

Guidelines for applicants 2011



Erasmus Mundus Europe Asia

Coordinated by Lund University

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Background and Objectives

Background

Erasmus Mundus Action 2 (EM Action 2) is a cooperation and mobility programme in the field of higher education. The programme is managed by the Education, Audiovisual and Culture Executive Agency (EACEA). The programme's aim is to promote European higher education, to help improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with third countries, in accordance with EU external policy objectives in order to contribute to the sustainable development of third countries in the field of higher education.

Objective of EMEA (lot 12 Asia regional)

The objective is to achieve better understanding and mutual enrichment between the European Union and Asia in the field of higher education by promoting the exchange of people, knowledge and skills at a higher education level. The aim is to create a partnership in research and education that will strengthen the ties between Europe and Asia.

The predicted main outcomes are:

Deliverables:

- The aimed mobility of the programme (approximately 100 scholarship holders from Asia going to Europe). The participants shall consist of a selection of highly achieving students and staff, with a particular focus on the fields of study defined as prioritized for this project;
- To enable students to benefit linguistically, culturally and educationally from the experience of pursuing academic studies in another country, and to promote EU values;
- Co-operative activities between the participating universities, such as mobility programmes, joint research activities, joint courses, programmes and other activities shall increase

Outcomes

- The knowledge about and the recognition of the European higher education systems shall increase among the Asian participants and the knowledge about and the recognition of the Asian higher education systems shall increase among the European participants.
- The visibility of the European partner universities shall increase in the Asian countries concerned by

the project and vice versa.

- The participants in the mobility programme shall increase their intercultural understanding and enhance their personal career prospects.
- There shall be a development of a common practice regarding international mobility within the partnership, in accordance with principles of equal opportunities and non-discrimination.
- To provide good students from vulnerable groups with higher education

This document aims at providing the prospective applicant with the required information for a successful application. It defines the conditions for eligibility to the scholarships and explains how to submit the application form.

General eligibility criteria for applicants

This scholarship programme offers scholarships to nationals from Bangladesh, China, India, Nepal and Pakistan to study/work at partner universities in France, Great Britain, Greece, Ireland, Italy, the Netherlands, Poland, and Sweden.

The project offers approximately 100 scholarships and these scholarships are offered in different categories; undergraduate students, master students, PhD students, post-doc fellowship and academic staff. Additionally there are three different types of target groups as well as two types of budget groups.

To be considered eligible for an EMEA scholarship in the framework of this project, the applicant must meet the following criteria:

Students

- Must be a national of one of the Asian countries covered by the lot;
- Must not have resided nor have carried out her/his main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries;
- Undergraduate students must have completed at least one year of studies in their home institution;
- Must have sufficient knowledge of the language of the course or one of the languages currently spoken in the hosting countries. Language requirements can be found on each partner university's website;
- Must be eligible for courses or programs chosen. Admission requirements can be found on each partner university's website;

- Must belong to one of the following target- and mobility groups below

Staff (academic or administrative)

- Must be a national of one of the Asian countries covered by the lot;
- Must work in or be associated to an HEI in the partnership;
- The home and host university and the individual staff must agree on a programme to be carried out;

Target group 1

Students and staff registered at one of the partner universities at the time of application. Open to: undergraduates, masters, PhD, post-doctorates and staff

Target group 2

Students/staff registered in a HEI (not included in the partnership) in one of the Asian countries concerned by the lot or having obtained a university degree or equivalent in one of these countries.

Open to: masters, PhD. Note! Only open for PhD exchange studies, not full PhD degree.

Target group 3

Nationals of one of the Asian countries concerned by the lot who are in particularly vulnerable situations, for social and political reasons.

Open to: undergraduates, masters



Specific eligibility criteria for applicants

Undergraduate students

Target group 1 and 3 can apply. Only exchange scholarships (not full degree) for 1-2 academic semesters (maximum 9 months) are available.

