



**Erasmus Mundus - Action 2 - Strand 1
ELARCH PROJECT**

**Third Call for Applications (Third Cohort)
SPECIAL SESSION**

**Application period:
June 01, 2017 – June 20, 2017**

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Call for Applications

ELARCH - Euro-Latin America partnership in natural Risk mitigation and protection of the Cultural Heritage project is a mobility and scholarship project funded by the European Commission within the framework of the Erasmus Mundus - Action 2 - Strand 1 - Programme.

The project, coordinated by the University of Basilicata (Italy) with the support of the University of Cartagena (Colombia) as joint coordinator, is organized by a Partnership of some of the most prestigious universities in Europe and in Latin America. It is aimed at fostering scientific cooperation in the field of “risk mitigation and protection of heritages” between European and Latin American Higher Education Institutions (**ELARCH - Euro-Latin America partnership in natural Risk mitigation and protection of the Cultural Heritage**).

The ELARCH project expects to move 83 persons from LA to EU and 36 from EU to LA, throughout 48 months, providing them with scholarships to undertake study, training, research or teaching activity at one of the following partner universities:

European Institutions	Country	Latin American Institutions	Country
Università degli Studi della Basilicata (Coordinator)	Italy	Universidad de Cartagena (Joint Coordinator)	Colombia
Università degli Studi di Roma "La Sapienza"	Italy	Universidad Michoacana de San Nicolas de Hidalgo	Mexico
Università "G.D'Annunzio" di Chieti-Pescara	Italy	Universidad de Magdalena	Colombia
Univerza V Ljubljani	Slovenia	Universidad de Concepcion	Chile
Universidade do Minho	Portugal	Universidad de Oriente	Cuba
Universidad Politecnica de Madrid	Spain	Universidade Federal de Santa Catarina	Brazil
Universitat Politècnica de Catalunya	Spain	Universidad de Nariño	Colombia
National Technical University of Athens	Greece	Universidad Católica Boliviana "San Pablo"	Bolivia
Universidade de Aveiro	Portugal	Pontificia Universidad Catolica del Perú	Peru
		Universidad Nacional de Itapua	Paraguay
		Universidad San Gregorio de Portoviejo	Ecuador

SCHOLARSHIPS

Beneficiaries will be selected in three cohorts of applicants.

The project will support mobility at different level of study (undergraduate, master and doctorate, as well as post-doctorate and academic staff) awarding 119 scholarships depending on nationality, type of mobility, levels, target groups of reference as follows:

Type of Mobility Start of mobility	Cohort 1 giu/"15-dec/"15	Cohort 2 Sept/"15-dec/"16	Cohort 3 Sept/"16-dec/"17	Total giu/"15-dec/"17
Undergraduates	15 (10-I)+(5-O)	14 (9-I)+(5-O)	7 (7-I)	36 (26-I)+(10-O)
Masters		28 (20-I)+(8-O)	4 (4-O)	32 (20-I)+(12-O)
Doctorates	19 (13-I)+(6-O)		4 (4-I)	23 (17-I)+(6-O)
Post-doctorates		4 (4-I)	13 (9-I)+(4-O)	17 (13-I)+(4-O)
Staff		1 (1-O)	10 (7-I)+(3-O)	11 (7-I)+(4-O)
Total	34 (23-I)+(11-O)	47 (33-I)+(14-O)	38 (27-I)+(11-O)	119 (83-I)+(36-O)

Legend:

- I** = Incoming mobility (from LA to EU)
- O** = Outgoing mobility (from EU to LA)

ATTENTION: Not every call for applications covers all levels and types of mobility. Check the information on open call (<http://call.elarch.org>) and read carefully the public announcement to see if the level and type of mobility you are interested in are available.



Third Call (Third Cohort)-SPECIAL SESSION

This 3rd Cohort's call **SPECIAL SESSION** is open to candidates for mobility of the following types and duration (From Latin America are available only scholarships for Target Group **A** (BOLivia, PEru, ECuador, ParaguaY):

Type of Mobility Cohort 3	From LA to EU Start of mobility: June-December 2017	From EU to LA Start of mobility: June-December 2017	Total Start of mobility: June-December 2017
Undergraduates	2 students Credit transfer programme (=exchange mobility) 2 Group A 2 TG3 (9 months per student)		2 students Credit transfer programme (=exchange mobility) 2 Group A (LA) 2 TG3 (9 month per student)
Doctorates (Doctoral Students)	2 students Short stay programme 2 Group A 2 TG1 (9 months per person)		2 persons Short stay programme 2 Group A (LA) 2 TG1 (9 months per person)
Post Doctorates (Post-doctoral Researcher)	5 students Short stay programme 5 Group A (9/10 months per person)	3 persons Short stay programme 3 TG1 (9 months per person)	8 persons Short stay programme 5 Group A (LA) – 3 TG1 (EU) (9/10 months per person)

