



APPLY FOR DUNIA BEAM SCHOLARSHIPS

STEP BY STEP GUIDE

**CALL FOR APPLICATIONS III cohort
27 April – 10 June 2015**



FOLLOW THIS INSTRUCTION TO SEND YOUR APPLICATION FORM

Step 1: Are you eligible for the DUNIA BEAM scholarship?

Check [who can apply section](#).

Step 2: What do you want to study, research or teach?

Check the academic opportunities offered by the partner universities, and verify the language and academic requirements. Make contact with the [partner university](#) if necessary to get more information and the Pre-acceptance Letter.

Step 3: What kind of documents have you to upload?

Check the list of [mandatory documents](#) you must upload according to your level of mobility.

Step 4: How to fill in the application form?

Before entering the application platform, read [our guidelines and advises](#) to complete correctly the online application form.

Step 5: Ready to apply ?

[Enter the application form!](#)

When you close and submit your application successfully, you will receive a confirmation email. **Important:** Your application is not considered as submitted until you have completed **ALL the steps**. The applications together with the required documents must be submitted using our online tool. We do not accept applications or documents sent by electronic or surface mail.

AFTER CLOSING OF THE CALL FOR APPLICATION

STEP 9: After the deadline, your application will pass through an [Eligibility Check](#) to see if it satisfies the eligibility criteria (nationality, language, mandatory documents etc.). After passing this check, the application will then proceed to the [Assessment of Academic Quality](#) (see section Selection Criteria drop-down on this page).

Step 10: The graded applications will then be passed to the [Selection Committee](#). The Selection Committee will meet and will make the final selection of DUNIA BEAM scholarships in line with the criteria of academic merit and the cross-cutting requirements of equal opportunities, gender-balance and real participation of socio-economically disadvantaged people.

Step 11: The home and host universities will be notified of the final **selection of scholarships**, and host universities will approve the **final selection**.

Step 12: The Coordinating University will issue **Nomination Letters via email** to the successful candidates. The candidates must accept or reject the offer of scholarship.

Step 13: Accepted scholars will have to sign a **Scholarship Agreement** specifying all rights and obligations related to the scholarship. Then the host university will start the admission procedures for their future students and send the scholars an Invitation Letter for starting the visa application process.

Step 14: When the selection and admission process has finished, **unselected applicants** and candidates included in the reserve list will be notified about the final result.



GENERAL RULES

NO PhD SCHOLARSHIPS for Lot-2 WILL BE AWARDED DURING THIS CALL FOR APPLICATION

- Applicants from Lot-2 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 the European Union**. This does not apply to academic and administrative staff mobility flows.
- The applications together with the required documents must be submitted using our online tool. **We do not accept applications or documents sent by electronic or surface mail.**
- We do not accept any document **after the closing of the call for applications**.
- All individual mobility must start at the **beginning of the academic year 2015/16 and no later than 31st December 2015**. **Mobilities must finish before July 2016**.
- Remember that you can only be awarded by a EU scholarship for the same purpose. With the other LOT-2 coordinator, we will check the list of selected scholars in order to avoid double nominations.



WHO CAN APPLY – THIRD CALL FOR APPLICATIONS

Erasmus Mundus – DUNIA BEAM third call for applications scholarships are available for

- EU PhD and Lot-2

FROM [Target Group 1](#)

- Post-doc Candidates

WHAT CAN YOU DO

The project allows for the participation as **short stay candidates** as here defined.

Mobility Level	Duration	Directions	Description
PhD EU	6 months	EU → Lot-2	Students or young researchers who have completed a master's programme or equivalent and hold a degree granting access to doctoral studies at their home university, or are currently enrolled in a doctoral programme. PhD will mainly perform research and be involved in specialized training activities at the host university.
Post-Doc Lot-2	6 months	Lot 2 → Eu	Young researchers holding a doctoral degree or who has at least three years of full-time equivalent research experience , including the period of research training, at a research organisation established in accordance with national legislation and practice after obtaining the degree which formally allowed him/her to embark on a doctoral programme offered by higher education institution. Post-doctoral fellows will mainly perform research and be involved in specialized training activities at the host university.

