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GUIDELINES FOR APPLICANTS

2014/2015

ERASMUS MUNDUS PROGRAMME
ACTION 2 – STRAND 1
LOT 18 (ACP COUNTRIES)

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Erasmus Mundus Programme

The Erasmus Mundus (2009-2013) is a cooperation and mobility programme in the area of Higher Education, implemented by the Education, Audiovisual and Culture Executive Agency (EACEA), an executive agency of the EU Commission. In what Action 2 of Erasmus Mundus – Strand 1 (EMA2 – STRAND 1) is concerned, in which the DREAM project is included, the management is done under the supervision of the EuropeAid Cooperation Service (DG Aidco).

The EMA2 – STRAND 1 aims to promote European higher education, to help to improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with third countries, in accordance with EU external policy objectives, in order to contribute to the sustainable development of third countries in the field of higher education. It includes partnerships between European and third-country higher education institutions, exchange and mobility at all levels of higher education, including a scholarship scheme. This means support for mobility for students (in the case of the DREAM Project, master and doctorate), post-graduate (not applicable for the DREAM Project) and for staff (in the case of the DREAM project, academic and administrative).

As it happened with External Cooperation Window, country-specific cooperation actions are foreseen within EMA2-STRAND1 (the so-called "geographical windows"), which translates a political choice of several countries or regions into a "lot". They are complementary to other European Commission actions developed in the targeted country or region.

The specific objectives of EMA2-STRAND 1 are:

- To contribute to the **mutual enrichment of societies** by developing the qualifications of men and woman so that they possess appropriate skills, particularly regarding the labour market, and are open-minded and internationally experienced;
- To **promote mobility** both for students, researchers and academics from third countries, especially from **vulnerable groups**, selected on the basis of **academic excellence**, to obtain qualifications and/or experience in the European Union;
- To contribute towards the **development of human resources and the international co-operation** capacity of higher education institutions in third countries through increased mobility streams between the EU and third countries in accordance with the principles of equal opportunities and non-discrimination.

DREAM Project

It is in this context, and based on the coordination experience of previous years, namely with the *Euro Brazilian Windows*, *Euro Brazilian Windows II*, *MUNDUS 17*, *MUNDUS ACP*, *MUNDUS ACP II*, *BABEL* and *ANGLE* projects that the University of Porto submitted a proposal to coordinate the DREAM project, a partnership of 20 Higher Education Institutions from Europe and the ACP Countries, within which students, and academic and administrative staff from the ACP Countries will be selected and will receive financial support to develop masters, and doctoral mobility (degree-seeking and non-degree seeking), teaching and administrative activities in Europe. Whereas the mobility flows foreseen from Europe to partner institutions in the ACP Countries, are available only for academic and administrative staff.

12 ACP Partners:

1.	Central Africa	Chad	Université de Ndjamena	UNDT
2.		Gabon	Université des Sciences et Techniques de Masuku	USTM
3.	Eastern & Southern Africa	Ethiopia	Dilla University	DU
4.		Madagascar	Université d'Antananarivo	UA
5.	Southern Africa	Angola	Universidade José Eduardo dos Santos	UJES
6.		Mozambique	Universidade Eduardo Mondlane	UEM
7.		Zambia	Copperbelt University	CBU
8.	Western Africa	Cape Verde	Universidade de Cabo Verde	UNICV
9.		Nigeria	University of Nigeria Nsukka	UNN
10.	Caribbean	Trinidad & Tobago, Barbados, Jamaica	University of the West Indies	UWI
11.	Pacific	East Timor	Universidade Nacional Timor Lorosae	UNTL
12.		Fiji	University of the South Pacific	USP

8 European Partners:

1.	Belgium	Université de Liège	ULg
2.	France	Université de Lille	ULille
3.	France	Université de Rouen	UR
4.	Italy	Università degli studi di Cagliari	UNICA
5.	Portugal	Universidade do Porto	UP
6.	Spain	Universidad de León	ULE
7.	Spain	Universidad de Valladolid	UVA
8.	UK	Cardiff Metropolitan University	CARDIFF

29 Associates:

1.	Europe	Portugal	Associação de Universidades de Língua Portuguesa	AULP
2.			Centro de Estudos Africanos da Universidade do Porto	CEAUP
3.		Belgium	Santander Group	SG
4.	Central Africa	Cameroon	Association Aide aux Familles et Victimes des Migrations Clandestines	AFVMC
5.			Université de Douala	UDO
6.			Université de Yaoundé I	UYI
7.			Université de Yaoundé II	UYII
8.		Congo	Université Marien Ngouabi	UMN
9.		Gabon	Université Omar Bongo	UOB
10.	Eastern & Southern	Djibouti	Université de Djibouti	UDJ
11.		Ethiopia	Jimma University	JU

12.	Africa	Kenya	University of Nairobi	UON
13.			African Network for Internationalization of Education	ANIE
14.		Madagascar	Université de Toamasina	UT
15.		Uganda	Regional Universities Forum for Capacity Building in Agriculture	RUFORUM
16.	Southern Africa	Mozambique	Associação Mulher Lei e Desenvolvimento	MULEIDE
17.			Instituto de Bolsas de Estudo de Moçambique	IBE
18.			Organismo para o Desenvolvimento Sócio-Económico Integrado	KULIMA
19.			Universidade Pedagógica de Moçambique	UPM
20.		Angola	Acção para o Desenvolvimento Rural e Ambiente	ADRA
21.		Zimbabwe	Women's University in Africa	WUA
22.	Western Africa	Benin	Université d'Abomey-Calavi	UAC
23.			Agence Universitaire de la Francophonie Bureau Afrique de l'Ouest	AUF
24.		Senegal	Université Gaston Berger de Saint-Louis	UGB
25.			Université Internationale des Diasporas Africaines	UNIDAF
26.		Togo	Université de Lomé	UL
27.	Caribbean	Dominican Republic	Universidad Tecnológica Santiago	UTESA
28.			Universidad Autónoma de Santo Domingo	UASD
29.	Pacific	Papua New Guinea	Papua New Guinea University of Technology	UNITECH

How to use this guide

Reading this Guide is crucial for a successful application procedure.

This guide is divided in three sections:

A. General information about the project

B. Application

C. Implementation of mobility

Section A includes **general information** about the **DREAM** project, namely the eligibility criteria for applying to scholarships, the types of scholarships available, the partner institutions and the eligible fields of study for this project. In the second part, it is explained in detail how **to fill in and submit the Application Form**.

You should bookmark the DREAM webpage and read it together with this guide: <http://dream.up.pt>

Finally, a general overview is given about the procedures for the **implementation of mobility** in case of selection, as well as the **contact details** of the coordinating institution for any additional information or clarification of doubts.

We strongly recommend a regular reading and analysis of the information contained in the website where updates and additional information can be included.

General Information about the project

Please find below specific eligibility criteria regarding the dream project:

In addition to these criteria there may be other defined internally by each ACP institution, so in case candidates currently belong to an ACP institution it is strongly recommended that they prepare their application in close contact with the contact person of their home institution, getting information about the eligibility criteria for mobility established internally, if applicable.

1. Target groups

There are three Target Groups for the individual mobility flows for students and academic and administrative staff, defined by the European Commission. This structure includes the possibility of providing mobility opportunities to nationals of the ACP Countries working in public administration or in public and private enterprises.

