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PROCEDIMIENTOS ADMINISTRATIVOS

COMISIÓN

**CONVOCATORIA DE PROPUESTAS**

**para el desarrollo de cursos integrados de grado másters sobre asuntos de consumidores**

**DG Sanidad y Protección del Consumidor**

**Nº SANCO/2007/B/007**

(2007/C 64/09)

Fecha límite: 5 de noviembre de 2007. Puede obtenerse documentación en la siguiente web:

[http://ec.europa.eu/consumers/tenders/information/index\\_es.htm](http://ec.europa.eu/consumers/tenders/information/index_es.htm)

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**EUROPEAN COMMISSION**

HEALTH & CONSUMER PROTECTION DIRECTORATE-GENERAL

Directorate B - Consumer Affairs

**B1 - Policy analysis and development; relations with consumer organisations; international relations**

**CALL FOR PROPOSALS – DG Health and Consumer Protection No. SANCO/2007/007**

**for the development of integrated Master Degree courses in consumer issues**

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## 1. INTRODUCTION

*This document is a call for proposals for the development of a European Integrated Master Degree in Consumer Issues in connection with the implementation of Article 4, paragraph 1 (b) (action 11) of Decision No 1926/2006/EC of the European Parliament and of the Council of December 18, 2006 establishing a general framework for financing Community actions in support of consumer policy for the years 2007 to 2013.*

The call for proposal is conditional to the adoption of the annual work programme for 2008, and is subject to budget availability in 2008.

The role of consumer education has been recognised by the Treaty of Amsterdam which identifies the promotion of the consumer's right "to information and education" as an integral part of EC consumer policy.

The long-term aim of DG Health and Consumer Protection is therefore to raise the level of awareness and understanding of consumer rights and interests particularly across borders in the internal market.

Consumer education has become an integral part of a comprehensive consumer policy that aims at building consumer awareness and confidence in the internal market. So far, several initiatives have been launched for schools (Europa Diary) and adult education institutions (DOLCETA). For further information on these initiatives, see:

[http://ec.europa.eu/consumers/cons\\_info/consumer\\_diary\\_en.htm](http://ec.europa.eu/consumers/cons_info/consumer_diary_en.htm)

[http://ec.europa.eu/consumers/cons\\_info/project\\_en.htm](http://ec.europa.eu/consumers/cons_info/project_en.htm)

DG Health and Consumer Protection believes that higher education should also be involved, since it produces "multipliers" of consumer education issues both within the business world and the consumer world. Universities and other higher education institutions have indeed the responsibility of providing relevant education through which students will be able to face the challenges of integrating scientific and theoretical knowledge on consumer issues into professional practice. A study has been carried out with the European University Association to take stock of what already exists in the EU and to seek the views of the corporate world, governmental agencies as well as consumer organisations (annex A). This study confirmed the need for master courses on consumer issues, building on what already exists. In particular, it underlined that there is a demand for job-oriented courses that combine the business/marketing studies with consumer legal, social and economic studies.

A broader contextual reference is provided by the Lisbon European Council of March 2000, and by that of Barcelona in March 2002, forcefully underlining the crucial contribution from education and training as factors of economic growth, innovation, sustainable employability and social cohesion and acknowledging that they are more than mere instruments for employability and have broader responsibilities to citizens and society, contributing to their personal development for a better life and active citizenship.

This call for proposals is complementary to the actions funded by DG Education and Culture and is based on the guidelines for Erasmus Mundus. Consortia funded by DG Health and Consumer Protection will therefore be able to apply for teacher mobility grants and third country student grants under Erasmus and Erasmus Mundus programmes.

## 2. OBJECTIVES AND PRIORITIES

The overall objective of the present Community initiative is to develop consumer education and awareness, by fostering co-operation and exchange of experience between European higher education institutions.

The specific objectives are:

- To promote a quality education offer in consumer issues, at post-graduate level, with a distinct European added-value.
- To encourage and enable highly qualified graduates, consumer law enforcers or professionals of consumer NGO's from all over Europe to follow all or part of the Masters courses and obtain the corresponding qualifications.
- To encourage student and teacher mobility between the Universities involved in those courses.

The purpose for **the beneficiaries** will be to develop a European integrated Master course in consumer affairs.

