

PILOT PROJECT FOR YOUTH MOBILITY
MEDITERRANEAN OFFICE FOR YOUTH
2011–2014



1st Call for Proposals
for MOY LABELLISATION of joint MASTER programmes
n°2010/01

— *Deadline for receipt of applications: 12 December 2010* —

APPLICATION PACKET¹

- **Coordinating institution:**
- **Country of coordinating institution:**

- Partner institution 1:
- Country of partner institution 1:

- Partner institution 2:
- Country of partner institution 2:

- Partner institution 3:
- Country of partner institution 3:

- **Name of doctoral programme for which MOY labellisation is sought:**

¹ The partnership's coordinating institution must complete all sections of the packet.



1- GENERAL GUIDELINES

The application packet is available in French and English.

Institutions may complete the forms in either French or English.

The forms must be filled out using a word processor. The font size must be no smaller than 11.

The annexed letter of commitment and sworn statement must be completed and signed.

MOY has produced a guide to assist institutions as they complete the application. The guide may be downloaded from the MOY Web site:

www.officemediterraneeendela jeunesse.org

The deadline for submission of applications is 12 December 2010 at midnight (GMT).

Applications will be rejected if any of the following conditions applies:

- The application arrives after the deadline.
- The application is incomplete.
- A degree programme described in the application is not recognised by the competent national authorities.
- The partnership does not include at least two institutions in at least two MOY member countries.
- The joint doctoral programme is not in a field recognised by MOY to be of pan-Mediterranean interest.

Criteria of eligibility and exclusion are spelled out in the aforesaid guide in sections 2.2 (page 17) and 2.3 (page 21).

All institutions in the partnership, without exception, must be based in MOY member countries.

Decisions will be based on the following selection criteria, listed in decreasing order of importance:

<i>1. Degree of internationalisation of the programme</i>
<i>2. Academic excellence of the programme</i>
<i>3. Quality of the partnership and of the proposed mobility scheme</i>
<i>4. Career placement consistent with the needs of local labour markets</i>
<i>5. Facilities and services provided to students</i>



2- PRESENTATION OF THE PROPOSAL

SECTION 1: INFORMATION ABOUT CANDIDATE INSTITUTIONS

One of the partner institutions must be designated as the programme coordinator. That institution must complete section 1.1 and subsections 1.1.1–1.1.4.

The other partner institutions must complete section 1, beginning with subsection 1.2.

2.1 INFORMATION ABOUT THE INSTITUTION DESIGNATED AS PROGRAMME COORDINATOR

2.1.1 INSTITUTION

Contact information:

1. Official name of institution (in the language of the country in which the institution is located):
2. Official name of institution (in the language used for this application):
3. Department:
4. Address:
5. Postal code:
6. City:
7. Region or province, if applicable:
8. Country:
9. Telephone 1:
10. Telephone 2:
11. Fax:
12. Web site:



Legal status, mission statement, and description of activities:

13. Legal status:

14. Type of institution (university, polytechnic, etc.):

15. Date established:

16. Mission:

17. Description of activities:

In no more than 10 lines, describe the principal activities of the institution, the fields in which it operates, any awards or honours it has received, its accreditations, and its position in international rankings.

2.1.2 CONTACT PERSON (INSTITUTIONAL REPRESENTATIVE RESPONSIBLE FOR THE PROJECT AND FOR TRACKING THE APPLICATION)

All information pertaining to the call for proposals will be sent to the contact person and, if applicable, to a back-up contact whose information is also entered below.

1. Title (Dr, Prof, Mr, Mrs):

2. Last name:

3. First name:

4. Position at institution:

If different from section 1.1.1 :

5. Department:

6. Address:

7. Postal code:

8. City:

9. Region or province, if applicable:

10. Country:

11. Telephone 1 :

12. Telephone 2 :

13. Fax:

14. E-mail:



2.1.3 LEGAL REPRESENTATIVE (INDIVIDUAL AUTHORISED TO REPRESENT THE INSTITUTION IN LEGAL AGREEMENTS) (ATTACH COPY OF ONE FORM OF IDENTIFICATION)

This individual must sign the last page of the application.

