

## **CHECK-LIST FOR PROJECTS' WEB-SITES**

### **INTRA-AFRICA ACADEMIC MOBILITY SCHEME**

These requirements on websites of projects selected under the Intra-Africa Academic Mobility Scheme have been drawn up to help selected projects setting up and managing high-quality websites.

For each Partnership, the project website is a key tool for:

- Promoting the partnership,
- Disseminating information about the project structure and content,
- Informing potential candidates about the scholarship opportunities and the respective application procedures and conditions,
- Informing on the partnership activities, events, publications, etc.,
- Ensuring the necessary networking between students, academics, alumni and other stakeholders concerned by the project implementation.

It is therefore of crucial importance that each Intra-Africa project develops its own website, possibly with its own URL, independent from the partner universities' websites and easy to be found.

The following list of requirements represent the minimum elements that an Intra-Africa project website must include. It is not exhaustive and shall be considered as a check-list for the minimum content of the project website:

- The project is identified as being selected in the framework of the Intra-Africa Academic Mobility Scheme, including information on the programme
- A link to the Intra-Africa Academic Mobility Scheme official home page is provided,
- EU funding is acknowledged,
- The logo of the Intra-Africa programme is present, as provided in the Visual identity guidelines on EACEA website, as well as the logo of the African Union
- All project partners, including the EU technical partner and the associated partners are listed, with links to their institutions websites and contact details of the project local coordinators,
- Clear information on types of individual mobility offered is available,
- Target Groups are explained as defined in the Call for proposals,
- Eligibility criteria are clearly stated,
- Study fields and available academic programmes at each partner institution are indicated as defined in the project proposal,
- Financial conditions of the scholarship are identified and in line with the Call for proposals,
- Language of instruction is indicated,
- Information on institutional services is provided,
- The scholarship application procedure is clearly outlined,
- A model of student agreement is provided,
- Recognition of studies are clearly explained (CTS, transcript of records, sample of learning agreement),
- Relevant regulations on protection of personal data is respected and indicated
- Information regarding the collection and processing of personal data by the Agency is provided, including reference to the use of EACEA Mobility Tool and to the relevant Privacy Statement available on the webpage <https://eacea.ec.europa.eu/mobility/index.cfm>
- The website is regularly updated with pertinent information (call dates, news, etc.)
- A contact e-mail and a telephone number for general inquiries are provided,
- Relevant FAQs section is available,
- A sample of promotional materials is published.