

FAQS (Frequently Asked Questions)

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1. GENERAL INFORMATION ON THE PROJECT

WHAT IS THE ERASMUS MUNDUS PROGRAMME?

Erasmus Mundus is a Higher Education programme funded by the European Commission. It offers students and researchers from all over the world, without age limits, the opportunity to participate in a mobility programme or take a full degree in some of the best universities in Europe and in the world. Participation in such a mobility scheme is supported through scholarships granted to outstanding students and researchers.

For further information on the Erasmus Mundus programme, visit the programme official website: http://eacea.ec.europa.eu/erasmus_mundus/

WHICH IS MY HOME INSTITUTION?

If you are a student or a researcher, the home institution is the university where you are currently enrolled or where you have obtained your degree. If you are an academic/administrative staff member, the home institution is the one where you work (full-time).

WHICH IS MY HOST INSTITUTION?

The host institution is the EuroInkaNet partner university where, if selected, you will develop your main academic activities abroad during the period of your mobility or full degree.

WHAT IS A TARGET GROUP?

The Erasmus Mundus programme is open to different types of students and researchers, described by the European Commission as 'Target Groups'.

Target Group 1 – Applicants must be enrolled, associated or work (full time) in one of the partner institutions of the EuroInkaNet project at the time of application. In particular:

- Undergraduates: Must be enrolled as regular students in an undergraduate programme in one of the partner institutions of the Consortium.
- Masters: Must be enrolled in (for mobility) or have graduated from (for full degree) a partner University of the Consortium.
- PhDs: Must be enrolled as regular students in a PhD programme in one of the partner institutions for mobility OR must have graduated at Undergraduate or Masters level from a partner university.
- Postdoc: Must have a research contract in one of the Consortium partner institutions.

- Staff: Must be currently working with a full time contract in one of the partner institutions, whether in an academic or administrative position.

Target Group 2 – Must be enrolled in a Latin American/European university which is not a full partner of EuroInkaNet (i.e. enrolled in an associate partner institution or in other institution outside the Consortium) or have a degree awarded by any institution in Latin America or Europe.

- Masters (mobility or full degree): Applicants must be formally enrolled in a Masters programme in a non-partner institution in EU/LA OR have graduated from a non-partner institution in the before mentioned regions.
- PhD (full degree): Applicants must have graduated from a non-partner institution in EU/LA.
- Postdoc: Applicants must have finished a university degree in or have a formal link to a EU/LA institution that is not a partner of the Consortium.
- Staff: Must be currently working with a full time contract in an non-partner University in EU/LA, whether in an academic or administrative position.

Target Group 3 – Must be a national from one of the Latin American countries listed in section **General Information** at www.euroinka.eu and be in a particularly vulnerable situation for social, economic or political reasons. For example:

- Have a refugee status or be beneficiary of asylum (international or according to the national legislation of one of the European host countries);
- Have been object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual orientation reasons;
- Belong to an indigenous population targeted by a specific national policy or be an Internally Displaced Person (IDP);

WHAT DOES “FORCE MAJEURE” STAND FOR?

Force majeure is an unpredicted or exceptional event or situation, beyond our control, that prevents from accomplishing the demands within the EuroInkaNet Project. Malfunctioning of materials or equipment, delays, labour disagreements, strikes or financial difficulties cannot be considered as force majeure.

2. ELIGIBILITY

CAN ERASMUS MUNDUS SCHOLARSHIP HOLDERS RECEIVE OTHER SCHOLARSHIPS FROM OTHER EUROPEAN PROGRAMMES?

No, there cannot be double European financing. Being so, the Erasmus Mundus scholarship holders who are already benefiting from a European Union scholarship, cannot receive any other kind of European financing.

If the scholarship holder is benefiting from an additional support granted by another kind of financing (for example, a scholarship from a national entity of his/her home country and not European), he/she can benefit from both scholarships.

CAN I BENEFIT OF AN ERASMUS MUNDUS SCHOLARSHIP TWICE?

An applicant who has already benefited from an Erasmus Mundus scholarship for a certain mobility type cannot benefit from a new scholarship for the same type of mobility (example: if the applicant was an undergraduate scholarship holder in a prior Erasmus Mundus project, he/she can not apply again to EuroInkaNet undergraduate scholarships).

IS INTRA-EUROPEAN OR INTRA-LATIN AMERICAN MOBILITY ELIGIBLE?

No. Within the Erasmus Mundus Action 2 Programme, the mobility inside the regions is not eligible.

