



## GUIDELINES FOR APPLICANTS 2016/2017

The Erasmus Mundus Programme  
Action 2 – Strand 1  
Lot 7 | 2014



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## **The Erasmus Mundus Programme Action 2 – Strand 1**

The Erasmus Mundus (2009-2013) is a cooperation and mobility programme in the area of Higher Education, implemented by the Education, Audiovisual and Culture Executive Agency (EACEA), an executive agency of the European Commission.

The EMA2 – STRAND 1 aims to promote European higher education, to help to improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with third countries, in accordance with EU external policy objectives, in order to contribute to the sustainable development of third countries in the field of higher education. It includes partnerships between European and third-country higher education institutions, exchange and mobility at all levels of higher education, including a scholarship scheme. This means support for mobility of students, researchers and staff (academic and administrative).

As it happened with External Cooperation Window, country-specific cooperation actions are foreseen within EMA2-STRAND1 (the so-called "geographical windows"), which translates a political choice of several countries or regions into a "lot". They are complementary to other European Commission actions developed in the targeted country or region.

### **THE SPECIFIC OBJECTIVES OF EMA2-STRAND 1 ARE:**

- To contribute to the mutual enrichment of societies by developing the qualifications of men and woman so that they possess appropriate skills, particularly regarding the labour market, and are open-minded and internationally experienced;
- To promote mobility both for students, researchers and academics from third countries, especially from vulnerable groups, selected on the basis of academic excellence, to obtain qualifications and/or experience in the European Union;
- To contribute towards the development of human resources and the international co-operation capacity of higher education institutions in third countries through

increased mobility streams between the EU and third countries in accordance with the principles of equal opportunities and non-discrimination.

## **The EUROINKANET project**

In this context, a network of 20 Universities from both regions coordinated by the Manchester Metropolitan University submitted a proposal to develop a mobility scheme based on the premises of Erasmus Mundus Programme in which students and staff from Europe and Latin America should benefit, if selected, of a financial support to undertake a mobility period or obtain a full degree in Europe.

The partnership includes institutions from 8 of the eligible countries of the lot: Argentina, Bolivia, Brazil, Colombia, Ecuador, Mexico, Paraguay and Peru.

### 13 Latin American Partners:

UNESP	<a href="http://www.unesp.br/portal#!/eng">http://www.unesp.br/portal#!/eng</a>
UNJU	<a href="http://www.unju.edu.ar/">http://www.unju.edu.ar/</a>
UNSL	<a href="http://www.unsl.edu.ar/">http://www.unsl.edu.ar/</a>
UPSA	<a href="http://www.upsa.edu.bo/index.php/en/">http://www.upsa.edu.bo/index.php/en/</a>
USFX	<a href="http://www.usfx.info/">http://www.usfx.info/</a>
UESPI	<a href="http://www.uespi.br/site/">http://www.uespi.br/site/</a>
UCC	<a href="http://www.ucc.edu.co/en/Paginas/inicio.aspx">http://www.ucc.edu.co/en/Paginas/inicio.aspx</a>
ESPOL	<a href="http://www.espol.edu.ec/indexeng.aspx">http://www.espol.edu.ec/indexeng.aspx</a>
UDEM	<a href="http://www.udem.edu.mx/">http://www.udem.edu.mx/</a>
UCA	<a href="http://www.uca.edu.py/">http://www.uca.edu.py/</a>
UNH	<a href="http://www.unh.edu.pe/portalweb/">http://www.unh.edu.pe/portalweb/</a>
UNJBG	<a href="http://www.unjbg.edu.pe/portal/">http://www.unjbg.edu.pe/portal/</a>
UNJMA	<a href="http://www.unajma.edu.pe/">http://www.unajma.edu.pe/</a>

### 7 European Partners:

MMU	<a href="http://www2.mmu.ac.uk/">http://www2.mmu.ac.uk/</a>
TUAS	<a href="http://www.tuas.fi/en/">http://www.tuas.fi/en/</a>
BKE	<a href="http://portal.uni-corvinus.hu/?id=44509">http://portal.uni-corvinus.hu/?id=44509</a>
UPORTO	<a href="http://sigarra.up.pt/up/pt/web_base.gera_pagina?p_pagina=home">http://sigarra.up.pt/up/pt/web_base.gera_pagina?p_pagina=home</a>
UVIGO	<a href="http://www.uvigo.es/uvigo_es/index.html">http://www.uvigo.es/uvigo_es/index.html</a>
UPV	<a href="http://www.upv.es/index-es.html">http://www.upv.es/index-es.html</a>
UU	<a href="http://www.uu.se/en">http://www.uu.se/en</a>

## How to Use this Document

Reading this Guide is crucial for a successful application procedure. This guide is divided in three sections:

- A** General information of the project
- B** Application to the project
- C** Implementation of mobility

Section A includes general information of the EUROINKANET project, namely the eligibility criteria for applying to scholarships, the types of scholarships available, the partner institutions and the eligible fields of study for this project. In the second part, it is explained in detail how to fill in and submit the Application Form. Finally, a general overview is given about the procedures for the implementation of mobility in case of selection, as well as the contact details of the coordinating and co-coordinating institutions for any additional information or clarification of doubts.

