

# GUIDELINES FOR APPLICANTS

*Erasmus Mundus –*

*Integration of Neighbouring EasterN Regions through  
Cooperation in Higher Education*

## **Eminence (3<sup>rd</sup> call)**



*Call for applications for students – open NOVEMBER 2014*

*Call for applications –for staff - open DECEMBER 2014*

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# 1. General information about the EMINENCE project

EMINENCE is a partnership of European and Eastern Partnership (EaP) universities selected under Erasmus Mundus Action II, which manages a scholarship programme funded by the European Commission. The project awards scholarships:

- for studying at European Partner universities to students from Ukraine, Moldova, Belarus, Georgia, Azerbaijan and Armenia on Bachelor, Master, Doctoral and Post-doctoral level and for staff mobilities for 2013-2016 and
- for students and staff from EU Partner universities for mobility to EaP partners.

The Erasmus Mundus programme aims to enhance the quality of higher education and promote dialogue and understanding between people and cultures through mobility and academic cooperation. The EMINENCE project operates within so called Action 2: Partnerships with Third Country higher education institutions and scholarships for mobility, which gives support to:

- higher education institutions that wish to set-up inter-institutional cooperation partnerships between universities from Europe and targeted Third-Countries;
- individual students, researchers and university staff who wish to spend a study / research / teaching period in one of the universities included in partnerships.

The objectives of EMINENCE Partnership are :

- to develop abroad the qualifications of most motivated and talented students and staff and give them international experience , increasing this way their employability at labour market;
- to promote mobility of Eastern Partnership countries' students from vulnerable groups in order to obtain qualifications and experience in the EU partner universities;
- to contribute towards the development of human resources and the international co-operation capacity of higher education institutions in Eastern neighbouring countries through individual mobility, which should not bring only individual benefits but also effect home university and society as a whole;
- to enhance visibility of EU higher education in Eastern neighbouring countries in general and to facilitate integration into the European Higher Education Area and Bologna process of involved HEIs in this region in particular
- to create and strengthen lasting links and collaborations between participating HEIs from EU and Eastern neighbouring countries' that will result in actions and activities after the funding period;
- to contribute to the mutual enrichment of both EU and Eastern neighbouring countries' societies by exchange of people, culture, knowledge and ideas.

**The EMINENCE partnership will offer up to 175 scholarships for 3 types of candidates – students classified as Target Group 1, 2 and 3 and staff in the framework of TG 1 (about classification to target groups read at section 3).**

## 2. Partner Universities offering scholarships

The EMINENCE consortium is composed of the following partners and associates from EU and EaP countries:

	Name of organisation	Country
Coordinating Institution	Adam Mickiewicz University	POLAND
Joint-Coordinating Institution	Pavlo Tychyna Uman State Pedagogical University	UKRAINE
Partner 1	University of Montpellier 2	FRANCE
Partner 2	University of Porto	PORTUGAL
Partner 3	Technical University of Torino	ITALY
Partner 4	Malmö University	SWEDEN
Partner 5	Baranovichi State University	BELARUS
Partner 6	Mogilev State A. Kuleshov University	BELARUS
Partner 7	Institution of Education "Polassky State University"	BELARUS
Partner 8	Vitebsk State University named after P.M. Masherov	BELARUS
Partner 9	Sumy State University	UKRAINE
Partner 10	Trade Co-operative University of Moldova	MOLDOVA
Partner 11	State University of Medicine and Pharmacy	MOLDOVA
Partner 12	Vanadzor State Pedagogical Institute	ARMENIA
Partner 13	Yerevan „Northern” University	ARMENIA
Partner 14	Shota Maskhia State Teaching University of Zugdidi	GEORGIA
Partner 15	Sokhumi State University	GEORGIA
Partner 16	Grigol Robakidze University	GEORGIA
Partner 17	Azerbaijan Teachers Institute	AZERBAIJAN
Partner 18	Azerbaijan Technical University	AZERBAIJAN
Associate 1	Ministry of Education of the Republic of Belarus	BELARUS
Associate 2	Ministry of Education, Science, Youth and Sport of Ukraine	UKRAINE
Associate 3	Ministry of Education of the Republic of Moldova	MOLDOVA
Associate 4	Ministry of Education and Science of Republic of Armenia	ARMENIA
Associate 5	Ministry of Education of Azerbaijan	AZERBAIJAN
Associate 6	Charity Humanitarian Centre "Abkhazeti"	GEORGIA
Associate 7	Helsinki Citizens' Assembly - Georgian National Committee/The South Caucasus Institute	GEORGIA
Associate 8	Association for Democracy in Belarus	BELARUS
Associate 9	Santander Group of Universities	BELGIUM

### Applicants from EaP Countries

The targeted Third-Countries in EMINENCE project are Ukraine, Moldova, Belarus, Georgia, Azerbaijan and Armenia (these Eastern neighbouring countries belong to the initiative called Eastern Partnership- EaP). Students from these countries (both studying at EaP universities listed below and those studying at other universities located in EaP countries as well as alumni of these universities) can apply for scholarships for Bachelor, Master, Doctoral and Post-doctoral studies to be carried in 5 European Universities from Poland, France, Portugal, Italy and Sweden listed below.

