**2013 NATIONAL ADMINISTRATIVE RULES FOR LEONARDO DA VINCI PARTNERSHIPS**

**N.B.** For Leonardo da Vinci Partnerships, only national administrative rules (eligibility criteria) may be set for the 2013 Call. National policy priorities (award criteria) are not allowed.

<table>
<thead>
<tr>
<th><strong>ELIGIBILITY CRITERIA/ADMINISTRATIVE PRIORITIES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>N.B. MAXIMUM 3 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</strong></td>
</tr>
</tbody>
</table>

**SLOVAKIA**

1. Only one LDV partnership application per institution will be accepted. If more than one application is submitted by an institution (organisation) the NA will go back to this institution and ask which one they will pursue. In case of HE institutions each faculty is considered to be a separate institution (organisation).
2. An on-going LDV partnership has to be formally closed before an institution can apply for a new grant. Applications from institutions with on-going LDV partnership will be considered ineligible.
3. A maximum of one educational institution and one company/enterprise from the Slovak Republic is eligible in the same LDV partnership.

**BELGIUM – FLEMISH SPEAKING COMMUNITY**

None

**BELGIUM – FRENCH SPEAKING COMMUNITY**

1. Applications have to be submitted in French or English; if otherwise original version + translation into French
2. A maximum of 2 BFR VET schools/organisations are eligible in the same partnership with the condition that they have a different type of organisation. If more than 2 BFR VET schools/organisations are involved in a single partnership, the NA will go back to the applicant and let him choose which institution should be eligible.
3. Organisations are only eligible if they can prove to have a clear and existing link with the vocational education and training sector in the French Community of Belgium.

**BELGIUM – GERMAN SPEAKING COMMUNITY**
### Bulgaria

1. Each applicant organisation can only submit one project proposal under the Partnerships action to the BG NA within the 2013 Call for proposals, regardless of its role in the partnership – coordinator or partner. If an organisation submits more than one Partnerships project proposal, all proposals shall be considered ineligible.

2. If the applicant organisation is currently implementing a Partnerships project, a new project proposal could be submitted if at the time of submission the project is at its second – final year of implementation, otherwise the new proposal shall be considered ineligible.

3. If the applicant institution is not a public organisation, and is pre-registered under the Trade Register Law, the organisation must indicate its Unified Identity Code (BULSTAT code). Otherwise the applicant must enclose the following documents in addition to the Application form:
   - A certified copy of a court judgment for registration or an Article for association/partnership.
   - A certified copy of a Certificate of Good (Corporate) Standing.

### Czech Republic

1. Only one application for Leonardo da Vinci Partnerships per CZ institution (any legal entity registered in the Czech Republic) will be accepted. If an institution submits more than one application, the National Agency will ask the applicant to choose only one and withdraw the rest of them. Should the applicant fail to do it in the time limit set by the National Agency, the National Agency will randomly select only one of the submitted applications that will be assessed. In case of universities or other higher education institutions, each faculty is eligible to submit its own application. In case of organisational bodies of state and institutions established by law – each organisational unit is considered to be a separate institution if the consent of the superior authority is expressed.

2. Application from institution involved in Leonardo da Vinci Partnership which is currently still running (Call 2011, 2012) will be considered ineligible.

3. A maximum of 2 CZ institutions are eligible in one particular Leonardo da Vinci Partnership (2 CZ partners or 1 CZ partner and 1 CZ coordinator). If more than 2 CZ institutions are involved in one particular partnership, they will all be considered ineligible.

### Denmark

Only 1 application for a Leonardo Partnership per organisation will be accepted; organisations larger than 50 employees can submit a maximum of 3 applications provided that they are dealing with different target groups or involve different departments within the organisation. If an organisation submits more applications than the maximum allowed, the NA will contact the applicant organisation and request a decision on which one of the applications is to be put forward. If the organisation in question fails to provide a written answer within a deadline set by the NA, all applications submitted by that organisation will be rejected as ineligible.

