



# **GUIDELINES FOR APPLICANTS 2015/2016**

**Erasmus Mundus Program  
Europe – Asia**



Project funded with the support of the European Commission



# The 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.

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.

The specific objectives of EMA2 – Strand 1 are:

- To contribute to the mutual enrichment of societies by developing the qualifications of men and women 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.



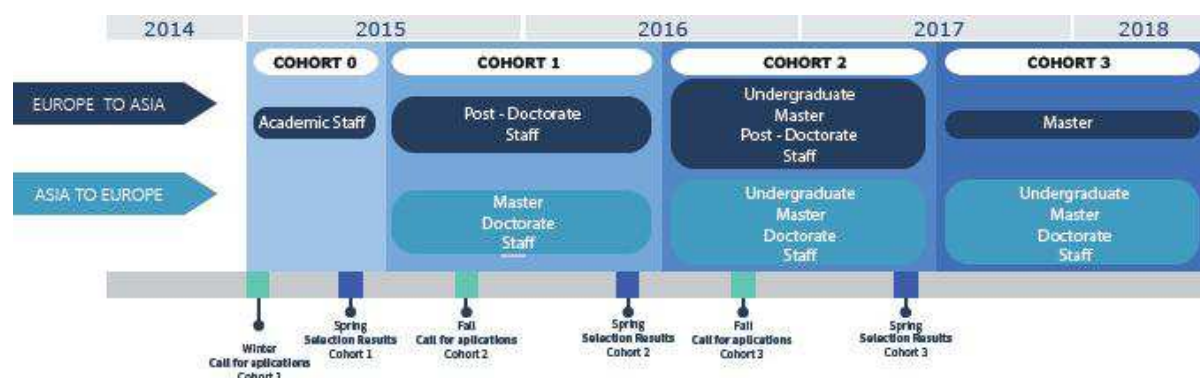
# The IMPAKT Project

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 co-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 students and staff between the two regions. IMPAKT will mainly focus on the fields of Economics, Education, Environmental Sciences, Law, Management and Planning.

Belonging to Lot 5 (Asia), IMPAKT has been selected by the European Commission for 2014-2018. Consisting of 20 institutions of higher education, 8 European, 12 in Asia, and 11 associated partners, the program will enable the exchange of 215 individuals, students and staff between the two regions. The mobility will be divided into four cohorts: second semester 2014-2015 and years 2015-2016, 2016-2017 and 2017-2018. There will be four calls for applications (fall 2014 for “cohort 0”, winter 2014-2015 for cohort 1, fall 2015 for cohort 2, fall 2016 for cohort 3).

## Planned mobilities for the project (2014-2017)

Type of Mobility	Duration of mobility	Number of mobilities Asia to Europe	Number of mobilities Europe to Asia
<b>Bachelor</b>	6/10	36	8
<b>Master</b>	6/10	42	13
<b>Doctorate</b>	10	44	0
<b>Post doctorate</b>	6	0	11
<b>Staff</b>	1	33	28





# Who can apply?

## General eligibility criteria for nationality and residence

To be eligible for IMPAKT scholarship, applicants must meet a set of minimum requirements.

**Mobility from Asia to Europe:** Eligible for the program are nationals from the following countries: Cambodia, China, North Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Philippines, Sri Lanka, Thailand and Vietnam. Applicants must not have resided in Europe for more than 12 months in the last 5 years. Applicants must not have been awarded another Erasmus Mundus scholarship for the same level of mobility. The applicant is required to have a working knowledge of the language used in the host institution. Providing a certificate will be favorable to the application.

**Mobility from Europe to Asia:** 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.

## 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) and need to respect the specific criteria and applicable additions for each type of mobility (Bachelor, Master, Doctorate, Post-doctorate, Staff). 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).

## Linguistic criteria and Disciplines

The language used to fill in the application form should be consistent with the institution(s) and programme(s) selected. If you are applying to institutions of different countries (where several languages are used), we strongly recommend the use of the English language to fill in the form and all attached documents, so that all host institutions may review the submitted proposal.

IMPAKT program has multiple training opportunities in all disciplines. Social and Human Sciences, Legal and Economic Sciences and Life Sciences and Engineering are particularly targeted.



## Target groups

All applicants belong to one of three target groups established by the European Commission for the Erasmus Mundus - Action 2 program can apply for the program.

### Students and Staff of partner institution (Target I)

Many scholarships are reserved for students and staff of Asia and European Universities of the Impakt project. Applicants must either be registered or be full-time staff or students of one of the 20 member institutions.

Registered applicants or applicants of a formal link with partner institutions at the time of application must have the formal support of the institution (official letter of support) when submitting their proposal.

