

**European Commission
Erasmus Mundus Action 2
Lot 12 Asia Regional**

Lotus Unlimited project

**Guidelines for applicants 2013- 2014
Project coordinated by Ghent University**





1 Introduction

This document aims to provide all potential candidates with the necessary information for a successful application. These guidelines for applicants contain information which is also available on the project website. The aim is to centralize the most important and essential information for applicants in one document. **Applicants are strongly advised to read this document before applying and before contacting the coordinating and partner universities.**

This document relates to the application procedure – all further relevant information about the Erasmus Mundus programme, the project objectives, information from the partner universities and FAQ's are on the website and will not be repeated in this document.

1.1 Steps towards an application

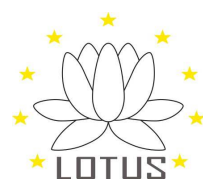
1.1.1 *Step 1: Make sure you meet the eligibility criteria – otherwise you cannot apply*

Asian students who want to participate in mobility to the EU:

- Must be a *national* of one of Asian countries covered by the lot: China, Cambodia, Thailand, Myanmar, Vietnam and Indonesia;
- Must have *not resided nor have carried out their main activity* (studies, work, etc.) for more than a total of 12 months over the last five years in any of the eligible European countries at the time of submitting their application to the partnership. This rule does not apply to TGIII candidates;
- For target group 1 (TGI): students need to be registered at one of the Asian Higher Education Institutions within the partnership at the time of submitting their application to the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;
- For target group 2 (TGII): students need either to be registered in a Higher Education Institution (not included in the partnership) in the Asian countries covered by the lot or to have obtained a university degree or equivalent by an institution of the Asian countries covered by the lot. They will need to justify how this study period abroad will benefit them (and their direct socio-economic environment) and include letters of support in their individual application;
- For target group 3 (TGIII): students need to be nationals of one of the Asian countries and be part of the vulnerable target groups.
- Must have sufficient *knowledge of the language of the courses* or of one of the languages currently spoken in the hosting countries.
- No student can benefit from more than one mobility activity in the same project.

European students who want to participate in mobility to SEA:

- Must be a **national** of one of the eligible European countries;
- **TARGET GROUP 1.** Either must be registered at one of the EU universities of the project at the time of submitting your application to the partnership. If you are an undergraduate student you must have successfully completed at least 1 year of studies in your home institution.
- **TARGET GROUP 2.** Either must be registered at another European university which is not a partner in the project or must have obtained a university degree or equivalent from an EU institution (again at the time of submitting your application).
- Must have sufficient *knowledge of the language of the courses* or of one of the languages currently spoken in the hosting countries.
- No student can benefit from more than one mobility activity in the same project.



Academic and Administrative Staff :

In order to be eligible, academic and administrative staff hereafter referred to as "staff":

- Must be a **national** of one of the eligible countries;
- **TARGET GROUP 1.** SEA staff must work in or be associated to one of the SEA Higher Education Institutions participating in the partnership. EU staff must work in or be associated to one of the EU HEI participating in the partnership.
- **TARGET GROUP 2.** SEA staff must work in or be associated to a Higher Education Institution (not included in the partnership) of any SEA country concerned by the lot. EU staff must work in or be associated to a Higher Education Institution (not included in the partnership) of any European country.
- The mobility assignments must be based on partnership agreements between the members of the partnership. The home and host universities and the individual staff must agree on the programme of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed.
- The mobility may constitute a post-per-post exchange or a one-way visitor flow to or from a third country.

The mobility of staff should contribute to strengthen international co-operation capacity of higher education institutions in third countries, with the production of new teaching material, as well as their management capacity.

It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities. The staff mobility is also expected to lead to progresses in the application of ECTS or other systems for recognition of studies in the partner institution.

- Priority will be given to mobility that:
 - Ensures that the visiting teacher's contribution will be an integral part of a program of the host institution
 - Will lead to the production of new teaching material
 - Will be used to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the home and host university (joint projects, joint degrees etc.)
 - Will help strengthen the international cooperation departments in the foreign universities
 - Will lead to progress in the application of ECTS (European Credit Transfer System) and other systems for recognition of studies and qualifications in the partner institution
 - Will improve the university - enterprise cooperation
 - Will help to start up Doctoral Schools
 - Will lead to the improvement of quality assurance mechanisms at universities.

Attention: NO Asian or European candidates can benefit from a second scholarship for the same type of mobility (BA, MA, PhD, Postdoc, staff) under another project under the Erasmus Mundus Action 2 Strand 1. Furthermore, candidates cannot receive more than one grant for a mobility period in Europe within the same project.

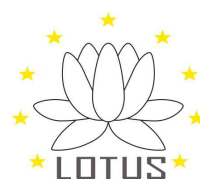
1.1.2 Step 2: Determine to which Target Group you belong.

