



# EUROPEAN COMMISSION

**Erasmus Mundus External Cooperation  
Window Programme  
Lot – 17 (Brazil, Paraguay and Uruguay)**

## MUNDUS 17

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## Applicant Guidelines 2010

**Project coordinated  
by University of Porto**

**<http://mundus17.up.pt>**

## INDEX

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. OBJECTIVES.....</b>	<b>3</b>
<b>3. ELIGIBILITY CRITERIA FOR APPLICANTS.....</b>	<b>4</b>
<b>4. TYPES AND DURATIONS OF THE SCHOLARSHIPS.....</b>	<b>9</b>
<b>5. ELIGIBLE INSTITUTIONS .....</b>	<b>11</b>
<b>6. STUDY AREAS .....</b>	<b>12</b>
<b>7. RECOMMENDATIONS REGARDING THE SUBMISSION OF APPLICATIONS.....</b>	<b>13</b>
<b>8. ELECTRONIC SUBMISSION .....</b>	<b>14</b>
<b>9. DOCUMENTS TO SUBMIT BY THE CANDIDATES.....</b>	<b>15</b>
<b>10. EVALUATION AND SELECTION OF APPLICATIONS.....</b>	<b>15</b>
<b>11. OBLIGATIONS OF THE COORDINATING, THE HOME AND HOST INSTITUTIONS AND THE SCHOLARSHIP HOLDERS .....</b>	<b>16</b>
<b>12. PROJECT AND SCHOLARSHIP QUALITY CONTROL.....</b>	<b>17</b>
<b>13. INFORMATION AND SUPPORT.....</b>	<b>18</b>

## 1. INTRODUCTION

The European Union and Latin America share common values, which permitted that Head States or Governments of both regions established a strategic bi-regional partnership, determining certain priorities to ensure a coordinated action in the economical, political and social sphere.

As a consequence, since the first Head States and Government's Summit from countries of both regions, which took place in Rio de Janeiro in June 1999 (COM (2000) 670 final, 31/10/2000), several initiatives and programmes in different sectors were launched. One of the most dynamic sectors under the bi-regional partnership has been the Higher Education and scientific cooperation.

On the education field, both regions have cooperated, among others, by means of activities carried out under the ALFA and ALβAN Programmes, created in 1994 and 2002, respectively. Both education cooperation initiatives had contributed to the establishment of lasting connections between academic communities of the two regions and had reinforce the socio-economical development by allowing, on one side, the knowledge, capacities and techniques transfer and, on the other side, the identification and the exchange of relevant experiences.

Simultaneously, the ALFA and ALβAN confirmed the benefits and the additional values from the exchange programmes for Undergraduate, Master, Doctorate and Post-Doctorate students, which could accomplish study and training periods abroad, managing a solid education, of international dimension. The Higher Education Institutions (HEI) congratulate, also, the mobility activities, as a way of consolidate the cooperation links and increasing the excellence of their educational processes.

Given the above, the European Commission has decided to create the **Erasmus Mundus Programme - External Cooperation Window (EM-ECW)**, by which scholarships of mobility are granted to students, researchers and academic staff between Higher Education Institutions from European and third countries.

It is in this context, and based on the coordination experience of 2008, namely the Euro Brazilian Windows II project, that, in the present year, the University of Porto coordinates once again the **MUNDUS 17**, a consortium of Higher Education Institutions of the highest level of academic quality.

This document aims to provide all potential candidates with the necessary information for a successful application. The eligibility criteria for obtaining scholarships and the explanation how to fill in and submit the Application Form are presented. Contacts for further information and clarifying requests are also included.

## 2. OBJECTIVES

The EM-ECW is a cooperation and mobility in the High Education area programme launched by the EuropeAid Cooperation Service, from EuropeAid DG and implemented by the Education and Culture Executive Agency (EACEA).

The Programme's objective is to achieve a better understanding and mutual enrichment between the European Union and third countries in the High Education area, by promoting the exchange of people, knowledge and capacities at High Education level. The prosecution of these objectives is based on partnerships and

exchanges of institutional cooperation between European and third countries HEIs, under the scheme mobility aimed to the students and academic staff.

