



Applicant's guide for extra call 2016

Erasmus Mundus programme
Europe - North Africa

www.battuta.eu



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The Erasmus Mundus Programme “BATTUTA”

A cooperation and mobility programme in the area of Higher Education of the European Union, the Erasmus Mundus Programme aims to promote European higher education, to help improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with third countries.

Action 2 of this program, to which the BATTUTA project is included, has specific objectives for contributing to the mutual enrichment of societies; to promote mobility for students, researchers as well as universities outside the EU, to contribute to the development of human resources and the international cooperation capacity of higher education institutions.

The University of Rouen coordinates a consortium of 19 higher education institutions in North Africa and Europe, in which students and academic and administrative staff will carry out their mobility of study or research.

The programme BATTUTA is open to all types of mobility: Bachelor, Master, PhD, Post-Doctorate and Staff. The project has many features: firstly, an overall minimum of 285 scholarships will be awarded during the three years of the project. This is much more than for other programs of its kind. In particular, the programme allows mobility to be recognized in your Home University with which you stay in contact during your stay abroad.

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Contents

Who can apply?.....4

Target Groups.....5

Scholarships.....6

Application process.....7

Supporting documents.....8

Submitting and deadline.....10

Evaluation.....11

A good application.....12

After the selection.....13

Contact.....14



Who can apply?

1. Overall criteria

The call is open for Bachelor mobility, Post-Doctorate mobility and Staff mobility (more information on page 6).

Candidates who have applied for the first call in 2016 can submit their documents again. If they are selected for the first call, their application for the second call will be invalidated.

2. Criteria for nationality and residence

- **Mobility from North Africa to Europe**

Eligible for the program for mobility to Europe are the **Algerian, Egyptian, Libyan, Moroccan and Tunisian nationals**. At the time of application, applicants must be enrolled in a university in Algeria, Egypt, Libya, Morocco and Tunisia. They cannot have the status of resident in a European country (except Target 3 mobility- read more on page 5) or have carried out their principal activity (studies, work etc.) in a European country for more than 12 months during the last 5 years.

- **Mobility from Europe to North Africa**

Eligible for the program are nationals from the following countries: **Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom**. The students must be enrolled or graduated from a European institution of higher education.

3. Situation regarding the Erasmus Mundus program

The applicants cannot have previously benefited from an Erasmus Mundus scholarship for the same level of mobility, excepting staff (example: you cannot receive an Erasmus Mundus scholarship twice for making two doctorate mobilities). In the case of detected fraud after the selection, the student must completely reimburse the payments received as well as other benefits (transportation and health and living insurance).

4. Linguistic criteria

The partner institutions offer a large variety of languages of instruction: **Arabic, English, French, German, Italian, Latvian, Portuguese, Romanian and Spanish**. Certain institutions offer degrees in different languages and intensive courses permitting you to quickly reach the appropriate level. In any case and whatever your situation, providing a certificate of knowledge of the host institution's language of instruction will be favourable to your application. **It is recommended to write the application in the language of the chosen host institution.**

In general, translation of your documents is highly recommended when the documents are not in English or French!

Target groups

1. Students and staff of partner institutions (Target 1)

Many scholarships are reserved for students and staff of the North African and European Universities of the Battuta project. Applicants must either be registered or be full-time staff of one of the 19 member institutions.

North African Partners

Université Abdelhamid Ibn Badis, Mostaganem	Algeria
Université Abderrahmane Mira, Béjaïa	Algeria
Université Badji Moktar Annaba	Algeria
Université Constantine 1	Algeria
Université Senghor de la Francophonie	Egypt
Université de Tripoli	Libya
Université Cadi Ayyad, Marrakech	Morocco
Université de Sidi Mohammed Ben Abdellah, Fès	Morocco
Université Hassan 1er, Settat	Morocco
Université Sultan Moulay Slimane, Béni Mellal	Morocco
Université de Sfax	Tunisia

European Partners

Institut National des Sciences Appliquées de Rouen	France
Université de Rouen	France
Université du Havre	France
Università di Napoli L'Orientale	Italy
Riga Technical University	Latvia
Universidade de Porto	Portugal
Universitatea Babeş-Bolyai	Romania
Universidad Autonoma de Madrid	Spain

2. Students and staff of other institutions in eligible countries (Target 2)

About a third of scholarships of the Battuta program will be assigned to students or staff of institutions associated or not with Battuta program. The criteria for eligibility are the same and proof must be given to guarantee the mobility period will be recognized by the home university. There are no undergraduate scholarships for Target 2.

