

## Pre-Announcement CALL FOR APPLICATIONS

For mobility starting in **Autumn 2017**

Application period: **from November 20<sup>th</sup> 2016 to January 30<sup>th</sup> 2017**

EULALinks SENSE launches a Call for Applications in November 2016 for mobility starting at the earliest in August 1<sup>st</sup> 2017 and finishing at latest in July 14<sup>th</sup> 2018. Grants in the Call are available for Master students, undergraduates, PhD, Postdoc and staff.

**Application deadline is January 30<sup>th</sup> 2017.**

ERASMUS MUNDUS, Action 2 - Partnerships – is a European Union (EU) program aiming to promote European higher education, to improve career prospects of students and scientists and to promote intercultural understanding through academic cooperation.

EULALinks SENSE is a project coordinated by the HU Berlin, aimed at creating a network of academic collaboration between Partner countries and European universities. Mobility grants will be awarded by the EULALinks SENSE consortium via Calls for applications in a competitive selection to those applicants who are nationals of the Partner countries, namely:

Country Group A: Honduras, El Salvador, Guatemala, and Nicaragua;

Country Group B: Colombia, Costa Rica, México;

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

### Thematic fields/ disciplines

|  |   |
|--|---|
| <b>Agricultural Sciences</b><br>Architecture, Urban and Regional Planning<br>Business Studies and Management Sciences<br>Education, Teacher Training<br>Engineering, Technology<br>Geography, Geology<br>Law | Mathematics, Informatics<br>Medical Sciences<br>Natural Sciences<br>Social Sciences<br>Communication and Information Sciences<br>Other Areas of Study: Renewable Energy, Climate Change, Human Rights |
|--|---|

Preference is given to eligible applicants according to the following table:

| Mobility Type                     | Number of Grants   |               |
|-----------------------------------|--------------------|---------------|
|                                   | From LA to EU      | From EU to LA |
| Bachelor                          | ~6 (group A only)  | ~5            |
| Master                            | ~8 (group A only)  |               |
| Doctorate                         | ~8                 | ~5            |
| Post-doctorate                    | ~9                 | ~5            |
| Academic and administrative staff | ~10 (group A only) |               |

Total number of awarded applicants in each mobility type is dependent on the number of received applications and the length of mobilities. The final decision on nominated grantees is subject to Selection Committee's decision.

At least 50 % of the grants will be awarded to applicants from Country Group A, and similarly, to applicants with indigenous origins (Target Group 3)

## TIMETABLE OF THE CALL 2016-17

Online application system opens on **November 20, 2016**.  
All applications are accepted by **January 30, 2017** at the latest.

Applications are welcome to all European Union and LA partner universities of EULALinks Sense:

### EULALinks SENSE

| European Union(EU) Universities   | Latin American (LA) Universities   |
|---|--|
| Humboldt University Berlin (Germany)<br>Coordinator   | Universidad Autónoma de Chapingo, Mexico,<br>LA Co-coordinator                               |
| Universidad de Cordoba (Spain)  | Universidad Nacional Autónoma de Nicaragua, UNAN-<br>Managua, Nicaragua                      |
| University de Extremadura(Spain)  | Universidad de las Regiones Autónomas de la Costa Caribe<br>Nicaragüense, URACCAN, Nicaragua |
| Centre International d'Études Supérieures<br>en Sciences Agronomiques –Université<br>SupAgro Montpellier (France) | Universidad Nacional Autónoma de Honduras, Santa Rosa<br>de Copán, Honduras                  |
| Czech University of Life Sciences (Czech<br>Republic)   | Universidad Pedagógica Nacional Francisco Morazan<br>(Honduras)                              |
| University of Natural Resources and Life<br>Sciences, (Austria)   | Universidad Rafael Landívar, Guatemala   |
| Sapienza University of Rome (Italy)   | Universidad de San Carlos, Guatemala   |
| Slovak University of Agriculture Nitra<br>(Slovakia)  | Universidad del Magdalena, Columbia (B)  |
|   | FLACSO Costa Rica  |
|   | Universidad Centroamericana José Simeón Cañas, El<br>Salvador                                |
|   | Universidad Veracruzana, México  |
|   | Universidad de Los Llangos, Chile  |

