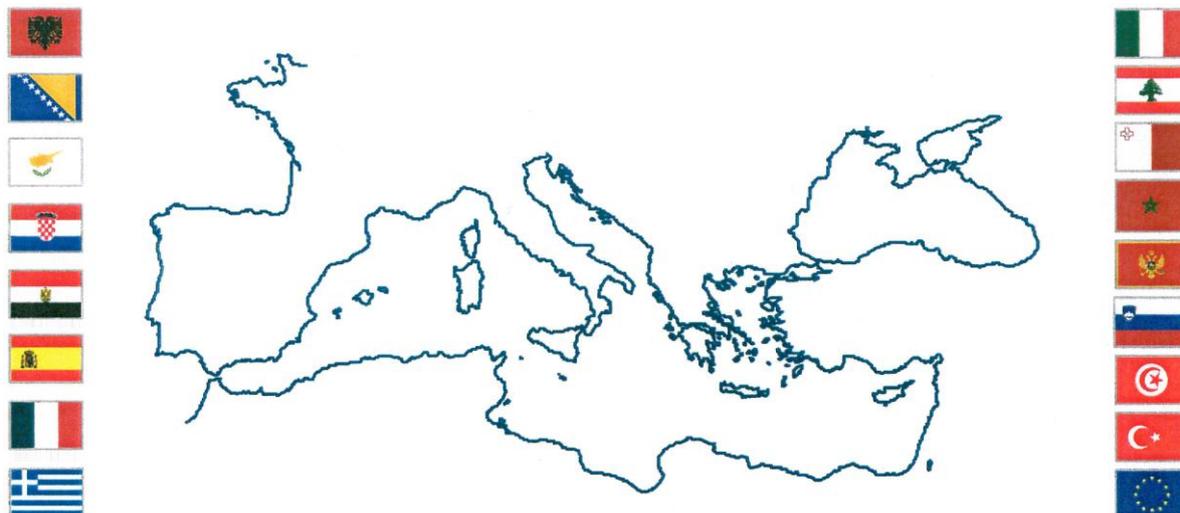


**“MEDITERRANEAN OFFICE FOR YOUTH PROGRAMME FOR THE MOBILITY OF
STUDENTS AND YOUNG PROFESSIONALS”
2014-2016**



**4th call for proposals
MOY LABELLING OF MASTER-LEVEL PROGRAMMES AND
MOY LABELLING OF PHD PROGRAMMES**

**GUIDE FOR INSTITUTIONS OF HIGHER EDUCATION
APPLYING FOR MOY LABELLING
OF A MASTER OR PhD PROGRAMME
AND FOR STUDENTS APPLYING FOR AN MOY MOBILITY GRANT**

20 January 2014

Note: The French and English versions are the official versions of this guide. Versions in other languages are provided solely for informational purposes. Only the French-language version shall be used in legal proceedings.



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1 INTRODUCTION

This publication is designed to guide institutions of higher education responding to call for proposals under the **programme for mobility of students and young professionals of the Mediterranean Office for Youth (MOY)**. It will help you formulate your response and complete the application form, which may be downloaded from www.mediterraneanofficeforyouth.org. The goals of the guide are as follows:

- To enable candidate institutions to understand the objectives of the components of the **MOY programme for mobility of students and young professionals**;
- To provide information that institutions will need to complete the application form;
- To clarify the types of activities that are eligible (and not eligible) for support, as well as the conditions under which support will be provided;
- To explain the conditions governing the use of financial support provided by the Mediterranean Office for Youth under this project.

Additional information and guidance are available from **MOY-labelled national operators**,¹ a list of which is available on the MOY Web site (www.mediterraneanofficeforyouth.org).

The MOY Web site also offers a list of frequently asked questions that applicants may find useful as they plan their response to the call for proposals.

Candidate institutions are advised to read this guide as well as the application form for the level (Master or PhD) at which they intend to apply.

The guide also contains information that may be useful for students wishing to apply for an MOY mobility grant as part of their Master or PhD programme in an MOY-labelled institution.

1.1 CONTEXT

Following the Paris seminar on ‘Mediterranean Migration: A Space for Shared Prosperity’ held on 14 December 2009, the representatives of 16 states bordering the Mediterranean adopted recommendations calling for the establishment of the Mediterranean Office for Youth (hereinafter referred to as MOY).

MOY was established in recognition of the fact that circular migration for educational purposes was a decisive factor in the development of wealth, intercultural exchange, and mutual understanding in the Mediterranean region.

MOY’s purpose is to help build a common future for the people of the Mediterranean, particularly young people, within a space dedicated to the circulation of ideas, knowledge, and skills.

Launched by France, together with 15 other Mediterranean countries Albania, Bosnia and Herzegovina, Croatia, Cyprus, Egypt, Spain, Greece, Italy, Lebanon, Morocco, Malta,

¹ **MOY national operators** are points of contact and information designated by the authorities in each participating country. They are responsible for providing information about the project, advising prospective applicants, evaluating applications based on eligibility criteria, and reporting to MOY on the implementation of the project at the national level.



Montenegro, Slovenia, Tunisia and Turkey), the Mediterranean Office for Youth programme aims to:

- Promote academic mobility in line with development priorities and the labour market (sectors of Mediterranean Interest) of the partner-countries through a label given to programmes of excellence offering joint or double diplomas.
- Facilitate the mobility of the best students at Master and Doctorate levels from the Mediterranean area, through a system of mobility grants;
- Facilitate the employability of the MOY graduates and the recruitment of the companies with the establishment of an online platform for internships and jobs (as from Spring 2014)

1.2 CALL FOR PROPOSALS FOR MOY LABELLING OF MASTER AND PhD PROGRAMMES

The organisation of this call for proposals has been assigned to Campus France, the French government's national operator, which hosts the MOY General Secretariat.

The objective of the calls for proposals is to encourage and recognise partnerships among higher education institutions in the partner countries that will be capable of offering students the **MOY label**. The partnerships have three objectives:

- To facilitate** the free circulation of students in certain graduate disciplines (Master and PhD) that have been identified in both the northern and southern Mediterranean regions as being capable of imparting the skills needed for the economic and social development of MOY partner countries.
- To assist** these students in obtaining 'Mediterranean scholarships' (or MOY scholarships) by encouraging public lenders and the private sector to finance graduate study in the chosen disciplines at recognised institutions.
- To help** scholarship students locate their first professional job in the Mediterranean country of their choice by making available to them, over the course of their educational programme, a programme of internships and employment opportunities, as well as mentoring by alumni and business leaders.

These partnerships will contribute to the development of a shared Mediterranean space for knowledge and skills, consistent with the highest international standards (Bologna process).

These calls for proposals thus aim to encourage the mobility of young people at the **Master and PhD levels²** in **academic programmes relevant to the needs of the Mediterranean region:**

² **The Master degree** is awarded upon completion of the second phase of postsecondary education. Students in Master programmes already have earned an undergraduate degree requiring three or four years of postsecondary study. It takes one to two years to complete a Master programme, depending on the country. In most cases, the Master signifies completion of five years of postsecondary education. Concerning the Engineering Schools programmes at a Master level, the possible regulatory constraints related to the duration of the training necessary to issue the title of engineer will be taken into account.

