



***GUIDELINES FOR APPLICANTS***  
***BASILEUS III***

**ERASMUS MUNDUS**  
**ACTION 2 PARTNERSHIPS**  
**Lot 10 Western Balkans**



***GRANT AGREEMENT N° 2010-4727***

## 1. Introduction

This document aims to provide all potential candidates with the necessary information for a successful application. These guidelines for applicants contain information which is also available on the project website. The aim is to centralize the most important and essential information for applicants in one document. Applicants are strongly advised to read this document before applying and before contacting the coordinating and partner universities

This document relates to the application procedure – all further relevant information about the Erasmus Mundus programme, the project objectives, information from the partner universities and FAQ's are on the website and will not be repeated in this document.

We want to point out that this project only funds mobility for Western Balkan nationals to the 8 EU partner universities and from the 8 EU partner universities to the 12 Western Balkan partner universities.

### **EU partner institutions:**

Ghent University (Belgium)  
University of Nice Sophia Antipolis (France)  
Lund University (Sweden)  
University of Rome La Sapienza (Italy)  
University of Ljubljana (Slovenia)  
Sofia University St. Kliment Ohridski (Bulgaria)  
ATEI of Thessaloniki (Greece)  
University of Heidelberg (Germany)

### **Western Balkan partner institutions:**

Fan S. Noli University Korce (Albania)  
University of Shkodra (Albania)  
University of Sarajevo (Bosnia-Herzegovina)  
Ss. Cyril and Methodius Skopje (FYROM)  
University St. Kliment Ohridski Bitola (FYROM)  
SEEU Tetovo (FYROM)  
University of Prishtina (Kosovo)  
University of Montenegro (Montenegro)  
University of Belgrade (Serbia)  
University of Kragujevac (Serbia)  
University of Novi Sad (Serbia)  
University of Zagreb (Croatia)

## 2. Steps towards an application

### **Step 1: make sure you meet the eligibility criteria – otherwise you cannot apply**

#### **Western Balkan Students:**

To be eligible, Western Balkan undergraduate and master students as well as doctoral and post-doctoral candidates:

- Must be a national of one of the Western Balkan countries covered (Albania, Bosnia-Herzegovina, Montenegro, Macedonia (Former Yugoslav Republic of Macedonia), Kosovo<sup>1</sup>, Serbia and Croatia.

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<sup>1</sup> As defined under UNSCR 1244/99

- Must have not resided nor have carried out their main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries;
- For target group 1 (TGI): students need to be registered at one of the Western Balkan HEIs within the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;
- For target group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) in the Western Balkan countries or to have obtained a university degree or equivalent by an institution of the Western Balkan countries. They will need to justify how this study period abroad will benefit them (and their direct socio-economical environment) and include letters of support in their individual application;
- For target group 3 (TGIII): students need to be nationals of one of the Western Balkan countries and be part of the vulnerable target groups.
- Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

### **European Students:**

To be eligible, European undergraduate and master students as well as doctoral and post-doctoral candidates:

- Must be a national of one of the eligible European countries;
- Must be registered at one of the European HEIs within the partnership;
- Students fulfilling the following conditions are also eligible to apply :
  - Students applying for a masters mobility who have obtained a first higher education degree or a recognised equivalent level of learning from a European HEI within the partnership during the same academic year coinciding with the start of the project eligibility period (= academic year 2010/2011);
  - Students applying for doctorate mobility who have obtained a second higher education degree or a recognised equivalent level of learning from a European HEI within the partnership during the same academic year coinciding with the start of the project eligibility period (= academic year 2010/2011);
  - Students applying for a post-doctorate mobility who have obtained their doctorate in the last two years and must have the support of a European HEI within the partnership to carry out a post-doctorate mobility. This can be for research, training and attending highly specialised courses.
    - ⇒ *These students should be aware that the only option for EU degree seeking applicants is Master 10 months or PhD 34 months. These options are very limited, especially the PhD option!*
- Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.
- Undergraduate students must have successfully completed at least one year of studies at first higher education level

### **Academic and Administrative Staff :**

In order to be eligible, academic and administrative staff hereafter referred to as "staff":

- Must be a national of one of the eligible countries;
- Must work in or be associated to an HEI within the partnership;
- The mobility assignments must be based on partnership agreements between the members of the partnership;
- 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 third countries, 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 to progresses in the application of ECTS or other systems for recognition of studies in the partner institution.

**Attention:** Neither European nor Western Balkan candidates can benefit from a second scholarship for the same type of mobility (BA, MA, PhD, postdoc, staff) under another project under the Erasmus Mundus Action 2 Strand 1 (e.g. JoinEUSEE and Basileus III, are different projects, as well as Basileus I, II and III). Furthermore, candidates cannot benefit from more than one mobility activity within the same project.