3. Students in vulnerable situations (Target 3)

Specific scholarships are reserved **only for Bachelor applicants** from North Africa to Europe, who can officially attest to be in one of the following situations: a political refugee, asylum seeker, for social or political reasons. For this category of applicants, the rule of residence in North Africa does not apply. All applicants in any of the situations described above must submit official documentation proving their group affiliation by uploading a file in the section 10 of the application form online. If candidates fail to present proof, they will be considered Target 1 or 2 (depending on their home institution).

Scholarships

For the years 2014- 2017, the grants will be given as follows:

Type of mobility	Number of grants from North Africa to Europe	Number of grants from Europe to North Africa	Duration of mobility	Monthly distribution
Bachelor	14 (Target 3)	10 (Target 1)	5 or 10	1000 euros
Post-doctorate	7	12	6 or 10	1800 euros
Staff	26	9	1	2500 euros

1. Bachelor's Degree (5 or 10 months)- The call is open only for Target 3 from North Africa to Europe and for Target 1 from Europe to North Africa!

Interested students must be **in their second year** at the time of application and apply for the academic discipline to which they belong at their home university. Mobility in Europe or North Africa will be recognized on their return by a system of recognition of subjects studied and the results obtained in their host university. The application shall include a certificate from their home university stating that the recognition will be ensured (more information under section 5 - "Required documents").

2. Post-Doctorate (6 or 10 months)

For Post-Doctoral scholarships priority will be given to researchers who have completed their PhD no more than two years before submitting their application. Within their stay in the host university, post-doctorates remain in contact with their home institution laboratory and the work project developed in the host laboratory must be connected to the one in the home laboratory.

3. Staff (1 month)

• Academic Staff

Mobility scholarships for research professors aim to strengthen cooperation between partner institutions. The activities carried out during the stay in the host university may be courses, seminars, research activities the contribution of a particular expertise both in training and research and in governance. Priority will be given to proposals including various types of collaboration and developing cooperation between the two institutions. **A clear work plan** should be provided in the application.

• Administrative Staff

Administrative staff shall establish **a clear work plan** describing the relevance of mobility and multiplier effects induced by the development of the proposal. It may be, for example, the structuring of a service of international relations, the creation of an administrative office, etc. The multiplier effects and sustainability of actions will be the factors taken into account in the evaluation.

Application process

1. Choose the programmes for which you want to apply. The list of all mobility offers are at the website www.battuta.eu in the section « courses ».

Direction	North Africa » Europe
Type of mobility	Undergraduate (mobility)


From the mobility programme offer websites you will find information regarding how well you match the expected profile but also for refining your proposal and your motivation. The staff will also find information about the research interests and proposals.

You can apply for three different institutions, sorted according to your wishes. Bear in mind, that it is not possible to choose two different types of mobility.

Also, we recommend you to choose more than one university while applying, because by applying for different universities you will have more chances to be accepted.

2. Create your user account on the website www.battuta.eu.

Remember the password, because it is possible to complete your application over time (before submitting your application!)



Sign in

Easy access to your personal account.
Please authenticate with your username and password.

Username

Password

[Forgot your password?](#)

New applicant? [Apply now!](#)

3. Start to fill the 10 sections that are compulsory for applying. From section 1 to 9, you will complete fields related to your identity, your background, your choice of host institutions, your motivations etc. The 10th section is dedicated to supporting documents.

The language to be used is the language of instruction in the country for which you are applying. If you apply for the courses offered by institutions of different languages, we recommend that you complete your application in English so that all the universities may evaluate your request.

- ✓ 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](#)

Supporting documents

All the required documents must be uploaded by the applicant in section 10. The application can be validated only if the required documents have been made available to the selection committee in this section. Files that do not meet this criterion will be rejected without being evaluated. No appeal will be considered if the application is incomplete.