You should bookmark the EUROINKANET webpage and read it together with this guide: <http://euroinka.eu>

# General Information on the Project

## 1. TARGET GROUPS

There are three Target Groups for the individual mobility flows for students and academic and administrative staff, defined by the European Commission. This structure includes the possibility of providing mobility opportunities to nationals of the concerned LA Countries working in public administration or in public and private enterprises.

Target Groups	Beneficiaries	Eligible types of mobility
Target Group 1	Should be enrolled, associated or working (fulltime) in one of the partner institutions of the EUROINKANET project, at the time of application.	<ul style="list-style-type: none"> <li>• All levels</li> </ul>
Target Group 2	Nationals of the LA or EU Countries that have obtained an academic degree or equivalent from an institution of the LA or EU Countries, or that are currently enrolled in a LA or EU institution which is not partner in the project (associate institutions or others).	<ul style="list-style-type: none"> <li>• Masters Mobility</li> <li>• Full Masters</li> <li>• PhD Mobility</li> <li>• Post-doctorates</li> <li>• Staff</li> </ul>
Target Group 3	<p>Nationals of the LA Countries that are under particularly vulnerable situations, for social, economic and political reasons. For example:</p> <ol style="list-style-type: none"> <li>1. Having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European host countries)</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>2. Proof of having been object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual orientation</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>3. To belong to an indigenous population or IDPs (Internally Displaced Persons)</li> </ol>	<ul style="list-style-type: none"> <li>• Undergraduate Mobility</li> <li>• Full Masters</li> <li>• Masters Mobility</li> </ul>

All the potential applicants from Target Group 3 must present official documentation that proves their eligibility for this group, and this must be uploaded in section 10 of the application form. In case applicants fail to do so the consortium will invalidate the application.



## 2. GENERAL ELIGIBILITY CRITERIA

In order to be eligible for an Erasmus Mundus scholarship under this project, all applicants from the LA and EU Countries applying to a mobility scholarship must fulfil the following general criteria:

- be nationals of one of the following LA Countries or nationals of any of the European Union Member States:

**Group A:** Bolivia, Ecuador, Paraguay and Peru

**Group B:** Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Mexico, Panama, Uruguay and Venezuela

- LA nationals must have not lived, nor developed their main activity (study, work, etc.), over more than 12 months, in the last 5 years, in one of the European countries – not applicable to TG 3 nor staff:

### Member-states of the EU:

Austria	Germany	Poland
Belgium	Greece	Portugal
Bulgaria	Hungary	Romania
Croatia	Ireland	Slovakia
Cyprus	Italy	Slovenia
Czech Republic	Latvia	Spain
Denmark	Lithuania	Sweden
Estonia	Luxembourg	United Kingdom
Finland	Malta	
France	Netherlands	

- have not benefited in the past from an Erasmus Mundus scholarship for the same type of mobility.
- have sufficient knowledge of the language of the courses or English.

Additionally, for **Target Group 1:**

- be fully enrolled or be a full time staff member at a partner institution from the LA or EU Countries (please refer to page 4 for partner institutions' list)
- have the formal support of a partner institution through a recommendation/support letter to be uploaded in section 10 of the application form.

Additionally, for **Target Group 2:**

- have obtained a university degree from a Higher Education Institution of any of the LA or EU Countries
- have the formal support of a LA or EU Institution through a support document to be uploaded in section 10 of the application form. In case you have a formal link with one of the associate institutions of the project, the supporting letter by the home institution is mandatory; in all other cases it is not mandatory, but recommendable.

Additionally, for **Target Group 3 (LA applicants only):**

- be in a particularly vulnerable situation for social and political reasons, for instance: refugee status, asylum beneficiary, victim of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual orientation or to belong to an indigenous population. This situation must be proved through an official mandatory document to be uploaded in section 10 of the application form.
- be currently enrolled in an undergraduate course in a Higher Education Institution of any of the LA Countries of the partnership

**In addition to these criteria there may be other defined internally by each partner institution of the project, so it is strongly recommended that the applicants belonging to partners or associate institutions prepare their application together with the contact person of their home institution, getting information about the eligibility criteria for mobility, if any, established internally in their home institution.**

### **3. SPECIFIC ELEGIBILITY CRITERIA FOR ACADEMIC/ADMINISTRATIVE STAFF**

Academic and administrative staff mobility offers additional opportunities of personal and professional development, through the possibility of doing practical training, researching and teaching in a partner institution. This type of mobility always involves the active participation in teaching, research and in the daily life office activities. By submitting his/her application, the applicant must be aware not only of the eligibility criteria but also of the tasks that the mobility will demand.

In order to be eligible for an Erasmus Mundus scholarship under this project, and additionally to the general criteria applicable to all applicants, the **academic and administrative staff applying to a mobility scholarship must:**

- work for **full time** in a partner University;
- base the mobility assignments on the partnership agreements and the **sustainability strategy** defined by the consortium members;
- agree together with the home and host universities on the programme of activities, namely: lectures or administrative work to be delivered by the visiting staff; the research activities to be carried out; the type of training to be followed; etc.