Target Groups	Beneficiaries	Eligible types of mobility	Region of the participants in the mobility
Target Group I	Should be enrolled, associated or working (fulltime) in one of the partner institutions of the DREAM project, at the time of application.	<ul style="list-style-type: none"> • Master (degree and non-degree seeking) • Doctorate (non-degree seeking) • Academic and administrative staff 	<ul style="list-style-type: none"> • ACP Countries • Europe – only Academic and Administrative staff
Target Group II	Nationals of the ACP Countries that had obtained an academic degree or equivalent from an institution of the ACP Countries or that are currently enrolled in an ACP HEI which is not partner in the project (associate institutions or others).	<ul style="list-style-type: none"> • Master (degree and non-degree seeking) • Doctorate (non-degree seeking) 	<ul style="list-style-type: none"> • ACP Countries
Target Group III	<p>Nationals of the ACP Countries that are under particularly vulnerable situations, for social, economic and political reasons. For example:</p> <p>1) Having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European host countries)</p> <p>or</p> <p>2) Having been object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual orientation</p>	<ul style="list-style-type: none"> • Master (degree seeking) 	<ul style="list-style-type: none"> • ACP Countries

or		
3) Belonging to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)		

All the potential applicants from Target Group III must present official documentation that proves their eligibility for this group that must be uploaded in section 10 of the application form. In case applicants fail to do so the consortium will consider them as TG1 or TG2 applicants (depending on the home institution).

2. General eligibility criteria

In order to be eligible for an Erasmus Mundus scholarship under this project, **all applicants from the ACP Countries applying to a mobility scholarship must fulfil the following general criteria:**

(a) be nationals of one of the **ACP Countries**:

Central Africa	Eastern and Southern Africa	Southern Africa	West Africa	Caribbean	Pacific
<ul style="list-style-type: none"> Cameroon Central African Republic Chad Equatorial Guinea Gabon Republic of Congo São Tomé and Príncipe 	<ul style="list-style-type: none"> Burundi Comoros Democratic Republic of Congo Djibouti Eritrea Ethiopia Kenya Madagascar Malawi Mauritius Rwanda Seychelles Somalia Sudan South Sudan Uganda Zambia Zimbabwe 	<ul style="list-style-type: none"> Angola Botswana Lesotho Mozambique Namibia Swaziland Tanzania 	<ul style="list-style-type: none"> Benin Burkina Faso Cape Verde Gambia Ghana Guinea Guinea-Bissau Ivory Coast Liberia Mali Mauritania Niger Nigeria Senegal Sierra Leone Togo 	<ul style="list-style-type: none"> Antigua and Barbuda Bahamas Barbados Belize Dominica Dominican Republic Grenada Guyana Haiti Jamaica St Kitts and Nevis St Lucia St Vincent and Grenadines Suriname Trinidad and Tobago 	<ul style="list-style-type: none"> Fiji Cook Islands Marshall Islands Solomon Islands Kiribati Micronesia Nauru Niue Palau Papua New Guinea Samoa Timor-Leste Tonga Tuvalu Vanuatu

Table 1





(b) have not lived, nor developed their main activity (study, work, etc.), over more than 12 months, in the last 5 years, in one of the **European countries** (except Staff):

Member-states of the EU			Other countries or potential candidates eventually in equal circumstances with member-states			
			Candidate countries	Potential candidates	EEE countries	
<ul style="list-style-type: none"> • Austria • Belgium • Bulgaria • Cyprus • Czech Republic • Denmark • Estonia • Finland • France 	<ul style="list-style-type: none"> • Germany • Greece • Hungary • Ireland • Italy • Latvia • Lithuania • Luxembourg • Malta • Netherlands 	<ul style="list-style-type: none"> • Poland • Portugal • Romania • Slovakia • Slovenia • Spain • Sweden • United Kingdom • Croatia 	<ul style="list-style-type: none"> • Turkey • Former Yugoslav Republic of Macedonia 	<ul style="list-style-type: none"> • Albania • Bosnia and Herzegovina • Montenegro • Serbia • Kosovo under UNSC resolution 1244/99 	<ul style="list-style-type: none"> • Iceland • Liechtenstein • Norway 	<ul style="list-style-type: none"> • Switzerland



Table 2

- (c) have not benefited in the past from an Erasmus Mundus scholarship for the same type of mobility (except Staff).
- (d) have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Additionally **MASTER applicants need to comply with the following criteria:**

- have obtained a university degree issued by an ACP institution of one of the eligible countries (please check Table 1);  Applicable to all
- be dully registered at a master programme at an ACP institution;  Applicable only to Master mobility (non-degree seeking)
- have the formal support of an ACP partner institution through a document to be uploaded in section 10 of the application form.  Applicable to all but only mandatory to applicants from partner and associate institutions
- duly justify how this study period in Europe will benefit the applicant and his/her direct socio-economic environment;  Applicable to all

Additionally **PhD applicants need to comply with the following criteria:**

- have obtained a university degree issued by an ACP institution of one of the eligible countries (please check Table 1);  Applicable to all
- be dully registered at a PhD programme at an ACP institution; 

Applicable only to PhD mobility (non-degree seeking)

- have the support of an ACP partner institution through a document to be uploaded in section 10 of the application form.



Applicable to all but only mandatory to applicants from partner and associate institutions

- duly justify how this study period in Europe will benefit the applicant and his/her direct socio-economic environment;



Applicable to all

Additionally **academic and administrative staff applicants need to comply with the following criteria:**

1. base the mobility assignments on the **partnership agreements** and the **sustainability strategy** defined by the partnership;
2. agree together with the home and host universities on the programme of activities, namely: lectures or administrative work to be delivered by the visiting staff; the research activities to be carried out; the type of training to be followed; etc.

In general terms, the selection process will give priority to mobility flows that:

- promote the implementation of **new cooperation** activities such as bilateral agreements for mobility implementation;
- allow the participation in seminars, workshops on relevant topics for the cooperation of both Universities;
- discuss the possibility to implement tools to allow a more dynamic academic structure of ACP HEIs benefiting from the **Bologna Process** and the wide EU experience in international mobility;
- allow the expansion/creation of local and regional **management and organizational structures**, namely International Offices, Libraries, Academic Services, etc.);
- contribute to the strengthening of the **international cooperation capacity** of EU and ACP Higher Education institutions involved in the partnership;
- consolidate and extend links between departments units and faculties, namely at research and teaching levels;
- prepare **future cooperation projects** between partner institutions;
- create synergies among **EU HESystem** and ACP through the use of ECTS, Diploma Supplement, among others.
- allow progresses in the application of ECTS or other systems of **study recognition** between partner institutions;

In the case of academic staff mobility the selection process will give priority to mobility flows that:

- ensure that the visiting academic will actively participate in the teaching of the host institution's official educational programmes;
- lead to the production of **new teaching materials**;
- develop **joint curricula** (eg. creation of double or joint degrees);
- encourage institutions to expand and enrich the range and content of offered courses;
- promote the skills and experience exchange in **teaching methods**;
- provide students with knowledge and practices of staff from partner institutions.
- stimulate **joint teaching activities**, namely PhD thesis co-supervision agreements, joint supervision of master/PhD thesis(...);
- propose research activities that may evolve in **joint research projects**;
- increase the **visibility of EU and ACP Higher Education Systems** and of the Bologna Process and Instruments;
- present the EU HE System, in particular the Bologna Process and the ECTS system;

In the case of administrative staff the selection process will give priority to mobility flows that:

- strengthen the **management capacity** of the involved institutions in the mobility process;
- assist the creation/development/strengthening of the **international cooperation departments** in partner institutions;
- identify **good-practices** in the management of international cooperation programmes and in particular of new procedures towards the smoother preparation and implementation of mobility flows;
- develop/create international offices, academic services, financial departments and other **management structures** to support the re-organization of partner institutions;
- support the production of **new working and management materials** (e.g. flyers, posters, other dissemination documents, working documents, newsletters, etc);

The staff mobility (academic and administrative) offers additional opportunities of personal and professional development, through a practical training, researching and teaching in a partner institution. This type of mobility always involves the active participation in the daily life activities.

By submitting his/her application the applicant must be aware not only of the eligibility criteria but also of the specific tasks that the mobility will demand.

Additionally for **Target Group III** applicants (only degree seeking master applicants):

- be in a particularly vulnerable situation for social and political reasons (for instance: refugee status, asylum beneficiary, victim of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual orientation or belong to an indigenous population) and upload an official document verifying this vulnerability condition in section 10 of the application form;
- have obtained a university degree in a higher education institution of the eligible ACP countries.

