Application to the Project

1. Preparing the application

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

1. **Verify the eligibility criteria indicated below;**

In order to be eligible for an Erasmus Mundus scholarship under this project, **all applicants must fulfil the following general criteria:**

- be a citizen of the EU

- have not benefited in the past from an Erasmus Mundus scholarship for the same type of mobility.

- have sufficient knowledge of the language of instruction.

Additionally, for **applicants from partner institutions**
- be enrolled in **or** be a full time staff member at a partner institution in the EU.

Additionally, for **applicants from institutions not partners in the INSPIRE project**
- have obtained a university degree from any EU Higher Education Institution not partners in the INSPIRE project.

> **In addition to these criteria there may be other defined internally by each partner institution of the project, so it is strongly recommended that the applicants belonging to partners or associate institutions prepare their application together with the contact person of their home institution, getting information about the eligibility criteria for mobility, if any, established internally in their home institution. Contact details for the person in charge at each partner institution is found in the back of this guide.**

2. **Select at least one host institution among the set of institutions of the project.** Applicants may select up to **3 host institutions, which must be different,** of the available options but always in respect of the <u>language and background requirements</u> defined by each host institution. When selecting the host institution(s), it is crucial to:
- Ensure that you master the language of tuition or that the host institution provides support for applicants without the needed language skills for the country/course;
- Ensure that you have the necessary academic background in terms of study areas/degree to apply to the type of scholarship and to the selected activity;

3. **Collect all necessary information and documents to fill in the Application form**

⚠️ Several documents are **mandatory.** If not uploaded in section 10 of the application form, the application cannot be submitted. In case of unreadable documents the application will be considered invalid and will not be evaluated.

4. **Prepare your intended education/training activity describing the aims and foreseen study/working plan and having into consideration the objectives and goals of the programme;**

5. **Make sure that the motivation for your activity presented in the application is clear and reflects each one of the options selected (maximum of 3 host Universities);**

6. Once all the information is gathered and compiled the applicant should create a log in and password to be granted access to the **Application Form** available on the project's website (**www.InspireSouthAfrica.eu**).

2. ONLINE SUBMISSION

To fill in the Application Form, the following steps must be considered:

1. The applicants should have a valid e-mail address and an internet connection.

2. As a way to access the form, the applicants should create a new login in the **"Apply"** section, selecting the **type of scholarship** they want to apply to (ex: master student).

3. The form will open with a set of questions regarding:
    - general eligibility criteria;
    - identification of Target Group;

    ⚠ **Only online applications are considered eligible.**

4. The applicants must answer truthfully to all questions so as to ensure the fulfilment to all general eligibility criteria. In case one eligibility criteria is not fulfilled, the system will immediately inform the applicant through the following message: "Please verify the eligibility criteria."

5. 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 will make available a Word version for download and easier completion. Afterwards each applicant **must** copy/paste the information in the online application form.

6. The applicants should carefully prepare and revise the application before pressing the "**Submit**" button. ⚠ **After selecting the "Submit" button, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new register and fill in another application form.**

The **Application Form** must be **filled out in English**. Before starting to fill in the Application Form, the applicants must be sure of having all the certificates and language skills required to attend the sought programme(s) and the Institution(s).

The **deadline for the submission of the online applications for the Call** is indicated on the webpage of the project (www.InspireSouthAfrica.eu) and has as reference the Central European Time (CET). The Coordination Office will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid the last minute applications so as to guarantee there will be no problems in the submission of the application form. It is reminded to all candidates that **applications sent by mail, fax or e-mail will not be accepted**.

By pressing the "Submit" button, the application is closed and sent to the Coordination Office, which gives it a code. A digital certificate that contains the date and hour of the submission is issued and sent to the applicant as well as a full copy of the application. **This digital certificate does not constitute a confirmation of eligibility or of selection,** it just confirms the submission of the application.

Please include a **valid e-mail address** in your application for communication purposes. Do not include in the application form the e-mail of another colleague or friend that is also applying as the communication of results will be done exclusively by e-mail and this could generate problems in interpreting the selection results.
The applicants should only have **one valid application** at the beginning of the selection procedure. Being so, if the same applicant submits several online forms, the informatics system will automatically consider the last one as the only valid and will disregard the other applications.

3. DOCUMENTS TO BE SUBMITTED BY THE APPLICANTS

The applicants should submit in section 10, together with the online application, a digital copy of several documents. In case a document is considered mandatory by the host institution, it must also be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal.

