

Erasmus Mundus Action 2

EUROEAST

**Target Countries: Georgia, Armenia, Azerbaijan,
Ukraine, Moldova, Belarus**

**First Call for Applications (First Cohort)
Update 16/01/2013**

**Application period:
December 8, 2012 – February 18, 2013**

This project has been funded with support of the Erasmus Mundus programme of the European Union. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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1. INTRODUCTION

EUROEAST is an institution-based mobility and scholarship project organized by a Partnership of some of the most prestigious universities in Europe and in the project's target countries. It is developed within the frame of the Erasmus Mundus Action 2 (EMA2) program, a cooperation and mobility scheme funded by the European Commission with the goal of promoting the exchange of persons, knowledge and skills at the higher education level.

EUROEAST is one of nine projects selected by the European Commission in 2012 under call EACEA/42/11, Action 2, Strand 1, Lot 5, and is aimed to the following target countries: Georgia, Armenia, Azerbaijan, Ukraine, Moldova, Belarus.

The project provides scholarships for students, researchers and staff from Europe and from the target countries in order to study or carry out research, training or teaching at one of the partner universities. Individuals can participate to the scholarship program on a wide variety of academic fields at different levels of study (Undergraduate, Master, Doctorate, Post-doctorate and Staff) offered by the partner Universities.

The scholarships will contribute to cover the expenses of the individual mobility, including travel costs, subsistence, insurance and participation costs.

Scholarships will be awarded to applicants selected by the Partnership. Candidates interested in a mobility and the related scholarship must apply through the project's online application system during the application period following the regulations described in this document.

This Call for Applications concerns a First Cohort of mobilities that will be starting on the following dates:

- 34 months mobilities must start no later than July 15, 2013;
- Staff mobilities can start at any time during the years 2013-2016 and must end before July 14, 2016;
- All other mobilities must start no later than December 31, 2013.

Additional mobilities will be selected in further Calls for Applications.

The following documents mentioned in this Call are available for download on the project web site:

- Target Group and Mobility Level Selection Guide
- Statement of Commitment
- Work Plan Proposal
- Scholarship Contract
- ECTS Learning Agreement

To probe further:

EUROEAST project www.euroeast.polito.it

Erasmus Mundus Action 2 program eacea.ec.europa.eu/erasmus_mundus/programme/action2_en.php



2. PARTNERSHIP

The EUROEAST Partnership is composed of organizations from Europe and from the target countries, namely 20 Partners and 10 Associate Members. The Partners are universities registered in Europe or one of the target countries. Associate members may include enterprises, chambers of industry and commerce, local, regional or national public entities as well as research centres, regional institutions of higher education.

Partnership coordinator: Politecnico di Torino (Italy)

Partnership co-coordinator: NTUU "KPI" - Kyiv Polytechnic Institute (Ukraine)

Partners:

POLITO - Politecnico di Torino	Italy
NTUU "KPI" - Kyiv Polytechnic Institute	Ukraine
AALTO - Aalto University	Finland
AMU - Adam Mickiewicz University	Poland
FUB - Freie Universität Berlin	Germany
IST - Instituto Superior Tecnico	Portugal
UGENT - Universiteit Gent	Belgium
UM2 - University of Montpellier 2	France
UPV - Universitat Politecnica de Valencia	Spain
GSU - Gavar State University	Armenia
BSU - Baku State University	Azerbaijan
KU - Khazar University	Azerbaijan
ISU - Iliia State University	Georgia
RSU - Shota Rustaveli State University	Georgia
BRSU - Brest State University	Belarus
YKSUG - Grodno State University Yanka Kupala	Belarus
SAUM - State Agrarian University of Moldova	Moldova
USB - Alecu Russo Balti State University	Moldova
TUM - Technical University of Moldova	Moldova
CHNU - Yuriy Fedkovych Chernivtsi National University	Ukraine

Associates:

BEST - Board of Students Association	France
TUT - Tallinn University of Technology	Estonia
RTU - Riga Technical University	Latvia
US - University of Silesia in Katowice	Poland
Brest Transboundary Info Center	Belarus
TSMU - Tbilisi State Medical University	Georgia
CGASPA "Reintoarcere" - Centre for hosting and social adaptation of homeless people "Reintoarcere"	Moldova
TDV Balti - NGO Youth for the right to life	Moldova
NTU "KhPI" - National Technical University "Kharkiv Polytechnic Institute"	Ukraine
"Spring of Revival" Charitable Civic Association	Belarus