In order to accomplish the above mentioned task, the beneficiary(s) will have to:

- Take stock of the findings of the study "*The Need for Postgraduate Education in Consumer Affairs in the European Union*" (Annex A) concerning the existing provision and the needs for a specific postgraduate course (Master).
- Create a consortium of European Universities, which will devise, develop and implement the curriculum for such a Master.
- Agree on the regulations and legal conditions allowing common recognition and award a joint or a double/multiple degree.
- Abide by the principles of convergence in the European Area of Higher Education as stated in the Bologna declaration.

## 3. TIMETABLE

- Applications must be posted to the Commission no later than **5 November 2007**. Partnerships will be selected for the academic year 2008/2009 and will be funded for a maximum of three years.

- The intention is to inform applicants of the outcome of the selection procedure no later than the month of February 2008. It is planned that beneficiaries will receive their agreements for signing before the end of May 2008.
- Consortia will then be able to inform students that they can participate in Masters Courses with a start-date during the academic year 2009/2010.

The Masters course in consumer affairs will be developed over a three-year period, as follows:

- Year 1 will be devoted to fine-tuning the course content; finalising the staffing; marketing the course and recruiting the European students; finalising all legal and regulatory issues; finalising the material aspects linked with internships and more generally with the professional dimension of the course; when applicable, taking the necessary steps to adopt and use Europass, including the Diploma Supplement.
- Year 2 will be the first year when the Master course will be taught; following careful monitoring and quality assessment, adjustments will be made to the course content or management of the course whenever that will be deemed necessary; student mobility may begin during the second semester of that year. Student scholarships will be awarded for the mobility period of the Masters course programme, up to a maximum duration of six months.
- Year 3 will be the continuation of the delivery of the course. Student mobility may also take place during that academic year. The first degrees will be awarded; the whole process will be evaluated, the contribution of external evaluators being strongly recommended.

#### **4. BUDGET AVAILABLE**

The estimated total budget earmarked for the co-financing of projects under the present call for proposals is estimated at EUR 2.400.000 (or EUR 800.000 per annum) to support several university consortia over a period of 3 years.

The Commission will award the successful consortia a grant calculated on the basis of EUR 50,000 per year and per institution. This grant cannot exceed 85% of the total action costs. The distribution of the grant between partners will be the responsibility of the co-ordinator of the consortium; after agreement between the partners, the share of the coordinator may be higher, accounting for the additional administrative burden of the co-ordination tasks. This support will not be renewable at the end of the three-year period.

In addition, the Commission intends to support student mobility between the participating institutions. A monthly scholarship of EUR 500 will be awarded for a mobility period up to a maximum of six months, for up to twenty students per annum per participating institution. This scholarship is not calculated to cover the whole cost of this semester, but only the additional costs related to the stay abroad.

The estimated total budget earmarked for the financing of student grants is EUR 960.000 per year, as from the second year of the grant. The student grants will be allocated under a separate procurement contract. Distribution of scholarships will be carried out by an entity under a separate procurement contract. Details will be given in due time to the successful consortia. These student grants should be available during the whole of the three-year grant agreement with the consortium, provided all contractual conditions are respected by the consortium. This support for student mobility is likely to be renewed after the end of the three year grant, in view of the evaluation of the project and depending on the available budget.

At the end of year 1, the Masters consortia will have to submit a list of potential grantees for the corresponding scholarship funds.

Students will have to apply to and be accepted by any of the selected consortia, regardless of the year of selection of the Masters Courses. Students apply to follow the course, in the institutions participating in the Masters Courses. Provided the Commission approves the annual progress reports, the procurement contract for scholarships will be repeated on an annual basis, following the selection of students throughout the development grant and possibly beyond 2010/2011, budget allowing.

Each Masters consortium must establish transparent application and admission conditions as well as transparent selection procedures for students / scholars in accordance with national legislations. Masters consortia shall pay due respect to the principle of gender equality. Furthermore, consortia should have a pro-active attitude towards potential grantees coming from disadvantaged backgrounds or students with special needs. These elements must be explained and communicated as part of the application and they will be explained in detail in the Course's application system for scholarships.

The figures mentioned above are indicative. Furthermore, the Commission reserves the right not to distribute the totality of the available funds.

## **5. ELIGIBILITY CRITERIA**

### **5.1 . Participating countries.**

Higher education institutions from the 27 Member States and the countries of the European Economic Area / Economic Free Trade Association can participate. In terms of geographical balance, it would be an advantage to include at least one partner from the 12 more "recent" Member States.