The main objectives of the EM-ECW are:

- Increase the capability of international cooperation of third countries institutions;
- Promote the cooperation between European institutions and institutions around the world;
- Allow the students to benefit from the linguistic preparation and the cultural and educational interaction inherent to the experience of accomplish academic studies in other country, also promoting the European Union values;
- Improve the transparency and recognition of studies and qualifications, particularly via the progresses achieved with the Bologna process in this area;
- Give good students from vulnerable groups the opportunity to attend High Education;
- Improve the capabilities and qualification of the academic staff from the partner institutions, as means of they can contribute actively to the increase of quality;
- Form the administration capacity of the public and private sectors by the participation of the employees in the High Education mobility (specially through doctorates and post-doctorates activities);
- Improve, in the medium term, the political, cultural, educational and economic relations between the European Union and third countries.

In case of Brazil, Paraguay and Uruguay, one of the approved projects in the context of EM-ECW will be implemented by a consortium of European and Brazilian, Paraguayan and Uruguayan institutions, coordinated by the University of Porto.

### 3. ELIGIBILITY CRITERIA FOR APPLICANTS

To be eligible for an EM-ECW scholarship under this project, the candidates should meet the following requirements:

- (a) In the moment of the application, the candidates to students' mobility scholarships should be registered as **undergraduate, master or doctorate students** in one of the member institutions of the Consortium. The **academic staff** candidate to a mobility scholarship should work and be an active member of the academic or scientific community in one of the member institutions of the Consortium. In the case of **post-doctorates researchers** and students that wish to apply to a **full master or doctorate**, they should have a link to one of the member institutions of the Consortium and to receive the formal support of the institution through a letter of support, in English to be uploaded on the application form on the consortium's website. The places available considering the type of mobility are mentioned in page 9 of the present document.
- (b) The candidates should fill in and submit the official application form available on the website (<http://mundus17.up.pt>) before the official date and time for the submission of applications. It is important to bear in mind that the deadline for the presentation of applications is established according to the central European time. The invitation to the presentation of applications to scholarships indicates the deadlines. The application forms are available in English and Portuguese. **The application form has to be filled in English, allowing the same information to be analysed by the three potential Institutions**

**selected by the candidate, even if the candidate wishes only to apply for a institution that uses the same language as the home institution. All applications will be analysed, by a group of international experts, which constitute the Scientific Committee of the Consortium.**

- (c) The candidates should be fully supported by their home institution to carry out the proposed activities on the application. A recommendation letter, in English, should be written by the responsible person for the candidate activities in the Home Institution. The application should also have the endorsement and the validation of the contact person responsible by the implementation of the project in the home institution. The preparation of the application must be done with the participation and support of the contact person at the home institution that will be responsible for providing all information regarding local criteria and that must be made available to the applicant.
- (d) The candidates shall upload all the required documentation in the consortium website (<http://mundus17.up.pt>) to confirm the information referred in the application form. Incomplete applications and unreadable or blank documents shall not be considered eligible. Special attention shall be given to the possible demand, by one of the host institutions of your choice, of a language certificate (for example, German). In case of this demand, this document is no longer optional, but mandatory.

**To be considered eligible for mobility, all European undergraduate students should meet the following requirements:**

1. Have nationality of one of the European Union countries;
2. Good proficiency of the foreign language on the host institution;
3. Should be registered in one of the European partners of the consortium;
4. Must have successfully completed at least one year of studies in their home institution.
5. The applicant's area of studies must be considered eligible within the framework of this project (eligible areas: 01 – Agricultural Sciences; 5 – Education and Training; 6 – Engineering and Technology; 12 – Medical Sciences; 13 – Natural Sciences; 14 – Social Sciences). The complete list of areas is available on the last page of this document and must be analysed by the applicants before the submission of the application form (for example, Law students, area #10, are not eligible for application because this is not an eligible area).

Each partner HEI can define other specific internal criteria for the mobility, according to their internal rules. It is strongly recommended that applicants should contact the contact person at the home institution in order to receive the information regarding the specific eligibility criteria, if any.

