

Erasmus Mundus Action 2

EUROEAST

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

Second Call for Applications (Second Cohort)

**Application period:
November 22, 2013 – February 15, 2014**

Update 28/01/2014

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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 (EM A2) 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.

Scholarships are distributed on two cohorts of applicants selected respectively in the year 2013 and 2014 for mobilities starting in the same year.

The selection process for the EUROEAST First Call for Applications, opened on 8th December 2012 and closed on 20th February 2013, has been completed. The Partnership received 674 applications and 40% of the available scholarships were awarded.

This Second Call for Applications concerns a Second Cohort of mobilities that will take place in the years 2014-2016 with the following constraints:

- Master mobilities of the duration of 22 months must start no later than September 1st, 2014;
- Staff mobilities must start no later than June 1st, 2016;
- All other mobilities must start no later than December 31, 2014.

The following documents mentioned in this Call are available for download from 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 Politècnica 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, type and duration of scholarships

The present call for the Second Cohort is for the following numbers of scholarships for the different nationalities and mobility levels:

| Type of Mobility | European nationals | Third-Country nationals | TOTAL |
|-----------------------|--------------------|-------------------------|------------|
| Undergraduate | 21 | 30 | 51 |
| Master | 7 | 23 | 30 |
| Doctorate | 10 | 35 | 45 |
| Post-doctorate | 7 | 11 | 18 |
| Staff | 6 | 28 | 34 |
| TOTAL | 51 | 127 | 178 |

The call is open to candidates for mobilities of the following types:

| Type of Mobility | European nationals | | Third-Country nationals | | |
|--|--------------------|------------|-------------------------|------------|------------|
| | TG 1 | TG 2 | TG 1 | TG 2 | TG 3 |
| Undergraduate - exchange | YES | NO | YES | NO | NO |
| Undergraduate - full degree | NO | NO | NO | NO | NO |
| Master - exchange | YES | NO | YES | NO | NO |
| Master - full degree | NO | NO | NO | YES | YES |
| Doctorate - exchange | YES | NO | YES | NO | NO |
| Doctorate – full degree | NO | NO | NO | NO | NO |
| Post-doctorate | YES | YES | YES | YES | NO |
| Academic and Administrative Staff | YES | NO | YES | NO | NO |

Scholarships are offered in the following durations, depending on the type of mobility:

| Target Group (TG) | Mobility level and type | European nationals | Third-Country nationals |
|-------------------|----------------------------------|--------------------|-------------------------|
| TG1 | Undergraduate - exchange | 6 (*) or 10 | 6 (*) or 10 |
| TG1 | Master - exchange | 6 (*) or 10 | 6 (*) or 10 |
| TG2, TG3 | Master - full degree | | 22 |
| TG1 | Doctorate - exchange | 6 or 12 | 6, 12 or 18 |
| TG1, TG2 | Post-Doctorate | 6 | 6 |
| TG1 | Academic or Administrative Staff | 1 | 1 |

(*) For some Partner universities the duration of the scholarship may be 5 months instead of 6 depending on the duration of the semester. Please check carefully with the host university before applying.

3.2. General eligibility conditions

All applicants must meet the following general eligibility conditions:

| | |
|---------------------------|---|
| Nationality | <ul style="list-style-type: none"> - European candidates must be nationals of one of the 27 EU Member States. - Third Country candidates must be nationals of one of the Third Countries targeted by the project: Georgia, Armenia, Azerbaijan, Ukraine, Moldova, Belarus. - All other nationalities are not eligible. |
| 12-month rule | Third Country nationals 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 the application to the partnership. This rule does not apply to Staff and to TG3 candidates. |
| 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 | Type of Mobility |
|-----------------------|---|---|
| TARGET GROUP 1 | <ul style="list-style-type: none"> - Students registered in one of the Partner Universities with a minimum of 1 year previous university studies. - Scholars or staff currently enrolled in or employed by one of the partner Universities. - Open to both European and Third Country candidates. - Target Group 1 candidates must keep the TG1 status for the whole duration of the mobility. | Undergraduate, Master, Doctorate, Post-doctorate, Staff |
| TARGET GROUP 2 | <ul style="list-style-type: none"> - Nationals of the Third Countries targeted by the project who are registered 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. - Nationals of European Countries and Third Countries targeted by the project who are working in a higher education institution of any European country/Third Countries not included in the Partnership. | Master Post-doc |
| TARGET GROUP 3 | <p>Nationals of the Third Countries targeted by the project who are officially certified to be in particularly vulnerable situations for social or political reasons in the following categories:</p> <ul style="list-style-type: none"> - having a refugee status or asylum beneficiaries; - belonging to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons); - any other specific category officially recognized in one of the target countries. <p>Disadvantaged conditions such as economic status or physical disabilities are not conditions for belonging to a vulnerable group. They are taken into consideration as cross-cutting issues under all target groups.</p> | Master |