To be eligible for an undergraduate scholarship you must have completed at least one year of university studies. You also need to fulfil the admission requirements for the course/programme you are applying for. Check the admission requirements for the courses/programmes you are applying for since the requirements can vary a lot at the different partner universities.

Master students

All target groups may apply. Full degree and exchange scholarships for 1-4 academic semesters (maximum 22 months) are available for all target groups.

To be eligible for a scholarship at Master's level you must have finished a Bachelor's degree (BA) or have other equivalent background. If you have not yet obtained your BA degree you may still be eligible, but you must submit a document showing the expected date for your BA-degree to be issued. The original of the Diploma shall be displayed to your host university upon admission.

You need to study each partner university's website concerning the Master programmes'/courses' special requirements.

PhD

For target group 1 scholarships for 1-6 academic semesters (maximum 34 months) are available. For target group 2 only exchange scholarships (maximum 9 months) are available. No PhD scholarships available for target group 3 applicants.

To be eligible for a scholarship for PhD studies you must have finished your Bachelor's degree (BA) or Master's degree (MA) and fulfil the requirements for the programme you apply for. You may also have started a PhD programme at your home university, and only apply for a shorter period abroad.

Note: Some partner universities require that you have finished your Master's degree to be eligible for PhD studies. You need to check each partner university's requirements.

Post-Doc fellowship

Only target group 1 can apply. All scholarships are for 1-2 academic semesters (maximum 9 months).

To be eligible for a post-doctorate scholarship you must hold a PhD. Some universities apply rules that the PhD should not be achieved longer than 2 or 5 years ago, please check the requirements at the host university.

Academic and administrative staff

Target group 1 only. All scholarships are for 1 month.

To be eligible for a staff scholarship you must work at one of the partner universities. You should be fully integrated into the department or faculty of the host institution during the mobility. For your application to be correctly assessed, you shall provide a preliminary work plan and also the name of the department you wish to visit including the name of a contact person there. Please contact the intended hosting university if you need assistance to find an appropriate group/department.

To be eligible for an administrative staff scholarship you must hold an administrative position at one of the partner universities. The mobility shall be used for administrative developments in line with the programme objectives.

The objectives of academic and administrative staff mobility are:

- to provide university staff with opportunities for professional and personal development, through the possibility of doing practical training, research or teaching assignments in a partner institution
- to encourage universities to broaden and enrich the range and content of courses they offer
- to allow students to benefit from the knowledge and expertise of academic staff from universities participating in the partnership
- to consolidate links between institutions in different countries
- to promote exchange of expertise and experience on pedagogical methods
- to strengthen the capacity for international cooperation
- to prepare long-term recognition of studies between institutions through ECTS (European credit transfer system) or other compatible systems.



Note that there are no pre-defined offers for administrative staff in the application database. You need to contact your desired host university to specify your interests, and then use subject code 16.9 (Other Areas of Study) to apply.

Partner Universities and Associates

The consortium includes 20 partner universities; 8 universities in Europe and 12 universities in Asia. All universities are strong research universities, some of them comprehensive and other half specialized institutions (mainly in engineering/technology). There is a basis for wide and deep cooperation in most subject areas/thematic fields at all levels.

European partners

Lund University, Sweden (coordinating university)
University College Dublin, Ireland
University College London, Great Britain
University of Amsterdam, the Netherlands
University of Milan, Italy
Aristotle University of Thessaloniki, Greece
University of Warsaw, Poland
University Pierre and Marie Curie, France

Asian partners

Jahangirnagar University, Bangladesh
Fudan University, China
Peking University, China
Tsinghua University, China
Xiamen University, China
Zhejiang University, China
Indian Institute of Technology Kanpur, India
Jadavpur University, India
Tata Institute of Social Sciences, India
Tribhuvan University, Nepal
University of Delhi, India
University of Karachi, Pakistan