The PhD is awarded upon completion of an additional period of education, training, and research that ends with the preparation and defence of a PhD thesis or dissertation. Students who have earned a Master degree (or equivalent) are eligible to enrol in a PhD programme. In general, PhD programmes require three years of academic work beyond the Master and represent the completion of eight years of postsecondary study.



- Programmes identified in both the northern and southern Mediterranean regions as being capable of imparting the skills needed for **future economic and social development**. (See recommendations of ministerial seminar in Paris, 14 December 2009; details available at www.mediterraneanofficeforyouth.org);
- Programmes that correspond to the **skill needs of the major countries of origin**, taking into account the state of their labour markets and employment opportunities in the sectors concerned. (See report of the Tangier expert conference, 29–30 April; details at www.mediterraneanofficeforyouth.org).

The purpose of building both the educational (degree-related) and pre-professional (job-related) components of the project around these disciplines is to ensure that the **newly acquired skills of the project’s student beneficiaries contribute to the development of their countries of origin**.

The disciplines identified by the participants are described in the following table.

Generic courses	University courses
Technical sciences applied to exact sciences and Engineering sciences	Agriculture, agrifood industry, fisheries science
	Environment and earth sciences (sustainable development, renewable energy, water resource management, waste treatment, marine industries, etc.)
	Computer science, mathematics, telecommunications, electricity, electronics
	Civil engineering, urban planning, building and public works
	Transportation (aeronautics, mechanics, logistics, etc.)
Technical sciences applied to social sciences	Law
	Cultural management
	Management, finance and business
	Economics and political science
	Tourism, hotel management and restaurant management
	Sport
Health sciences	Education (the study of education)
	Medicine, biology, biotechnologies

Within the academic disciplines detailed above, and besides “education and research”, the labelling process will give priority to Master and PhD programmes that fall within one of the following priority initiatives of the Union for the Mediterranean:

Priorities areas of the Union for the Mediterranean
De-pollution of the Mediterranean Sea
The establishment of maritime and land highways
Developing solar energy
Civil protection
Developing small and medium-sized enterprises

1.3 ACTIVITIES SUPPORTED BY THE PROGRAMME FOR MOBILITY OF STUDENTS AND YOUNG PROFESSIONALS

Institutions of Higher Education in the MOY partner countries (Albania, Bosnia-Herzegovina, Croatia, Cyprus, Egypt, France, Greece, Italia, Lebanon, Malta, Montenegro, Morocco, Slovenia, Spain, Tunisia,





and Turkey) may apply for **the MOY label** for programmes at the Master and PhD level organised jointly with at least one other institution of higher education in at least one other MOY country.

The programme promotes the development of **joint programmes**, so as to encourage shared interests. It will focus on programmes at the **Master and PhD level**, so as to be able to offer mobility grants to students and PhD candidates selected on the basis of merit, as well as assistance in entering and residing temporarily in other MOY countries and in acquiring initial professional experience following their graduation, consistent with national and European legislation.

The programmes chosen for the MOY labelling will be eligible to submit students to a MOY mobility grant during the period 2014-2016.

This financing is to be used to fund mobility grants for the best among the students and PhD candidates from partner countries who are admitted to MOY-labelled programmes. Grants shall fund a mobility period of one or two semesters (five to ten months) during the student's degree programme. The lump-sum grant is designed to cover living expenses such as housing, meals, routine daily expenses, and medical insurance, and to help defray, through a transportation allowance, the cost of international travel in connection with the recipient's academic mobility.

Students wishing to be considered for an MOY mobility grant must apply directly to institutions offering MOY-labelled programmes and pass through the selection process organised by those institutions. The selection process shall be organised in accordance with a procedure and criteria established jointly by the institutions and MOY (see chapter 5 of this guide). The list of '**MOY-labelled**' programmes to which individuals may apply shall be published on the MOY Web site (www.mediterraneanofficeforyouth.org) during the first quarter of each year and may also be obtained from MOY national operators, which are listed on the MOY site.

1.4 QUANTITATIVE OBJECTIVES

During this period, the MOY intends to:

- i) Carry out an annual call for proposals in which higher education institutions are invited to propose programmes for labelling by MOY;
- ii) Conduct an annual competition in which students wishing to enrol in labelled programmes will be awarded mobility grants;
- iii) Fund grants that make possible for each Master student or PhD candidate a mobility period of one semester or two semesters (five to ten months). The mobility periods may be divided into shorter periods occurring at various points during the degree programme. Nevertheless, each semester of mobility must not be split (5 consecutive months in the same country).

2 SELECTION OF MASTER AND PhD PROGRAMMES FOR MOY LABELLING

Institutions of higher education that apply for the MOY label for one of their programmes must submit a complete and compliant application.





Candidates that submit complete applications will be evaluated according to three types of criteria:

- eligibility criteria
- exclusion criteria
- selection criteria

2.1 PREPARATION AND SUBMISSION OF ACCEPTABLE APPLICATIONS: INSTRUCTIONS FOR APPLICANTS

The application must be submitted by the **coordinating institution** of the partnership.

The application must be filed before the **specified deadline**, written in French or English, and conform to the specified format requirements (completed using a word processor and a font size of no less than 11).

All parts of the call for proposals (described below) must be addressed. The guidance provided below is designed to help applicants respond appropriately and completely to all parts of the application form.

2.1.1 SECTION 1 OF THE CALL FOR PROPOSALS: INFORMATION ABOUT CANDIDATE INSTITUTIONS

Section 1 of the call for proposals asks for information on the coordinating institution and its partner institutions.

One of the partner institutions must be designated as the **programme coordinator**.

The coordinating institution must complete section 2.1 of the call by providing the following information:

- Contact information** (subsection 2.1.1, items 1–12).
- The institution's legal status, mission, and activities** (subsection 2.1.1, items 13–17). The description provided in item 17 (no more than ten lines) must enable the experts responsible for evaluating applications for labelling to gauge the quality of the coordinating institution at the national and international levels, as well as its capacities in the discipline for which labelling is sought.
- Contact person**, institutional representative responsible for the project and for tracking the application for MOY labelling (subsection 2.1.2, items 1–14). It is important to provide an e-mail address (item 14), as this will be used in future communications between MOY and the candidate institutions.
- The CVs (3 pages maximum) of key personnel and of the individual responsible** for the project within the coordinating institution must accompany the application.
- The legal representative of the institution** (subsection 2.1.3, items 1–14). In addition to the detailed information requested, the completed application must include a photocopy of an identity document (such as a passport) belonging to the legal representative of the coordinating institution. The legal representative must sign the application.
- The individual responsible for the project's budget** (subsection 2.1.4, items 1–14). In addition to the detailed information requested, the completed application must include a photocopy of an identity document (such as a passport) belonging to the individual responsible for the project's budget within the coordinating institution.



Each partner institution must provide the information specified in section 2.2:

- i) **Contact information** (subsection 2.2.1, items 1–12).
- ii) **The institution's legal status, mission, and activities** (subsection 2.2.1, items 13–17). The description provided in item 17 (no more than ten lines) must enable the experts responsible for evaluating applications for labelling to gauge the quality of the coordinating institution at the national and international levels, as well as its capacities in the discipline for which labelling is sought.
- iii) **Contact person**, institutional representative responsible for the project (subsection 2.2.2, items 1–14). It is important to provide an e-mail address (item 14), as this will be used in future communications between MOY and the candidate institutions.