**To be considered eligible for the mobility, the Brazilian, Paraguayan and Uruguayan undergraduate students should meet the following requirements:**

1. Have Brazilian, Paraguayan and Uruguayan nationality;
2. Good proficiency of the foreign language on the European institutions;
3. Should be registered in one of the Brazilian, Paraguayan and Uruguayan partners of the consortium;
4. Should have completed at least one year of studies in their home institution.
5. The applicant's area of studies must be considered eligible within the framework of this project (eligible areas: 01 – Agricultural Sciences; 5 – Education and Training; 6 – Engineering and Technology; 12 – Medical Sciences; 13 – Natural Sciences; 14 – Social Sciences). The complete list of

areas is available on the last page of this document and must be analysed by the applicants before the submission of the application form (for example, Law - area #10, is not eligible for application).

Each partner HEI can define other specific internal criteria for the mobility, according to their internal rules. It is strongly recommended that applicants contact the contact person at the home institution in order to receive the information regarding the specific eligibility criteria, if any.

**To be considered eligible for the mobility, the Paraguayan and Uruguayan master students should meet the following requirements:**

1. Have Paraguayan and Uruguayan nationality;
2. Good proficiency of the foreign language on the European institutions;
3. Should be registered in, or in case of full master have the support of one of the Paraguayan and Uruguayan partners of the consortium;
4. The applicant's area of studies must be considered eligible within the framework of this project (eligible areas: 01 – Agricultural Sciences; 5 – Education and Training; 6 – Engineering and Technology; 12 – Medical Sciences; 13 – Natural Sciences; 14 – Social Sciences). The complete list of areas is available on the last page of this document and must be analysed by the applicants before the submission of the application form (for example: Architecture, area #2, is not eligible for application).

Each partner HEI can define other specific internal criteria for the mobility, according to their internal rules. It is strongly recommended that applicants should contact the contact person at the home institution in order to receive the information regarding the specific eligibility criteria, if any.

**To be considered eligible for mobility, all European doctorate students should meet the following requirements:**

1. Have nationality of one of the European Union countries;
2. Good proficiency of the foreign language on the host institution;
3. Should be registered in, or in case of full doctorate have the support of one of the European partners of the consortium;
4. The applicant's area of studies must be considered eligible within the framework of this project (eligible areas: 01 – Agricultural Sciences; 5 – Education and Training; 6 – Engineering and Technology; 12 – Medical Sciences; 13 – Natural Sciences; 14 – Social Sciences). The complete list of areas is available on the last page of this document and must be analysed by the applicants before the submission of the application form (for example: Architecture, area #2, is not eligible for application).

Each partner HEI can define other specific internal criteria for the mobility, according to their internal rules. It is strongly recommended that applicants should contact the contact person at the home institution in order to receive the information regarding the specific eligibility criteria, if any.

**To be considered eligible for the mobility, the Brazilian, Paraguayan and Uruguayan doctorate students should meet the following requirements:**

5. Have Brazilian, Paraguayan and Uruguayan nationality;
6. Good proficiency of the foreign language on the European institutions;
7. Should be registered in, or in case of full doctorate have the support of one of the Brazilian, Paraguayan and Uruguayan partners of the consortium;
8. The applicant's area of studies must be considered eligible within the framework of this project (eligible areas: 01 – Agricultural Sciences; 5 –

Education and Training; 6 – Engineering and Technology; 12 – Medical Sciences; 13 – Natural Sciences; 14 – Social Sciences). The complete list of areas is available on the last page of this document and must be analysed by the applicants before the submission of the application form (for example: Architecture, area #2, is not eligible for application).

Each partner HEI can define other specific internal criteria for the mobility, according to their internal rules. It is strongly recommended that applicants should contact the contact person at the home institution in order to receive the information regarding the specific eligibility criteria, if any.

**To be considered eligible for mobility, all European post-doctorate researchers should meet the following requirements:**

1. Have nationality of one of the European Union countries;
2. Good proficiency of the foreign language on the host institution;
3. Should be registered or have the support of one of the European partners of the consortium;
4. Have been awarded the doctorate in the last two years and have the support of one European institution partner of the consortium, in order to accomplish post-doctorate mobility. This mobility can be for research and training purposes or attendance of high specialized courses;
5. The applicant's area of studies must be considered eligible within the framework of this project (eligible areas: 01 – Agricultural Sciences; 5 – Education and Training; 6 – Engineering and Technology; 12 – Medical Sciences; 13 – Natural Sciences; 14 – Social Sciences). The complete list of areas is available on the last page of this document and must be analysed by the applicants before the submission of the application form (for example: Architecture, area #2, is not eligible for application).

