



# BE MUNDUS GUIDELINES FOR APPLICANTS 2014/2015

## ERASMUS MUNDUS PROGRAMME

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



SÃO PAULO - RIO DE JANEIRO - SANTA CATARINA - PERNAMBUCO - PARAÍBA - GOIÁS - AMAZONAS - MARANHÃO - SERGIPE

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# The Erasmus Mundus Programme

Erasmus Mundus (2009-2013) is a cooperation and mobility programme in the area of Higher Education, funded by the European Commission.

Erasmus Mundus aims to promote European higher education, to help to improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with non-European countries, in accordance with EU external policy objectives. It supports the creation of partnerships between European and non-European higher education institutions, exchange and mobility at all levels of higher education, including a scholarship scheme. This means support for mobility for students, PhDs, post-doc and staff (academic and administrative).

## The BE MUNDUS Project

It is in this context, the Erasmus Mundus BE MUNDUS project grants scholarships to Brazilian and European students, researchers, and staff members to undertake a mobility period, or a full degree, in some of the best universities in Europe and Brazil. Scholarships are available to undergraduate students in the fields of Engineering & Technology and Education & Teacher Training, as well as to doctorates, post-doctorates, and staff in the field of Engineering & Technology. Administrative staff can also apply. Scholarships include a monthly allowance, travel, insurance and tuition fee waiver.

### General objectives:

The main objective of the BE MUNDUS project is to foster inter-institutional cooperation between European and Brazilian higher education institutions (HEI) so to make the EU a privileged region for Brazilian cooperation. In particular BE MUNDUS will contribute to the following objectives and results:

- Foster internationalization and quality of undergraduate studies in Brazil
- Increase EU-Brazil joint research programmes, so to enhance skills and qualifications of Brazilian students while, at the same time, opening up new opportunities for the European market.
- Build capacity among International Officers within Brazilian HEI and thereby contribute to a more homogenous internationalization across the country.
- Foster mutual understanding of EU-Brazil respective higher education and research systems and priorities, so to increase recognition of studies and degrees between the two regions.
- Promote equal opportunities in higher education, by ensuring an inclusive participation in the project.

## BE MUNDUS partner institutions

### European Partners

- ITALY - Università degli Studi di Roma “La Sapienza”, Rome (coordinator)
- ITALY - Università degli Studi di Roma “Tor Vergata”, Rome
- PORTUGAL - Universidade do Porto, Porto
- PORTUGAL - Universidade Nova de Lisboa, Lisbon
- BELGIUM - Vrije Universiteit Brussel, Brussels
- UNITED KINGDOM - Cardiff Metropolitan University, Cardiff
- GERMANY - Karlsruhe Institute of Technology, Karlsruhe
- CROATIA - University of Zagreb, Zagreb
- POLAND - Silesian University Of Technology, Gliwice

### Brazilian Partners

- Universidade de São Paulo, São Paulo
- Universidade Estadual de Campinas, Campinas
- Universidade Federal do Rio de Janeiro, Rio de Janeiro
- Universidade Estadual Paulista “Júlio de Mesquita Filho”, São Paulo
- Universidade Federal da Paraíba, João Pessoa
- Universidade Federal de Goiás, Goiânia
- Universidade do Estado do Amazonas, Itacoatiara
- Universidade Federal de Pernambuco, Recife
- Universidade Estadual do Maranhão, São Luis
- Universidade Federal de Santa Catarina, Florianópolis
- Universidade Federal de Sergipe, São Cristóvão

### Associated partners

- Instituto de Estudos Brasil Europa, Brazil
- IBM Italia S.p.A, Segrate (Milano), Italy
- CESC Project, Italy
- ICUnet.AG - Erasmus Mundus Students and Alumni Association, Germany
- Asociación Grupo Santander, Belgium
- Ministerio da Integração Nacional, Brazil
- United Nations Association – Brazil, Brazil
- Fórum de Assessorias das U.Brasil para Assuntos Internacionais, Brazil
- Fundação Oswaldo Cruz, Brazil
- Paysession Soluções Alternativas Ltda, Brazil
- Perception Comércio e Serviços de Informática Ltda, Brazil
- Universidade Federal de Campina Grande, Brazil
- Universidade Federal de Santa Maria, Brazil
- Universidade Federal de Minas Gerais, Brazil
- Universidade Federal de Paraná, Brazil

# How to use this guide

Reading this Guide is crucial for a successful application procedure.

**This guide is divided in three sections:**

## A. General information about BE MUNDUS

## B. Application Procedure

## C. Implementation of mobility

Section A includes **general information** about **BE MUNDUS**, namely the eligibility criteria to apply to scholarships, the types of scholarships available, the partner institutions and the eligible fields of study. In the second part, the **application procedure** is explained in detail.

You should bookmark the BE MUNDUS webpage and read it together with this guide: [www.bemundus.eu](http://www.bemundus.eu)

Finally, a general overview is given about the procedures for the **implementation of mobility** in case of selection, as well as the **contact details** of the coordinating institution for any additional information or clarification of doubts.

We strongly recommend a regular reading and analysis of the information contained in the website where updates and additional information can be included.

# General Information about BE MUNDUS

Please find below BE MUNDUS specific eligibility criteria BE MUNDUS project:

**In addition to these criteria there may be others defined internally by each host institution. Check the specific requirements of the host institutions under the 'Courses' section of the website.**

## 1. Target groups

The Erasmus Mundus programme is open to different categories of students and researchers, defined as 'Target Groups'. Each of the Target Groups has different types of mobility scholarships available.