### Applicants from EU Countries

A number of grants will be also offered to European students and staff. The region of Eastern Partnership is included in EU Neighbourhood Policy and therefore the mobility of grantees in the EMINENCE project is foreseen in both directions (from EaP countries to EU partner universities and from EU to EaP partner universities). EU students and staff enrolled at one of 5 EU universities (TG 1 only) can apply for programmes offered by EaP Partner Universities for studies lasting 1 semester to 1 academic year at Bachelor, Master, Doctoral and Post-doctoral level.

### 3. Who can apply?

In order to check if you are eligible candidate you have to:

- A. identify yourself as proper candidate for one of 3 categories- so called “target groups”
- B. identify your mobility type - the level of study of your desired student scholarship (undergraduate /bachelor, master, doctoral or post-doctorate students) or your status as academic or administrative worker applying for staff scholarship.

#### A. Target Groups

The project will accept applications from representatives of three target groups. A target group (TG) is a group of students/scholars having the same characteristics regarding the institution/country of origin and/or personal situation.

##### EaP students

#### 1) TARGET GROUP I

Nationals of Ukraine, Moldova, Belarus, Georgia, Azerbaijan and Armenia who are registered/enrolled in one of the partner universities at the time of submitting their application and will be exchange students (they must be enrolled at the time they will start mobility in Europe) :

- Undergraduate students (must have successfully completed at least one year of studies in their home institution),
- Master students
- Phd students
- Post-doctoral students
- Academic and administrative staff

#### 2) TARGET GROUP II

Nationals of Ukraine, Moldova, Belarus, Georgia, Azerbaijan and Armenia who are:

- candidates for full Master studies , who obtained BA degree in any of these countries,
- doctoral students studying at universities not included in EMINENCE consortium or alumni of any university of these countries with Master diplomas
- post-doctoral students /researchers enrolled at universities not included in EMINENCE consortium

#### 3) TARGET GROUP III

Nationals of Ukraine, Moldova, Belarus, Georgia, Azerbaijan and Armenia who are in particularly vulnerable situations, for social and political reasons:

- Candidates having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries);
- Candidates who can prove that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination;
- Candidates belonging to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons).

*Important: Disadvantaged conditions such as economic status or physical disabilities are not conditions for belonging to TG3. They are taken into consideration as cross-cutting issues under all target groups.*

A proof of the Target Group 3 status (relevant card or certificate, e.g. by UNHCR, ministry or other authority) must be submitted together with the application from TG 3 applicants.

##### EU students

#### 4) TARGET GROUP I

Nationals of EU countries who are registered/enrolled in one of the partner universities at the time of submitting their application and will be exchange students (they must be enrolled at the time they will start mobility in Ukraine, Moldova, Belarus, Georgia, Azerbaijan or Armenia ) :

- Undergraduate students (must have successfully completed at least one year of studies in their home institution),
- Master students
- Phd students
- Post-doctoral students
- Academic and administrative staff

## **B. Mobility types**

### **Eligibility criteria for EaP STUDENTS**

To be eligible, for undergraduate, master, doctoral or post-doctoral scholarship a candidate must:

1. be a national of Ukraine, Moldova, Belarus, Georgia, Azerbaijan and Armenia
2. have **NOT** resided nor have carried out main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries (except TG3 candidates)
3. must have sufficient knowledge of English language if a course/programme selected by him/her is delivered in this language or sufficient knowledge of one of the languages currently spoken in the hosting countries (English, Polish, Swedish, Portuguese or Italian) if selected by him/her course/programme is delivered in one of these local languages.

Together with these three conditions listed above all candidates must identify themselves to one of 3 target groups and must meet the conditions of belonging to one of these groups:

1. For target group 1 students (TG 1) - to be registered at one of the EaP university belonging to EMINENCE partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution.
2. For target group 2 (TG 2) - to be registered in a university NOT included in the EMINENCE partnership but located in Ukraine, Moldova, Belarus, Georgia, Azerbaijan or Armenia or must have obtained a university degree or equivalent from an institution of these countries.
5. For target group 3 (TG III): students need to be nationals of one of the third countries concerned by the lot and be part of the vulnerable target groups (see list of vulnerable situations in section A above).

### **Eligibility criteria for EU STUDENTS**

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

1. must be a national of one of the eligible European countries;
2. must be registered at one of the European countries HEIs within the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;
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.