3. Types and duration of scholarships

The mobility scheme of the project determines that the applicants of the ACP Countries can only apply to European partner institutions and that European applicants can only apply to institutions of the ACP Countries. This mobility flow scheme aims to the reinforcement of regional cooperation between the ACP Countries and the European Union Higher Education Institutions.

The DREAM project supports **190 SCHOLARSHIPS** divided according to the following:

ACP > EU

TARGET GROUP	TYPE OF MOBILITY	DURATION
Target Group I ACP applicants enrolled or working in an ACP partner institution	Master mobility full Master PhD mobility Academic and Administrative Staff	10 months 10 to 24 months 10 months 1 month
Target Group II ACP applicants not enrolled or working in an ACP partner institution	Master mobility full Master PhD mobility	10 months 10 to 24 months 10 months
Target Group III ACP applicants in vulnerable situations* (definition page 10)	full Master	10 to 24 months

EU > ACP

TARGET GROUP	TYPE OF MOBILITY	DURATION
Target Group I EU applicants working full time in an EU partner institution	Academic and Administrative Staff	1 month

- **Full master scholarships** to undertake studies in Europe, in one of the partner institutions of the project, with the **duration between one academic year (10 months) and 2 academic years (24 months)**. Students will receive full training at the host institution and the corresponding Diploma.

- **Mobility within a master programme's scholarships** to undertake a mobility period in Europe, in one of the partner institutions of the project, under the master programme in which the applicant is enrolled in at the home country (ACP), with the **duration of 1 academic year (10 months)**. This mobility period must be fully recognized by the partner ACP University.

- **Mobility within a doctoral programme's scholarships** to undertake a mobility period in Europe, in one of the partner institutions of the project, under the doctoral programme in which the applicant is enrolled in at the home country (ACP), with the **duration of 1 academic year (10 months)**. This mobility period must be fully recognized by the partner ACP University.

- **Academic and administrative mobility scholarships** for the development of activities to share knowledge, skills and experience, with duration of **1 month** of effective work.

4. Eligible institutions

Partner institutions of the DREAM project (please refer to page 4 for the complete list of partners):

8 European partners:

1.	Belgium	Université de Liège	ULg
2.	France	Université de Lille	ULille
3.	France	Université de Rouen	UR
4.	Italy	Università degli studi di Cagliari	UNICA
5.	Portugal	Universidade do Porto	UP
6.	Spain	Universidad de León	ULE
7.	Spain	Universidad de Valladolid	UVA
8.	UK	Cardiff Metropolitan University	CARDIFF

12 ACP partners:

1.	Central Africa	Chad	Université de Ndjamena	UNDT
2.		Gabon	Université des Sciences et Techniques de Masuku	USTM
3.	Eastern & Southern Africa	Ethiopia	Dilla University	DU
4.		Madagascar	Université d'Antananarivo	UA
5.	Southern Africa	Angola	Universidade José Eduardo dos Santos	UJES
6.		Mozambique	Universidade Eduardo Mondlane	UEM
7.		Zambia	Copperbelt University	CBU
8.	Western Africa	Cape Verde	Universidade de Cabo Verde	UNICV
9.		Nigeria	University of Nigeria Nsukka	UNN
10.	Caribbean	Trinidad & Tobago, Barbados, Jamaica	University of the West Indies	UWI
11.	Pacific	East Timor	Universidade Nacional Timor Lorosae	UNTL
12.		Fiji	University of the South Pacific	USP

5. Fields of study

Considering the priorities defined by the European Commission for the DREAM project, scholarships may be granted in all fields of study:

01. Agriculture Sciences 01.1 Agriculture 01.2 Agricultural Economics 01.3 Food Science and Technology 01.4 Horticulture 01.5 Fisheries 01.6 Forestry 01.7 Animal Husbandry 01.8 Tropical/Subtropical Agriculture 01.9 Others – Agricultural Sciences	02. Architecture, Urban and Regional Planning 02.1 Architecture 02.2 Interior Design 02.3 Urban Planning 02.4 Regional Planning 02.5 Landscape Architecture 02.6 Transport and Traffic Studies 02.9 Others – Architecture, Urban and Regional Planning	03. Art and Design 03.1 Fine Arts (Painting, Sculpture, Printmaking) 03.2 Music and Musicology 03.3 Performing arts 03.4 Photography, Cinematography 03.5 Design (Graphic Design, Industrial Design, Fashion, Textile) 03.6 History of Art 03.9 Others: Art and Design
04. Business Studies, Management Science 04.1 Business Studies with languages 04.2 Business Studies with technology 04.3 Accountancy, Financial Management 04.4 Tourism, Catering, Hotel Management 04.5 Industrial Relations and Personnel Management 04.6 Secretarial Studies 04.7 Marketing and Sales Management 04.9 Others: Business Studies and Management Science	05. Education, Teacher Training 05.1 Teacher Training 05.2 Primary Education 05.3 Secondary Education 05.4 Vocational and Technical Education 05.5 Adult Education 05.6 Special Education 05.7 Educational Science, Comparative Education 05.8 Educational Psychology 05.9 Others: Education and Teaching Formation	06. Engineering, Technology 06.1 Mechanical Engineering 06.2 Electrical Engineering 06.3 Chemical Engineering 06.4 Civil Engineering 06.5 Electronic Engineering, Telecommunications 06.6 Manufacturing Sciences (CAD, CAM, CAE) 06.7 Materials Sciences 06.8 Aeronautical Engineering 06.9 Others: Engineering, Technology
07. Geography, Geology 07.1 Geography 07.2 Environmental Sciences, Ecology 07.3 Geology 07.4 Soil and Water Sciences 07.6 Geodesy, Cartography, Remote Sensing 07.7 Meteorology 07.9 Others: Geography, Geology	08. Humanities 08.1 Philosophy 08.2 Theology 08.3 History 08.4 Archaeology 08.9 Others: Humanities	09. Languages and Philological Sciences 09.1 Modern EC Languages 09.2 General and Comparative Literature 09.3 Linguistics 09.4 Translation, Interpretation 09.5 Classical Philology 09.6 Non-EC Languages 09.9 Others: Languages and Philological Sciences
10. Law 10.1 Comparative Law, Law with languages 10.2 International Law 10.3 Civil Law 10.4 Criminal Law, Criminology 10.5 Constitutional/Public Law 10.6 Public Administration 10.7 EU Law 10.9 Others: Law	11. Mathematics, Informatics 11.1 Mathematics 11.2 Statistics 11.3 Informatics, Computer Science 11.4 Artificial Intelligence 11.5 Actuarial Science 11.9 Others: Mathematics, Informatics	12. Medical Sciences 12.1 Medicine 12.2 Psychiatry and Clinical Psychology 12.3 Dentistry 12.4 Veterinary Medicine 12.5 Pharmacy 12.6 Nursing, Midwifery, Physiotherapy 12.7 Public Health 12.8 Medical Technology 12.9 Others: Medical Sciences
13. Natural Sciences 13.1 Biology 13.2 Physics 13.3 Chemistry 13.4 Microbiology, Biotechnology 13.5 Nuclear and High Energy Physics 13.6 Biochemistry 13.7 Astronomy, Astrophysics 13.8 Oceanography 13.9 Others: Natural Sciences	14. Social Sciences 14.1 Political Sciences 14.2 Sociology 14.3 Economics 14.4 Psychology and Behavioural Sciences 14.5 Social Work 14.6 International Relations, European Studies, Regional Studies 14.7 Anthropology 14.8 Development Studies 14.9 Others – Social Sciences	15. Communication and Information Sciences 15.1 Journalism 15.2 Radio / TV Broadcasting 15.3 Public Relations, Publicity, Advertising 15.4 Library Science 15.5 Documentation, Archiving 15.6 Museum Studies, Conservation 15.9 Others – Communication and Information Sciences
16. Other Areas of Study 16.1 Physical Education, Sport Science 16.2 Leisure Studies 16.3 Home Economics, Nutrition 16.4 Nautical Science, Navigation 16.9 Others		

To ensure a high level of implementation, partners were asked to indicate their **thematic areas of excellence**. This definition of excellence areas should be taken into consideration by the applicants at the time of submitting their applications. The project only supports applications in the existing areas of the host institutions chosen by the candidate.