In the case of partnerships that comprise more than two institutions (the coordinating institution plus more than one partner institution), each partner institution is required to provide the information specified in section 2.2, duplicating the blank form as needed.

All of the institutions making up a partnership are to be listed in the summary table in section 2.3, with their name and a description of their role in the partnership (coordinator or partner). The labelling process does not take into account the order in which the institutions are listed. For example, for a partnership of three institutions, it does not matter which institution is listed as partner no. 1 or partner no. 2.

2.1.2 SECTION 2 OF THE CALL FOR PROPOSALS: INFORMATION ABOUT THE PROGRAMME

In section 2 of the call for proposals applicants are asked to supply information about the programme for which MOY labelling is sought. This presentation is introduced by:

The summary proposal. In no more than 15 lines, the coordinator must summarise the partnership's proposal (degree programme, field of study, countries involved, proposed mobility arrangements, and the strengths of the programme). MOY reserves the right to use this information in its publicity efforts, if the programme is labelled.

Applicants are then asked to fill out the sections corresponding to the features of the programme (section 2.4)

- i) **Programme characteristics (items 1–3).** Applicants are asked to place checkmarks in boxes in the tables that appear in the application. The tables pertain to the broad field of the programme (**item 1**); the academic discipline of the programme (**item 2**); and, if necessary, the programme subfield (**item 3**). In each case, applicants may check more than one box.
- ii) **Official name of the programme (item 4).** The name of the programme must be entered in the language of the application, the language of the coordinating institution, and the languages of each partner institution.
- iii) **Length of the programme (item 5).** Applicants must specify the duration (in years or semesters) of the programme for which labelling is sought.
- iv) **Beginning and ending dates of programme (item 6).** Applicants must specify dates on which courses begin and end for each year the programme will operate.





- v) **Curriculum summary (item 7).** In no more than one page, applicants must summarise the curriculum of the programme of study. They must specify, for each semester/year the disciplines and subjects to be taught and the objectives of each course.
- vi) **Degree conferred (item 8).** Applicants must provide the name and level of the degree(s) conferred upon completion of the programme for which the MOY label is sought. The name of the programme must be provided in the language of the application, the language of the coordinating institution, and the languages of each partner institution. (Duplicate the lines of item 8 as needed to accommodate all degrees offered.)
- vii) **Agreement governing degree (item 9).** Applicants must specify whether the agreement among the partner institutions provides for the granting of one (and only one) of the following:
- A joint diploma (a single diploma issued in the name of the institutions);
 - A double diploma (two separate national diplomas conferred by two partner institutions); or
 - Multiple diplomas (three or more national diplomas conferred by three or more partner institutions).
- viii) **Degree recognition (item 10).** Applicants are asked to identify the national and international accrediting and labelling bodies that offer official recognition of the degree. Bodies in the country of the coordinating institution and in the countries of all partner institutions should be specified. The list may be accompanied by brief comments (no more than a few lines), if necessary.
- ix) **Duration of recognition (item 11).** Applicants should specify the period over which the degree is recognised—that is, how long the accreditation or labelling is valid.
- x) **Time commitment (item 12).** Applicants must specify the time commitment (in hours per semester or year) required of students in the programme.
- xi) **Credit system (item 13).** If ECTS credits are used, the applicant should specify the number of ECTS credits represented by the programme and, for Master-level programmes, how those credits are distributed by semester.
- xii) **Other credit systems (item 14).** If another credit system is used, the applicant must describe it and explain how credit is earned over the course of the programme.
- xiii) **Mobility of MOY grantees (item 15).** Applicants must specify the length of the mobility period provided for MOY grantees over the course of the programme by checking the appropriate box and adding brief explanatory comments if necessary.
- xiv) **Justification of length of mobility period (item 16).** Applicants are asked to explain how the mobility period contributes to the programme.
- xv) **Sequence of mobility (item 17).** If applicable, applicants should describe the sequence that mobility grantees will follow in travelling to the partner institutions.
- xvi) **Languages of instruction (item 18).** Applicants must specify the language of instruction of the institutions in the partnership.
- xvii) **Enrolments (item 19).** Applicants must specify the number of students (domestic and international) enrolled in the programme in the current year (that is, the year in which the application is submitted).



- xviii) **Teaching faculty (item 20)**. For each institution involved in the programme, applicants must provide the number of visiting faculty and foreign faculty. This information may be provided in the form of a table.
- xix) **Programme costs (item 21)**. The tuition charges and other fees applicable to MOY grantees must be detailed for all institutions in the partnership.
- xx) **Other sources of financing (items 22 et 23)**. Applicants are asked to specify whether the programme for which labelling is sought benefits from sources of financing other than the operating budgets of the partner institutions and whether students enrolled in the programme may be eligible for grants or scholarships. Applicants are asked to identify these other sources of financing.
- xxi) **Grading system (faculty evaluations of PhD candidates) (item 24)**. In no more than ten lines, applicants are asked to describe the system for assessing student performance and for advising candidates (grading system, forms of evaluation, frequency of examinations, etc.).
- xxii) **Criteria for selection of students (item 25)**. In a few lines, applicants are asked to describe the criteria used to admit students to the programme (Master or PhD). In particular, they must specify (item 26) the degree (and degree level) required for admission to the programme.

2.1.3 DETAILED PRESENTATION OF MASTER AND PHD LEVEL PROGRAMMES

In addition to the detailed description of programme characteristics elicited in section 2.4, items 1–26, of the application form, candidate institutions are asked to respond to the following points (section 2.5):

- **Internationalisation of the programme**

Present (no more than two pages) the international nature of the programme, especially its design, implementation, and the origin of students, with attention to the following points:
Please note that the programmes integrating North-South and South-South mobility schemes will be particularly appreciated.

- ◆ 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 the past years and/or objectives for the years to come).
- ◆ Does the programme integrate North-South and South-South mobility schemes? If it doesn't, does it consider it?

- **Quality of the proposed programme**

Applicants are asked to provide a succinct description (2 pages maximum) of how the proposed Master 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 programme are related to excellence and competitiveness in the Mediterranean region.



- ◆ Describe how the specific features of the Master 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 labelling) and provide information on the duration of that recognition.
- ◆ Demonstrate the academic 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. Attach CVs (maximum of 3 pages each) for up to three faculty members from each institution involved in the programme, as well as the CV (maximum 3 pages) of the individual responsible for the programme within the coordinating institution.
- ◆ Describe the common procedures that the partnership will adopt to monitor and supervise the programme.
- ◆ Is the programme assessed by an external quality agency at local, national or regional level? (AERES, ENQA...)
- ◆ Describe the procedures that will be set up to select, admit, support, and evaluate students.
- ◆ Indicate the results and if possible its evolution since the creation of the programme: (% of graduates, % of drop-outs (explain the reasons)? Possible prizes or publications etc.)

- ***Quality of the partnership and of the proposed 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 educational 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 applicable to students in the programme.
- ◆ Explain the steps that will be taken with regard to the issuance of joint degrees.

