

BMU – Mobilities for Innovation and Development (BMU-MID)

3RD CALL FOR APPLICATIONS

For mobilities starting in autumn 2014
Application deadline 11 December 2013, 14:00 (GMT +2)

Erasmus Mundus BMU-MID project 3rd Call for Applications is launched on 24 October 2013 for mobilities starting in autumn term 2014. Grants are available for study, research and professional visit purposes at all mobility levels. Application deadline is 11 December 2013, 14:00 Finnish time (GMT +2) and application enclosures need to be sent by 18 December 2013, 14:00 Finnish time (GMT +2).

Erasmus Mundus Action 2 (EMA2) BMU-MID is a consortium of 20 higher education institutions (HEI) from Europe and Belarus, Moldova and Ukraine (BMU). Erasmus Mundus is an EU-funded cooperation and mobility programme in the field of higher education that aims to enhance the quality of European¹ higher education and to promote dialogue and understanding between people and cultures through cooperation with Third-countries².

BMU-MID project aims to promote internationalisation and cultural diversity, and to enhance international cooperation in the field of higher education by awarding scholarships for students and university staff in partner universities. Academic opportunities are available for EU citizens to BMU countries, and Belarusians, Moldovans and Ukrainians to EU.

Applications are welcomed at all mobility levels from undergraduates to staff applicants. Available scholarships are from 1 to 9 months, depending on the mobility level and purpose. Purpose of the mobility can be non-degree studies (exchange studies) or degree studies (studies leading to a degree). Due to the limited funding on 3rd Call for Applications, the BMU-MID project cannot support the new degree studies that last more than the maximum duration set on table Duration and value of Erasmus Mundus BMU-MID Grants on page two. The applicants applying for non-degree studies in undergraduate and master level apply to studies either for one semester or for full academic year.

All the undergraduate and master mobilities must start in autumn semester 2014 according to the Host University's academic calendar. The exact dates are announced in Grant Decision. The doctorate and post-doctorate mobilities must start latest in December 2014. Staff mobilities are recommended to start latest in December 2014, but can also take place at any time during the projects eligibility period. All mobilities must end by 17 May 2015.

Timetable of the Call

24 October 2013: Online application system is opened. 11 December 2013, 14:00 (GMT +2): Online application system is closed. 18 December 2013, 14:00 (GMT +2): Deadline for submitting the required enclosures
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¹ In this Call for Applications term "European" refers to Member States of European Union or nationals of European Union Member States.

² In this Call for Applications term Third-country refers to either one or all of the following countries: Belarus, Moldova, Ukraine.

Applications are welcome to all partner universities:

European Universities	BMU Universities
Aristotle University of Thessaloniki (Greece)	Belarusian State University (Belarus)
Humboldt University Berlin (Germany)	Brest State University (Belarus)
Pultusk Academy of Humanities (Poland)	Yanka Kupala State University of Grodno (Belarus)
University of Algarve (Portugal)	Cahul State University (Moldova)
University of Bologna (Italy)	Moldova State University (Moldova)
University of Bordeaux 1 (France)	Oles Honchar Dnipropetrovsk National University (Ukraine)
University of Deusto (Spain)	Ivan Franko National University of Lviv (Ukraine)
University of Turku (Finland)	Vassyl Karazin National University of Kharkiv (Ukraine)
Vilnius University (Vilnius)	Odessa I. I. Mechnikov National University (Ukraine)
	Taras Shevchenko National University of Kyiv (Ukraine)
	Taurida National V. I. Vernadsky University (Ukraine)

Duration and Value of BMU-MID Grants

Mobility Level	Students, researchers and staff of European partner universities (TG1)	Students, researchers and staff of BMU partner universities (TG1)	Other BMU citizens (TG2)	BMU citizens in vulnerable situations (TG3)
Undergraduate	min./ max. 1 semester	min./ max. 1 semester	---	min. 1 semester max. academic year
Master	min./ max. 1 semester	min./ max. 1 semester	min./ max. 1 semester	min. 1 semester max. academic year
Doctorate	6–9 months	6–9 months	6–9 months	6–9 months
Post-doctorate	6–9 months	6–9 months	6–9 months	6–9 months
Staff	1-3 months	1-3 months	---	---

There are no exceptions to the minimum duration of the mobility period. Due to availability of mobility funds and based on the recommendation of the Host University, the applicant may be awarded a grant for a period shorter or longer than she or he has applied for (not under the minimum duration).