Despite the fact that all areas are considered eligible, priority may be given to the submitted applications in the priority areas defined by the partner and by each of the ACP countries.

The table below indicates the priorities set by the ACP partner institutions that will be considered in the selection process:

Region	Country	Partner	Priority areas	
Central Africa	Chad	UNDJ	All eligible areas	
	Gabon	USTM	01.0 - Agriculture Sciences	
			06.0 - Engineering, Technology	
			11.0 - Mathematics, Informatics	
			13.0 - Natural Sciences	
Eastern and Southern Africa	Ethiopia	DU	01.0 - Agriculture Sciences	
			05.0 - Education, Teacher Training	
			06.0 - Engineering, Technology	
				12.0 - Medical Sciences
	Madagascar	UA	All eligible areas	
Southern Africa	Angola	UJES	02.0 - Architecture, Urban and Regional Planning	
			01.0 - Agriculture Sciences	
			10.0 - Law	
			12.0 - Medical Sciences	
	Mozambique	UEM	01.0 - Agriculture Sciences	
			02.0 - Architecture, Urban and Regional Planning	
			04.0 - Business Studies, Management Science	
			06.0 - Engineering, Technology	
				07.0 - Geography, Geology
				16.0 - Other Areas of Study
Zambia	CBU	01.0 - Agriculture Sciences		
		05.0 - Education, Teacher Training		
		11.0 - Mathematics, Informatics		
		13.0 - Natural Sciences		
Western Africa	Cape Verde	UNICV	02.0 - Architecture, Urban and Regional Planning	
			03.0 - Art and Design	
			04.0 - Business Studies, Management Science	
			08.0 - Humanities	
	Nigeria	UNN	01.0 - Agriculture Sciences	
			02.0 - Architecture, Urban and Regional Planning	
			03.0 - Art and Design	
			04.0 - Business Studies, Management Science	
			05.0 - Education, Teacher Training	
			06.0 - Engineering, Technology	
			07.0 - Geography, Geology	
			14.0 - Social Sciences	
			16.0 - Other Areas of Study	
Caribbean	Trinidad and Tobago	UWI	01.0 - Agriculture Sciences	
			06.0 - Engineering, Technology	
			11.0 - Mathematics, Informatics	
			12.0 - Medical Sciences	
			13.0 - Natural Sciences	
Pacific	Timor-Leste	UNTL	01.0 - Agriculture Sciences	
			06.0 - Engineering, Technology	
			09.0 - Languages and Philological Sciences	
			10.0 - Law	
	Fiji	USP	01.0 - Agriculture Sciences	
			05.0 - Education, Teacher Training	
			06.0 - Engineering, Technology	
			14.0 - Social Sciences	

As for the regional and countries priorities, the table below indicates the priorities that will be considered in the selection process:

Region	Country	Priority areas
Central Africa	Chad	01 - Agriculture Sciences
		04 - Business Studies, Management Science
		05 - Education, Teacher Training
		10 - Law
		12 - Medical Sciences
	Gabon	05 - Education, Teacher Training
		06 - Engineering, Technology
		12 - Medical Sciences
		13 - Natural Sciences
Eastern and Southern Africa	Ethiopia	04 - Business Studies, Management Science
		05 - Education, Teacher Training
		06 - Engineering, Technology
		12 - Medical Sciences
		13 - Natural Sciences
	Madagascar	05 - Education, Teacher Training
		06 - Engineering, Technology
		12 - Medical Sciences
		13 - Natural Sciences
Southern Africa	Angola	04 - Business Studies, Management Science
		05 - Education, Teacher Training
		10 - Law
		12 - Medical Sciences
		13 - Natural Sciences
	Mozambique	05 - Education, Teacher Training
		12 - Medical Sciences
		13 - Natural Sciences
	Zambia	04 - Business Studies, Management Science
		05 - Education, Teacher Training
		12 - Medical Sciences
		13 - Natural Sciences
Western Africa	Cape Verde	05 - Education, Teacher Training
		12 - Medical Sciences
		13 - Natural Sciences
	Nigeria	10 - Law
		12 - Medical Sciences
Caribbean	Trinidad & Tobago	05 - Education, Teacher Training
		06 - Engineering, Technology
		12 - Medical Sciences
		13 - Natural Sciences
Pacific	Fiji	05 - Education, Teacher Training
		06 - Engineering, Technology
		12 - Medical Sciences
	Timor-Leste	04 - Business Studies, Management Science
		05 - Education, Teacher Training
		12 - Medical Sciences

Application

1. Preparing the application

In the phase of preparing the application, the candidate shall follow the subsequent steps:

1. Read attentively the **Guidelines for Applicants**, the **FAQs** and the **Application Form**;
2. Analyse carefully the **Academic Offer** (Courses) of each of the partner institutions;

DREAM ACP
DREAM Project
Dynamizing Research and Education for All through Mobility in ACP
Erasmus Mundus Programme
Email: dream@reit.up.pt

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Home General information Partners **Courses** Apply Contacts

Courses

Important: In order to be considered eligible you must fulfill the mandatory language requirements established by each partner University. Please note that some Universities use the "[Common European Framework of Reference for Languages](#)", a standard system which enables to evaluate and classify the linguistic skills of the candidate.

Master students can either apply for an exchange mobility (non-degree seeking) or for a complete degree at the host European University (degree awarded by European institution only).

In order to qualify for the **exchange mobility**, applicants must be enrolled in the 1st year of a Master programme at the University of origin in the ACP region and can apply for a maximum of 10 months mobility.

In order to qualify for a **degree-seeking mobility** (full degree), applicants must have successfully completed a 1st degree (Bachelor programme in the ACP region). Full degree applicants can enroll on a one year Master programme, corresponding to 10 months or a two year Master course, corresponding to 24 months.

Important: In case a candidate is currently enrolled in the 1st year of a 2 year master programme at an ACP institution, we advise him/her to apply to a exchange mobility (non-degree seeking).

In case a candidate is currently enrolled in the 2nd year of a 2 year master programme, or in the 1st year of a 1 year master programme at an ACP institution, we advise him/her to apply to a PhD full degree mobility (degree seeking).

Please be aware that these are general considerations, you should always check the project's **eligibility criteria** as well as the specific rules established by each of the partners, so please check the specific admission criteria indicated in each academic offer and read the **applicants' guide** very carefully.

In order to check the courses/activities available at each partner institution, please select the type of mobility you are willing to apply to, according to the existing options:

Direction: **ACP » Europe**

Type of mobility: **Master (mobility)**

OK

Master (mobility)
Master (full)
Doctorate (mobility)
Doctorate (full)
Academic Staff
Administrative Staff

This project has been funded with support from the European Commission.
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Designed and implemented by [Universidade do Porto](#)

3. Verify the **eligibility criteria** previously indicated and clearly mentioned in the website;
4. Select **at least one host institution** among the set of institutions of the project. It is highly recommended that the applicants select up to **3 different host institutions** (if available) but always in respect of the language, background and admission requirements defined by each host institution.

Please be aware that, 2nd and 3rd choice institutions may decide not to evaluate the applications depending on the total number of received applications.

5. Ensure that you master the language of tuition or that the host institution provides adequate linguistic support to allow a successful completion of the intended programme.
6. Ensure that you have the necessary academic background in terms of areas/degree to apply to the type of scholarship and to the selected activity.
7. Consider the identified areas of excellence available in each partner institution.
8. Take into account the cost of living in the country of each partner institution and analyze it considering the monthly allowance available for the type of mobility you are applying to.
9. Take into account the need to adapt to different cultural realities and also to different climatic conditions in case of selection.