**In general terms, in the selection process it will be given priority to mobility flows that:**

- promote the implementation of **new cooperation** activities such as bilateral agreements for mobility implementation;
- foresee the participation of the staff in seminars, workshops on relevant topics for the cooperation of both Universities;
- allow the expansion/creation of local and regional **management and organizational structures**, namely International Office, research groups (...);
- lead to the implementation of tools to allow a more dynamic academic structure of LA institutions benefiting from the **Bologna Process** and the wide EU experience;
- contribute to the strengthening of the **international cooperation capacity** of Higher Education institutions involved in the partnership;
- can be used to consolidate and extend links between departments and faculties;
- prepare **future cooperation projects** between institutions, namely under Erasmus Mundus, Erasmus for All and non- EU Programmes;
- create synergies among **EU Higher Education System and LA** through the use of ECTS, Diploma Supplement, among others.
- allow progresses in the application of ECTS or other systems of **study recognition** between partner institutions;

**In the case of academic staff mobility:**

- ensure that the visiting academic will actively participate in the **teaching** of the host institution's official educational programmes;
- lead to the production of **new teaching materials**;

- development of joint curricula (eg. creation of double or joint degrees);
- encourage institutions to expand and enrich the range and content of offered **courses**;
- promote the skills and experience exchange in **teaching methods**;
- provide students with knowledge and practices of staff from partner institutions.
- stimulate joint **teaching activities**, namely co-tutelle agreements, joint supervision of master/PhD thesis(...);
- propose research activities that may evolve in **joint research projects**;
- increase the **visibility of EU Higher Education System** and of the Bologna Process and Instruments;
- present the EU Higher Education System, in particular the Bologna Process and the ECTS system.
- support the **sustainability strategy** of the EuroInkaNet partnership allowing the establishment of long- lasting links between the partners;

**In the case of administrative staff:**

- strengthen the **management capacity** of the involved institutions in the mobility process;
- help to create/develop/strengthen the **international cooperation departments** in partner institutions;
- identification of **good-practices** in the management of international cooperation and in particular of new procedures towards the smoother preparation and implementation of mobility flows;
- develop/create international offices, academic services, financial departments and other **management structures** to support the re-organization of partner institutions;
- lead to the production of **new working and management materials** (e.g. flyers, posters, other dissemination documents, working documents, etc);

#### **4. TYPES AND DURATION OF SCHOLARSHIPS**

The mobility scheme of the project determines that the applicants of the LA or EU countries can only apply to an opposite region partner institutions. This mobility flow scheme aims to the reinforcement of regional cooperation between the LA countries and the European Union Higher Education Institutions.

**The EuroInkaNet project supports 170 SCHOLARSHIPS in total divided according to the following:**

**63 Undergraduate**

**45 Masters**

**20 PhD**

**16 Post-doctorate**

**26 Staff**

**The 2<sup>nd</sup> call for applications offers the following scholarships, according to the Target Group:**

**Undergraduate mobility scholarships:**

To undertake a period of studies of 6 or 10 months in one of the European or Latin American partner institutions of the project. This mobility period must be fully recognized by the LA or EU University.

**Masters mobility scholarships:**

To undertake a period of studies of 10 or 12 months in one of the European or Latin American partner institutions of the project. This mobility period must be fully recognized by the LA or EU University.

**Full Masters scholarships:**

To undertake a period of studies from 12 to 22 months in one of the European partner institutions of the project. Only available for LA applicants.

**PhD mobility scholarships:**

To undertake a period of studies of 12 or 18 months in one of the European or Latin American partner institutions of the project. This mobility period must be fully recognized by the LA or EU University (only TG 1 and 2)

**Post-doctorate mobility scholarships:**

For the development of activities to share knowledge, skills and experience, with duration of 6 months of effective work (only TG1 and 2).

**Academic and administrative mobility scholarships:**

For the development of activities to share knowledge, skills and experience, with duration of 1 month of effective work (only TG1 and 2).

## 5. ELEGIBLE INSTITUTIONS

Partner institutions of the EuroInkaNet project

### • 7 European partners:

TUAS Turku University of Applied Sciences - Finland

BKE Corvinus University of Budapest - Hungary

UPorto Universidade do Porto - Portugal

UVigo Universidade de Vigo - Spain

UPV Universitat Politècnica de Valencia - Spain

UU Uppsala University - Sweden

MMU Manchester Metropolitan University – United Kingdom

### • 13 Latin American partners:

UNJU Universidad Nacional de Jujuy - Argentina

UNSL Universidad Nacional de San Luis - Argentina

UPSA Fundación Universidad Privada Santa Cruz de la Sierra - Bolivia

USFX Universidad Mayor Real y Pontificia San Francisco Javier de Chuquisaca - Bolivia

UESPI Universidade Estadual do Piauí - Brazil

UNESP Universidade Estadual Paulista - Brazil

UCC Universidad Cooperativa de Colombia - Colombia

ESPOL Escuela Superior Politécnica del Litoral - Ecuador

UDEM Universidad de Monterrey - Mexico

UCA Universidad Católica "Nuestra Señora de la Asunción" - Paraguay

UNH Universidad Nacional de Huancavelica - Peru

UNJBG Universidad Nacional Jorge Basadre Grohman - Peru

UNJMA Universidad Nacional Jose Maria Arguedas - Peru

## 6. FIELDS OF STUDY

Considering the priorities defined for the EuroInkaNet project by the countries' authorities and the European Commission, scholarships may be granted in the following fields:

### **01. Agriculture Sciences**

- 01.1 Agriculture
- 01.2 Agricultural Economics
- 01.3 Food Science and Technology
- 01.4 Horticulture
- 01.5 Fisheries
- 01.6 Forestry
- 01.7 Animal Husbandry
- 01.8 Tropical/Subtropical Agriculture
- 01.9 Others – Agricultural Sciences