3. SCHOLARSHIPS

3.1. Number and duration of scholarships

The following scholarships are available for the different nationalities, target groups and mobility levels and are to be awarded in different cohorts during the course of the project:

Type of Mobility	European nationals		Third country	Third-Country nationals			TOTAL
	Target Group 1	Target Group 2		Target Group 1	Target Group 2	Target Group 3	
Undergraduate	22	-	AM	4			66
			AZ	7			
			BY	8			
			GE	8			
			MD	10			
			UA	7			
Master	15	2	AM	3	1		58
			AZ	4	1		
			BY	8	1		
			GE	4	2		
			MD	9	2		
			UA	5	1		
Doctorate	16	-	AM	2	1		63
			AZ	6	2		
			BY	5	1		
			GE	6	2		
			MD	12	1		
			UA	7	2		
Post-doctorate	8	-	AM	3			25
			AZ	4			
			BY	3			
			GE	2			
			MD	3			
			UA	2			
Staff	8	3	AM	2	1		46
			AZ	4	1		
			BY	4	1		
			GE	4	2		
			MD	8			
			UA	6	2		
TOTAL	69	5		160	24		258

The present call is for scholarships in the following durations, depending on the level and type of mobility:

Mobility level and type	Months
Undergraduate - exchange	6 or 10
Master - exchange	6 or 10
Master - full degree	24
Doctorate - exchange	6, 12 or 18
Doctorate - full degree	34
Post-Doctorate	6
Academic or Administrative Staff	1

3.2. General eligibility conditions

All applicants must meet the following general eligibility conditions:

Nationality	Must be nationals of a European country (eligible European countries are only the 27 EU Member States) or of one of the Third Countries targeted by the project: Georgia, Armenia, Azerbaijan, Ukraine, Moldova, Belarus.
12-month rule	Third-country applicants, with the exclusion of academic and administrative staff, must not have resided nor have carried out their main activity (studies, work, etc) for more than a total of 12 months over the last five years in any of the eligible European countries at the time of submitting their application to the partnership.
Other scholarships	Must not have already benefited from a scholarship for the same type of mobility under an Erasmus Mundus Action 2 project. Cannot benefit from more than one mobility activity within the same project.
Mobility flow	European nationals may carry out mobilities in the targeted Third Countries. Third-Country nationals may carry out mobilities in Europe. Mobilities cannot take place between the European countries, nor between the targeted Third Countries.

3.3. Target Groups

Scholarships are available for individuals in the following target groups:

Target Group	Target Beneficiaries
TARGET GROUP 1	Nationals of the targeted Third Countries who are registered in one of the third-country universities that is a member of the partnership. Nationals of European countries who are registered in one of the European universities that is member of the partnership.
TARGET GROUP 2	Nationals of European countries or of the Third Countries targeted by the project who are working in a University of these countries not included in the Partnership, or who have obtained a university degree or equivalent by an institution of these countries.
TARGET GROUP 3	Target Group 3 is not available for this project.

3.4. Mobility levels and types

Candidates can apply to five levels of mobility:

Mobility level	Mobility programme	Eligibility conditions
Undergraduate	Attend a first cycle higher education program as an exchange student.	Must be currently registered in an Undergraduate course in one of the partner universities and must have successfully completed at least one year of university studies in their home institution.
Master	Attend a second cycle higher education program that follows a first degree, as an exchange student or for a full degree.	Must have obtained a Bachelor or other equivalent Undergraduate university degree or have completed three years of university education. Candidates for exchange programs must be currently registered in a Masters course in a

		partner university. Students that have not completed an undergraduate program at the time of the application may apply if they will complete it before the mobility.
Doctorate	Attend a study and research program of higher education that follows a higher education degree, as an exchange student or for a full degree.	Must have obtained a Master or other equivalent graduate university degree. Candidates for an exchange program must be currently registered in a Doctorate course in a partner university. Students that have not completed a master program at the time of the application may not apply.
Post-Doctorate	Carry out a higher education study or research that follows a doctoral degree. Activity can include research, training and/or following highly specialized courses.	Must have obtained a doctorate degree.
Staff	Perform a specific work program agreed among the home and host universities and the individual staff. Activity can include teaching, research, training or following highly specialized courses.	Must be working as academic or administrative staff at a Higher Education Institution.