Target Groups	Beneficiaries	Eligible types of mobility	Region of the participants in the mobility
Target Group I (TG1)	Brazilian and European nationals enrolled, associated or working (fulltime) in one of the BE MUNDUS partner institutions, at the time of application.	<ul style="list-style-type: none"> <li>• Undergraduate (sandwich)</li> <li>• PhD (sandwich)</li> <li>• Post-doc</li> <li>• Academic and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>• Brazil</li> <li>• Europe</li> </ul>
Target Group II (TG2)	Brazilian and European nationals that have obtained an academic degree or equivalent from an institution in Brazil or the EU or that are currently enrolled in any Brazilian/European higher education institution which is not a BE MUNDUS partner (associate institutions or others).	<ul style="list-style-type: none"> <li>• PhD (sandwich)</li> <li>• Post-doc</li> <li>• Academic and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>• Brazil (PhD and staff only)</li> <li>• Europe (sandwich PhD and post-doc only)</li> </ul>
Target Group III (TG3)	<p>Brazilian nationals that are under particularly vulnerable situations, for social, economic and political reasons. For example:</p> <p><b>1)</b> Belonging to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)</p> <p><b>or</b></p> <p><b>2)</b> Having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European host countries)</p> <p><b>or</b></p> <p><b>3)</b> Having been object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual orientation</p>	<ul style="list-style-type: none"> <li>• Undergraduate (sandwich)</li> <li>• PhD (sandwich)</li> </ul>	<ul style="list-style-type: none"> <li>• Brazil</li> </ul>

**All potential TG3 applicants must present official documentation that proves their eligibility for this group that must be uploaded in section 10 of the application form. In case applicants fail to do so the BE MUNDUS team will consider them as TG1 or TG2 applicants (depending on the home institution).**

## 2. Eligibility criteria

In order to be eligible for an Erasmus Mundus scholarship under BE MUNDUS, **all applicants must fulfil the following general criteria:**

- (a)** be a Brazilian national or a national of one of the 28 Member-states of the European Union:
- (b)** only for Brazilian nationals: have not lived, nor developed their main activity (study, work, etc.), over more than 12 months, in the last 5 years, in any of the 28 member states of the **European Union**. This rule does not apply to staff.

Member-states of the EU		
• Austria	• Germany	• Poland
• Belgium	• Greece	• Portugal
• Bulgaria	• Hungary	• Romania
• Croatia	• Ireland	• Slovakia
• Cyprus	• Italy	• Slovenia
• Czech Republic	• Latvia	• Spain
• Denmark	• Lithuania	• Sweden
• Estonia	• Luxembourg	• United Kingdom
• Finland	• Malta	
• France	• Netherlands	

Table 1

- (c)** have not benefited in the past from an Erasmus Mundus scholarship for the same type of mobility (e.g. undergraduate applicants having already benefitted of an Erasmus Mundus undergraduate scholarship are not eligible to apply. Should they have already benefitted of such scholarship they can, however, apply for a Phd, post-doc or staff scholarships). This rule does not apply to staff.
- (d)** have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Additionally **UNDERGRADUATE applicants need to comply with the following criteria:**

- be enrolled in any Brazilian or EU (public or private) legally recognized higher education institution AND have completed at least one year of study in their home institution at the time of departure for the mobility period (e.g. September 2014).

Additionally **sandwich PhD applicants need to comply with the following criteria:**

- be duly registered at a PhD programme at Brazilian institution;

- have the support of their home (if applicable) and host institution through a document to be uploaded in section 10 of the application form.

Additionally for **Target Group III** applicants (only applicable to Brazilian undergraduates, sandwich PhDs) must:

- be in a particularly vulnerable situation for social and political reasons (for instance: refugee status, asylum beneficiary, victim of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual orientation or belong to an indigenous population) and upload an official document verifying this vulnerability condition in section 10 of the application form (e.g. the document may be issued by EDUCAFRO or similar NGOs working with indigenous people in Brazil; a document by the university proving that the student has entered the university through the '*sistema das cotas*' for ethnical origins is also eligible;)
- be currently enrolled in or have obtained a university degree from any Brazilian higher education institution.

**Academic and administrative staff applicants need also to comply with the following criteria:**

1. base the mobility assignments on the **partnership agreements** and the **sustainability strategy** defined by the partnership;
2. agree together with the home and host universities on the programme of activities, namely: lectures or administrative work to be delivered by the visiting staff; the research activities to be carried out; the type of training to be followed; etc.

**For Academic/Administrative staff, the selection process will give priority to mobility flows that:**

- promote the implementation of **new cooperation** activities such as bilateral agreements for mobility implementation;
- allow the participation in seminars, workshops on relevant topics for the cooperation of both Universities;
- discuss the possibility to implement tools to allow a more dynamic academic structure of Brazilian HEIs benefiting from the **Bologna Process** and the wide EU experience in international mobility;
- allow the expansion/creation of local and regional **management and organizational structures**, namely International Offices, Libraries, Academic Services, etc.);
- contribute to the strengthening of the **international cooperation capacity** of EU and Brazilian Higher Education institutions involved in the partnership;
- consolidate and extend links between departments units and faculties, namely at research and teaching levels;
- prepare **future cooperation projects** between partner institutions;
- create synergies among **EU and Brazilian Higher Education Systems** through the use of ECTS, Diploma Supplement, among others.



- allow progresses in the application of ECTS or other systems of **study recognition** between partner institutions;

**In the case of academic staff mobility the selection process will give priority to mobility flows that:**

- ensure that the visiting academic will actively participate in the teaching of the host institution's official educational programmes;
- lead to the production of **new teaching materials**;
- develop **joint curricula** (eg. creation of double or joint degrees);
- encourage institutions to expand and enrich the range and content of offered courses;
- promote the skills and experience exchange in **teaching methods**;
- provide students with knowledge and practices of staff from partner institutions.
- stimulate **joint teaching activities**, namely PhD thesis co-supervision agreements, joint supervision of master/PhD thesis(...);
- propose research activities that may evolve in **joint research projects**;
- increase the **visibility of EU and Brazilian Higher Education Systems** and of the Bologna Process and Instruments;