### **Eligibility criteria for ACADEMIC AND ADMINISTRATIVE STAFF**

In order to be eligible, academic and administrative staff must:

1. be a national of Ukraine, Moldova, Belarus, Georgia, Azerbaijan or Armenia ;
2. work in the university belonging to EMINENCE partnership as full time employee (this means that staff candidates must identify themselves only as Target Group 1)

The home (EaP) and host (EU) university and the individual staff must agree on the programme of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed. Applications without this document confirming interest of all three parties in the particular mobility, agreed on institutional level, will not be considered. When the call for staff is announced a templates of this documents will be available:

- Joint Candidate-Sending Institution-Hosting Institution Agreement of Training/Study Visit/ Practical Placement Programme – for administrative staff
- Joint Candidate-Sending Institution-Hosting Institution Agreement of Teaching, Learning, Research Programme - for academic staff

## 4. How to apply?

The call for applications will be opened at project main website:

<http://www.mundus.amu.edu.pl/EMINENCE>

Applications must be submitted online through the application tool provided on the website.

**This is joint application for Eminence (2rd call) and Eminence II (2nd call) - after completing one online application there may be generated and printed two application forms, for both scholarship programs. Also documents must be uploaded only once. Do not register and apply again from this or the other project's website. Multiple applications will be canceled.**

### Application procedure:

#### **I. Read carefully all the information in this guide and on the website**

<http://www.mundus.amu.edu.pl/EMINENCE> in order to avoid mistakes in the registration and application forms that can make your candidature ineligible and deprive you from the chance to get scholarship.

#### **II. View what courses/programs are offered by EU universities.**

Look for courses/ programs in fields of study / academic disciplines relevant to your academic background / interest and in the level you are applying for (BA, MA, PhD or post-doc). Read carefully details of courses/programs offered by universities you will apply to.

#### **III. Submit the online registration form, available at EMINENCE website**

(menu: Application or

<http://www.mundus.amu.edu.pl/EMINENCE/index.php?application,12>)

*All applications and required documents must be submitted through our online forms. We do not accept applications or required documents sent through email. Only after filling in all required fields and uploading of documents online application can be submitted and considered for assessment.*



### REGISTRATION FORM FOR EMINENCE SCHOLARSHIP

#### 1. Personal information

First name\*:

Middle name (only if it is written in the passport):

Family name\*:

Date of birth [yyyy-mm-dd]\*:

Please double check if your name and date of birth is exactly as in passport and be aware that your names in the form that you submit here will be used in application form and then throughout the whole program and will not be subject to any changes. Any discrepancies between the full name and date of birth in passport and the name and date given in this form will lead to disqualification.

#### 2. Contact

E-mail address\*:

Please double check if the e-mail is correct - you will receive the link to your application form at this e-mail address and you will be getting further communications ONLY to this address (requests to send any information to another e-mail will not be considered). You will be identified by your e-mail, name and date of birth. Note that you are only allowed to register once. If you register and apply more times this will lead to disqualification.

Once your registration has been validated, you will receive a confirmation e-mail with the link to application. It is very important that you provide a **valid email address** and that you make sure to **keep it**

**active** as all the correspondence concerning selection and also further communications for selected applicants will be done only to this e-mail address.

Submit the on-line application divided into 3 sections:

SECTION I - personal data, educational background, declaration of formal eligibility, identification of your TG and level of study

SECTION II - choose of courses/programs offered by EU partners

SECTION III – upload of documents

All the fields marked with “\*” are mandatory. Some fields have options to choose from, some need giving information, see examples below:

## APPLICATION FORM FOR EMINENCE SCHOLARSHIP



### SECTION I

#### 1. Personal information

First name: **Smith**

Middle name:

Family name: **John**

E-mail: **smith@atu.az**

Date of birth: **1982-10-06**

Nationality: **Azerbaijan**

Gender\*:

Marital status\*:

Number of children\*:

#### 2. Nationality

Passport number\*:

Passport issuing date [yyyy-mm-dd]\*:

Passport expiry date [yyyy-mm-dd]\*:

#### 3. Address

Country\*:

City\*:

Street and number\*:

Postal code\*:

Telephone\*:

Mobile\*:

Skype\*:

#### 4. Academic background

LAST DEGREE OBTAINED (SECONDARY SCHOOL CERTIFICATE OR UNIVERSITY DIPLOMA)\*:

FULL NAME OF THIS LAST DEGREE (CERTIFICATE, DIPLOMA) OBTAINED\*:

FULL, OFFICIAL NAME AND LOCATION (City and country) OF THE INSTITUTION WHICH HAS ISSUED IT\*:

The rules of Erasmus Mundus concerning formal eligibility:

- candidates 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 European countries at the time of submitting their application to the partnership (this rule does not apply to TG3 candidates),
- candidates must not have already benefited from a scholarship for the same type of mobility under any other Erasmus Mundus Action 2 or Erasmus Mundus External cooperation Window project.