WHAT FIELD OF STUDIES ARE OFFERED

The universities of the Erasmus Mundus – DUNIA BEAM partnership are mostly comprehensive universities that offer a wide range of study fields.

Please check in [here](#) what are the field of studies offered by each partner university of Dunia Beam Project.

TARGET GROUPS

There are three **Target Groups** for individual mobility flows and each of them has different levels of individual mobility for students and academic staff.

TARGET GROUP	TARGET BENEFICIARIES	POSSIBLE TYPES OF MOBILITY
TARGET GROUP 1	Students and staff <ul style="list-style-type: none">▪ Nationals of lot 2 who are registered in one of the lot-2 countries that is a member of the partnership.▪ Nationals of European countries who are registered in one of the European HEIs that is member of the partnership.	EU PhD LOT-2 POST-DOCS



WHAT DOES SCHOLARSHIP COVER

Erasmus Mundus – DUNIA BEAM scholarships cover the following items:

- [subsistence allowance](#)
- [insurance](#) (health, travel, accident)
- [visa and travel expenses](#)
- [participation costs](#)

SUBSISTENCE ALLOWANCE

The EU university is responsible for transferring the subsistence allowance on a monthly basis as soon as the mobility has started. Each EU partner must provide to both incoming and outgoing scholars the full amount of subsistence allowance defined above. The EU partner will be responsible for transferring the first two instalments right after the arrival of the scholar at the host university. For the rest of the mobility, the subsistence allowance will be provided on a regular basis.

Monthly allowance scheme	
Type of mobility	Subsistence
Undergraduate	1.000 €/month
Master	1.000 €/month
Doctorate	1.500 €/month
Post-Doctorate	1.800 €/month
Academic and Administrative Staff	2.500 €/month

Scholarships are intended for full-time study (students) and work (staff). However, the programme does not foresee any restrictions for remunerated work outside the scholarship activities, providing that:

- it is in line with the national legislation of the country(ies) concerned (visa, residence permit);
- the scholarship holder can still dedicate the necessary efforts to the mandatory activities in order to complete them successfully within the agreed period.
- A scholarship holder may receive additional funding to their study/ research activities providing these are not from other European Union sources/ programmes.

INSURANCE

The University of Pavia as the project coordinator arranges and centrally pays insurance cover (travel, health, accident) for scholars for the full length of the duration of the scholarship mobility. Each scholar will receive an insurance policy via e-mail which can also be used for visa application.

VISA AND TRAVEL COSTS

When submitting the acceptance letter, all DUNIA BEAM scholars will be asked to indicate how they would like to travel (i.e. travel by plane). Only one return ticket will be financed from DUNIA BEAM funds. The following unit costs are applied for return tickets for the direct/linear distance ("as the crow flies"):

For **Target Group 1** on one side the location of the sending HEI and on the other side the hosting HEI premises

Travel costs Scheme	
Distance (km)	Maximum amount (€)
< 500	€ 250
500– 1.000	€ 500



Travel costs Scheme	
Distance (km)	Maximum amount (€)
1.000– 1.500	€ 750
1.500 – 2.500	€ 1.000
2.500 – 5.000	€ 1.500
5.000 – 10.000	€ 2.000
> 10.000	2.500

For distance calculations, please refer to <http://www.mapcrow.info>

PARTICIPATION COSTS

Under no circumstances may participating host universities claim participation/tuition/registration fees from students. This also includes retaining the funding foreseen as subsistence allowance to cover such fees. DUNIA BEAM students may not be asked to pay any participation /tuition/registration fees at the host universities.



LIST OF MANDATORY DOCUMENTS

On this page you can find out about the documents that you will have to upload according to your [target group \(TG\)](#) and the [level of mobility](#) you would like to apply for:

Some partner universities may ask for **additional documents and certificates**. Please make sure that you have read the corresponding [University Information Sheet](#) that is available at bottom of the specific page for each partner university. Furthermore, you should check the [specific description of the study programme](#) you would like to follow. This description is available following the links under the heading Academic offer of the partnership.