Each partner HEI can define other specific internal criteria for the mobility, according to their internal rules. It is strongly recommended that applicants should contact the contact person at the home institution in order to receive the information regarding the specific eligibility criteria, if any.

**To be considered eligible for the mobility, the Brazilian, Paraguayan and Uruguayan post-doctorate researchers should meet the following requirements:**

1. Have Brazilian, Paraguayan and Uruguayan nationality;
2. Good proficiency of the foreign language of the European institutions;
3. Have the support of one of the Brazilian, Paraguayan and Uruguayan partner institutions in the consortium, in order to accomplish the post-doctorate mobility. This can be for research or study purposes or attendance of highly specialized courses;
4. The applicant's area of studies must be considered eligible within the framework of this project (eligible areas: 01 – Agricultural Sciences; 5 – Education and Training; 6 – Engineering and Technology; 12 – Medical Sciences; 13 – Natural Sciences; 14 – Social Sciences). The complete list of areas is available on the last page of this document and must be analysed by the applicants before the submission of the application form (for example: Architecture, area #2, is not eligible for application).

Each partner HEI can define other specific internal criteria for the mobility, according to their internal rules. It is strongly recommended that applicants should contact the contact person at the home institution in order to receive the information regarding the specific eligibility criteria, if any.

### **Specific criteria for academic staff mobility:**

In the context of the individual mobility flows, academic staff mobility refers exclusively to the study and/or research activities developed by the academic staff of the partner institutions in host institutions, which are members of the consortium.

The objectives of the academic staff mobility are:

- Provide personal and professional development opportunities, through the possibility of doing practical study, research or teaching in one of the partner institutions;
- Encourage the institutions to broaden and enrich the range and content of the offered courses;
- Allow students to benefit from the knowledge and practice of the partner institutions academic staff;
- Consolidate bonds between institutions from different countries;
- Promote the exchange of competences and experience in pedagogic methods;
- Reinforce the capacity of international cooperation;
- Prepare the studies recognition in the long term between institutions through ECTS (European System of Credit Transfer) or other compatible systems.

The academic staff which undertakes a teaching, training or research period in a partner institution should work or be associated with one of the consortium institutions, and should be national of one of the regions covered by the partnership (European Union, Brazil, Paraguay and Uruguay).

The academic staff mobility should meet the following requirements:

- a) The mobility should be based on partnership agreements between consortium members;
- b) The home and host institution and the individual students should agree on the lecture programme to be taught by the visiting professors, as well as the research activities or type of training.
- c) The applicant's area of studies must be considered eligible within the framework of this project (eligible areas: 01 – Agricultural Sciences; 5 – Education and Training; 6 – Engineering and Technology; 12 – Medical Sciences; 13 – Natural Sciences; 14 – Social Sciences). The complete list of areas is available on the last page of this document and must be analysed by the applicants before the submission of the application form (for example: Architecture, area #2, is not eligible for application).

In the selection process priority shall be given to mobility that:

- a) Assure that the university visitor participate in the teaching of official educational programmes of the host institution;
- b) Conduct to the production of new teaching material;
- c) Should be used to consolidate and extend connections between offices and faculties;
- d) Prepare future cooperation projects between institutions;
- e) Help to strengthen the international cooperation offices in institutions;
- f) Conduct to progresses in ECTS applications or other studies recognition systems between partner institutions.



## 4. TYPES AND DURATIONS OF THE SCHOLARSHIPS

The Project will support the following types of scholarships:

- Undergraduate students scholarships to proceed studies abroad, in other partner institutions of the Consortium, conducing to a first cycle of studies degree, with a duration of 6 months of effective work;
- Master students to proceed studies abroad, in other partner institutions of the Consortium, conducing to a second cycle of studies/master degree, with a minimum duration of 10 months for medium term research activities and maximum of 20 months of effective work for master projects which shall be concluded in the host university in the long term activity period;
- Doctorate scholarships to proceed studies abroad, in other partner institutions of the Consortium, conducing to a third cycle of studies degree, with a minimum duration of 6 months and 10 months for short/medium term research activities and maximum of 34 months of effective work for doctorate projects which shall be concluded in the host university in the long term activity period;
- Academic staff mobility scholarships for the development abroad of the knowledge, capacities and experience exchange activities, with a duration of 1 month of effective work;
- The project will also cover a limited number of scholarships for the post-doctorate mobility with the duration of 10 months of effective work.