Applicants will be asked in application to give clear declarations concerning these rules. The compliance with this rules will be checked during formal eligibility check and applicants may be contacted for further explanations.



## 5. Formal eligibility for scholarship

A) Have you resided or have 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? This rule does not apply to TG 3

Answer\*: Yes

Only if you are TG3 candidate you can fill in the following data:

Country\*:

Period from [yyyy-mm-dd]\*:

Period to [yyyy-mm-dd]\*:

B) Have you benefited a scholarship for the same purpose (the same level of studies, for which you are applying in EMINENCE) under another project under the EMA2-STRAND1 or Erasmus Mundus External Cooperation Window?

Answer\*: Yes

**YOU ARE NOT ELIGIBLE FOR ANOTHER ERASMUS MUNDUS SCHOLARSHIP FOR THE SAME LEVEL!**

C) Have you benefited a scholarship for different level of studies, than the one you are applying this year, under another project within the Erasmus Mundus A2-STRAND1 or Erasmus Mundus External Cooperation Window?

Answer\*: Yes

Only if you studied with EM scholarship on different level of studies, than the one you are applying this year you can fill in the following data:

Country\*:

Period from [yyyy-mm-dd]\*:

Period to [yyyy-mm-dd]\*:

University\*:

Scholarship program/ project/ partnership name\*:

LEVEL OF STUDIES AT WHICH YOU WERE STUDYING AT YOUR PREVIOUS ERASMUS MUNDUS SCHOLARSHIP\*:

All candidates must be fluent in English or other local language of host university. The IELTS , TOEFL and FCE exams are renowned worldwide English language certificates. Unreliable or false certificates will justify judging a candidate as ineligible.

## 7. Language ability

### A) Instruction

It is crucial for your success as an applicant and then as a grant holder that you have sufficient knowledge of the language of the courses' instruction:

- English (if you choose a course/program entirely or partly delivered in English) or

- one of the languages currently spoken in host countries where EMINENCE hosting universities are located (if you choose a course/program entirely or partly delivered in this language).

Your language ability will be checked by screening your documents and by the oral remote interview in the presence of project representatives.

**IN CASE YOU ARE NOT FLUENT IN LANGUAGES LISTED BELOW (IF YOU ARE NOT GOOD IN SPEAKING AND READING AND WRITING FOR SCIENTIFIC PURPOSE)**

**CHOOSE THE OPTION: "I do not have enough (as described above) language ability in..." - BE AWARE THAT EACH UNTRUE DECLARATION OR INFORMATION IN THIS APPLICATION (FOR EXAMPLE CONCERNING YOUR LANGUAGE SKILLS) WILL LEAD TO REJECTION OF APPLICATION OR LATER - TO CANCELATION OF GRANT RECEIVED**

### B) Declaration of Applicant

CONSIDERING THE ABOVE:

I DECLARE THAT I am fluent in foreign language selected below and my knowledge is proved by respective RELIABLE AND TRUE language certificate(s) and I am aware and I agree that my language ability will be checked at any time prior mobility via video skype interview to verify my declaration AND

I DECLARE THAT I am able to study, what means that I can follow lectures and read and understand and discuss scientific texts and pass written and oral exams and write academic assignments etc. in the following language(s):

For all applicants:

English

I do not have enough (as described above) language ability in English

IF YOU ARE SELECTED AND ENGLISH IS THE LANGUAGE OF TUITION THE HOST UNIVERSITY WILL PROVIDE YOU WITH ENGLISH LANGUAGE COURSE OF INTENSITY AND DURATION ENSURING THAT YOU WILL GET ACADEMIC BENEFITS OF MOBILITY - I.E. THAT YOU WILL BE ABLE TO FOLLOW LECTURES AND READ AND UNDERSTAND AND DISCUSS SCIENTIFIC TEXTS AND PASS WRITTEN AND ORAL EXAMS AND WRITE ACADEMIC ASSIGNMENTS ETC.

For non-European applicants\*:

Polish

Swedish

French

Italian

Portuguese

Romanian

Spanish

I do not have enough (as described above) language ability in any of these languages

IF YOU ARE SELECTED HOST UNIVERSITY WILL PROVIDE YOU WITH LANGUAGE COURSE OF INTENSITY AND DURATION ENSURING THAT YOU WILL GET ACADEMIC BENEFITS OF MOBILITY - I.E. THAT YOU WILL BE ABLE TO FOLLOW LECTURES AND READ AND UNDERSTAND AND DISCUSS SCIENTIFIC TEXTS AND PASS WRITTEN AND ORAL EXAMS AND WRITE ACADEMIC ASSIGNMENTS ETC. IN THE LANGUAGE OF TUITION.