### **02. Architecture, Urban and Regional Planning**

- 02.1 Architecture
- 02.2 Interior Design
- 02.3 Urban Planning
- 02.4 Regional Planning
- 02.5 Landscape Architecture
- 02.6 Transport and Traffic Studies
- 02.9 Others – Architecture, Urban and Regional Planning

### **04. Business Studies, Management Science**

- 04.1 Business Studies with languages
- 04.2 Business Studies with technology
- 04.3 Accountancy, Financial Management
- 04.4 Tourism, Catering, Hotel Management
- 04.5 Industrial Relations and Personnel Management
- 04.6 Secretarial Studies
- 04.7 Marketing and Sales Management

- 04.9 Others: Business Studies and Management Science

### **05. Education, Teacher Training**

- 05.1 Teacher Training
- 05.2 Primary Education
- 05.3 Secondary Education
- 05.4 Vocational and Technical Education
- 05.5 Adult Education
- 05.6 Special Education
- 05.7 Educational Science, Comparative Education
- 05.8 Educational Psychology

### **06. Engineering, Technology**

- 06.1 Mechanical Engineering
- 06.2 Electrical Engineering
- 06.3 Chemical Engineering
- 06.4 Civil Engineering
- 06.5 Electronic Engineering, Telecommunications
- 06.6 Manufacturing Sciences (CAD, CAM, CAE)
- 06.7 Materials Sciences
- 06.8 Aeronautical Engineering
- 06.9 Others: Engineering, Technology

### **10. Law**

- 10.1 Comparative Law, Law with languages
- 10.2 International Law
- 10.3 Civil Law
- 10.4 Criminal Law, Criminology
- 10.5 Constitutional/Public Law
- 10.6 Public Administration
- 10.7 EU Law
- 10.9 Others: Law

### **11. Mathematics, Informatics**

- 11.1 Mathematics
- 11.2 Statistics

- 11.3 Informatics, Computer Science

- 11.4 Artificial Intelligence

- 11.5 Actuarial Science

- 11.9 Others: Mathematics, Informatics

### **12. Medical Sciences**

- 12.1 Medicine

- 12.2 Psychiatry and Clinical Psychology

- 12.3 Dentistry

- 12.4 Veterinary Medicine

- 12.5 Pharmacy

- 12.6 Nursing, Midwifery, Physiotherapy

- 12.7 Public Health

- 12.8 Medical Technology

- 12.9 Others: Medical Sciences

### **13. Natural Sciences**

- 13.1 Biology

- 13.2 Physics

- 13.3 Chemistry

- 13.4 Microbiology, Biotechnology

- 13.5 Nuclear and High Energy Physics

- 13.6 Biochemistry

- 13.7 Astronomy, Astrophysics

- 13.8 Oceanography

- 13.9 Others: Natural Sciences

### **14. Social Sciences**

- 14.1 Political Sciences

- 14.2 Sociology

- 14.3 Economics

- 14.4 Psychology and Behavioural Sciences

- 14.5 Social Work

- 14.6 International Relations, European Studies, Regional Studies

- 14.7 Anthropology



14.8 Development Studies  
14.9 Others – Social Sciences

**15. Communication and Information Sciences**

15.1 Journalism  
15.2 Radio / TV Broadcasting  
15.3 Public Relations, Publicity, Advertising

15.4 Library Science  
15.5 Documentation, Archiving  
15.6 Museum Studies, Conservation

15.9 Others – Communication and Information Sciences  
**16. Other Areas of Study**

05.9 Others: Education and Teaching Formation

16.9 Renewable Energy, Climate Change, Human Rights

To ensure a high level of implementation, partners were asked to indicate their **thematic areas of excellence**. This definition of excellence areas should be taken into consideration by the applicants at the time of submitting their applications. The project only supports applications in the existing areas of the host institutions chosen by the candidate. **Despite the fact that all these areas are considered eligible, priority will be given to the submitted applications in the priority areas defined by each of the LA partners.**

# Application to the Project

## 1. PREPARING THE APPLICATION

In the phase of preparing the application, the candidate should follow the subsequent steps:

1. Verify the **eligibility criteria** previously indicated; Select **at least one host institution** among the set of institutions of the project. It is highly recommended that the applicants select up to **3 host institutions, which must be different**, of the available options but always in respect of the language and background requirements defined by each host institution. However, 2nd and 3rd choice institutions may decide not to evaluate these applications depending on the total number of received applications.

When selecting the host institution(s), it is crucial to:

- Ensure that you master the language of tuition or that the host institution provides support for applicants without the needed language skills for the country/course;
- Consider the identified areas of excellence in each partner institution;
- Ensure that you have the necessary academic background in terms of study areas/degree to apply to the type of scholarship and to the selected activity;
- Be aware of the real cost of living at each partner institution and analyse it considering the monthly amount of the scholarship, in case of selection;
- Consider the need to adapt to different cultural realities and also to different climate conditions, in case of selection.
- Consider the need to come to Europe with some financial support for the first days.

2. Read attentively the **Guidelines for Applicants** and the **FAQs** section;

3. Collect all **necessary information and documents** to fill in the Application form

Several documents are **mandatory**. If not uploaded in section 10 of the application form, the application cannot be submitted. In case of unreadable documents the application will be considered invalid and will not be evaluated.