I AM A STUDENT FROM A LA/EU INSTITUTION BUT I DO NOT BELONG TO ANY PARTNER INSTITUTION. CAN I STILL APPLY?

Yes. You may be eligible for Target Groups 2 or 3 (as mentioned above). Please note the eligible levels of study available for each group in the Guidelines for Applicants available at www.euroinka.eu

DO I NEED TO SPEAK THE TEACHING LANGUAGE OF THE HOST INSTITUTION?

According to the European Commission guidelines for the Erasmus Mundus programme, all applicants must have enough knowledge of the teaching language of the institutions they want to apply to. This means that if the teaching language is English, regardless of the country offering the study programme, it is enough that the applicant has adequate knowledge of English in order to be eligible.

Each host university has specific language requirements. All information regarding the specific requirement of each institution is available at: <http://www.euroinka.eu/courses>

WHICH ARE THE ELIGIBILITY CRITERIA?

The general criteria for eligibility at EuroInkaNet project are:

- be a Latin American national from one of the countries listed below or a national of one of the 28 Member-states of the European Union:

Latin American eligible nationals from: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, Mexico, Panama, Paraguay, Peru, Uruguay and Venezuela.

Member-states of the EU:

Austria	Germany	Poland
Belgium	Greece	Portugal
Bulgaria	Hungary	Romania
Croatia	Ireland	Slovakia
Cyprus	Italy	Slovenia
Czech Republic	Latvia	Spain
Denmark	Lithuania	Sweden
Estonia	Luxembourg	United Kingdom
Finland	Malta	
France	Netherlands	

- Latin American nationals must have not lived, nor developed their main activity (study, work, etc.), over more than 12 months, in the last 5 years, in any of the 28 member states of the European Union. This rule does not apply to staff
- have not benefited in the past from an Erasmus Mundus scholarship for the same type of mobility (e.g. undergraduate applicants having already benefitted of an Erasmus Mundus undergraduate scholarship are not eligible to apply. Should they have already benefitted of such scholarship they can, however, apply for a PhD, post-doc or staff scholarships). This rule does not apply to staff.
- have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Additionally UNDERGRADUATE applicants need to comply with the following criteria:

- be enrolled in any LA or EU higher education institution AND have completed at least one year of study in their home institution at the time of departure for the mobility period.

Target Group 3 applicants (only applicable to LA candidates) must:

- 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;

3. APPLICATION

IS THERE A MINIMUM OR MAXIMUM AGE IN ORDER TO APPLY TO THE EUROINKANET PROJECT?

Regardless of age, any person can submit an application to EuroInkaNet Project.

WHICH APPLICATION FORM SHALL I FILL IN?

You must fill in the online application form. The coordination will not accept applications in paper format (originals sent by mail) neither applications sent by e-mail. All applicants must access the online application form, fill in all the required fields, scan the required documents and submit the application.

DO I HAVE TO NECESSARILY CHOOSE THREE MOBILITY OPTIONS?

No, it is not mandatory to choose three mobility options. However, in order to considerably enhance your chances of being selected, applicants are advised to include more than one host institution.

AFTER THE SELECTION PROCESS IS CONCLUDED, CAN I CHOOSE ANOTHER HOST INSTITUTION?

No, upon completion of the selection process, applicants cannot choose another host institution.

CAN I CHOOSE SEVERAL ACADEMIC OFFERS IN THE SAME HOST INSTITUTION?

No. Applicants can select up to 3 host institutions, but they can only choose one academic offer per host institution.

IS A COOPERATION AGREEMENT BETWEEN MY HOME AND HOST INSTITUTIONS NEEDED FOR ME TO APPLY?

No, it is not necessary that a bilateral cooperation agreement is in place between the home and host institutions.

I EXCLUSIVELY WANT TO APPLY TO UNIVERSITIES WITH THE SAME TEACHING LANGUAGE. CAN I ATTACH THE REQUIRED DOCUMENTS EXCLUSIVELY IN THAT LANGUAGE?

As a general rule, applicants must always submit their application documents in English, as the members of the Selection Committee have different nationalities. However, if the applicant only wants to apply to universities with the same teaching

language, he/she can submit his/her application, as well as the documents, in that same language.

IF MY HOME INSTITUTION DOES NOT ISSUE OFFICIAL DOCUMENTS IN ENGLISH, CAN I ATTACH THEM IN SPANISH/PORTUGUESE?

Yes, but only if you want to apply ONLY to universities with the same teaching language (Spanish or Portuguese). If you are willing to apply to more than one university, you have to include an official English translation of the documents.