For European applicants\*:

Russian

Ukrainian

Moldovan

Azeri

Armenian

Georgian

I do not have enough (as described above) language ability in any of these languages



Selection Committee will value applicants' English language certificates, renowned worldwide, with the highest scores. Each candidate who has no IELTS, FCE or TOEFL certificate must give skype address for the purpose of video conversation in foreign language declared as known fluently by the candidate. Applicants who have this certificate can give it optionally (as the field in application form is mandatory these candidates can write – “I have IELTS” or “I have TOEFL” ).

Applicants may choose up to three programmes at host universities which will be displayed according to applicant identification of TG and level. Before choosing programmes from the list (see illustration below) applicants must view courses/programs are offered by five EU universities - The table with available programmes and detailed information about each programme (name, duration, information about content or link to website, contact person, language of tuition, language/academic requirements etc.) is reachable from EMINENCE website.

- I belong to TG1 according to above definition and I am applying for MA exchange studies for up to 10 months, I have BA degree and I am registered/enrolled as MA student at my home university and at the time of studies abroad (from September 2014) I will still be a student of Master course at my home university.
- I belong to TG1 according to above definition and I am applying for PhD exchange studies for up to 10 months, I have MA degree and I am registered/enrolled as PhD student at my home university and at the time of studies abroad (from September 2014) I will still be a student of PhD course at my home university.
- I belong to TG1 according to above definition and I am applying for TG 1 post-doc exchange studies/research for up to 6 months, I have PhD degree and I am registered/enrolled as post-doc at my home university.

## SECTION II

### 1. Choice of courses – you can choose up to three programs, but applications only to one course are also eligible

THE SCROLL LISTS INCLUDE UNIVERSITIES BEING BOTH EUROPEAN AND EAST PARTNERSHIP PARTNERS  
 APPLICANTS FROM EU MAY SELECT ONLY COURSES AT EAST PARTNERSHIP UNIVERSITIES  
 APPLICANTS FROM UKRAINE, MOLDOVA, BELARIUS, GEORGIA, AZERBAIJAN AND ARMENIA MAY SELECT ONLY COURSES OFFERED BY EUROPEAN UNIVERSITIES

**Important note: If you are TG3 and apply for 36 months long mobilities(BA, PhD) you can choose courses only from Eminence II 1st call (they are not offered in Eminence 2nd call).**

#### Eminence 2nd call

University and course of my choice 1 is\*:

University and course of my choice 2 is:

University and course of my choice 3 is:

#### Motivation Letter

Focused on and relevant to course/courses you have selected above (max. 3000 characters)\*:

#### Eminence II 1st call

University and course of my choice 1 is\*:

- Vitebsk State University named after P.M. Masherov - Post doctoral position in Mathematical field of study
- Vitebsk State University named after P.M. Masherov - Post doctoral position in History field of study
- Vitebsk State University named after P.M. Masherov - Post doctoral position in Linguistic field of study
- Sumy State University - Physics of Solids
- Sumy State University - Processes and Equipment of Chemical Technology
- Sumy State University - Hydraulic Machines and Hydro pneumatic Unit
- Sumy State University - Physical Electronics
- Sumy State University - Economics and National Economy Management
- Sumy State University - Economics and Enterprises Management (according to the types of economic activity)
- Sumy State University - Economics of Natural Resource Use and Environment Protection
- Sumy State University - Anatomy
- Pavlo Tychyna Uman State Pedagogical University - Educational Science, Comparative Education
- Trade Co-operative University of Moldova - Commercial management, national and international aspects

GO TO SECTION III - UPLOAD DOCUMENTS

TEMPORARY SAVE

Upload of electronic versions of documents in Section III of application ends on-line procedure. All documents must be in pdf format and not bigger than 0,5 MB.

## SECTION III

### 1. Upload of required documents

Prepare all the documents for upload and make sure that all your docs together do not exceed 2 MB and each single document is not bigger than 0,5 MB. **The only possible format of documents is PDF.** Make sure to scan documents with sufficient resolution. Upload all documents which are requested (required specific diplomas/documents for level or TG and required general documents) for your mobility type, according to the list below. Additional documents are only required for some courses and universities (see Information Sheets of each University and requirements of each course at The Available Fields of Study table on EMINENCE website). Optional documents are NOT mandatory.