Students (Undergraduate, Master, Doctorate) can apply for either exchange or full degree programmes:

Programme	Description	Available levels
Exchange	Exchange students are registered at their home university for a degree course and study at the host university for a part of that same degree. The exchange period can be one or more semesters. Studies done at the host universities will be recognized by the home university through the use of ECTS tools (learning agreement, transcripts of records). Exchange students will not normally obtain a diploma from the Host University, but this may be possible if double degree agreements exist between the Home and Host Universities. Exchange students need the approval to participate in the mobility program by both their home and host university.	Undergraduate, Master and Doctorate students belonging to Target Group 1
Full degree	Degree students register for a degree course at one host university. Registration at any other University in the home country is not relevant. Degree students completing the program will obtain a degree from the host university.	Master and Doctorate students belonging to Target Group 2

3.5. Fields of study

The project offers mobility opportunities in the following study areas as defined by the European Commission:

- | | |
|---|--|
| 01. Agriculture science | 09. Languages and Philological Sciences |
| 02. Architecture, urban and regional planning | 10. Law |
| 03. Art and Design | 11. Mathematics, Informatics |
| 04. Business Studies, Management Sciences | 12. Medical Sciences |
| 05. Education, Teacher Training | 13. Natural Sciences |
| 06. Engineering, Technology | 14. Social Sciences |
| 07. Geography, Geology | 15. Communication and Information Sciences |
| 08. Humanities | 16. Other Areas of Study |

The full list of courses or programs available at the different levels at each partner University is provided on the project website with detailed information for each course or program, including course description, specific language and academic requirements for admission, program duration. Links to each university are also provided for further probing.

Only courses or programs listed on the project website are available for applications.

3.6. Financial conditions

The grant holders will receive the following monthly subsistence allowance for the duration of the mobility period:

Undergraduate	1,000 euro
Master	1,000 euro
Doctorate	1,500 euro
Post-Doctorate	1,800 euro
Staff	2,500 euro

The project will cover the grant holders' travel costs within the total limit of 1,500 euro per grant holder.

European Partners will provide their incoming and outgoing grant holders with round trip travel tickets from the home country to host country. Travel itineraries must comply with the following rules depending on the target group: the origin can be either the location of the home institution (TG1) or the location of origin of the grant holder (TG2). The destination is always the location of the host institution.

European Partners will reimburse their incoming and outgoing grant holders for the following additional travel costs if directly incurred by the grant holder: visa fees; local transportation for reaching the host university and return by the most economic means.

The Partnership Coordinator will provide the grant holders with a full health and accident insurance coverage at no cost. The insurance scheme will comply with the European Commission regulations on "Minimum insurance requirements" and will also comply with the requirements for obtaining a visa for European countries ("Schengen visa").

Grant holders at any level will not be required to pay any fee or cost to their host university for the duration of the mobility (including tuition and/or registration fees, additional library, student unions, laboratory consumable costs, residence permit, language courses costs). Exchange students (Target Group 1) will continue paying their tuition and/or registration fees at their home university and the hosting university must apply a fee waiver policy. The project provides funds for participation costs that will be used by the Partnership to partly compensate the host universities for fees and other costs.

4. SUBMISSION OF APPLICATIONS

Applications must be submitted online through the application system provided on the project web site during the application period.

Every applicant is allowed to submit a maximum of 2 (two) applications to different Universities, the first of which is the main application and the second is accessory. Each of the two applications is managed independently in the application database and in the selection process.

The Partnership is committed to evaluate only the main application (first choice). Accessory applications (second choice) are evaluated at the discretion of the host university on the basis of its own decision.

Before applying online, applicants need to:

- Check the eligibility criteria listed in chapter 3. Eligibility will be verified on the basis of the documents uploaded with the application. Non eligible applications will not be evaluated.
- Identify their target group and mobility level, with the support of the Target Group and Mobility Level Selection Guide that can be downloaded from the project web site.
- Check the available scholarships and their duration.
- Choose the host university and the academic program among those offered at the host university and listed on the project web site.
- Check the language of the chosen program at the host university. The applicant must have sufficient knowledge of the language of the chosen program.
- Check the academic requirements and the admission conditions at the chosen host university and for the chosen program.
- Prepare their academic background information, as it will be required to provide it in the application. It is compulsory to provide data on the most recent academic history, e.g.: Home Institution name and location, name of the last programme/degree attended, average mark, start and end dates of the program.
- Prepare the compulsory documents that must be uploaded with the application. All documents must be in the pdf or jpg format. All certificates and degrees must be stamped by the issuing institution.

