



# EURICA

## Guidelines for Applicants 2013/2014



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These guidelines contain practical information for those who apply to a EURICA scholarship. If there are doubts after reading these guidelines, please contact the EURICA coordination.



# 1 General Information on the EURICA Project

## About Erasmus Mundus

Erasmus Mundus is a cooperation and mobility programme in the field of higher education that aims to enhance the quality of European higher education and to promote dialogue and understanding between people and cultures through cooperation with Third-Countries. In addition, it contributes to the development of human resources and the international cooperation capacity of Higher education institutions in Third Countries by increasing mobility between the European Union and these countries.

The Erasmus Mundus programme provides support to:

- Higher education institutions that wish to implement joint programmes at postgraduate level or 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 the context of one of the above mentioned joint programmes or cooperation partnerships
- Any organisation active in the field of higher education that wishes to develop projects aimed at enhancing the attractiveness, profile, visibility and image of European higher education worldwide.





## Objectives

The Erasmus Mundus 2009-2013 programme is implemented by the Executive Agency Education, Audiovisual and Culture (EACEA). The Erasmus Mundus is a cooperation and mobility programme in the field of higher education for:

- the enhancement of quality in European higher education;
- the promotion of the European Union as a centre of excellence in learning around the world;
- the promotion of intercultural understanding through cooperation with Third Countries as well as for the development of Third Countries in the field of higher education.

## Action 2

The EURICA programme falls under the plans for Erasmus Mundus Action 2, the second phase of exchange and scholarships since the programme began. Erasmus Mundus Action 2 provides:

- Support for the establishment of cooperation partnerships between European higher education institutions and higher education institutions from targeted Third Countries with the objective of organising and implementing structured individual mobility arrangements between the European and Third Country partners.
- Scholarships of various lengths - depending on the priorities defined for the Third Country concerned, the level of studies or the particular arrangements agreed within the partnership - for European\* and Third-Country individuals (students, scholars, researchers, professionals).



## The EURICA Project

EURICA is a European Union-funded scholarship program implemented by the Education, Audiovisual and Culture Executive Agency (EACEA) to facilitate mobility of 192 Latin American and 100 European undergraduate, master, doctorate, post-doctorate, staff students and researchers to one of the respectively European or Latin American partner universities.

## Main goal

EURICA's general objective is to move across and beyond borders, including new actors and establishing new cooperation mechanisms, without compromising academic and administrative quality, creating a sound theoretical framework for cooperative actions that find their basis in regional, national and institutional development challenges. EURICA focuses on non-degree, degree and staff mobility with emphasis on excellence and training of (future) academics, high-level professionals and leaders in society with an international profile.



## Experienced and new partners, high-quality education

The seven European universities and the thirteen Latin American universities who are full members of the consortium all are academically respected but their experience with (large) internationalization programmes such as EM varies greatly. EURICA is in essence an entirely new consortium compared to the previous EM projects coordinated by Groningen, because participation is only continued with some of the more experienced Latin American partners, and always with reason: in order to create continuity and/or because institutions play a vital and representative role in national Higher Education landscapes. In Europe, half partners are new and have little or no experience in EMA2. Moreover, half of the European partners, although they are part of an extensive international network – have very limited experience in cooperating with the Latin American region. Each partner provides high quality teaching and research and has fully adopted the Bologna framework of three-cycle education qualification, defining degrees in terms of competences and learning outcomes. Additionally, they have marked internationalisation a top priority, which creates ample opportunity for the establishment of new collaboration mechanisms, a prime objective of EMA2.



## More possibilities for Central Americans

The inclusion of our very experienced Spanish partner (University of Valladolid) has been well-considered: EURICA has learned from other projects that the regional reality of working with less experienced partners, and vulnerable groups in general, is that many students lack proficiency in foreign languages. This implies that they will dominantly look for opportunities in Spanish universities. It is important for the success of our project that these students are received in a university that has all procedures well in place, to make students that may never have been abroad before feel at ease.

## Equality, gender balance and brain-drain prevention

EURICA is underpinned by a clear policy for equal opportunities, assuring gender balance. Preventing brain-drain is also a prime goal, ensuring that the grantees will return to their home countries to use the acquired knowledge and competences to the advancement of their respective countries.