WHEN FILLING IN THE APPLICATION FORM, SHALL I ALREADY DEFINE THE COURSES/MODULES I INTEND TO CHOOSE AT THE HOST INSTITUTION(S)?

In the case of undergraduate and masters students, the final courses/modules selection is made on a later stage, if he/she is selected. Nevertheless, at this stage, the applicants must check the subjects offered by each host institution, and include a provisional learning agreement in the application form (the upload of a draft learning agreement is compulsory for undergraduate students).

In the case of PhDs and post-docs, further to the prior training, the applicant must take into consideration the course in which he/she is enrolled in, since he/she must be sure that his/her home institution will recognize the research carried out abroad. Moreover, host institutions often require a pre-acceptance letter to be included in the application form.

WHEN FILLING IN THE APPLICATION FORM, SHALL I ALREADY DEFINE THE WORK/RESEARCH PROGRAMME WHICH I INTEND TO DEVELOP?

Yes. It is very important to define the research/work programme prior to the application, as it demonstrates that you have carefully thought about the kind of work you want to carry out and how it can relate to the research/work of your institution.

I WILL ONLY OBTAIN MY UNDERGRADUATE/MASTER/PhD DEGREE AFTER THE DEADLINE FOR APPLICATIONS. CAN I STILL APPLY?

Yes, you can still apply for a scholarship IF you plan to obtain your degree at least 2 months before the expected start of the mobility (anytime before June 2015). However, in order to apply for a sandwich PhD you have to be enrolled in a PhD at your home institution at the time of application.

If your application is successful, you will be granted a conditional acceptance: that means that you will be fully accepted ONLY if you meet the eligibility requirements at least 2 months prior to the mobility start.

HOW WILL APPLICATIONS BE ASSESSED?

According to the type of scholarship, applications will be assessed against the following criteria:

- **Undergraduate students:** Academic merit (WF 2); Motivation (WF 1); Language skills (WF 1)
- **Masters students:** Academic merit (WF 2); Motivation (WF 1); Language skills (WF 1)
- **PhD students:** Previous experience/Scientific Production (WF 3); Research project (WF 2); Motivation (WF 1); Language skills (WF 1)
- **Post-doctorate researchers:** Previous experience/Scientific Production (WF 3); Research project (WF 2); Motivation (WF 1); Language skills (WF 1)
- **Academic and administrative staff:** Scientific Production/Previous experience (WF 3); Teaching/Working Plan (WF 2); Motivation (WF 1); Language skills (WF1)

WHERE CAN I OBTAIN FURTHER INFORMATION ABOUT THE APPLICATION PROCEDURE?

Detailed information about the application procedure is available in the “Guidelines for applicants” available at www.euroinka.eu

CAN I SEND MY APPLICATION BY MAIL, FAX OR E-MAIL?

No. All applications must be submitted online through the project website (<http://www.euroinka.eu/apply>). Under no circumstance any other kind of application (mail, fax, e-mail, letter or in person) will be accepted.

I DO NOT HAVE ALL THE DOCUMENTS REQUIRED BY THE APPLICATION. CAN I SUBMIT MY APPLICATION?

No. The application form can only be finalized after filling in all the required information in the respective fields and uploading all required documents. Any mistake made by the applicant when filling in the application form or the lack of any required document will result in the immediate exclusion of the application.

I FORGOT MY PASSWORD. HOW DO I RECOVER IT?

In the “Scholarship holders” section of the EuroInkaNet website (www.euroinka.eu) there is an option to obtain a new password, through the “Forgot your password?” link. If you have difficulties in this procedure, you must directly contact euroinkanet@mmu.ac.uk.

DO I HAVE TO INCLUDE A CERTIFIED COPY OF MY DIPLOMA IN THE APPLICATION?

No. You can include a normal (scan) copy of the diploma in your application dossier.

4. ACADEMIC ISSUES

AM I GOING TO RECEIVE A FINAL DEGREE BY THE HOST INSTITUTION AT THE END OF MY MOBILITY PERIOD?

The awarding of a degree by the host institution depends on the type of mobility of each scholarship holder: a degree will be awarded to full Masters and full PhD students only; undergraduates, sandwich PhDs, post-docs, and staff will receive a transcript of records and/or an attendance certificate detailing the study/research/work programme carried out at the host university.

I AM A SANDWICH PhD STUDENT. CAN I PROPOSE A CO-TUTELLE?

Yes. PhD students are responsible for addressing this possibility together with their supervisors at the home and host institutions. To establish a co-tutelle, it is necessary to follow very specific procedures, which may differ between institutions. We advise all students who are interested in a co-tutelle agreement to discuss this with their supervisors as soon as they start their mobility.

