



Memorandum of Understanding

between the member universities of the Erasmus Mundus Action 2 consortium „Capacity Building in Higher Education for an improved co-operation between the EU and SA in the field of Development Studies (EUSA_ID)”, Grant Agreement number 2013-2717/001-001

This Memorandum of Understanding is based upon the rules and regulations in place for the participation in the Erasmus Mundus Action 2/Strand 1/Lot 17 project “Capacity Building in Higher Education for an improved co-operation between the EU and SA in the field of Development Studies (EUSA_ID). Provisions contained in the document do not replace or supersede any requirements specified in these rules and regulation.

The MoU establishes the terms of the agreement between the partners of the Erasmus Mundus Action2/Strand1/Lot 17 consortium *EUSA_ID*, defining in detail the principles, objectives, consortium activities, organization and management procedures, and the mobility activities that will be implemented within the framework of this consortium.

1. Principles of the Partnership

The consortium universities hereby agree to work together towards the enhancement of the structured co-operation between European and South African Higher Education Institutions, in order to contribute to an academic and cultural exchange in education, research and other areas related to the field of Development Studies.

The consortium comprises the following partners:

- Ruhr University Bochum (RUB), Institute of Development Research and Development Policy (IEE) – Germany as coordinator
- University of the Western Cape (UWC), School of Government (SoG) & Institute for Social Development (ISD) – South Africa as joint coordinator
- Erasmus University Rotterdam(EUR), International Institute of Social Studies (ISS) – the Netherlands
- University Duisburg-Essen UDE) – Institute of Political Science (IPS) – Germany
- Palacký University (UP), Department of Development Studies (DDS) – Czech Republic
- University of Bordeaux (UB) - France¹
- Sciences Po Bordeaux – France²
- University Paris 1 Panthéon Sorbonne (UP1), Economics Department - France
- University of Jyväskylä (JYU), Department of Social Sciences and Philosophy – Finland
- Nelson Mandela Metropolitan University (NMMU), Department of Development Studies – South Africa
- University of Cape Town (UCT), School of Economics – South Africa
- University of Fort Hare (UFH) – Department of Development Studies – South Africa
- University of KwaZulu Natal (UKZN), School of Development Studies – South Africa
- University of Limpopo, The Turfloop Graduate School of Leadership (TGSL), South Africa

1 The University Bordeaux is listed as partner instead of the University of Bordeaux 1 at the stage of application due to the merging process of the University of Bordeaux 1, the University of Bordeaux Segalen, and the University of Montesquieu Bordeaux IV which came into effect on 1st January 2014.

2 Sciences Po Bordeaux is listed as separate partner as compared to the stage of application as the HEI did not become part of the merging process of HEIs in Bordeaux but offers part of the mobility options under *EUSA_ID*.

Associated partners are:

- The SA Development Studies Association (SADSA), South Africa,
- the Cape Higher Education Consortium (CHEC), South Africa,
- the European Association of Development Research and Training Institutions (EADI), Germany

The consortium explicitly sets the “Convention on the Recognition of Qualifications Concerning Higher Education in the European Region” as its guiding principles (http://www.coe.int/t/dg4/highereducation/recognition/lrc_EN.asp).

2. Objectives of the Partnership

All Partners in the “Capacity Building in Higher Education for an improved co-operation between the EU and SA in the field of Development Studies (*EUSA_ID*)” project agree to promote “Mobility Activities” (exchange of persons, knowledge and skills) in order to account for the enrichment of societies and a better understanding between the EU and South Africa by enhancing the international co-operation capacity and scope of higher education institutions in South Africa and Europe and by contributing to the development of appropriate skills of South African and European individuals in the field of Development Studies, especially in regard of the labour market, preventing brain drain at the same time.

The Mobility Activities promoted are:

- Mobility of South African Master students and PhD candidates to Europe,
- mobility of European PhD candidates to South Africa, and
- mobility of South African academic and administrative staff to Europe.

The cooperation of the Consortium includes all Departments declared by the Partner Universities and includes the exchange of staff and students as well as information on the respective academic programmes and the support of joint research activities.

All Partners will do their best to enable the participation of students/staff in research programmes/teaching.