10. Prepare an **education/training project** describing the aims, activities and foreseen study/working plan and having into consideration the objectives and goals of the programme;
11. Ensure that the **project proposal** is **objective and specific** concerning its methodology and viability, impact and benefit, as well as the capacity of attaining the project's purposes within the timeframe established by the duration of the scholarship. The lack of detailed information or objectivity will reduce the chances of success during the process of application's evaluation;
12. Make sure that the **motivation** presented in the application concerning the mobility's benefits and expected outcomes is **clear** and reflects **each one** of the options selected (maximum of 3 host Universities);
13. Collect all **necessary information and documents** to fill in the application form



Several documents are **mandatory**. If those are not uploaded in section 10 of the application, the application cannot be submitted. In case of unreadable or false documents, the application will be considered invalid and will not be evaluated.

Once all the information is gathered and compiled in a teaching/training project, the applicant should create a log in and password to be granted access to the Application Form available on the project's website (<http://dream.up.pt>).

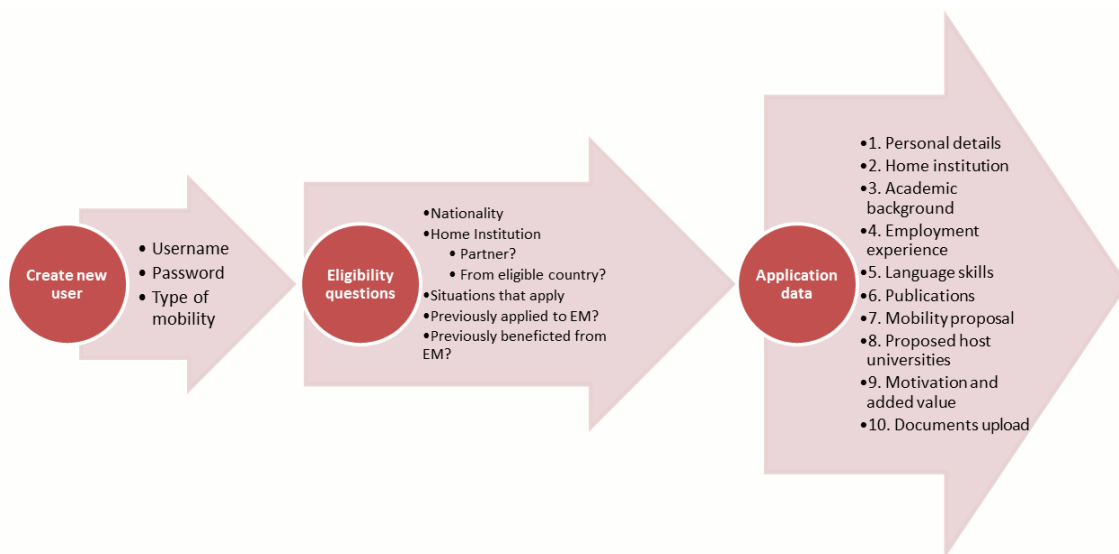
2. Online submission

The screenshot shows the DREAM Project website interface. Callouts point to the following elements:

- Project logo:** DREAMACP
- Language switch:** English | Español | Français | Português
- Current CET time:** Central European Time (CET) 18:14:15
- Menu:** Home, General information, Partners, Courses, Apply, Contacts
- Quick description:** Scholarships section, describing the DREAM Project's financial support through the Erasmus Mundus Programme.
- Quick downloads:** Downloads section, listing documents like 'Flyer DREAM (ACP » EU)' and 'Flyer DREAM (EU » ACP)'.
- Quick login:** Login section, featuring a form for Username and Password, and links for 'Login' and 'Forgot your password?'.

The footer includes the Erasmus Mundus logo, copyright information (DREAM © 2013), a privacy policy link, and the website's design/implementation by Universidade do Porto.

Applicants should follow three steps to complete the application:



Login

Username

Password

[Forgot your password?](#)

New applicant? [Create a new user](#)



Apply - Create a new user

Fields with * are required.

Username *

Password *

Type of mobility *

The application form is organized in 10 sections:

Application data

Master Mobility - Target group 2

- ✓ 1. [Personal details](#)
- ✓ 2. [Home institution](#)
- ✓ 3. [Academic background](#)
- ✓ 4. [Employment experience](#)
- ✓ 5. [Language skills](#)
- ✓ 6. [Publications](#)
- ✓ 7. [Mobility proposal](#)
- ✓ 8. [Proposed host universities](#)
- ✓ 9. [Motivation and added value](#)
- ✓ 10. [Documents upload](#)

Caption

- ✗ This section of the form is not properly filled in.
- ✓ This section of the form is properly filled in.

- ☒ I declare I have not resided nor carried out my main activity (studies, work, etc.) for more than a total of 12 months over the past five years in one of the European countries, or I declare that I belong to the Target Group 3 and, therefore, I am not obliged to comply with it.
- ☒ I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.
- ☒ I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.
- ☒ I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately excluded.

After selecting this option, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new user and fill in another application form.

Please note that all contacts with candidates, including the notification of the selection results will be made exclusively by email. Please check if the field in the application form corresponding to your email address is correctly filled in.

The *Submit application* button will only be available when all sections are duly filled in.

Conditions:

1. The applicants should have a valid e-mail address and an internet connection.
2. As a way to access the form, the applicants should create a new login in the **"Applications"** section, selecting the **mobility direction** (ACP→EU or EU→ACP) and the **type of scholarship** they want to apply to (ex: Master).

Application form

Eligibility questions » Application

Eligibility questions

Please indicate if one or more of the following situations apply to you *

☐ Member of an ethnic minority. Which one?
☐ Refugee status or asylum beneficiary
☐ Member of an indigenous population targeted by a specific national policy
☐ Being an Internally Displaced Person (IDP)
☐ Economically disadvantaged person
☐ Disabled person
☐ Having been object of unjustified expulsion from university
☐ Other special condition. Please specify which one
☒ None of the previous

3. The form will open with a set of questions regarding:
 - general eligibility criteria;
 - identification of Target Group;
4. The applicants must answer truthfully to all questions so as to ensure the fulfilment to all general eligibility criteria. In case one criteria is not fulfilled the system will immediately inform the applicant through the following message: "Please check the eligibility criteria."
5. The applicants should then fill in the online Application Form available on the project's website. The system will save a draft of the application every time the **"Save"** button is pressed, allowing it to be revised, edited and completed. The partnership has available a Word version of the application form for download and easier completion. Afterwards each applicant must copy/paste the information into the online application form.
6. The applicants should carefully prepare and revise the application before pressing the **"Submit"** button.

**Other version
(paper, email) will
not be considered
valid.**

After selecting the "Submit" button, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new register and fill in another application form.

Language:

The **Application Form** can be **filled in English, French, Portuguese or Spanish**. Before starting to fill in the Application Form, the applicant must be sure of having all the certificates and language skills required to attend the sought programme(s) and the Institution(s).

The language used to fill in the application form must agree with the Institution(s) and programme(s) chosen by the applicant. Being so, if, for instance, the applicant intends to apply only to French speaking institutions, (s)he may fill in the Application Form in French and attach all the required documents in French. Nevertheless, in case the applicant intends to apply to institutions from 3 different countries (where different languages are used),

applicants are required to use the English language to fill in the form, as well as in all the attached documents, so that all the host institutions may be able to analyse the submitted proposal.

Deadline:

The **deadline for the submission of the online applications** is indicated on the webpage of the project (<http://dream.up.pt/>) and it will have as reference the Central European Time (CET). The Coordination Office will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid the last minute applications so as to guarantee there will be no problems in the submission of the application form. It is reminded to all candidates that **applications sent by mail, fax or e-mail will not be accepted**.