5. FINANCIAL SUPPORT

WHAT KIND OF FINANCIAL SUPPORT WILL I RECEIVE IF I AM SELECTED?

Monthly subsistence allowance:

- Undergraduates : 1000 EUR/month
- Masters : 1000 EUR/month
- PhDs : 1500 EUR/month
- Post-Docs : 1800 EUR/month
- Staff members : 2500 EUR/month

AND

- Return flight ticket (to/from the scholarship holder's home city and his/her host city)
- Health, accident and travel insurance during all the mobility period since the moment of departure and until returning to the home country.
- Payment of tuition fees at the host institution (if applicable)

** the above amounts may be taxed, depending on the home country national legislation.*

DO I HAVE TO PAY TUITION FEES?

No, students/researchers will not have to pay any tuition fees by themselves. Tuition fees (only for mobilities longer than 10 months) will be directly paid by the coordinating Institution to the host institution.

Scholarship holders may be charged small additional fees such as library extra funds, student unions, laboratory consumables, etc.

WHAT HAPPENS IF THE TRAVEL COSTS ARE HIGHER THAN THE CONSORTIUM BUDGET?

EuroInkaNet coordination team will pursue a specific and direct management in order to obtain the best rates for each mobility type. Considering that some travels can be under the foreseen budget, the coordination team shall balance the payments to cover all the travel related expenses

WHICH IS MY SCHOLARSHIP AMOUNT? CAN I RECEIVE MORE MONEY ACCORDING TO THE HOST COUNTRY?

The European Agency responsible for the Erasmus Mundus Programme implementation has defined the following monthly amounts * (regardless of the host country) for the scholarships depending on the type:

UNDERGRADUATE : €1,000

MASTER : €1,000

PHD : €1,500

POSTDOC : €1,800

ACADEMIC AND ADMINISTRATIVE STAFF : €2,500

This monthly allowance is intended to cover the expenses with accommodation, subsistence and all costs regarding the stay in the host country.

** the above amounts may be taxed, depending on the home country national legislation.*

AM I GOING TO BENEFIT FROM MEDICAL ASSISTANCE DURING MY MOBILITY PERIOD (HEALTH INSURANCE)?

Yes. All scholarship holders are covered by a health insurance during the whole duration of their mobility period. This insurance covers the majority of the medical problems, except chronic diseases or treatments necessary due to a pre-existing

disease (previous to the mobility). All the medical cover details, the places where the scholarship holders must go to and the reimbursements for each kind of medical assistance are described in the insurance certificate that is sent to each scholarship holder at the very beginning of their mobility.

6. MOBILITY FLOWS: PREPARATION AND IMPLEMENTATION

HOW AND WHEN SHALL I APPLY FOR A VISA?

The selected applicants have to submit their visa application in their home country, by contacting the Embassy or Consulate of the host country immediately after the Consortium's formal communication of selection.

Please be aware that the visa application process can take up to 2 months to be issued, so we strongly advise that the applicants contact the Embassy/Consulate immediately after the formal communication of selection.

WHICH SERVICES AND SUPPORT WILL I HAVE AT MY HOST INSTITUTION?

Within EuroInkaNet Consortium, partner institutions have the responsibility of providing all the necessary support to scholarship holders. This support includes, among others:

- Documents for visa issuing;
- Support with accommodation;
- Language courses;
- Integration activities;
- Monitoring actions and mobility quality assessment;
- Adequate work/study/ research conditions;
- Information about the host country's cost of life and culture.

WHEN WILL MY MOBILITY PERIOD START?

All selected candidates must start their mobilities from the second semester of 2015, that is beginning from August, September or October of 2015. Mobilities must not start later than December 2015.

Exception is made to selected staff, who may start their mobilities at any moment after selection.

WILL ON-CAMPUS ACCOMMODATION BE GUARANTEED BY ALL HOST UNIVERSITIES?

There are no guarantees regarding the type of accommodation the applicant can find in his/her host institution. However, EuroInkaNet institutions are committed to provide all the necessary support to the applicants regarding accommodation, although this may differ between countries and between institutions (on campus, private accommodation, etc.)

CAN MY MOBILITY PERIOD END EARLIER THAN WHAT WAS ORIGINALLY FORESEEN?

No. Ending the mobility period before the foreseen date means a substantial alteration in what was agreed and signed in the Scholarship Contract and established at the beginning of the mobility period. Please refer to the Scholarship Contract for detailed information about the consequences for an anticipated ending of the mobility period.