## DURATION AND VALUE OF GRANTS

| Mobility Level | Students, researchers and<br>staff of <b>Third-country</b><br>partner universities and EU<br>Partners of EULALinks Sense<br><b>(TG1)</b> | Other <b>Third-country</b><br>citizens<br><b>(TG2)</b> | <b>Third-country</b> citizens<br>in vulnerable situations<br><b>(TG3)</b> |
|----------------|--|--|---|
| Bachelor       | 6 months   | 6 months   | 6 months  |
| Master         | 6-12 months  | 6-12 months  | 6-12 months   |
| Doctorate      | 6 months   | 6 months   | 6 months  |
| Post-doctorate | 6 months   | 6 months   | 6 months  |
| Staff          | 1 month  | 1 month  | 1 month   |

Due to availability of mobility funds and based on the recommendation of the host university, the applicant may be awarded a grant for a period shorter than she or he has applied for (not under the minimum duration).

The EULALinks grant consists of four parts:

1. *Travel costs*: return (round-trip) ticket from home university to the host university (according to a set compensation based on the distance).
2. *Insurance costs*: grant holders are insured by EULALinks (health, travel and accident).
3. *Visa costs*: costs of one standard visa (not residence permit) are reimbursed.
4. *Subsistence allowance*:

| Mobility Level | Amount of Subsistence Allowance |
|----------------|---------------------------------|
| Bachelor       | 1000 EUR/ month                 |
| Master         | 1000 EUR/ month                 |
| Doctorate      | 1 500 EUR / month               |
| Post-doctorate | 1 800 EUR / month               |
| Staff          | 2 500 EUR / month               |

## WHO CAN APPLY

1. To be eligible to apply, citizens from any EU or LA partner country on BA, MA, doctorate (PhD), post-doctorate and staff level, referred to as “applicants”:

1. Must be a citizen of the EU or one of the Latin American Partner countries (LA Pc), namely Honduras, El Salvador, Guatemala, Nicaragua, Colombia, Costa Rica, and Mexico.
2. For EU applicants only mobilities on BA, PhD and Post-Doctoral level will be funded.

2. Must belong to one of the Target Groups (TG) presented on the following table;

| Target Group | Beneficiaries in TG   |
|--------------|---|
| TG I         | Students that are registered at one of the Partner universities of EULALinks Sense at the time of submitting their application to the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution.  |
| TG II        | Students that are either registered in a Higher Education Institution (HEI) (not included in the partnership) of one Latin American country concerned by the lot or to have obtained a university degree or equivalent from a HEI of these countries.   |
| TG III       | Students of one of the Partner countries and be part of the vulnerable target group. For example: <ol style="list-style-type: none"> <li>1) having a refugee status or asylum beneficiaries or</li> <li>2) it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or</li> <li>3) they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)</li> </ol> |

3. Must have not resided nor 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 EU countries at the time of submitting application.

**N.B.** This rule does not apply to TG3 applicants.

4. Must have sufficient knowledge of the language of the university courses or one of the languages currently spoken in the hosting country.

**N.B.** No applicant can benefit from more than one EMA-2 grant in the same project. Neither can any student benefit from a second scholarship for the same type of mobility under another EM ECW/EM Action 2 project.

### Academic and administrative staff

In addition to the criteria above, in order to be eligible to apply, academic and administrative staff, referred to as “staff”:

1. Must work in or be associated to one of the LA Partner Universities;
2. The mobility assignment must be based on partnership agreements between the members of the partnership;



3. The home and host universities and the individual staff must agree on the program of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed or a program of work;

The mobility of staff should contribute to strengthen international co-operation capacity of higher education institutions in the LA Pc, with the production of new teaching material, as well as improving management capacity. It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities. The staff mobility is also expected to lead progress in the application of ECTS or other system for recognition of studies in the partner institution

## HOW TO APPLY

When applying, please follow the four steps in given order:

### 1. Study and Research Opportunities

Please check the available study fields and available research fields for applicants from Study and Research Opportunities.