- ***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 Master programme related to the economic and social needs of the countries of the Mediterranean region.





- ◆ Explain how the proposed Master programme will make students more employable (for example, through internships, mentoring, pre-graduation employment contracts, and so on).
- ◆ Present the positive steps taken to generalise the use of internships throughout the programme, to promote the hiring of graduates, and to track their professional development.
- ◆ Has an observation system concerning student employability been put in place? If yes, which one? If not, how come? Does the observation system include survey questionnaires sent to the graduates? If yes, what is the answer rate?
What are the observed outcomes? Show the evolution since the creation of the programme if possible: What do they become? Pursuit of higher education studies? Employability? Job search duration observed, Type of contract? Do they work in the same field according to their studies? Do they find a job in their home country?
- ◆ Describe the participation of the employers in the partnership:
- ◆ Is the professional sector involved in the jury regarding master thesis?
- ◆ Is the professional sector involved in the organisation and development of the programme?
- ◆ Do the companies make any suggestions concerning the thesis' subjects?

- ***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.
- ◆ 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 any mutual agreement that may exist for the waiver of tuition and fees for mobile students, as well as any measures that may have been taken to avoid duplication in the payment of tuition.
- ◆ Explain the system for insuring mobile students against the risks of accidents, injury, illness, and other unexpected events.

2.1.4 SECTION 3 OF THE CALL FOR PROPOSALS: MAKING SURE THE APPLICATION IS COMPLETE

This section of the application (section 2.6) requires the coordinating institution to complete a checklist to ensure that all steps in the application process have been completed and that all required documents are





included in the file, including the letter of commitment and the sworn statement that appear in the annex to the application form.

Applicants are asked to verify that:

- ◆ The application has been completed using a word processor and the specified font size.
- ◆ Nothing has been skipped.
- ◆ The application has been signed by the legal representative of the coordinating institution, who formally states that the information contained in the application is accurate to the best of his or her knowledge (section 2.7).
- ◆ Originals of the letter(s) of commitment from the coordinating and partner institutions (one letter for each institution, each signed by the institution's legal representative) have been attached to the application. The letters must provide the institution's consent to the application, to its financial and operational capability, and to its legal status. In addition, the letters must label that the proposed programme is officially recognised by the competent national authorities.
- ◆ A copy of the document by which the partner institutions have agreed to jointly to implement the proposed programme (joint dissertation agreement for PhD programmes) has been attached to the application.
- ◆ Formal declarations by the legal representatives of the each institution have been attached to the application to attest that the 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.
- ◆ The CVs of key project personnel have been attached to the application, and that 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 PhD programmes), and the individual responsible for the programme at the coordinating institution.
- ◆ Photocopies of an official form of identification (or of the appointment letter) of the legal representative of the coordinating institution and of the individual responsible for the project's budget at the coordinating institution have been attached to the application.
- ◆ The coordinating institution has sent—by the deadline— an original bound copy to the MOY General Secretariat (CampusFrance Appel à projets OMJ, 28 rue de la Grange aux Belles, 75010 Paris, France). (The postmark will constitute proof of the date of sending.)
- ◆ The coordinating institution has sent—**before the deadline**—a digital version of the application to the main MOY e-mail address (**application in word version in addition to only 1 document including all the attachments in pdf version**). The address is omj@campusfrance.org.
- ◆ The coordinating institution has sent—**before the deadline**— the same digital version of the application to the e-mail addresses of the national operators in each country represented in the partnership.

2.2 ELIGIBILITY CRITERIA

Institutions, partnerships, and the programmes for which MOY labelling is sought must meet certain eligibility criteria.





2.2.1 ELIGIBLE INSTITUTIONS AND COMPOSITION OF THE PARTNERSHIP

To be eligible, *institutions* must meet the following conditions:

- i) Institutions must be recognised as institutions of higher education.³
- ii) All institutions must be institutions of higher education operating under the national law of an **eligible country**—that is, an MOY member country.⁴

Branches of higher education institutions based in third countries but operating in an eligible country, and branches of higher education institutions based in eligible countries but operating in third countries, are not deemed to be eligible institutions. If the participation of a given institution is needed to meet the requirement of involvement of at least two different eligible countries (see below), that institution may not be a branch of an institution based in the same country as another member of the partnership.

MOY financing may not be used to support mobility between components of an institution operating in several eligible countries.

To be eligible, *partnerships* must meet the following conditions:

- i) An eligible partnership must include at least two institutions of higher education in two different **eligible countries**.
- ii) Partnerships formed to serve as a base for an MOY Master or PhD programme must include a **coordinating institution of higher education** and one or more **partner institutions of higher education**. For contractual and financial management purposes, ‘associate members’⁵ are not deemed to be members of the partnership.

2.2.2 PROGRAMMES ELIGIBLE FOR THE MOY LABEL

To be eligible for the MOY label, a programme must meet the conditions enumerated below:

³ Institutions of higher education are defined as institutions that provide postsecondary education and that are recognised by the competent national authority of a participating country as being a part of the country’s system of higher education. With respect to institutions seeking MOY labelling of a PhD programme, the definition of institutions of higher education shall also include PhD departments, schools of higher education (as distinct from universities), and research centres, provided said centres offer PhD-level programmes and research activities, and that they grant PhD degrees recognised as such by the competent national authorities. MOY will consult the MOY national operator to verify that each candidate institution is recognised as an institution of higher education in the country. The list of national operators and their contact information is available on the MOY Web site.

⁴ Albania, Bosnia-Herzegovina, Croatia, Cyprus, Egypt, France, Greece, Italia, Lebanon, Malta, Montenegro, Morocco, Slovenia, Spain, Tunisia, and Turkey.

⁵ To be considered an ‘**associate member**’ of a partnership, an organisation must demonstrate the capacity to contribute to the sustainable development of an MOY-labelled Master or PhD programme. Examples include organisations that contribute additional resources, such as supplemental grants for students, or that advance students’ employability by ensuring that the academic content of courses corresponds to professional requirements, by contributing to the transfer of knowledge and skills, by offering internships, periods of pregraduation employment, or complementary courses leading to professional qualifications.



- i) The programme must be a **Master- or PhD-level programme** (see the definition provided in the footnote at the bottom of page 2 or in annex 1) and must be the subject of an agreement among the partner institutions on the granting of the degree to students who meet programme requirements, as specified in the table below:

Level	Nature
Master	Master-level degree programme organised by at least two institutions of higher education in at least two MOY member countries, with said programme leading to the granting of a: <ul style="list-style-type: none"> - Joint diploma (a single qualification awarded by the institutions) - Double diploma (two separate national qualifications awarded by the two partner institutions) - Multiple diplomas (three or more national qualifications awarded by three or more partner institutions)
PhD	Joint PhD programme leading to the granting of a PhD based on joint supervision of the PhD dissertation by at least two institutions of higher education in at least two participating countries.

Proposals involving the granting of common degrees will be given priority.