4. Prepare an **education/training project** describing the aims, activities and foreseen study/ working plan and having into consideration the objectives and goals of the programme;

5. Ensure that the **project proposal** is **objective and specific** concerning its methodology and viability, impact and benefit, as well as the capacity of attaining the project's purposes within the timeframe established by the duration of the scholarship. The lack of detailed information or objectivity will reduce the chances of success during the process of application's evaluation;

6. Make sure that the **motivation** presented in the application concerning the mobility's benefits and expected outcomes is **clear** and reflects **each one** of the options selected (maximum of 3 host Universities);

7. Once all the information is gathered and compiled in a teaching/training project, the applicant should create a log in and password to be granted access to the **Application Form** available on the project's website (<http://euroinka.eu>).

## 2. ONLINE SUBMISSION

To fill in the Application Form, the following steps must be considered:

1. The applicants should have a valid e-mail address and an internet connection.
2. As a way to access the form, the applicants should create a new login in the **"Apply"** section, selecting the **type of scholarship** they want to apply to (ex: undergraduate student).
3. The form will open with a set of questions regarding:
  - general eligibility criteria;
  - identification of Target Group;

**Only online applications are considered eligible.**

4. The applicants must answer truthfully to all questions so as to ensure the fulfillment to all general eligibility criteria. In case one of the eligibility criteria is not fulfilled, the

system will immediately inform the applicant through the following message: "Please verify the eligibility criteria."

5. The applicants should then fill in the online Application Form available on the project's website. The system will save a draft of the application every time the "Save" button is pressed, allowing it to be revised, edited and completed. The partnership will make available a Word version for download and easier completion. Afterwards each applicant **must** copy/paste the information in the online application form.

6. The applicants should carefully prepare and revise the application before pressing the "Submit" button.

**After selecting the "Submit" button, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new register and fill in another application form.**

The **Application Form** can be filled in **English, Portuguese or Spanish**. However, before starting to fill in the Application Form, the applicants must be sure of having all the certificates and language skills required to attend the sought programme(s) and the Institution(s). **The language used to fill in the application form must agree with the Institution(s) and programme(s) chosen by the applicant.** Being so, if, for instance, the applicant intends to apply only to Spanish speaking institutions, (s)he may fill in the Application Form in Spanish and attach all the required documents in Spanish. Nevertheless, in case the applicant intends to apply to institutions from 3 different countries (where different languages are used), we strongly recommend the use of the English language to fill in the form, as well as in all the attached documents, so that all the host institutions may be able to analyse the submitted proposal.

The **deadline for the submission of the online applications for the Call** is indicated on the webpage of the project (<http://euroinka.eu/>) and has as reference the Central European Time (CET). The Coordination Office will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid the last minute applications so as to guarantee there will be no problems in the submission of the application form. It is reminded to all candidates that **applications sent by mail, fax or e-mail will not be accepted.**

By pressing the "Submit" button, the application is closed and sent to the Coordination Office, which gives it a code. A digital certificate that contains the date and hour of the submission is issued and sent to the applicant as well as a full copy of the application. **This digital certificate does not constitute a confirmation of eligibility or of selection**, it just confirms the submission of the application.

Please include a **valid e-mail address** in your application for communication purposes. Do not include in the application form the e-mail of another colleague or friend that is also applying as the communication of results will be done exclusively by e-mail and this could generate problems in interpreting the selection results.

The applicants should only have **one valid application** at the beginning of the selection procedure. Being so, if the same applicant submits several online forms, the informatics system will automatically consider the last one as the only valid and will disregard the other applications.

**In case of applications from partner or associate institutions, the carrying out of the application procedure should always count with the support of the home institution's contact person responsible for providing the information about the local eligibility criteria that should be made available to the applicant.**

### **3. DOCUMENTS TO BE SUBMITTED BY THE APPLICANTS**

The applicants should submit in section 10, together with the online application, a digital copy of several documents. In case a document is considered mandatory by the host institution, it must also be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal.

- **Photo** (mandatory for all types of mobility)
- **Video** (optional)
- **Formal Identity Document** - Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport (mandatory for all types of mobility)
- **Passport** (optional when a formal identity document has been uploaded)
- **Certificate proving the obtained degree** – Must be issued by a university, dated, signed and stamped, otherwise it will not be considered valid and the application will

be immediately excluded. In the case of having achieved more than one academic degree, the uploaded file must contain the scan of all documents (mandatory for Post-doctorate and Staff mobility). It is not necessary to certificate the diploma through the apostille stamp.

- **Transcript of Records** - must be issued by the home university, stating in detail all courses taken and grades obtained. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded (mandatory to undergraduate students).

- **Statement of the partner institution with a brief description of the applicant's main activity.** This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. The declaration should be written in the language of the host University or, in case of choosing several host Universities, in English, by the responsible person for the applicants' activities/project at the home institution (applicable only to staff mobility)

- **Statement of support from the University of origin** - This document must be issued by a professor or by the respective academic department of the applicant. It must be dated, signed and stamped by the home institution, otherwise it will not be considered valid and the application will be immediately excluded. This document is mandatory for all applicants enrolled or with formal link/support of a partner or associate institution of the partnership. Other applicants are advised to include this statement of support but such document is not mandatory.

- **Statement issued by the home institution regarding the applicant's enrollment in the degree course** (mandatory to undergraduate students).