**In the case of administrative staff the selection process will give priority to mobility flows that:**

- strengthen the **management capacity** of the involved institutions in the mobility process;
- assist the creation/development/strengthening of the **international cooperation departments** in partner institutions;
- identify **good-practices** in the management of international cooperation programmes and in particular of new procedures towards the smoother preparation and implementation of mobility flows;
- develop/create international offices, academic services, financial departments and other **management structures** to support the re-organization of partner institutions;
- support the production of **new working and management materials** (e.g. flyers, posters, other dissemination documents, working documents, newsletters, etc);

**The staff mobility (academic and administrative) offers additional opportunities of personal and professional development, through practical training, research and teaching in a partner institution. This type of mobility always involves the active participation in the daily life activities.**

**By submitting his/her application the applicant must be aware not only of the eligibility criteria but also of the specific tasks that the mobility will demand.**

### 3. Types and duration of scholarships

In line with Erasmus Mundus programme guidelines, Brazilian applicants can only apply to European partner institutions and European applicants can only apply to Brazilian institutions.

The BE MUNDUS project provides **SCHOLARSHIPS** divided according to the following:

#### BRAZIL > EU

TARGET GROUP	TYPE OF MOBILITY	DURATION	FIELDS OF STUDY
<b>Target Group I</b> Brazilian applicants enrolled, associated or working in a Brazilian BE MUNDUS partner institution	Undergraduate PhD (sandwich) Post-doc Staff	from 4 to 10 months 6 or 10 months 6 months 1 month	Engineering & Technology Education & Teacher Training (only undergrads)
<b>Target Group II</b> Brazilian applicants having obtained a degree from any Brazilian institution or being currently enrolled/ working in an institution not partner of BE MUNDUS	PhD (sandwich) Staff	From 4 to 10 months 1 month	Engineering & Technology
<b>Target Group III</b> Brazilian applicants in vulnerable situations* (definition page 10)	Undergraduate PhD (sandwich)	From 4 to 10 months 6 months	Engineering & Technology Education & Teacher Training (only undergrads)

#### EU > BRAZIL

TARGET GROUP	TYPE OF MOBILITY	DURATION	FIELDS OF STUDY
<b>Target Group I</b> European applicants enrolled or working in a European BE MUNDUS partner institution	Undergraduate PhD (sandwich) Post-doc Staff	From 4 to 10 months 6 or 10 months 6 months 1 month	Engineering & Technology Education & Teacher Training (only undergrads)

<b>Target Group II</b> European applicants being currently enrolled/ associated/ or working in an institution not partner of BE MUNDUS	<b>PhD (sandwich)</b>  <b>Post-doc</b>  <b>Staff</b>	<b>6 or 10 months</b>  <b>6 months</b>  <b>1 month</b>	<b>Engineering &amp; Technology</b>
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### What is what?

**Undergraduate scholarships (sandwich)** support a period of studies (from 4 to 10 months) in one of the partner institutions of the project, under the undergraduate programme in which the applicant is enrolled in at the home country. This mobility period must be fully recognized by the applicant’s home University.

**Sandwich PhD scholarships (6 or 10 months)** support research in Europe/Brazil, in one of the partner institutions of the project, under the doctoral programme in which the applicant is enrolled in the home country. This mobility period must be fully recognized by the candidate’s University.

**Post-doc scholarships (6 months)** support research in Europe/Brazil, in one of the partner institutions of the project.

**Academic and administrative mobility scholarships (1 month)** support the development of activities to share knowledge, skills and experience.

## 4. Host institutions

Applicants can choose to study/ carry out research at the following BE MUNDUS partner institution (please refer to page 4 for the full list of BE MUNDUS partners):

**9 European institutions = hosts for Brazilian candidates**

- ITALY - Università degli Studi di Roma “La Sapienza”, Rome (coordinator)
- ITALY - Università degli Studi di Roma “Tor Vergata”, Rome
- PORTUGAL - Universidade do Porto, Porto
- PORTUGAL - Universidade Nova de Lisboa, Lisbon
- BELGIUM - Vrije Universiteit Brussel, Brussels
- UNITED KINGDOM - Cardiff Metropolitan University, Cardiff
- GERMANY - Karlsruhe Institute of Technology, Karlsruhe
- CROATIA - University of Zagreb, Zagreb
- POLAND - Silesian University Of Technology, Gliwice

## 11 Brazilian partners = hosts for European candidates

- Universidade de São Paulo, São Paulo
- Universidade Estadual de Campinas, Campinas
- Universidade Federal do Rio de Janeiro, Rio de Janeiro
- Universidade Estadual Paulista “Júlio de Mesquita Filho”, São Paulo
- Universidade Federal da Paraíba, João Pessoa
- Universidade Federal de Goiás, Goiânia
- Universidade do Estado do Amazonas, Itacoatiara
- Universidade Federal de Pernambuco, Recife
- Universidade Estadual do Maranhão, São Luis
- Universidade Federal de Santa Catarina, Florianópolis
- Universidade Federal de Sergipe, São Cristóvão

## 5. Fields of study

Considering the priorities defined jointly by the European Commission and the Brazilian government, BE MUNDUS scholarships are open to students/researchers in the following fields of study:

<b>05. Education, Teacher Training (undergrads only)</b>	<b>06. Engineering, Technology</b>
05.1 Teacher Training	06.1 Mechanical Engineering
05.2 Primary Education	06.2 Electrical Engineering
05.3 Secondary Education	06.3 Chemical Engineering
05.4 Vocational and Technical Education	06.4 Civil Engineering
05.5 Adult Education	06.5 Electronic Engineering, Telecommunications
05.6 Special Education	06.6 Manufacturing Sciences (CAD, CAM, CAE)
05.7 Educational Science, Comparative Education	06.7 Materials Sciences
05.8 Educational Psychology	06.8 Aeronautical Engineering
05.9 Others: Education and Teaching Formation	06.9 Others: Engineering, Technology

NB: Education & Teacher Training is open to undergraduate applicants only.