- ii) The programme must offer degrees that are recognised at the national level by the competent national authorities.
- iii) The programme must fall within the MOY priority disciplines set forth in section 1.2 hereof.
- iv) The programme must incorporate **mobility plans** that enable students to spend portions of the programme in at least two institutions in two different countries of the partnership and that contribute to making the student more employable. The mobility plan must cover **at least one semester (five months)** over the course of the programme. It must contribute materially to the completion of the programme and include a volume of study, internship, and research that corresponds to at least one semester. **MOY may support up to two semesters of mobility, which need not be consecutive. Nevertheless, each semester of mobility must not be split (5 consecutive months necessarily in the same country).**
- v) Mobility periods are counted toward the fulfillment of degree requirements. Credit awarded for these periods is expressed in terms of the credit system (ECTS or other) used in the degree program.

In addition to the foregoing general conditions, proposed Master and PhD programmes must meet the specific conditions described in the next two sections.

2.2.3 ELIGIBILITY CONDITIONS FOR A MASTER’S-LEVEL PROGRAMME FOR WHICH THE MOY-LABEL IS SOUGHT

In addition to the conditions described in section 2.2.2, an MOY-labelled Master programme must meet the following conditions:

- i) The programme must extend over at least one academic year but no more than two academic





years and therefore represent 60 to 120 ECTS credits⁶ in countries that have adopted the ECTS scheme. In the case of programmes in countries that have not adopted the ECTS scheme, the correspondence between the programme's credit system and the ECTS system must be spelled out (particularly the number of learning hours represented by each credit). *Concerning the Engineering Schools programmes, the possible regulatory constraints related to the duration of the training necessary to issue the title of engineer will be taken into account;*

- ii) The programme must be ready for operations at the time the application is submitted and must be operational during the labelling phase (2014-2016).
- iii) The programme must have reached an agreement on tuition and fees that is consistent with the national legislation of the partner countries. If tuition and fees are charged, the partner institutions must take steps to ensure that the nature and amount of such charges are made known to student applicants and affordable for MOY grantees.
- iv) The programme must ensure that all institutions of higher education in the partnership are able to assume the responsibility of hosting MOY grantees who seek to enrol in the institution.
- v) Where necessary, the programme must offer language-related training and support for students, typically through courses organised by the partner institutions.
- vi) The programme must offer insurance that provides adequate coverage for mobile students in case of accident, injury, illness, and other risks incurred while participating in the MOY-labelled Master programme.
- vii) The programme must be based on an agreement signed by the competent authorities of the partner institutions. The agreement must cover the most salient aspects of the implementation and monitoring of the programme.

Note: Coordinating institutions and their partners are advised to contact the MOY-labelled national operator in their country for information on recognition of the programme and degree in the national contexts pertinent to the partnership.

2.2.4 ELIGIBILITY CONDITIONS FOR A PhD PROGRAMME FOR WHICH MOY-LABELLING IS SOUGHT

In addition to the conditions described in chapter 2.2.2, an MOY-labelled PhD programme must meet the following conditions:

- i) The programme must be designed as a programme of education, training, and research that will take place over a period of no more than four years.

⁶ The *European Credit Transfer System (ECTS)* is a European system that allows students to accumulate academic credit that will be recognised in every country participating in the scheme. This learner-centred system is based on the workload necessary for the student to meet the objectives of an educational programme. Those objectives are typically expressed in terms of learning outcomes and acquired skills.



- ii) The programme must be ready for operations at the time the application is submitted and must operate during the programme's experimental phase (2011–14).
- iii) The programme must have reached an agreement on tuition and fees that is consistent with the national legislation of the partner countries. If tuition and fees are charged, the partner institutions must take steps to ensure that the nature and amount of such charges are made known to student applicants and affordable for MOY grantees.
- iv) The programme must ensure that all institutions of higher education in the partnership are able to assume the responsibility of hosting MOY grantees who seek to enrol in the institution.
- v) Where necessary, the programme must offer language-related training and support for students, typically through courses organised by the partner institutions
- vi) The programme must offer insurance that provides adequate coverage for mobile students in case of accident, injury, illness, and other risks incurred while participating in the MOY-labelled PhD programme.
- vii) The programme must be based on a joint-supervision agreement signed by the competent authorities of the partner institutions. The agreement must cover the most salient aspects of the implementation and monitoring of the programme, notably a common governance structure, with common procedures for supervision, support, and evaluation of doctoral candidates.

2.2.5 TECHNICAL AND FINANCIAL CAPABILITIES

To be eligible, candidate institutions must show that they have the **technical capability** and the **financial capability** to carry out their proposed role in the partnership.

Technical capability

Applicants must possess the skills and professional qualifications required to carry out the project. As evidence of the required competence, applicants must attach the CVs of up to three faculty members at each institution involved in the programme, as well as the CV of the individual responsible for the programme at the coordinating institution. CVs must be no longer than three pages each.

Financial capability

Candidate institutions must possess stable sources of financing sufficient to enable them to carry out their commitments for the entire duration of the project. To facilitate MOY's evaluation of their financial capability, candidate institutions must provide the following items, in accordance with the procedures spelled out in the application form contained within the call for proposals:

- A signed and sworn statement specifying the legal status of the institution and attesting that it possesses the financial and operational capability to carry out the proposed activities (a model letter of commitment is included in the annex to the application form);
- A banking data sheet duly executed by the coordinating institution and labelled by the bank (original signatures required). The data sheet is to be supplied with the first request for MOY funds for an MOY-labelled programme.



2.3 EXCLUSION CRITERIA

Applicants will be excluded from participating in the MOY call for proposals if any of the following statements applies to them:

- The applicant is in a state of, or in proceedings for, bankruptcy, liquidation, receivership, or cessation of operations. The applicant is in a situation analogous to the aforesaid circumstances resulting from analogous proceedings under national law or regulation.
- The applicant has been found by judicial decision, or other decision carrying the weight of a judicial decision, to have committed an offence involving its professional integrity, such as fraud, corruption, or other illegal activity.
- The applicant is guilty of a serious breach of professional conduct, as proved by any competent legal authority.
- The applicant has defaulted on the payment of taxes or fees under the laws and regulations of the country in which it is located.

In addition, no applicant may receive MOY financing if, at the time when funding decisions are made, the applicant presents a conflict of interest or has been found to have made false statements.

To ensure observance of these provisions, candidate institutions must sign a formal statement certifying that none of the aforesaid circumstances applies to them. (A model letter appears in the annex to the application form.)

2.4 SELECTION CRITERIA

Proposals will be assessed according to a competitive process designed and managed by MOY. The process centres on evaluations of the quality of the proposals as determined by their scores on the following five selection criteria:

Criteria
<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>

Applications will be judged by a panel of experts on a purely qualitative basis.

Degree of internationalisation of the programme

This criterion centres on the international character of the proposed programme with reference to design, implementation, and students' geographic origin.

Academic excellence of the programme





To meet this criterion, candidate institutions must show how the proposed partnership will contribute to excellence, innovation, and competitiveness in the Mediterranean region and how the partnership will ensure that the programme is implemented effectively.

Quality of the partnership and of the proposed mobility scheme

To meet this criterion, candidate institutions must demonstrate the relevance of the proposed partnership and its mobility scheme to the objectives of the MOY project.

Career placement consistent with the needs of local labour markets

Candidate institutions must demonstrate how the proposed programme responds to the skill needs of the Mediterranean region and enhances graduates' employability in practice.

