

Welcome

**Erasmus Mundus Action 2
Lot 2 (Egypt and Lebanon)**

WELCOME

Call for Applications 2011

**Project coordinated by Politecnico di Torino
<http://www.emwelcome.polito.it>**

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1. INTRODUCTION

WELCOME is an institution-based mobility and scholarship project organized by a Consortium of some of the most prestigious universities in Europe, Egypt and Lebanon. It is developed within the frame of the **Erasmus Mundus Action 2** (EMA2) program, which is a cooperation and mobility scheme in the area of higher education funded by the European Commission. The EMA2 objective is to promote the exchange of persons, knowledge and skills at the higher education level.

WELCOME is one of the 3 EMA2 projects selected by the European Commission for Lot 2 (Egypt and Lebanon) in 2011.

The project is aimed at students and scholars from Europe, Egypt and Lebanon who are willing to spend a mobility period abroad, for the purpose of studying, teaching or carrying out training and research. Students and scholars can choose from a wide variety of academic fields at different levels of study (Undergraduate, Master, Doctorate, Post-doctorate and Staff) offered by the partner Universities. Scholarships will be awarded to applicants selected by the Consortium.

The project finances the expenses engendered by the mobility, including travel costs, subsistence allowances, participation and insurance costs.

All mobilities in this project must begin before 31st December 2012 with the exception of:

- 34 and 36 months mobilities that must start before the 1st September 2012;
- Staff mobilities that can start in any time within the project duration and must end within the project eligibility period.

WELCOME project web site:

<http://www.emwelcome.polito.it/>

Erasmus Mundus Action 2 program web site:

http://eacea.ec.europa.eu/erasmus_mundus/programme/action2_en.php

2. PARTNER UNIVERSITIES

The WELCOME consortium is composed of:

- 20 Partner Universities including 10 European, 6 Egyptian and 4 Lebanese Universities;
- 5 Associate members.

This Consortium is coordinated by Politecnico di Torino (Italy).

2.1. Partner Universities

Higher education institutions registered in Europe, Egypt and Lebanon which manage the WELCOME project:

EUROPEAN UNIVERSITIES

FUB - Freie Universität Berlin
IST - Instituto Superior tecnico
KTH - Royal Institute of Technology
LUND - Lunds Universitet
Sciences Po - Institut d'Etudes Politiques de Paris
SGH- Warsaw School of Economics
UGENT - Universiteit Gent

Italy
Portugal
Sweden
Sweden
France
Poland
Belgium

UNEW - University of Newcastle upon Tyne
 UPV - Universidad Politecnica de Valencia

United Kingdom
 Spain

EGYPTIAN UNIVERSITIES

AUC - The American University in Cairo
 AUN - Assiut University
 AUS - Ain Shams University
 CU - Cairo University
 HUN - Helwan University
 SVU - South Valley University

LEBANESE UNIVERSITIES

UL - Université Libanaise
 AUB- American University Beirut
 LAU - Lebanese American University
 Notre Dame University Louiازه

2.2. Associated Members

Associated members may include enterprises, chambers of industry and commerce, local, regional or national public entities as well as research centres, regional institutions of higher education. WELCOME Associates contribute to the transfer of knowledge and results as well as the innovation process and assist in the promotion, implementation, evaluation and sustainable development of the project:

Uninettuno srl	Italy
Unimed	Italy
Nile University	Egypt
Suez Canal University	Egypt
Ministry of Higher Education and Scientific Research	Egypt

3. TARGET GROUPS AND TYPES OF MOBILITIES

There are three Target Groups for individual mobility flows and five different types of individual mobility for students and staff, according to the Erasmus Mundus Action 2 program specifications.