# Application Procedure

## 1. Preparing the application

When preparing the application, all candidates shall follow the following procedure:

1. Read attentively the **Guidelines for Applicants**, the **FAQs** and the **Application Form**;
2. Analyse carefully the **Academic Offer** ('Courses' section of the website) of each of the partner institutions;
3. Verify the **eligibility criteria** previously indicated and clearly mentioned in the website;
4. Select **at least one host institution** among the set of institutions of the project. It is highly recommended that candidates select up to **3 different host institutions, in 3 different countries** (if available) but always in respect of the language, background and admission requirements defined by each host institution.

**Please be aware that, 2nd and 3rd choice institutions may decide not to evaluate the applications depending on the total number of received applications.**

5. Ensure that you master the language of tuition or that the host institution provides adequate linguistic support to allow a successful completion of the intended programme.
6. Ensure that you have the necessary academic background in terms of areas/degree to apply to the type of scholarship and to the selected activity.
7. Prepare an **education/training project** describing the aims, activities and foreseen learning agreement and/or study/research/ working plan and having into consideration the objectives and goals of the programme;
8. Ensure that the **project proposal** is **objective and specific** concerning its methodology and viability, impact and benefit, as well as the capacity of attaining the project's purposes within the timeframe established by the duration of the scholarship. The lack of detailed information or objectivity will reduce the chances of success during the process of application's evaluation;
9. Make sure that the **motivation** presented in the application concerning the mobility's benefits and expected outcomes is **clear** and reflects **each one** of the options selected (maximum of 3 host Universities);
10. Collect all **necessary information and documents** to fill in the application form



Several documents are **mandatory**. If those documents are not uploaded in section 10 of the application, the application cannot be submitted. In case of unreadable or false documents, the application will be considered invalid and will not be evaluated.

Once all the information is gathered and compiled, the applicant should create a log in and password to be granted access to the Application Form available on the BE MUNDUS website [www.bemundus.eu](http://www.bemundus.eu)

## 2. Online submission

**Project logo**

**Language and time zone**

**Quick access to the scholarship details according to level (e.g PHD)**

**Brief description**

**Registration and log-in**

**Quick downloads**

**BE MUNDUS Project**  
Brazil-Europe Erasmus Mundus  
Erasmus Mundus Programme  
Email: [bemundus@uniroma1.it](mailto:bemundus@uniroma1.it)

English  
Central European Time (CET)  
12:12:19

Home About Institutions Courses Apply Contacts

UNDERGRADUATES PHDS AND POST - DOCS STAFF

**Scholarships**  
BE MUNDUS grants scholarships to Brazilian European students, researchers, and staff to undertake a mobility period (1-10 or a full degree in 9 prestigious universities and 11 top Brazilian institutions, with the financial support of the Commission's Erasmus Mundus Programme.

**Downloads**  
Check out the latest documents of the BE MUNDUS Project:  

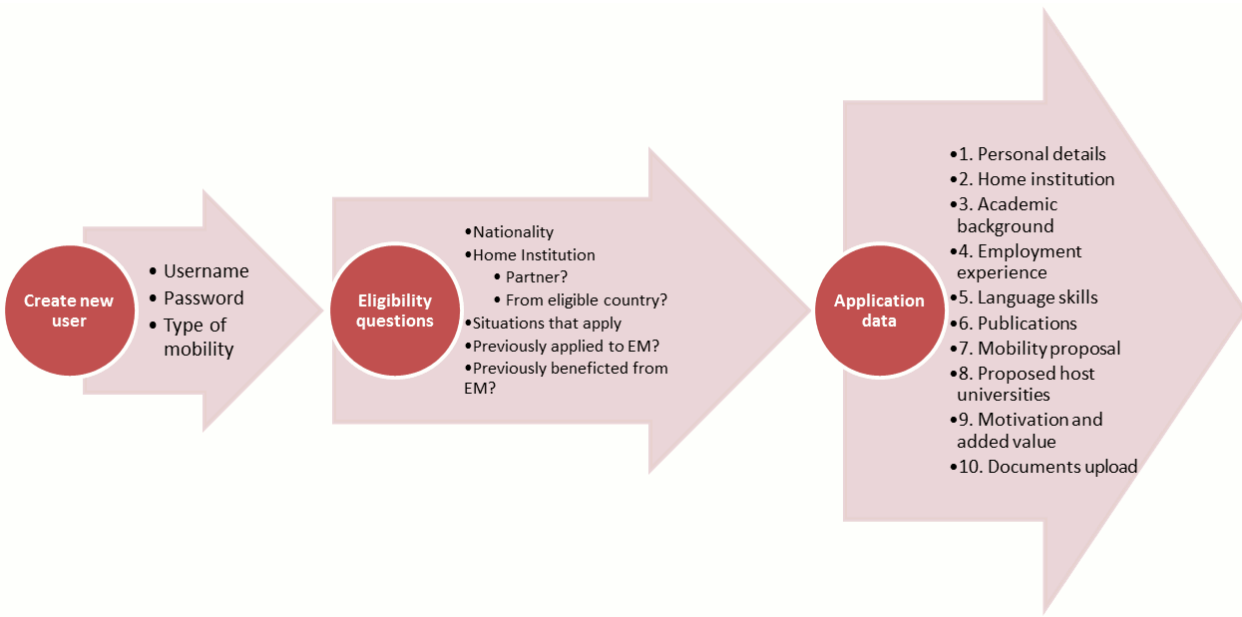
- BE MUNDUS [EN] NEW
- BE MUNDUS [PT] NEW
- Flyer [EU] NEW
- Flyer [BR] NEW

**Login**  
Easy access to your personal account. Please authenticate with your username and password.  
 Username:   
 Password:   
 Login [Forgot your password?](#)

Erasmus Mundus  
This project has been funded by the European Commission. The Commission cannot be held responsible for any use which may be made of the information provided.