PhD – EU CANDIDATES

Document	Explanation	Mandatory or Optional
Passport	Scanned copy of the main page of passport or national identity card.	Mandatory
CV or resume.doc	EUROPASS format.doc.	Mandatory
Proof of registration to the university	Document issued by your home university stating that you are currently enrolled/working in a DUNIA BEAM university partner (e.g. student identity card/certificate of work).	Mandatory
Second scholarship declaration.doc	You have to declare you have not been awarded and Erasmus Mundus Scholarship before.	Mandatory
Activity reasearch Plan.doc (signed by the home universities)	The research plan must outline the topic, the key research questions and objectives, the methodology and a short bibliography. The research plan should be between 1500 and 2000 words, and should include a working title of the topic area.	Mandatory
Master Degree Certificate or Equivalent	Master degree certificate or Equivalent.	Mandatory
Language Certificate or Language Self-Assessment Declaration	Should be issued by a language school, University or equivalent; it must state the level of language proficiency. If the language proficiency can be proved by an exam included in you transcript of records, it can be accepted unless the Host University requires a specific language test certificate. Please check the requirements of the University you are applying for.	Optional
Pre-Acceptance Letter by the Host University.doc (signed by the HOST universities)	Declaration signed by the Head/coordinator of the programme at the host university, stating that the candidate is eligible for a short period mobility in case he or she is selected. Candidates may enclose a Pre-acceptance letter issued by her/his prospective academic supervisor in the Host University. ***The pre-acceptance letter is MANDATORY for some partners. In case the host university requires it, applications without pre-acceptance letters WILL BE REJECTED in case you have not uploaded it*** Please Check the formative offer of each partner to know if it's requested or not.	Optional for some Universities
Recommendation letter	Provided by academic staff. At least one – maximum 2.	Optional
Additional Documents	Host Universities may require additional documents according to the level of the mobility. Please check the formative offer of each partner to know if it's requested or not and upload them in the specific section of the application form in a single .pdf	Optional for some Universities



POST-DOC– LOT-2 CANDIDATES

Document	Explanation	Mandatory or Optional
Passport	Scanned copy of the main page of passport or national identity card.	Mandatory
CV or resume.doc	EUROPASS format.doc.	Mandatory
Proof of registration to the university	Document issued by your home university stating that you are currently enrolled/working in a DUNIA BEAM university partner (e.g. student identity card/certificate of work).	Mandatory
Second scholarship declaration.doc	You have to declare you have not been awarded an Erasmus Mundus Scholarship before.	Mandatory
Activity research Plan.doc (signed by the home universities)	The research plan must outline the topic, the key research questions and objectives, the methodology and a short bibliography. The research plan should be between 1500 and 2000 words, and should include a working title of the topic area.	Mandatory
Doctoral degree certificate or equivalent	PhD certificate or a Document certifying at least three years of full – time equivalent research experience, including the period of research training.	Mandatory
12 months declaration.doc	Candidates register as TG1 from Lot-2 must also declare have not resided nor carried out your main activity for more than a total of 12 months over the last five years in one of the EU.	Mandatory
Language Certificate or Language Self-Assessment Declaration	Should be issued by an official language school, University or equivalent; it must state the level of language proficiency. If the language proficiency can be proved by an exam included in your transcript of records, it can be accepted unless the Host University requires a specific language test certificate. Please check the requirements of the University you are applying for.	Optional
Pre-Acceptance Letter by the Host University.doc (signed by the HOST universities)	Declaration signed by the Head/coordinator of the programme at the host university, stating that the candidate is eligible for a short period mobility in case he or she is selected. Candidates may enclose a Pre-acceptance letter issued by her/his prospective academic supervisor in the Host University. ***The pre-acceptance letter is MANDATORY for some partners. In case the host university requires it, applications without pre-acceptance letters WILL BE REJECTED in case you have not uploaded it*** Please Check the formative offer of each partner to know if it's requested or not.	Optional for some Universities
Recommendation letter	Provided by academic staff. At least one – maximum 2.	Optional
Proof of socio economic disadvantaged situation	Official document(s) giving proof that you belong to a socio-economically disadvantaged group (e.g. disability or economic disadvantage). Official proof is for example medical certificate or certificate indicating that applicant receives financial support (bank statements are not accepted).	Optional
Additional Documents	Host Universities may require additional documents according to the level of the mobility. Please check the formative offer of each partner to know if it's requested or not and upload them in the specific section of the application form in a single .pdf	Optional for some Universities