3. Management and Organisation

3.1 Means of Communication and Relationship among Members

In order to establish a strong and united cooperation, a high and appropriate degree of articulation and communication among the HEIs is indispensable. Therefore, each HEI will nominate a contact person being responsible for the communication and associated tasks at the respective HEI. All contact persons will work to ensure excellent communication processes within the consortium. The main medium of communication will be the use of e-mails, but the website (www.eusa-id.eu) will as well be used in order to exchange information and material by establishing password secured content only for partners. Video Conferences can be established additionally in order address issues of major importance as required.

An Annual General Meeting will be held in October of each year. Annual meetings may be held as a video-conference or a face-to-face event. A Progress Meeting will be held in October 2014. A mid-term General Meeting will be held in March 2016. A Final Meeting will be held in June 2017. This meeting will be a face-to-face event.

Two Selection Committee meetings will be held for each call, one preceding the call, and one for the final selection. These meetings may be held as a video-conference or face-to-face events.

3.2 Information Availability

All information about the programme will be offered on the consortium’s website at www.eusa-id.eu. This website will serve as a tool to support the activities of the consortium by informing about the organization of the consortium, the different partners, the respective programmes and scholarship opportunities.

All Partners have to link their website with the consortium’s website and should offer some general information on their respective websites too.

All Partners have to ensure that applicants get complete and detailed transparent information concerning their courses and research activities in order to be able to prepare a strong application.

General information about scholarship opportunities will be published as well on “Scholarship Websites” like Advance-Africa.com, Scholarship-positions.com and Scholars4dev.com.

Associated partners will support the consortium in marketing and dissemination activities. In addition, a “Facebook-Page” will be installed. A leaflet and a poster complement the visibility measures.

Partner universities in South Africa will offer an information day during each call for applications to inform potential applicants about study, research and training opportunities of *EUSA_ID*. European partners will decide about appropriate means of marketing to inform potential applicants about the possibility of PhD mobilities to South Africa. All partners are further committed to promote *EUSA_ID* by further appropriate actions available.

3.3 Resources

The partnership can rely on persons and equipment as well as on approved processes of the respective partners. The coordinator in Bochum will be in charge of the general coordination of the programme. The partners of *EUSA_ID* agreed to contribute to overall coordination costs with at least 25% of the coordination lump sum of EUR 10.000 for each partner HEI.³

A nominated academic staff member at each institution will be available as counsellor for incoming and outgoing students. A list of these persons with contact details will be dispersed and published on the website (www.eusa-id.eu).

A password protected online application platform will be developed as part of the project’s website (www.eusa-id.eu) and will enable applicants to upload their application.

3.4 Academic and Administrative Management

All main administrative matters related to the project are managed by the Ruhr-University Bochum as the coordinator of the Programme with the assistance of the joint coordinator, the University of the Western Cape (UWC).

All questions (administrative or academic) that are related to a partner university must be treated at the respective HEI. As these questions are often similar, partners will communicate the management of these questions to other partners and the co-ordinator in order to develop “mutual solutions” where possible.

Partner universities hosting incoming students/staff agree to offer:

- Pre-arrival services: Host institutions provide an admission and invitation letter together with relevant preparation information including information on visa requirements and accommodation arrangements and provide contact information of staff in charge of support. Preparation information related to the scholarship payment, insurance coverage and travel arrangements will be provided by the coordinator together with the scholarship award letter.
- Arrival Services which secure that incoming students/staff will be assisted with opening a bank account, registration with the city and at the university. They will be made familiar with central facilities of the universities and social integration activities.
- Support services for the whole duration of the mobility period which are coordinated by the nominated contact person at each partner institution and may include arrangements for language courses (in English as the language of instruction or the national language which supports the integration of incomings) as well as support in case of special needs.

At the end of a mobility period, host institutions will provide a Transcript of records, a Diploma Supplement or (for staff) a formal confirmation of participation.

Arrangements for the recognition of studies at the home institution (through the European Credit Transfer System, ECTS or comparable systems) will be implemented in close consultation between European and South African partner HEIs. EADI as associated partner of *EUSA_ID* will offer advice related to recognition of studies abroad. Partners will further agree on other arrangements for the

3 The University of Bordeaux and Sciences Po Bordeaux will share one coordination lump sum as calculated at the stage of application.

monitoring of students, the supervision of students, the internal evaluation and quality assurance of the programme.