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Designed and implemented by [Universidade do Porto](#)

Applicants should follow three steps to complete the application:



**Login**

Username

Password

[Forgot your password?](#)

New applicant? [Create a new user](#)



## Apply - Create a new user

Fields with \* are required.

Username \*

Password \*

Type of mobility \*

The application form is organized in 10 sections:

### Application data

Master Mobility - Target group 2

- ✓ 1. [Personal details](#)
- ✓ 2. [Home institution](#)
- ✓ 3. [Academic background](#)
- ✓ 4. [Employment experience](#)
- ✓ 5. [Language skills](#)
- ✓ 6. [Publications](#)
- ✓ 7. [Mobility proposal](#)
- ✓ 8. [Proposed host universities](#)
- ✓ 9. [Motivation and added value](#)
- ✓ 10. [Documents upload](#)

#### Caption

- ✗ This section of the form is not properly filled in.
- ✓ This section of the form is properly filled in.

- I declare I have not resided nor carried out my main activity (studies, work, etc.) for more than a total of 12 months over the past five years in one of the European countries, or I declare that I belong to the Target Group 3 and, therefore, I am not obliged to comply with it.
- I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.
- I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.
- I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately excluded.

After selecting this option, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new user and fill in another application form.

Please note that all contacts with candidates, including the notification of the selection results will be made exclusively by email. Please check if the field in the application form corresponding to your email address is correctly filled in.

The *Submit application* button will only be available when all sections are duly filled in.

## Conditions:

1. The applicants should have a valid e-mail address and an internet connection.
2. As a way to access the form, the applicants should create a new login in the **"Applications"** section, selecting the **mobility direction** (Brazil→EU or EU→Brazil) and the **type of scholarship** they want to apply to (ex: Undergraduate).
3. The form will open with a set of questions regarding:
  - general eligibility criteria;
  - identification of Target Group;
4. The applicants must answer truthfully to all questions so as to ensure the fulfilment to all general eligibility criteria. In case one criteria is not fulfilled the system will immediately inform the applicant through the following message: "Please check the eligibility criteria."
5. The applicants should then fill in the online Application Form available on the project's website. The system will save a draft of the application every time the **"Save"** button is pressed, allowing it to be revised, edited and completed. The BE MUNDUS Team has made available a Word version of the application form for download and easier completion. Afterwards each applicant must copy/paste the information into the online application form.
6. The applicants should carefully prepare and revise the application before pressing the **"Submit"** button.

### Application form

Eligibility questions > Application

#### Eligibility questions

Please indicate if one or more of the following situations apply to you \*

- Member of an ethnic minority. Which one?
- Refugee status or asylum beneficiary
- Member of an indigenous population targeted by a specific national policy
- Being an Internally Displaced Person (IDP)
- Economically disadvantaged person
- Disabled person
- Having been object of unjustified expulsion from university
- Other special condition. Please specify which one
- None of the previous

**Other version  
(paper, email) will  
not be considered  
valid.**

**After selecting the "Submit" button, no changes to the submitted application are possible. Accordingly, if you would like to make any valid change, you must create a new registration and fill in another application form.**

## Language:

The **Application Form** can be **filled in English and Portuguese**. **NB: Please note that only the English version of the Application Form and Guidelines for Applicants is binding. All other linguistic versions are provided for information only.** Before starting to fill in the Application Form, the applicant must ensure to have all the certificates and language skills required to attend the chosen programme(s) and the Institution(s).

NB: The language used to fill in the application form must agree with the Institution(s) and programme(s) chosen by the applicant. Applications in Portuguese are accepted only by Brazilian institutions (for European candidates) and Portuguese institutions (Brazilian candidates). Applications for institutions located in other European countries must be submitted in English. This implies that, in case the applicant intends to apply to institutions from 3 different countries (where different languages are used), he/she is required to use the English



language to fill in the form, as well as in all the attached documents, so that all the host institutions may be able to analyse the submitted proposal. Should an application for a non-Portuguese/Brazilian university be written in Portuguese, it will automatically be rejected.

### Deadline:

The **deadline for the submission of the online applications** is indicated on the webpage of the project ([www.bemundus.eu](http://www.bemundus.eu)) and will refer to the **Central European Time (CET)** – indicated in the top-right corner of the **BE MUNDUS website (see Step B.2 of this guide)**. Be aware of the time difference when submitting your application. Late applications will NOT be considered. The BE MUNDUS Coordination Office will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid last minute applications so as to guarantee there will be no problems in the submission of the application form. Please note that **applications sent by mail, fax or e-mail will not be accepted**.

- By pressing the “Submit” button, the application is closed and sent to the Coordination Office. Every application will be assigned a application reference number. When submitting the application, all applicants will be automatically sent a digital certificate containing the date and hour of the submission, as well as a full copy of the application. **This digital certificate does not constitute a confirmation of eligibility or of selection**; it just confirms the submission of the application.


### Application form

The application has been submitted.

Date	2013-05-21
Time	04:33:50 (CET)
Code	BA13MM0001

Congratulations! The application has been successfully submitted with the code BA13MM0001. Thank you!

 [View the application](#)

 [Print the application](#)

- Please include a **valid e-mail address** in your application for communication purposes. Do not include the e-mail of another colleague or friend that is also applying as the communication of results will be done exclusively by e-mail and this could generate problems in interpreting the selection results.

### Communication:

The applicants should only have **one valid application** at the beginning of the selection procedure. Being so, if the same applicant has submitted several online forms, only the latest submitted application will be considered for evaluation. All other applications by the same candidate will be disregarded.

The name of a professor or researcher acting as a contact person in the host institution can be included in the application. This may facilitate the evaluation of the application.

In the case of **applications to sandwich PhD scholarships**, we recommend the applicants to request the cooperation of a **home institution's teacher** to support them in the preparation of the application. Also, some institutions require a letter of pre-acceptance by the host institution declaring their availability in hosting the PhD candidate (see the specific requirements of the host institution for further information). Such support will allow an easier selection by the host institution. Simultaneously, the home institution's contact will help the applicants to ensure the quality of the working/study plan, guaranteeing a well structured project that puts together the applicants interests and the priorities of scientific research and local technologies.

