



DUNIA BEAM PROJECT



APPLY FOR DUNIA BEAM SCHOLARSHIPS

STEP BY STEP GUIDE

**CALL FOR APPLICATIONS II cohort
29 OCTOBER 2013 – 1 DECEMBER 2013**



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: Which Target Group do you belong to?

Please check it [here](#).

STEP 3: Which types and level of mobility are available to you?

[Here](#) you will find all the information about it.

Step 4: 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.

STEP 5: Review the Scholarships section of this website to find out about the possible [mobility duration](#) and to clearly understand **the difference between exchange mobility and degree seeking mobility**.

Step 6: What kind of documents have you to upload?

The **Application form** must be filled in **English**. Check the list of [mandatory documents](#) you must upload according to your level of mobility. **Please note that documents that are not in English, or the language of the host university, must be accompanied with translated copies, supervised and signed by your home university representative.**

Step 7: 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 8: Ready to apply ? [Enter the application form!](#)

When you close and submit your application successfully, you will receive a **confirmation email**.

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 within 7 days.

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

- **Undergraduate** students must have successfully completed at least **one year of studies** at first higher education level.
- **NO PhD SCHOLARSHIPS for Lot-2 WILL BE AWARDED DURING THIS CALL FOR APPLICATION.**
- 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 the European Union**. This does not apply to academic and administrative staff mobility flows.
- In the framework of the second cohort of 2013 partnerships **all Syrian students will be considered as Target Group 3**, regardless of the fact that they are registered or not in an university of the partnership. The inclusion under this group would offer the possibility to benefit from the longest possible duration for all type of scholarships. In addition, TG III will be open to Staff as well.
- 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 2013/14 and no later than 31st December 2014**. **Staff mobility** can start at any time within the project duration, before **Summer 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

Erasmus Mundus – DUNIA BEAM scholarships are available for three different groups of candidates (**Target Group 1, Target Group 2 and Target Group 3**) according to your nationality and your academic, professional or socio-economic situation.

Mobility levels

Erasmus Mundus – DUNIA BEAM scholarships cover the following five levels of mobility.

Levels of mobility
Undergraduate: students enrolled in a first cycle higher education programme and who will obtain after the completion of the programme a first higher education degree.
Master: students enrolled in a second cycle higher education programme and who has already obtained a first higher education degree or has a recognised equivalent level of learning according to national legislation and practices.
Doctorate: 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.
Post-doctorate: 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.
Staff: Academic and administrative staff comprises lectures, researchers and university administrators (such as personnel in charge of cooperation offices, etc.) employed by a partner university.

Please check the following list to find out whether you are eligible for an Erasmus Mundus – DUNIA BEAM scholarship and what Target Group you belong to.

Nationals from European Union
If you are enrolled or registered at a European partner university , you belong Target group 1 and you can apply for: Exchange programmes (undergraduate, master) Short stay programmes (PhD, post-doctorate, staff)
Nationals from Jordan, Lebanon, Palestine and Syria ²
If you are enrolled or registered at a Lot-2 partner university , you belong Target group 1 , and you can apply for: Exchange programmes (undergraduate, master) Full degree programmes (only master) Short stay programmes (post-doctorate, academic and administrative staff)
NO PhD WILL BE SELECTED.
If you are enrolled or registered at a higher education institution in a Middle-East not included in the Erasmus



Mundus – DUNIA BEAM partnership, you belong to **Target Group 2** and you can apply for:

- Exchange programmes (master)
- Full degree programmes (only master)
- Short stay programmes (post-doctorate, staff)

NO PhD WILL BE SELECTED.

If you can prove that you are in a particularly **vulnerable situation**, you belong to **Target Group 3** and you can apply for:

- Exchange programmes (Undergraduate, Master, post-doctorate, staff)
- Full degree programmes (master)
- Short stay programmes (post-doctorate, staff – only Syria)

NO PhD WILL BE SELECTED.

What is the difference between an exchange student and a degree-seeking student?

- An **exchange student/staff** is registered/employed at a university (home university) and temporarily studies/researches at a partner university (host university). The exchange period for students lasts from 1 semester to max. 10 months. Exchange scholars do not obtain a diploma from the host institution.
- **Degree-seeking students** will obtain a diploma from the host university in the EU. Students applying as degree students need to comply with the Host University entry requirements. The admission criteria are detailed under each course description at the point of application, and in the [Partner Information Sheet](#).