## Internationalization

Erasmus Mundus and EURICA aim to promote and enhance cooperation between the partnership universities. Additionally, it will further the process of educational reform, curriculum development and international study recognition and it involves new universities in the process. Particular emphasis will be placed on creating a better understanding among partners of the research cultures and the education of researchers in both Europe and Latin America.



## Academic Fields

The following Academic Fields are available in the EURICA program. If you want to know which universities offer the programme of your interest, visit our webpage.

<b>Agriculture Sciences</b> 1,1 Agriculture 1,20 Agricultural Economics 1,30 Food Science and Technology 1,40 Horticulture 1,50 Fisheries 1,60 Forestry 1,70 Animal Husbandry 1,80 Tropical/Subtropical Agriculture 1,90 Others – Agricultural Sciences	<b>Architecture, Urban and Regional Planning</b> 2,10 Architecture 2,20 Interior Design 2,30 Urban Planning 2,40 Regional Planning 2,50 Landscape Architecture 2,60 Transport and Traffic Studies 2,90 Others – Architecture, Urban and Regional Planning
<b>Business Studies, Management Science</b> 4,10 Business Studies with languages 4,20 Business Studies with technology 4,30 Accountancy, Financial Management 4,40 Tourism, Catering, Hotel Management 4,50 Industrial Relations and Personnel Management 4,60 Secretarial Studies 4,70 Marketing and Sales Management 4,90 Others: Business Studies, Management Science	<b>Education, Teacher Training</b> 5,10 Teacher Training 5,20 Primary Education 5,30 Secondary Education 5,40 Vocational and Technical Education 5,50 Adult Education 5,60 Special Education 5,70 Educational Science, Comparative Education 5,80 Educational Psychology 5,90 Others – Education, Teacher Training
<b>Engineering, Technology</b> 6,10 Mechanical Engineering 6,20 Electrical Engineering 6,30 Chemical Engineering 6,40 Civil Engineering 6,50 Electronic Engineering, Telecommunications 6,60 Manufacturing Sciences (including CAD, CAM, CAE) 6,70 Materials Science 6,80 Aeronautical Engineering 6,90 Others – Engineering, Technology	<b>Geography, Geology</b> 7,10 Geography 7,20 Environmental Sciences, Ecology 7,30 Geology 7,40 Soil and Water Sciences 7,60 Geodesy, Cartography, Remote Sensing 7,70 Meteorology 7,90 Others – Geography, Geology



## Academic Fields

The following Academic Fields are available in the EURICA program. If you want to know which universities offer the programme of your interest, visit our webpage.

<b>Law</b> 10,10 Comparative Law, Law with Languages 10,20 International Law 10,30 Civil Law 10,40 Criminal Law, Criminology 10,50 Constitutional / Public Law 10,60 Public Administration 10,70 European Community / EU Law 10,90 Others Law	<b>Mathematics, Informatics</b> 11,10 Mathematics 11,20 Statistics 11,30 Informatics, Computer Science 11,40 Artificial Intelligence 11,50 Actuarial Science 11,90 Others :Mathematics, Informatics Other Areas of Study 16,00 Renewable Energy 16,00 Climate Change 16,00 Human Rights
<b>Medical Sciences</b> 12,10 Medicine 12,20 Psychiatry and Clinical Psychology 12,30 Dentistry 12,40 Veterinary Medicine 12,50 Pharmacy 12,60 Nursing, Midwifery, Physiotherapy 12,70 Public Health 12,80 Medical Technology 12,90 Others – Medical Sciences	<b>Natural Sciences</b> 13,10 Biology 13,20 Physics 13,30 Chemistry 13,40 Microbiology, Biotechnology 13,50 Nuclear and High Energy Physics 13,60 Biochemistry 13,70 Astronomy, Astrophysics 13,80 Oceanography 13,90 Others – Natural Sciences
<b>Social Sciences</b> 14,10 Political Science 14,20 Sociology 14,30 Economics 14,40 Psychology and Behavioral Sciences 14,50 Social Work 14,60 International Relations, European Studies, Area Studies 14,70 Anthropology 14,80 Development Studies 14,90 Others –	<b>Communication and Information Sciences</b> 15,10 Journalism 15,20 Radio/TV Broadcasting 15,30 Public Relations, Publicity, Advertising 15,40 Library Science 15,50 Documentation, Archiving 15,60 Museum Studies, Conservation 15,90 Others – Communication and Information Sciences