Preference is given to eligible applicants according to the following table:

Mobility Type	Number of Grants
Undergraduate	0 – 5
Master	0 – 15
Doctorate	0 – 5
Post-doctorate	0 – 5
Academic and administrative staff	0 – 10

Total number of awarded applicants in each mobility type is dependent on the number of received applications and length of applied mobilities. The final decision on nominated grantees is subject to Selection Committee's decision.

BMU-MID grant consists of four parts:

1. *Travel costs*: return ticket to the Host university according to Erasmus Mundus guidelines
2. *Insurance costs*: grant holders are insured by BMU-MID (health, travel and accident)
3. *Visa costs*: costs related to visa are reimbursed according to Erasmus Mundus guidelines.
4. *Subsistence allowance*:

Mobility Level	Amount of Subsistence Allowance
Undergraduate	1 000 EUR / month
Master	1 000 EUR / month
Doctorate	1 500 EUR / month
Post-doctorate	1 800 EUR / month
Staff	2 500 EUR / month

BMU-MID grantees are exempted from tuition fees to the host university. BMU-MID project will cover grant holders participation costs to the Host Universities, according to the agreement described in the Memorandum of Understanding between partner universities and available funding.

WHO CAN APPLY

European students and researchers

To be eligible to apply, European applicants in undergraduate, master, doctorate and post-doctorate levels must belong to Target Group 1 and fulfil the following requirements:

1. Must be a citizen of one of the EU countries;
2. Must be registered at one of the European Partner Universities.

In addition, students fulfilling the following conditions are also eligible to apply:

- *Master level*: applicants for a master mobility who have obtained a first higher education degree or a recognised equivalent level of learning from a European Partner University during academic year 2010–2011.
- *Doctorate level*: applicants for a doctorate mobility who have obtained a second higher education degree or a recognised equivalent level of learning from a European Partner University during academic year 2010–2011.

- *Post-doctorate level*: applicants for a post-doctorate mobility, who have obtained their doctorate in the last two years, must have the support of a European Partner University to carry out a post-doctorate mobility. This can be for research, training and attending highly specialised courses.

3. Must have sufficient knowledge of the language of the courses or the language spoken in the hosting country;

4. Undergraduate students must have successfully completed at least one year of studies at first higher education level at the time of submitting the application.

N.B. In order to prevent brain drain, BMU-MID is committed to select undergraduates before their last year of studies or to support their connection to the Home University by other means. Neither European nor Third-country applicant can benefit from more than one BMU-MID grant. Neither can any applicant benefit from a second scholarship for the same type of mobility under another EM ECW/EM Action 2 project.

BMU students and researchers

To be eligible to apply, BMU applicants in undergraduate, master, doctorate and post-doctorate levels:

1. Must be a citizen of Belarus, Moldova or Ukraine;
2. Must belong to one of the Target Groups (TG) presented on the following table;

Target Group	Description	Mobility levels available
TG1	BMU citizens registered at one of the BMU-MID Partner Universities	undergraduate, master, doctorate, post-doctorate
TG2	BMU citizens who are registered at a BMU higher education institution (not Partner University), or who have obtained a university degree or equivalent from a BMU institution	master, doctorate, post-doctorate
TG3	BMU citizens who are in particularly vulnerable situations, for social and political reasons. For example: 1. having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or 2. it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or 3. they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)	undergraduate, master, doctorate, post-doctorate

3. Must have not resided nor carried out their main activity (studies, work etc.) for more than a total of 12 months over the last five years in any of the EU countries at the time of submitting application. **N.B.** This rule does not apply to TG3 applicants;

4. Must have sufficient knowledge of the language of the courses or the language spoken in the hosting country;

5. Undergraduate students must have successfully completed at least one year of studies at first higher education level at the time of submitting the application.