### 2. Programmes and study periods

Please see the partner university websites to see the programmes they offer. Check also the recommended starting date for studies, for mobilities at doctoral or postdoctoral level, or for staff exchanges from the host universities, before entering the online application system. PhD Students: what is the purpose of your mobility, non-degree studies or a full degree? The purpose of mobility needs to be decided prior to applying.

### 3. Enter the Application Form

Online application form opens on **November 20, 2016**.

N.B. In the electronic application form you are requested to write a host specific motivation letter, provide Study plan or summary of Research Plan / Teaching Plan. In addition, make sure you have the information on your previous studies at hand before starting. The application system provides you with an application number (reference number) - please do not lose it!

Online application form closes on **January 30, 2017**.

### 4. Submit enclosures

Your application will not be processed unless you have completed the application form and submitted all the required enclosures. All enclosures must contain your name and the reference number of your application.

All enclosures must be submitted **in English**, except for original certificates and transcript in original language.

| Bachelor  | Master  | Doctorates | Post-doctorates | Staff  |
|---|---|------------|-----------------|--|
| Copy of international passport (or document of having applied for one, e.g. receipt)                    |   |            |                 |  |
| CV (preferably in Europass format)  |   |            |                 |  |
| School leaving certificate original with certified English translation                                  | Certified copy of degree certificate qualifying access to applied study level in original language and its certified English translation. MA applicants must send Bachelor Degree certificate copy by 15.7.2017 at the latest |            |                 |  |
| BA+ MA Certified copy of academic transcript in original language and its certified English translation |   |            |                 | Letter of Support by Home (if host requires)   |
| Letter of Support by Home   | Letter of Support by Host   |            |                 | Letter of Support by Host (if host requires)   |
| Study plan or Learning Agreement  | Research plan   |            |                 | Research / Teaching / Working plan   |
| Language Assessment Sheet or internationally recognized language test certificate (e.g. IELTS)          |   |            |                 | Language Assessment Sheet or internationally recognized language test certificate, e.g. IELTS (if host requires) |
| Recommendation letter or support letter issued by the host university (if available)                    |   |            |                 |  |
| Proof of TG3 Status(TG3 applicants only- indigenous population status)                                  |   |            |                 |  |

(Recommendation letter requirement dated no earlier than 2016)

More information on enclosures:

#### **Degree certificate**

- Masters: Degree certificate refers to the highest university degree obtained, minimum bachelor's degree or equivalent.
- Doctorates: Degree certificate refers to the highest university degree obtained, minimum master's or specialist degree.
- Post-doctorates: Degree certificate refers to the highest education degree obtained, minimum doctoral degree or equivalent.
- Staff: Degree certificate refers to the highest education degree obtained.
- Target Group 2 or 3 applicants whose highest degree certificate has been issued by other than a Third-country HEI (Higher Education Institution) must *also* submit a *highest education degree and its transcript obtained from a Third-country institution*.
- Diploma Supplement is not accepted as a certified English translation of the degree.

**Degree certificate:** candidates who are still in the process of their bachelor/master studies and whose graduation date is in spring/summer 2017, may apply for a master/PhD mobility without a degree certificate. In this case, by the application deadline (January 30, 2017) they must submit proof, certified by their home institution, that they will have obtained their degree by the start of the mobility. They then must submit a copy of the degree certificate and its translation to the Coordinator by July 15, 2017.

**Academic transcript:** Third-country students may send either an official academic transcript or a typed copy of the Student Record Book certified by the Home University.

**Language certificate:** to be eligible, all applicants need to send at least a language assessment sheet by the deadline for enclosures. In addition, applicants can send language test certificates until 15 March 2017.

**CV:** post-doctorate applicants should provide a list of their scientific publications on CV.

**Letter of Support by Host:** when contacting any academic representative of the host university in order to obtain Letter of Support by Host, please present your CV and your research / teaching / working plan.

**Research / teaching / working plan:** depending on the purpose of the exchange, applicant should provide a research, teaching or working plan.

**Target Group 3 applicants:** applicants in TG3 must submit all their academic diplomas and in addition their *school leaving certificate*.

How to submit the enclosures?