If an application is drafted in another language than English or Danish, the applicant must submit both the original application and a translation into English or Danish. If the application is
<table>
<thead>
<tr>
<th><strong>GERMANY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Pro Partnerschaft dürfen maximal zwei Institutionen aus Deutschland beteiligt sein. Bei Partnerschaften, die eine höhere Beteiligung von Institutionen aus Deutschland aufweisen, sind alle an dieser Partnerschaft beteiligten Institutionen aus Deutschland von der Förderung ausgeschlossen.</td>
</tr>
<tr>
<td><strong>3.</strong> Textidentische bzw. weitgehend gleichlautende Anträge sind von der Förderung ausgeschlossen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>IRELAND</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> A maximum of 2 Irish institutions (organisations) are eligible in the same Leonardo da Vinci Partnership. If more than 2 Irish organisations are involved in the same partnership, all Irish organisations in that partnership will be considered ineligible.</td>
</tr>
<tr>
<td><strong>2.</strong> Applications from Institutions (organisations) involved in Leonardo da Vinci Partnerships whose Partnership Application was funded in the previous Call for Proposals (2012) will be considered ineligible. In the case of universities or other third level institutions each faculty is eligible to submit its’ own application(s).</td>
</tr>
<tr>
<td><strong>3.</strong> A maximum of two Leonardo Partnership applications can be submitted per organisation or faculty. If an organisation submits more than two applications the NA will contact the applicant organisation and ask them to choose which two applications should be put forward for assessment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ESTONIA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Only 1 application for a Leonardo Partnership per organisation will be permissible; larger organisations can submit 2 applications if they are dealing with different target groups or involve different departments within the organisation. If an organisation submits more applications than the maximum allowed, the NA will contact the applicant and let him choose which of them to put forward. If the organisation in question fails to provide a written answer within a deadline set by the NA, all applications submitted by that organisation will be considered ineligible.</td>
</tr>
<tr>
<td><strong>2.</strong> An already existing Leonardo or Grundtvig partnership has to be formally terminated (=contract closed) before an organisation can apply for a new partnership grant. Applications from organisations managing on-going partnerships will be considered ineligible.</td>
</tr>
<tr>
<td><strong>3.</strong> In addition to the application form, all applicants must submit an overview of the proposed project in Estonian (max. 1 A4). If an application submitted by an Estonian coordinator is written in a language other than English, a translation of the application into English or Estonian must be submitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GREECE</strong></th>
</tr>
</thead>
</table>
| **1.** Only 1 application for LdV partnerships per institution will be accepted. If an institution submits more than 1 application, all applications submitted by that institution will be
considered not eligible.

2. A LdV partnership has to be formally closed for three years before an institution can apply for a new grant.

3. An institution applying also for Comenius or Grundtvig partnerships and for Leonardo partnerships will be rejected as ineligible from the LdV funding. However, if an institution offers initial vocational training and belongs to upper secondary education (i.e. Epal- Epas) could apply for Comenius and LdV grants.

**SPAIN**

1. Only one application for LLP partnerships per institution, regardless of its status in the partnership – coordinator or partner –, will be accepted. Except for universities, for which up to two applications, presented by different Colleges or Departments, will be accepted. If an institution submits more than the maximum number of applications stated above, the National Agency will ask the applicant to choose only one and reject the rest of them.

The maximum number of proposals stated in point 1, will be decreased by one for institutions having received funding for an LdV Partnership in 2012.

2. A maximum of 2 Spanish institutions are eligible in one particular Leonardo da Vinci Partnership (2 ES partners or 1 ES partner and 1 ES coordinator). If more than 2 ES institutions are involved in one particular partnership, they will all be considered ineligible.

**FINLAND**

A maximum of 2 (two) applications per training provider for Leonardo da Vinci partnerships will be accepted. If a training provider submits more than two applications the National Agency will contact the applicant’s legal representative in order for them to decide which applications should go forward to the eligibility check stage. For this purpose, the name of the training provider, and not only the local school or institution, has to be provided in the contact information of the applicant.

**FRANCE**

1. Un même partenariat Leonardo ne peut rassembler plus de deux établissements ou organismes français d'enseignement et de formation professionnels. Le non-respect de cette règle rend inéligibles tous les partenaires français.

2. Toutes les candidatures déposées par un établissement qui aura présenté plus de deux candidatures distinctes à des projets de partenariats Leonardo seront considérées comme inéligibles.

**ITALY**

1. It is allowed the application of only one project for each promoter, regardless of the role (coordinator or partner) covered in the proposal. If more applications are submitted, all proposals involving the same organisation are considered not eligible. For the purpose of applying this criterion, the organisational sub-structures of a same organisation - even when having organisational and financial autonomy with respect to the organisation they belong to (e.g. departments of the same university, administrative districts of a municipality) - are not considered as separate subjects with respect to the organisation itself.
2. Applications, from organizations that at the date of submitting their application have on-going (as promoter or partner) projects approved in the Partnerships Measure at earlier deadlines call, are not considered eligible. For "on-going project" it is meant any action not yet completed by the sending of the final report to the National Agency;

3. Applications whose partnership has more than 2 Italian bodies are not eligible.

**Cyprus**

1. Only one Cypriot Institution/Organisation can participate in a Partnership. If more than one Cypriot Institutions are involved in a single partnership, all partners from Cyprus will be considered as not eligible.