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 <u>lot-2 countries</u> that is a member of the partnership. ▪ Nationals of European countries who are registered in one of the <u>European HEIs</u> that is member of the partnership. 	Bachelor Master Doctorate Post-doc Staff
TARGET GROUP 2	Nationals of the third-countries concerned by lot-2, who: <ul style="list-style-type: none"> ▪ are registered/work in a higher education institution of <u>lot-2 countries</u> that is not included in the partnership (students and staff); ▪ have obtained a university degree or equivalent by an institution of these countries (students only). This includes the possibility of providing mobility opportunities to third-country nationals working in public administration, public and private	Master Doctorate Post-doc Staff



	enterprises and non-profit organisations.	
TARGET GROUP 3	<p>Nationals of <u>lot-2 countries</u> who are in particularly vulnerable situations, for social and political reasons. For example:</p> <ul style="list-style-type: none"> ▪ having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) <p>or</p> <ul style="list-style-type: none"> ▪ it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination <p>or</p> <ul style="list-style-type: none"> ▪ they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons) 	<p>Bachelor Master Doctorate</p>

What can I do

Depending on your nationality and present academic or professional situation, you can choose among three different programmes at five different levels.

Important: No intra-european or intra-middle east mobility can be funded under the DUNIA BEAM project.

Programme types

For what concerns students, the project allows for the participation as **exchange students** or as **degree-seeking students, short stay candidates** as here defined.

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

Exchange programmes – exchange students (from Middle-East to Europe and from Europe to Middle -East) <u>Target Group 1 and 2, 3</u>	
<u>Undergraduate and master</u> can apply for scholarships as exchange students .	
<p>Exchange students are registered at a university (home university) and temporarily study at a partner university (host university) and follow courses as specified in the Learning Agreement. The exchange period can be one or two semesters. All academic results will be sent to the students' Home University and will be recognized by using 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.</p>	
Full degree programmes – Degree-seeking students (only from Middle-East to Europe) <u>Target Groups 1, 2 and 3</u>	
<p><u>Masters</u> can apply for full degree programmes.</p> <ul style="list-style-type: none"> ▪ Degree students register at a EU 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. 	
Short stay programmes PhD, Post-Doc and Staff Mobilities (EU)	



Post-Doc and Staff Mobilities (from Middle-East to Europe and from Europe to Middle -East) Target 1 and 2, 3

Post-docs and academic/administrative staff are entitled to have an mobility period in a partner University. **Post-doctoral fellows** will mainly perform research and be involved in specialized training activities at the host university.

Short stays for **academic and administrative staff** are open to research, teaching, specialized training and activities related to institutional cooperation.

PhD mobility is possible only from Eu to Lot-2 countries.

How long can I stay

In the following tables you can find out more about the duration of Erasmus Mundus – DUNIA BEAM scholarships according to your nationality, the **level of mobility, target group (TG)** and the **type of programme** you apply for.

The table below shows the duration of the DUNIA BEAM scholarships according to the type of mobility, your nationality, and **target group (TG)**.

Target Groups	Level of Mobility	Duration	
		Lot 2 → EU	EU → Lot 2
TG 1	Undergraduate	6 – 10 months	6 months
	Master	6 – 22 months	6 months
	Doctorate	-	6 months
	Post-doc	6 months	6 months
	Staff	1-3 month	1 -3 month
TG 2	Master	10 -22 months	-
	Doctorate	-	-
	Post-doc	6 months	-
	Staff	1 -3 month	-
TG3	Undergraduate	6 – 10 months	-
	Master	6 – 22 months	-
	Doctorate	-	-

What does scholarship cover

Erasmus Mundus – DUNIA BEAM scholarships cover the following items:

- **subsistence allowance**
- **insurance coverage (health, travel, accident)**
- **direct visa costs and travel expenses for one economy class round-trip**
- **participation costs (if applicable)**

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** (from Jordan/Lebanon/Palestina/Syria to EU countries) and **outgoing** (from EU countries to Jordan/Lebanon/Palestine/Syria) 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

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 COSTS

The respective host universities are responsible for reimbursing **visa**, and **residence permit** costs.

