

# GUIDELINES FOR APPLICANTS

*Erasmus Mundus –*

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

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



*Call for applications for BA, Phd and Post-doc exchange students only*

### **CONTENTS:**

- 1. General information about the EMINENCE II project*
- 2. Partner Universities offering scholarships*
- 3. Who can apply?*
- 4. How to apply?*
- 5. Financial Conditions*
- 6. Application documents*

# 1. General information about the *EMINENCE II* project

*EMINENCE II* 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 2014-2017 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 II* 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 II* 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 II* partnership will offer up to 155 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

### European Union (EU) partners:

1. Adam Mickiewicz University
2. Babeş-Bolyai University
3. University of Porto
4. Rovira i Virgili University
5. Malmö University

### Eastern Partnership (EaP) partners:

1. Institution of Education “Polesky State University”
2. Mogilev State A. Kuleshov University
3. Baranovichi State University
4. Vitebsk State University named after P.M. Masherov
5. Sumy State University
6. Pavlo Tychyna Uman State Pedagogical University
7. Trade Co-operative University of Moldova
8. State University of Medicine and Pharmacy
9. Vanadzor State University
10. Yerevan „Northern” University
11. Shota Meskhia State Teaching University of Zugdidi
12. Sokhumi State University
13. Grigol Robakidze University
14. Azerbaijan Teachers Institute
15. Azerbaijan Technical University

### Applicants from EaP Countries

The targeted Third-Countries in *EMINENCE II* 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, 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 II* 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, Doctoral and Post-doctoral level.

### 3. Who can apply in 3<sup>rd</sup> call?

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, doctoral or post-doctorate students)

#### 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 of application and 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),
- Phd students
- Post-doctoral students

#### 2) TARGET GROUP II

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

- doctoral students studying at universities not included in *EMINENCE II* consortium of any university of these countries
- post-doctoral students /researchers enrolled at universities not included in *EMINENCE II* consortium

#### 3) TARGET GROUP III -

BA, Phd students or Post-doctoral candidates from Ukraine, Moldova, Belarus, Georgia, Azerbaijan and Armenia who are registered/enrolled in one of the partner universities or in universities beyond the partnership AND 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 1 applicants (candidates from consortium partners) or TG 2 applicants (these whoa are from outside consortium ) as “ADDITIONAL DOCUMENT CONFIRMING TG3 STATUS” ( to be submitted online in section for upload of documents and in original as well )

##### 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),
- Phd students
- Post-doctoral students

## B. Mobility types

### Eligibility criteria for EaP STUDENTS

To be eligible, for undergraduate, 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 II* partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution at the time of application.
2. For Target Group 2 (TG 2) - to be registered in a university NOT included in the *EMINENCE II* partnership but located in Ukraine, Moldova, Belarus, Georgia, Azerbaijan or Armenia
3. For Target Group 3 (TG 3): 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 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;

## 4. How to apply?

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

<http://www.mundus.amu.edu.pl/EMINENCEII> 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, 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 II website**

*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:

## 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 II* website.

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.

#### IV. Submit 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 II* local coordinator at your university. Refer to *EMINENCE II* project website or to your home university central administration to get in contact with right person in charge. Each *EMINENCE II* local coordinator will validate the documents (completion, accuracy, veracity and validity) and send it to Coordinating Institution in Poland.
- TG 2 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 II* 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>
--	---

TG 2 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 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 II* universities. The candidates are advised to send their documents by registered mail to ensure delivery and possibility to check delivery tracking if necessary.

#### 5. Financial Conditions

The *EMINENCE II* scholarships includes:

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

Undergraduate	1,000 Euro per month
Doctorate	1,500 Euro per month
Post-Doctorate	1,800 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 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 II* partnership accordingly to instruction given 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 post-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 II* website. Because of competition and because agreements on programmes and obtaining signatures may take a lot of time applicants are advised to arrange these documents to be filled in and signed at the early stage of application.

**Phd and post-doc applications with *Mobility and Post-Mobility Projects* missing signature from host university will not be excluded from evaluation - if formally eligible, their applications will be considered by research selection panels at partners universities, however applicants with agreed preliminary study/ research programs (duly signed and stamped) will have priority in selection.**

- **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- APPLICATION DOCUMENTS- EMINENCE II -2<sup>nd</sup> 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 <i>EMINENCE II</i> 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> <li>- <b>ADDITIONAL DOCUMENT CONFIRMING TG3 STATUS.</b></li> </ul>
PhD  EU and EaP	Research, training and attending courses – 10 months – TG 1, TG 2	<ul style="list-style-type: none"> <li>- Proof of enrolment at doctoral studies in <i>EMINENCE II</i> partner university, or at other 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, countersigned by the local coordinator and PhD supervisor, <b>TOGETHER WITH</b> Transcript of records of all years of University studies (MASTER and PHD)</li> <li>- MA 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> <li>- <b>ADDITIONAL DOCUMENT CONFIRMING TG3 STATUS.</b></li> </ul>

<p>Post-doc</p> <p>EU (TG 1)</p> <p>and EaP (TG1 and TG2)</p>	<p>Research, training and attending courses – 6-10 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> <li>- <b>ADDITIONAL DOCUMENT CONFIRMING TG3 STATUS.</b></li> </ul>
---	---	---	--	--

The idea and the acronym of the *EMINENCE II* 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 II* 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!