3.5 Management Structure and Responsibilities

The *coordinator* (IEE of RUB) is responsible for *daily management* which includes:

- Consultation of partner HEIs and associated partners on all general issues
- Communication with and the reporting to the EACEA
- Financial management including scholarship administration
- Convening the Annual General Meeting and mid-term meetings
- Convening the Selection Committee meetings
- Compilation of yearly reports including budget reports for the Annual General Meeting and for the reviewing body
- Provision of proposals for the use of any unspent funds from the individual scholarships budget to the steering committee. Any proposal has to respect that unspent funds from the individual scholarship budget can only be used for expenses in the same budget category.
- Coordination and communication of the application and selection process
- Coordination and communication of the development and implementation of quality assurance, recognition and monitoring procedures
- Preparation and circulation of minutes for all meetings
- Support of partner HEIs with implementation of scholarships allocated to their institution on a need-to-need basis in consultation with the institutions
- Organization of design, implementation and maintenance of a project website
- Identification and communication of other funding sources to support mobility and collaborative projects
- Development of other marketing and information material
- Meetings with the joint coordinator on a quarterly basis. These meetings may be conducted via video-conference
- Monitoring progress of student mobility from South Africa to Europe, and from Europe to South Africa
- Monitoring progress of staff mobility from South Africa to Europe

The *joint coordinator* (ISD at UWC) will closely work with the IEE on daily management and will specifically coordinate activities among South African partner institutions. In addition to these activities, it will

- coordinate inputs provided by South African partner institutions for the development of marketing and information material;
- support implementation of the project at South African HEIs on a need-to-need basis and in consultation with the partners; support will especially be related to organisation of information and counselling services, the organisation of the application process and the implementation of quality assurance, recognition and monitoring procedures;
- meet on a quarterly basis with the coordinator. These meetings may be conducted via video-conference.

Partner HEIs are responsible for local implementation and coordination and contribute to overall project management. Their activities include:

- organisation of information and counselling services at their institutions;
- implementation of the mobility allocated to their institution (including administrative and academic aspects);
- provision of input for marketing materials and organisation of information days at their institution;
- participation in the application and selection process;
- reporting on progress and challenges (bi-annually) and financially (annually) to the coordinator;
- participation in the Annual General Meetings, the Progress Meeting, the mid-term General Meeting and the final meeting;
- Participation in other project events when necessary.

Associated partners take over a supporting role. They will especially

- promote the project in South Africa and Europe and therefore support recruiting, in particular, TG II candidates (SADSA, CHEC, EADI);
- provide relevant support to the participating HEIs: This support can be related to general questions of implementation (CHEC, EADI) and more specifically to guidance on quality assurance and evaluation and to facilitation of mutual examination and study recognition (EADI).
- participate in the Annual General Meetings, the Progress Meeting, the mid-term General Meeting and the final meeting;
- participate in other project events when necessary.

The management at IEE of RUB and ISD of UWC will be based on regular consultation with all partners which are represented equally in a steering committee. The role of the steering committee is to review implementation plans, progress reports, planning and overall monitoring of project resources. As the project is to be implemented in partnership the decision making process will be through qualitative discussions so as to seek consensus between the partners. Meetings will be held as outlined in 3.1 or if the need arises. Additional communication will be organised via e-mail, phone or skype. Proceedings of the project steering committee will be shared amicably among the project partners. Any partner may join the quarterly meeting between coordinator and joint coordinator.

A reviewing body will be established with independent members to be nominated by the coordinator (RUB) and joint coordinator (UWC). The coordinator and joint coordinator will be ex officio members of the committee. When requested by the steering committee, the reviewing body shall organize a (mid-term) review of the project. In case of disagreement in the consortium this body will be asked to come with an advice to the steering committee on how to approach the issue.

A selection committee will be formed with a minimum of five members three of them elected by the steering committee in the Annual General Meeting of which at least one is representing a European and one a South African HEI in the partnership. The coordinator and joint coordinator will be ex officio members of the committee.

An appeals committee will be established which will deal with any appeals of applicants or scholarship holders. The appeals committee will be formed on a case by case base, depending on who appeals. Parties concerned by an appeal will not be members of the committee. Otherwise the committee consists of three members, one South African, one European and one co-opted member.

3.6 Activity Organisation, Budget and Financial Management

The coordinator at Ruhr-University Bochum will be responsible for managing the budget. The partners agree to contribute to overall coordination costs by assigning at least 25% of the lump sum per partner University to the Ruhr-University Bochum.