For each sub-section, you can upload only one document. To bind different materials to be put in the same sub-section, you can use the software PDFBinder. You will find below details of some of the documents required:

a. Photo

Upload your recent photo to identify yourself. It is mandatory for all applicants.

b. Identity

At the application stage, only one copy of an official form of identification must be uploaded. In the absence of the existence of such a document, you can provide in this section a copy of your passport. Without either of these documents, your application will be rejected.

c. Certificate of degree

Certificate proving the degree(s) obtained– 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 excluded. **Translation is highly recommended when the documents are not in English or French.** Mandatory for Post-Doctorate, Academic Staff and Administrative Staff.

d. Transcripts of records

Must be issued by the home university, stating in detail all courses taken and grades obtained in the courses. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be rejected. Please note that you must upload the transcript of records regarding ALL the years of your courses. Mandatory for Undergraduate mobility.

e. Certificate of academic recognition

This document must first be downloaded from the website, completed by your home institution and added to your application by uploading it under Section 10. This document is not mandatory for Staff. It is a formal document allowing your university to confirm the validation of your application and must be signed by **a person entitled to ensure recognition.**

f. Statement of support from the Home University

This document must be dated, signed and stamped by the institution (dean, Post-Phd supervisor or another authorized person in your home university), otherwise it will not be considered valid and the application will be excluded. This document is only mandatory for Target 1 applicants. Target 2 and Target 3 applicants are advised to include this statement of support but it is not mandatory.

g. Certificate of enrolment in degree course

Proof of being registered at home university during 2015 -2016. Mandatory for the students doing their Undergraduate mobility.

h. Main activity

Statement of the Home Institution with a brief description of the applicant's main activity (working). 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 for Academic Staff and Administrative Staff.

i. Certificate of language skills (Optional)

This document must be dated, signed and stamped by the issuing institution. If the host institution you're applying to demands specific language skills, uploading the correspondent language certificate is mandatory. If this document is not uploaded, the application will be excluded. 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 a language certificate but only a statement confirming that he/she masters the language.

j. Declaration of Honour

This document needs to be downloaded from section 10, dated and signed and then uploaded. Mandatory for all applicants.

k. Proof of physical disability

This document that specifically proves your actual status of physical disability. For example: declaration of honour from a doctor; recent medical exam etc. To be considered, the certificate must be issued by an appropriate authority in your country. In case of equivalent application, a priority will be given to students with disability.

l. Proof of situation of vulnerability

You can upload in this section one or more documents proving your particular situation with regard to situations of vulnerability (adverse socio-economic situations, refugee status, asylum status, internally displaced persons, situations of exclusion of a higher education institution for political reasons, gender, sexual orientation etc.). The documents you upload here must be copies of documents officially recognizing your status.

m. Other documents

One section allows you to upload other relevant documents (Example: training certificates, letter of recommendation from your home university, CV, research plan for post-doc and academic staff, prepared work plan in the host institution etc).

Submitting the application and deadline

Once all fields have been completed on your account at www.battuta.eu and all supporting documents uploaded, you can then submit your application (the system prevents you from submitting if mandatory elements of your file are not complete).

You can submit your application after all the sections are properly filled in!

Caption

- ✘ This section of the form is not properly filled in.
- ✔ This section of the form is properly filled in.

Do not forget to SUBMIT your application!

Submit application

After submitting

After submitting your application you will receive an automatic message confirming that your application was validated, accompanied by a registration number.

Once your application is submitted, you can no longer modify it or upload other documents. If you must make changes then it will be necessary to request another user code and start your application from the beginning. In the case of multiple applications for the same person, **only the last application will be taken into account.**

Candidates who have applied for the first call in 2016 can submit their documents again. If they are selected for the first call, their application for the second call will be invalidated.

Application form

The application has been submitted.

Date	2014-11-26
Time	11:27:23 (CET)
Code	EB14UM0044
State	Submitted

Deadline

The deadline is the **15th of March, 2016; 23:59 CET** (Central European Time - GMT +1). The website will be automatically closed and you will no longer be able to submit your application. You may submit your application earlier if you wish but this will not be a special advantage regarding selection.

We advise you, however, not to wait until the last minute to do it. In case of traffic on the site, you may experience difficulties. The programme assumes no responsibility in this situation and no appeal on these grounds will be possible.

Evaluation and selection criteria

1. Evaluation process

After the closing date, eligibility criteria will be verified for each application. If your application is complete and meets all the administrative requirements of the programme, it will be sent to the head of the program for which you are applying. Your file will be recorded and evaluated, then ranked in order of merit. The final selection committee, composed of members of partner institutions, will finalize the list of students who will be awarded a scholarship, and a reserve list will be used if students from the main list withdraw.

