



IMPAKT APPLICANT'S GUIDE

EUROPEAN STAFF

Thank you for your interest in the IMPAKT programme. In this guide, we wish to provide you all the clarification necessary for a strong application that may increase your chances of being selected and achieving financial mobility as part of your studies.

We recommend that you read this guide carefully and follow the advice given before submitting your application: this will allow you to verify the eligibility criteria and review precise information on the expectations of quality as you present your candidacy for this program of excellence.

If you have a question that is not addressed in this guide or on the website, then you will receive the requested information through the appropriate contact person. (You can find in the «contact» section the contact person for your institution.) In your own interest, it is strongly recommended that you carefully read the website and the applicant's guidebook before speaking to the contact person.

We hope that this guide is useful to you and brings you to your final choice.
Good luck and see you soon!

The Erasmus Mundus Programme and the IMPAKT Project

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 IMPAKT 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.

IMPAKT stands for International Mobility Programme for Academic and Knowledge Transfer. The University of Rouen coordinates a consortium of 20 institutions of higher education in Asia and Europe, spread throughout the seventeen countries involved in this project, having the National Economics University (Vietnam) as joint-coordinator of the project. The European countries are: Belgium, France, Germany, Italy, Poland, Portugal and Spain and the Third countries in Asia are: China, Indonesia, Philippines, Sri Lanka, Cambodia, Lao PDR, Mongolia, Myanmar, Vietnam. The programme will enable the exchange of 215 individuals, students and staff, between the two regions. IMPAKT will mainly focus in the fields of Economics, Education, Environmental Sciences, Law, Management and Planning.

IMPAKT consolidates existing cooperation ties between the universities of the consortium and will reinforce recently acquired links. It will contribute to building the management capacity of Higher Education Institutions in Third Countries and, most importantly, the improvement of their learning and teaching capacities. Through the mobility of staff and students, IMPAKT is promoting mutual enrichment of societies.

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1. Eligibility

Eligible for the program are nationals from the following countries: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Spain, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, United Kingdom, Slovakia, Slovenia, Sweden.

a) Target groups

Academic Staff from partner institutions (Target 1)

Applicants must be full-time staff of one of the European partner institutions. Formal proof must be provided in the application file (see required documents section).

Academic Staff from partner institutions and other institutions in eligible countries (Target 2)

Applicants must be full-time staff of one of the European partner institutions. Formal proof must be provided in the application file (see required documents section).

b) Linguistic criteria

Providing a certificate of knowledge of the host institution's language will be favorable to your application.

2. Mobility Offer

Duration– 1 Month

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.

3. Programmes offered

In the section « courses », you will find on the website dedicated host offers submitted by the member universities of the consortium.

4. Online Application

Confidentiality of information submitted online is ensured. The database is accessible only by authorized persons in partner institutions and with an access code.

a) Complete the application

The first step of your application begins with the creation of a user account on the website www.impakt-asia.eu. The application is composed of 10 sections. From section 1 to 9, you will complete fields relating to your identity, your background, your choice of host institutions, your motivations, etc... The 10th section is dedicated to supporting documents. The data that you have filled in on the website will be retained and you will be able to complete your application over time.

You can apply for three different institutions, sorted according to your wishes. The language to be used can be the language of the country for which you are applying. If you apply institutions of different languages, we recommend that you complete your application in English.

b) Submit the application

Once all fields have been completed 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 will then 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, 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.

c) Deadline

The set deadline is 31st of December 2014 until 23:59 CET, that is to say 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 program assumes no responsibility in this situation and no appeal on these grounds will be possible.

5. Required 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 these criteria 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) 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.

b) 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.

c) Proof 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 in Section 10. 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.

d) 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 excluded. This document is only mandatory for Target 1 applicants. Target 2 applicants are advised to include this statement of support but it is not mandatory.

e) Main activity

A statement of the Home 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.

f) 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 the language certificate but a statement confirming that he/she masters the language for this reason.

g) Declaration of Honor

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

h) Other documents

One section allows you to upload other relevant documents (Example: training certificate, letter of recommendation from your home university, CV, research plan ...)

6. Evaluation

a) Evaluation process

After the closing date of applications, each file will be validated by the University of Rouen and eligibility criteria will be verified. If your application is complete and meets all the administrative requirements of the program, 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 master list of staff who will be awarded a scholarship, and a reserve list will be used if an applicant from the master list withdraws.

b) Criteria for evaluation

Files are evaluated in a transparent manner through the establishment of specific criteria to which all applicants will be subjected. Alternative criteria (such as respect for the male / female parity) will also be taken into account.

c) 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 the applicant

7. After the selection

You will receive by mid-February your letter of selection accompanied by the first steps to take immediately after the reception of this document. Here are some practical preliminaries for informational purposes.

a) 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. 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.

b) 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.

c) 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.

d) 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.

The scholarship can be suspended for the following reasons:

- Withdrawal of applicant from the program
- 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 is absent from the work without providing reasonable grounds (example: in the case of illness, a medical certificate will be required).
- The applicant who was not sincere in the application and is not eligible for the program

All information relating to the IMPAKT programme can be consulted on the website: www.impakt-asia.eu . If you have any questions regarding the application that are not answered in this guide, you can send a message to: erasmus.mundus@univ-rouen.fr

The IMPAKT programme thanks you for your interest and wishes you good luck in your proposal.