The mobility scheme of the project determines that the Brazilian, Paraguayan and Uruguayan candidates can apply only to European institutions of the consortium; as a consequence, the European candidates will have the Brazilian, Paraguayan and Uruguayan institutions as their host institutions. This mobility flow scheme aims to the reinforcement of the bi-regional cooperation among Higher Education Institutions of Brazil, Paraguay, Uruguay and European Union. The indicative number of mobility flows under this project is as follows:

The indicative number of mobility flows within the framework of the project is as follows:

### From Brazil to Europe (TARGET GROUP 1)

Type of mobility	Places	Months	Places	Months	Places	Months	Monthly Allowance
Undergraduate	29	6					€1,000
Doctorate	7	6	6	10	7	34	€1,500
Post-doctorate	2	6	5	10			€1,800
Academic staff	9	1					€2,500

### From Brazil to Europe (TARGET GROUP 3)

Type of mobility	Places	Months	Places	Months	Places	Months	Monthly Allowance
Undergraduate	2	6					€1,000
Doctorate					2	34	€1,500

### From Paraguay to Europe (TARGET GROUP 1)

Type of mobility	Places	Months	Places	Months	Places	Months	Monthly Allowance
Undergraduate	4	6					€1,000
Master			16	20			€1,000
Doctorate					2	34	€1,500
Post-doctorate			1	10			€1,800
Academic staff	1	1					€2,500

### From Paraguay to Europe (TARGET GROUP 3)

Type of mobility	Places	Months	Places	Months	Places	Months	Monthly Allowance
Undergraduate	3	6					€1,000
Master			2	10			€1,000

### From Uruguay to Europe (TARGET GROUP 1)

Type of mobility	Places	Months	Places	Months	Places	Months	Monthly Allowance
Undergraduate	4	6					€1,000
Master			12	20			€1,000
Doctorate					5	34	€1,500
Post-doctorate	2	6	1	10			€1,800
Academic Staff	1	1					€2,500

### From Uruguay to Europe (TARGET GROUP 3)

Type of mobility	Places	Months	Places	Months	Places	Months	Monthly Allowance
Undergraduate	2	6					€1,000
Master			1	20			€1,000
Doctorate					1	34	€1,500

### From Europe to Brazil, Paraguay and Uruguay - Target Group 1

Type of mobility	Places	Months	Places	Months	Places	Months	Monthly Allowance
Undergraduate	12	6					€1,000
Doctorate	7	6					€1,500
Post-doctorate	4	6					€1,800
Academic Staff	4	1					€2,500

### TARGET GROUP 1:

Students and academic staff registered in one of the third-countries of the geographical lot concerned and European Countries universities member of the partnership.

**Types of mobility:** undergraduate, master, doctorate, post-doctorate and academic staff.

### **TARGET GROUP 3:**

Nationals of the **third-countries concerned** by the geographical lot who are in particular vulnerable situations, for political or economic reasons or because of physical disabilities. For example:

- 1) having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries);
- 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;
- 3) It can be proved that they have a vulnerable economical situation;
- 4) they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons).

**Types of mobility:** undergraduate, master, doctorate and post-doctorate.

## **5. ELIGIBLE INSTITUTIONS**

Only the Higher Education Institutions, which are partner members of the consortium, are eligible to participate in the project mobility flows:

### **Latin American partners:**

Pontifícia Universidade Católica de São Paulo (Brazil)

Universidade Federal da Bahia (Brazil)

Universidade Federal da Paraíba (Brazil)

Universidade Federal de Alagoas (Brazil)

Universidade Federal de São Paulo (Brazil)

Universidade Federal do Acre (Brazil)

Universidade Federal do Ceará (Brazil)

Universidad Nacional de Asunción (Paraguay)

Universidad Nacional de Itapúa (Paraguay)

Universidad Católica del Uruguay (Uruguay)

Universidad de la República (Uruguay)

### **European Partners:**

Georg-August-Universität Göttingen (Germany)

Justus Liebig Universität Giessen (Germany)

Universidad de Valladolid (Spain)

Universidade do Porto (Portugal)

Università degli Studi di Milano (Italy)

