



Call for Partners: Ukraine Student Academic Mobility (SAM) Programme

About House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukraine and EU in the sectors of culture and the creative industries, education, health, media, social entrepreneurship, and youth. The main focus of House of Europe is on mobility, exchange, and collaboration opportunities for Ukrainian professionals with EU countries. The programme aims to enable attendance at capacity building events, the exchange of experience and the development of international cooperation projects alongside partner organisations. The programme is delivered by the Goethe-Institut in partnership with a consortium of partners including the British Council in Ukraine.

How to apply

In order to apply, please read the details below and submit an application form [online](#) in English.

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Two universities need to submit one application form each. The Consent form should be completed on each university's letterhead and attached as part of the application.

The template of the online application form, for illustration, and the Consent form are available to download.

Application forms submitted without a signed Consent form will be rejected.

In case of further questions or requests for clarification, please contact ua_hoe@britishcouncil.org with the email subject line **SAM programme** or call +38-050-140-15-81

Deadline

17 April 2020.

Open to

Any higher education institution in Ukraine recognised by the Ministry of Education and Science of Ukraine (<http://bit.ly/3b9aF57>), which has participated in the Erasmus+ programme within the last five years and therefore has and can evidence a Participant Identification Code (PIC) and/or Organisation Identification (OID).

1. Description



1.1. Within the House of Europe programme the Ukraine Student Academic Mobility (SAM) programme aims to:

- Foster interregional academic cooperation between universities through academic mobility
- Enhance people-to-people exchange and cultural dialogue between young Ukrainians
- Allow such mobility to be organised and formally recognised as a part of a student's degree programme

1.2. The SAM programme has been designed in consultation with the Ministry of Education and Science of Ukraine.

2. Basics of the programme

2.1. The British Council manages the Ukraine SAM programme within the House of Europe programme.

2.2. A single joint application must be submitted by two universities from two different regions of Ukraine with a minimum distance of 200 km between them, as measured by Google Maps.

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2.3. The application form describes the student academic mobility proposed by the participating universities and the budget required.

2.4. The majority of successful institutions cannot be located in the same city and/or region in Ukraine.

2.5. The programme will run during the 2020-21 and 2021-22 academic years.

2.6. Universities can apply only once each year. Multiple applications from the same institution will result in all applications involving that institution being marked as ineligible.

3. Type of students

3.1. The conditions for the eligibility of students to participate in the programme are as follows:

- Any student at undergraduate level apart from students in the first year of their degrees at the time of the mobility
- Students must be 18 years old at the time of mobility
- The programme is open to Ukrainian nationals and permanent/temporary residents
- The programme is open to both budget and contract students

4. Conditions for the participation of students



4.1. For the purposes of registration, attendance monitoring and funding, each participating institution will designate students as undertaking learning on academic mobility.

4.2. Students participating in the programme will be temporarily accepted into their host institutions for the period of their mobility and will have the rights and obligations of ordinary students of the host institution.

4.3. Students cannot be charged any fees by the host institution, other than additional costs normally charged to all students at the host institution eg for student group membership. Students cannot be charged any additional accommodation costs by the host institution.

4.4. Students cannot transfer to the host institution after the mobility period.

5. Number of participants

5.1. Student mobility included in the application form is expected to cover groups of between 5 and 20 students from each institution participating.

5.2. The number of students must be the same for both institutions participating.

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6. Fields of study

6.1. The programme does not make distinctions between fields of study and does not establish any priority for participation.

6.2. All recognised degrees and fields of study offered by the participating institutions are eligible.

6.3. Universities can propose a mix of fields of study across different departments within one application.

6.4. Applications do not need to match fields of study between the partner institutions if disparity is well justified by showing coherence in the approach for all students involved.

7. Length of the mobility period

7.1. Applications must include student exchanges of between 4, 8 and 12 continuous weeks during the period 1 September 2020 to 30 April 2021.

B. Assessment and recognition



8.1. All mobility periods proposed in the application must be based on a credit transfer scheme (ECTS) to ensure that the periods that students spend in another institution are effectively recognised by their home institution. Students must not be required to “double study” their home institution’s ongoing programme while studying in the host institution.