1. Title (Dr, Prof, Mr, Mrs):
2. Last name:
3. First name:
4. Position at institution:

If different from section 1.1.1 :

5. Department:
6. Address:
7. Postal code:
8. City:
9. Region or province, if applicable:
10. Country:

11. Telephone 1:
12. Telephone 2:
13. Fax:
14. E-mail:

2.1.4 INDIVIDUAL RESPONSIBLE FOR PROJECT BUDGET (ATTACH COPY OF ONE FORM OF IDENTIFICATION)

1. Title (Dr, Prof, Mr, Mrs):
2. Last name:
3. First name:
4. Position at institution:

If different from section 1.1.1 :

5. Department:
6. Address:
7. Postal code:
8. City:
9. Region or province, if applicable:
10. Country:

11. Telephone 1 :
12. Telephone 2 :
13. Fax:
14. E-mail:



2.2 INFORMATION ABOUT PARTNER INSTITUTION(S)

2.2.1 PARTNER INSTITUTION 1

Contact information:

1. Official name of institution (in the language of the country in which the institution is located):
2. Official name of institution (in the language used for this application):
3. Department:
4. Address:
5. Postal code:
6. City:
7. Region or province, if applicable:
8. Country:

9. Telephone 1:
10. Telephone 2:
11. Fax:
12. Web site:

Legal status, mission statement, and description of activities:

13. Legal status:
14. Type of institution (university, polytechnic, etc.):
15. Date established:
16. Mission:

17. Description of activities:
In no more than 10 lines, describe the principal activities of the institution, the fields in which it operates, any awards or honours it has received, its accreditations, and its position in international rankings.



2.2.2 CONTACT PERSON (INSTITUTIONAL REPRESENTATIVE RESPONSIBLE FOR THE PROPOSAL)

1. Title (Dr, Prof, Mr, Mrs):
2. Last name:
3. First name:
4. Position at institution:

If different from section 1.1.1:

5. Department:
6. Address:
7. Postal code:
8. City:
9. Region or province, if applicable:
10. Country:

11. Telephone 1 :
12. Telephone 2 :
13. Fax:
14. E-mail:

2.2.3 PARTNER INSTITUTION 2

If the consortium comprises more than 2 institutions (1 coordinator and 1 partner), please cut and paste blank subsection 1.2 here and complete for each additional partner.

-
-
-
-
-

2.3 SUMMARY

In the table below, please list all participating institutions, using the same language as is used for the rest of the application. Add rows to the table as necessary.

Role	Name of institution (in language of application)
Coordinating institution	
Partner institution 1	
Partner institution 2	
Etc.	



SECTION 2: INFORMATION ABOUT THE MASTER'S-LEVEL PROGRAMME

A separate application must be completed for each master's-level programme for which labellisation is sought.

Summary of the proposal: Using no more than the 15 lines provided in this box, please provide a summary of your proposal (programme, field of study, countries involved, proposed mobility, special features and strengths of the programme, and so on). If your programme is labelled, MOY may use this description in its external communications.

2.4 CHARACTERISTICS OF THE PROGRAMME

1. Indicate the broad field of the programme by checking the appropriate box:

<input type="checkbox"/>	Technical disciplines applied to the exact sciences and engineering
<input type="checkbox"/>	Technical disciplines applied to the social sciences
<input type="checkbox"/>	Health sciences

2. Indicate the field of the programme by checking the appropriate box:

<input type="checkbox"/>	Agriculture, agrifood industry, fisheries science
<input type="checkbox"/>	Environment and earth sciences (sustainable development, renewable energy, water resource management, waste treatment, marine industries, etc.)
<input type="checkbox"/>	Computer science, mathematics, telecommunications, electricity, electronics
<input type="checkbox"/>	Civil engineering, urban planning, building and public works
<input type="checkbox"/>	Transportation (aeronautics, mechanics, logistics...)
<input type="checkbox"/>	Law
<input type="checkbox"/>	Cultural management
<input type="checkbox"/>	Management, finance, and business
<input type="checkbox"/>	Economics and political science