When choosing the academic program, applicants should take care of the following:

- Students: the option of exchange mobility or full degree may not be available at all universities. Applicants must consider carefully their study program and be sure to select in the application the preferred duration of mobility. Applicants are also invited to clarify their choice in the motivation letter.
- Applicants must provide the minimum set of academic certifications described below. Some programs may require additional certifications, as specified in the program listing on the project web site.
- The chosen program may last longer than the available scholarships; in no case applicants will receive a scholarship longer than what is available.

The following compulsory documents must be uploaded with the application, depending on the target group (TG) and mobility level:

All applications	<ul style="list-style-type: none"> - Passport (or other official identity document with specification of nationality) - CV in the Europass format - Language certification as required for the chosen program - Motivation letter (maximum one page), including reasons for applying, particular skills and abilities, academic interests, work experience, preferred start date and duration of the mobility, choice of exchange or full degree program, commitment to return to the home country, benefits of the mobility for the grant holder and his/her environment. If applying to more than one university, a separate motivation letter must be uploaded for each program/university. - Proof of special conditions (if applicable): any official document proving disability or disadvantage conditions (economic, social or other). - Any additional certification not listed below but required for the chosen program in the program listing on the project web site.
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TG 1 Undergraduate (Exchange)	<ul style="list-style-type: none"> - Academic certification: Transcript of records of all years of university study (at least 1 year) including average mark. - Proof of registration: a certificate signed and stamped by the Home University proving that you are currently enrolled in an Undergraduate course program.
TG 1 Master (Exchange)	<ul style="list-style-type: none"> - Academic Certification: Undergraduate Degree Certificate and Transcript of Records of all years of university study (at least 3 years) including average mark. - Proof of registration: a certificate signed and stamped by the Home University stating that you are currently enrolled in a Master course program.
TG 2 Master (Full degree)	<ul style="list-style-type: none"> - Academic Certification: Undergraduate Degree Certificate and Transcript of Records of all years of university study (at least 3 years) including average mark.
TG 1 Doctorate (Exchange)	<ul style="list-style-type: none"> - Academic Certification: Master Degree Certificate or equivalent; transcript of records of all years of University studies including average mark. - Work Plan Proposal (*) outlining the activities that will be carried out at the Host University, signed by both Home and Host Universities. - Proof of registration: a certificate signed and stamped by the Home University stating that you are currently enrolled in a Doctorate course program.
TG 2 Doctorate (Full degree)	<ul style="list-style-type: none"> - Academic Certification: Master Degree Certificate or equivalent; transcript of records of all years of University studies including average mark. - Work Plan Proposal (*) outlining the activities that will be carried out at the Host University, signed by the Host University.
TG 1 Post-Doctorate	<ul style="list-style-type: none"> - Academic Certification: Doctorate Degree Certificate. - Work Plan Proposal (*) outlining the activities that will be carried out at the Host University, signed by both Home and Host Universities. - Employment certificate signed and stamped by the Home University, stating that you are working at your Home University.
TG 2 Post-Doctorate	<ul style="list-style-type: none"> - Academic Certification: Doctorate Degree Certificate. - Work Plan Proposal (*) outlining the activities that will be carried out at the Host University, signed by the Host University.
TG 1 and TG 2 Staff	<ul style="list-style-type: none"> - Work Plan Proposal (*) outlining the activities that will be carried out at the Host University, signed by the Host University. - Employment certificate signed and stamped by the Home University, stating that you are working at your Home University.
TG 2 All levels	<ul style="list-style-type: none"> - Letter of recommendation, where possible by a Partner University
Note on academic certifications (All applications)	<p>Candidates may apply even if they do not possess at the moment some required documents, but will obtain them before the start of mobility, only in the following cases:</p> <ul style="list-style-type: none"> - candidates to Master programs not yet holding an Undergraduate degree but who are going to obtain it before the start of mobility; - candidates not yet holding the required language certificate but who are going to obtain it before the start of mobility. <p>In these cases candidates must upload a Statement of Commitment (*) declaring the current situation and the commitment to obtain the required certification before the start of mobility and within the deadline set by the host university.</p> <p>Not all host universities will be able to evaluate an application on the basis of the Statement of Commitment. Applicants are recommended to check with the host university before applying.</p>

(*) template to be downloaded from the project web site.

After collecting all the above information, candidates can proceed to apply with the online form on the project website.

When applying, applicants should be careful of the following issues:

- the form must be completed in the English language. Applications fully or partly in other languages will be discarded.
- Personal data must be provided as correct and complete as possible. The data provided in the application (family name, given name, email, etc.) cannot be changed later and will be used in all instances related to the project exactly as provided. The applicant's name must match the one on the uploaded passport.
- Applicants must provide a valid email address because all communication in the course of the project will be realised by email.
- All required documents must be uploaded and must be valid and legible. All documents must be in English, or an English translation stamped by the issuing university must be uploaded with them. Applications with incomplete, illegible or invalid documents will be discarded.
- Applicants must declare in the application that they comply with the "12-month rule" and to the "Other scholarships" rule described in chapter 3.2.