### **5.2. Project partnership.**

The proposed Master course needs to be offered by a consortium of higher education institutions (HEIs). Three HEIs coming from three different eligible countries constitute the minimum consortium. In cases where the consortium includes HEIs from an EEA-EFTA state, at least two of the participating institutions must be located in Member States.

For the present purpose, higher education institutions are defined as follows: any institution which according to national legislation or practice offers qualifications or degrees at Master level, whatever such establishments may be called.

## **6. EXCLUSION CRITERIA**

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are

found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation. Such a declaration should be annexed to the proposal.

## **7. SELECTION CRITERIA**

### ***7.1. Technical Capacity***

Applicants must have the professional competencies and qualifications required to complete the proposed action or work programme. Higher education institutions must submit, together with their applications:

- the CVs of the applicants/*persons responsible within each partner institution* showing all their relevant professional experience, especially in areas related to European university cooperation and consumer issues.

### ***7.2 Financial capacity***

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. In order to permit an assessment of their financial capacity, higher education institutions must submit, together with their applications:

- a declaration on their honour, completed and signed, attesting to their status as a legal person and that they have the operational and financial capacity to complete the proposed project;

- the bank details form completed by the beneficiary and certified by the bank (original signatures required).

The verification of financial capacity does not apply to natural persons in receipt of scholarships nor to public bodies, or to international organisations.

## **8. AWARD CRITERIA**

Eligible applications/projects will be assessed on the basis of the nature of the study programme:

**8.1. Main perspective of the course.** The programme ought to blend as much as possible the following perspectives: consumer perspective (i.e understanding and strengthening the role of consumers in the market); business/marketing perspectives; law perspective (i.e. training in national and international consumer law, law enforcement).

**8.2. Curriculum.** The Master programme should have a strong focus on the factors that influence consumers. In spite of the need for a higher number of consumer experts, it is proposed that the curricular focus should not be entirely on consumer affairs *stricto sensu*, but that it should also include those aspects of trade and economics that are closely linked to consumer issues.

The nature of the content should be such that it would enable students to acquire the skills needed to work for a wide range of employers. However, the curricular content related to consumer affairs may specifically target a major learning and/or professional outcome. It is desirable that the curriculum should in some way reflect a connection with consumer activities outside the academic world (e.g. applied research, internship, etc.)

### **8.3. Integrated study programme.**

Applying consortia must be able to offer an integrated study programme of high quality, whose detailed framework must exist at the time of application. This study programme must carry 90 or 120 ECTS credits, at Master level.

The integrated programme needs to have the following features:

- Joint criteria for admission and assessment. The members of the consortium must adopt the same student recruitment requirements, in accordance with national legislations. Assessments successfully passed at one institution of the consortium are recognised fully and automatically by the other institutions.
- Course integration. The Master programme is modular and made up of courses which are developed and delivered separately but which are complementary and make up a coherent Master course. The component courses may already exist in the participating institutions, but their combination must be coherent and represent an academic and European added value, as compared with the present offer of each of the participating institutions. Therefore, the members of the consortium must be complementary in terms of their present teaching offer. Each higher education institution within the consortium should have an active and clearly defined role. Parallel, but not integrated study programmes in the higher education institutions participating in the consortium are not considered an integrated course.
- Mobility. All students must carry out a period of study in at least one institution different from that where they have originally registered and at least 30 ECTS credits must be obtained at the hosting institution. Therefore, all members of the consortium must be in the position to offer at least the value of 30 credits necessary for course completion. Additionally, the Master course may also include a period of internship with a consumer organisation, a national or European public administration or in the corporate sector. This internship may take place in any EU/EEA/EFTA country, including those where the consortium institutions are not located, and will earn the award of an appropriate number of ECTS credits. This mobility at a second institution cannot be replaced by virtual mobility. Neither can this mobility take place in institutions outside the consortium. The sequence of study periods spent in the various hosting institutions and the various possible mobility combinations must be known at the time of application for the Masters

Course and made known to potential students in advance. Mobility must take place in at least two different participating countries. In a minimum consortia of three partners (A, B, C), mobility combinations would normally be A+B, A+C, B+C or A+B+C. In cases where the consortium includes institutions from EEA/EFTA states, at least one of the hosting institutions must be located in a Member State. The length of the study period in each of the participating institutions is not prescribed; it is rather determined by the need to ensure that students are granted a joint or a double or a multiple degree (see below) and the need to ensure an integrated approach. The consortium should ensure that there is no repetition of teaching content during mobility.