There are three target groups for individual mobility flows and five different types of individual mobility for students and staff. Applicants should check their status **at the time of application.**

Please note: If you are registered at the time of application at a partner institution, you are a Target Group 1 applicant. If you have graduated from a partner university at the time of application, you are a Target Group 2 student.

Target Group	Target beneficiaries	Types of individual mobility flows
TARGET GROUP 1	<p>Nationals of the third-countries concerned by the geographical lot who are registered in one of the third-country Higher Education Institutions that is a member of the partnership.</p> <p>Nationals of European countries who are registered in one of the European Higher Education Institutions that is member of the partnership.</p>	undergraduate, master, doctorate, post-doctorate, staff
TARGET GROUP 2	<p>Nationals of the third-countries concerned by the geographical lot, who:</p> <ul style="list-style-type: none"> • are registered/work in a Higher Education Institution of these countries that is not included in the partnership (students and staff); or • have obtained a university degree or equivalent by an institution of these countries (students only). <p>This includes the possibility of providing mobility opportunities to third-country nationals working in public administration, public and private enterprises and non-profit organisations.</p> <p>Nationals of European countries who:</p> <ul style="list-style-type: none"> • are either registered/work in a Higher Education Institution (not included in the partnership) of any European country (students and staff); or • have obtained a university degree or equivalent by a Higher Education Institution of any European country (students only). 	master, PhD, post-doctorate, staff
TARGET GROUP 3	<p>Nationals of the third countries concerned by the geographical lot who are in particularly vulnerable situations, for social and political reasons. For example:</p> <ol style="list-style-type: none"> 1. having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or 2. it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or 3. they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons) 	undergraduate, master

Attention to Asian students: Please consider the **difference** between **disadvantaged groups** and **vulnerable groups**. The former refers to cross-cutting issues: equal opportunities, disabled candidates, economically disadvantaged candidates. These cross-cutting issues will be taken into consideration during



the selection of candidates for all three Target Groups. The vulnerable groups as listed here above are exclusively for the selection of Target Group 3.

If any of the cross-cutting issues are of relevance to an applicant, the applicant should elaborate this in the motivation letter as well as in the application form, so it can be included in the selection procedure. Applicants should document their situation with relevant proof.

1.1.3 Step 3: determine your type of mobility and field of study

Take into account when the mobility starts: this is usually a few months after the deadline. It is published on the website for every call. It is important that you know which level you will have at that time. If you are in your last year Bachelor or Master this can be a tricky issue. So think carefully about the period during which you will be abroad and at what level of study you will then have reached.

All fields of study are open for this project. You will have to choose your field of study from a drop-down list in the application form. When planning your mobility to a certain host university, **make sure they offer your field of study!** You can also consult the [possibilities](#) on the website.

1.1.4 Step 4: determine if you are an exchange or degree applicant

An **exchange student** is a student (officially registered in a university or other institution for higher education) who temporarily lives in a foreign country and attends courses or is involved in other academic activities. The exchange period lasts minimum 1 semester (**minimum 30 ECTS**) and maximum 1 academic year (**minimum 60 ECTS**). The exchange student does NOT get a diploma from the host university. However, all academic results will be sent to his/her home university. The student pays tuition fee at his home university, not at the host university. Exchange students need the approval of their home and host university: at the time of the mobility they need to present a learning agreement signed by both universities, which is a guarantee for academic recognition of those courses afterwards.

A **degree student** registers at the university abroad and is no longer a student at the home university. He or she pays tuition fee at the host university (covered by the project) and will obtain a diploma from the university abroad. Students applying to a foreign university will need to comply with the local admission requirements.

Post-doctoral and staff applicants are always considered as exchange, as there is no degree involved in this mobility. Bachelor (to a lesser extent), Master and PhD applicants can choose between exchange or degree. Please note that you can only go on exchange if you still have a sufficient number of ECTS credits left to obtain (minimum 30 ECTS). Graduated students should apply as degree-seeking applicants.

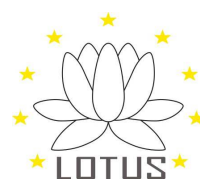
People still in the process of graduating can also apply: they should mention this in their application form and upload the necessary information about previous degree and transcript of records so far. If selected, they will have to present their degree before they can enrol at the host university.

Please note that:

- Bachelor and Master students commit themselves to obtaining 30 ECTS per semester.
- If the grant holder obtains 0 ECTS after one semester, or if the grant holder did not take part in the exams, the mobility will be stopped.
- PhD / Postdoc grant holders will be evaluated by the promoter during their mobility. If the evaluation is negative, the grant holder will be invited for a meeting with the contact person of the project to discuss the rest of the mobility period.

1.1.5 Step 5: Inform yourself about the host university and the academic offer

Please check the website for information about the partner universities and check if they have an interesting offer in your field of study. Applicants have to present a clear plan in their application (see below). Each partner can also define specific criteria according to their internal rules, such as language requirements. Therefore applicants should carefully check all the information available. If you have further questions with regard to the academic offer or other requirements, please contact the contact person indicated on the website of the host university directly.