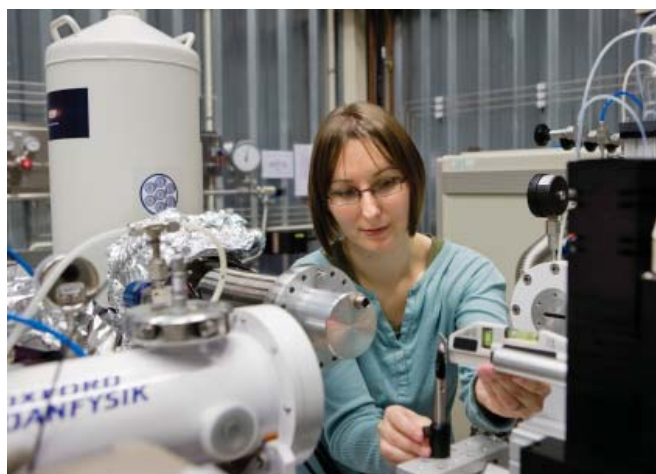
Associate partners

Chinese Academy of Sciences (CAS), China
Chinese Academy of Social Sciences (CASS), China
PAK Education Society, Pakistan

Fields of Study

You can apply for many various fields of study at the European partner universities. Available courses and positions can be found on the web; <http://www.lu.se/emea>.

Note that Post-Doc and Staff applicants may hand in an "open application" in other subjects than those available above, by using subject code 16.9 (Other Areas of Study) when applying for the university/subject of your choice. Doing so you need to submit a work plan and a document describing the ongoing or intended cooperation between you and the host university, including information about contact person and department which you intend to visit.



How to Submit your Application

Before you start, check the technical requirements:

The application form has been tested on the following browsers: Internet Explorer version 5, 6, 7 and 8, Firefox 3 and Opera 9. You may encounter problems in other browsers. The browser must allow JavaScript and cookies.

It is not possible to save data halfway through the application form. Once started, the form must be completed. It is advisable to read all the instructions beforehand and check that the Internet connection is

stable.

To prepare an application you must:

1. Identify which mobility group and target group you belong to (page 1-2);
2. Decide which university and programme/course/activity you want to apply to. For detailed information on the requirements for studies at the selected university, visit their website. If necessary, use the links to contact your selected universities directly for more information about their study offers and research opportunities. Make sure that you have read and understood the application and admission conditions before you make your decision. If you do not find the academic offer you are interested in, please contact the host university's contact person. Full time studies at a European partner university equals 30 ECTS credits. If the course/courses you choose is less than 30 ECTS credits you need to contact the partner university to get more information about how and when to add courses;
3. Prepare the required documents for your mobility type (see documents to be submitted). Uploaded documents must have a file size of 3 MB or smaller. Only PDF, JPG and PNG files are allowed to upload. No Word documents may be uploaded. Make sure you upload only black/white documents;
4. Register an account on the application website. After you have registered your name and e-mail address you will receive a user-ID and password by email to access the application database;
5. Start your application process:
 - enter all required personal data
 - specify for mobility i.e. choose target group and mobility group
 - find the fields of study of your interest and click on it. A list of academic courses, time period and positions available at all the partner universities will appear.
6. Upload relevant documents;
7. Close the application. Once you have closed your application it is not possible to change it. Only closed applications will be considered in the selection;
8. You will receive a confirmation email after you have closed your application. If you do not get a confirmation or if there is a technical problem, contact emecw@gis.lu.se

Important!

- Each person is only allowed to file ONE application! Persons who register multiple applications will be omitted from the selection
- If you have resided or carried out your main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries you are not eligible to apply for this scholarship.
- If you don't have a valid passport, please submit a copy of your birth certificate or identity card.
- You may apply for two different universities; i.e. you can apply to two positions; for example either two different universities or two programmes/courses at one university
- Hard copy originals of the application need only to be sent to the applied university if asked for.
- Note that some universities are very popular. Thus, you improve your chances to be nominated for a scholarship if your second choice is to another partner university
- Successful candidates will be asked to present original copies of their diplomas, transcripts, language proficiency proof etc. to the host university upon admission
- Application period: October 15 - December 1, 2011