Universitat de Barcelona (Spain)

Universitat Politècnica de Valencia (Spain)

Université des Sciences et Technologies de Lille (France)

Universiteit Gent (Belgium)

## **6. STUDY AREAS**

Considering the priorities defined by the EM-ECW program to Brazil, Paraguay and Uruguay, the project will grant scholarships in the following areas of studies:

### **01. AGRICULTURAL 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

### **05. EDUCATION, TEACHERS TRAINING**

- 05.1** Teacher Training
- 05.2** Primary Education
- 05.3** Secondary Education
- 05.4** Professional and Technical Training
- 05.5** Adult Education
- 05.6** Special Education
- 05.7** Educational Sciences, Comparative Education
- 05.8** Educational Psychology
- 05.9** Others – Education and Teachers Training

### **06. ENGINEERING, TECHNOLOGY**

- 06.1** Mechanical Engineering
- 06.2** Electronic Engineering
- 06.3** Chemistry Engineering
- 06.4** Civil Engineering
- 06.5** Electronic Engineering, Telecommunications
- 06.6** Industrial Sciences (CAD, CAM, CAE)
- 06.7** Material Sciences
- 06.8** Aeronautical Engineering
- 06.9** Others – Engineering. Technology

### **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 Behaviour Studies
- 14.5** Social Assistance
- 14.6** International Relations, European Studies, Regional Studies
- 14.7** Anthropology
- 14.8** Development Studies
- 14.9** Others – Social Sciences

As a way of assuring a high level of implementation, it was asked to the consortium institutions to indicate their thematic areas, par excellence, in each institution. The definition of the excellence areas should be taken into consideration by the candidates in the application.

The project aims to support applications for the development of activities in the thematic areas existing in the host institutions selected by the candidate.

## **7. RECOMMENDATIONS REGARDING THE SUBMISSION OF APPLICATIONS**

To prepare for the application, the candidate should:

- a) **Verify the eligibility criteria;**
- b) **Select at least one of the host institutions** between the consortium institutions, bearing in mind the rules of the mobility flow scheme. It is highly recommendable that the candidates choose 3 different host institutions among the available options in the application form. The candidate cannot select more than one mobility per host institution;
- c) **Read carefully the candidate guidelines** and the **application form** for the type of scholarship to which they want to apply;
- d) **Gather all required information** to fill in the application form;
- e) Apart from the undergraduate scholarships, **prepare a project of education/training** describing the goals, activities and the planned plan of work;
- f) Apart from the undergraduate scholarships, **certificate that the project proposal is objective and specific** regarding the methodology and viability, impact and benefits, as well as the capacity of achieving project goals within the deadline established by the scholarships duration. The lack of detailed information or objectivity will reduce the success chances during the candidate evaluation process;

- g) **Define the scholarship duration (only applicable for master and doctorate students);** the duration should correspond to the real time necessary to complete the proposed education/training process regarding the minimum and maximum duration time for each scholarship.

Once the information is gathered and compiled in an education/training project, the candidate should fill in the application form available on the website (<http://mundus17.up.pt>).

It is important to emphasize that, when the "Send" button is pressed, the application is submitted and its alterations can no longer be made. As a consequence, it is necessary to revise all details and make sure the documents are correctly uploaded before submitting the application.

After sending the on-line application, applicants should save the TXT version of your application and print the digital report that confirms that the same was sent successfully. The report contains, among other information, the code attributed to the application. This confirmation does not imply the acceptance of the applicant, only confirms the submission of the application.

The candidates should submit only one application. If the candidate submits more than one application form, the informatics system will automatically consider the last one as valid.

In the case of applications to master and doctorate scholarships, we recommend that the candidates receive the support of one teacher of the host institution that can provide help in preparing the application. Such a support will also allow an easier identification of the host institution where the development of the project is more viable. Simultaneously, this contact in the home institution will help the candidates to guarantee the quality of the work plan, ensuring a well structured project, which conjugates the candidates' interests and the local scientific and technological research priorities.

It can also be included in the application the name of a teacher or a researcher that could act as a tutor in the host institution.