<input type="checkbox"/>	Tourism, hotel business and catering
<input type="checkbox"/>	Sport
<input type="checkbox"/>	Education
<input type="checkbox"/>	Medicine, biology, biotechnologies

3. If necessary, specify the programme's **subfields**. If the programme is related to one of six priority areas of the Union for the Mediterranean, please check the corresponding box.

<input type="checkbox"/>	De-pollution of the Mediterranean Sea
<input type="checkbox"/>	The establishment of maritime and land highways
<input type="checkbox"/>	Developing solar energy
<input type="checkbox"/>	Education and research
<input type="checkbox"/>	Civil protection
<input type="checkbox"/>	Developing small and medium-sized enterprises

4. Official name of programme:

In the language of the application:

In the language of

The country of the coordinating institution:

The country of the partner institution:

(Insert additional lines as needed)

5. Length of entire programme (in years/semesters):

6. Beginning and ending dates of programme:



7. Please provide a summary of the programme of study by semester, indicating the major subjects covered:

Year 1, semester 1:

Year 1, semester 2:

Year 2, semester 1:

Year 2, semester 2 :

Degree

8. Degree(s) conferred at the end of the programme:

In the language of the application:

In the language of

The country of the coordinating institution:

The country of the partner institution:

Insert additional lines as needed.

9. Please indicate which of the following apply:

- Joint diploma (a single qualification awarded in the name of at least two participating institutions)
- Double diploma (two separate national qualifications awarded by two participating institutions)
- Multiple diplomas (three or more national qualifications awarded by three or more participating institutions)
- Other (specify)

10. Please provide the names of the national accrediting or certifying bodies that recognise the degree (check the appropriate box)

Country of coordinating institution:

Country of partner institution:

Insert additional lines as needed.

11. Until what date is the accreditation or certification valid?

Country of coordinating institution:

Country of partner institution:

Insert additional lines as needed.



12. How many classroom, section, and lab hours are required for the programme?

Total:

Year 1, semester 1:

Year 1, semester 2:

Year 2, semester 1:

Year 2, semester 2:

Credit system

13. Are ECTS credits used? Yes No (check the appropriate box)

13b. If so, specify the number of ECTS credits awarded.

Total:

Year 1, semester 1:

Year 1, semester 2:

Year 2, semester 1:

Year 2, semester 2:

14. If another credit system is used, please describe it in no more than five lines:

14b. Specify the number of credits awarded for successful completion of each phase of the programme.

Total:

Year 1, semester 1:

Year 1, semester 2:

Year 2, semester 1:

Year 2, semester 2:

15. How much time will recipients of MOY mobility grants spend abroad?

1 semester

2 semesters

At student's discretion

16. Please explain the reasons for the choice indicated in the previous item:

17. Are students in the programme able to spend time in every country in the consortium? Please describe the mobility arrangements.



18. In what language(s) is the programme taught?

19. If the programme already exists, how many domestic and international students are enrolled in it?

	Total number of students enrolled	Number of international students
At programme coordinator's institution		
At partner institution 1		
At partner institution 1		
Insert additional rows as needed		
...		

20. How many of the faculty members participating in the programme are visiting professors? How many are from abroad?

Coordinating institution:

- Visiting professors:
- Professors from abroad:

Partner institution 1:

- Visiting professors:
- Professors from abroad:

Partner institution 2:

- Visiting professors:
- Professors from abroad:

Insert additional lines as needed.

21. Please specify the costs of the programme (tuition and fees) for future recipients of MOY mobility grants:

At programme coordinator's institution:

At partner institution 1:

At partner institution 2:

Insert additional lines as needed.

