



EUROPEAN COMMISSION

Education, Audiovisual and Culture Executive Agency

INTRA-AFRICA ACADEMIC MOBILITY SCHEME
CALL FOR PROPOSALS EACEA/07/2020

PRACTICAL INFORMATION
ON
SELECTION PROCEDURE

Within the organisation of mobility, Partnerships must set-up procedures and criteria for the selection of students and staff to take part in the individual mobility activities. The Intra-Africa Academic Mobility Scheme requires that the **application, selection, admission criteria** are **commonly agreed** and designed by all the partner Higher Education Institutions including the Coordinating institution.

This document presents some practical information in the form of a checklist to be followed during the selection procedure of scholarship holders. The aim is to guarantee the transparency of the selection process and an equitable treatment of individual applications.

1. INTRA-AFRICA PARTNERSHIP WEBSITE

- a) The partnership has a dedicated website
- b) The website includes **all** the information listed in the document
“CHECK-LIST FOR PROJECT WEB-SITES”
available in the “Beneficiaries Space” of the Intra-Africa Academic Mobility Scheme website.

2. SCHOLARSHIP APPLICATIONS

- a) The scholarship application procedure is published on the website
- b) The scholarship application form is published on the website and it is:
- downloadable (and to be filled in by a word processing application)
- to be filled in online through an integrated application database
- c) The application form contains **all** the data listed below
Personal contact information of the candidate, year of birth, CV, fulfilment with the eligibility criteria for a scholarship (e.g. proof of nationality, relevant requirements for different target groups and type of mobility, reference to previous and current scholarships, proof of sufficient knowledge of the tuition language at the host institution - for students only). Choice of courses and/or study programme, preferred host universities, the application processing and results notification timetable.
- d) A sufficient duration (e.g. 45 days) following the launch of the call for scholarship applications has been granted to students/staff to submit their applications.
- e) Information related to individuals (personal data) is collected and used in accordance with the relevant legislation on privacy and data protection.
- f) The scholarship candidates (students/staff) are informed of the collection and processing of personal data by the Agency (including the use of the EACEA Mobility Tool) and give reference to the relevant Privacy Statement document available on the following webpage: <https://eacea.ec.europa.eu/mobility/index.cfm>

3. SUBMISSION, REGISTRATION AND ELIGIBILITY CHECK OF APPLICATIONS

- a) Applications are submitted by (*multiple choice possible*):
- post
 - e-mail
 - via an online application database

- b) Applications are sent to:
- the coordinating institution only
 - all the members of the partnership
 - some of the members of the partnership
- c) The **eligibility check** of the applications is performed by:
- the coordinating institution only
 - the home institution only
 - the host institution only
 - the coordinating institution and some partners
 - all the members of the partnership
- d) Applications are subject of an **acknowledgement of receipt**
- e) The eligibility check covers **all** the aspects listed below
Respect of application deadline, completeness of the application file, eligibility of the candidate in relation with the eligibility criteria stated in the Call.
- f) The **eligibility decision** on applications is taken by:
- the coordinator/partner institution(s) that performed the check
 - an "Eligibility Committee"

4. QUALITY ASSESSMENT OF ELIGIBLE APPLICATIONS

- a) Each eligible application is assessed by:
- one assessor
 - two assessors
 - more than two assessors
- b) The quality assessment is performed by:
- the home institution only
 - the host institution only
 - some of the members of the partnership
 - all the members of the partnership
- c) The assessors involved in the assessment of applications sign an absence of conflict of interest declaration
- d) The quality assessment is based on **all** the criteria listed below
Very good/outstanding study results in the relevant study areas, academic potential, level of language skills, motivation, recommendations, work experience and professional qualifications (if applicable), results of interviews (if applicable).

5. SCHOLARSHIPS SELECTION

- a) The selection decision is based on the result of the ranking list from the quality assessment
- b) The **selection decision** includes the Main and Reserve list of selected candidates
- c) The selection decision is taken by a "Selection Committee" appointed for that purpose
- d) The minutes of the "Selection Committee" meeting are signed by **all** members
- e) **All** members of the "Selection Committee" sign an absence of conflict of interest declaration

6. INFORMATION TO THE APPLICANTS

- a) All applicants are notified by:
 - post
 - e-mail
- b) All non-selected applicants are notified immediately after selection decision
- c) The notification includes:
 - the results of the selection
 - the procedure to follow for an appeal to the selection decision
- d) For the **selected candidates**, the notification includes:
 - instructions for further steps (visa guidelines, etc.)
 - a model of the Student Agreement
 - Student guidelines/handbook with practical information

7. ARCHIVING OF APPLICATIONS

- a) **All** selected applications are archived (min. 5 years):
 - in paper form
 - electronically
- b) The archived applications include:
 - The eligibility assessment(s) for all applications
 - The quality assessment(s) for selected applications (*i.e. the selected and reserve candidates*)
 - The Eligibility and Selection Committees' minutes