3.1. Target Groups

Target Group	Target Beneficiaries	Types of mobility
TARGET GROUP 1	Students registered in one of the Partner Universities with a minimum of 1 year previous university studies and staff currently enrolled in or employed by one of the Partner Universities. Applicants must be nationals of Egypt, Lebanon or of one of the European Countries.	undergraduate, master, doctorate, post-doctorate, staff
TARGET GROUP 2	Nationals of Egypt or Lebanon, who are registered in a higher education institution of these countries not included in the Partnership, or who have obtained a university degree or equivalent by an institution of these Countries. This includes also individuals enrolled in one of the Institutions that are Associate Members of WELCOME Partnership.	master, doctorate, post-doctorate
TARGET GROUP 3	Nationals of Egypt or Lebanon, who are in particularly vulnerable situations, for social or political reasons as specified by the EMA 2 Call. The WELCOME Consortium identifies the following specific conditions as belonging to vulnerable groups: candidates having a	undergraduate, master, doctorate

	refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries); candidates belonging to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons).	
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3.2. Types of mobility

The different types of individual mobility are the following:

- Undergraduates
- Masters
- Doctorates
- Post-doctorate fellowships
- Staff

3.3. Student mobilities

For what concerns students, the project allows for the participation as exchange students or as degree students as here defined.

Exchange Students

Undergraduate, master and doctorate students belonging to Target Group 1 can apply for scholarships as exchange students.

Exchange students are registered at a university (home university) and temporarily study at a partner university (host university). The exchange period can be one or more semesters. All academic results will be sent to the students' Home University and will be recognized by using the ECTS tools: the learning agreement and the transcript of records. Exchange students will not normally obtain a diploma from the Host University, but this may be possible in specific cases where the Home and Host University have established a Double Degree Agreement. Exchange students need the approval to participate in the mobility programme by both their home and host university.

Degree students

Undergraduate, master and doctorate students from Egypt or Lebanon belonging to Target Groups 2 and 3 can apply for full degree programs. Degree students register at a European University and are not registered at any other University in the home country. Degree students completing the program will obtain a diploma from the host university in the EU.

4. SCHOLARSHIPS

Successful applicants will be awarded a scholarship which will cover a monthly subsistence allowance, travel costs and insurance. Participants will not be required to pay any tuition fees at the host university.

Once candidates have been selected for the program, before they start receiving the scholarship, they will be asked to subscribe a specific agreement concerning their duties and responsibilities.

The monthly subsistence allowance will be paid on the beneficiaries bank accounts in Europe. Beneficiaries will be required to provide a reference bank account in Europe for payments.

The project does not provide support for mobility among Egypt and Lebanon universities.

Applicants cannot benefit from more than one scholarship within the WELCOME project.

4.1. Number and duration of available scholarships

Scholarships of different duration are available depending on the applicant's Target Group and level of studies:

	Mobilities from Egypt and Lebanon to EU						Mobilities from EU to Egypt and Lebanon	
	Target Group 1		Target Group 2		Target Group 3		Target Group 1	
	N. mobilities	Duration (months)	N. mobilities	Duration (months)	N. mobilities	Duration (months)	N. mobilities	Duration (months)
Undergraduates	36	10			4	34	20	6 or 10
Masters	27	10	8	24	4	24	18	6 or 10
Doctorate	21	18	6	36	2	36	6	10
Post-Doctorate	13	6 or 10	9	6 or 10			4	6
Staff	10	1					10	1
Total	107		23		10		58	

!!Please note that the durations of the scholarships indicated in the table above are not final and can be modified. The final durations will be published soon and in any case before the opening of the Call for Applications (23rd January 2012)!!

4.2. Subsistence allowance

For the duration of the mobility period beneficiaries will receive the following monthly subsistence allowance:

Undergraduate	1,000 euro
Master	1,000 euro
Doctorate	1,500 euro
Post-Doctorate	1,800 euro
Staff	2,500 euro

4.3. Travel costs and insurance

Each beneficiary's travel costs will be covered by the project within the total limit of 1,500 euro. This rate is established by the European Commission on the basis of the linear distance between the location of origin of the beneficiary and the hosting university premises. Travel costs may include the visa costs borne by participants.