2. Only one application either for LdV Partnership or Grundtvig Learning Partnership per Institution/Organisation will be accepted. If an Institution submits more than one application, the NA will let the Institution decide which application should be put forward. In case an organisation with a valid LdV Partnership or Grundtvig Learning Partnership agreement submits another application, it will be regarded as ineligible, unless the new application has been submitted in the year when the running project phases out.

   If the partnership language of communication, in which the application is submitted, is different from English, a translation in Greek or English must be submitted.

**Latvia**

1. If an institution submits more than one application, all applications submitted by that institution will be considered ineligible.

2. Applications from organisations with open partnerships will be considered ineligible.

**Lithuania**

1. An already existing Leonardo da Vinci programme partnership has to be formally terminated/closed before an institution can apply for a new grant. Applications from on-going partnerships will be considered ineligible.

2. If the Partnership language of communication in which the application is submitted is different from English a translation in Lithuanian or English must be submitted.

3. Only 1 application for Leonardo da Vinci programme partnership per organisation will be accepted. If an organisation submits more than 1 application, the NA will contact the applicant and let him choose which of them to put forward. If the organisation in question fails to provide a written answer within a deadline set by the NA, all applications submitted by that organisation will be considered ineligible.

**Luxembourg**

1. Each organisation/institution cannot have more than three on-going European LLP projects (applicable for Comenius, Grundtvig and Leonardo da Vinci Partnerships, Grundtvig Workshops, Senior Volunteering Projects, Leonardo da Vinci Mobility and Transfer of Innovation Projects).

2. Only two Luxembourgish organisations/institutions are eligible to participate in the same Learning Partnership. Any application with more than 2 Luxembourgish organisations will be considered ineligible.

3. For non public bodies: Only organisations which have been existing for at least 3 years (registered in the “Mémorial”) and which have the financial capacity as well as the operational
capacity are eligible.

**HUNGARY**

Only one on-going project for LdV Multilateral Partnerships per organisation regardless the role (coordinator or partner) will be accepted. Higher education institutions can apply by faculties. One application / faculty can be accepted. One higher education institution can have maximum 3 agreements in one project round.

If one organisation submits two or more LdV Partnership applications at the same time, they will be given the choice which one to keep and which one(s) to withdraw. In case an organisation with a valid LdV Partnership agreement submits another application it will not be considered, unless the new application is submitted in the year when the on-going project phases out.

**MALTA**

- Only one application for Leonardo da Vinci Partnerships per institution will be accepted. If an institution submits more than one application, the NA will contact the applicant and ask it to choose which application should be put forward. Organisations with more than 1000 learners can submit 2 applications if these deal with different target groups

- A maximum of two Maltese organisations are eligible in the same Leonardo da Vinci Partnership. If more than two Maltese organisations are involved in a single partnership, all Maltese partners will be considered ineligible

- The applicant is requested to provide a filled-in Financial Identification sheet with the institution’s bank account details. This sheet has to be presented with the application form.

**NETHERLANDS**

Only two applications per organisation will be accepted per call, regardless the role (coordinator or partner). If an organisation submits more than 2 applications, the NA will ask it to indicate which projects they want to enter selection.

**NORWAY**

If the application is drafted in another language than French, English or German, the applicant must submit both the original application and a translation into Norwegian.

**AUSTRIA**

Jede Einrichtung darf maximal zwei Anträge unter Leonardo da Vinci-Lernpartnerschaften einreichen. Für den Fall, dass mehr als zwei Anträge eingereicht werden, muss die Einrichtung...

**POLAND**

1. One institution can submit no more than **one** application for a Leonardo da Vinci partnership project. In case of more applications submitted by the same Polish applicant, the institution in question shall choose only one project.

2. In any single project no more than **two** Polish institutions can participate. If more than two Polish organisations submit signed applications for the same partnership, all Polish partners in the same partnership will be considered ineligible.

**PORTUGAL**

1. Restriction on the number of applications: A maximum of one LdV Partnership application per institution will be accepted. If an institution submits more than one application, the NA will contact the applicant and ask them to choose which application should be put forward. The remaining application(s) will be rejected under this criterion.

2. Restriction on the number of Portuguese institutions in the same partnership: 2 institutions. If more than two Portuguese institutions apply to the same partnership application, all the Portuguese institutions shall be considered ineligible and therefore rejected.

**ROMANIA**

1. An LdV partnership may not involve more than two Romanian institutions of the same type of organisation. If more than two institutions of the same type apply, all Romanian institutions will be considered as ineligible.

