

# INSTRUCTIONS FOR APPLYING TO EMUNDUS17

## *ERASMUS MUNDUS EXTERNAL COOPERATION WINDOWS (EMECW)*

### **Deadline for applications (for online application and submission of required documents)**

EU applicants: 16<sup>th</sup> November 2009

Third-countries applicants: 16<sup>th</sup> November 2009

## **1. INTRODUCTION**

The Erasmus Mundus External Cooperation Window (EMECW) is programme designed to foster co-operation in the field of Higher Education between the European Union and Third-countries through a mobility scheme addressing student and academic staff exchanges.

In the framework of the EMECW Programme, Emundus17 offers to the academic and student community from European and Latin American countries exchange possibilities aiming at enhancing skills and qualification of the beneficiaries as well as contributing towards improvement of common quality schemes of Higher Education System.

The current call for applications will cover specifically the following **Third-countries**:

- Brazil
- Paraguay
- Uruguay

Applicants are kindly requested to read very carefully all the information contained on this document and then proceed to fulfil and send their online application form.

## **2. ADMISSION REQUIREMENTS**

In order to apply for a grant within the framework of the Emundus17 programme, candidates must comply with the **following general requirements**:

- They must have the nationality of one European or eligible Latin American countries (Brasil, Paraguay or Uruguay).
- They must have sufficient knowledge of the language of the courses provided in the hosting universities. Only official certificates will be accepted as proof of knowledge.

There are 5 **types of mobility** according to the academic level of the candidates:

- Undergraduate
- Master

- Doctorate
- Post-doctorate
- Academic staff

Taking into account the previous levels, candidates must meet **specific level requirements** according to the type of mobility they apply for:

- Undergraduate: candidates must have successfully completed at least one year of studies in their home university.
- Master: students wishing to enrol in a Master course must have a bachelor's degree or recognized equivalent from an accredited institution eligible in this programme.
- Doctorate: students must have a Bachelor or Master degree, obtained in one of the eligible universities included in this programme.
- Post-doctorate: post-doctorate mobility can be addressed to research activities, training or attending highly specialised courses.
- Academic staff: it refers exclusively to training, teaching and/or research activities to be performed by academic staff from the consortium universities. Academic staff wishing to undertake a period of teaching, training or research in a partner University must work in one of the participating institutions.

Emundus17 allows participation of candidates belonging to **3 different target groups** precisely defined:

- **Target Group 1:** students and academic staff from partner institutions. This means that candidates need to be registered at one of these institutions.
- **Target Group 2:** students need either to be registered in a university of the countries concerned in this programme (Brazil, Paraguay or Uruguay) or have obtained a diploma from a higher education institution in one of these countries.
- **Target Group 3:** students need to be nationals from Brazil, Paraguay or Uruguay and be in a particular vulnerable situation for political, social or economic reasons or because of physical disabilities. This includes the following specific situations:
  - With a refugee or asylum status.
  - Being object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination.
  - Belonging to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

**Please note that:**

- Depending on the target group concerned, candidates can only submit applications for specific academic levels (see table below).
- European candidates can only belong to Target Group 1.
- No European or Latin American student or academic staff will benefit from more than one mobility activity within this project.
- Mobility flows for students and academic staff between the European or between Latin-American institutions involved in the project will not be eligible.

### 3. MOBILITY FLOWS

The following table contains expected mobility flows taking into account the addressed countries and target groups:

ACADEMIC LEVELS	European	Brazilian, Paraguayan, Uruguayan			TOTAL
	Target Group 1	Target Group 1	Target Group 2	Target Group 3	
Undergraduate	10	44		3	57
Master		32	3	3	38
Doctorate	10	29	3	3	45
Post-doctorate		18			18
Academic staff	2	16			18
<b>TOTAL</b>	<b>22</b>	<b>139</b>	<b>6</b>	<b>9</b>	<b><u>176</u></b>

### 4. TYPE OF GRANTS

#### 4.1 Allowances

Emundus will cover travel and insurance costs of beneficiaries and a monthly allowance whose amount will vary depending on their academic level:

- €1,000 for Undergraduate and Master
- €1,500 for Doctorate
- €1,800 for Post-doctorate
- €2,500 for Academic Staff