- Guaranteed award of a joint or a double or multiple Master degree after successful completion of the course. The possibility to deliver a double degree is the minimum requirement. This condition must be fulfilled at the time of application, or negotiations with the appropriate legal authorities to fulfil that condition must be well advanced. A clear definition of the nature and the form of the final degree(s) delivered is required.

#### **8.4. European dimension.**

The Master in consumer issues must be geared towards graduates, but also towards consumer legislation enforcers and professionals from Consumer Organisations from all over Europe, wishing to acquire an in-depth knowledge in consumer-related issues. The programme will be European in a number of ways: first and foremost, it will have a European content, with a strong focus on the Community dimension of consumer issues; it will be delivered by a consortium of at least three European HEIs in three different EU/EEA/EFTA States; it will enrol students from all over Europe who will study in at least two of these institutions.

Additionally, teacher mobility between the member HEIs is strongly encouraged.

#### **8.5. Linguistic aspects.**

There is no obligation that the institutions use the national language as language of instruction. However, institutions should have a clear language policy to promote a national language. This could include language training or other induction courses (e.g. survival language, cultural induction) regardless of the language of instruction.

#### **8.6. Assessment**

The selection of Masters Courses will be a competitive process based on the assessment of the quality of content and of co-operation of the proposed Masters Courses, against the background of the description under point 8.

High-level international academic experts covering the disciplines in question and with experience in European co-operation projects in the field of higher education will assess the proposals.

As regards the quality of the content of the Masters Course, the assessment will consider the following elements:

- the objectives of the Masters Course and its possible contribution to European university excellence and European competitiveness;
- the academic quality and the added value of the integrated study programme compared with courses that already exist in the same field at national and international level (including the quality of the teaching staff);
- the quality of the learning outcomes and the acquired competencies;
- the extent to which appropriate internal evaluation (e.g. student feed-back systems, etc.) and quality assessment mechanisms (e.g. by external bodies, etc.) are in place;
- the extent to which the quality of the Masters Course is assured (by e.g. the institutions themselves or by national, international or professional bodies);
- the extent to which ECTS mechanisms (including the “grading scale”) or other built-in mechanisms for the recognition of study periods based on, or compatible with the ECTS are used;
- whether or not the Diploma Supplement, or preferably the EUROPASS, is used in order to improve international transparency and to facilitate the academic and professional recognition of qualifications;
- the extent to which the Masters Course is linked to research activities in the field (where appropriate) or to recognised professional standards in other courses;
- the extent to which the Masters Course can offer examples of good practice to be disseminated.

As regards the quality of co-operation, the following issues will be examined:

- How sound are the co-operation mechanisms established within the Masters consortium (degree of institutionalisation, regular meetings, clearly defined and active role of all partners, established feed-back system, etc.)?
- How adequately are content-related and administrative aspects of the Masters Course staffed and funded?
- To which extent is the Masters Course truly integrated and the degree and the study programme fully recognised?
- How adequately structured is the Masters Course and in particular how adequate are the mechanisms for students’ mobility between hosting institutions?
- How developed are mechanisms to reach out to potentially interested students, including consumer legislation enforcers and professionals of consumer organisations? Is an information or even a marketing policy in place?

- How well-developed are the common standards for joint application, selection, admission and exam procedures for European students?
- How adequate are the provisions to deliver the scholarship scheme, in particular, the distribution of grantees between institutions and the financial management of scholarships?
- How well-developed are the services provided to host students (existence of an “international office” with adequate opening hours and linguistic coverage, housing facilities, coaching, language courses, activities aiming at social integration, and social insurance)?
- How well are the linguistic aspects of students’ mobility developed (e.g. training facilities, mentorship, local language learning, etc.)? Is there a clear language policy in place?

These criteria are weighted as follows:

### **Criteria and Weight**

1. Academic quality of the content and integration of the study programme: 50%
2. Admission, student policy and language policy: 20%
3. Quality assurance and evaluation: 15%
5. Management and feasibility: 10%
6. Information/marketing policy: 5%

## **9. GRANT AGREEMENTS**

The Commission will conclude a three-year “framework partnership agreement” with the coordinating institution of each selected Masters consortium.