Required specific diplomas/documents for level and /or TG	Required general documents	Optional documents
<ul style="list-style-type: none"> <li>- PhD diploma <b>RS-PHD.pdf</b> <a href="#">click to upload</a></li> <li>- Proof of Employment - certificate signed and stamped by the home university authority, stating that candidate is working at home University <b>RS-PW.pdf</b> <a href="#">click to upload</a></li> </ul>	<ul style="list-style-type: none"> <li>- Copy of passport <b>RG-PASS.pdf</b> <a href="#">click to upload</a></li> <li>- Language certificate <b>RG-LANG.pdf</b> <a href="#">click to upload</a></li> <li>- CV with list of publications/scientific achievements <b>RG-CV.pdf</b> <a href="#">click to upload</a></li> <li>- Two letters of recommendation from two professors, IN ONE FILE <b>RG-RL.pdf</b> <a href="#">click to upload</a></li> <li>- Mobility and post-mobility project with research/ training/ attending courses/ teaching plan preliminary agreed between sending and hosting institutions <b>RG-MP.pdf</b> <a href="#">click to upload</a></li> </ul>	<ul style="list-style-type: none"> <li>- Any additional document required for your chosen program, <b>AD-ADD.pdf</b> <a href="#">click to upload</a></li> <li>- If applicable only - proof of special conditions -official document proving disability or economically disadvantaged status. <b>AD-DIS.pdf</b> <a href="#">click to upload</a></li> </ul>

SUBMIT\*\*

TEMPORARY SAVE\*

\*Save and come back later again - if you need to come again to complete upload of your documents. You can get into this section of your application via the link you have got in the e-mail after registration

\*\* Submit completed application and wait for pdf to be printed. The print out of the application form must be dated and signed and submitted together with original paper version of your application. You will not be able to open your application any more.

**After clicking “submit” the pdf file of application form will be generated – it must be printed , dated and signed by each applicant in order to be attached to original version of the application.**

#### IV. Submission of paper version of application

After completing on-line application all candidates must submit a complete application in paper version – original of application form and originals of all documents (certified copies in case of university diplomas, certificates are acceptable) and copy of passport must be delivered to Poland by post in the following way:

- TG 1 candidates must submit all originals of uploaded documents (or certified copies) to EMINENCE local coordinator at your university. Refer to EMINENCE project website or to your home university central administration to get in contact with right person in charge. Each EMINENCE local coordinator will validate the documents (completion, accuracy, veracity and validity) and send it to Coordinating Institution in Poland.
- TG 2 and TG 3 candidates: All originals of documents uploaded in electronic version (or certified copies) + paper version of Application Form printed after submission, dated and signed must be delivered **by post in paper before the deadline indicated on the webpage** to one of the two addresses given below to EMINENCE Coordinating Institution in Poland or Joint-Coordinating Institution in Ukraine:

<b>Adam Mickiewicz University in Poznań</b> <b>Transatlantic Mobility Office</b> <b>Zwierzyniecka 7c</b> <b>60-813Poznań</b> <b>Poland</b>	<b>Oksana Zabolotna</b> <b>Pavlo Tychyna Uman State Pedagogical University</b> <b>2 SadovaStr.</b> <b>20300 Uman</b> <b>Ukraine</b>
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TG 2 and TG 3 candidates must inform in written (by sending e-mail to: [mundus@amu.edu.pl](mailto:mundus@amu.edu.pl)) to which address they have sent their documents. Alternatively documents of TG 2 and TG 3 candidates may be sent also to other EaP partner- e.g the nearest in your country, but candidates must agree it with local coordinators at EMINENCE universities. The candidates are advised to send their documents by registered mail to ensure delivery and possibility to check delivery tracking if necessary.

#### *Concluding remarks concerning staff applications*

The EMINENCE Partnership opens two separate call for applications – for students and for staff with deadlines indicated on the webpage

The on-line selection tool will be totally open to all student candidates for undergraduate, master, doctoral and post-doc scholarships, whereas the grants for academic and administrative staff is offered only to TG1 staff and will be distributed only on the basis of bilateral agreements between EaP and EU partners within the partnership. Staff will be selected:

- by assessing their formal eligibility, language ability and potential impact on home university on return - on the side of EaP partners and
- by way of judging how proposed candidates match to respective hosting universities/ their units' profiles, training possibilities and teaching needs - on the side of EU partners.

The **deadline for the submission of the online applications for the Call** will be indicated on the webpage of the project. The Partnership 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 time before the deadline. Applicants must avoid the “last minute” applications so as to guarantee there will be no problems in the submission of the application form.

## 5. Financial Conditions

The EMINENCE scholarships includes:

- A monthly allowance – subsistence  
Scholarship subsistence amount depends on level of mobility:

Undergraduate	1,000 Euro per month
Master	1,000 Euro per month
Doctorate	1,500 Euro per month
Post-Doctorate	1,800 Euro per month
Staff	2,500 Euro per month

- Insurance costs: up to 75€ per month
- Travel costs: up to amount resulting from the distance between home and host country universities (between 250 and 1 500 €)
- Tuition fees for students of up to 3000€ per year

Scholarship allowance will be paid to grantees on the monthly basis and on the ground of assessment of their academic performance and fulfilment of formal requirements. Travel cost (including visa fees), insurance and participation costs will be covered from the EU grant. Plane tickets will be bought by coordinating institution in Poland. The partnership will provide grantees with a high quality individual insurance coverage on health, travel, accident for the duration of the mobility period. Host universities will waive all tuition fees and grantees at any level will not be requested to pay any tuition fees to the host universities.