## **8. ELECTRONIC SUBMISSION**

To submit the electronic submission of the application form, you should bear in mind the following:

- The candidates should have an email address and internet connection;
- The candidates should select the application form adequate to the type of scholarship;
- The candidates should fill in the electronic application form available in the website. Every time the button "Save" is pressed, a draft will be saved by the system, allowing it to be revised, edited and completed, as long as the button to submit the application is not pressed. The candidates should prepare carefully the application and revise it before submitting it. **After submitting the application, no more changes can be done;**
- By pressing the submission button, the application is sealed and sent to the coordination office that will provide a code. A digital certificate will be emitted, which also contains the date and time of the submission.

- This digital certificate will be sent to the candidate immediately after the online application submission. The candidate should print the certificate, as well as the copy of the application in TXT format. In all cases, a confirmation message with the application code and the text version of the application form will be automatically sent to the indicated email addresses. **Neither the digital certificate nor the message constitute an eligibility or selection confirmation of the application;**
- The candidates should keep a paper copy or a security copy of the submitted application.

The date and time limit for the application submission of the electronic applications are indicated on the 2<sup>nd</sup> Call for Applications, in the consortium's official website (<http://mundus17.up.pt>). The Coordination Office will do the best to avoid system breakdown, but will not take any responsibility if it is not possible to submit the application before the deadline. All candidates should bear in mind that applications sent by fax or email will not be accepted.

## 9. DOCUMENTS TO SUBMIT BY THE CANDIDATES

The candidates should upload, together with the online application, a digital copy of the following documents:

1. Identity Card or Passport;
2. Academic Transcript (transcript of the academic activities);
3. Support Declaration of the home Institution;
4. Language certificates (it may be optional, or mandatory in case of one of the selected institutions requires it. The applicant is responsible for verifying the need for this document. In case the certificate is not uploaded and is considered mandatory, the application will not be considered eligible).

## 10. EVALUATION AND SELECTION OF APPLICATIONS

All received and valid applications shall be included as read-only documents in a protected database. All legal requirements shall be respected concerning the personal data manipulation; confidentiality will always be maintained. The database will only be accessed and revised by authorized persons in the home and host institutions with an access code. The coordination office, the technical experts which will participate in the evaluation process and the members of the Scientific and Steering Boards will also have access.

Before proceeding to the technical/scientific evaluation of the applications, the contact person and/or the staff responsible for the implementation of the project in home institution will verify all applications and invalidate those who do not satisfy the eligibility criteria established by the Program, by the Consortium and by the host institution. A direct contact between the candidate and the contact person in the home Institution is crucial, in order to have access to the locally defined eligibility criteria.

The applications which comply with the evaluation demands in technical terms will be considered by the host institutions selected by the candidate. The evaluation

panels constituted by experienced academics, researchers and specialists of each institution will have the responsibility to evaluate the applications, elaborating a list with the ranking of the selected candidates, based on the academic quality, which constitutes the most relevant aspect of the applications.

According to the type of scholarship, the application evaluation will follow the following criteria and weighting factors (WF):

**Undergraduate and Master students:**

Academic achievement (WF 2)

Motivation (WF 1)

**Doctorate Students and Post-Doctorate Researchers:**

Academic achievement (WF 3)

Research Project (WF 2)

Motivation (WF 1)

**Academic staff:**

Pedagogic Experience and Scientific Production (WF 3)

Teaching Plan (WF 2)

Motivation (WF 1)

Each evaluation panel of each university will have experts in all thematic areas, according to the level and nature of the program. These experts will evaluate and rank the applications. This ranking list will be used in the grant attribution, respecting the available mobility flows.

The Scientific Committee, acting as the Steering Committee counsellor, will supervise the evaluation activities. This supervision aims to the validation of the evaluation procedures, as a way of assuring impartiality and transparency, through random sampling and similar techniques. This committee will also elaborate the candidate's proposal to be selected, according to the distribution of the established mobility flows, assuring that the criteria based on academic achievement were considered, as well as, in the case of Brazil, Paraguay and Uruguay, social, economic and specific priorities. This selection proposal will be submitted to the Steering Committee for final approval.

After the final selection of the applicants the coordinating institution will send to the home and host institutions a list of the selected scholarship holders that will participate in the MUNDUS 17 mobility project. The coordinating institution will also inform by e-mail all applicants about the selection results and will publish the final list on the consortium website.