Facilities and services provided to students

Candidate institutions must present the steps they have taken to measures to provide information and support to mobile students before and after their arrival. In the evaluation of proposals, priority will be given to partnerships that have agreed on a mutual waiver of tuition charges for mobile students.

With respect to each of the foregoing criteria, candidate institutions should take care to present information that will enable the panel to understand the relevance and the quality of their programme. This is best done by paying close attention to the points raised in subsections 2.1.3 and 2.1.4 of this guide.

3 PROCEDURE FOR THE SUBMISSION OF APPLICATIONS FOR MOY LABELLING OF A PROGRAMME

3.1 FORMS OF SUBMISSION

Candidate institutions should submit their proposals **in the form of a single application** using **one application form**—one for each programme for which labelling is sought; one for each academic level (Master, PhD).

Proposals are to be submitted by the **coordinating institution for the partnership** that will implement the activities described in the proposal.

Proposals must be submitted in **one joint original version** to the MOY General Secretariat at the address that appears in the application form. Applications should be submitted to the following address:

CAMPUSFRANCE (MOY call for proposals)
28, rue de la Grange aux Belles
75010 Paris
France

Applications may be sent via registered mail, via an express delivery service, or hand-delivered (with confirmation of delivery) at any time prior to the deadline set in the call for proposals.

Proposals sent by post, by express delivery, or hand-delivered must be received on or before the date specified in the call for proposals.

The coordinating institution must also transmit the proposal in electronic form to MOY in advance of the deadline.

omj@campusfrance.org



The coordinating institution must also transmit the proposal in electronic form to the electronic mail addresses of the competent national operators (that is, the national operator in each country represented in the partnership). The electronic mail addresses of MOY-labelled national operators are available on the MOY Web site:

www.mediterraneanofficeforyouth.org

By submitting a proposal, applicants signify their acceptance of the conditions and procedures described herein.

Every care will be taken to protect the confidentiality of all proposals.

3.2 STEPS IN THE APPLICATION PROCESS

- i) Candidate institutions prepare proposals in accordance with the application form that corresponds to the call for proposals for MOY-labelled Master-level programmes or the call for proposals for MOY-labelled PhD programmes.
- ii) On behalf of the institutions in the partnership, the coordinating institution submits the proposal (1 joint original copy, plus an electronic version) to the MOY general secretariat (CampusFrance).
The electronic version must also be sent by the coordinating institution to the national operator in each country represented in the partnership.⁷
- iii) The deadline for submission and manner of transmission are specified in the relevant application form.
- iv) The MOY general secretariat (CampusFrance) sends a confirmation of receipt to coordinating institutions before the last day of the application-examination period. By the same date, the national operators also send an electronic confirmation of receipt to the coordinating institution with a copy to any partner institutions in their country.
- v) The national operators verify the formal acceptability of the applications and examine the applications against the criteria of eligibility and exclusion. They report their findings to the MOY general secretariat (CampusFrance). Applicants may be asked to answer questions about their eligibility.
- vi) Proposals that meet the conditions of formal completeness, eligibility, and non exclusion (as specified in section 2) are referred for evaluation against the selection criteria.
- vii) A high-level international College of experts specialising in the disciplines of the proposal and having experience in international education projects assesses each proposal against the quality criteria described in the call for proposals. The College of experts transmits the list of applicants recommended for labelling to the MOY general secretariat.
- viii) The list of MOY-labelled programmes is approved by the MOY based on the recommendations of the college of experts. Candidate institutions are informed of the decisions by the MOY general secretariat. Labelled programmes are identified on the MOY Web site.
- ix) The coordinating institution is the partnership's point de contact with MOY.

⁷ If the partnership involves three institutions of higher education in three different countries, the electronic version of the application is sent to three national operators concerned.



3.3 INDICATIVE TIMETABLE

The following timetable is indicative only for the third call for projects and subject to change with each successive call for proposals.

- i) **End of January:** Publication of annual call for proposals.
- ii) **9 March:** Deadline for submission of proposals.
- iii) **March – beginning April:** Evaluation and selection of proposals.
- iv) **Mid April:** Publication of list of labelled programmes.
- v) **May:** Recruitment of prospective student grantees by participating institutions.
- vi) **June:** Selection of student grantees and publication of list thereof.
- vii) **September-October:** Academic year begins for recipients of MOY grants.

4. EXTERNAL COMMUNICATIONS

When programmes carrying the MOY label are discussed in communications and publications, regardless of form or medium, sponsoring institutions are required to mention clearly the support received from MOY. For guidelines and files on MOY logos and graphics, partner institutions should visit the MOY Web site.

Institutions are hereby advised that the use of references to the programme for mobility of students and young professionals and of the phrases ‘MOY-labelled Master programme’ and ‘MOY-labelled PhD programme’ in marketing material and reports of institutional activities and results are strictly limited to programmes approved by MOY.

Participating institutions understand that MOY has the right, in its communications, to identify and describe MOY-labelled programmes.

5. SELECTION OF RECIPIENTS OF MOY MOBILITY GRANTS

MOY grants are awarded to **fund academic mobility and to recognise academic excellence**. Grantees enjoy the benefits of **MOY recognition**:

- Financial aid for periods of academic mobility in the form of mobility grants;
- Assistance in entering and studying in one or more partner countries, and in locating a first professional opportunity;
- MOY labelling also aims to give access to career mentoring and to a network of internships and jobs.

A call for applications for MOY grants is conducted **each year by MOY-labelled Master and PhD programmes**, which are listed on the MOY Web site: www.mediterraneanofficeforyouth.org.

The institutions sponsoring MOY-labelled programmes announce the grants and inform students enrolled in MOY-labelled programmes of the opportunity to apply for an MOY grant.

Application forms are available for download from the MOY Web site. Institutions housing an MOY-labelled programme may make the forms available to their students.





Candidates for an MOY-labelled Master or MOY-labelled PhD mobility grant are chosen on the basis of three types of criteria:

- eligibility criteria;
- exclusion criteria
- selection criteria.

5.1 ELIGIBILITY CRITERIA

Students who have been admitted to an MOY-labelled programme offered by a partner institution may apply through that institution for an MOY grant. Students who have been admitted to more than one programme may make multiple applications for an MOY grant, up to a limit of three (MOY Master and PhD programmes combined).

Only students who have been admitted to institutions offering an MOY-labelled programme may apply for an MOY mobility grant.

Institutions in the partnership will rank applicants in accordance with the selection criteria described in section 5.3.

Students enrolled in or admitted to an MOY-labelled programme are eligible to apply for an MOY grant, subject to the following conditions:

- Nationality.** Applicants must be nationals of an MOY member country.⁸
- Mobility.** Applicants must agree to spend at least one academic semester in at least one other institution of higher education in a partner country other than that of the applicant's home institution.
- Non-cumulative nature of grant.** MOY mobility grants may not be combined with other mobility assistance. However, applicants benefitting from need-based or merit grants may apply for an MOY grant. In such cases, the monthly amount of the MOY grant will be reduced by the amount of the need-based or merit grant, except where payment of the latter is suspended for the duration of the mobility period covered by the MOY grant.

5.2 CRITERIA FOR EXCLUSION AND SUSPENSION OF GRANT PAYMENTS

Individuals who have previously held an MOY mobility grant in connection with an earlier degree programme are not eligible for further MOY mobility grants in connection with a degree programme at the same academic level.