## 6. Application documents

Your online application form should be completed **by uploading** documents. Originals of these documents must be then send to EMINENCE partnership accordingly to instruction above. The table on next page shows which documents are needed at every mobility level.

Here are further details concerning documentation:

-**CV** - formula EUROPASS , possible to download from:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

- **copy of passport** - the page with picture only

- **Mobility and post-mobility project for PhD and pot-doc applicants** – presenting your research project and the goals you hope to achieve during your scholarship period. This document includes:

- identification of hosting EU university:

name of university, faculty/department and contact details of professor from host university (who has agreed preliminarily to supervise PhD) or head of the department/ scientific group (who agreed preliminarily to accept candidate for post-doctoral studies)

- identification of home university: name of university, faculty/department and contact details professor from home university, who is currently supervising PhD or post-doctoral studies
  - description in which manner the mobility will be useful for your thesis and your research
  - description how will you share your knowledge, skills, methods, ideas, solutions gained during your mobility abroad with your home university / its scientific community after return
- The document template is downloadable from EMINENCE website.

- **diplomas issued in your local languages have to be translated into English** – they must be accompanied by an officially certified/attested translations (for Bachelor, Master and Doctorate diplomas).

- **language certificates** – candidates with IELTS and TOEFL certificates are most welcome. IELTS and TOEFL exams are renowned worldwide English language certifications. Unreliable or false certificates will justify judging a candidate as ineligible.

*Note: each candidate who has no IELTS or TOEFL certificate must give skype address for the purpose of video conversation in foreign language. Applicants who have this certificate can give it optionally (as the field in application form is mandatory these candidates can write – “I have IELTS” or “I have TOEFL” )*

APPLICATION DOCUMENTS- EMINENCE -3rd call

Mobility type  Applicants from	Purpose and duration of mobility, (TG)	Required specific diploma/document for level or TG	Required general documents	Additional and optional documents
Bachelor/ Undergraduate  EU and EAP	Exchange student mobility-1 sem- 10 months (TG 1)	<ul style="list-style-type: none"> <li>- Proof of enrolment in EMINENCE partner university at undergraduate studies (minimum one year completed) stating which year and which study programme the student is currently studying, how many years the whole programme lasts and when the student is expected to finish the course at home, duly signed and stamped by university authority/central administration, countersigned by the local coordinator</li> <li>- Transcript of records from previous years (minimum from the first year of studies)</li> </ul>	<ul style="list-style-type: none"> <li>- Application form</li> <li>- Copy of passport</li> <li>- Language certificate</li> <li>- CV</li> </ul>	<ul style="list-style-type: none"> <li>- any additional document required for your chosen program/university ,</li> <li>- if applicable only - proof of special conditions -official document proving disability or economically disadvantaged status.</li> </ul>
Master  EU and EAP	Exchange student mobility – 1 sem- 10 months (TG 1)	<ul style="list-style-type: none"> <li>- Proof of enrolment in EMINENCE partner university at Master studies stating the course name, the faculty / department, which year and which study programme the student is currently studying, how many years the whole programme lasts and when the student is expected to finish the course at home, duly signed and stamped by university authority/central administration, countersigned by the local coordinator</li> <li>- Transcript of records of at least 3 years of university studies including average mark;</li> </ul>	<ul style="list-style-type: none"> <li>- Application form</li> <li>- Copy of passport</li> <li>- Language certificate</li> <li>- Certified copy of bachelor diploma</li> <li>- CV</li> </ul>	<ul style="list-style-type: none"> <li>- any additional document required for your chosen program/university ,</li> <li>- if applicable only - proof of special conditions -official document proving disability or economically disadvantaged status.</li> </ul>
Master  EAP	Full degree –one year-long courses lasting up to 12 months (TG 2-3)	<ul style="list-style-type: none"> <li>- Bachelor diploma/ first higher education degree diploma – original and certified English translation</li> <li>- Transcript of records of at least 3 years of university studies, including average mark</li> <li>- If TG 3 - Document justifying TG 3 status - official proof of vulnerable conditions (see definition of TG 3). Disadvantaged economic status or disability are not conditions for belonging to TG 3.</li> </ul>	<ul style="list-style-type: none"> <li>- Application form ,</li> <li>- Copy of passport</li> <li>- Language certificate</li> <li>- CV</li> <li>- letter of recommendation</li> </ul>	<ul style="list-style-type: none"> <li>- any additional document required for your chosen program/university ,</li> <li>- if applicable only - proof of special conditions -official document proving disability or economically disadvantaged status.</li> </ul>