Latin American lot:

Group **A**: BOLivia, PEru, ECuador, ParaguaY

Group **B**: Argentina, BRazil, ChiLe, COLombia, Costa Rica, CUba, MeXico, Panama, Uruguay, Venezuela

The 3rd cohort's mobility must start no later than **December 31, 2017**.

LEVELS OF MOBILITY

Doctoral student (third cycle) – a person enrolled in a third cycle higher education programme and who has already obtained a second higher education degree or has a recognized equivalent level of learning according to national legislation and practices.

Post-doctoral Researcher – an experienced researcher who is in possession of a doctoral degree or who has at least three years of full-time equivalent research experience, including the period of research training, at a research organisation established in accordance with national legislation and practice after obtaining the degree which formally allowed him/her to embark on a doctoral programme offered by higher education institution.

Undergraduate (student in first cycle) – a person enrolled in a first cycle higher education programme and who will obtain after the completion of the programme a first higher education degree.

Masters student (student in second cycle) – a person enrolled in a second cycle higher education programme and who has already obtained a first higher education degree or has a recognised equivalent level of learning according to national legislation and practices.

Staff – persons who, through their duties, are involved directly in the educational process related to higher education.



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.

TYPES OF MOBILITY

Credit transfer programme (=exchange mobility) - Undergraduate, master and doctoral exchange students spend a period of time, whose duration has been specified by the partnership, at the host university. There they will follow courses and/or work on their bachelor or master thesis or – in the case of doctoral students – their research projects or dissertations. Exchange grantees remain enrolled at the home university during the mobility period. The activities to be carried out during the mobility are specified in a Learning Agreement (for undergraduate and master students) or in a Work Plan (for doctoral students). The Learning Agreement (LA) or the Work Plan (WP) have to be agreed on with the academic coordinator at the home university and uploaded to the online application. Upon the grantee's return to the home university, the activities carried out at the host university in accordance with the LA or WP, if successfully completed, have to be fully recognized by the home university as counting towards the student's study programme. The LA or WP, together with a transcript of records issued by the host university for all ECTS completed, will serve as the recognition tools.

Full degree programme (= degree seeking) - ELARCH offers Latina American and European students the opportunity to complete a full degree programme at the EU/LA partner universities. Degree seeking grantees will have the possibility to obtain a degree that will be accompanied by a Diploma Supplement, if applicable. Degree seeking grantees enroll as regular students at the EU/LA host university upon their successful admission.

Short stay programme - Short stay programmes (2/9 months) are available for doctoral students, post-doctoral fellows and staff for research, teaching, specialized training and activities relating to institutional cooperation.

FINANCIAL CONDITION

The beneficiaries will receive, for the whole duration of the mobility abroad, a monthly allowance as follows:

Undergraduate - € 1000 per month
Master - € 1000 per month
Doctorate € 1500 per month
Post-doctorate - € 1800 per month
Staff - € 2500 per month

Two installments will be paid upon the beneficiary's arrival at the host Institution to cover installation costs. The Partnership will cover the beneficiary's travel costs and provide a full health and accident insurance coverage according to the Erasmus Mundus Programme regulations.

Grant holders at any level will not be required to pay any fees or costs to the 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 will continue paying their tuition and/or registration fees at their home university and the hosting university must apply a fee waiver policy.

For mobility lower than 10 months, a fee waiver policy must be applied by the host Institution.

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.

GENERAL ADMISSION CRITERIA



All applicants must meet the following general criteria:

Nationality	European candidates must be nationals of one of the 28 EU Member States. Latin American candidates must be nationals of one of the LA Countries targeted by the project: Group A: Bolivia, Peru, Ecuador, Paraguay; Group B: Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Mexico, Panama, Uruguay, Venezuela. 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 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	Latin American nationals must carry out mobility in Europe. European nationals must carry out mobility in Latin American.
Language	Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Scholarships are available for individuals belonging to the following target groups:

European students

To be eligible, European **undergraduate** and **master** students as well as **doctorate** and **post-doctorate** candidates, referred as "**EU students**":

1. Must be a national of one of the eligible European countries;
2. **For Target Group 1 (TG1):** students need to be registered at one of the European countries HEIs within the partnership at the time of submitting their application to the partnership;
3. **For Target Group 2 (TG2):** students need either to be registered in a HEI (not included in the partnership) of any European country at the time of submitting their application to the partnership or to have obtained a university degree or equivalent from a HEI of any European country;
4. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries;
5. Undergraduate students must have successfully completed at least one year of studies at first higher education level by the time of the application.