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 (independent of the means of transportation and the length of mobility).

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;
- For **Target Group 2** on one side the location of origin of the student/staff and on the other side the hosting HEI premises;



- For **Target Group 3** the location of residence of the student and on the other side the hosting HEI premises.

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

DUNIA BEAM students may **not be asked to pay any participation/tuition/registration fees** at the host universities. This also includes retaining the funding foreseen as subsistence allowance to cover such fees.

In order to avoid double imposition of fees, in those cases where the hosting HEI requires the payment of the registration/tuition fees the **students must not be charged the same fees** by the HEIs of origin.

The payment of tuition fees at the home universities depends on the duration of mobility.

If the duration of the planned mobility is **inferior to 10 months**, students will continue to pay their registration/tuition fees at the home institution.

In case the planned mobility **lasts 10 months or longer**, the students must not be charged tuition fees by the home universities (applicable for **TG1 scholars**).



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:

- ALL LEVELS
- Bachelor and master exchange
- Master degree-seeking
- PhD exchange (ONLY EU)
- Post doc and Staff short mobility

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.

DOCUMENTS COMMON FOR ALL LEVEL OF MOBILITY

Document	Explanation	Target Group
Passport	Scanned copy of the main page of your passport or national identity card	TG1,TG2, TG3
Motivational Statement	It must explain why you would like to study at the chosen host universities and motivate your draft study, research, work plan.	TG1, TG2, TG3
<u>CV or resume.doc</u>	EUROPASS format.doc.	TG1,TG2, TG3
Language Certificate	Must 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 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. NOT MANDATORY for Post-doc and Staff mobility	TG1,TG2, TG3
<u>Second scholarship declaration.doc</u>	You have to declare you have not been awarded and Erasmus Mundus Scholarship before.	TG1,TG2, TG3
<u>12 months declaration.doc</u>	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. NOT APPLICABLE FOR STAFF	TG1, TG2 LOT-2
Proof of socio economic disadvantaged situation (if applicable)	Official document(s) giving proof that you belong to a socio-economically disadvantaged group	TG1,TG2,TG3NOT MANDATORY



	(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) NOT APPLICABLE FOR STAFF	
Documents to prove belonging to vulnerable or disadvantaged groups	Documents proving that you belong to one of the vulnerable groups described as TG3	TG3

BACHELOR and MASTERS CANDIDATES – EXCHANGE

Document	Explanation	Target Group
Proof of registration to the University	Document issued by your home university stating that you are currently enrolled in a partner University (TG1) or in an other Lot-2 University (TG3)	TG1, TG3
Transcript of Records of your Bachelor or Master Studies	Official record issued by the home university showing courses the student has taken and grades already achieved in your degree course.	TG1, TG3
Learning Agreement – <u>Study Plan.doc</u> (to be signed by home universities)	Must contain the academic activities you want to carry out at the Host Institution. Check the academic offer available in the Host University you want to apply for, and fill in this document. It must be signed at least by the student and the academic supervisor at the Home University. You should draft a separate study plan for each chosen host University	TG1, TG3
Recommendation Letter	Maximum one. NOT MANDATORY	TG1, TG3

MASTERS CANDIDATES – DEGREE SEEKING PROGRAMMES

Document	Explanation	Target Group
Bachelor's degree certificate or <u>Expected graduation declaration.doc</u>	Certificate issued by your university or Declaration of expected graduation date	TG1, TG2, TG3
Transcript of records of bachelor studies	Official record issued by the home university showing courses the student has taken and grades achieved	TG1, TG2, TG3
Recommendation Letter	Maximum one. NOT MANDATORY	TG1, TG2, TG3

PHD CANDIDATES EXCHANGE MOBILITIES – ONLY EU CANDIDATES

Document	Explanation	Target Group
Proof of registration to the university	Document issued by your home university stating that you are currently enrolled in a partner EU university	EU TG1
Recommendation letter	Provided by academic staff. At least one – maximum 2	EU TG1
<u>Activity research Plan.doc</u>	The research proposal must outline the PHD topic, the key research	EU TG1



(signed by the home universities)	questions and objectives, the methodology and a short bibliography. The research proposal should be between 1500 and 2000 words, and should include a working title of the topic area	
<u>Letter of Interests by the Host University.doc</u>	Declaration signed by the Head/coordinator of the PhD programme at the host university, stating that the candidate is eligible for admission to the PhD programme in case he or she is selected (specifying if it is short mobility or full degree)	EU TG1