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 programme, as an exchange student | Must be currently registered in a Bachelor 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 programme that follows a first degree, as an exchange student or for a full degree program. | Must hold an undergraduate university degree or have completed three years of university education. Master candidates who do not hold the required degree at the time of application may apply if they will obtain it before the mobility. Master students applying for an exchange must be currently registered in a Master course in one of the Partner universities. |
| Doctorate | Attend a study and research programme, as an exchange student | Must have obtained a Master or other equivalent graduate university degree and must be registered in a Doctorate course in a higher education institution within the partnership at the time of the application. |
| 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 programme 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 in a higher education institution within the partnership. |

The following conditions apply for 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 university 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, Doctorate (TG 1) |
| Full degree | Full 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 (TG2 or TG3) |

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 according to the Erasmus Mundus regulations.

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 Erasmus Mundus "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 one application with a maximum of 2 (two) choices to different Universities, the first of which is the main choice and the second is accessory. Each of the two choices within each application is managed independently in the application database and in the selection process.

The Partnership is committed to evaluate only the main choice of the application (first choice). Accessory choices (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 English and 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 and in the application system.
- 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 disadvantaged 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. |
| TG 1 Undergraduate (Exchange) | <ul style="list-style-type: none"> - Academic certification: Secondary school Diploma; Transcript of records of all years of university studies including average mark; any additional Academic Certification required for the specific course at the University you are applying for. - 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; Transcripts of records of all years of university studies including average mark; any additional Academic Certification required for the specific course at the University you are applying for. - 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; Transcripts of records of all years of university studies including average mark; any additional Academic Certification required for the specific course at the University you are applying for. - Letter of recommendation |
| TG 3 Master (Full degree) | <ul style="list-style-type: none"> - Academic Certification: Undergraduate Degree Certificate; Transcripts of records of all years of university studies including average mark; any additional Academic Certification required for the specific course at the University you are applying for. - Proof of TG3 status: Official document proving that you belong to a Target Group 3 category. |
| TG 1 Doctorate (Exchange) | <ul style="list-style-type: none"> - Academic certification: all University Degree certificates; transcripts of records of all years of University studies including undergraduate and graduate studies; any additional Academic Certification required for the specific course at the University you are applying for. - Work Plan Proposal outlining the activities that you will carry out at the Host University, approved and signed by both Home and Host Universities (template to be downloaded from the project web site). - Proof of registration: a certificate signed and stamped by the Home University stating that you are currently enrolled in a Doctorate course program. |
| TG 1 Post-Doctorate | <ul style="list-style-type: none"> - Academic Certification: Doctorate Degree Certificate and any additional Academic Certification required for the specific program at the university you are applying for. - Work Plan Proposal outlining the activities that you will carry out at the Host University, approved and signed by both Home and Host Universities (template to be downloaded from the project web site). - Employment certificate signed and stamped by the Home University, stating that you are working at your Home University. |

| | |
|---|---|
| <p>TG 2 Post-Doctorate</p> | <ul style="list-style-type: none"> - Academic Certification: Doctorate Degree Certificate and any additional Academic Certification required for the specific program at the university you are applying for. - Work Plan Proposal outlining the activities that you will carry out at the Host University, approved and signed by the Host University (template to be downloaded from the project web site). - Letter of recommendation |
| <p>TG 1 Academic or Administrative Staff</p> | <ul style="list-style-type: none"> - Work Plan Proposal outlining the activities that you will carry out at the Host University, signed by both Home and Host Universities (template to be downloaded from the project web site). - Employment certificate signed and stamped by the Home University, stating that you are working in are associated to your Home University. |
| <p>Note on academic certifications (All applications)</p> | <p>In some cases, candidates may apply even if they do not possess some required documents at the time of application, but will obtain them before the start of mobility. This applies only to 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 with their application the Statement of Commitment to be downloaded from the project web site, 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>Important: 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> |

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 Erasmus Mundus “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.

Eligible applications will be evaluated and graded on the basis of the following evaluation criteria:

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 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.

Selected applicants will be required to reply for acceptance or rejection of the scholarship within 7 calendar days. Applicants accepting the scholarship must sign the Scholarship Contract (sample available for download from the project web site).

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

In accordance with the Erasmus Mundus “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 28/01/2014

The EUROEAST Second Call for Applications for the Second Cohort published on 22/11/2013 is updated as of 28/01/2014 with the following changes:

6.1: the closure of the EUROEAST Second Call for Applications for the Second Cohort (22/11/2013) has been postponed from February 3rd 2014 to February 15th 2014.

6.2: in sections 3.1 and 3.3 it is clarified that Target Group 2 Post-doctorate scholarships are open to both European and Third Country candidates.