

IMPAKT APPLICANT'S GUIDE



Asia to Europe

Academic and Administrative 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

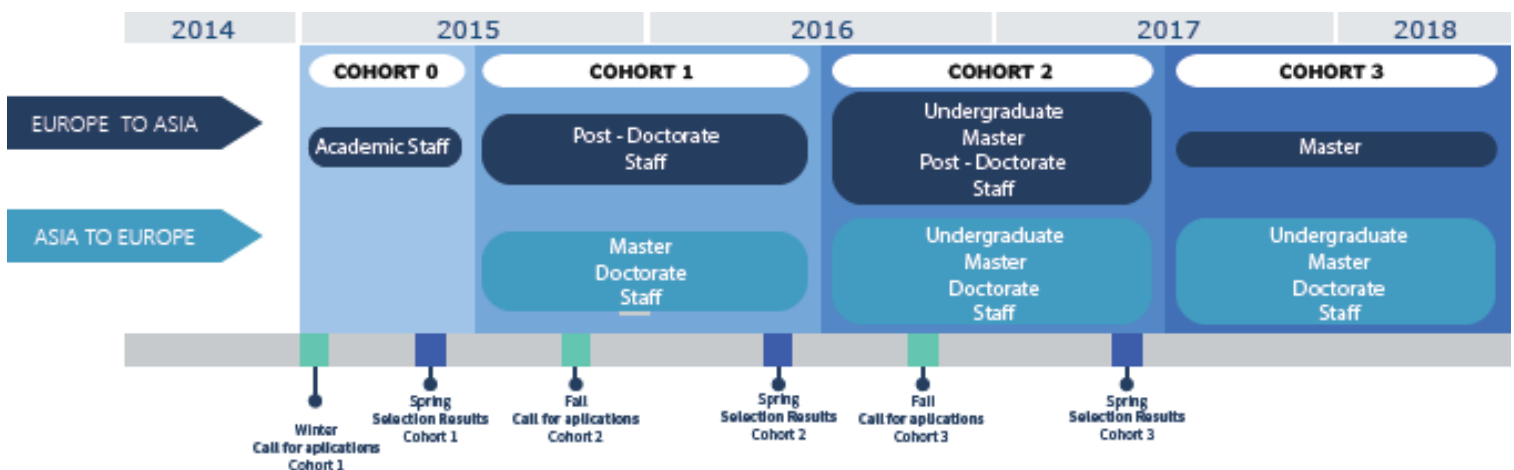
The Erasmus Mundus Programme aims to promote European higher education, to help improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with third countries.

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 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 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.

Timeline and Mobility flows



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ELIGIBILITY

- 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.
- 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.

Target groups

i. Academic Staff from partner institutions (Target 1)

Applicants must be full-time staff in one of the asian partner institutions. Formal proof must be provided in the application file.

ii. Academic Staff from non partner other institutions in eligible countries (Target 2)

Applicants must be full-time staff in a non partner institution from eligible countries (Cambodia, China, North Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Philippines, Sri Lanka, Thailand and Vietnam). Formal proof must be provided in the application file.

MOBILITY OFFER

In the section « courses », you will find on the website dedicated host offers submitted by the member universities of the consortium. There, you will find information regarding how well you match the expected profile, which may help you refining your proposal and your motivation.

The mobility can only be conducted in one of the 8 following institutions:

Ghent University, **Belgium**
Université de Rouen, **France**
Leibniz Universität Hannover, **Germany**
Sapienza University of Roma, **Italy**
University of Szczecin, **Poland**
University of Porto, **Portugal**
University of Las Palmas de Gran Canaria, **Spain**
Universitat Rovira i Virgili, **Spain**

Duration

The mobility at the host institution will 1 month. The mobility must have reached its end by the 30th of June 2016.

Scholarship

Each scholarship holder will receive **2500 euros for one month of mobility**. Roundtrip flight, health and liability insurance and visa fees are also covered by the programme.

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.

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 motivation, etc... The 10th section is dedicated to supporting documents. The data that you have filled in on the site 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 to institutions of different languages, we recommend that you complete your application in English.

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 PDF Binder.

You will find below details of some of the documents required:

Required Documents

1) Identity

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

2) 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 in the language of the host institution.

3) 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 TG1 applicants. TG2 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.

6) 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.

7) Declaration of Honor

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

8) Other documents

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

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.

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.**

Deadline

The set deadline is 22nd of March, 2015.at 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.

EVALUATION AND SELECTION

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 applicants from the main list withdraw.

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 gender and geographical balance will also be taken into account.

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.

AFTER SELECTION

You will receive by late May your letter of selection 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. 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.

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 does not take courses / is absent from lab 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 program

All the information relating to the IMPAKT programme can be consulted on the website www.impakt-asia.eu and with the project coordinators:

Sylvain Lamourette- European Project Manager - sylvain.lamourette@univ-rouen.fr
Vera Covelo Tavares - vera.covelo-tavares@etu.univ-rouen.fr

If any of your questions are not addressed in this guide, please contact us.
The IMPAKT program thanks you for your interest and wishes you luck in your proposal!