In the event the MOY grantee gives up the grant before or during the mobility period, or if the grantee receives notice from one of the partner institutions that he or she has been excluded from the programme, grant payments will be halted immediately.

5.3 SELECTION CRITERIA

⁸ Albania, Bosnia-Herzegovina, Croatia, Cyprus, Egypt, France, Greece, Italy, Lebanon, Malta, Montenegro, Morocco, Slovenia, Spain, Tunisia, and Turkey.



Applicants for MOY grants undergo a competitive selection process conducted by MOY. The process is based on a qualitative assessment of the applications submitted by all participating institutions. The purposes of the assessment is to select the best students enrolled in programmes of Mediterranean interest, as determined by the MOY countries. **Four selection criteria are used**, listed below in decreasing order of importance.

Criteria
<i>1. Educational background and academic achievements</i>
<i>2. Mobility experience</i>
<i>3. Personal and/or professional experience</i>
<i>4. Letters of recommendation</i>

Educational background and academic achievements

This criterion pertains to the applicant’s academic performance to date, with particular reference to:

- ◆ The number of years of higher education completed; the subject(s) studied; research performed; and the internal consistency of the applicant's studies.
- ◆ Grades earned in each academic year and, if available, the applicant's class rank or standard deviation from the mean in each year.
- ◆ Proficiency in the language to be used during the mobility period.

Mobility experience

Under this criterion, MOY assesses the applicant’s reasons for wishing to embark on a period of academic mobility. The selection committee considers:

- ◆ The correlation of the applicant's academic programme, research plans, proposed mobility, and the applicant’s career plans.
- ◆ The degree to which the mobility period will enhance the applicant’s research plans, employability, and career prospects.

Personal and/or professional experience

This criterion takes into account the experience already acquired by the applicant, with particular reference to professional experience related to the applicant’s Master programme.

For PhD candidates, the selection panel looks at the candidate’s prior research in connection with his or her mobility plans and professional goals.

Letters of recommendation

This criterion weighs the views of the institution that admitted the applicant and forwarded his or her mobility-grant application to MOY, as well as the opinion of the people who recommend the candidate. The letters of recommendation must be relevant and adapted to each student.

5.4 PROCEDURE FOR OBTAINING AN MOY MASTER OR PhD GRANT

5.4.1 OBTAINING AN MOY GRANT





Obtaining an MOY grant is a two-step process:

- Screening of applicants
- Final selection of grantees

Screening of applicants

Partnerships of institutions accept applications for MOY grants from students enrolled in or admitted to an MOY-labelled programme. Applications are submitted on an MOY form available for download on the MOY Web site.

Partnerships rank applicants using the selection criteria described in section 5.3. The coordinating institution then sends the ranked applications, each accompanied by a **letter of recommendation**, to the MOY general secretariat.

Final selection of grantees

A college of experts made up of academic experts designated by each national operator **reviews all of the eligible applications** before returning them to the MOY general secretariat.

Based on the expert college's rankings and on the available budget, **the MOY general secretariat makes the final grant decisions**, taking into account earlier decisions by the MOY on the number of semesters of mobility to be funded in that year and the distribution of grants between Master and PhD students. The secretariat's decisions are transmitted to participating institutions of higher education.

5.4.2 STEPS IN THE PROCEDURE

- i) Students admitted by institutions into an MOY-labelled Master or PhD programme apply to their institution for an MOY grant using the form provided by their programme or downloaded from the MOY Web site.
- ii) Coordinating institutions rank applications in order of merit, attaching a letter of recommendation detailing their view of each applicant, and send them to the MOY general secretariat.
- iii) The deadline for transmission of grant applications by the coordinating institutions appears on the grant application form and is published on the MOY Web site:
www.mediterraneanofficeforyouth.org
- iv) The MOY general secretariat retains only those applications that pass the eligibility and exclusion criteria (see sections 5.1 and 5.2). The MOY secretariat notifies institutions in writing of applications that do not meet these criteria. It is the institution's responsibility to notify the applicant that his or her application was not accepted.
- v) A College of high-level international experts specialising in the relevant disciplines and having extensive experience with international education projects evaluates the grant applications in light of the aforesaid selection criteria (section 5.3). The College then sends the applications to the MOY general secretariat.
- vi) The list of recipients of an MOY grant is finalised by the MOY general secretariat based on the rankings of the College of experts.
- vii) The MOY general secretariat notifies the candidates of its grant decisions.





- viii) Applicants are informed in writing of the results of the selection process by the institution in which they are enrolled.

5.5 FINANCIAL CONDITIONS GOVERNING MOY GRANTS

• *Operating principles*

- i) The **MOY grant** is designed to cover, through a lump-sum allowance for living expenses, the costs of housing, meals, daily expenses, and health insurance, and to help defray, through a transportation allowance, the costs of international transportation in connection with the grantee's academic mobility.
- ii) The amount of the grant is designed to be sufficient to cover **one semester (five months) or two semesters (months) of mobility**, depending on the grantee's educational plans.
- iii) **Grant amounts are adjusted** depending on the **cost of living** in the host country and the **distance** between the home and host institutions. (See the weighting coefficients in annex 2.)

The grant does not cover tuition and fees at the partner institution.

• *Duration*

Grants cover a **mobility period of one or two academic semesters** (five or ten months) over the course of the student's degree programme. The one or two semesters of mobility for which a MOY grant is requested are not split (5 consecutive months for each semester necessarily in the same country).

• *Amounts⁹*

Grants are denominated in euros and include a lump-sum allowance for living expenses and a transportation allowance:

- i) **The baseline monthly allowance for living expenses is €1,000 for Master students and €1,500 for PhD candidates.** The amount actually paid out to students is equal to the baseline amount multiplied by a **coefficient** that takes into account the cost of living in the host country. The coefficients used are the same as those used in the Marie Curie European grant programme (see table of coefficients in annex 2).

◆ **The transportation allowance is a lump sum**

300€ for 1 semester of mobility

600€ for 2 semesters of mobility

No additional sum will be paid to OMJ grantees for their tuition fees.

ANNEX 1

DEFINITIONS

- **Agreement among institutions:** An agreement signed by the competent authorities of all of the institutions in a partnership responsible for a Master or PhD programme that commits the partners to joint operation of the proposed programme (including joint supervision of dissertation research in the case of PhD programmes) and covers the most salient aspects of the implementation and supervision of the programme.