For financing coordination costs at each of the partner universities, every partner university will receive an initial transfer of EUR 5.000. Partners will use the amount for the promotion of *EUSA_ID* at their institution, especially for the organization of information days for potential applicants and for costs related to the participation in *EUSA_ID* meetings.

An additional amount of up to EUR 2.500 can be transferred to each partner university on request

- for coverage of costs for participation in the kick off meeting 2013 which have to be accounted for via submission of invoices and other required documents according to the Erasmus Mundus regulations
- if the initial amount of EUR 5.000 has been spent and additional coordination costs arise. The request has to be supported by a proof of spending of the initial transfer and require a specification of spending purposes.

The University of Bordeaux and Sciences Po Bordeaux will share one coordination lump sum as calculated at the stage of application.

In case of the joint coordinator, UWC, the above rules apply. In addition the supplemental lump sum of EUR 10.000 for joint coordination can be transferred on request. The request has to be supported by a proof of spending of initial transfers and require a specification of spending purposes.

EUSA_ID university partners will communicate account details to the coordinator (IEE at RUB) for the purpose of transfer arrangements.

Each partner is responsible for the management of the coordination lump sum and for keeping the receipts of all expenses (for a period of 5 years after project end) corresponding to the respective regulations. Partners report annually to the coordinator on spendings made from the coordination lump sum. For the purpose of identifying possible unspent funds, financial reports from 2015 onwards have to include a forecast of spending until project termination. If the need arises, the coordinator together with the joint coordinator will suggest how unspent funds shall be used.

The subsistence allowance for incoming students and staff as given in the Call and the Grant Agreement will be provided for each type of mobility (Master Student, PhD Student or Staff). As a rule, the subsistence allowance for Master- and PhD students will be paid by the coordinator into a bank account in the EU on a monthly basis, even for the EU students going to South Africa. If necessary, arrangements for payment of the first two instalments of the subsistence allowances will be established as cash payments or via the hosting University's account to ensure coverage of necessary expenses at the beginning of the mobility period.

In the case of staff mobility (1-3 Months), this short-term scholarship will be paid by the coordinator to the host university's account and the host University is responsible for transferring this amount to the scholarship holder at the beginning of the mobility period. Alternatively, cash payment arrangements shall be established.

The scholarship amounts depend on the duration of the stay (EUR 1.000 per month for Master Students, EUR 1.500 for PhD students, and EUR 2.500 Euro for staff) and are based on rules for unit costs.

Travel costs for scholarship holders will be covered from the unit costs which are applied for return tickets for the direct/linear distance for Target Group 1 between the location of the sending partner university and the hosting university and for Target Group 2 between the location of origin of the student/staff and the hosting university.

The following unit costs can be applied corresponding to the distance:

Distance (km)	Fixed amount (Euro)
< 500	250
500 – 1000	500
>1000-1500	750
>1500-2500	1.000
>2500-5000	1.500
>5000-10 000	2.000
>10 000	2.500

The distance between South Africa and the European universities of the consortium (except for Jyväskylä) is in the range of 8000-10 000 km which leads to a lump sum of EUR 2.000 for each mobility, whereas for the flights to Jyväskylä a lump sum of EUR 2.500 for each mobility applies.

As a rule travel tickets will be directly bought by the coordinator, Ruhr-University Bochum. The travel agency, Reisezeit Bochum, has been selected after a tendering process in line with German budget law.

Participation costs must be covered by the hosting partner HEIs, independently of the duration of the mobility of students. In order to cover the participation costs for incoming students the following unit cost can be granted to hosting HEIs:

- EUR 3.000 for mobilities of at least 10 and less than 18 months
- EUR 6.000 for mobilities of at least 18 and less than 27 months
- EUR 9.000 for mobilities of at least 27 months

For mobilities of less than 10 months duration no participation costs are granted. All partner HEIs will apply a fee waiver policy for any mobility less than ten months.

Participation costs may cover tuition fees, registration fees, library fees, student unions, laboratory consumable costs, residence permit, language courses cost etc. on an equal basis to that charged to local and international students.

Students from partner HEIs in South Africa will continue paying their tuition and/or registration fees in their HEIs of origin but the hosting HEI must apply a fee waiver policy.

In order to avoid double imposition of fees, in those cases where the hosting HEI requires the payment of the registration/tuition fees the student must not be charged the same fees by the HEIs of origin.