8.2. Applications must include the description of the expected assessment and recognition arrangements for the mobility periods proposed, including where they cover only part of a teaching period.

8.3. It is expected that students will be fully engaged in academic coursework during their mobility periods with a 4-week mobility allowing them to earn no less than 6 ECTS credits, an 8-week mobility period no less than 12 ECTS credits, and a 12-week mobility period no less than 18 ECTS credits.

8.4. The overall length of all mobilities must be the same for both institutions (but can be a mix of mobilities of different length).

8.5. The application must describe the procedure followed to guarantee that the result of the assessment and the credit transfer will be reflected in the Diploma Supplement which the student will receive when graduating and/or in any other provision agreed by the partner institutions.

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9. Management of student mobility

9.1. The application must define which institutional unit will be responsible for the mobility programme in each of the partner institutions. Depending on the experience of each of them, this could be the International Office, the Mobility Office or any other unit with the capacity to manage all required processes for the successful delivery of the mobility programme.

10. Content of the application form

10.1. Applicants will be required to describe the following aspects:

- Relevance of the application and previous collaboration (maximum 4,000 characters)
- Objectives and description of the activity (maximum 4,000 characters)
- Academic design (maximum 5,000 characters)
- Implementation (maximum 4,000 characters)
- Impact and sustainability (maximum 4,000 characters)

10.2. The assessment section of this Guide contains the list of aspects that will be considered to assess the quality of the applications.

10.3. In addition to the narrative part of the application, the form contains two tables to estimate the budget required for the implementation of the mobility project.



10.4. All applications must contain the name and contact details of the heads (Rectors) of the institutions involved and a contact person in each of them. Failure to identify any of those two positions will make the application ineligible.

10.5. All applications must contain the signature of the Rectors of both universities.

11. Funding

11.1. The programme covers the cost of travel to and accommodation at the host university (preferably in dormitories) and the additional living expenses of all students participating to compensate the difference in living costs between their home and host institutions. The programme also provides a contribution towards the administrative costs incurred by each sending institution.

11.2. The funding elements have been established in a mix of euros and hryvnia but will be defined and paid in hryvnia using the January 2020 British Council exchange rate of UAH 26.41 = €1.00. These rates will be fixed for the whole of the 2020-21 cycle.

11.3. Four elements make up the funding available:

11.4. TRAVEL: A maximum allowance of UAH 1,320 (based on €50) for return travel per outgoing student (students going on a 12-week mobility can claim up to two round trips). The programme will pay for the real cost of travel as per invoices/receipts submitted to the British Council by the home (sending) institution. This will be paid to the sending institution.

11.5. ACCOMMODATION: An accountable weekly budget for university accommodation provided to incoming students. For the purposes of the application budget, this has been set at differing rates of UAH 500 (equal to €18.93) per week, UAH 800 (€30.29) per week and UAH 1,200 (€45.44) per week, but it will be paid on an actual cost basis. The hosting institution will preferably be able to accommodate the incoming students in dormitory accommodation but may need to identify and provide more expensive accommodation if this is not available. This will be paid to the hosting institution.

11.6. ADDITIONAL LIVING EXPENSES: A stipend of UAH 150 per day (equal to €5.68) for subsistence expenses to be paid in full to each outgoing student. This will be paid to the sending institution.

Please note that the British Council is still clarifying with the Ministry of Education and Science whether this stipend will be subject to personal income tax and military tax. The daily rate of UAH 150 is the net sum to be received by the students. If the stipend is confirmed as being subject to tax, the British Council will increase the amount provided to the sending institution so that the students retains a net daily amount of UAH 150. For the purposes of the application, universities should simply budget for UAH 150 per day.



11.7. CONTRIBUTION TO THE INSTITUTIONS: A lump sum of UAH 3,960 (based on €150) per outgoing student as a contribution to the administrative costs of the programme. This will be paid to the sending institution.

11.8. Successful applications will be awarded the total amount necessary for the implementation of the project according to the number of participants and the lengths of mobility approved.

11.9. The maximum budget available to fund applications in 2020-21 is UAH 3,960,000 (€150,000).

11.10. It is expected that between 6 and 10 mobility projects will receive funding from the programme in 2020-21, depending on the cost of successful applications.