## Practical and Financial Arrangements

- Monthly allowances of
  - \* €1000 (Undergraduate/Master)
  - \* €1500 (PhD)
  - \* €1800 (PD)
  - \* €2500 (Staff)
- An economy class return flight ticket between Home and Host University
- Complete Insurance: travel, health, accidents, personal objects, luggage and legal assistance.
- Tuition waiver
- Visa: this depends on national regulations, but all partners offer administrative support for visa applications. Additionally, the Coordinator will inform the embassies of the EU countries in LA target countries about the project and provide the grantee with a scholarship letter that contains all details that are necessary for the visa application.
- Logistical support is provided by the host: the opening of a bank account, registration with the municipality, etc.
- Housing is guaranteed by all partners via their different services. Grantees will be informed in due time about the available options. The host institutions will do their utmost best to meet the wishes and requirements for housing.
- Language courses: national language courses will be offered, in most cases free of cost, by all partners to incoming students.
- Facilities: all incoming grantees will have free access to all relevant facilities and they will have the same rights as regular students.





# 2 Application to the Project

## Eligibility

In order to be an eligible candidate, applicants will have to meet the following conditions:

- Latin American applicants must have the nationality of one of the participating countries: Argentina, Chile, Colombia, El Salvador, Guatemala, Honduras, Mexico or Nicaragua.
- European applicants must have the nationality of one of the countries.
- For Latin Americans: not having carried out your main activity in one of the European countries for more than 12 months in the 5 years up to the date of your application.
- Have sufficient knowledge of the language used for classes and research (in most cases English) or one of the languages spoken in the host countries.
- Identification of Target Group (TG)

## Target Groups for Latin Americans:

- TG1: individuals registered in one of the universities that is a member of the Partnership
- TG2: nationals of the third countries concerned by the geographical lot and currently not registered in one of these countries' partner universities. If your university is not one of the universities mentioned in the list of partners, you can apply to a scholarship within TG2.
- TG3: nationals of the third countries concerned by the geographical lot who are in particularly vulnerable situations (refugees, asylum seekers, indigenous population etc).

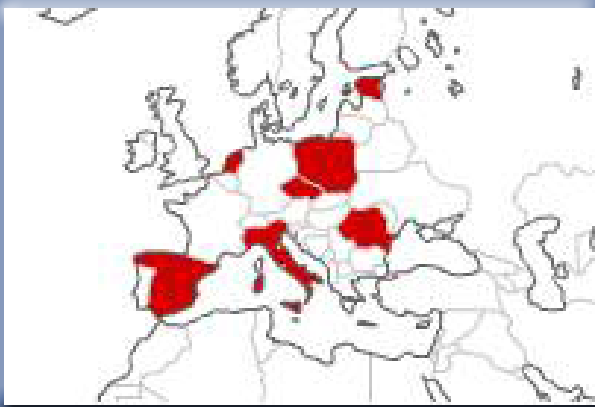
## Target Groups for Europeans:

- Scholarships to Latin America are only available to students and researchers in Target Group 1, i.e., registered at or linked to one of the seven European partner universities. If your university is not one of the partners mentioned in the list of partners, you cannot apply to a scholarship within the EURICA program.
- Only the thirteen Latin American partners are potential hosting universities.





## List of all Partners



### For Latin Americans: European partners

- Rijksuniversiteit Groningen
- Palacky University Olomouc
- Tallinn University of Technology
- University of Salento
- University of Lodz
- Polytechnic University of Bucharest
- University of Valladolid



### For Europeans: Latin American partners

- Universidad Nacional del Sur
- Universidad Nacional de Misiones
- Universidad de Chile
- Universidad de Magallanes
- Universidad de Antioquia
- Universidad de Magdalena
- Universidad de El Salvador
- Universidad de San Carlos de Guatemala
- Universidad Nacional Autónoma de Honduras
- Universidad Autónoma del Estado de Hidalgo
- Universidad Nacional Autónoma de México
- Universidad Autónoma de Zacatecas
- Universidad Nacional Autónoma de Nicaragua



## General documents: Information and Requirements

After you have made sure you are an eligible candidate, you should gather the following documents and upload them electronically when sending your application through our online application form.