For staff mobility no participation costs are granted.

The partner universities will inform the coordinator about the real participation costs. The participation costs may cover tuition and/or registration fees, additional library, student unions, laboratory consumable costs, residence permit, language courses costs etc. on an equal basis to that charged to local and international students.

Under no circumstances may participating HEIs claim participating costs from visiting students beyond the amounts indicated above or retain the funding foreseen as subsistence allowance to cover such costs.

The full insurance coverage (health, accident, third party liability, etc.) will be provided by the consortium corresponding to the minimum requirements depicted by the EU. The maximum rate per participant and month shall not exceed EUR 75. Insurance contracts are arranged by the coordinator. As insurance provider, Dr. Walter GmbH has been selected after a tendering process in line with German budget law.

Hosting HEIs must cover visa related costs for incoming students from the participation costs linked to the mobility. Visa related costs for staff shall be covered from the travel lump by the coordinator. In order to accelerate and facilitate the procedure for obtaining the visa for selected students/staff, the consortium will contact and liaise with the EU Delegations in South Africa as well as the Consulates and the Embassies of Germany, the Netherlands, France, Finland and the Czech Republic in South Africa.

Under no circumstances may participating HEIs claim visa costs from visiting students/staff or retain the funding foreseen as subsistence allowance to cover such costs.

3.7 Terms of Application

3.7.1 Eligibility Criteria

The type of mobility and the distribution must respect the following:

Type of mobility	Distribution
Masters	40-60% of the total
Doctorates*	20-40% of the total
Staff	10-30% of the total

The minimum number of individual mobility flows to be respected is 55 with a minimum of 40 mobilities of South African individuals to Europe and a minimum of 15 mobilities of European individuals to South Africa.

The indicative distribution of individual mobility as applied for is:

Type of Mobility	South African mobility	European mobility	Total
Masters	34		34
Doctorates	14	18	32
Staff	18		18
Total	66	18	84

Target group 1 must represent at least 50% of the individual mobility. The entire mobility must focus on individuals under Target Group 1 and 2.

Distribution of mobility between *EUSA_ID* partners will be based on the preliminary agreement reached at the stage of application and outlined in the project description.⁴

South African Students

To be eligible, South African master students as well as doctoral candidates, referred to as “SA students”

1. Must be a national (passport holder) of South Africa;
2. Must have not resided nor have carried out their main activities (studies, work, etc) for more than a total of 12 months over the last five years in any of the eligible European countries (Germany, Netherland, France, Finland and Czech Republic) at the time of submitting their application to the partnership;
3. For Target Group 1 (TG1): students need to be registered at one of the South African HEIs within the partnership at the time of submitting their application to the partnership;
4. For Target Group 2 (TG2): students need either to be registered in a HEI of South Africa not included in the partnership or must have obtained a university degree or equivalent from a South African HEI.

European students

To be eligible, European doctorate candidates, referred as "European students":

1. Must be a national (passport holder) of one of the eligible European countries;
2. For Target Group 1 (TGI): students need to be registered at one of the European HEIs within the partnership at the time of submitting their application to the partnership.
3. For Target Group 2 (TGII): students need either to be registered in a European HEI not included in the partnership or must have obtained a university degree or equivalent from a HEI of any eligible European country;
4. Must have sufficient knowledge of the working language (English) of the South African hosting HEI;

South African Academic and Administrative Staff

In order to be eligible, academic and administrative staff hereafter referred as “staff”:

1. Must be a national (passport holder) of South Africa;
2. For Target Group 1 (TGI): staff must work in or be associated to one of the South African HEIs participating in the partnership;
3. For Target Group 2 (TGII): staff must work in or be associated to a South African HEI not included in the partnership.

The mobility assignments must be based on partnership agreements between the members of the partnership. Mobility of administrative staff is limited to TG I.

The home and host universities and the individual staff must agree on the programme of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed.

The mobility of staff aims at strengthening the links between institutes, departments and faculties and so enhances the capacity of international cooperation of HEIs in South Africa as well as management and teaching and research capacities. Moreover these links can prepare for future cooperation projects and joint research activities.

The staff mobility can as well help to ease the recognition of study periods with the help of ECTS or similar systems.