<p>PhD</p> <p>EU and EAP</p>	<p>Research, training and attending courses – 6- 10 months – TG 1</p>	<ul style="list-style-type: none"> <li>- Proof of enrolment at doctoral studies in EMINENCE partner university, stating which faculty / department, which year and which PhD programme the student is currently studying, what is the topic /title of PhD thesis, how many years the whole programme lasts and when the student is expected to obtain PhD degree at home, duly signed and stamped by university authority/central administration, countersigned by the local coordinator and PhD supervisor, TOGETHER WITH Transcript of records of all years of University studies (MASTER and PHD)</li> <li>- Master diploma– original and certified English translation</li> </ul>	<ul style="list-style-type: none"> <li>- Application form ,</li> <li>- Copy of passport</li> <li>- Language certificate</li> <li>- CV with list of publications/scientific achievements</li> <li>- two letters of recommendation from two professors, including PhD supervisor,</li> <li>- Mobility and Post-mobility Project with research/ training/ attending courses preliminary agreed between sending and hosting institutions (work plan proposal outlining the research activities to be carried out at the host university, signed by both home and host universities)</li> </ul>	<ul style="list-style-type: none"> <li>- any additional document required for your chosen program/university ,</li> <li>- if applicable only - proof of special conditions -official document proving disability or economically disadvantaged status.</li> </ul>
<p>PhD</p> <p>EAP</p>	<p>Research, training and attending courses – 6- 10 months – TG 2</p>	<ul style="list-style-type: none"> <li>- Proof of enrolment at doctoral studies at university in EaP country, stating which faculty / department, which year and which PhD programme the student is currently studying, what is the topic /title of PhD thesis, how many years the whole programme lasts and when the student is expected to obtain PhD degree at home, duly signed and stamped by university authority/central administration and PhD supervisor</li> <li>- Master diploma or equivalent degree- original and certified English translation</li> <li>- Transcript of records of all years of University studies (MASTER AND PHD) including average mark; any additional certification required for your chosen program</li> </ul>	<ul style="list-style-type: none"> <li>- Application form ,</li> <li>- Copy of passport</li> <li>- Language certificate</li> <li>- CV with list of publications/scientific achievements</li> <li>- two letters of recommendation from two professors, including PhD supervisor</li> <li>- Mobility and Post-mobility Project with research/ training/ attending courses preliminary agreed between sending and hosting institutions (work plan proposal outlining the research activities to be carried out at the host university, signed by both home and host universities)</li> </ul>	

<p>Post-doc</p> <p>EU (TG 1)</p> <p>and EAP (TG1 and TG2)</p>	<p>Research, training and attending courses - 6 months</p> <p>TG 1, TG 2</p>	<ul style="list-style-type: none"> <li>- PhD diploma</li> <li>- Proof of Employment - certificate signed and stamped by the home university authority, stating that candidate is working at home University.</li> </ul>	<ul style="list-style-type: none"> <li>- Application form ,</li> <li>- Copy of passport</li> <li>- Language certificate</li> <li>- CV with list of publications/scientific achievements</li> <li>- Two letters of recommendation from two professors</li> <li>- Mobility and post-mobility project with research/ training/ attending courses preliminary agreed between sending and hosting institutions</li> </ul>	<ul style="list-style-type: none"> <li>- any additional document required for your chosen program/university ,</li> <li>- if applicable only - proof of special conditions -official document proving disability or economically disadvantaged status.</li> </ul>
<p>Staff</p> <p>EAP and EAP</p>	<p>Program of lectures and research activities to be delivered by the visiting staff, agreed by home, host university and the individual – 1 month ,</p> <p>ONLY TG 1</p>	<ul style="list-style-type: none"> <li>- Proof of being a member of staff at one of the universities of the partnership</li> </ul>	<ul style="list-style-type: none"> <li>- Application form ,</li> <li>- Copy of passport</li> <li>- Language certificate</li> <li>- <u>CV with list of publications/scientific achievements</u></li> </ul>	<ul style="list-style-type: none"> <li>- any additional document required for your chosen program/university ,</li> <li>- if applicable only - proof of special conditions -official document proving disability or economically disadvantaged status.</li> </ul>

The idea and the acronym of the EMINENCE partnership brings a message that this project targets at “eminence”, understood as distinction, renown, reputation and importance of future project beneficiaries – students and scholars educated abroad who on their return home will contribute to the development of their countries and societies. The EMINENCE Team wishes you success in application and fruitful development of your educational profile or scientific career with the Erasmus Mundus scholarship.

Good luck in your way up!