## **11. OBLIGATIONS OF THE COORDINATING, THE HOME AND HOST INSTITUTIONS AND THE SCHOLARSHIP HOLDERS**

It is mandatory that all consortium partner institutions consider the academic period abroad as an integrant part of the academic program. **The home Institution will guarantee the full academic recognition (including exams and other forms of evaluation) of the studies period undertake in the host Institution**, through the signature of the Academic Recognition Agreement.



The host institution will assure that the scholarship holder benefits from the same work conditions and the same levels of health and security protection than the local students and members of the academic community. The host Institution will provide a reasonable support to the scholarship holder, particularly regarding support in the resolution of any administrative processes required by the authorities of the host country. The scholarship holder should inform the coordination office in case of lack of the necessary support by the host institution.

The coordinating institution will provide the scholarship holder a wide health insurance valid in the host country during the mobility period.

The coordinating institution will also be responsible for booking and payment of the scholarship holders' travel expenses between the city of the home institution and the city of the host institution based on the maximum amounts established by the EACEA for each travel. In the case of home and host institutions are not located in a city with an international airport, the scholarship holder should keep the receipts of other local transportations, for example: bus, subway, train. The original receipts will be necessary for the reimbursement request using a specific document that will be made available for the scholarship holders. The reimbursement request must be send to the coordinating institution as soon as possible. The scholarship holders must keep a copy of all the payment receipts. The coordinating institution will provide the reimbursements considering the global amount established by the EACEA – Education, Audiovisual and Culture Executive Agency for travel expenses. It is possible that in some cases the cost of the flight to the host institution reaches the maximum amount and, therefore, the coordinating institution will not be able to reimburse other expenses. Taxi expenses are not recommended and the coordinating institution will carefully analyse every expense and will not consider eligible taxi expenses between cities as long as there is another less expensive mean of transportation. The exchange rate of the day the expense was made will be taken into consideration for the reimbursement.

A Scholarship Contract will be signed between each institution, the scholarship holder and the coordination office, which defines all the conditions and responsibilities related with the project implementation, as well as the payments agenda that cover the scholarship. The scholarship holder will receive the payments directly from the consortium coordination.

## **12. PROJECT AND SCHOLARSHIP QUALITY CONTROL**

To ensure the control mechanisms of the internal quality three tools will be used:

- (i) A mobility questionnaire for students, researchers and academic staff;
- (ii) A report prepared by the home and host institutions, based on the evaluation of the program academic quality made by students, researchers and academic staff;
- (iii) A report prepared by the consortium Steering Committee, based on the students mobility reports and academic transcripts, provided by the academic authorities of each university.

The Steering Committee includes representatives of all partners and associates, whose task is to permanently control the program, including the internal quality control.

The Consortium coordination is responsible for:

- (i) Prepare the questionnaires for students, researchers and academic staff;
- (ii) Analyse the reports of the representatives of each university regarding the evaluation made by students, researchers and academic staff on academic quality of their mobility;
- (iii) Report the students academic success and the quality of the academic staff mobility by the academic authorities of each university;
- (iv) Prepare a final report on the general evaluation of the program and the conclusions.
- (v) Assure that all students, researchers and academic staff respond to the questionnaire;
- (vi) Process all questionnaires;

As an additional tool to ensure the project quality and in case of severe differences in relation to the approved work plan, the Steering Committee shall take exceptional measures and, eventually, opt by the scholarship suspension.

### **13. INFORMATION AND SUPPORT**

All information related with the project implementation can be consulted in the official website: <http://mundus17.up.pt>

The Consortium has created a coordination Office, responsible for the implementation of the preparation tasks and the scholarships program development, in close cooperation with the European Commission.

Coordination Office addresses and contacts:

**Contacts:** Bárbara Costa  
Marília Cunha

**Address:** Serviço de Relações Internacionais  
Coordinación para la implementación de EM-ECW  
Universidade do Porto  
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**E-mails:** [mundus17@reit.up.pt](mailto:mundus17@reit.up.pt)  
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**Telephone:** (+351) 22 040 8165 / 8034

**Fax:** (+351) 22 040 8183

All partner institutions have a designed contact person responsible for the assistance and counselling of their entire potential candidate. The official contacts can be consulted in the website, on the "Contacts" section.

The **Official Invitation for the Call of Applications** will announce the date for the beginning of application reception and will publish additional and specific rules, priority procedures and deadlines.