

Fund for International Mobility Programmes in the non-EU member EEA Countries

Placements, study visits, partnerships

Aim of the fund

The aim of the fund is to support international cooperations, transnational partnerships and implement two-way mobility projects in order to enhance the Hungarian participation in the Lisbon / Copenhagen / Bologna processes and to increase the synergies with the national initiatives.

Institutional background of the proposal

The proposal is financed by the EEA Financial Mechanism, the Norwegian Financial Mechanism and the Hungarian state budget. The co-ordinator institution of the proposal in Hungary is Tempus Public Foundation (TPF). TPF is responsible for the information service for the promoters, giving helping hand in the project writing phase and supervising the implementation of the approved projects.

Grant amount

267 435 002 HUF can be awarded among the eligible and approved promoters.

The proposal should be submitted in each case by the Hungarian institution. Institutions from Norway, Iceland or Liechtenstein may get a grant as a member of a partnership lead by a Hungarian institution.

Themes of the projects can be

1. curriculum development (especially joint degrees at MA and PhD level)
2. institutional management and leadership,
3. recognition affairs,
4. internationalisation of education in any other subject areas,
5. transparency of qualifications and competences,
6. validation of non-formal and informal learning,
7. credit transfer,
8. quality assurance in school education (at secondary level) and higher education, vocational education and training (VET) and adult training,
9. educational guidance and counselling service,
10. development of qualifications and competences at sectoral level,
11. continuous learning of teachers and trainers in secondary school education, VET and adult training.

Participating countries

- Hungary – as the applicant institutions' country
- Norway (donor country),
- Iceland (donor country),
- Liechtenstein (donor country)

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Funded activities	Target groups	Duration (in weeks) min-max	Educational field
A) Study visits	Teachers / trainers / decision-makers, managers, administrative staff, experts, counsellors – in the field of employment, vocational education and training, higher education and adult education	1-2 weeks	Secondary school education Higher education Vocational education and training, Adult education
B) Placements	Students in initial vocational training or higher education / People on the labour market	3-26 weeks	Vocational education and training
C) Teaching practice abroad – minimum 5 lessons / 5 days	Teachers in secondary schools	1-4 weeks	Secondary school education
D) Short term training courses improving the practical skills and competences including language training	People in the labour market	1-4 weeks	Adult education
E) Participation of students at regular degree programmes	Students at undergraduate, graduate or PhD level / full-time, part-time or correspondence students	12-44 weeks	Higher education
F) International study trips to research institutes	Particularly talented pupils, students / teachers in secondary education or universities – in this latter case partly combined with teaching practise if possible	1-8 weeks	Secondary school education Higher Education

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Themes and funded activities can be combined but please pay attention to the correct matching of the themes and the target groups.

Potential applicants and partner institutions

Only institutions active in the field of education (at secondary or higher level) or training can be allowed to submit a proposal:

- secondary schools,
- training institutions (VET, adult training),
- higher education institutions or its faculties,
- chambers,
- SMEs,
- local authorities,
- NGOs,
- labour organisations

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Target groups

- pupils above 14 years,
- students,
- people in the labour market (e.g.: young graduates, young workers, unemployed)
- teachers,
- administrative staff,
- experts responsible for education and training (e.g.: teachers, trainers, decision-makers, managers, administrative staff, experts, counsellors)

Partnersearch

Partner search is the task of the applicants. TPF, as the co-ordinator institution of the fund, informed the partner institutions in the participating countries and make the partnersearch requests available on the website.

Timetable

- Deadline for the submission of proposals: **10th December 2007** (by post and finalise the online application form)
- End of selection, notification of the applicants: March 2008
- **Earliest beginning of the selected projects: 1st April 2008**
- **Final date for finishing the projects: 31st October 2009**
- Maximum duration of the projects: 19 months. Beside the mobility it also involves the information, selection, preparation of the participants, evaluation and the dissemination of the project results.
- Report on the activities: within a month of the closing date of the project.

Eligible costs

a) In case of mobility projects from Hungary to Norway / Iceland / Liechtenstein:

- travel and insurance costs: max. 125.000 HUF/participants – on real costs basis, based on quotation.
- subsistence costs (meals, accommodation, local transport):
 - max. 50.000 HUF/week/participant (pupils, students, people on the labour market) – lump sum,
 - max. 62.500 HUF/week/in case of socially disadvantaged participant, or people with disability or other special needs – lump sum,
 - max. 112.500 HUF/week/participant (teachers, trainers, decision-makers, managers, administrative staff, experts, counsellors or accompanying person) – lump sum,
- administrative costs: max. 25.000 HUF/participant – max. 7% of the total eligible project costs – lump sum,
- preparation costs: based on detailed justification (e.g.: number of lessons, quotation) and in duly justified cases it may reach max. 50.000 HUF/ participant – on real costs basis,
- dissemination costs – on real cost basis.