LA-country students

To be eligible, third-country **undergraduate** and **master** students as well as **doctoral** and **post-doctoral** candidates, referred as "**LA students**":

1. Must be a national of one of the LA-countries covered by the relevant lot;
2. Must have not resided nor have carried out their main activity (studies, work, etc) for more than a total of 12 months over the last five years in any of the eligible European countries at the time of submitting their application to the partnership. This rule does not apply to TGIII candidates;
3. **For Target Group 1 (TG1):** students need to be registered at one of the LA-country HEIs within the partnership at the time of submitting their application to the partnership;
4. **For Target Group 2 (TG2):** students need either to be registered in a HEI (not included in the partnership) of the LA-country concerned by the lot or to have obtained a university degree or equivalent from a HEI of these third-countries;
5. **For Target Group 3 (TG3):** students need to be nationals of one of the LA-countries concerned by the lot and be part of the "**vulnerable target groups**"* for social and political reasons *;
6. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.



7. Undergraduate students must have successfully completed at least one year of studies in their home institution by the time of the application.

*** Vulnerable target groups (TG3):** *people having a refugee status or asylum beneficiaries - international or according to the national legislation of one of the European recipient countries - or people proving that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or people belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons).*

If you are not sure whether you belong to a vulnerable group (i.e. belong to TG3) and/or how to prove this vulnerable situation by proving the necessary documents, please contact the Joint Coordinator.

NOTE

Please, consider the **difference between “Disadvantaged groups” and “Vulnerable groups”**: *the former refers to cross-cutting issues and must be taken into consideration during the selection of candidates for all three target groups, the latter refers exclusively for the selection of candidates under TG3*

Academic staff

In order to be eligible, academic and administrative staff hereafter referred as "**staff**":

1. Must be a national of one of the eligible countries;
2. **For Target Group 1 (TG1):** LA- country staff must work in or be associated to one of the third-country HEIs participating in the partnership. EU staff must work in or be associated to one of the EU HEIs participating in the partnership;
3. **For Target Group 2 (TG2):** LA-country staff must work in or be associated to a HEI (not included in the partnership) of any third-country concerned by the lot. EU staff must work in or be associated to a HEI (not included in the partnership) of any European country.

APPLICATION AND ADMISSION REQUIREMENTS

Applications must be submitted online through the application system available on the project's website <http://www.elarch.org/>, during the application period (from June 01, 2017 to June 20, 2017).

TG1 applicants are strongly recommended to contact the home university offices and/or the ELARCH responsible directly before applying (*the list of Home ELARCH local team at partner University is published on the ELARCH website <http://partners.elarch.org>*).

Each applicant is allowed to submit one application with a maximum of 5 (five) choices to different Universities, the first of which is the main choice.

The Partnership, on the basis of the academic curriculum of the candidate, the motivation letter and the proposed study/research activity indicated in the application form and taking into account the Erasmus Mundus cross-cutting issues (gender-balance, equal opportunities and the participation of disadvantaged groups -disabled students, economically disadvantaged students), as well as the balance of mobility flows agreed upon by the partnership, reserve the right to assign a more suitable destination choosing among the other options or proposing a new one.

A scanned version of the following compulsory documents must be uploaded to the application (**pdf format - max 10 Mb**) and kept by the candidate in original copy in case they are requested during the selection process. If the original documents are not in English/Spanish/Italian, you need also to upload scanned versions of official translations of the documents into English (for evaluation purposes).

DOCUMENTS REQUIRED TO ALL CANDIDATES:

- 1) scanned copy of **Application form** (signed by the applicant)
- 2) scanned copy of the passport (or other official identity document with specification of nationality)



- 3) CV in the Europass format;
- 4) Motivation Letter (maximum one page), including reasons to apply, particular skills and abilities, academic interests, work experience, commitment to return to the home country, benefits of the mobility for the grant holder and his/her environment;
- 5) Letter of Reference /Recommendation (max two) preferably from academics or other persons who have had an academic or work relation with the applicant;
- 6) Proof of disadvantaged conditions (if applicable): any official document proving disability or disadvantage conditions (economic, social or other)¹;
- 7) Declaration of honour signed by the applicant of not having received an Erasmus Mundus – action 2 – scholarship for the same purposes and, for third Country nationals (this rule does not apply to TG3 candidates), of not having resided and nor having 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.