7. By pressing the "Submit" button, the application is closed and sent to the Coordination Office, which gives it a code. A digital certificate that contains the date and hour of the submission is issued and sent to the applicant as well as a full copy of the application. **This digital certificate does not constitute a confirmation of eligibility or of selection**; it just confirms the submission of the application.

Application form

The application has been submitted.

Date	2013-05-21
Time	04:33:50 (CET)
Code	BA13MM0001

Congratulations! The application has been successfully submitted with the code BA13MM0001. Thank you!

 [View the application](#)
 [Print the application](#)

8. Please include a **valid e-mail address** in your application for communication purposes. Do not include in the application form the e-mail of another colleague or friend that is also applying as the communication of results will be done exclusively by e-mail and this could generate problems in interpreting the selection results.

Communication:

The applicants should only have **one valid application** at the beginning of the selection procedure. Being so, if the same applicant submits several online forms, the informatics system will automatically consider the last one as the only valid and will disregard the other applications.

The name of a professor or researcher acting as a contact person in the host institution can be included in the application. This may facilitate the evaluation of the application.

In the case of **applications to sandwich doctorate scholarships**, we recommend the applicants to request the cooperation of a **home institution's teacher** who supports them in the preparation of the application. Such support will allow an easier selection of the host institution where the research can be carried out and the mobility project is more feasible. Simultaneously, the home institution's contact will help the applicants to ensure the quality of the working/study plan, guaranteeing a well structured project that puts together the applicants interests and the priorities of scientific research and local technologies.

In case of applicants from a partner university (Target Group I), the application procedure should always count with the support of the home institution's contact person responsible for providing the information about the local eligibility criteria that should be made available to the applicant.

All applicants belonging to a partner university should contact the person in charge for the project implementation at their home institution. All contact details are available online at

<http://www.dream.up.pt/contacts>

3. Documents

The applicants should submit in section 10, together with the online application, a digital copy of several documents. In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal.

[Application form](#) » 10. Documents upload

Username: stw2013 | [Logout](#)

Application form 10. Documents upload

In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal. Each uploaded document must have a maximum size of 5 MB.

Each field accepts only one document. If you wish to upload more than one document in the same field, first you have to merge those documents into a single one.
PDFBinder is a simple tool to merge several PDF documents into one. You can download it here:
[Download PDFBinder](#)

Applicants must upload the following documents:

Document	Upload	Uploaded document
Photo (Mandatory for all applicants)	(jpg, jpeg) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Video (Optional)	(avi, mov, mpg, wmv, zip) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Identity (Mandatory for all applicants) Formal Identity Document. Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport here.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Passport (Optional)	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Certificate of degree (Mandatory for Master Mobility, Full Master, Doctorate Mobility, Full-Doctorate, Post-Doctorate, Academic Staff, Administrative Staff) Certificate proving the obtained degree – must be issued by the University where the degree was obtained, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Transcript of records (Mandatory for Undergraduate, Full Master, Master Mobility) Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. Please note that you must upload the transcript of records regarding ALL the years of your course.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	

Support from home (Mandatory for Target group 1) Statement of support from the Home University - This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. This document is only mandatory for TG1 applicants. TG2 and TG3 applicants are advised to include this statement of support but such document is not mandatory.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Enrollment in degree course x (Mandatory for Undergraduate, Master Mobility, Doctorate Mobility) Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the degree course.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Main activity (Mandatory for Academic Staff, Administrative Staff) Statement of the Home Institution (partner) with a brief description of the applicant's main activity. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Language skills (Optional) Certificate of language skills - This document must be dated, signed and stamped by the issuing institution. If the host institution you're applying to demands specific language skills (eg. Dutch or English), the upload of the correspondent language certificate is mandatory. If this document is not uploaded, the application will be immediately excluded from the project without possibility of appeal. In case a candidate is from a country whose official language is the same spoken in the host country or in the course offered by the host country it will not be necessary to upload the language certificate. The candidate must only submit its own statement confirming that he/she masters the language for this reason.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Declaration of Honor x (Mandatory for all applicants) Declaration of Honor from the applicant - This document must be dated and signed. (Download example)	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Physical disability (Optional) Document that specifically proves your actual status of physical disability. For example: declaration of honor from a doctor; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Socio-economic vulnerability (Optional) Document that specifically proves your vulnerable socio-economic situation. This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Refugee or asylum status (Optional) Document that specifically proves your actual refugee or asylum status. This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
Other documents (Optional) Other documents relevant for the application.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	

- **PHOTO** (mandatory for all types of mobility)
- **VIDEO** (optional)
- **Formal Identity Document** - Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport in the following field. (mandatory for all types of mobility)
- **Passport** (optional)
- **Certificate proving the obtained degree** – Must be issued by a university, dated, signed and

stamped, otherwise it will not be considered valid and the application will be immediately excluded. In the case of having achieved more than one academic degree, the uploaded file must contain the scan of all documents. (mandatory for all types of mobility)

- **Transcript of Records** - must be issued by the home university, stating in detail all courses taken and grades obtained. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. (mandatory to all students)
- **Statement of the partner institution with a brief description of the applicant's main activity.** This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. The declaration should be written in the language of the host university or, in case of several host Universities, in English, by the responsible person for the applicants' activities/project at the home institution. (applicable only to Staff mobility)
- **Statement of support from the home university** - This document must be dated, signed and stamped by the home institution, otherwise it will not be considered valid and the application will be immediately excluded. This document is only mandatory for TG1 applicants, but TG2 and TG3 applicants are advised to include this statement of support whenever possible, real support/recommendation letter is advisable.
- **Statement issued by the home partner institution regarding the applicant's enrollment in the degree course** (applicable only to master and PhD mobility)
- **Certificate of language skills** - This document must be dated, signed and stamped by the issuing institution. If the host institution you're applying to demands specific language skills (eg. English), the upload of the correspondent language certificate is mandatory. If this document is not uploaded, the application will be immediately excluded from the project without possibility of appeal. (optional)
- **Declaration of Honor** - This document must be dated and signed (mandatory for all types of mobility and you can download an example from the application form)
- **Document that specifically proves your actual status of physical disability.** For example: declaration of honor from a doctor'; recent medical exam; etc. In case you fail to do so we will consider your application, but not a candidate with a physical disability.
- **Document that specifically proves your vulnerable socio-economic situation.** This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.
- **Document that specifically proves your actual refugee or asylum status.** This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.

- Other documents relevant for the application

All documents abovementioned (mandatory) must be attached to the Application Form. Incomplete applications or with blank or unreadable documents will immediately be disregarded.

In case you want to attach more than one document in the same field (ex: support letter of the home institution), the attached file should include the scanning of all documents, **up to maximum of 2MB**, due to limitations in the webserver that hosts this website.

How to upload a document?

You should follow the following steps for each of the required documents

1. Click in "Browse" and select the document
2. Click in "Upload"

You must start by putting in a folder all PDF documents you want to merge. Then you should use the "Join" command to merge them all in a new single PDF document. Afterwards you can upload the new document to the correspondent section.

4. Evaluation and selection of applications

All valid applications received will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and it will always be kept confidentiality of the information submitted online. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This is also the case of the Coordination Office, U.Porto and UWI, the technical experts that will participate in the evaluation process and the members of the Steering and Selection Committees.

1st Step: VALIDATION PROCESS

In case of applicants from **partner and associate institutions**, before proceeding to the technical/scientific evaluation of applications, the contact person and/or responsible for the implementation of the project in the applicant's home institution will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and by the home institution (see section A, 2 and 3).

A direct contact between the applicant and the contact person at the home institution is crucial to determine which are the eligibility criteria defined locally.

In case of applicants from **non partner and non associate institutions**, the host institution selected by the applicant as 1ST option will be responsible for the verification of all uploaded documents and information provided.

In case of vulnerable applicants, the co-coordinating institution, The University of West Indies, will proceed to the checking of the eligibility criteria and the informative documents presented by the applicant.