1.1.6 Step 6 (for exchange only): make sure you have the support of your home university

Exchange applicants should be aware that they have to be fully supported by and need the consent of their home institution to carry out their mobility period abroad, as recognition of credits is an integral part of this project. A signed recommendation letter (preferably in PDF), written in English* by an academic staff member directly involved with the course or research programme you are currently attending at your home institution (*a non-English original, accompanied by a translation into English, is also valid). Applications from Target Group 1 will be validated (technical screening) by the home universities.

2 Online application

2.1 Activating your application form

The applications are done online. Applicants have to carefully follow the steps above to determine their exact status and choose the right application form. The application forms are being revised after every call and might undergo some changes; so applicants who have applied in an earlier call, have to create a new account.

On the project website, you will find a link to the application form. After clicking on the dedicated link, you will proceed to the appropriate account set-up page. Once you have created an account you will receive an email with a link to your application form. **There's no need to complete all fields, nor to upload all documents in one go: you will be able to save your data and continue later on.** After completion of all required fields, a button will appear allowing you to formally submit the application. If the button does not appear it means that you forgot to complete a required field. Please check carefully. Only when you have pushed the submit button, your application is submitted. You can find information whether you filled out all required fields on the top of the form. **Once the file is submitted, you cannot change it anymore.**

If you have submitted your application, you will receive an automatic email to the address indicated in your file. This email will have your application as PDF in attachment, and will mention your registration number. Please save this email.

Application forms have to be written in English and have to be submitted online before the deadline announced on the website. Incomplete applications, unreadable, blank or unsigned documents shall not be considered eligible. Applications sent by email, post or fax will not be accepted.

2.2 Supporting documents:

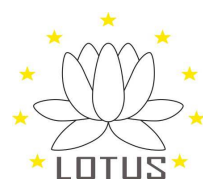
When applying online for a Lotus scholarship, you will be asked for the documents mentioned here below. Make sure to provide an English translation, so your file can be assessed.

These documents should be scanned and then uploaded, preferably as a PDF file. Please note that if you want to upload multiple documents in 1 field, you will need to make a zip-file. Important! RAR-files cannot always be opened, so please use zip-files.

Keep the originals of the scans/copies ready, so you can produce these whenever they are required later on in the administrative procedure.

Be aware that the mentioned documents are those needed for the application to the Lotus consortium, but that further documents may be required for registration at the specific partner institution you will be spending your mobility period at, once you have been selected for a scholarship by the consortium.

Please note that no additional documents are accepted after the deadline, except for official language certificates (TOEFL, IELTS etc.) of which you can prove that you were registered before the application deadline. **Language documents are accepted until 1 week after the deadline.** After that it cannot be guaranteed that it will be taken into account in the selection procedure which will have started by then.



For students (Ba - Ma – PhD – post-doc):

- a copy of your passport or other official national identification proof;
- at least one signed recommendation letter (preferably in PDF), written in English* by an academic staff member directly involved with the course or research programme you are currently attending at your home institution (*a non-English original, accompanied by a translation into English, is also valid). a copy of any language certificate you may have obtained to support your language skills;
- a Transcript of records translated into English (which should be obtained from the student administration of your university);
- for 'degree seeking students' within Target Group 2/3: a copy of your previous diploma, with apostille (see below). Applicants can apply without apostille, but it is required to obtain this in order to be able to enroll at the host university.

Additional documents are needed for:

- Bachelor and Master students (exchange as well as degree): a **study plan (template)** in English, signed by yourself and an academic from your home university. We specifically ask for a letter written by an academic who is directly involved with the course or research programme you are currently attending at your home institution. The study plan should list the courses you would like to take at the host university during your mobility period. This document should not be signed by the host university! Only when selected, grant holders should proceed and have a learning agreement signed.
- Exchange and degree PhD and postdoc:
 - a **study/research plan (template)** in English, signed by yourself and an academic from your home university (degree PhD should not have a signature from a home university, as they will no longer have an official tie to a home university). This document should list the courses you would like to take and the research and activities you plan (or intend) to conduct at the host university. This document should not be signed by the host university! Only when selected, grant holders should proceed and have this document signed by the relevant promoter in the host university. PhD degree seeking applicants however are encouraged to make prior contacts and obtain a recommendation letter from a potential promoter.
 - a **pre-acceptance letter** by a professor at your host university.

For staff:

- a copy of your passport or other official national identification proof;
- your previous academic degree(s)
- a recommendation letter of the contact person at the host university - signed and stamped
- a detailed **activity plan (template)** for teaching, training and research for the mobility period

The templates of the study plan, study/research plan and activity plan are also available on the website in Word ("[Compulsory Documents](#)" under "[Lotus Unlimited: APPLY Here](#)"). Applicants should download it, fill it in, have it signed and upload it in the application form in the indicated section.

3 Evaluation and selection

We refer you to the website for further information: <http://www.lotus.ugent.be/index.asp?p=898&a=884>