⁹ These amounts were applied for the two MOY first calls for proposals but are only indicative and subject to possible modifications



- **Memorandum of understanding governing MOY-labelled Master/PhD:** An agreement among the partners responsible for an MOY-labelled Master or PhD that specifies in detail the arrangements for managing individual grants.
- **MOY mobility grant:** A grant made to a student or candidate enrolled in an MOY-labelled Master or PhD programme that enables the student to spend a period of his or her degree programme in a partner country, while also enjoying the benefits of the MOY label. Chief among those benefits are (i) assistance in entering and studying in one or more partner countries, and in locating a first professional opportunity; (ii) career mentoring; and (iii) access to a network of internships and jobs.
- **College of experts convened to consider applications for MOY grants:** The college is composed of high-level experts who are specialists in the relevant disciplines and have extensive experience with international education projects. The experts are appointed by MOY national operators. The college evaluates grant applications against the selection criteria published in the annual call for proposals and forwards its rankings to the MOY general secretariat.
- **College of experts convened to consider applications for MOY labelling of an academic programme:** The college is composed of high-level experts who are specialists in the relevant disciplines and have extensive experience with international education projects. The experts are appointed by MOY national operators. The college assesses proposals against the selection criteria published in the annual call for proposals and forwards a list of its recommendations to the MOY general secretariat.
- **Joint PhD supervision:** Joint supervision of PhD candidates by at least two institutions of higher education. Successful candidates will receive two PhD degrees or a single degree conferred jointly by the two cooperating institutions.
- **Doctorate:** The doctorate, or PhD degree, is an academic credential that signifies the successful completion of a research project and the writing and successful defence of a PhD thesis or dissertation. Students are admitted to PhD programmes after receiving a Master degree or the equivalent. PhD programmes typically require three years of work and generally represent the completion of eight years of postsecondary study.
- **Candidate institution:** The coordinating institutions and partner institutions that come together in a partnership to offer a degree programme bearing the MOY label.
- **Coordinating institution:** The coordinating institution in an MOY academic partnership is the institution responsible for leading and coordinating the partnership's activities. It submits the partnership's application for MOY labelling of certain Master and PhD programmes. It acts as the point of contact with MOY on all matters related to the implementation of the project. It also acts as the 'managing partner' within the partnership.
- **Partner institution:** Institutions of higher education that act as members of an academic partnership formed for the purpose of offering a joint Master or PhD programme.
- **Institution of higher education:** Any institution that offers higher (postsecondary) education and that is recognised by the competent national authority of an MOY-member country as belonging to its system of higher education. With respect to applications for labelling of a PhD programme, the concept of institutions of higher education embraces, in addition to universities, doctoral departments, specialized postsecondary schools and institutes, and research centres, provided that such departments, schools, institutes, and centres offer doctoral-level education and training, engage in research, and confer doctoral credentials recognised as such by the competent authorities of the country in which they operate.
- **Disciplines of pan-Mediterranean interest:**





Generic courses	University courses
Technical sciences applied to exact sciences and Engineering sciences	Agriculture, agrifood industry, fisheries science
	Environment and earth sciences (sustainable development, renewable energy, water resource management, waste treatment, marine industries, etc.)
	Computer science, mathematics, telecommunications, electricity, electronics
	Civil engineering, urban planning, building and public works
	Transportation (aeronautics, mechanics, logistics, etc.)
Technical sciences applied to social sciences	Law
	Cultural management
	Management, finance and business
	Economics and political science
	Tourism, hotel management and restaurant management
	Sport
	Education (the study of education)
Health sciences	Medicine, biology, biotechnologies

- MOY-labelled programme:** A Master or PhD programme that is the subject of a partnership agreement between two or more institutions of higher education in two or more MOY member countries and that has been found to meet the conditions and criteria set forth in this guide. A list of MOY-labelled programmes is available on the MOY Web site: www.mediterraneanofficeforyouth.org
- MOY label:** (i) As applied to academic programmes, a label awarded by the Mediterranean Office for Youth upon the successful conclusion of a process for labelling Master-level and PhD programmes that meet criteria set by MOY to promote partnerships among institutions of higher education in MOY-member countries and to encourage the mobility of young people in the contexts of academic programmes in areas of pan-Mediterranean interest. The MOY label is awarded to programmes for the period 2014-2016 regarding mobility of students and young professionals. The label enables the partnership of institutions that offers the programme to recommend students for annual MOY mobility grants. (ii) As applied to students, a label awarded by the Mediterranean Office for Youth upon the successful conclusion of a process for labelling students and doctoral candidates admitted to academic programmes carrying the MOY label. Students and candidates who are awarded the MOY label enjoy funding for periods of academic mobility in the form of mobility grants, assistance and support related to their entry, residence, and initial work experience in a host country, career mentoring, and access to a network of internships and employment opportunities.
- Master:** A degree awarded to students who complete an academic programme that builds upon students' prior postsecondary degree, also known as an undergraduate degree. Most Master degrees are earned in one to two years (depending on the country). The degree generally represents the completion of five years of postsecondary study. Concerning the Engineering Schools programmes at a Master level, the possible regulatory constraints related to the duration of the training necessary to issue the title of engineer will be taken into account.
- Mobility:** Educational mobility signifies a student's physical presence in another country for the purpose of study, research, temporary work (internships, traineeships, and apprenticeships), teaching, or academic administration. Whenever possible, periods of mobility should be preceded by study of the language of the host country.
- Mediterranean Office for Youth (MOY):** A non-profit organisation dedicated to promoting pan-Mediterranean mobility among young people in the organisation's member states. To carry out the missions that have been assigned to it, MOY receives voluntary financial contributions from the governments of member countries, from international organisations, and from private individuals and companies.





- **MOY national operator:** Points of contact and information designated by the governments of member countries and approved by MOY. MOY's national operators are responsible for (i) disseminating to institutions of higher education and to the general public information about MOY, (ii) providing assistance and advice to applicants responding to calls for proposals, (iii) determining the eligibility of applications for participation in MOY projects, and reporting to MOY on the implementation of MOY projects on their territory. National operators are also called upon to furnish information on the particularities of national educational systems, the recognition of academic credentials, procedures for the transfer of academic credits, and visa requirements. Contact information for MOY-labelled national operators is available from the MOY Web site.
- **Programme for mobility of students and young professionals:** The MOY programme for mobility of students and young professionals was designed to promote Mediterranean options in global educational exchanges. The first component of the new project is a programme to promote Mediterranean mobility in academic disciplines of importance to the region, to help young graduates find their first professional employment, and to ensure that graduates' skills benefit their countries of origin. To achieve these goals, MOY is fostering the formation of partnerships among institutions of higher education in MOY member countries. Those partnerships will (i) provide mobility grants to students enrolled in MOY-labelled to Master and PhD programmes at partner institutions; (ii) providing assistance in entering and studying in partner countries and in locating a first professional opportunity, all within the bounds of national and European legislation; and (iii) offering career mentoring and access to a network of internships and employment. The existence of the partnerships will contribute to the development of a Mediterranean community of knowledge and skills, consistent with the highest international standards (such as those of the Bologna process).
- **MOY-member country; MOY participating country:** Albania, Bosnia-Herzegovina, Croatia, Cyprus, Egypt, France, Greece, Italy, Lebanon, Malta, Montenegro, Morocco, Slovenia, Spain, Tunisia, Turkey.



ANNEX 2

WEIGHTING COEFFICIENTS APPLIED TO BASE GRANTS FOR LIVING EXPENSES

(Subject to changes)

Country	Coefficient	Country	Coefficient
Albania	78.5	Lebanon	80.0
Bosnia-Herzegovina	70.7	Malta	85.0
Croatia	106.3	Montenegro	68.9
Cyprus	89.2	Morocco	86.9
Egypt	68.7	Slovenia	90.2
France	115.5	Spain	101.6
Greece	95.0	Tunisia	68.7
Italy	111.5	Turkey	80.7