N.B. In order to prevent brain drain, the BMU-MID is committed to select undergraduates before their last year of studies or to support their connection to the Home University by other means. Neither European nor Third-country applicant can benefit from more than one BMU-MID grant. Neither can any applicant benefit from a second scholarship for the same type of mobility under another EM ECW/EM Action 2 project.

Academic and administrative staff (European or BMU)

In order to be eligible, academic and administrative staff (referred as staff):

1. Must be a citizen of one of the EU countries or Belarus, Moldova or Ukraine;
2. Must work in or be associated to one of the Partner Universities;
3. The mobility assignment must be based on partnership agreements between the members of the partnership;
4. The home and host universities and the individual staff must agree on the programme of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed.

The mobility may constitute a post-per-post exchange or a one-way visitor flow to or from a Third-country.

The mobility of staff should contribute to strengthen international co-operation capacity of higher education institutions in BMU, with the production of new teaching material, as well as their management capacity. It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities. The staff mobility is also expected to lead progress in the application of ECTS or other system for recognition of studies in the partner institution

N.B. Neither European nor Third-country applicant can benefit from more than one BMU-MID grant. Neither can any applicant benefit from a second scholarship for the same type of mobility under another EM ECW/EM Action 2 project.

HOW TO APPLY

When applying, please follow the four steps below in given order:

1. Study and Research Opportunities

Please check the available study fields and available research fields for applicants from BMU-MID project's web pages from the section Study and Research Opportunities. Your mobility should also fit in the theme of Innovation and Development.

2. Programmes and study periods

Please see the partner university websites to see the programmes they offer. Doctoral, postdoctoral or staff level exchanges should check the recommended starting date from the applied Host University before entering the online application system.

Students (undergraduate, master and doctorate level): As a student you are asked to determine the purpose of your studies, whether you want to study non-degree or full degree studies. The purpose of the mobility needs to be decided prior to applying.

3. Enter the Application Form

Online application form opens on **24 October 2013**. You can find the instructions and the link to the application form at www.utu.fi/bmu-mid. Please select the section Applicants.

N.B. Internet Explorer does not support the application form, please open the online application form with other browser than Internet Explorer.

In the electronic application form you are requested to fill in a Study plan (ECTS Learning Agreement) or summary of Research Plan / Teaching Plan. In addition, make sure you have the information on your previous studies at hand before starting. The application system provides you with an application number (reference number) – please remember to keep it for future reference.

Online application form closes on **11 December 2013, 14:00 Finnish time (GMT +2)**.

4. Submit the enclosures

Your application will not be processed, unless you have completed the application form and submitted all the required enclosures. All enclosures must contain your name and the reference number of your application.

All the enclosures must be submitted in English, except for original certificates and transcripts in original language. The required enclosures for each mobility type can be found on following table:

Undergraduates	Masters	Doctorates	Post-doctorates	Staff
Copy of international passport (or document of having applied for one, e.g. receipt)				
CV (preferably in Europass format)				
Motivation letter (preferably host specific)				
	Certified copy of degree certificate qualifying access to applied study level in original language and its certified English translation (Only Master and Doctorate level applicants graduating by 15.7.2014: Home institution's certified proof of graduation date substitutes degree certificate. Degree certificate copy must also be sent by 15.7.2014)			
Certified copy of academic transcript in original language and its certified English translation			Support Letter by European Partner University (if applicable)	Letter of Support by Home
		Letter of Support by Host		Letter of Support by Host (if host requires)
Learning Agreement(s) approved by the Home University. (non-degree students only)		Research plan		Research / Teaching / Working plan
Language Assessment Sheet or internationally recognized language test certificate (e.g. IELTS)				Language Assessment Sheet or internationally recognized language test certificate, e.g. IELTS (if host requires)
Recommendation letter	Recommendation letter or acceptance letter issued by the Host University		Recommendation letter	
Proof of Socio-Economic Disadvantage (if applicable)				
Proof of TG 3 Status (TG3 applicants only)				
School Leaving Certificate (TG3 applicants only)	School Leaving Certificate (only TG3 applicants not having degree from Third-country HEI)			