Within the same partnership, a selected person can't benefit from a second scholarship on a different level (like first as a master student, after that as a staff member) and a selected person can't benefit

⁴ Integration of Sciences Po Bordeaux as independent partner into the EUSA_ID partnership does not change the distribution of mobility between partners as agreed upon at the stage of application as hosting programmes at the institution have been already considered at that stage.

from a second scholarship at the same level of study (master, doctorate, etc.) from another partnership.

3.7.2 Application Procedures

The application will take place via a password protected online application of the project's website (www.eusa-id.eu) by Ruhr University Bochum. Selected students/staff additionally have to submit all documents as originally signed documents after having been selected.

Uniform application forms will be made available as an online tool or for download on the project's website and the applicants are asked to submit / upload additional documents such as

- a motivation letter in which the applicant should specify in detail how the planned study period relates to previous experience and future professional or academic career plans;
- a curriculum vitae
- certificates and transcripts of previous academic studies (for Master and PhD applicants);
- a recommendation / nomination letter provided by a member of the home institution which can be a HEI or the applicant's employer in case of applications from members of target group II;
- a proposed learning agreement (for non-degree seeking Master applicants)
- a research proposal (for PhD applicants)
- a suggested working schedule (for staff)

Additionally students are invited to submit a document confirming the student's eligibility for financial aid via the National Student Financial Aid Scheme of South Africa (NSFAS).

Further documentation can be requested individually in case of specific admission requirements of any of the hosting institutions.

Any announcement of scholarships within the project will include the information that

- a balanced selection in terms of gender is among the project aims, and
- that individuals living in less favourable socio-economic situations, belonging to formerly disadvantaged groups or coming from historically disadvantaged institutions will be given preference in the selection process if the criterion of academic excellence is met. To ensure information of these groups information material will also be distributed via student unions and the campus offices of the National Student Financial Aid Scheme of South Africa (NSFAS).

A call will be open for a minimum of 45 days and all applicants have to meet the requirements in order to be applicable to their target groups and desired type of mobility.

Applicants have to apply for a maximum of three of the either South African or European HEIs (Choice No. 1, Choice No. 2 and Choice No. 3).

3.8 Transparent Selection Mechanisms

The selection process will be guided by an approach which does not only focus on absolute performance in previous degree programmes but is also based on the progress that applicants made since leaving school. Integrating this type of relative performance criteria considers the particular constraints of previously disadvantaged groups and will bring about selection results which are implicitly favouring members of these groups without compromising quality standards

The selection process will consist of the following steps:

- **Eligibility check:** Finalization of the eligibility check in terms of the overall EMA2 requirements is in the responsibility of the coordinator. The coordinator is assisted by the home institution of the applicants in case of TG I candidates and by the joint coordinator in case of TG II applicants.

Received applications of generally eligible Master and PhD candidates will be screened according to the admission criteria of the envisaged host institutions which are usually part of the official study or examination regulations of the host programmes. To ensure appropriate information of applicants and transparency, links to these regulations will be provided on the project's website. As admission to a programme can only be granted by the responsible body of the relevant programme the eligibility check in terms of admission criteria is in the responsibility of the potential hosting partner programmes. The contact person there will

provide feedback to the coordinator. Only eligible candidates will be integrated in the following selection process.

- ***Ranking of candidates:*** The ranking of candidates is based on agreed selection criteria and done by the potential hosting institutions. Selection criteria consist of (1) academic achievements which refer to the average grade (CGPA) in previous studies and – if applicable – the current average in ongoing studies and takes into account the progress that students made since leaving school, (2) quality of the envisaged study, research or training project, (3) motivation and (4) cross-cutting issues. Judging the quality of the project refers to appropriateness of the suggested learning agreement for Master students and to an evaluation of the research proposal for PhD applicants. For allocating points to the motivation criterion the aspects (a) relevance of planned studies/research in relation to previous experience, (b) relevance for future career perspectives, and (c) relevance related to needs of the home institution will be taken into account. Cross-cutting issues refer to gender balance, integration of designated groups and balanced distribution of mobility between the partners. Recommendations submitted by applicants will be used to substantiate the judgement related to the different criteria. The overall ranking will use a four point scale (with four being the best result) and predefined weights for the criteria 1-3. The coordinators will provide the necessary documents and information for the ranking procedure.
- ***Final selection:*** The results of the ranking will be collected and compiled by the coordinators and submitted to the selection committee. The decision of the committee will be based on the ranking of the potential hosting institutions. It is the responsibility of the selection committee to reassure appropriate consideration of the cross-cutting issues gender balance and integration of designated groups and to take into account balanced distribution of mobility between the partners for the final decision. Decisions of the committee will be made by consensus. In case of disagreement the reviewing body will be consulted and asked to give a recommendation. Only if the consultation does not lead to consensus a decision by majority of the selection committee members is made.
- ***Communication of selection results and procedures for appeals:*** All applicants to the *EUSA_ID* project will receive a letter communicating the selection result. For rejected candidates the letter will include information on the right to appeal. In line with good practices of all cooperating programmes, applicants do have the right to appeal a decision in case of doubts. Those appeals will be dealt with by the appeals committee. Procedures and regulations for appeals will be communicated via the project's website. Accepted candidates will receive an official admission letter provided by the host institution and a scholarship award letter provided by the coordinator.