2. Selection criteria

The following selection criteria will be taken into consideration:

- **Academic excellence** of the applicant: student’s record for Undergraduate and Master students, working/ research plan for Doctorate and Post-doctorate students and staff
- Quality of the application and **motivation of the applicant**: motivation letter, CV
- **Relevance of the mobility**: adequacy of study plan (learning agreement), recommendation letter from the home institution and acceptance letter from the host institution or initial contact with supervisor/ colleague at the host institution
- **Language requirements**: sufficient knowledge of academic communication or of the language of teaching; sufficient knowledge of international languages in use in the host country

Files are evaluated in a transparent manner through the establishment of criteria mentioned above. Alternative criteria (such as respect for the male/ female parity or access to higher education for vulnerable groups) will also be taken into account to respect the distribution of scholarships awarded by the European Union.

	Bachelor	Post- doctorate and Staff
Academic file (results and/or experience)	65%	40%
Motivation and/or proposal	15%	45%
Linguistic skills	20%	15%

3. Procedure for appeals

Applicants who do not agree with the results may have access to grounds for refusal of their application. Further details on the appeal will accompany the result sent to the student.

How to make a good application?

To make a good application, we strongly recommend reading and analysing carefully the information contained in the applicants guide.

It is crucial to follow all the guidelines and keeping in mind the selection criteria described on page 11. As you can see from there, academic file, motivation and linguistic skills are evaluated.

1. Academic file and supporting documents

- A good applicant has good academic results and they are presented with the relevant supporting documents (Transcripts of records etc.).
- Be precise, accurate and academic while filling in the application.
- Upload only readable scanned documents. All files must look official.
- The quality of the presentation is important. An academic file must respect all the required procedures while filling and uploading the documents (documents must be scanned, stamped etc. as described on pages 8-9).
- The target group must be chosen wisely. Please read the requirements and eligibility criteria on page 5.

2. Motivation

- The motivation letter is addressed to the person in charge of the programme you are applying.
- If choosing to apply to many institutions, specific motivation for each institution is recommended.
- In the motivation letter relevant motivation linked to the programme is required.
- Description of the motivation and added value to all the parties (applicant, host and home university) is important.

3. Linguistic criteria

- It is highly advised to upload certificates proving to have required language skills.
- Choose the right language for filling the application form. See the requirements on page 4.
- Show good academic writing skills while filling the application.

4. Other tips

- For Undergraduate and Master mobility students it is relevant to make really clear that after the mobility programme recognition for learning abroad will be given at the home institution.
- For Doctoral student a letter of invitation from the desired host institution is recommended. Students jointly supervised from the home and host institution are preferred.
- For academic and administrative staff a clear work plan is required.



After the selection

The results will be sent by e-mail to all the applicants in **May 2016**. Those, who are selected for the scholarship, will get an e-mail accompanied by the first steps to take immediately following reception of this document.

Here are some practical preliminaries for informational purposes:

1. Implementation of the mobility

The University of Rouen will be responsible for purchasing your flight between the city of your home institution and your host institution. **Warning! You will not be able to purchase your own ticket and be reimbursed.** Likewise, any changes made by the applicant will not be funded or reimbursed by the University of Rouen.

2. Visa

The University of Rouen will send each consulate the list of applicants selected for a scholarship. As soon as the selection letter is received, it is your responsibility to contact the Consulate at which you will apply for your visa. In case of problems, it is imperative to notify the coordinating university.

3. Insurance

The University of Rouen will purchase all scholarship holders an insurance covering transportation, civil liability and health expenditures for the duration of stay. Such insurance shall be valid from the day of the applicant's departure until the end of the mobility.

4. Scholarships

You will sign a contract of scholarship that will define your rights and obligations during the period of mobility. The first payment will be made after verification of your presence in the host university (when applicable, after opening a bank account).

Warning! The scholarship can be suspended for the following reasons:

- Withdrawal of applicant from the programme
- The applicant does not comply with the internal regulations of the host institution
- The applicant leaves the host institution for more than a week
- The applicant does not take courses/ is absent from lab or office without providing reasonable grounds (example: in the case of illness, a medical certificate will be required).
- The applicant who was not sincere in his/her application and is not eligible for the programme



Information and support

All the information relating to the Battuta programme can be consulted

- On the website www.battuta.eu

- With the European project manager:

Sylvain Lamourette
Université de Rouen, France
sylvain.lamourette@univ-rouen.fr

The BATTUTA program thanks you for your interest and wishes you luck in your proposal.



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