### Obligatory documentation

- Your Curriculum Vitae in English or the Host University's language. Only Europass-format CV's will be accepted.
- A scanned copy of your passport (the main page where your personal data appear)
- Two letters of recommendation, in English or the Host University's language.
- Copy of your obtained degrees (Bachelor, Master, and or Doctorate as applicable)
- Copy of Transcript of Records

### Optional documentation

Depending on the Mobility Type and your desired Host University, some documents in the list of optional documentation may be mandatory. To see specific requirements per university, please visit <http://www.eurica.nl/how-to-apply/application-documents>

- In case of sandwich (non-degree) mobility: proof of enrollment in a degree programme at your home university
- Research Plan (for doctoral and post-doctoral applicants);
- Work Plan (for staff applicants);
- Declaration of Honour that may be downloaded from the website
- In case of mobility from Latin America to Europe in Target Group 1: a letter of support from your home university, consult the EURICA coordination at the host university for more information. EURICA will provide definite instructions via this website shortly;
- In case of doctoral and post-doctoral mobility: a letter of invitation from the host university; add two letters in case you apply to different host universities!
- Language Certificates if requested as obligatory documentation by the desired host university/ies (in any case use the European Self Assessment Language Grid to evaluate your level)
- Second Letter of Motivation in case you apply to second host university
- Letter of Special Circumstances in case you belong to a vulnerable group
- Statement Letter by home university that your (undergraduate, master) degree will be issued before the planned EURICA mobility period



## Available Scholarships

The total number of scholarships available in the first call for mobility from Europe to Latin America and vice versa.

Type of Mobility	From Europe to Latin America	From Latin America to Europe
Undergraduates	20	31
Masters	18	42
Doctorates	6	25
Post-Doctorates	4	6
Staff	7	13
<b>Total</b>	<b>55</b>	<b>117</b>

### Target Group 1

	UND 5 M	UND 10 M	MAS 5 M	MAS 10 M	MAS 22 M	DOC 6 M	DOC 10 M	DOC 22 M	DOC 34 M	PD 6 M	Staff 1 M
Europe	Yes	Yes	Yes	Yes	n/a	Yes	Yes	n/a	n/a	Yes	Yes
Guatemala	Yes	Yes	Yes	Yes	Yes	Yes	n/a	n/a	Yes	Yes	Yes
Mexico	Yes	Yes	Yes	Yes	n/a	Yes	n/a	Yes	n/a	Yes	Yes
Nicaragua	Yes	Yes	Yes	Yes	n/a	Yes	n/a	n/a	Yes	Yes	Yes
Honduras	Yes	Yes	Yes	Yes	n/a	Yes	n/a	n/a	Yes	Yes	Yes
Colombia	Yes	Yes	Yes	Yes	n/a	Yes	n/a	Yes	n/a	Yes	Yes
Chile	Yes	Yes	Yes	Yes	n/a	Yes	n/a	Yes	n/a	Yes	Yes
El Salvador	Yes	Yes	Yes	Yes	Yes	Yes	n/a	n/a	Yes	Yes	Yes
Argentina	Yes	Yes	Yes	Yes	n/a	Yes	n/a	Yes	n/a	Yes	Yes

### Target Group 2

	UND 5 M	UND 10 M	MAS 5 M	MAS 10 M	MAS 22 M	DOC 6 M	DOC 10 M	DOC 22 M	DOC 34 M	PD 6 M	Staff 1 M
Guatemala	n/a	n/a	n/a	Yes	Yes	Yes	n/a	Yes	n/a	n/a	n/a
Mexico	n/a	n/a	Yes	Yes	n/a	n/a	n/a	Yes	Yes	Yes	n/a
Nicaragua	n/a	n/a	Yes	n/a	Yes	n/a	n/a	n/a	Yes	n/a	n/a
Honduras	n/a	n/a	Yes	Yes	n/a	Yes	n/a	Yes	n/a	n/a	n/a
Colombia	n/a	n/a	Yes	Yes	n/a	n/a	n/a	Yes	n/a	n/a	n/a
Chile	n/a	n/a	n/a	Yes	Yes	n/a	n/a	n/a	n/a	n/a	n/a
El Salvador	n/a	n/a	Yes	Yes	n/a	n/a	n/a	n/a	Yes	n/a	n/a
Argentina	n/a	n/a	Yes	n/a	Yes	n/a	n/a	Yes	Yes	Yes	n/a