2. An institution that has no ongoing projects (under the LdV Partnerships) may submit up to two applications for LdV Partnership,

3. An institution which has one ongoing LdV Partnership project may submit one application. Applications from institutions with two or more ongoing LdV Partnership projects will be considered as ineligible. In case of universities or other higher education institution, each faculty is considered to be a separate institution.

**SLOVENIA**

1. Only **2** organisations from Slovenia can participate in the same partnership project. If there are more than **2** organisations from Slovenia applying for the same partnership project all applicants will be considered ineligible.

2. Each organisation can have only **one** active LDV partnership project (open contract with the NA). Organisations who have been awarded Leonardo partnership action within call
for proposals 2011 and 2012 are not eligible to apply in 2013.

3. Only one LDV-Partnership application per institution will be accepted. If more than one application is submitted by the same organisation, NA will request the decision on one application only to be put forward from the organisation. Other applications will be considered ineligible. In case of no reply all applications will be rejected as ineligible. Exception to this rule are the Chambers with regional/sectoral units, where each regional/sectoral unit within the Chamber may submit one LDV-Partnership application.

**SLOVAKIA**

4. Only one LDV partnership application per institution will be accepted. If more than one application is submitted by an institution (organisation) the NA will go back to this institution and ask which one they will pursue. In case of HE institutions each faculty is considered to be a separate institution (organisation).

5. An on-going LDV partnership has to be formally closed before an institution can apply for a new grant. Applications from institutions with on-going LDV partnership will be considered ineligible.

6. A maximum of one educational institution and one company/enterprise from the Slovak Republic is eligible in the same LDV partnership.

**SWEDEN**

1. A maximum of one application per organisation will be accepted for an organisation with up to 1000 pupils/trainees/learners (educational institutions) or 1000 staff (other organisations) and only two applications per organisation having more than 1000 staff or pupils/trainees/learners.

   If an organisation submits more than one application, the NA will contact the applicant's legal representative who may in turn choose which application should be put forward.

2. An organisation with less than 1000 pupils/trainees/learners (or staff) and with an on-going Leonardo partnership cannot apply for a new Partnership until the first project is formally closed. Organisations with more than 1000 pupils/trainees/learners (or 1000 staff) and with two on-going Partnerships cannot apply for a new Partnership until one of the projects is formally closed. Such applications will be considered ineligible.

3. If the application is written in another language than English or Swedish, the applicant must submit both the original application and a translation into English or Swedish. If the translation is not provided the application will be rejected.

**UK**

1. A maximum of two Leonardo Partnerships can be submitted per organisation. If an organisation submits more than the maximum the National Agency will contact the applicant in order for them to decide which applications should go forward to assessment stage.

2. A maximum of two UK organisations are eligible to participate in the same Partnership. If more than two UK partners are involved in the same Partnership, all UK partners in that Partnership will be considered ineligible.
ICELAND

None

LIECHTENSTEIN

None

CROATIA

1. A maximum of two Croatian institutions are eligible in the same partnership. If three or more Croatian institutions apply in the same partnership, they will all be considered ineligible. A maximum of two partnership applications per institution will be accepted. If an institution submits more than two applications, the NA will contact the institution and ask it to choose which applications should be put forward.

2. If the application is drafted in another language than English, the applicant must submit both the original application and a translation into English. If the translation is not provided, the applicant will be asked to deliver the translation; should the applicant fail to do this by the date specified by the NA, the application will be considered ineligible.

3. If the applicant organization is a university constituent with legal personality, the application can be submitted by the respective constituent and signed by its legal representative. However, the obligatory annex to the application form is endorsement letter signed by the university rector.

FORMER YUGOSLAV REPUBLIC OF MACEDONIA

N/A

SWITZERLAND

None

TURKEY

1. A maximum of two Turkish institutions are eligible in the same partnership. If more than two Turkish institutions are involved in a single partnership, all partners from Turkey in that partnership will be considered as ineligible.

2. Only one application for LdV partnerships per institution will be accepted. If an institution submits more than one application, all applications submitted by that institution will be considered as ineligible. For universities or other higher education institutions, each faculty, institute, centre and vocational college; for ministries, general directorates and independent departments and for provincial level provincial directorates will be eligible to submit its own application. An already existing LdV partnership has to be terminated /
closed before an institution can apply for a new grant. Applications from organizations involved in a currently on-going LdV partnerships will be considered ineligible.

3. If the partnership language of communication is different from English in an application of a Turkish coordinator, a translation in English must be submitted with the original version. In a similar case of a partner application, translation will be required after the approval of the application.