Undergraduate TG3

- a) Transcript of records of all years of university study including average mark; any additional Academic Certification required for the specific course at the University you are applying for;
- b) Proof of registration: a certificate signed and stamped by the Home University proving that you are currently enrolled in an Undergraduate course programme and that you have successfully completed at least one year of studies by the time of application;
- c) Learning agreement: preliminary study plan signed by the candidate and home Institution;
- d) Language certificates (compulsory if required by the host university);
- e) TG3 students (only for students applying under TG3): description and proof of vulnerable situation.

Masters TG1, TG2 AND TG3

- a) Academic Certification and Transcripts of records of all years of University studies including undergraduate and/or graduate studies or Diploma Supplement (if applicable);
- b) Language certificates (compulsory if required by the host university);
- c) TG3 students (only for students applying under TG3): description and proof of vulnerable situation.

TG1 mobility from EU (9 month's mobility only)

- d) Proof of registration: a certificate signed and stamped by the Home University proving that you are currently enrolled in a Master course programme;
- e) Learning agreement: preliminary study plan signed by the candidate and home Institution.

Doctorate TG1

- a) Academic Degrees (Bachelor, Master and Doctoral degree or equivalent) and Transcripts of records of all years of University studies including undergraduate and graduate or Diploma Supplement (if applicable);
- b) Proof of registration: a certificate signed and stamped by the Home University proving that you are currently enrolled in a Doctoral course programme;
- c) Language certificates (compulsory if required by the host university);

¹ The Erasmus Mundus ELARCH Partnership is committed to supporting applicants in a disadvantaged situation (disabled or economically disadvantaged) by giving them preferential status in the selection process. If you find yourself in a disadvantaged situation due to a disability or economic reasons, indicate this in the online application form. In addition, you are required to upload documents (e.g. medical reports, declaration of financial resources below national average, long-term unemployment of family provider, etc.) proving that you belong to a disadvantaged group. Once the selection procedure has started, the Selection Committee will take a look at the uploaded documents and determine whether these are sufficient proof of the applicant's disadvantaged situation. In case the selection committee considers the supporting documents as insufficient proof, the application will be evaluated as an application without the disadvantaged status. **IMPORTANT:** [There is a difference between disadvantaged groups and vulnerable groups \(= target group 3\): The former refers to cross-cutting issues and will be taken into consideration for the selection of candidates from all three target groups; the latter refers exclusively to the selection of candidates under target group 3.](#)



- d) Letter of interest by the host University (In order to complete the Letter of Interest, the applicant needs to **establish contact with** a potential **supervisor at the host university** already during the application process. By signing the Letter of Interest, the contact person at the host university confirms his/her **interest in hosting the candidate** if a scholarship is granted. At the same time, the Letter of Interest guarantees that the profile of the applicant matches the **thematic expertise** of the host university;
- e) Work Plan agreement: preliminary work plan already signed by the parties involved.

Post-Doctorate TG1 AND TG2

- f) Academic Degrees (Bachelor, Master and Doctoral degree or equivalent) and Transcripts of records of all years of University studies including undergraduate, graduate and PhD studies or Diploma Supplement (if applicable);
- g) Language certificates (compulsory if required by the host university);
- h) Letter of interest by the host University (In order to complete the Letter of Interest, the applicant needs to **establish contact with** a potential **supervisor at the host university** already during the application process. By signing the Letter of Interest, the contact person at the host university confirms his/her **interest in hosting the candidate** if a scholarship is granted. At the same time, the Letter of Interest guarantees that the profile of the applicant matches the **thematic expertise** of the host university;
- i) Work Plan agreement: preliminary work plan already signed by the parties involved.

Staff TG1 AND TG2

- a) Work Plan agreement: preliminary work plan already signed by the parties involved;
- b) Letter of interest by the host University (In order to complete the Letter of Interest, the applicant needs to **establish contact with** a potential **supervisor at the host university** already during the application process. By signing the Letter of Interest, the contact person at the host university confirms his/her **interest in hosting the candidate** if a scholarship is granted. At the same time, the Letter of Interest guarantees that the profile of the applicant matches the **thematic expertise** of the host university;
- c) CV+ list of publications.