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b) In case of mutuality, mobility projects from Norway / Iceland / Liechtenstein to Hungary:

- travel and insurance costs: max. 125.000 HUF/participants – on real costs basis, based on quotation.
- subsistence costs (meals, accommodation, local transport):
 - max. 32.500 HUF/week/participant (pupils, students, people on the labour market) – lump sum,
 - max. 40.000 HUF/week/in case of people with disability or other special needs – lump sum,
 - max. 75.000 HUF/week/participant (teachers, trainers decision-makers, managers, administrative staff, experts, counsellors or accompanying person) – lump sum,
- administrative costs: max. 25.000 HUF/participant – max. 7% of the total eligible project costs – lump sum,
- preparation costs: based on detailed justification (e.g.: number of lessons, quotation) and in duly justified cases it may reach max. 50.000 HUF/ participant – based on real costs,
- dissemination costs – on real cost basis.

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Accompanying persons

The proposal grants the participation of accompanying person(s) in case of secondary school students (school education or VET) and people on the labour market up to the age of 21 years. (1 accompanying person / 10 students).

In case of people with disability number of the accompanying persons may be higher but it needs justification.

Participation of accompanying persons can be granted in case of mobility from Hungary to the participating countries and also in case of mobility from the participating countries to Hungary.

Size of the project grant

The maximum amount of the project grant is 62 500 000 HUF, the minimum amount is not determined, depending on the activity and the volume of the project.

Co-financing rate

Co-financing rate can be between 0-50% of the total costs. The promoters' own contribution needed for the implementation will differ from project to project and its level will depend on the partnership (whether the hosting institution can provide cheaper accommodation, whether the project is organized on a mutual basis etc.). So the grant will still be only a contribution and promoters will have to use their own resources as well.

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Practical information

- The promoter institution, also in case of mutual projects, is always the Hungarian institution.
- Information on proposal can be downloaded from
 - www.tka.hu [Főoldal](#) » [Pályázatok](#) » [Norvég alap](#) (Hungarian)
 - www.tpf.hu [Frontpage](#) » [Programmes](#) » [EEA Grants](#) (English)
- **Deadline for the submission of proposals: 10th December 2007**, send it by post and finalise the online application form.
- The format of the official Application Form is online but proposals (1 original duly signed by the representative of the applicant + 2 copies) have to be sent by post (registered) to the address of Tempus Public Foundation (H-1438 Budapest 70., Pf.: 508.)
- Proposals which missed the deadline are automatically non-eligible. It is not possible to complete the submitted proposal with documents after the deadline.
- The rules of using the fund are detailed in the Guide for Applicants,
- Pre-financing:
 - 12-month long or shorter projects: there will be 2 instalments. The first pre-financing payment representing 80% of the total maximum grant amount but not more than 12.500.000 HUF will be paid as the first instalment. The beneficiary shall send a final report at the end of the project and it will be considered as the beneficiary's request for payment of the balance of the grant.
 - Longer than 12-month projects: there will be 3 instalments. The first pre-financing payment representing 50% of the total maximum grant amount but not more than 12.500.000 HUF will be paid as the first instalment. Subsequent pre-financing payment, representing 30 % of the total maximum grant amount will be made on request of the beneficiary on the basis of an interim report. The beneficiary shall send a final report at the end of the project and it will be considered as the beneficiary's request for payment of the balance of the grant.

Rules of pre-financing are detailed in the grant agreement.

- **A study or essay (5-10 pages) has to be written on the results and experiences of the project for dissemination purposes and to be sent together with the final report to TPF.**
- **Selection criteria:**
 - Clear definition of objectives,
 - Relation to policy objectives,
 - Needs analysis,
 - Preparation of the participants,
 - Mentoring, tutoring,
 - Detailed (work)programme,
 - Competences and experiences of the partnership,
 - Dissemination and valorisation,
 - Cost efficiency,
 - Involving socially disadvantaged participants,
 - Additional criterion: using Europass Mobility

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- If it is not succeeded in distributing the fund among the granted projects during the first selection round, TPF will publish an other call for proposal in 2008

The Call for proposal – 2007 (in Hungarian) contains the detailed practical information on the proposal.

For more information please contact:

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