22. Do students in the programme have access to financial assistance from other sources?

Yes

No

23 If so, specify the number of students who benefit from each source of assistance.



Evaluation system

24. Describe the method used to evaluate student performance (for example, frequency of exams, types of evaluation, and so on):

25. Describe the criteria used to admit students to the programme:

26. What level of study must students have completed and what degree must they hold before they can be admitted to the programme?

2.5 DETAILED DESCRIPTION OF THE PROGRAMME

2.5.1 INTERNATIONAL ASPECTS OF PROGRAMME

In no more than two pages, applicants should describe the international aspects of the proposed programme, touching on its design, implementation, and the following points:

- The degree to which the objectives and content of the programme address specifically Mediterranean problems;
- The extent to which the teaching and research faculty are internationalised (in composition, experience, and activity);
- The geographic origins of students participating in the programme (using statistics from past years and/or objectives for the years to come).

2.5.2 FEATURES OF THE PROPOSED PROGRAMME

Applicants are asked to provide a succinct description (2 pages maximum) of how the proposed master's programme will contribute to the excellence, innovativeness, and competitiveness of the Mediterranean region, with specific reference to the following points:

- Explain how the goals of the MOY master's programme are related to excellence and competitiveness in the Mediterranean region.
- Describe how the specific features of the master's programme offer value-added over existing programmes.
- Specify whether the proposed programme is or will be eligible for national and/or international recognition (accreditation or certification) and provide information on the duration of that recognition.
- Demonstrate the academic/scientific quality of the programme, noting its unique and innovative aspects.



- Give a succinct presentation of the qualifications, expertise, and experience of the academic personnel associated with the programme. Identify the major actors in the programme's implementation.
- Describe the procedures that have been set up to select, admit, support, and evaluate students.
- Describe the procedures that have been set up to select, admit, support, and evaluate students.
- Describe the health insurance scheme to be offered to international students.

2.5.3 DETAILS OF THE PARTNERSHIP AND ITS MOBILITY SCHEME

Applicants are asked to describe (in 2 pages or less) how the proposed partnership contributes to the goals of the MOY mobility project, touching on the following points:

- Describe how the proposed partnership offers value-added through, among other things, complementarities among the partners, the diversity of the partnership, and any history of collaboration or cooperation.
- Provide evidence that the proposed partnership ensures academic/scientific excellence and contributes to the attainment of the goals of the MOY programme.
- Describe and justify the relevance and the specific organisation of the mobility requirements.
- Explain the steps that will be taken with regard to double and joint diplomas.

2.5.4 CAREER PLACEMENT MECHANISMS RESPONSIVE TO THE NEEDS OF THE LOCAL LABOUR MARKET

Applicants should describe (in no more than 2 pages) how the proposed programme responds to the skill needs of the Mediterranean region and how it makes graduates more employable. In particular

- Describe how the objectives of the MOY master's programme relate to the economic and social needs of the countries of the Mediterranean region.
- Explain how the proposed master's programme will make students more employable.
- Present the steps taken to generalise the use of internships throughout the programme, to promote the hiring of graduates, and to track their professional development.
- Describe the participation of employers in the partnership.



2.5.5 PROVISIONS FOR SUPPORTING MOBILE STUDENTS

Applicants are asked to provide a description (2 pages maximum) of measures to provide information and support to mobile students before and after their arrival. It is recommended that applicants address the following points:

- Describe the partnership’s plans to market the programme to potential participants in other participating countries.
- Provide details of the support services that will be made available to mobile students from other participating countries.
- Explain the steps taken to ensure the availability of housing for mobile students.
- Address the measures that have been proposed to respond to the language needs of these students.
- Describe the steps taken to provide academic support for students (remedial courses, tutoring, peer mentoring, and so on).
- Describe what the partnership has done to avoid duplication in the payment of tuition and fees, for example by having the host institution waive tuition and fees for mobility periods covered by an MOY grant.