The application form will remain open and accessible for the applicant to add information and documents as long as the applicant decides to close it. The information provided will be saved from one access to the next. After completing the form and uploading all required documents, the candidate must close the application. Only applications closed during the call for applications period will be considered for selection.

The application must only be submitted online and no hard copies of the application or of the required documents should be sent or delivered.

After the selection process, the host university may ask the selected candidates to provide a hard copy of the application including all the attachments. Selected candidates may also be asked to provide original documents for verification at the host university.

5. SELECTION

5.1. Selection procedure

The Partnership will evaluate the applications received and will select the project beneficiaries with transparent and fair criteria, in compliance with the European Commission's Minimum Requirements for the Selection Procedure.

The selection will be done on the basis of merit and taking into account the Erasmus Mundus cross-cutting issues (gender balance and disadvantaged conditions) as well as an even distribution of mobilities among the Partners, in order to activate and foster cooperation channels among all Partners.

Applications will undergo the following screening:

- Closure check: only fully closed applications will be considered. Applications not closed within the call closure date will be discarded.
- Validation: a verification that the application is valid in relation to the selected target group.
- Eligibility check: a check of the application's compliance with the project's administrative eligibility criteria, including the Erasmus Mundus requirements. It is performed only on validated applications.
- Academic evaluation: grading of the application in relation to the evaluation criteria set below. It is performed by the host university only on eligible applications.

Main evaluation criteria:

- Academic quality and relevance, verified through transcripts of records, university degrees, Work Plan Proposal, letters of recommendation and CV
- Language skills in relation to the requirements of the chosen course/program
- Motivation

Cross-cutting evaluation criteria:

- Gender balance
- Disadvantaged conditions such as disabilities and economical disadvantage

5.2. Notification and award of scholarships

The Partnership Coordinator will notify by email all applicants of the selection outcomes within three months of the Call for Application closing, whether they have been selected, they are on the reserve list or they are not selected.

Only written notifications sent by the Partnership Coordinator are official. Any other communication by other parties, including project Partners, will not be considered valid.

At the same time, the Partnership will publish the lists of selected, reserve and not-selected candidates on the project web site and will submit them to the Education Audiovisual and Culture Executive Agency (EACEA) of the European Commission.

The notification to selected applicants will include a scholarship offer. Candidates will be required to reply for acceptance or rejection of the scholarship within 7 calendar days. Applicants intending to accept the scholarship must sign the Scholarship Contract (sample available for download from the project web site) and send it to the Partnership Coordinator by email within said deadline.

Selected applicants having accepted the scholarship by signing the Scholarship Contract will be awarded the scholarship and will become grant holders.

Applicants in the reserve list may later be selected in case of withdrawal of previously selected applicants. In this case the applicant will be notified and will be required to accept the scholarship as above. Selection of reserves is an ongoing activity and lasts during the current cohort's starting year until the latest date for mobility start.

5.3. Appeals

As required by the EACEA Minimum Requirements for the Selection Procedure, the Partnership is responsible for managing appeals that candidates may put forward in relation to the results of their application.

Appeals must be sent in written form by the candidate to the Partnership Coordinator within 7 (seven) days of notification and must be clearly documented with well justified reasons. Appeals submitted by third parties will not be considered.

The Partnership Coordinator will reply to the appeals within 40 (forty) days of the appeal.

5.4. Start of the mobility

After accepting the scholarship, grant holders will receive detailed information on the procedures to follow to start the mobility and at the same time the Partner institutions will initiate the corresponding procedures.

Grant holders will be admitted to the host university following the registration procedure as defined by the host university. Partner Universities may not request selected candidates to undergo any further selection.

Grant holders are required to comply with the local admission requirements at the host University and to follow the standard individual registration procedure at the host institution.

Before starting the mobility, grant holders for exchange mobilities at the Undergraduate and Master levels will have to draft an ECTS Learning Agreement (template to be downloaded from the project web site), to be signed by both the host and home institutions before the start of mobility.

6. CHANGES IN THE CALL UPDATE OF 16/01/2013

Due to a material error, the table in article 3.1 contained some errors. The table has been corrected in coherence with the project budget as approved by the European Commission.