#### East Asia Partners

<b>NUMPP</b> - National University of Management	Cambodia
<b>NBU</b> - Ningbo University	China
<b>ITS</b> - Sepuluh Nopember Institute of Technology	Indonesia
<b>SKU</b> - Savannakhet University	Laos
<b>IFE</b> - Institute of Finance and Economics of Mongolia	Mongolia
<b>NUMUB</b> - National University of Mongolia	Mongolia
<b>YUFL</b> - Yangon University of Foreign Languages	Myanmar
<b>UPD</b> - University of the Philippines Diliman	Philippines
<b>UPLB</b> - University of the Philippines Los Baños	Philippines
<b>KLN</b> - University of Kelaniya	Sri Lanka
<b>NEU</b> - National Economics University	Vietnam
<b>VASS</b> - Vietnam Academy of Social Sciences	Vietnam

#### European Partners

<b>UGent</b> - Ghent University	Belgium
<b>UR</b> - University of Rouen	France
<b>LUH</b> - Leibniz Universität Hannover	Germany
<b>UNIROMA</b> - Sapienza University of Rome	Italy
<b>USZ</b> - University of Szczecin	Poland
<b>UP</b> - University of Porto	Portugal
<b>URV</b> - Rovira i Virgili University	Spain
<b>ULPGC</b> - University of Las Palmas de Gran Canaria	Spain



## **Students and staff of other institutions in eligible countries (Target II)**

Nationals of the eligible countries that had obtained an academic degree or equivalent from an institution of the eligible countries or that are currently enrolled in non-partner institutions in the eligible countries (associate institutions or others).

The formal support and proof of the home institution (official letter of support) is required in the application process.

## **Students in vulnerable situations (Target III)**

The IMPAKT program will award scholarships (undergraduate/Bachelor level only) to applicants who are nationals of one of the following countries (Cambodia, China, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, North Korea, Philippines, Sri Lanka, Thailand, Vietnam) in a particularly vulnerable situation for social and political reasons. For example:

- Having a political refugee status or asylum beneficiaries (international or according to the national legislation of one of the European host countries).
- Having been object of unjustified expulsion from university for reasons of race, ethnicity, religion, politics, gender or sexual orientation.
- Belonging to an indigenous population targeted by a specific national policy or the IDP group (internally displaced person).

If you are in one of the above situations, your application must include formal proof by uploading all relevant documents of evidence.



## Types and duration of scholarships

Each individual selected by the project will receive a scholarship from the European Union (amounts below), but also a round-trip ticket to / from their country of origin and the host country, insurance covering health and travel, and visa fees in certain cases. Fees for enrollment in the host university are fully supported by the program.

- Scholarship amounts:

Type of mobility	Monthly distribution	Duration
Bachelor	1000 euros	6/10
Master	1000 euros	6/10
Doctorate	1500 euros	10
Post doctorate	1800 euros	6
Staff	2500 euros	1

### Bachelor's Degree (6 or 10 months) from Asia to Europe or Europe to Asia

Applicants for Bachelor (mobility) must be at least in the 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 Asia will be recognized on their return by a system of recognition of subjects studied and the results obtained in their host institution.

The application shall include a certificate from their home university stating that the recognition will be ensured (more information under section 5 – “Required documents”). The validation of the second year must be demonstrated before departure.

### Master's Degree (6 or 10 months) from Asia to Europe or Europe to Asia

- **Master (mobility) (6 or 10 months):** Applicants must be registered in the first year of a Master's program of two years or provide a proof that they will be registered in a Master programme in the following academic year (if the student is in the last year of a Bachelor's degree). Mobility in Asia or in Europe 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 the home university stating that the recognition will be ensured.
- **Master (full) (10 months):** Certain countries have their Masters in a single year, totaling 60 ECTS or equivalent. Students applying for this type of degree must provide evidence of reaching the required level that is to say, have validated four years of study in their



home institution. The applicant should possess a Bachelor's degree or equivalent to be eligible and prove that a 4th year has been or will be validated.

### Doctorate (10 months) from Asia to Europe

Doctorate scholarships are only for students already enrolled in PhD programmes, in one of the partner institutions and wish to integrate a laboratory of one of the partner universities to enhance their research, training of specific techniques etc. The joint supervision ("cotutelle") will be encouraged but is not a condition of eligibility. **A letter of invitation from the desired host institution is compulsory among the documents required.** This letter can only be issued by the host laboratory co-supervisor at host institution.

### Post-doctorate (6 months) from Europe to Asia

The Post-Doctoral scholarships will be reserved for young 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. Formal proof of home institution must be provided in the application file.

### Staff (1 month) from Asia to Europe or Europe to Asia

Applicants must be tenured staff or working full time in a partner institution or an institution of the eligible countries.

- **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. Formal proof of the home institution must be provided in the application file.
- **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. Formal proof of the home institution must be provided in the application file.