More information on enclosures:

Degree certificate

- Masters: Degree certificate refers to the highest university degree obtained, minimum bachelor's degree or equivalent.
- Doctorates: Degree certificate refers to the highest university degree obtained, minimum master's or specialist degree.
- Post-doctorates: Degree certificate refers to the highest education degree obtained, minimum doctoral degree or equivalent.
- Staff: Degree certificate refers to the highest education degree obtained.
- Third-Country Target Group 2 Master, Doctorate and Post-doctorate level applicants: If the highest degree certificate has been issued by other than a Third-country HEI (Higher Education Institution), the applicant must *also* submit a *degree certificate and its certified English translation and an academic transcript obtained from a Third-country HEI*.

- Degree certificate's certified English translation can be certified by Home University's international office.
- Diploma Supplement is not accepted as a certified English translation of the degree.

Target Group 3 applicants: Target group 3 undergraduate applicants must submit a *school leaving certificate*. In addition, Target group 3 master applicants, who have not obtained university degree in any Third-country HEIs must submit a *school leaving certificate*.

Academic transcript: Third-country students may send either an official academic transcript or a typed copy of the Student Record Book certified by the Home University. In order to be accepted as Academic transcript's certified English translation Diploma Supplement must contain the list of completed courses.

CV: All applicants are recommended preferably to use Europass CV format. Post-doctorate applicants should provide a list of their scientific publications on CV.

Language certificate: to be eligible, all applicants need to send at least a Language Assessment Sheet by the deadline for enclosures. Institutional language certificate is not accepted as a language certificate. **Language Assessment Sheet** must be signed by applicant, teacher and for TG1 Applicants also by the Home University's BMU-MID coordinator.

Learning Agreement must be provided to each university applied for and it must be signed by the applicant, the Home University's departmental (academic) representative and for TG1 Applicants also by the Home University's BMU-MID coordinator (institutional).

Letter of Support by Home: Please remind the referee to sign the Letter of Support.

Letter of Support by Host: when contacting any academic representative of the Host University in order to obtain Letter of Support by Host, please present your CV and your research / teaching / working plan. Please remind the referee to sign the Letter of Support.

Support Letter by European Partner University: European students applying for post-doctorate mobility who have obtained their doctorate in the last two years and are no longer registered in European partner institution, must submit the Support Letter by European Partner University.

Motivation letter: Motivation Letter is a short essay where you can introduce yourself and explain why you want to study in the programme. The maximum length is one page. Remember that it is preferable to write a specific Motivation letter per Host University.

Research plan: Doctorates and post-doctorates must submit at least a summary of the research plan in English. Their full research plan may be written in the language(s) of instruction(s) at the Host University.

Research / teaching / working plan: depending on the purpose of the exchange, applicant should provide either research, teaching or working plan.

How to send my enclosures?

- Send your enclosures in one pdf file. Do not send any word or jpg documents. The Coordinator will not download enclosures from any servers;
- Multi-page enclosures (e.g. Learning Agreement or Language Assessment Sheet) must be in the correct order;
- Give your reference number in the subject field of your e-mail.

The required enclosures must be submitted via email at the latest by **18 December 2013, 14:00 Finnish time (GMT +2)**. Please send your enclosures to: `ema2.enclosures [at] utu.fi` and enter your reference number to the subject field. Enclosures must be sent to the correct e-mail address. When contacting the coordinator, please follow the rule:

- **ema2.enclosures [at] utu.fi** address is **only for enclosures**. No other correspondence. After sending the enclosures, you will receive an automatic confirmation that the coordinator has received your message.
- **bmu-mid.admissions [at] utu.fi** address is **for guidance**. Please send all the questions concerning application or enclosures to this address. Do not send enclosures to this e-mail address.