3.9 Student agreement / scholarship contract

A scholarship contract which defines rights, obligations and responsibilities of the participant and the partnership in more detail and is signed by the coordinator will be sent together with the scholarship award letter and has to be signed and returned to the coordinator by the grantee. The contract will regulate in detail academic, financial and administrative aspects by taking up relevant aspects of EACEA documents regulating EMA2 projects and by referring to the Erasmus student charter. It will include information about participants reporting and information obligations, about procedures in case of complaints and will also set out conditions and procedures for termination of scholarships.

3.10 Mobility Agreements

Mobility agreements define the general terms and conditions between sending and hosting institutions, so that mobilities of staff or students are subject to the respective mobility agreement.

Before the mobility starts, all Partner Institutions have to determine the programmes/studies and accredit them.

Learning Agreements at least for Master studies will support these agreements.

On the doctoral level as well as on the staff level, agreements between sending and hosting institution concerning the supervision of the candidate have to be reached. Here, issues like an appropriate workplace, course-schedules etc. are included.

3.11 Recognition of Studies

The consortium will follow the provisions of the “Convention on the Recognition of Qualifications Concerning Higher Education in the European Region” (<http://conventions.coe.int/Treaty/en/Treaties/Html/165.htm>).

Here, especially Section V (Recognition of periods of study) is adopted:

“Article V.1

Each Party shall recognise periods of study completed within the framework of a higher education programme in another Party. This recognition shall comprise such periods of study towards the completion of a higher education programme in the Party in which recognition is sought, unless substantial differences can be shown between the periods of study completed in another Party and the part of the higher education programme which they would replace in the Party in which recognition is sought.”

Learning Agreements as mentioned in 3.10 will implement the recognition of studies. These learning agreements describe the Programmes/Studies in detail and must have the signature of both, sending and hosting institution as well as the student’s signature.

Learning agreements facilitate the transfer of credits earned and the coordination on the administrative level in the respective institutes/departments/faculties. In case of non degree-seeking students (students that are not taking part in full study programmes), the agreement as well has to specify courses of the home university curriculum that are replaced by courses taken abroad.

The Learning Agreement has to be signed by the person at each university being responsible for the academic recognition of study periods.

3.12 ECTS Tools

All students studying at a university inside the EU will receive their results in ECTS credits, which is an indicator for workload. This indicator is already used frequently at EU partner universities.

Though South African HEIs make use of credit point systems these are not easily transferable to ECTS and often differ between HEIs or even within one HEI. It will therefore be necessary to provide as detailed information as possible for the purpose of recognition of studies abroad. The following supplementary information will therefore be provided

- an explanation of the grading system of the host institution,
- an explanation of the ECTS grading system,
- module descriptions which are common standard under the Bologna system and include among others information on workload in hours as a translation of ECTS credits and information on examination requirements at the host institution

All students will get an academic transcript of records for their stay at the hosting university. For degree-seeking students, a diploma supplement will be issued.