#### 4.2 Duration of mobility

Candidates must take into account that mobility duration will vary depending on their academic level and their origin country:

- Brazilian, Paraguayan, Uruguayan beneficiaries:
  - Undergraduate: 10 months
  - Master: 19 months
  - Doctorate: 6 - 24 months
  - Post-doctorate: 6 months
  - Academic Staff: 1 month
- European beneficiaries:
  - Undergraduate: 6 months
  - Master: ---
  - Doctorate: 6 months
  - Post-doctorate: ---
  - Academic Staff: 1 month

## 5. APPLICATION PROCEDURE

Latin American and European candidates **from Target Group 1** have to apply online through the Emundus17 website, uploading the required supporting documents in the same application tool. Originals of the attached supporting documents will be requested to preselected candidates for examination by their home universities.

Candidates from **Target Group 2 and 3** have to apply online through the Emundus17 website as well. If they do not have the necessary means to upload and attach the required supporting documents to their application, they have to send them by fax to the International Relations Office of the *Universidade de Santiago de Compostela* (0034 981 578 017). **Originals of the attached documentation will be requested for examination once they arrive to the host University.**

All candidates may apply for a **maximum of three hosting universities.**

### 5.1 Online Application Form

The online application form is only available in English. However, candidates have to submit all supporting documents in the official language of instruction of the hosting university, or failing that, in English. Candidates applying to several universities with different languages of instruction should submit their supporting documents in English.

### 5.2. Required documents

Candidates must attach to their application the following supporting documents according to their academic level. All documents are compulsory.

If candidates apply for **BACHELOR**:

- Passport copy
- Curriculum Vitae
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- Bachelor Transcript of Records

If candidates apply for **MASTER**:

- Passport copy
- Curriculum Vitae
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- Bachelor Certificate
- Bachelor Transcript of Records
- Master Transcript of Records (only if applicable)

If candidates apply for **DOCTORATE**:

- Passport copy
- Curriculum Vitae
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- Bachelor Certificate
- Bachelor Transcript of Records
- Master Certificate (only if applicable)
- Master Transcript of Records (only if applicable)

If candidates apply for **POSTDOCTORATE**:

- Passport copy
- Curriculum Vitae
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- PHD Certificate
- Thesis Summary
- Research Proposal

If candidates apply for **ACADEMIC STAFF**:

- Passport copy
- Curriculum Vitae
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- Teaching plan

### **5.3. Deadline**

The online application form will be available from 1<sup>st</sup> October 2009 to 16<sup>th</sup> November 2009, both days included. We cannot accept late applications after this deadline.

## **6. SELECTION CRITERIA**

Candidates will be ranked according to the criteria given below:

### **▪ Priority fields of study (10%)**

Emundus17 will allow participation of candidates from all fields of study offered by the partner institutions. However, the following specific fields of study will be given priority:

- Agricultural Sciences
- Education, Teacher Training
- Engineering and Technology
- Medical Sciences

- Natural Sciences
- Social Sciences.

▪ **Academic background and Curriculum Vitae (40%)**

Evaluation based on academic records and suitability of Curriculum Vitae of the candidate.

▪ **Socio- economical disadvantaged situation (20%)**

To be considered as included in this situation, candidates must give proof of their economical disadvantaged situation.

▪ **Knowledge of language of host country (10%)**

Evaluation based on a certified level of the host institution language.

▪ **Correction mechanism applicable to guarantee gender and geographical balance as well as applicable to Target Group3 (20%)**

This mechanism will be applied in the final selection of beneficiaries. Regarding Target Group 3 candidates, proof of their vulnerable situation must be presented by the candidates.

## 7. SELECTION SCHEDULE

<i>Publication of the call for applications</i>	<i>1<sup>st</sup> October 2009</i>
<i>Deadline for submission of applications and documentation</i>	<i>16<sup>th</sup> November 2009</i>
<i>Pre-selection of participants</i>	<i>November – December 2009</i>
<i>Selection of participants</i>	<i>January – February 2010</i>
<i>Publication of list of beneficiaries and reserve list and informing the EACEA</i>	<i>February 2010</i>
<i>Start of mobility</i>	<i>From 1<sup>st</sup> April 2010</i>