In case of applicants from a **BE MUNDUS partner university (Target Group I)**, the application procedure should always count on the support of the home institution's contact person responsible for providing the information about the local eligibility criteria that should be made available to the applicant.

All applicants belonging to a partner university should contact the person in charge for the project implementation at their home institution. All contact details are available online at

<http://www.bemundus.eu/contacts>

### 3. Documents

In section 10 of the application form, the applicants should submit, together with the online application, a digital copy of several documents. In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal.

- **PHOTO** (mandatory for all)
- **VIDEO** (optional)
- **Passport or other official national identification proof.** Please upload a copy of your passport. Only in the case you don't have a passport yet, upload your National Identity Document. (mandatory for all)
- **Copy of degree(s) or certificate proving the obtained degree** – Must be issued by a university, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. In the case of having achieved more than one academic degree, the uploaded document must contain the scan of all documents in one single file. If you are applying for a non-Portuguese/Brazilian institution, please provide a translation of the documents. The translation has to be signed and stamped by your home university (if not already certified). (mandatory for all, except for undergraduates and staff).
- **Transcript of Records/Certificate of enrollment/Copy of contract** - must be issued by the home university, stating in detail all courses taken and grades obtained. This document must be dated,

signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded (mandatory for all undergraduates). Sandwich PhD candidates can upload a certificate of enrollment instead of the Transcript of Records, should their PhD course not foresee any exam. Post-docs/ Staff need to upload a copy of their contract with their home institution. If you are applying for a non-Portuguese/Brazilian institution, please provide a translation of the documents. The translation has to be signed and stamped by your home university (if not already certified).

- Learning agreement. – This document must provide a draft list of courses/modules you intend to take at the host university. Please visit the desired host universities' websites in order to check the courses that most correspond to your home university's study plan (mandatory for undergraduates only)
- **Recommendation letter and/or statement of support from the home university** – Recommendation letter and/or statement of support from the home university - This document must confirm that your home institution supports your application and shall be dated, signed and stamped by the the home institution (where applicable). In the case of post-doc and staff mobility, such letter should also declare that your office/department will allow you to take a leave for the whole duration of the mobility period. It must be signed by the head of department (post-doc and academic staff) or the head of office (administrative staff)
- **Language Certificate**- This document must be dated, signed and stamped by the issuing institution. If the host institution you're applying to demands specific language skills (eg. English), the upload of the correspondent language certificate is mandatory. If this document is not uploaded, the application will be immediately excluded from the project without possibility of appeal. In case a candidate is from a country whose official language is the same spoken in the host country or in the course offered by the host country it will not be necessary to upload the language certificate.
- **Declaration of Honor - This document must be dated and signed** (mandatory for all types of mobility and you can download an example from the application form)
- **Document that specifically proves your actual status of physical disability (where applicable).** For example: declaration of honor from a doctor'; recent medical exam; etc. In case you fail to do so we will consider your application, but not a candidate with a physical disability.
- **Document that specifically proves your vulnerable socio-economic situation (where applicable).** This document must be dated, signed and stamped by the issuing entity (e.g. indigenous population students can ask their home university to issue such certificate, if their 'indigenous status' was mentioned at the time of enrollment). In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.
- **Document that specifically proves your actual refugee or asylum status (where applicable).**

This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.

- **Other documents relevant for the application (optional)**

**All documents abovementioned (mandatory) must be attached to the Application Form. Incomplete applications or with blank or unreadable documents will immediately be disregarded.**

In case you want to attach more than one document in the same field (ex: support letter of the home institution), the attached file should include the scanned copy of all documents, **up to maximum of 2MB**, due to limitations in the webserver that hosts this website.

#### **How to upload a document?**

For each document you would like to upload:

1. Click in "Browse" and select the document
2. Click in "Upload"

Start by putting in a folder all PDF documents you want to merge. Then you should use the "Join" command to merge them all in a new single PDF document. You can then upload the new document to the correspondent section.

## **4. Evaluation and selection of applications**

All valid applications received will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and full confidentiality will be ensured. The database will only be accessed and revised by authorized persons in the home and host institutions who have an authorized login.

### **1<sup>st</sup> Step: VALIDATION PROCESS**

In case of applicants from **BE MUNDUS partner and associate institutions**, before proceeding to the technical/scientific evaluation of applications, the contact person and/or responsible for the implementation of the project in the applicant's home institution will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and by the home institution (see section A, 2 and 3).

**A direct contact between the applicant and the contact person at the home institution is crucial to determine which the eligibility criteria defined locally are.**

In case of applicants from **non partner and non associate institutions**, the host institution selected by the applicant as 1<sup>ST</sup> option will be responsible for the verification of all uploaded documents and information provided.

In case of vulnerable applicants, the co-coordinating institution, Universidade de São Paulo, will proceed to the checking of the eligibility criteria and the informative documents presented by the applicant.

### 2<sup>nd</sup> Step: EVALUATION PROCESS

Validated applications (= applications complying with the eligibility rules) will be then evaluated by the host institution(s) indicated by the applicant. The evaluation panels, composed of experienced academics, researchers and experts selected by each institution, will be responsible to assess and rank the applications. Evaluation will be based on the academic quality, which constitutes the most relevant aspect of the applications' assessment, but will also respect issues such as the geographic and the gender balance, the physical disabilities and the socio-economic situation of the applicants providing a more equal and fair selection process.

Depending on the number of applications received, some partner institutions may decide not to evaluate applications which have chosen those institutions as second or third option. This is an internal decision of each partner and is fully respected by the partnership.