3.13 Internal Evaluation and Quality Assessment Mechanisms

Quality assurance and evaluation in the *EUSA_ID* partnership refers to different levels such as the performance of grantees, the performance of partner programmes, the performance in terms of general services offered to applicants and grantees and the consortium performance:

- The *performance of grantees* will be monitored by referring to regular progress reports signed by the student and the hosting institution and supplemented by a semester transcript. These documents have to be submitted to the home institution and the coordinator. Hosting institutions also conduct feedback meetings with grantees once a semester.
- *Performance of partner programmes* will be monitored by referring to existing evaluation instruments at partner HEIs such as standardized course evaluation questionnaires which are widely used in Master programmes represented in *EUSA_ID*. As use of partner specific evaluation instruments is limited by obligations to maintain confidentiality a feedback questionnaire for grantees will be developed which shall be submitted together with progress reports. To ensure confidentiality a grantees representative will be designated to collect questionnaires and forward them to the coordinators. The questionnaire will not only focus on

academic aspects like course offers and supervision procedures but also on other performance indicators related to general services offered to applicants and grantees.

- Performance in terms of general services offered to applicants and grantees will be part of the feedback meetings with grantees and included in the questionnaire. Items to be considered include the quality of information provided during the application phase, the quality of counselling services during the application phase, the quality of preparatory and supporting services before the start of the mobility period, the quality of services offered for integration at the hosting institution, and the quality of non-academic services during the mobility period
- Consortium performance: The overall performance of the consortium will be monitored by collecting and analysing the feedback of grantees through questionnaires and during feedback meetings as described above. In addition, partner HEIs will report regularly on their project activities. A standard template for reporting purposes will be developed which is referring to academic as well as administrative aspects.

As quality assurance and evaluation does not only refer to different levels but also different phases ongoing monitoring will be complemented by ex-post monitoring:

- Participants in the mobility scheme will be asked to take part in an ex-post evaluation which consist of a feedback meeting at the host and at the home institution and a written evaluation which covers the aspects (1) quality and transparency of the application and selection process, (2) quality of administrative and academic advisory services (3) general judgement on the quality of the study/research period abroad, (4) usefulness of the study/research period for future professional/academic career or for establishment of future (joint) research projects.
- As a reliable ex-post evaluation requires a follow up with a certain time-lag it is further planned to carry out an Alumni survey to collect information about actual placement of former participants and to ask them again about their judgement of the usefulness of the study/research period.

As associated partner EADI will contribute to the quality assurance and evaluation strategy of the consortium. It will provide guidance on the successful implementation of peer review processes and train University staff on internal monitoring approaches and on international standards for quality assurance by building on the criteria it has defined for its accreditation work.

All scholarship holders have to sign a scholarship contract and the host institution has to sign a confirmation of arrival and attendance.

The scholarship contract gives details on the rights and duties of the scholarship holder including regular reports to be submitted to the coordinator and the home institution. In case of duties not being fulfilled, the scholarship can be interrupted.

4. Legal Provisions

The HEIs agree that every person connected with the consortium in relation to the mutual undertakings with each other shall abide by, conform to, and comply with all of the laws of each HEI's home country, or other relevant jurisdictions as well as the statutes, regulations and disciplinary rules promulgated by each HEI. The partners agree to undertake all the steps necessary to prepare for, perform and correctly manage the programme set out in the Agreements concluded between the "Education, Audiovisual & Culture Executive Agency (EACEA) and the Consortium Coordinator and to comply with all the provisions of Agreements binding the Consortium Coordinator to the EACEA.

In the event that any casualty or unforeseen occurrence shall render the fulfilment of the Agreement impossible, no party shall in any case be held responsible to any other party for any damage caused thereby.

The consortium agreement does not replace any already existing agreements between the partners. They remain substantial documents within the partnerships.

5. Disagreements

In case of disagreements the parties agree that they try to settle and resolve these in a forum all parties agree upon. The reviewing body (3.5) will be consulted for advice.

6. Amendments

This Memorandum of Understanding can be amended by a written document signed by all of the partners.

7. Duration

This MoU is concluded for the same period as the Grant Agreement of the consortium.

Signatures:

For the Coordinator:

Ruhr-Universität Bochum
Name of the institution

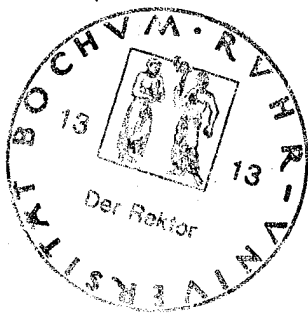
Prof. Dr. Elmar Weiler
Name of the legal representative

Rector
Position

Bochum, 10. February 2014
Date and Place

Signature

Stamp of the institution



For the Partner:

Name of the institution

Name of the legal representative

Position

Date and Place

Signature

Stamp of the institution