2nd Step: EVALUATION PROCESS

The applications that comply with the demands to be evaluated in technical terms will be considered by the host institution indicated by the applicant. The evaluation panels composed by experienced academics, researchers and experts selected by each institution will have the responsibility to assess the applications and give a grade to the proposed mobility. Once all applications are assessed and graded, the host institution will then rank the well evaluated applicants. This will be based on the academic quality, which constitutes the most relevant aspect of the applications' assessment, but will also respect the cross-cutting issues such as the geographic and the gender balance, the physical disabilities and the socio-economic situation of the applicants providing a more equal and fair selection process. Also the cooperation priorities should be considered.

Keep in mind that depending on the number of applications received, some partner institutions may decide not to evaluate applications which have chosen those institutions as second or third option. This is an internal decision of each partner and is fully respected by the partnership.

According to the type of scholarship, the evaluation of applications will comply with the following criteria and weighting factors (WF):

Type of Mobility/Criteria	Academic merit and experience	Motivation	Work Plan	Language skills
Master	43%	43%	-	14%
Doctorate	33%	17%	33%	17%
Staff	33%	17%	33%	17%

Each institution's evaluation panel has experts of all thematic areas, according to the level and nature of the programme mentioned in the application. These experts will assess and rank the submitted and valid applications. This evaluation and ranking will be the basis for granting the scholarships, trying to respect the foreseen distribution of the mobility flows and considering also the cross-cutting issues.

3rd Step: SELECTION PROCESS

The Selection Committee, acting as advisor of the Steering Committee, will supervise the evaluation activities. This supervision aims at validating the assessment procedures, as a way to ensure impartiality and transparency through a random sample and similar techniques.

This Committee will also elaborate a proposal of the applicants to be selected, according to the established distribution of mobility flows, assuring that the criteria based on academic success were considered. Selection will give priority to applicants that are considered good/excellent (those who obtained a grade of 80% or higher) in the evaluation phase by the host institution.

Exception to this rule may be applied by the Selection Committee, particularly in the case of TG3 applicants and or vulnerable candidates, so as to ensure the respect of the most relevant cross cutting issues;

- Gender balance;
- Priority fields of study (Partners' and Countries');
- Partner's and geographical balance (per region and country);
- Participation of disadvantaged people or disabled;
- Applicant's economic and social conditions, as well as the circumstances of access to Higher Education in ACP countries;

The selection proposal will be submitted to the Steering Committee for final approval before the results' publication in the website.

4th Step: COMMUNICATION OF RESULTS

After the final selection of the applicants, the coordinating institution will send to the home and host institutions a list of the selected scholarship holders for participation in the DREAM mobility project. Immediately after, **all applicants will be informed by e-mail of the application's result**. The final list will be also published on the project's website for transparency reasons.

Please note that in case a selected applicant is afterwards identified as not eligible, (s)he will have to reimburse the costs had by the Partnership with the mobility flow until that moment.

5th Step: PROCEDURE FOR APPEALS

All applicants that do not agree with the selection results will be granted access to the online system and to the reasons indicated by the institutions responsible for the validation and evaluation procedures. Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants with the selection results.

Implementation of the mobility

1. Obligations of the coordinating, co-coordinating and home and host institutions

1. **TRAVEL** – The project's coordinates (U.Porto and UWI) will be responsible for booking and paying the grantees' two-way travel ticket to the host University's city having as reference the maximum amounts foreseen by the EACEA for each travel.

TARGET GROUP	DEPARTURE (origin)	ARRIVAL (destination)
TG I	City of home Institution	City of host Institution
TG II	City of origin	City of host Institution
TG III	City of residence	City of host Institution

In case the home or host institutions are not located in a city with an international airport, the scholarship holders must keep the invoices of the local transportation, such as, for example, bus, subway, or train used to undertake the travel, so as to be able to submit a reimbursement request to the coordination. This request should be made as soon as possible, in a proper form that will be available online in the Scholarship Holder's Section and that should be accompanied by the scanned original invoices of payment. The original documents must be sent to the coordinating institution (U.Porto) that will analyse the possibility of reimbursement.

In case of long stays (more than 10 months) it will not be possible to buy the return ticket immediately. Therefore, all reimbursement requests will be put on hold until the coordinating institution can buy the return ticket and use the leftovers to reimburse other travel expenses.

All the reimbursements will be made considering the exchange rate of the day in which the expenses were done. In case the scholarship holders want to change the flight dates for individual purposes this may be allowed as long as the return date is not before the foreseen ending date of the programme of activities/mobility. All changes of the travel dates due to personal reasons must be paid by the scholarship holder and not by the project.

Taxi expenses are strongly discouraged.
The coordination will carefully analyse each expense, not considering eligible taxi expenses between cities if there is other less expensive means of transportation.
Please note that it will not be possible to reimburse neither any accommodation expenses nor a vacation travel to the grantee's home country.

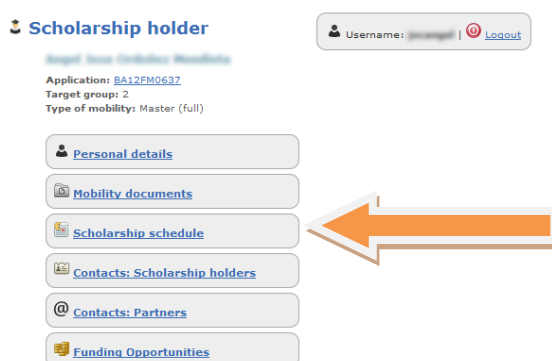
- 2. INSURANCE** – The coordinating institution, U.Porto, will provide directly to each scholarship holder a comprehensive health, travel and personal accidents insurance valid worldwide and in line with the demands of the EACEA – Education, Audiovisual and Culture Executive Agency. This insurance will be valid since the moment and place of departure to the mobility period until the return, when the mobility period is over.

The insurance may not be valid in specific countries/regions therefore the scholarship holders travelling during the mobility must take this into consideration and confirm the validity of the insurance before their departure to a destination different from the host country.

- 3. SCHOLARSHIPS** – A scholarship contract that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed by each institution, the scholarship holder and the Coordinating Institution. Only after this document is signed it will be possible to transfer the scholarships. This will be done according to the following:

- the host institutions will pay to the grantees upon their arrival to the host country the first two full scholarships in a first instalment to help in the installation procedures. The following scholarships will be paid on a monthly basis by the coordinating institution directly to the grantees' EU bank account as from the 1st week of the 3rd month of mobility.
- Monthly subsistence allowance **can only be paid as from the month of arrival and covers each full month of the mobility**, based on academic grounds.
- If in the final month the Scholarship Holder stays more than 15 days a full month allowance is to be paid (for example: for academic reasons the mobility duration is 9 months and 15 days only 9 months allowance should be paid, If the duration is 9 months and 16 days then 10 months allowance should be paid.)

Every month the coordinating institution will upload the **proof of bank transfer** in the scholarship holders' section. Every scholarship holder will be granted access to this section and can immediately receive/download this proof.



- 4. WORKING CONDITIONS** – The host institution will assure that the scholarship holder (all types of mobility) benefits of the same working conditions and the same health and security protection levels than the local students and members of the academic community. The host institution must provide support to

the scholarship holder, particularly regarding the administrative procedures required by the host countries' authorities. The scholarship holder should inform timely and immediately by e-mail the Coordinating Institution through the DREAM Team (dream@reit.up.pt) in case there is lack of necessary support by the host institution.

