <sup>2</sup>	
Equity capital <sup>3</sup>	
Initial costs	
Net profit/loss for the fiscal year after tax	
Balance sheet total <sup>4</sup>	
Duration of the project in years <sup>5</sup>	
Operating result <sup>6</sup>	
Depreciation allowance recorded as operating expenses	
Cost of the project for the applicant <sup>7</sup>	
Total expenses according to the profit and loss account <sup>8</sup>	

1. Example of legal status: public limited company, non-profit association, private limited company, cooperative, non-governmental organisation, etc.
2. The date on which the last annual accounts were closed cannot precede by more than 18 months the date on which the call for proposals was closed. The financial data requested in the table must be based on these accounts.
3. Equity = authorised capital + share premiums + increases in value resulting from revaluation + reserves + profit carried forward - loss carried forward + capital subsidies. If equity capital is positive, it should be recorded with a "+" sign in the table; otherwise, it should be reported with a "-" sign.
4. Balance sheet total = total assets = [*sic*] total liabilities.
5. For projects with a duration of less than one year, the minimum "duration of the project in years" which can be used is 1.
6. Operating result = difference between operating profits (except financial profits and exceptional profits) and operating expenses (except financial expenses and exceptional expenses). If this difference is positive, the operating profit should be recorded with a "+" sign in the table; if it is negative, the operating loss should be recorded with a "-" sign in the table.
7. Cost of the project for the applicant = cost of project - Community contribution - contribution from third parties, if this contribution is definite (formal and irreversible commitment) and if the third party has sufficient financial capacity to guarantee the co-financing promised.
8. Total expenses according to the profit and loss account = total of operating expenses, financial expenses, exceptional expenses and taxation expenses.