### Target Group 3

	UND 5 M	UND 10 M	MAS 5 M	MAS 10 M	MAS 22 M	DOC 6 M	DOC 10 M	DOC 22 M	DOC 34 M	PD 6 M	Staff 1 M
Guatemala	Yes	Yes	Yes	Yes	n/a	n/a	n/a	n/a	Yes	n/a	n/a
Mexico	Yes	Yes	Yes	Yes	Yes	n/a	n/a	n/a	n/a	n/a	n/a
Nicaragua	Yes	Yes	Yes	n/a	Yes	n/a	n/a	n/a	n/a	n/a	n/a
Honduras	Yes	Yes	Yes	n/a	Yes	n/a	n/a	n/a	n/a	n/a	n/a
Colombia	Yes	Yes	Yes	n/a	Yes	n/a	n/a	n/a	Yes	n/a	n/a
Chile	Yes	Yes	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
El Salvador	Yes	Yes	Yes	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Argentina	n/a	Yes	Yes	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a

### Online Submission

The applicant should check the following aspects:

- Verify the eligibility criteria previously indicated
- Select one or two host institutions among the set of institutions of the project. When selecting the host institution(s), it is very important to:
  - Ensure that you master the language of tuition or that the host institution provides support for applicants without the needed language skills
  - Consider the identified areas of excellence in each partner institution
  - Ensure that you have the necessary academic background in terms of study areas/degree to apply to the type of scholarship and its activities
- Read attentively the Guidelines for Applicants and the How to Apply section on the website
- Collect all necessary information and required documents to fill in the Application form
- The documents are mandatory. If not uploaded in the application form, the application cannot be submitted. In case of unreadable documents the application will be considered invalid and will not be evaluated.
- Prepare an education or training project describing the aims, activities and foreseen study/working plan and having into consideration the objectives and goals of the programme; make sure your project proposal is objective and specific concerning its methodology and viability, impact and benefit, as well as the capacity of attaining the project's purposes within the timeframe established by the duration of the scholarship. The lack of detailed information or objectivity will reduce the chances of success during the process of application's evaluation.



## The Application Form

- (1) Go to the homepage of the EURICA website and click on “Student Register”
- (2) Create a login and password to get access to the Application Form
- (3) Sign in with the created account
- (4) Click to start the application
- (5) Choose an Academic Field, Host University and the name of the Study Programme.
- (6) Fill out your personal details.
- (7) Select the Target Group you belong to, the type and duration of mobility and your Home University
- (8) Provide your academic data: last degree(s) obtained and its details
- (9) Choose a language and evaluate every aspect of it. Click on the green button to add another language. Even if you have language certificates, fill this out. Certificates can be uploaded as files during step (10).
- (10) Browse in your computer, select and upload the required documents.

**Application form 5**

Study / University   Personal information   Grant selection   Academic data   Languages   Documents

**IMPORTANT:** all applicants after pressing the “submit” button should receive an **automated email response** with a receipt confirmation and a unique application code. If you have not received this message (please also check your SPAM folder) your application is likely not to have been received in order and we recommend you re-submit.

Academic Field\*

Name Study Programme (1st choice)\*

Name Study Programme (2nd choice, optional)