11.11. The cost of applications will not be considered when assessing the quality of the applications submitted (i.e. small and large projects will be considered equally).

11.12. Sending universities can additionally apply for extra financial support to accommodate any outgoing students' special needs, eg due to disability, once they have recruited their students. This will be awarded and reported on an accountable basis.

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12. Payments to institutions participating

12.1. Partner institutions in successful applications will be required to sign individual contracts with the British Council in order to receive the funding for the programme.

12.2. All money transfers made by the British Council to pay for the implementation of the programme will be made in hryvnia to the institutions' hryvnia bank account.

12.3. The contract between the British Council and each of the universities participating will include the provision for a first transfer of money covering:

- The total of the requested budget for travel for its outgoing students
- The total requested for additional living expenses for its outgoing students
- 25% of the lump sum to support mobility (UAH 990 per outgoing student)

12.4. The obligations of the universities will include:

- Paying the real cost of travel for their outgoing students and keeping all receipts
- Paying the full stipend to its outgoing students at a rate of UAH 150 per day and obtaining a signature of receipt from each student.



- Providing university accommodation to incoming students

12.5. At the end of the mobility period, the universities will report the expenses incurred to the British Council and send receipts collected for:

- The final cost of travel for their outgoing students
- The stipends paid to their outgoing students for additional living expenses
- The cost of accommodation provided to incoming students (which cannot exceed the budget requested in the application)
- The remaining 75% of the institutional support (UAH 2,970 per outgoing student)

12.6. In the event of mobilities not being completed, or not being completed in full (or if the institution does not provide the correct report), the final balance will be adjusted to reflect the real and correctly-reported number of participants, the length of their stays, the actual costs and an adjusted amount for the institutional contribution in case of student withdrawals.

12.7. The British Council will make the final payment within 30 days after the report has been approved and the amounts have been adjusted to reflect the real and approved costs incurred by each university.

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12.8. An example is provided in Annex 1 below to illustrate the calculation of the payments.

13. Assessment of the application forms

13.1. The applications will be assessed by two experts scoring the applications according to their quality and in line with the criteria mentioned in this section. The two experts will each independently assess the applications and will then agree a combined scoring and commentary.

13.2. A ranking will be established at the end of the process to award the allocation of grants to successful applicants until all the budget allocated for 2020-21 is used.

13.3. The applications will be assessed according to the different weight of the sections in the application form and with a maximum score of 100 points.

13.4. The criteria for the assessment of the applications will be based on the information provided by the applicants for the required sub-criteria:

1. Relevance of the project and previous collaboration (20 points/100), including:

- How the application and the results foreseen are in line with the objectives of the programme



- Relevance of the planned activities and expected results for students and institutions
- Clear objectives of the application based on an adequate analysis of the expected outcomes
- How the application is innovative and/or complementary to other initiatives or projects already carried out under the present or any past partnership
- Rationale of the partnership
- Experience in student mobility programmes

2. Objectives and description of the activity (20 points/100), including:

- Level and course(s) of the students participating
- Reasons for the selection of the field(s) of study
- Number of students
- Length of the mobility period(s) and the rationale for this
- Calendar of activities
- Institutional cooperation arrangements

3. Academic design (30 points/100), including:

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- Academic benefits expected
- Procedures and criteria followed for the selection of students
- Procedures followed for the assessment of the mobility period
- Credit transfer
- Recognition of the mobility period (inclusion in transcripts, Diploma Supplement, certificates, etc)
- Academic monitoring of outgoing students during mobility

4. Implementation (20 points/100), including:

- Services provided to students by both institutions
- Duty of care and pastoral care provision
- Management of the project
- University service/s responsible for the implementation of the project
- Communication between coordinators
- Monitoring of incoming students
- Use of the institutional support funds
- Accommodation offered to incoming students

5. Impact and sustainability (10 points/100), including:

- Procedures and activities for the dissemination of the project and the programme within the institutions
- Audiences for dissemination at institutional, local and regional level
- Expected impact for students participating
- Impact of the project at each of the institutions
- Impact in the improvement of inter-regional cooperation in Ukraine



- Academic benefit produced by the project
- Potential new mobility activities between the institutions and/or beyond the partnership
- Sustainability of the project

13.5. In order to be eligible for funding, applications must score at least 50% of the maximum score available for Section 1 (i.e. 10 points) and at least 75% of the maximum score available for Section 4 (i.e.15 points) and must achieve a total score above 50 points.