### **Step 2: determine to which Target Group you belong.**

There are three target groups for individual mobility flows and five different types of individual mobility for students and staff. EU applicants always belong to Target Group 1. Applicants should check their status **at the time of application.**

Western Balkan students: if you are registered at the time of application at a partner institution, you are a Target Group 1 applicant. If you have graduated from a partner university at the time of application, you are a Target Group 2 student.

<b><i>Target Group</i></b>	<b><i>Target Beneficiaries</i></b>	<b><i>Types of Mobility</i></b>	<b><i>Countries of individuals participating in mobility</i></b>
<i>Target Group 1</i>	<b><i>Students, and staff registered in one of the HEIs that is a member of the partnership.</i></b>	<i>undergraduate, masters, doctorate, post-doctorate, staff exchanges</i>	<i>Western Balkan countries and European Countries</i>

Target Group 2	<b>Nationals of Albania, Bosnia-Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo (as defined by UNSCR1244/99), Montenegro, Serbia and Croatia, who are registered in a higher education institution of these countries that is not included in the partnership, or who have obtained a university degree or equivalent by an institution of these countries.</b> <i>This includes the possibility of providing mobility opportunities to third-country nationals working in public administration, public and private enterprises.</i>	masters, doctorate, post-doctorate	Only Western Balkan countries
Target Group 3	<b>Nationals of Albania, Bosnia-Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo (as defined by UNSCR1244/99), Montenegro, Serbia and Croatia who are in particularly vulnerable situations, for social and political reasons. For example:</b> 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, masters, doctorate, post-doctorate	Only Western Balkan countries

**Attention:** Please consider the difference between **disadvantaged groups and vulnerable groups**. The former refers to cross-cutting issues: equal opportunities, disabled candidates, economically disadvantaged candidates. These cross-cutting issues will be taken into consideration during the selection of candidates for all three Target Groups. The vulnerable groups as listed here above are exclusively for the selection of Target Group 3.

If any of the cross-cutting issues are of relevance to an applicant, the applicant should elaborate this in the motivation letter so it can be included in the selection procedure. Applicants should document their situation with relevant proof.

### **Step 3: determine your type of mobility and field of study**

Take into account when the mobility starts: this is usually a few months after the deadline. It is published on the website for every call. It is important that you know which level you will have at that time. If you are in your last year Bachelor or Master this can be a tricky issue. So think carefully about the period during which you will be abroad and at what level of study you will then be.

All fields of study are open for this project. You will have to chose your field of study from a drop-down list in the application form. When planning your mobility to a certain host university, make sure they offer your field of study! You can also consult the [overview of scholarships](#) on the website.

### **Step 4: determine if you are an exchange or degree applicant**

An **exchange student** is a student (officially registered in a university or other institution for higher education) who temporarily lives in a foreign country and attends courses or is involved in other

academic activities. The exchange period lasts minimum 1 semester (min 20 ECTS, normally 30 ECTS) and maximum 1 academic year (min 40 ECTS, normally 60 ECTS). The exchange student does NOT get a diploma from the host university. However, all academic results will be sent to his/her home university. The student pays tuition fee at his home university, not at the host university. Exchange students need the approval of their home and host university: at the time of the mobility they need to present a learning agreement signed by both universities, which is a guarantee for academic recognition of those courses afterwards.

A **degree student** registers at the university abroad and is no longer a student from the university at home. He or she pays tuition fee at the host university (covered by the project) and will obtain a diploma from the university abroad. Students applying to a foreign university will need to comply with the local admission requirements

Post-doctoral and staff applicants are always considered as exchange, as there is no degree involved in this mobility. For Bachelor (to a lesser extent) , Master and PhD applicants can chose between exchange or degree. Please note that you can only go on exchange if you still have a sufficient number of ECTS credits left to obtain (minimum 20 ECTS per semester, normally 30 ECTS credits). Graduated students should apply as degree-seeking applicants.

People still in the process of graduating can also apply: they should mention this in their application form and upload the necessary information about previous degree and transcript of records so far. If selected, they will have to present their degree before they can enrol at the host university.

#### **Step 5: Inform yourself about the host university and the academic offer**

Please check the website for information about the partner universities and check if they have an interesting offer in your field of study. Applicants have to present a clear plan in their application (see below). Each partner can also define specific criteria according to their internal rules, such as language requirements. Therefore applicants should carefully check all the information available.