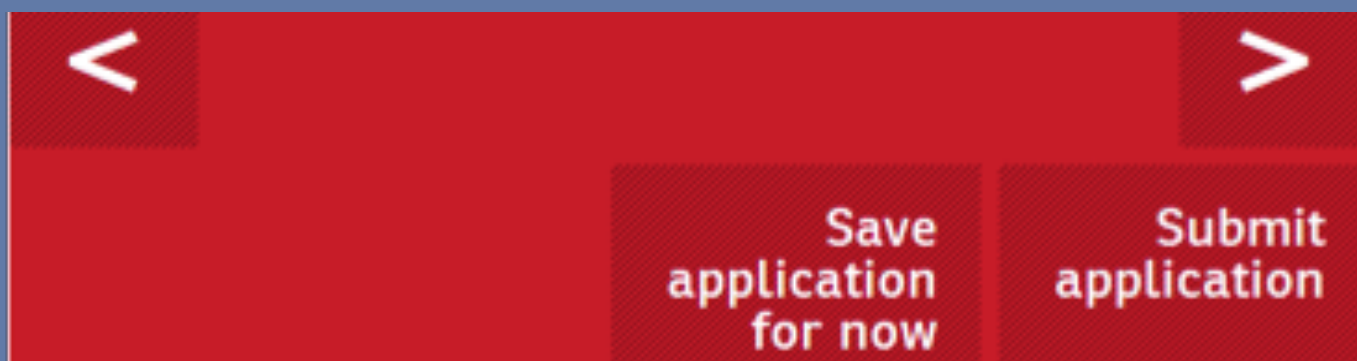
**IMPORTANT:** In case you apply to two programmes at one EU host you only have to select **one Host University below but fill out two “Study Programmes”** in the above bid boxes.

University\* Drag to select and change your order of preference

Rijksuniversiteit Groningen - The Netherlands	Universidad Nacional del Sur - Argentina	Universidad Nacional de Misiones - Argentina	Palacky University Olomouc - Czech Republic
Universidad de Chile - Chile	Tallinn University of Technology - Estonia	University of Salerno - Italy	Universidad de Magallanes - Chile
University of Lodz - Poland	Universidad de Antioquia - Colombia	Universidad de Magdalena - Colombia	Polytechnic University of Bucharest - Romania
Universidad de El Salvador - El Salvador	University of Valladolid - Spain	Universidad de San Carlos de Guatemala - Guatemala City	Universidad Nacional Autónoma de Honduras - Honduras
Universidad Autónoma del Estado de Hidalgo - Mexico	Universidad Nacional Autónoma de México - Mexico	Universidad Autónoma de Zacatecas - Mexico	Universidad Nacional Autónoma de Nicaragua - Nicaragua

On the bottom of every page you will find the button “Save application for now”, which allows applicants to save their application during the process of filling it out and it will keep your data saved. If you are absolutely sure you have completed all the steps and that you have attached all required documents, you may click “submit application”.

**Important:** During the process, you can only **save your filled out data, but NOT the uploaded documents.** You can upload all the documents at once right before submitting your application.





# 3 Validation, evaluation and selection

## Evaluation and Selection

Valid applications will be included as read-only documents in a protected database. All the legal requisites concerning personal data will be observed and it will always be kept confidentiality of the information. The database will only be accessed and by authorized persons who have an access code.

### A. Validation process

Before proceeding to the technical/scientific evaluation of applications, the contact person will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and by the home institution.

### B. Evaluation process

The evaluation panels composed by experienced academics, researchers and experts selected by each institution will have the responsibility to assess the applications and give a grade to the proposed mobility. Once all applications are assessed and graded, the host institution will then make a list with the position of the selected applicants. This list will be based on the academic quality, which is the most relevant aspect of the applications' assessment, but will also respect the cross-cutting issues such as the geographic and the gender balance and the socio-economic situation of the applicants providing a more equal and fair selection process.

The experts will assess and rank the applications, which will be the basis for granting the scholarships, in full respect for the available mobility flows.

### C. Selection Process

The Scientific Committee will supervise the evaluation activities. This supervision aims at validating the assessment procedures, as a way to ensure impartiality and transparency through a random sample and similar techniques. This Committee will also elaborate a proposal of the applicants to be selected, according to the established distribution of mobility flows, assuring that the criteria based on academic success were considered. Only applicants who were graded 80% or higher in the evaluation phase by the host institution will be selected. This selection proposal aims at a more fair distribution of the mobility opportunities and will be submitted to the Steering Committee for final approval.

### D. Communication of results

After the final selection of the applicants and its approval, the coordinating institution will send to the home and host institutions a list of the selected scholarship holders for participation in the EURICA mobility project. Immediately after, all applicants will be informed by e-mail of the application's result and these will be published on the EURICA website as well.



# 4

## Information and Support



[www.eurica.nl](http://www.eurica.nl)



[/em.eurica](https://www.facebook.com/em.eurica)



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