Late enclosures will not be processed for any reason. Therefore, please send the application enclosures as soon as possible after you have filled in your electronic application form. Please advise your referees to do the same, and give them the mailing address as well.

Save the original application documents after you have emailed them to the Coordinator. The Consortium will examine the validity of application enclosures of accepted applicants. If you become selected for the grant, original application material must be presented to the hosting university. Any false or incorrect information will lead to rejection of the applicant.

SELECTION PROCESS

The Coordinator previews the electronic applications and the requested documents. All applications that are considered eligible are forwarded to both the Home and Host Universities. Home and Host Universities further assess the eligibility of applicants and take into consideration the applicants belonging to the ethnic minority or being a disabled or economically challenged applicant.

The selection criteria:

- Academic performance of the applicants
- The proposed mobility fits into the subject fields of BMU-MID and to the theme of Innovations and Development
- Study motivation

- Study plan
- Language skills
- Preference is given to ethnic minorities and to disabled and economically challenged applicants. Gender balance is respected
- Preference will be given to Target Group 3 applicants
- Preference will be given to the eligible academically qualified applicants from the following BMU Universities: Brest State University (Belarus), Cahul State University (Moldova), Taras Shevchenko National University of Kyiv (Ukraine), Taurida National V. I. Vernadsky University (Ukraine), Yanka Kupala State University of Grodno (Belarus) and Vassyl Karazin National University of Kharkiv (Ukraine)
- Preference will be given to the eligible academically qualified applicants from the following European Universities: Aristotle University of Thessaloniki (Greece), Pultusk Academy of Humanities (Poland), University of Algarve (Portugal) and University of Bordeaux (France).

The Selection Committee, chaired by a representative of the University of Turku, consists of one representative from each Partner University. The Selection Committee makes the final nomination within each category and mobility flow, based on the following administrative and academic criteria:

- Host University is willing to accept the applicant for the time s/he has applied for or can suggest another time for mobility. Rejections are justified based on academic reasons (e.g. language requirements, eligibility to attend the selected courses, places available);
- Overall equal geographical presentation of Host/Home Universities in the mobility scheme as a whole;
- Relevance of the mobility to both Home and Host University (reviewed by these institutions, preference given by the applicant);
- Disabled or economically disadvantaged applicants are preferred;
- Preference will be given to eligible applicants who have not previously received EM ECW/EMA2 grant from any projects (other than BMU-MID).

The decision of the Selection Committee is subject to the Host University's approval. If the applicant has given incorrect or misleading information in the application, it can be a reason to withdraw the grant.

Preliminary timetable

1. Decision on the awarded applicants is made in April 2014.
2. The Coordinator (University of Turku) will notify all the applicants on the result of the selection via email latest by 7 May 2014. The selected grantees must confirm their acceptance in writing by 20 May 2014. Application numbers of selected applicants and

reserve candidates are also published on the BMU-MID website. The result of your application can be:

- *Grantee.* You are awarded a grant to one of your Host University preferences, please note the time and duration of mobility might be different from what you have applied. You will receive information from the Coordinator on what to do next.
 - *Reserve list.* You are not granted, but your application is on reserve list. You might still get a grant if selected grantees cancel their mobility. You will be notified if a possibility for grant emerges.
 - *Rejected.* You were not accepted by any of your Host University preferences. If you want to know the exact reasons for rejection of your application, please contact the Coordinator.
3. **Appeal Process:** if a non-selected applicant thinks that a mistake has been made in the selection procedure, s/he has the right to submit an application for the rectification of the decision to the BMU-MID consortium within 14 days from the time of being notified of the results. An appeal would be justified in a case where there is concrete evidence on mistake or unfair treatment in processing the application. Applications lacking requested enclosures do not justify an appeal. The application for rectification must include detailed grounds for the rectification.

Information about applying is also available on the BMU-MID website for applicants:
www.utu.fi/bmu-mid > Applicants

European Union is not responsible for the contents of this Call for applications.

More information:
www.utu.fi/bmu-mid
bmu-mid.admissions@utu.fi

