

## **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,
- Models of **student and staff agreements** and of **mobility agreement for staff** are provided,
- **Recognition of studies** are clearly explained (CTS, transcript of records, template of learning Agreement for credit seeking and degree seeking mobility),
- 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>.

For this purpose, the following **disclaimer** should be posted on the project website:

*The European Education and Culture Executive Agency (EACEA), in the context of managing the Intra-Africa Academic Mobility Scheme, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders (students and staff members) and reserve list candidates is shared with the Agency through the EACEA Mobility Tool and treated according to the following [privacy statement](#).*

- A **disclaimer on attempted frauds** is available. The following text can be used for this purpose:  
*Please be cautious when receiving any publicity inviting you to apply for an Intra-Africa scholarship or a message to pay a fee to be selected as a scholarship holder. We have been informed of numerous attempted scams. Before giving out any personal data, please always verify that the information comes from a trustworthy source. Please also note that candidates do not have to pay any fees to benefit from an Intra-Africa scholarship.*
- 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.