#### **Step 6 (for exchange only): make sure you have the support of your home university**

Exchange applicants should be aware that they have to be fully supported by their home institution to carry out their mobility period abroad, as recognition of credits is an integral part of this project. A recommendation letter in English should be written by the responsible academic staff member at the home university. Applications from Target Group 1 will also be validated (technical screening) by the home universities.

### **3. Online application**

#### **1. Activating your application form**

The applications are done online. Applicants have to carefully follow the steps above to determine their exact status and chose the right application form. The application forms are renewed every call so applicants who have applied before have to open a new application form.

After clicking on the dedicated link, you will proceed to the appropriate account set-up page. Once you have an account, there's no need to complete all fields, nor upload all documents in one go: you will be able to save your data and continue later on. After completion of all required fields, a button will appear allowing you to formally submit the application. If the button does not appear it means that you forgot a required field. Please check carefully. **Only when you have pushed the submit button, your application is submitted**. You can find information whether you filled out all required fields on the top of the form. Once the file is submitted, you cannot change it anymore.

If you have submitted your application, you will receive an automatic email to the address indicated in your file. This email will have your application as PDF in attached, and it will mention your registration number. Please save this email.

Application forms have to be written in English and have to be submitted online before the deadline announced on the website. Incomplete applications, unreadable, blank or unsigned documents shall not be considered eligible. Applications sent by email, post or fax will not be accepted.

## **2. Supporting documents:**

When applying online for a Basileus scholarship, you will be asked for the documents mentioned here below. Make sure there is an English translation provided so your file can be assessed.

These documents should be scanned and then uploaded, preferably as a PDF file. If a document scan/copy consists of multiple images for each page, please upload them compressed into one zip file.

Keep the originals of the scans/copies at the ready, so you can produce these whenever they are required later on in the administrative procedure.

Be aware that the mentioned documents are those needed for the application to the Basileus consortium, but that further documents may be required for registration at the specific partner institution you will be spending your mobility period at, once you have been selected for a scholarship by the consortium.

Please note that no additional documents are accepted after the deadline, except for official language certificates (TOEFL, IELTS etc) of which you can prove that you were registered before the application deadline. Language documents are accepted until 1 week after the deadline, after that it cannot be guaranteed that it will be taken into account in the selection procedure which starts then.

### **For students (Ba - Ma – PhD – post-doc):**

- a passport type picture of yourself;
- a copy of your passport or other official national identification proof;
- at least one signed recommendation letter signed by a professor and/or supervisor (preferably in PDF), written in English or a non-English language original, accompanied by a translation into English; If you are going to apply as an exchange student, we specifically ask for a letter written by an academic who is directly involved with the course or research programme you are currently attending at your home institution. The recommendation letter for exchange applicants should be signed by the same academic as the one signing the study plan or study/research plan!

- a copy of any language certificate you may have obtained to support your language skills;
- a Transcript of records translated into English (which should be obtained from the student administration of your university);
- for 'degree seeking students' within Target Group 2/3: a copy of your previous diploma, with apostille (see below). Applicants can apply without apostille, but it is required to obtain this before being able to enroll at the host university.

Since this year, there are additional documents for:

- Exchange Bachelor and Master students only: a **study plan (template)** in English, signed by yourself and an academic from your home university. We specifically ask for a letter written by an academic who is directly involved with the course or research programme you are currently attending at your home institution. The study plan should list the courses you would like to take at the host university during your mobility period. This document should not be signed by the host university! Only when selected, grant holders should proceed and have a learning agreement signed.
- Exchange and degree PhD and postdoc: a **study/research plan (template)** in English, signed by yourself and an academic from your home (degree PhD should not have a signature from a home university, as they will no longer have an official tie to a home university). This document should list the courses you would like to take and the research plan and activities you wish to conduct at the host university. This document should not be signed by the host university! Only when selected, grant holders should proceed and have this document signed by the host university promoter. PhD degree seeking applicants however are encouraged to make prior contacts and obtain a recommendation letter from a potential promotor (this does not apply for Lund University).
- This means that Master degree applicants do not have to upload any of the above documents.

**For staff:**

- a passport type picture of yourself;
- a copy of your passport or other official national identification proof;
- your previous academic degree(s)
- at least one recommendation letter signed by a superior (dean, head of department), originally written or translated into English (preferably in PDF-form);
- a recommendation letter of the contact person at the host university (not required for Lund University) - signed and stamped
- new: a detailed **activity plan (template)** for teaching, training and research for the mobility period

The templates of the study plan, study/research plan and activity plan are also available on the website in Word (right next to the online application form). Applicants should download it, fill it in, have it signed and upload it in the application form in the indicated section.

## 4. Evaluation and selection

We refer you to the website for [detailed information about evaluation and selection](#).