According to the type of scholarship, the evaluation of applications will comply with the following criteria and weighting factors (WF):

Type of Mobility/Criteria (0-100 points)	Academic/Scientific merit and experience	Motivation	Work Plan	Language skills
Undergraduate	75%	25%	-	Yes/No
PhD (sandwich)	60%	10%	20%	10%
Post-doc	60%	10%	20%	10%
Staff	60%	25%	20%	10%

### 3<sup>rd</sup> Step: SELECTION PROCESS

The Selection Committee, acting as advisor of the Steering Committee, will supervise the evaluation activities. This supervision aims at validating the assessment procedures carried out by the local selection committees.

This Committee will also elaborate a proposal of the applicants to be selected, according to the established distribution of candidate among BE MUNDUS host institutions, assuring that the criteria based on academic success were considered. Selection will give priority to applicants that are considered good/excellent (those who obtained a grade of 80% or higher) in the evaluation phase by the host institution.

Exception to this rule may be applied by the Selection Committee, particularly in the case of TG3 applicants and or vulnerable candidates, so as to ensure the respect of issues such as;

- Gender balance;
- Priority fields of study (Partners' and Countries');

- Partner's and geographical balance (per region and country);
- Participation of disadvantaged people or disabled;
- Applicant's economic and social conditions, as well as the circumstances of access to Higher Education in ACP countries;

#### 4<sup>th</sup> Step: COMMUNICATION OF RESULTS

All applicants will be informed by e-mail of the applications' result. The final list will be also published on the project's website for transparency reasons.

#### 5<sup>th</sup> Step: PROCEDURE FOR APPEALS

Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants with the selection results.

Please note that in case a selected applicant is afterwards identified as not eligible (e.g. should he/she have submitted false declarations/documents, etc), he/she will have to reimburse the costs incurred by the BE MUNDUS team until that moment (scholarship payments, etc).

### Tentative selection calendar

<b>Validation</b>	November 2014
<b>Evaluation</b>	December 2014
<b>Selection</b>	January 2015
<b>Selection results communicated to all applicants</b>	By end of February 2015

Please note that the above calendar is only tentative and changes may occur.

# Implementation of the mobility

## 1. Obligations of the coordinating, co-coordinating and home and host institutions

- TRAVEL** – Sapienza University of Rome (Sapienza), coordinator of the BE MUNDUS project, will be responsible for booking and paying a return ticket to/from the host University's city for all selected applicants (hereinafter scholarship holders).

TARGET GROUP	DEPARTURE (origin)	ARRIVAL (destination)
TG 1	City of home Institution	City of host Institution
TG 2	City of origin	City of host Institution
TG 3	City of residence	City of host Institution

In case the home or host institutions are not located in a city with an international airport, the scholarship holders must keep the original invoices/receipts of the local transportation, such as, for example, bus, subway, or train used to reach the closest airport. Upon arrival, a reimbursement request has to be submitted to the host university, through a standard form available on the Scholarship Holder's Section of the website.

In case of long stays (more than 10 months) it will not be possible to buy the return ticket immediately. Therefore, all reimbursement requests will be put on hold until the coordinating institution can buy the return ticket and use the leftovers to reimburse other travel expenses.

All the reimbursements will be made considering the exchange rate of the day in which the expenses were done (click [here](#) to check the official EC monthly exchange rates).

- INSURANCE** – Sapienza will provide all scholarship holders with a comprehensive health, travel and personal accidents insurance. This insurance will be valid over the entire duration of the mobility period, starting from the day of departure. Students are responsible to inform Sapienza and their host institution of any change in the original departure/arrival date.

**Taxi expenses are strongly discouraged. The coordination will carefully analyse each expense, not considering eligible taxi expenses between cities if there are other less expensive means of transportation. Please note that it will not be possible to reimburse neither any accommodation expenses nor a vacation travel to the your home country.**

**The insurance may not be valid in certain countries/regions. It is therefore recommended that the scholarship holders travelling during the mobility, confirm the validity of the insurance before their departure to a destination different from the host country.**

**3. SCHOLARSHIPS** – A scholarship contract defining conditions, benefits and responsibilities related to the BE MUNDUS scholarship, as well as the scholarship instalments and payments, will be signed by each institution, the scholarship holder and Sapienza. Only after this document is signed it will be possible to transfer the scholarship money to the student/researchers/staff account. This will be done according to the following:

- Upon their arrival to the host country, the host institutions (in the case of Brazilian scholarship holders), the home institution (in the case of European scholarship holders – TG1), or Sapienza (TG2 European scholarship holders) will pay scholarships on a monthly basis. Scholarship payment procedures may vary slightly depending on the host institution. .
- Monthly subsistence allowance **can only be paid as from the month of arrival and covers each full month of stay at the host institution.**
- If in the final month the Scholarship Holder stays more than 15 days a full month allowance is to be paid (for example: for academic reasons the mobility duration is 9 months and 15 days only 9 months allowance will be paid, If the duration is 9 months and 16 days then 10 months allowance will be paid.)

**4. WORKING CONDITIONS** – The host institution will assure that the scholarship holder (all types of mobility) benefits of the same studying/working conditions and the same health and security protection levels than the local students and members of the academic community. The host institution must provide support to the scholarship holder, particularly regarding the administrative procedures required by the host countries' authorities. The scholarship holder should inform timely and immediately by e-mail Sapienza through the BE MUNDUS Team ([bemundus@uniroma1.it](mailto:bemundus@uniroma1.it)) in case there is lack of necessary support by the host institution.

### **5. SUPPORT:**

All information about the specific support provided by each partner institution is available online in the partners' section (to come).

**All partners will provide full support in the mobility preparation**, namely through:

- Visa issues (close contact with Consulates and Immigration Offices)
- Preparation of Learning Agreement/Work Plan (guidance)

**All partners will provide full support on arrival**, namely through:

- Administrative issues: immigration office, residence permit, registration at the faculty, support in opening a bank account (only for Brazilian scholarship holders), etc.
- Accommodation: information on how to reserve an accommodation before the scholarship holder departures from the home country (hall of residence, if available, or private accommodation with special conditions).