Within the framework of the “framework partnership agreement” of a duration of 4 years, three specific grant agreement covering the development of the Master course as described in point 6 will be signed, in principle during three consecutive years, between the Commission and the coordinating institution of the consortium offering the Masters Course. A model of this specific grant agreement can be found in annex B.

## **10. FINANCIAL CONDITIONS**

### **10.1 General Financial Conditions**

Acceptance of an application does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

Community grants are incentives to carry out projects which would not be feasible without the Community’s financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

Each project may give rise to the award of only one grant to any one beneficiary. The award of grants shall be subject to the principle of transparency and equal treatment. With the exception of scholarships for individuals, the grant may not have the purpose or effect of producing a profit for the beneficiary. Grants may not be cumulative or awarded retrospectively.

If a proposal is approved, a grant agreement in Euro setting out the conditions and the level of funding will be signed by the Commission and the beneficiary. Beneficiaries who have been found to have seriously failed to meet their contractual obligations may have their agreements terminated and/or receive financial penalties.

### ***10.2. Payment Procedures***

In the event of definitive approval, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. This agreement (the original) must be signed and returned to the Commission immediately. The Commission will sign it last.

Masters Courses will be selected for a three-year period. This implies that selected Master consortia commit themselves to maintaining the content of the course substantially in the form approved over that period (subject, of course, to up-dating and to adaptation to need). Neither should the set-up of the consortium change significantly during that period.

100% of the annual amount corresponding to the grant agreement for the development of the Masters course will be paid to the co-ordinating institution of the Masters consortia in two instalments.

The first instalment of 70% of the annual total amount will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received.

The second payment of 30% of the total annual amount will be made within 45 days of the approval, by the Commission, of the final annual progress report on the action's implementation and the final financial statement.

The renewal process will be based on a progress report from the co-ordinating institution on behalf of the Masters consortium. The decision to renew will be based on evidence that the Masters Course has been developed according to point 8, and that students have followed it and that high standards of quality are maintained. In cases of patent non-compliance with high quality standards the Commission may refuse to renew the grant and designation of the Masters Course, or even ask for its reimbursement.

As from the second year, a pre-financing payment of 100% of the student grants will be made to an entity under a separate procurement contract .

### **10.3 Audit report**

An external audit of accounts, produced by an approved auditor, may be required in support of any payments on the basis of an analysis of management risks. The audit report must be attached to the payment request, its purpose being to certify that the accounts concerned are sincere, reliable and substantiated by adequate supporting documents.

An external audit is compulsory for pre-financing or interim payments the sum of which exceeds €750,000 per financial year and per agreement; in the case of a balance payment exceeding €150,000.

#### **10.4 Guarantee**

Any organisation which has been awarded a grant may be required to provide a guarantee first, in order to limit the financial risks linked to the pre-financing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

The lodging of a guarantee is compulsory in the case of pre-financing payments exceeding 150.000 euro. However, this requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements or specialised agencies created by such organisations.

#### **10.5 Double financing**

Subsidised projects may not benefit from any other Community funding for the same activity.

#### **10.6 Eligible Costs and Grant Amounts**

Grants are based on flat rates.

- Development grant per university per year : 50.000 € (maximum three years)
- Mobility grants for students: 500 €/month/student up to a maximum of 6 months

This amounts to a yearly total of EUR 3.000 per student in principle for 20 students per university. However, consortia will have some flexibility for readjustments of grants between universities.

Masters consortia are free to charge students for tuition fees as they wish according to their national legislation and according to the agreement reached within each consortium. Tuition fees must be common to the course for European students.

### **10.7 Legal entity**

An agreement can only be proposed on the basis of acceptance of documents which make it possible to define the beneficiary's legal personality — legal entity, whether a legal person (public administration, private company, non-profit organisation, etc.) or a natural person (expert, interpreter, etc.).

The beneficiary must provide the following documents:

Private company, association, etc.:

- bank details form, duly completed and signed,
- extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Public-law entity:

- bank details form, duly completed and signed,
- legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

## **11. AWARD OF GRANT**

After receiving the proposals the Commission will have three months in which to select the projects which are to receive financial support based on the assessment criteria and conditions specified in this call. The Commission will inform applicants in writing of the outcome of the selection procedure.