SELECTION PROCESS

Step 1 (Checking) – All the application forms are checked initially by the ELARCH staff. In addition, the application forms will be screened and validated by the home Institution for TG1, by the coordinator for TG2 EU candidates and by the Joint coordinator for TG2 & TG3 Latin American applicants. The validation procedure consists of a technical screening of all the applicants (whether the eligibility requirements are met, respect of the application deadline, completeness and authenticity of uploaded documents, correct TG, minimum requirement to apply, reliability of the documents, etc.)

Step 2 (Checking) - The number of available scholarships is being divided among the different partner universities, taking into account the proposals of the applicants.

Step 3 (Preliminary Selection) – Applications which pass step 1 are reviewed and rated by the host university. The host University will review the applications, check if the admission and language requirements are fulfilled and evaluate the applications in terms of their quality on the basis of the applicant's academic results, verified through transcript of records, university degree/s, Study/research/work plan proposal, motivation and recommendation letters, CV and language skill. In case of rejection, the host university must explain the reason. If not, an evaluation score is given.

The candidate's acceptance is at discretion of the host Institution.

Rejection

If applications are found to be incomplete and/or ineligible (= formally not OK), the reviewers need to clearly indicate the reason for rejecting an application. Rejected applicants will receive an official



notification of rejection via email. This notification will include the reason/s for rejection and provide the applicants with the opportunity to appeal against the decision by a given deadline.

Rejection reason:

- Incomplete file: documents or information (transcript of record, degree,...) is missing
- Unfulfilled admission requirements: the admission requirements for the programme or university are not fulfilled
- Poor motivation: see above
- Insufficient knowledge of language of instruction: the applicant did not prove he/she has adequate knowledge of the language of instruction e.g. lack of TOEFL, IELTS certificates, TOEFL or IELTS scores are not high enough, ...
- Profile of applicant does not match the requested programme: this applies to the academic profile of the applicant, for example the professors at the host university are not specialized in the research field of the PhD applicant.
- The total evaluation score given by the host university was not high enough to be granted a scholarship: the applicant was not initially rejected, but there were applicants with a higher score who obtained the scholarship
- The requested programme is not available: the programme is not on offer (anymore), or the university cannot accept additional candidates.

Step 4 (Final Selection and Allocation of the scholarship) The Selection Committee do a final evaluation of the applications taking into account results of the quality assessment submitted by the partner universities, the Erasmus Mundus cross-cutting issues (gender-balance, equal opportunities and the participation of disabled students and economically disadvantaged students) and the balance of mobility flows agreed upon by the partnership.

According to the type of scholarship (**U**-Undergraduate, **M**-Master, **D**-Doctorate, **PD**-Post Doc, **S**-Staff), the evaluation of applications will comply with the following criteria and **Weighting Factors (WF)**:

- Academic merit/Work experience (WF 3 – **U,M,D,PD,S**);
- Study/Work program proposed (WF 4 - **U,M,D,PD,S**);
- Motivation (WF 1- **U,M,D,PD,S**);
- Language skills (WF 1 - **U,M,D,PD,S**);
- Disabled or economically disadvantaged students (WF 1 - **U,M,D**)

The candidates with the highest score receive a scholarship.

Step 5 (Announcement of selection results) - The coordinator makes separate lists with all the scores of the students per study level, target group and requested mobility duration (e.g. a list with all the target group 2-Post Doc students- 9/10 months scholarship or target group 1-Undergraduates-9 months mobility), plus a list of rejected applications and a reserve list. All applicants will be notified by e-mail of the results of selection, whether they have been selected (Main list) or they are on the reserve list or they has been rejected (*all the lists are published on the ELARCH website*). Only written notifications sent by the Partnership Coordinator are official.

Selected applicants will be required to reply for acceptance or rejection of the scholarship within 10 calendar days. Applicants accepting the scholarship must sign the Scholarship Contract with the host Institution.

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

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 mobility 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.



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.

APPEALS PROCEDURE

Candidates who do not agree with the selection results may engage an appeal procedure sending an explicit request to the ELARCH coordinator clearly stating the reasons for the appeal and within 7 working days after receiving the notification of non-selection. If the request is accepted, it will be granted access to the reasons indicated by the institutions responsible for the validation and evaluation procedures. Specific information and details on the appeals procedure will be given to candidates with e-mail notification of results.

PERSONAL DATA PROCESSING

Applicants' personal data are collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data".

Contact us (info@elarch.org)

Submit your application <http://www.elarch.org>