- Welcoming meetings with practical information especially for Erasmus Mundus students and welcoming session.
  - Language courses.
  - Cultural and integration activities promoted by the International Offices.
  - Erasmus Mundus buddy-system (depending on the host institution and only if available).
  - Close monitoring throughout the entire mobility duration.
- 6. RECOGNITION** – In the cases of sandwich mobility (undergraduate and PhDs) all involved institutions shall consider the study/research period undertaken abroad as an integral part of the study/research programme developed in the home institution. Recognitions of modules taken abroad will be granted by the BE MUNDUS partner institutions.

## 2. Obligations of the scholarship holders:

Sapienza, as BE MUNDUS coordinator, has the right to **suspend** the payment of the scholarship if:

- the scholarship holder withdraws from the project in case of *force majeure*;
- the scholarship holder does not comply with the internal regulations of the host Institution;
- the scholarship holder does not comply with the internal regulations set by the BE MUNDUS consortium.
- the scholarship holder doesn't fulfil the academic requirements (fails) of his study/work program;
- the scholarship holder leaves the host institution for a period longer than 1 week, without prior consent by the host institution.

By signing both the **Statement of Scholarship Acceptance** and the **Scholarship Contract**, the scholarship holders commit to comply with the following rules:

- 1.** In case of reimbursement obligation due to any amount overpaid to the scholarship holder, the scholarship holder has 30 days upon return to the home country to reimburse the Coordinating Institution, Sapienza, following the instructions that will be provided. If the scholarship holder fails to do so, additional banking fees and interests can be charged and judicial steps will be taken.
- 2.** The scholarship holder shall not accept, during the period of the current grant, any other mobility grant awarded by the European Union.
- 3.** The scholarship holder has the obligation to inform Sapienza about any change regarding the study/research/work period abroad, namely the learning agreement or work/research programme and the duration of stay at the host Institution. Should this happen, a new learning agreement or work/research programme must be signed and provided to Sapienza within 30 calendar days. No more changes shall be allowed after this period.

4. The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project, unless explicitly mentioned in the academic/research offer. In case the scholarship holder intends to leave the host University during the mobility flow and during the academic year (even for a limited period), he/she must ask for permission to the host Institution and to Sapienza. This rule is not applicable to academic vacations (Christmas and New Year, Easter, Carnival and summer).
5. Authorized absences/leaves procedure:
  - obtain the agreement in writing (email) from the host institution international office and/or the Professor responsible for the mobility at the Faculty/Department;
  - present a clear justification for the absence/leave;
  - send all information to the host and to the coordinating institutions for previous approval.

**Note:** please be aware that if you leave the host institution without prior authorization for any reason whatsoever the scholarship will be suspended.

6. The participation in classes is mandatory. Any absence must be duly justified to the professor responsible for the classes or to the Erasmus Mundus team through a suitable document (e.g. Medical statement).
7. Scholarship holders are requested to attend mandatory monitoring meetings organized by the host institutions at least twice a semester. Any absence must be duly justified to the Erasmus Mundus team through a suitable document (e.g. Medical statement).
8. Scholarship holders are compelled to report (by e-mail) to the host university and/or to Sapienza any difficulties experienced during the mobility flow, such as: Language barriers; Integration with classmates; Communicating with Professors; Difficulty in getting study materials; Health insurance; Accommodation; etc.
9. Students must complete successfully their mobility period at the host institution according to the following:
  - **Sandwich scholarships (undergraduates/PhDs):** In case the course comprises ECTS credits (the recommended number of credits is 30/60 ECTS semester/year, the minimum will be 20/40 ECTS).
10. The scholarship holder has the obligation to provide, within 30 calendar days after the end of the mobility period, the evaluation form that will be made available online by Sapienza.

### 3. Monitoring of mobility and project's quality

Several tools will be used to ensure the mechanisms of internal quality control:

1. Mandatory regular meetings at the host institution;

2. Mandatory mobility questionnaires for students, researchers and academic and administrative staff;
3. A mandatory final report prepared by the home and host institutions, based on the assessment of the programme's academic quality done by students, researchers and academic and administrative staff;
4. A report prepared by the BE MUNDUS Steering Committee, based on the mobility reports and student's academic transcripts given by the academic authorities of each institution.
5. An external evaluation on the mechanisms and procedures adopted by the partnership.

As an additional tool to ensure the project's quality and in case it is verified that there are serious differences regarding the approved working plan and the real tasks developed by the scholarship holder, the Steering Committee will take extraordinary measures and eventually decide to suspend the payment of the scholarship.

# Information and support

All the information related to BE MUNDUS can be consulted on the **official website**: [www.bemundus.eu](http://www.bemundus.eu)

All BE MUNDUS partners have nominated a contact person responsible for assisting and counselling potential applicants of their institutions. The official contacts of each institution can be accessed on the site, in the **Contacts** section.

The **Official Call for Applications** published online will indicate the beginning and the ending date for receiving applications.

It is strongly recommended to regularly consult the **e-mail address** indicated in the application form, as this will be the **only means of communication between the applicant and the coordination**.

## Privacy Disclaimer

Your personal data will be handled for organisational and follow up matters, as requested by the EM Programme, in accordance with: Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data; and with the Italian national legislation( Italian Law on privacy policy and data protection - article 7 and 13 of DLgs n. 196/2003 "Codice in materia di protezione dei dati personali") and the one of the applicant home and host country, if applicable.

The responsible of data handling is Sapienza University of Rome.

These data will be processed solely in connection with the implementation and evaluation of the Programme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit in accordance with European legislation (internal audit services, European Court of Auditors, Financial Irregularities Panel or to the European Anti-Fraud Office). On request, you may be sent your personal data and in order to correct or complete them. For any question relating to these data, please contact the PMO.

**The BE MUNDUS team is looking forward to receiving your application.**

**GOOD LUCK!**

Done at Rome, 29.07.2014