- **Certificate of language skills** - This document must be dated, signed and stamped by the issuing institution. If the host institution you're applying to demands specific language skills (eg. Dutch or English), the upload of the correspondent language certificate is mandatory. If this document is not uploaded, the application will be immediately excluded from the project without possibility of appeal. In other cases, it is optional.

- **Declaration of Honor from the applicant** - This document must be dated and signed (mandatory for all types of mobility and the document is available in the application form for downloading).

- **Document that specifically proves your actual status of physical disability.** For example: declaration of honor from a doctor; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.
- **Document that specifically proves your vulnerable socio-economic situation.** This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.
- **Document that specifically proves your actual refugee or asylum status.** This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.
- **Other documents relevant for the application**

All documents abovementioned must be attached to the Application Form. It is important to highlight the fact that **incomplete applications or with blank or unreadable documents will not be considered eligible and will immediately be disregarded.**

In case you want to attach more than one document in the same field (ex: support letter of the home institution), the attached file should include the scanning of all documents, **up to maximum of 5MB**. Due to limitations in the webserver that hosts this website, the uploaded documents must have a maximum size of 5MB.

### **How to upload a document?**

You should follow the following steps for each of the required documents Click in "Browse" and select the document Click in "Upload" After uploading all the documents you just need to click in "Back to the menu" and the section will become green (🟢). GUI-PDF-TK and PDFSAM are useful free software for handling PDF documents. You can download it from the application form. You must start by putting in a folder all PDF documents you want to merge. Then you should use the "Join" command to merge them all in a new single PDF document. Afterwards you can upload the new document to the correspondent section.

#### 4. EVALUATION AND SELECTION OF APPLICATIONS

All valid applications received will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and it will always be kept confidentiality of the information submitted online. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This is also the case of the offices of the Coordination Office, the technical experts that will participate in the evaluation process and the members of the Selection and Coordination Committees.

##### **1st Step: VALIDATION PROCESS**

In case of **Target Group 1 and Target Group 2 applicants from partner or associate universities:** before proceeding to the technical/scientific evaluation of applications, the contact person and/or responsible for the implementation of the project in the applicants' home institution will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and by the home institution (see section A, 2 and 3). **A direct contact between the applicant and the contact person at the home institution is therefore crucial to determine which are the eligibility criteria defined locally.**

In case of **Target Group 2 applicants from non-partner or associate universities:** the host institution selected by the applicant as 1ST option will be responsible for the verification of all uploaded documents and information provided. In case of **Target Group 3:** the co-coordinating institution will proceed to the checking of the eligibility criteria and the informative documents presented by the applicant and then the applications will be handled in the same way as described above, according to their home institution.

##### **2nd Step: EVALUATION PROCESS**

The applications that comply with the demands to be evaluated in technical terms will be considered by the host institutions indicated by the applicant. The evaluation panels composed by experienced academics, researchers and experts selected by each institution will have the responsibility to assess the applications and give a grade to the proposed mobility. Once all applications are assessed and graded, the host institution will then make a list with the position of the selected applicants. This list will be based on the academic quality, which constitutes the most relevant aspect of the applications' assessment, but will also respect the cross-cutting issues such as the geographic and the gender balance, the physical disabilities and the socio-economic



situation of the applicants providing a more equal and fair selection process. Keep in mind that depending on the number of applications received, some partner institutions may decide not to evaluate applications that have chosen those institutions as a 2nd and 3rd option. This is an internal decision of each partner and is fully respected by the project's coordination.

According to the type of scholarship, the evaluation of applications will comply with the following criteria and weighting factors (WF):

**Undergraduate students:** Academic merit (WF 2); Motivation (WF 1); Language skills (WF 1);

**Masters students:** Academic merit (WF 2); Motivation (WF 1); Language skills (WF 1);

**PhD students:** Previous experience/Scientific Production (WF 3); Research project (WF 2); Motivation (WF 1); Language skills (WF 1);

**Post-doctorate researchers:** Previous experience/Scientific Production (WF 3); Research project (WF 2); Motivation (WF 1); Language skills (WF 1);

**Academic and administrative staff:** Scientific Production/Previous experience (WF 3); Teaching/Working Plan (WF 2); Motivation (WF 1); Language skills (WF 1);

Each institution's evaluation panel will have experts of all thematic areas, according to the level and nature of the programme. These experts will assess and rank the applications. This ranking will be the basis for granting the scholarships, in full respect for the available mobility flows.

### **3rd Step: SELECTION PROCESS**

The Selection Committee, acting as advisor of the Coordination Committee, will supervise the evaluation activities. This supervision aims at validating the assessment procedures, as a way to ensure impartiality and transparency through a random sample and similar techniques. This Committee will also elaborate a proposal of the applicants to be selected, according to the established distribution of mobility flows, assuring that the criteria based on academic success were considered. Only applicants who achieved very good/excellent grades, i.e. who were graded 80% or higher in the evaluation phase by the host institution will be selected. Apart from these criteria, female applicants, members of indigenous peoples and economically disadvantaged applicants will be favoured in the selection, as long as the minimum grade of 80% is assured. Furthermore, the Committee will also take care into consideration the regional balance, as well as the access conditions to Higher Education in the LA Countries. This selection proposal aims at a more fair distribution of the mobility opportunities and will be submitted to the Coordination Committee for final approval.