Documents to be submitted

Undergraduate students

Mandatory:

- Passport or other Id
- Proof of registration at your home university
- Course record
- CV
- Target group 3 only: proof of Target group 3 status
- Official Language Test (if required by host university)

Optional:

- 7. Official transcripts of earlier diplomas or degrees (only if you have previously completed a university degree)
- 8. Recommendation letter

Master students

Mandatory:

- Passport or other Id
- Proof of registration (this is optional for TG2 and TG3, if not registered)
- Official transcripts of diploma or degree
- Course record
- CV
- Target group 3 only: proof of Target group 3 status
- Official Language Test (if required by host university)

Optional:

- Recommendation letter

PhD students

Mandatory:

- Passport or other Id
- Proof of registration (this is optional for TG2 and TG3, if not registered)
- Official transcripts of diploma or degree
- Description of research interests
- Course record
- CV
- Target group 3 only: proof of Target group 3 status
- Official Language Test (if required by host university)

Optional:

- Intention of cooperation letter from head of department or equivalent
- Recommendation letter

Post-Doc fellowship

Mandatory:

- Passport or other Id
- Proof of registration (optional for TG2 and TG3)
- Official transcripts of diploma or degree
- Description of research interests and aims with the mobility
- Course record
- CV
- Official Language Test (if required by host university)

Optional:

- Intention of cooperation letter from head of department or equivalent
- Recommendation letter
- Those applicants who hand in an "open application" (subject code 16.9) also need to hand in a document describing the existing or intended cooperation with the host university and the name of the contact person and department at the host university.



Academic Staff

Mandatory:

- Passport or other Id
- Proof of affiliation to your home institution
- CV
- Work plan for the mobility, including the name of a contact person at the host institution

Optional:

- Official transcripts of diploma or degree of previous education
- Course record of previous education

- Intention of cooperation letter from head of department or equivalent
- Recommendation letter
- Those applicants who hand in an "open application" (subject code 16.9) also need to hand in a document describing the existing or intended cooperation with the host university and the name of the contact person and department at the host university.

Selection Process

As soon as the application closes on December 1 2011, the selection process will start and takes place as follows:

1) For Target Group 1, the home institutions validate that the candidates applying are indeed registered at the home institution indicated in the application.

2) The partner universities assess their own incoming applications according to pre-defined criteria.

4) Based on assessments made by the partner universities, the EMEA Steering Committee takes the decision on which candidates are to be selected. The selection seeks to find overall balance among the sending and receiving institutions, gender, prioritized fields of study, etc.

6) All candidates are informed about the result of their application via email from the Coordinating office. Foreseen time for notification: April 2012.

Note that you may be contacted by the universities you have applied for before you get the results of your scholarship application. Such contact may take place if you need to submit additional documents for matters of local admission, and does not mean that you have been selected for a scholarship. Only an official email from the Coordinating office should be considered the definite result of your application concerning the scholarship.

7) If you are nominated, you will be contacted by your host university who follow up on the practical arrangements of the mobility. The host university's local rules are applied for admission and exam procedures.

8) Reserves: vacant spots resulting from drop-outs etc are filled by applicants from the reserve list according

to criteria applied (target group, nationality, sending and receiving institutions, gender etc).

All students have to start their mobility at the latest when the academic term starts in the fall 2012. Post-doctorates need to start at the latest by November 1 2012, and staff mobility can start later than this date. All mobility must be completed before July 2015.

Information and Assistance

All information related to this project can be found on:
<http://www.lu.se/emea>

Lund University is the coordinating university.

Contact information:

International Relations Office
EMEA
Box 117
S-221 00 Lund
Sweden

Visiting address:
Gamla kirurgen
Sandgatan 3
Lund

E-mail: emea@lu.se

Each partner university has a contact person who has the responsibility of assisting and advising the potential applicants. You can find the information on:
<http://www.lu.se/emea>, click on contacts.