Each beneficiary will receive a full insurance coverage (health, travel, accident) for the duration of the scholarship period. The costs for such insurance are covered by the project.

4.4. Participation costs

Participants at any level will not be required to pay any fees or compensation (such as tuition and registration fees, additional library, students unions, laboratory consumable costs and language courses costs) to the host universities. Exchange students will continue paying their registration

fees at their university of origin.

The tuition fees for students applying for a full degree program will be covered by the project. The EU financing provides funds for participation costs that will be used by the Consortium to partly compensate the host universities for fees and other costs.

5. FIELDS OF STUDY

The project offers mobility opportunities in the following study areas as defined by the European Commission:

01. Agriculture science
02. Architecture, urban and regional planning
03. Art and Design
04. Business Studies, Management Sciences
05. Education, Teacher Training
06. Engineering, Technology
07. Geography, Geology
08. Humanities
09. Languages and Philological Sciences
10. Law
11. Mathematics, Informatics
12. Medical Sciences
13. Natural Sciences
14. Social Sciences
15. Communication and Information Sciences
16. Other Areas of Study

The full list of specific courses or programs available at all levels at each partner University is provided on the project website (http://www.emwelcome.polito.it/application/fields_of_study). Detailed information are there provided for each course or program includes course description, specific language and academic requirements for admission, program duration. Links to each university are also provided for further probing.

Only courses or programs listed on the project website are available for applications.

6. ELIGIBILITY

6.1. Eligibility rules


1. Applicants must have the nationality of Egypt, Lebanon or of one of the 27 European Member States of the European Union.
2. Applicants must not have 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 one of the European countries at the moment of the submission of the application.
3. Applicants must not have already benefited from a scholarship for the same type of mobility under another project under the EMA2-STRAND1.
4. Applicants need to comply with the Target Group requirements.
5. Applicants must have sufficient knowledge of the language of the courses/activities at the host university.
6. For post-doctorate mobility from Europe to Third Countries only, applicants must have obtained a doctorate degree in the last two years and must have the support of one of the European partner universities to carry out a post-doctorate mobility.

6.2. Minimum academic qualifications

Undergraduate

Applicants are eligible to apply if they hold a Secondary School Diploma. For Target Group 1 students it is also necessary to have completed at least 1 year of undergraduate university studies. Please note that specific courses or programs may have additional requirements.

Master

Applicants are eligible to apply if they have finished their Undergraduate studies or have completed three years of university education. Students currently enrolled in a Bachelor program, that will finish before the mobility starts may also apply, but they must declare their current situation and their commitment to obtain the necessary certification by the time the mobility starts through the **Statement of Commitment**  (46.46 kB).

Doctorate

Applicants are eligible to apply if they have completed a master program or have started PhD studies already. Students who are still enrolled in a master program at the time of submitting the application cannot apply for Doctorate mobility. Please, check the partner universities website concerning the Doctorate programmes special requirements.

Post-Doctorate

Applicants are eligible if they hold a Doctorate degree. The post-doctorate activity abroad may consist in research, training and/or attending highly specialized courses.

Staff

Staff mobility is open to both academic and administrative Staff of partner universities. The staff exchange may constitute a post-per-post exchange or a one-way visitor flow to or from the Third Countries concerned by the project.

Staff undertaking a period of teaching, training or research in a partner University must:

1. work in or be associated to one of the participating institutions;
3. be fully integrated into the Department or Faculty of the host institution with a full time contract.

7. APPLICATION

All applications must be submitted online through the application system provided on the project web site. See the application page at: http://www.emwelcome.polito.it/application/fields_of_study.

It is possible to submit up to 2 applications to 2 different universities. Applicants cannot benefit from more than one scholarship within the WELCOME project.

The call for application will be open from **January 23rd to March 31st 2012**.