**4th Step: COMMUNICATION OF RESULTS**

After the final selection of the applicants and its approval by the Coordination Committee, the coordinating institution will send to the home and host institutions a list of the selected scholarship holders for participation in the EuroInkaNet mobility project. Immediately after, all applicants will be informed by e-mail of the application's result and these will be published on the project's website.

Please note that in case a selected applicant is afterwards identified as not eligible, (s)he will have to reimburse the costs had by the partnership with the mobility flow until that moment.

**5th Step: PROCEDURE FOR APPEALS**

All applicants that do not agree with the selection results will be granted access to the online system and to the reasons indicated by the institutions responsible for the validation and evaluation procedures. Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants together with the selection results.

## Implementation of Mobility

### 1. OBLIGATIONS OF THE COORDINATION AND THE SCHOLARSHIP HOLDERS' HOME AND HOST INSTITUTIONS

TRAVEL – The project's coordination will be responsible for booking and paying the grantees' two-way travel ticket between the home University's city and the host University's city having as reference the maximum amounts foreseen by the EACEA for each travel<sup>1</sup>. In case the home or host institutions are not located in a city with an international airport, the scholarship holders must keep the invoices of the local transportation such as bus, subway, or train used to undertake the travel, so as to be able to submit a reimbursement request to the coordination. This request should be made as soon as possible, in a proper form that will be available online in the Scholarship Holder's Section and that should be accompanied by the scanned original invoices of payment. The original documents must be sent to the coordinating institution that will analyse the possibility of reimbursement. In case of long stays (more than 10 months) it will not be possible to buy the return ticket immediately. Therefore, all reimbursement requests will be put on hold until the coordinating institution can buy the return ticket and use the leftovers to reimburse other travel expenses. Taxi expenses are strongly discouraged. The coordination will carefully analyse each expense, not considering eligible taxi expenses between cities if there is other less expensive means of transportation. All the reimbursements will be made considering the exchange rate of the day in which the expenses were done. In case the scholarship holders wants to change the flight dates for individual purposes this may be allowed as long as the return date is not before the foreseen ending date of the programme of activities/mobility. All changes should be paid by the scholarship holder and not by the project. Please note that it will not be possible to reimburse neither any accommodation expenses nor a vacation travel to the grantee's home country.

Return travels of the scholarship holders with duration above 10 months will be booked by the coordination at least six months before the return date. Travels will be purchased based on the ending dates communicated by the host institutions and after receiving the approval of the scholarship holders. If there is any need to change the travel afterwards, the coordination will **not be able to pay those costs**, so each scholarship

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<sup>1</sup> In case of TG 2 students, travel is calculated from the city of origin; in case of TG 3 students, travel is calculated from the city of residence.

holder must assure together with the host institution that (s)he finishes all the activities in due time.

**INSURANCE** – The coordinating institution will provide directly to each scholarship holder a comprehensive health, travel and personal accidents insurance valid in the host country, in line with the demands of the EACEA – Education, Audiovisual and Culture Executive Agency. This insurance will be valid since the moment and place of departure to the mobility period until the return, when the mobility period is over. Such insurance may not be valid in other countries/regions therefore the travelling during the mobility must take this into consideration.

**STIPENDS** – A scholarship contract that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed by each institution, the scholarship holder and the coordinating institution. Only after this document is signed it will be possible to transfer the stipends. This will be done directly by the host institution: the grantee will receive the first two payments in the first instalment to help in the installation procedures. The following monthly scholarships will be paid by the coordinating institution to the grantee bank account. Monthly subsistence allowance **can only be paid as from the month of arrival and covers each full month of the mobility**, based on academic grounds. If a portion of a month is more than 15 days a full month allowance is to be paid (for example: for academic reasons the mobility duration is 9 months and 15 days only 9 months allowance should be paid, If the duration is 9 months and 16 days then 10 months allowance should be paid.)

**WORKING CONDITIONS** – The host institution will assure that the scholarship holder (all types of mobility) benefits of the same working conditions and the same health and security protection levels than the local students and members of the academic community. The host institution must provide support to the scholarship holder, particularly regarding the resolution of any administrative procedures required by the host countries' authorities. The scholarship holder should inform timely and immediately by e-mail the coordinating institution through the EuroInkaNet Team in case there is lack of necessary support by the host institution.

**RECOGNITION** – It is mandatory that, in the cases of undergraduate, masters and PhDs mobility all partner institutions consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution. **The home Higher Education institution of the LA scholarship holder will guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the European Higher Education institution,**

through the signature of the Academic Recognition Agreement. Students must assure that the study/research plan is discussed with the responsible professor before the departure to the host institution and that all the necessary documents for the validation (recognition) process are provided in due time to the home institution.

## 2. OBLIGATIONS OF THE SCHOLARSHIP HOLDERS

The Coordinating Institution has the right to suspend the payment of the scholarship if:

- the scholarship holder withdraws from the project in case of force majeure;
- the scholarship holder does not comply with the internal regulations of the host Institution;
- the scholarship holder does not comply with the internal regulations set by the EuroInkaNet consortium;
- the scholarship holder leaves the host institution for a period higher than one week;
- the scholarship holder doesn't fulfil the requirements of his study/work program.