- **Photo** (mandatory for all types of mobility)
- **Video** (optional)
- **Formal Identity Document** - Must be issued by a national authority otherwise it will not be considered valid 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 (mandatory for all types of mobility)
- **Passport** (optional when a formal identity document has been uploaded)
- **Certificate proving the obtained degree** – For applicants for master degree studies a valid bachelor/honors degree (official diploma issued by a nationally accredited higher education institution) is required. For full degree doctorate studies a valid post-graduate degree is required. If you are currently on your way to completing your degree a certificate of completion is accepted under the condition that you can complete your degree before the start of the intended studies.
- **Transcript of Records** - must be issued by the home university, stating in detail all courses taken and grades obtained. This document must be dated, signed and stamped by the institution.
- **Statement of the partner institution with a brief description of the applicant's main activity (applicable only to staff mobility!).**
  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. The declaration should be written in the language of the host University or, in case of choosing several host Universities, in English, by the responsible person for the applicants' activities/project at the home institution
- **Statement of support from the University of origin** - This document must be issued by a professor or by the respective academic department of the applicant. It must be dated, signed and stamped by the home institution, otherwise it will not be considered valid. <u>This document is mandatory for all applicants enrolled or with formal link/support of a partner or associate institution of the partnership. Other applicants are advised to include this statement of support but such document is not mandatory.</u>
- **Certificate of language skills** - This document 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), the upload of the correspondent language certificate is mandatory. Make sure to check the requirements of the program you wish to apply for.
- **Declaration of Honor from the applicant - This document must be dated and signed** (mandatory for all types of mobility and the document is available in the application form for downloading)
- **Document that specifically proves your actual status of physical disability.** For example: declaration of honor from a doctor; recent medical exam; etc.
- **Document that specifically proves your vulnerable socio-economic situation.** This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.
- **Other documents relevant for the application**

In case you want to attach more than one document in the same field (ex: support letter of the home institution), the attached file should include the scanning of all documents, **up to maximum of 5MB**. Due to limitations in the webserver that hosts this website, the uploaded documents must have a maximum size of 5 MB.

How to upload a document?
You should follow the following steps for each of the required documents

Click in "Browse" and select the document
Click in "Upload"
After uploading all the documents you just need to click in "Back to the menu" and the section will become green (✔). GUI-PDF-TK and PDFSAM are useful free software for handling PDF documents. You can download it from the application form.
You must start by putting in a folder all PDF documents you want to merge. Then you should use the "Join" command to merge them all in a new single PDF document. Afterwards you can upload the new document to the correspondent section.

4. EVALUATION AND SELECTION OF APPLICATIONS CALL 3

All valid applications received will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and it will always be kept confidentiality of the information submitted online. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This is also the case of the officers of the Coordination Office, the technical experts that will participate in the evaluation process and the members of the Steering and Scientific Committees.

1st Step: VALIDATION PROCESS
In case of **Target Group I and Target Group II applicants from partner or associate universities:** before proceeding to the technical/academic evaluation of applications, the contact person and/or responsible for the implementation of the project in the applicants' home institution will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and by the home institution (see section A, 2 and 3). **A direct contact between the applicant and the contact person at the home institution is therefore crucial to determine which are the eligibility criteria defined locally.**
In case of **Target Group II applicants from non-partner or associate universities:** the host institution selected by the applicant as 1ST option will be responsible for the verification of all uploaded documents and information provided.

2nd Step: EVALUATION PROCESS
The applications that comply with the demands to be evaluated in technical terms will be considered by the host institutions indicated by the applicant. The evaluation panels composed by experienced academics, researchers and experts selected by each institution will have the responsibility to assess the applications and give a grade to the proposed mobility. Once all applications are assessed and graded, the host institution will then make a list with the position of the selected applicants. This list will be based on the academic quality, which constitutes the most relevant aspect of the applications' assessment, but will also respect the cross-cutting issues such as the geographic and the gender balance, the physical disabilities and the socio-economic situation of the applicants providing a more equal and fair selection process.

3rd Step: SELECTION PROCESS
The Advisory Board, acting as advisor of the Steering Committee, will supervise the evaluation activities. This supervision aims at validating the assessment procedures, as a way to ensure impartiality and transparency through a random sample and similar techniques. The Board will also elaborate a proposal of the applicants to be selected, according to the established distribution of mobility flows, assuring that the criteria based on academic success were considered. Apart from the academic criteria, applicants belong to the designated groups and economically disadvantaged applicants will be favoured in the selection. Furthermore, the Board will also take into consideration the regional balance. This selection proposal aims at a more fare distribution of the mobility opportunities and will be submitted to the Steering Committee for final approval.

4th Step: COMMUNICATION OF RESULTS
After the final selection of the applicants and its approval by the Steering Committee, the coordinating institution will send to the home and host institutions a list of the selected scholarship holders for participation in the INSPIRE mobility project. Immediately after, **all applicants will be informed by e-mail of the application's result** and these will be published on the project's website.

5th Step: PROCEDURE FOR APPEALS

All applicants that do not agree with the selection results will be granted access to the online system and to the reasons indicated by the institutions responsible for the validation and evaluation procedures. Instructions for filing an appeal will be provided in the e-mail to be sent to all applicants together with the selection result.

Information and support

All the information related with the project's implementation can be consulted on the **official website**: www.InspireSouthAfrica.eu.

You may also direct your questions to inspire@uadm.uu.se

Also make sure to contact the responsible local project manager at your university

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The INSPIRE Partnership is looking forward to receive your application.
GOOD LUCK!