All mobilities in this project must begin before **31st December 2012** with the exception of:

- 34 and 36 months mobilities that must start before the 1st September 2012;

- Staff mobilities that can start in any time within the project duration and must end within the project eligibility period.

While filling in the application, applicants are requested to provide the following information:

- Personal data: all Personal Data fields are compulsory. Applicants should provide their valid e-mail address because all communication will be realised by mail.
- Target group and study level.
- Academic data: all data concerning the level of education (and diploma) are obligatory. The following data will be requested: Name of University/College, Location, Start Date, End Date, Type of Degree, Subject of degree, 3 key subjects, Average grade. In case applicants do not hold at the moment of the applications the required Certification because they are still attending the course or carrying out the related academic activity, they have to submit a Statement of Commitment declaring their current situation and their commitment to obtain the necessary certification within the deadline set by every host university's enrolment procedure.
- Host institution and course: students and scholars should only apply for a study field equivalent to their current or previous study program and of which they master the language.
- Language competences: if requested by the host university, applicants should prove their knowledge of the language in which the courses are held.

The application must be submitted online only and no hard copies of the application or of the required documents should be sent or delivered. After the selection process, the host university may ask the selected candidates to send them one original hard copy of the application including all the attachments. Only If asked to, selected candidates must also present the originals for verification at the host university for registration.

7.1. Required documents




Applicants, either students, scholars or staff, must provide with their application a number of documents certifying their identity, eligibility and academic qualifications. Examples of required documents are: CV, motivation letter, transcripts of records, language certifications, diplomas or other documents to certify the study level needed for the selected course or programme at the host university.



The application form will only be valid if all the compulsory documents have been attached. All attached documents should be in English or an English translation certified by your university must be provided. Please note that all certificates/degrees have to be certified by stamps of the university.

The required documents depend on the type of mobility and on the target group, as well as on the course or program selected by the applicant. Specific information on the academic and language requirements for each program at each university are provided on the project website in the Fields of Study section.

The following are the minimum compulsory documents to be uploaded with the application:

- All levels
 - Passport or National Identity Card
 - Your CV in **Europass format**
 - Language certification

- Motivation letter (maximum one page): why are you applying for this EMA 2 Programme, your particular skills and abilities, your academic interests and your work experience (if relevant), your commitment to return to your home institution / country, how this period abroad will benefit you and your direct socio-economical environment, preferred start date and duration of mobility you are interested in. Please, specify the motivation for applying to each university you chose.
 - Proof of Special Conditions (if applicable only): official document proving disability or economical disadvantaged condition.
- Undergraduate
- Academic Certification: Secondary school Diploma and any additional Academic Certification required for the specific course at the university you are applying for (please see **Fields of Study**). Only for Target Group 1 students: Transcript of records of 1 year of University studies (including average mark).
 - Forwarding Letter  (40.00 kB) (for TG1 only) signed and stamped by home University's Local Coordinator (see "**Partnership**" page).
- Master
- Academic Certification: Undergraduate Degree Certificate and Transcript of records of each year of University studies (including average mark) and any additional Academic Certification required for the specific course at the university you are applying for (please see **Fields of Study**).
 - Forwarding Letter  (40.00 kB) (for TG1 only) signed and stamped by home University's Local Coordinator (see "**Partnership**" page).
- Doctorate
- Academic Certification: Undergraduate and Master Degree Certificates, Transcript of records of each year of University studies (including average mark) and any additional Academic Certification required for the specific course at the university you are applying for (please see **Fields of Study**).
 - Work Plan proposal  (80.19 kB) outlining the research activities that you intend to carry out at the host University signed by both Home (TG1 only) and Host University.
- Post-Doctorate
- Academic Certification: Doctorate Degree Certificate and any additional Academic Certification required for the specific course