14. Reporting

14.1. All universities participating must fill in a report to be provided by the British Council after the completion of the full cohort of mobilities by their outgoing students.

14.2. All students participating must fill in a report provided by the British Council about their experience.

15. Programme documents and forms

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15.1. The British Council will provide the templates for the following documents and forms:

- Application form (to be signed by the legal representative of both partner organisations and sent in original form to the British Council)
- Inter-institutional Letter of Intent (to be signed by successful applicants before the signature of the contract with the British Council and sent in copy to the British Council)
- Contract between the British Council and each of the universities participating (including bank details for the transfer of funds)
- Learning Agreement for each student participating (to be signed by the student and the institutional coordinator for the programme mobility and sent in copy to the British Council with the final report)
- Certificate of Attendance (to be signed by the host institution and sent in copy to the British Council with the final report)
- Final report by each university following the completion of each mobility cohort
- Final report by each participant (to be electronically sent to the British Council by the students)

16. Calendar

16.1. The schedule for the implementation of the programme for 2020-21 is as follows:

- Call - 17 February to 17 April 2020
- Assessment of applications - 21 April to 14 May 2020



- Announcement of results - 15 May 2020
- Student selection – May to June 2020
- Inter-institutional Letters of Intent signed – June to July 2020
- Learning Agreements signed - before the end of July 2020
- Contracts signed with British Council and first payments made – July to August 2020
- Mobility period starts - from 1 September 2020
- Mobility period ends - by 30 April 2021
- Reporting to British Council - 30 days after all mobilities end
- Payment of balance due by British Council – within 30 days after the approval of the report by the British Council

17. Language

17.1. English will be the language used for all processes and documents in this programme from the application until the closure of the contracts signed between the British Council and the participating universities.



Annex 1 – Example of calculation of payments

University A is planning to exchange 10 students for 8 weeks each with University B, between 1 September and 31 October 2020. In the event, actual travel costs are lower than the maximum and University A only sends 9 students to University B, not 10.

Grant awarded to University A

(in UAH)	Cost unit	Cost 10 students * 8 weeks (plan)	Comment
<i>For outgoing students</i>			
Travel	1,320	13,200	1,320 * 10 st
Institutional support	3,960/student	39,600	3,960 * 10 st
Living expenses	150/day	84,000	150 * 56 days * 10 st
<i>For incoming students</i>			
Accommodation	500/week requested	40,000	500 * 8 weeks * 10 st
TOTAL		176,800	

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First payment made to University A

(in UAH)	Cost unit	Cost 10 students * 8 weeks	Comment
<i>For outgoing students</i>			
Travel	1,320	13,200	1,320 * 10 st
Institutional support	990/student	9,900	25% * 3,960 * 10 st
Living expenses	150/day	84,000	150 * 56 days * 10 st
<i>For incoming students</i>			
Accommodation	0	0	500 * 8 weeks * 10 st
TOTAL		107,100	



Final report submitted by University A

(in UAH)	Cost unit	Cost 10 students * 8 weeks	Comment
<i>For outgoing students</i>			
Travel	Actuals	10.875	Actual cost (cheaper)
Institutional support	3,960/student	35,640	100% * 3,960 * 9 st
Living expenses	150/day	75,600	150 * 56 days * 9 st
<i>For incoming students</i>			
Accommodation	Actuals	38,400	480 (actual cost) * 8 weeks * <u>10 st</u>
TOTAL		160.515	

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Final payment to University A

(in UAH)		
<i>For outgoing students</i>		
Travel	<u>Adjusted to actuals</u>	-2,325
Institutional support	3,960/st x fewer st	25,740
Living expenses	150/day x fewer st	-8,400
<i>For incoming students</i>		
Accommodation	<u>Adjusted to actuals</u>	38,400
TOTAL		53.415

Personal data protection

By applying for this opportunity, you agree that any personal data contained in the application can be processed in compliance with [GDPR requirements](#).