By signing both the **Statement of Scholarship Acceptance** and the **Scholarship Contract**:

- The scholarship holder may not accept, during the period of the current EuroInkaNet grant, any other mobility grant awarded by the European Union.
- The scholarship holder has the obligation to inform the Coordinating Institution about any change regarding the study/research/work period abroad, namely the learning agreement or work/research program and the duration of stay at the host Institution. Should this happen, a new Academic Recognition Agreement/Work Programme must be signed and provided to the Coordinating Institution within 30 calendar days after the arrival to the host institution. No more changes should be allowed after this period.
- The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project<sup>2</sup>. In case the scholarship holder intends to leave the host University during the mobility flow, even if for a limited time he/she must ask for permission to the host Institution and to the Coordinating Institution.

Authorized absences/leaves procedure: obtain the agreement in writing from the Professor responsible for the mobility at the Faculty/Department; present a clear justification for the absence/leave; send all information to the host and to the

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<sup>2</sup> The only exception is staff mobility, but always subject to a previous authorization of the home and host institutions and of the project's coordination

coordinating institutions for previous approval. NOTE: Please be aware that if you leave the European institution for any reason, the scholarship will be suspended.

- It is mandatory the participation in all classes that the scholarship holders will be enrolled in.

Any absence must be duly justified to the professor responsible for the classes and C/c to the Erasmus Mundus team through a suitable document (e.g. Medical statement).

- Scholarship holders are compelled to report (by e-mail) to the host and coordinating institutions any difficulties experienced during the mobility flow, such as: Language barriers; Integration with class mates; Communicating with Professors; Difficulty in getting study materials; Health insurance; Accommodation; etc.
- All the meetings organized by the home and host institutions (preparatory, welcoming, monitoring, etc.) are mandatory for scholarship holders given the importance of the information therein provided.
- Students must complete successfully their mobility period at the host institution according to the following:

Undergraduate and Masters Mobility: the recommended number of credits is 60ECTS/year and 30ECTS/semester and the minimum number is 50ECTS/year and 25ECTS/semester. The minimum credits achieved in order to determine the success of the mobility period is 75% of the total of ECTS/semester.

The scholarship holder has the obligation to provide, within 30 days after the end of the mobility period, the evaluation form that will be made available online by the Coordinating Institution. In case of academic failure, the Manchester Metropolitan University reserves the right to apply the necessary measures that will be clearly identified in the scholarship holder's contract.

All mobility flows from the 1st cohort must start until the 31st December 2015. The only exception is staff mobility, which may start during 2016 and maximum on the 14th of June 2018.

### 3. MONITORING OF MOBILITY AND PROJECT'S QUALITY

Four tools will be used to ensure the mechanisms of internal quality control:

- Mandatory mobility questionnaires for students, researchers and academic and administrative staff;
- A mandatory final report prepared by the home and host institutions, based on the assessment of the programme's academic quality done by students, researchers and academic and administrative staff;
- A report prepared by the Steering Committee of the partnership, based on the mobility reports and student's academic transcripts given by the academic authorities of each institution.
- An external evaluation on the procedures and mechanisms adopted by the partnership;

The Coordination Committee together with the Quality Assessment Committee include representatives of all partners and associates and are responsible for the permanent control of the programme, including the internal quality control.

The project's coordination is responsible for:

- Preparing the questionnaires for students, researchers and academic and administrative staff;
- Analyzing the reports of the representatives of each institution regarding the evaluation done by students, researchers and academic and administrative staff in matters of academic quality of their mobility;
- Reporting the student's academic success and the academic and administrative staff's mobility quality by the respective authorities of each institution;
- Preparing a final report of the results of the programme's general evaluation and the conclusions;
- Assuring that all mobility students, researchers and academic and administrative staff answer the questionnaires;
- Processing the questionnaires.

As an additional tool to ensure the project's quality and in case it is verified that there are serious differences regarding the approved working plan, the Steering Committee should take extraordinary measures and, eventually, decide to suspend payment of the scholarship.

## Information and support

All the information related with the project's implementation can be consulted on the official website: <http://euroinka.eu>.

The consortium has created two Coordination Offices, responsible for the implementation of the tasks seeking the preparation and development of the scholarships' programme, in strict cooperation with the EACEA and the European Commission.

### Address and contact of the **Coordination Office**:

EuroInkaNet Project  
Manchester Metropolitan University  
Business School  
All Saints Campus  
Oxford Road  
Manchester – UK  
Phone number: +44 (0)161-247-3832  
E-mail: [euroinkanet@mmu.ac.uk](mailto:euroinkanet@mmu.ac.uk)  
Coordinator: Alberto Paucar-Caceres  
Management team: Marifé Zudaire Echavarri

### Address and contact of the **Co-Coordination Office**:

EuroInkaNet Project  
Universidade Estadual Paulista  
International Relations Office  
Rua Quirino de Andrade, 215 – 6o Andar, Centro  
São Paulo/SP  
CEP: 01049-010  
Brazil  
Phone number: +5511 5627 0316; +5511 5627 0521  
E-mail: [erasmus@reitoria.unesp.br](mailto:erasmus@reitoria.unesp.br)  
Co-coordinator: Patricia Spadaro  
Management team: Maria Carolina Batisteli

All partner institutions have nominated a contact person responsible for assisting and counselling potential applicants of their institutions. The official contacts of each institution can be accessed on the site, in the Contacts section.



The **Official Invitation for the Call of Applications for scholarships** will announce the beginning and the ending date for receiving applications and will publish additional and specific rules, priority procedures and deadlines.

It is **strongly recommended to regularly consult the e-mail address** indicated in the application form, as this will be the only means of communication between the applicant and the coordination.