SECTION 3: COMPLETING THE APPLICATION

2.6 CHECKLIST

Please verify that all of the steps listed below have been completed and check the corresponding boxes:

<input type="checkbox"/>	The application has been completed using a word processor.
<input type="checkbox"/>	The application contains no omissions.
<input type="checkbox"/>	The application has been signed by the legal representative of the coordinating institution.
<input type="checkbox"/>	Originals of the letter of commitment signed by the legal representatives of the coordinating and partner institutions (one letter for each institution) have been attached to the application. The letters attest to the institution’s consent to the application, to its financial and operational capacity, and to its legal status. In addition, the letters certify that the proposed programme is officially recognised by the competent national authorities.
<input type="checkbox"/>	A copy of the document by which the partner institutions have agreed to jointly to implement the proposed programme has been attached to the application.
<input type="checkbox"/>	A signed and sworn declaration by the legal representative of the coordinating institution has been attached to the application to attest that the partner institutions have never (since their founding) been the subject of a legal judgement and that they are not now in any of the circumstances described as exclusion criteria in section 2.3 of this guide.
<input type="checkbox"/>	A photocopy of an official form of identification of the legal representative of the coordinating institution has been attached to the application.
<input type="checkbox"/>	A photocopy of an official form of identification of the individual responsible for the



	project's budget within the coordinating institution has been attached to the application.
<input type="checkbox"/>	The coordinating institution has sent—by the deadline—an original and three copies of the paper application to the MOY central office.
<input type="checkbox"/>	The CVs of key project personnel have been attached to the application, and said CVs do not exceed three pages each. Key personnel include up to three faculty members per participating institution (dissertation advisers in the case of doctoral programmes), and the point(s) of contact for the programme at the coordinating institution.
<input type="checkbox"/>	The coordinating institution has sent—by the deadline—a digital version of the application to the main MOY e-mail address.
<input type="checkbox"/>	The coordinating institution and partner institutions have sent—by the deadline—a digital version of the application to the national operator in their country.

2.7 DECLARATION BY THE LEGAL REPRESENTATIVE OF THE COORDINATING INSTITUTION

By my signature below, I declare on my honour that all of the information contained in this document is true and accurate to the best of my knowledge.

Date of signature:

Place of signature:

Printed name of signatory:

Title:

Institution:

Seal of institution:



ANNEX
SAMPLE LETTER OF COMMITMENT AND SWORN STATEMENT

[To be completed on institutional letterhead]

SAMPLE LETTER OF COMMITMENT

Place and date

Name of institution

Address of institution

Your reference: MOY Call for Projects n° _____

Our reference:

To the Mediterranean Office for Youth:

In response to the above-referenced call for projects, we hereby confirm our intention to submit a proposal for MOY labellisation of an academic programme at the **(specify master's, doctoral, or other)** level. The name of the programme is **(insert programme name)**.

We hereby declare in the name of **(name and legal status of institution)** that:

- Our institution seeks MOY labellisation under the aforesaid call for projects as **(specify whether institution is applying as the coordinating institution of a partnership or as a partner institution)**.
- Our institution possesses the financial and technical capability to perform the activities described in the call for projects.
- No actual or potential conflict of interest prevents us from submitting our candidacy for labellisation.
- We will immediately inform the Mediterranean Office for Youth in the event a conflict of interest arises during the labellisation period.
- We are fully aware and accept that any false or incomplete information that is intentionally furnished in connection with our candidacy may result in our exclusion from the call for projects.

Sincerely,

Printed name and signature of institutional representative



SAMPLE SWORN STATEMENT

Place and date

Name of institution

Address of institution

I, the undersigned, **(name and title)**, declare on my honour that **(name of institution)**, having its main administrative offices at **(address, city, and country)**

has not, since its founding in (year founded), been the subject of a judgement in legal proceedings related to any of the circumstances described in section 2.3 of the **Guide for Candidates for MOY Programme Labellisation**, nor is the institution presently engaged in any proceeding related to any such circumstance.

Signed at (place) on (date)

Signature and printed name of institutional representative