POST-DOC and STAFF SHORT MOBILITIES

Document	Explanation	Target Group
Proof of registration to the University (certificate of work)	Document issued by your home university stating that you are currently registered at your Home Institution	TG1, TG2, TG3 (Syria)
Doctoral degree certificate or equivalent (only Post-doc)	Official PhD title certificate or Declaration of expected graduation date	TG1, TG2, TG3 (Only Syria)
Recommendation letter	At least one. Maximum 2	TG1, TG2, TG3 (Only Syria)
<u>Activity reaearch/ work Plan.doc</u> (signed by the home universities)	Must outline the research and academic activities to be carried out at the hosting university. The research plan should be between 1500 and 2000 words, and should include a working title of the topic, objectives, the methodology and a short bibliography. See activity plan template	TG1, TG2, TG3 (Only Syria)
<u>Letter of Interests by the Host University.doc</u>	Declaration signed by the Head of the corresponding research unit at the host university, stating that the candidate is eligible for a collaboration in the Host University in case he or she is selected	TG1, TG2, TG3 (Only Syria)

Application Form

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. Please note that you are only allowed to register once. If you register and apply from several accounts, the selection committee will consider only the latest complete application. Each person is only allowed to file **ONE application!** Persons who register multiple applications will be omitted from the selection. You may apply for two different universities i.e you can apply to two different universities or two programmes/courses at one university.
- **Enter your personal data and apply for up to two 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. You can apply for two universities and/or programmes. 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 Portable Document Format (pdf). You may use free tools such as [CutePDF Writer](#) to convert any printable document and file to pdf. If your level of mobility and TG does not require to upload a document, you can upload a .PDF blank page, in order to close the application. All the templates to be uploaded are published in the [List of mandatory documents page](#). Recommendation letters must be dated after 29 of October 2013.
- **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).

Erasmus Mundus – DUNIA BEAM considers several thematic areas as [priority fields](#).

ELIGIBILITY CRITERIA

EU STUDENTS AND POST-DOCS

- 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
- Undergraduates: have to successfully completed at least one year of studies in their home institution
- No TG2 and TG3 from Eu

Lot-2 STUDENTS AND POST-DOCS

Nationals of one third country covered by the Lot:

- **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. (this rule does not apply for TG3)
- Have a sufficient knowledge of the language of the courses or of languages currently spoken in the hosting country



- **TG1:** register in one of the third-country HEI involved in the consortium at the time of submitting their application
Undergraduates have to successfully completed at least one year of studies in their home institution
- **TG2:** register in a HEI (not included in the partnership) of the third country concerned by the Lot, or have obtained a university degree or equivalent from HEI of these third countries
- **TG3:** nationals from one of the third countries concerned by the Lot and be part of Vulnerable target groups

ACADEMIC AND ADMIN. STAFF

- **TG1:** Nationals of one eligible countries must work in or be associated in one of the HEIs participating in the partnership (third-country and Eu)
- **TG2 (only third country):** must work in or be associated in one of the HEIs (not included in the partnership) of any third – country concerned by the Lot
- **NO TG3**

The mobility assignments must be based on partnership agreements between the members of the partnership. Home and host universities and individual staff must agree on the programme of lectures to be delivered by visiting staff, on the research activities or on the type of training to be followed.

SELECTION CRITERIA – GRADING SCHEME

UNDERGRADUATE AND MASTER	Grade
Academic Merit (Transcripts, Study Plan)	7
Motivational Statement	2
Quality of the candidate (Cv, accuracy of application, Language Skills...)	5
FINAL GRADE	14
PhD	Grade
Academic Merit (Pre-Admission Letter)	7
Research Proposal	5
Motivational Statement	2
Reference Letter	3
Quality of the candidate (Cv, accuracy of application, Language Skills)	5
FINAL GRADE	22
POST-DOC and STAFF	Grade
Academic Merit (Transcripts, Research/Teaching/Training Plan)	7
Motivational Statement	2
Relevance and impact of application for host University – Country	3
Reference Letter	3
Quality of the candidate (Cv, accuracy of application, Language Skills)	5
FINAL GRADE	20