- at the university they are applying for (please see **Fields of Study**).
- Work Plan proposal  (80.19 kB) outlining the research activities that you intend to carry out at the host University signed by both Home (TG1 only) and Host University.
 - **Work Plan proposal**  (80.19 kB) outlining the research activities that you intend to carry out at the host University signed by both Home and Host University.
- Staff
- Proof of registration (certificate of home university stating that you are currently enrolled/working in/associated to the university).
- Target Group 1
- Letter of recommendation (a letter from a contact at a Partner University will represent a preferential condition)
- Target Group 2
- Proof of **TG3** Status (official documents certifying your TG3 status)
- Target Group 3

The following are additional documents that you may have to upload with the application:

- for all levels and Target Groups if requires
 - Academic and Language certifications complying to what is required for the specific course or program chosen
- for all levels and Target Groups if applicable
 - Proof of special conditions (official document proving disability or economical disadvantaged condition)

IMPORTANT:

- All documents must be uploaded in the pdf or jpg format.
- Applicants must also attach any additional Academic Certification required for the specific course at the university they are applying for.
- In case candidates do not hold at the moment of the application the required Academic or Language Certification because they are still attending the course or carrying out the related academic activity, they should upload a Statement of Commitment, stating that they will hold the required documents within the deadline set by every host university's enrolment procedure.

8. SELECTION

Your application will be evaluated as follows:

- The university you have applied for will verify whether you are eligible, that is if all the administrative and academic requirements are met as specified by the project and by the University.

- If you are eligible, your home (for TG1 only) and host University will grade your application on the basis of the criteria listed below and taking into account the specific conditions for the program you applied for.
- All your applications submitted to different Universities will be evaluated as described above. If all else equal, the order of your applications will be considered as your preference.
- The Consortium will collect the selected candidates lists from all the Partner Universities and will generate the final overall nominated candidate list.
- The list of nominated candidates will be submitted for approval to the Education Audiovisual and Culture Executive Agency (EACEA) of the European Commission.

Evaluation criteria for the selection:

- Academic relevance verified through transcripts of records, diplomas, work plan proposal, or teaching/working experience
- Language skills, as defined by the host institution and the course program
- Motivation
- Letters of recommendation (where applicable)
- Gender balance
- Level of vulnerability and socio-economic status

All applicants will be notified of the selection outcome within three months of the Call for Application closing, whether they have been nominated, whether they are on a reserve list or they are ineligible.

Candidates that have been selected and nominated for a scholarship will be required to accept the scholarship within 10 calendar days by filling in the relevant acceptance form that will be sent to them.

For every nominated candidate that will renounce or not accept within the deadline, the Partnership will nominate the first candidate in the reserve list for the same target group, level and duration of scholarship, will notify him/her and ask for acceptance as described above.

All communication with the applicants during the selection process will occur through email.

9. ADMISSION

Nominated students and scholars having accepted to participate in the project will be required to comply with the local admission requirements at the host University and will have to follow the standard individual registration procedure at their host institution.

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- 34 and 36 months mobilities that must start before the 1st September 2012;
- Staff mobilities that can start in any time within the project duration and must end within the project eligibility period.

For exchange Undergraduate, Master and Doctorate grantees: before starting the mobility, selected applicants will be required to draft an ECTS Learning Agreement, to be signed by both host and home institution. Doctorate students will be required to submit the original version of the Work Plan Proposal, already provided during the application phase, signed by both host and home institution.

After receiving the candidate acceptance form, the host University will be responsible for contacting the applicant and providing him/her with all necessary information for admission to the University.

Partner Universities are bound to admitting the selected candidates except in case of fraud by the applicant in the application process.

All grant holders will be asked to subscribe a specific scholarship contract concerning their duties and responsibilities in relation to the scholarship. This agreement will need to be signed before the grant holder can start receiving the scholarship.

The host university will provide the following services to the Incoming grant holder:

- Assistance with visa issues;
- Assistance with finding adequate housing;
- Provide orientation upon arrival through the direct contact with qualified University faculty or personnel;
- For exchange students, set up the Learning Agreement with the student and with the home University, before the start of mobility.