# Application Process

## Preparing the application

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

- Read attentively the Guidelines for Applicant and the Application Form;
- Analyse carefully the Academic Offer (Courses) of each of the partner institutions;
- Verify the eligibility criteria previously indicated and clearly mentioned in the guideline;
- 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.
- Ensure that you master the language instructed in the host institution or that the host institution provides adequate linguistic support to allow a successful completion of the intended programme.
- 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.
- Consider the identified areas of excellence available in each partner institution.
- 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 and the need to adapt to different cultural realities and also to different climatic conditions in case of selection.

## Online Application


1. Choose the programmes for which you want to apply. The list of all mobility offers are at the website <http://www.impact-asia.eu/> in the section « courses ».

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.

2. Create your user account on the website <http://www.impact-asia.eu/>.

Remember the password, because it is possible to complete your application over time!



### 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 compulsory sections for application. 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

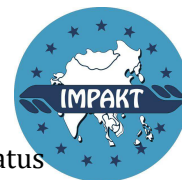
All the required documents must be uploaded by the applicant in section 10. The application can be validated only if the required documents have been made available to the selection committee in this section. Files that do not meet this criterion will be rejected without being evaluated. No appeal will 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 most recent photo to identify yourself. Mandatory for all applicants.
- b. **Video** (Optional)
- c. **Identity:** Formal Identity Document must be issued by a national authority otherwise it will be considered invalid 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. Mandatory for all applicants.
- d. **Passport** (Optional) but will be mandatory after selection.
- e. **Certificate of degree:** 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. Translation is highly recommended when the documents are not in English and French. Mandatory for Master (mobility), Master (full), Doctorate (mobility), Doctorate (full), Post-Doctorate, Academic Staff, Administrative Staff.



- f. Transcript of records:** 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. Mandatory for Undergraduate (mobility), Undergraduate (full), Master (mobility), Master (full).
- g. Certificate of academic recognition:** This document is Certificate of recognition of studies or approval of the stay by the Home Institution and must be downloaded from the website, completed by your home institution and added to your application by uploading it under 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. Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility).
- h. Support from home:** Statement of support from the Home University 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.
- i. Enrollment in degree course:** Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the degree course. Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility).
- j. Main activity:** Statement of the Home Institution (partner) with a brief description of the applicant's main activity 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.
- k. Language skills:** Certificate of language skills 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), uploading 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.
- l. Declaration of Honor:** This document must be downloaded from section 10, dated and signed and then uploaded. Mandatory for all applicants.

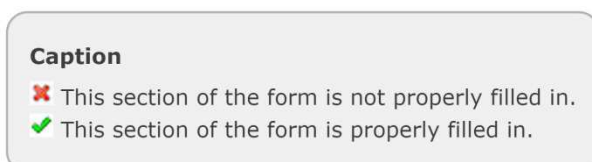


- m. Proof of Physical disability:** This document that specifically proves your actual status of physical disability is optional. For example: declaration of honor from a doctor'; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.
- n. Proof of social/political vulnerable situation:** 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.) This document is optional and must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.
- o. Other documents:** This section allows you to upload other relevant documents (Example: training certificate, letter of recommendation from your home university, CV, research plan for PhD, post-doc, academic staff).

### Submitting the application and deadline

Once all fields have been completed on your account at [www.impact-asia.eu](http://www.impact-asia.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!**



**Do not forget to SUBMIT your application!**

**Submit application**

**Deadline for submission:** The deadline is 1 January 10<sup>th</sup>, 2016 (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.



## 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.**

Application form	
The application has been submitted.	
Date	2014-11-26
Time	11:27:23 (CET)
Code	EB14UM0044
State	Submitted

## Notes

- The applicants should have a valid email address and an internet connection.
- 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 an available Word version of the application form for download and easier completion. Afterwards each applicant must copy/paste the information into the online application form.
- The applicants should carefully prepare and revise the application before pressing the "Submit" button.



# Evaluation and selection criteria

## 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.

## 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 & Master	Doctorate	Post-Doc & Staff
<b>Academic file (results and/or experience)</b>	65%	50%	40%
<b>Motivation and/or proposal</b>	15%	35%	45%
<b>Linguistic skills</b>	20%	15%	15%

## 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. As you can see from there, academic file, motivation and linguistic skills are evaluated.

## 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 before).
- The target group must be chosen wisely. Please re-read the requirements and eligibility criteria.

## 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.

## Linguistic criteria

It is highly advised to upload certificates proving to have required language skills.

Choose the right language for filling the application form.

Show good academic writing skills while filling the application.

## 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 compulsory. Students jointly supervised from the home and host institution are preferred.

For academic staff a clear work plan is required.



## After the selection

All applicants will be informed by e-mail of the application's result by early May.

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:

### 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.

### 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.

### 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.

### 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 Impakt programme can be consulted

- On the website: <http://www.impakt-asia.eu/>
- With the project coordinators:

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