- Upload the enclosures in the application system as PDF files. Do not send any word or jpg documents! The Coordinator will not download enclosures from any servers;
- Multi-page enclosures (e.g. Learning Agreement or Language Assessment Sheet) must be in the correct order and uploaded as one document;
- Subject to prior agreement, certain additions or certificates can be sent at a later date per e-mail- e.g. Master certificate. If you do that, provide your reference number in the subject field of your e-mail;
- Do not send email messages that are larger than 2MB.

Late submissions outside the application system will not be processed. Therefore, please attach any application enclosures to your electronic application form. Please advise your referees to provide you with a letter of recommendation well in advance so that you can upload them in time. If on a case by case basis other procedures are agreed in writing, please make sure that any of your project-related communication carries your application reference number.

Save the original application documents after you used them for the application! The Consortium will examine the validity of application enclosures of accepted applicants after their selection. If you are selected for the grant, original application material must be presented to the hosting university. Any false, incorrect or missing information including missing original documents may lead to the rejection of the applicant. Any costs related to such a rejection must be borne by the applicant.

## **SELECTION PROCESS**

The Coordinator previews the electronic applications and the requested documents. All eligible applications are forwarded to both the Home and Host Universities. Home and Host Universities further assess the eligibility of applicants. The selection criteria:

- Academic performance of the applicants
- The proposed mobility fits into the subject fields of EULALinks
- Study motivation
- Study plan
- Language skills
- Preference is given to ethnic minorities and to disabled and economically challenged applicants. Gender balance is respected.

The Selection Committee, chaired by a representative of Humboldt-Universität Berlin, consists of one representative from each Partner University. The Selection Committee makes the final nomination within each category and mobility flow, based on the following administrative and academic criteria:

- Host University is willing to accept the applicant for the time she/he has applied for or can suggest another time for mobility. Rejections are justified based on academic reasons (e.g. language requirements, eligibility to attend the selected courses, places available).
- Overall equal geographical presentation of Host/Home Universities in the mobility scheme as a whole.
- Relevance of the mobility to both Home and Host University (reviewed by these institutions, preference given by the applicant).
- Disabled or economically disadvantaged applicants are preferred.
- Preference will be given to eligible applicants who have not previously received EM ECW/EMA2 grant from any projects.

The decision of the Selection Committee concerning the acceptance of a grantee is subject to the Host University's approval. The host university and/or the coordinator reserve(s) the right to withdraw the grant nomination if the applicant has given incorrect or misleading information in the application or is unable to present original documents in the process of validation of his application. If this withdrawal takes place after the arrival of the grantee at the host university, any related costs must be borne by the grantee

### **Preliminary timetable**

1. Decision on the awarded applicants is made no later than April/May 2017.
2. The Coordinator at the Humboldt-Universität zu Berlin will notify all the applicants on the result of the selection by email in May 2017. Application numbers of selected applicants and reserve-list candidates are also published on the EULALinks website. The result of your application can be:
  - **Grantee.** You are awarded a grant to one of your Host University preferences; please note the time and duration of mobility might be different from what you have applied for. You will receive information from the Coordinator on what to do next.
  - **Reserve list.** You have not been awarded a grant at the moment, but your application is on reserve list. You might still get a grant if selected grantees cancel their mobility. You will be notified if a possibility for grant emerges.
  - **Rejected.** You were not accepted by any of your Host University preferences. If you want to know the exact reasons for rejection of your application, please contact the Coordinator.
3. Appeal Process: if a non-selected applicant thinks that a mistake has been made in the selection procedure, he or she has the right to submit an application for the rectification of the decision to the EULALinks consortium within 14 days from the time of being notified of the results. An appeal would be justified in a case where there is concrete evidence on mistake or unfair treatment in processing the application. Applications lacking requested enclosures do not justify an appeal. The application for rectification must include detailed grounds for the rectification.

Information about applying is also available on the EULALinks website for applicants: [www.eulalinks.eu](http://www.eulalinks.eu)  
The European Union is not responsible for the contents of this Call for applications.

More information

[www.EULALinks.eu](http://www.EULALinks.eu)

[eulalinks.sense@hu-berlin.de](mailto:eulalinks.sense@hu-berlin.de)