5. SUPPORT:

All information about the specific support provided by each partner institution is available online in the partners' section:

European Partners

	Name	Country	Promotion	Useful information
ULg	Université de Liège	Belgium		
ULille	Université de Lille	France		
UR	Université de Rouen	France		
UNICA	Università degli studi di Cagliari	Italy		
UP	Universidade do Porto	Portugal	   	
ULE	Universidad de León	Spain		
UVA	Universidad de Valladolid	Spain		
CARDIFF	Cardiff Metropolitan University	United Kingdom		

All partners will be required to provide full support in the mobility preparation, namely through:

- Visa issues (close contact with Consulates and Immigration Offices)
- Preparation of Learning Agreement/Work Plan (guidance)

All partners will be required to provide full support on arrival, namely through:

- Administrative issues: immigration office, residence permit, registration at the faculty, support in opening a bank account, etc.
- Accommodation: book an accommodation before the scholarship holder departures from the home country (hall of residence, if available, or private accommodation with special conditions).
- Welcoming meetings with practical information especially for Erasmus Mundus students and welcoming session.
- Language courses.
- Cultural and integration activities promoted by the International Offices.
- Erasmus Mundus buddy-system (depending on the host institution and only if available).
- Close monitoring throughout the entire mobility duration.

- 6. RECOGNITION** – It is mandatory that, in the cases of non-degree seeking mobility (master mobility and doctorate mobility) all involved institutions consider the study/research period undertaken abroad as an integral part of the study/research programme developed in the home institution (ACP).

The home Higher Education institution of the ACP scholarship holder will guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the European Higher Education institution.

Upon the completion of the mobility, all home HEIs will need to prove the **full academic recognition**, namely through the **proof of academic recognition document**.

2. Obligations of the scholarship holders:

The Coordinating Institution has the right to **suspend** the payment of the scholarship if:

- the scholarship holder withdraws from the project in case of *force majeure*;
- the scholarship holder does not comply with the internal regulations of the host Institution;
- the scholarship holder does not comply with the internal regulations set by the DREAM consortium.
- the scholarship holder doesn't fulfil the academic requirements (fails) of his study/work program;
- the scholarship holders leaves the host institution for a period higher to 1 week.

By signing both the **Statement of Scholarship Acceptance** and the **Scholarship Contract**, the scholarship holders commit to comply with the following rules:

- 1.** In case of reimbursement obligation due to any amount overpaid to the scholarship holder, the scholarship holder has 30 days upon return to the home country to reimburse the Coordinating Institution, the University of Porto, following the instructions that will be provided. If the scholarship holder fails to do so, additional banking fees and interests can be charged and judicial steps may be taken.
- 2.** The scholarship holder may not accept, during the period of the current grant, any other mobility grant awarded by the European Union.
- 3.** The scholarship holder has the obligation to inform the Coordinating Institution about any change regarding the study/research/work period abroad, namely the learning agreement or work/research program and the duration of stay at the host Institution. Should this happen, a new ARA/work programme must be signed and provided to the Coordinating Institution within 30 calendar days. No more changes shall be allowed after this period.
- 4.** The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project. In case the scholarship holder intends to leave the host University during the mobility flow and during the academic year, even if for a limited time he/she must ask for permission to the host

Institution and to the Coordinating Institution. Exception when they are academic vacations (Christmas and New Year, Eastern, Carnival and summer).

5. Authorized absences/leaves procedure:

- obtain the agreement in writing (email) from the Professor responsible for the mobility at the Faculty/Department;
- present a clear justification for the absence/leave;
- send all information to the host and to the coordinating institutions for previous approval.

Note: please be aware that if you leave the host institution for any reason whatsoever the scholarship will be suspended.

6. It is mandatory the participation in all classes that the scholarship holders will be enrolled in. Any absence must be duly justified to the professor responsible for the classes and C/c to the Erasmus Mundus team through a suitable document (e.g. Medical statement).
7. It is mandatory the participation in all mandatory meetings organized by the host institution. Any absence must be duly justified to the professor responsible for the classes and C/c to the Erasmus Mundus team through a suitable document (e.g. Medical statement).
8. Scholarship holders are compelled to report (by e-mail – dream@reit.up.pt) to the host university and also to the coordinating institutions any difficulties experienced during the mobility flow, such as: Language barriers; Integration with class mates; Communicating with Professors; Difficulty in getting study materials; Health insurance; Accommodation; etc.
9. Students must complete successfully their mobility period at the host institution according to the following:

Degree issued by the host university:

Full Master: Academic success implies approval in the course units of the first year of the master and also the success in all activities of the second year of the master, dissertation/thesis/internship.

Degree issued by the home university: In case the course comprises ECTS credits (the recommended number of credits is 30/60 ECTS semester/year, the minimum will be 25/50 ECTS). The minimum credits achieved in order to determine the success of the mobility period is 75% of the total of ECTS foreseen in the signed work programme.

In the exceptional case of academic failure, the U.Porto reserves the right to apply the necessary measures to allow a successful completion of the mobility flow or, if decided together with the host institution, send the scholarship holder back to the home country.

10. The scholarship holder has the obligation to provide, within 30 calendar days after the end of the mobility period, the evaluation form that will be made available online by the Coordinating Institution.

3. Monitoring of mobility and project's quality

Several tools will be used to ensure the mechanisms of internal quality control:

1. Mandatory regular meetings at the host institution;
2. Mandatory mobility questionnaires for students, researchers and academic and administrative staff;
3. A mandatory final report prepared by the home and host institutions, based on the assessment of the programme's academic quality done by students, researchers and academic and administrative staff;
4. A report prepared by the Steering Committee of the partnership, based on the mobility reports and student's academic transcripts given by the academic authorities of each institution.
5. An external evaluation on the mechanisms and procedures adopted by the partnership.

The **Steering Committee**, together with the **Quality Assessment and Development Committee (QADC)** involving representatives of all partners and associates are responsible for the permanent control of the programme, including the internal quality control.

The project's coordinating institutions together with the QADC are responsible for:

1. Preparing the questionnaires for students, and academic and administrative staff;
2. Analyzing the reports of the representatives of each institution regarding the evaluation done by students, and academic and administrative staff in matters of academic quality of their mobility and processing the questionnaires;
3. Reporting the student's academic success and the academic and administrative staff's mobility quality by the respective authorities of each institution;
4. Preparing a final report of the results of the programme's general evaluation and the conclusions;
5. Assuring that all mobility students, and academic and administrative staff answer the questionnaires;

As an additional tool to ensure the project's quality and in case it is verified that there are serious differences regarding the approved working plan and the real tasks developed by the scholarship holder, the Steering Committee will take extraordinary measures and eventually decide to suspend the payment of the scholarship.

Information and support

All the information related with the project's implementation can be consulted on the [official website](http://dream.up.pt): <http://dream.up.pt>.

The Project has created two Coordination Offices, responsible for the implementation of the tasks seeking the preparation and development of the scholarships' programme, in close cooperation with the EACEA and the European Commission. The co-coordinating institution will support the coordinating institution in the implementation of the project.

Address and contact of the Coordinating Office :	Address and contact of the Co-coordinating Office :
University of Porto International Relations Office Praça Gomes Teixeira 4099-002 Porto, Portugal Phone number: +351 22 040 8277 ; +351 22 040 8281 Fax: +351 22 040 8183 Skype ID: emundus Facebook: https://www.facebook.com/emundusdream	The University of the West Indies Office of Institutional Advancement and Internationalisation 2nd Floor Student Administration Bldg University of the West Indies St. Augustine, Trinidad, W.I. Phone: +1 (868) 224 3708 Contact Person: Sharan Singh E-mail: Sharan.Singh@sta.uwi.edu
Management team: Bárbara Costa (bcosta@reit.up.pt) Rita Santos (dream@reit.up.pt)	

All partner institutions have nominated a contact person responsible for assisting and counselling potential applicants of their institutions. The official contacts of each institution can be accessed on the site, in the [Contacts](#) section.

The [Official Invitation for the Call of Applications for scholarships](#) published online will announce the beginning and the ending date for receiving applications and will provide additional and specific rules, priority procedures and deadlines.

It is strongly recommended to regularly consult the [e-mail address](#) indicated in the application form, as this will be the [only means of communication between the applicant and the coordination](#).

The DREAM Partnership is looking forward to receive your application.

GOOD LUCK!