For selected projects, the Commission decision will aim for the conclusion of a grant agreement with the beneficiary responsible for implementing the project, covering the rights and obligations of the contracting parties. The agreements will take the form of the Commission's standard grant agreement and applicants must comply with the conditions therein.

The project may begin as soon as the grant agreement has been signed and the period of eligibility of costs will start on the day the agreement is signed by the last of the parties, the European Commission. Costs incurred prior to the date of the signature of the grant agreement will not be considered.

The Commission will publish on their internet site a list of the beneficiaries and projects funded under this call for proposals, together with an indication of the amount of funding.

## **12. PUBLICITY**

All grants awarded in the course of a financial year must be published on the Internet site of the Community. The information may also be published using any other appropriate medium, including the Official Journal of the European Union. The names of students and scholars having received a scholarship will not be published in the Official Journal or on the Europa website.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the following information will be published:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

## **13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **13.1 Publication**

The call for proposals is being published on the Internet address:

[http://ec.europa.eu/consumers/tenders/information/index\\_en.htm](http://ec.europa.eu/consumers/tenders/information/index_en.htm)

### **13.2 Application forms**

Grant applications must be drawn up preferably in English or French, using the form specifically designed for this purpose. Please note that only typed applications will be considered.

If you intend to submit a proposal, we would be grateful if you could send us an e-mail before 1 September 2007, in order to allow the Commission to contact an appropriate number of evaluation experts.

If you, as the coordinator of a consortium, intend to draw up the application in another official EU language than French or English, you are requested to also communicate this information before 1 September 2007 to the e-mail address below, in order to allow the Commission to contact high level experts who are capable of evaluating the application in the proposed language.

[Ginette.nabavi@ec.europa.eu](mailto:Ginette.nabavi@ec.europa.eu)

The forms can be downloaded from the website or obtained by writing to:

Directorate General for Health and Consumer Protection  
Unit B1  
CALL FOR PROPOSALS MASTER  
Rue Belliard 232, room 6/74  
B-1040 Brussels  
BELGIUM

[Ginette.nabavi@ec.europa.eu](mailto:Ginette.nabavi@ec.europa.eu)

Only one copy of the form will be sent out per request.

### **13.3 Submission of the grant application**

#### ***13.3.1 General submission rules***

Applications shall be made on the application forms which are available in annex B and from the electronic address listed under point 13.2.

Only applications submitted on the correct form, duly completed, dated, submitted in triplicate (one original clearly identified as such, plus 2 certified copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.

Where the applicant is an institution / organisation, the application shall show that the applicant exists as a legal person by specifying its legal status. Applications from individuals are not acceptable.

Where the applicant is a private institution / organisation, the application shall show that the applicant has the financial, operational and professional capacity to complete the proposed project. For that purpose a declaration on the honour shall be requested. It is to be filed with the application. All additional information considered necessary by the applicant can be included on separate sheets.

Applications which do not include all the stipulated documents in the required languages and which are not submitted before the deadline will not be considered. Applications sent by fax will not be accepted.

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the applicant may be contacted for this purpose.

Applicants will be informed of the receipt of their proposal within 14 working days. Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

Projects will be selected on the basis of the budget available and the relative quality of proposals submitted. All unsuccessful applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the persons responsible for the proposed actions may be asked to provide additional information and, if appropriate, guarantees.

Higher education institutions are invited to submit proposals for Masters Courses as described under point 6.3. There will be one co-ordinating institution which submits the application on behalf of the whole Masters Course consortium.

The coordinating institution will be the contact point and contract partner for the Masters consortium in question in its relations with the Commission; the coordinating institution will speak and report for the consortium.

Proposals must be submitted to the Commission to the address indicated in the application form and copied to the national structures of the higher education institutions involved in the proposed consortium

**by 5 November 2007** (date of postmark) using the application form provided by the Commission (see annex A). All instructions on the application form must be followed.

Applications can also be submitted to:

European Commission  
Directorate General for Health and Consumer Protection  
Unit B1 – Belliard 232 – office 6/74  
**CALL FOR PROPOSALS MASTERS**  
Avenue du Bourget 1  
B-1140 Brussels (Evere)  
Belgium

**Or**

- in person, Avenue du Bourget 1, B-1140 Brussels (Evere), date as receipt,
- by courier service, date of receipt by the courier service.

Submission by fax or electronic mail will not be accepted.