APPLICATION FORM

The application period is from 27 April 2015 to 10 JUNE 2015 (deadline at 23:59 UTC+01:00)

The application procedure is divided into the following steps:

- **Register for an account.** Start the application process by registering for an account following the link available at the bottom of this page. It is very important that you provide a **valid email address**. Once you have successfully created an account you will receive an email containing a personalized link to the application form. Each person is only allowed to file **ONE application!** **If you register and apply from several accounts, the selection committee will consider only the latest complete application.**
- **Enter your personal data and apply for up to three programmes.** Use your personalized link to the application form and enter your personal data. **Please note that you have to fill in your personal only once.** If a programme or field of study is not available, please **contact the corresponding partner university** and ask them to include it in their academic offer for Erasmus Mundus – Dunia Beam scholarships.
- **Upload all required documents.** All documents must be accompanied by a **translation into English** or the working language at the host university. All documents **MUST** be uploaded in **.PDF**. You may use free tools such as [CutePDF Writer](#) to convert any printable document and file to pdf. **All the templates** to be uploaded are publish List of [mandatory documents page](#).
- **Close and submit your application!** When you close and submit your application successfully, you will receive a confirmation email.

*****Important: Your application is not considered as submitted until you have completed ALL steps. The applications together with the required documents must be submitted using our online tool.*****

We do not accept applications or documents sent by electronic or surface mail. Please bear in mind if you registered during the first call, you have to use a different email address to apply in the second one.



ELIGIBILITY AND SELECTION CRITERIA

The evaluation of the applications will be done by the **home and host universities** based on the **grading scheme agreed by the Partnership** (see below). The score obtained will be the basis for the allocation of the scholarships. For candidates not registered at a partner university, the evaluation will be done by the university that represents the respective country at the Selection Committee (SC).

ELIGIBILITY CRITERIA

The eligibility evaluation of the applications will be done by the home universities and the academic evaluation will be carried out by the host universities based on the grading scheme agreed by the Project Consortium (see below).

EU PHD – ELIGIBILITY

- Nationals from one of eligible **Eu Country**
- **TG1: register in one of the Eu HEIs** within the partnership at the time of submitting their application.
- Have a **sufficient knowledge of the language** of the courses or of languages currently spoken in the hosting country

Lot-2 POST-DOCS - ELIGIBILITY

- Nationals of one **third country covered by the Lot**
- **TG1: register in one of the third-country HEI** involved in the consortium at the time of submitting their application
- **MUST have not resided** or carried out main activities for **more than 12 months over the last 5 years** in any eligible Eu country at the time of submitting their application.
- Have a **sufficient knowledge of the language** of the courses or of languages currently spoken in the hosting country

If a candidate does not respect eligibility criteria will be considered as not eligible, and his application will be not evaluated by the host university.

SELECTION CRITERIA – GRADING SCHEME

Eligible applications will then be reviewed and ranked by the **host universities**, which guarantees an absence of conflict of interest as well as that students and staff will be selected in a manner respecting principles of transparency and equal treatment. The host universities will review the applications, check if the admission and language requirements are fulfilled and rank the applications.

The ranking result will be based on a number of criteria:

SELECTION CRITERIA	GRADE
Quality of the candidate (Cv, accuracy of application, Language Skills, pre-acceptance letter) ONLY FOR POST-DOC: Relevance and impact of application for host University – Country	0-7
Academic Merit	0-5
Activity Research Plan	0-5
Motivational Statement	0-3
FINAL GRADE	0-20

DUNIA BEAM scholarships will be awarded based on the total score obtained. The scholarships will be distributed taking into account the cross-cutting requirements of equal opportunities, gender-balance and real participation of disadvantaged people.