ERASMUS MUNDUS ACTION 2 STRAND 1
LOT 6 – KAZAKHASTAN, UZBEKISTAN

CASEU
(Central Asian and European Universities)
Coordinated by Universitat de Barcelona

www.caseu.ub.edu

APPLICANT GUIDELINES

INDEX

1. DESCRIPTION

CASEU is an Erasmus Mundus Partnership funded with support from the European Commission that aims to establish strong ties and mobility flows between Kazakhstan, Uzbekistan and European universities. The project, coordinated by the University of Barcelona, has been integrated by 5 European institutions, 2 Kazakh and 2 Uzbek universities and 5 associated partners. The key to this project is the successful cooperation and participation of all partners as a solid and coherent working group.

The total number of mobility flows within the program is 24. The CASEU project wishes to promote a flexible mobility scheme focusing primarily on the demand for specific subject areas. Furthermore, each institution that participates in the project also offers a wide range of courses to their students, not only English language courses. The diversity of languages, areas of study and cultures covered is a cornerstone of the project, as it provides a great degree of added value to the academic involvement of candidates.

The objective of these guidelines is to provide all candidates the necessary information for application submission. Project information is also included.

2. OBJECTIVES

The CASEU project aims to establish strong ties and mobility flows from Europe to Kazakhstan and Uzbekistan universities. The principal objectives are:

- To establish strong ties and mobility flows between Kazakhstan, Uzbekistan and European universities, covering the levels of master's, PhD and staff.

- To develop strategies and create a best practices guide for improving mobility among European Higher Education Institutions (HEIs) and Central Asian Republic HEIs.

- To generate mutual enrichment and intercultural understanding for the people participating in the project, including the recipients of scholarships, who will be able to diffuse their experiences among society as a whole upon their return.

- To intensify and expand the International Academic Mobility Networks already in place in some European HEIs and Kazakh and Uzbek HEIs.

- To construct a joint stable and ongoing mobility scheme that will be achieved through a larger number of bilateral student and staff mobility agreements, which will promote joint doctoral studies and degrees and allow for international placements.

3. ELEGIBILITY OF APPLICANTS

Candidates should fill in and submit the official application available on the website before the official date of closure. The deadline for the presentation of applications is established according to the central European time. The application form has to be completed in English and some of the required documents must be translated into English as well. All applications will be analysed by the Home and Host institutions and revised by the Selection and Recognition Group members.

There are different conditions that candidates must fulfil in order to be eligible for the scholarship. Candidates must not only meet mobility level requirements but also nationality and other requirements that are presented:

European students

In order to be eligible, European masters students and doctorate candidates:

1. Must be a national of an EU Member State;
2. For Target Group 1 (TGI): students need to be registered at one of the European countries Higher Education Institutions within the partnership at the time of submitting their application to the partnership.
3. For Target Group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) of any European country or to have obtained a university degree or equivalent from a Higher Education Institution of any European country;
4. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Academic and administrative staff in order to be eligible:

1. Must work in or be associated to one of the Higher Education Institutions within the partnership;
2. Must be national of an EU Member State;
3. Mobility assignments 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 teachers, on the research activities or on the type of training to be followed by staff
5. the exchange may constitute a post-per-post exchange or a one-way visitor flow to a third country.

Master mobility level

To be considered eligible for the master mobility, students should meet the following requirements:

- Proficiency of the foreign language of the host institution (with a certificate that certifies proficiency);
- Should be in possession of a bachelor's degree at the end of the 2015-2016 academic year;
- **For exchange students only (mobility stay of 6 or 10 months):** should be registered in one master programme
- The academic fields of study for masters candidates are available in the "Academic offer" section of the webpage;
- Specific requirements from each partner institution, if any, are presented in the "Academic offer" section of the webpage.

Doctorate mobility level

To be considered eligible for the doctorate mobility, students should meet the following requirements:

- Proficiency of the foreign language of the host institution (with a certificate that certifies proficiency);
- Should be in possession of a bachelor's degree and a master's degree, at the end of the 2015-2016 academic year (or any degree leading to the PhD program);
- For exchange students only (mobility stay of 6, 10 months): should be registered in one doctorate programme
- The Host University must support the candidate's proposed outline for research and provide a letter confirming this support. (in English)
- The academic fields of study for doctorate candidates are available in the "Academic offer" section of the webpage;
- Specific requirements from each partner, if any, are presented in the "Academic offer" section of the webpage.

Staff mobility level

To be considered eligible for the staff mobility, scholars should meet the following requirements:

- Proficiency of the foreign language of the host institution (with a certificate that certifies proficiency);
- Should be working for or be associated with one of the consortium institutions;
- Both the Host University as well as the Home University must support the candidate's proposed outline for research/work/teaching and provide a letter confirming this support

(in English). Specific requirements from each partner, if any, are presented in the "Academic offer" section of the webpage.

Target Group 1

- Nationals of European countries who are registered in one of the European universities that is member of the partnership.

Target Group 2

Nationals of European countries who:

- are either registered/work in a European university (not included in the partnership) of any European country (students and staff);
- have obtained a university degree or equivalent by a university of any European country (students only).

Candidates cannot have been granted with another Erasmus Mundus Action 2 scholarship in another consortium for the same mobility level.

4. MOBILITY FLOWS

The project will only support mobilities from Europe to Kazakhastan or Uzbekistan. The mobility scheme determines the following types of scholarships:

- Masters students to carry out study abroad, in one partner institution of the partnership, conforming to a second cycle of studies degree (master degree), with a duration of 6 or 10 months for exchange students and 10 months for degree-seeking students;
- Doctorate students to carry out studies abroad, in one partner institution of the partnership, conforming to a third cycle of studies degree (PhD degree), with a duration of 6 or 10 months for exchange students;
- Staff mobility period abroad for the development of knowledge, capacities and experience exchange activities, with duration of 1 month.

The number of scholarships for the project is 24. There are different calls for applications for the different cohorts to distribute the mobility flows.

During this second call for applications 10 places are offered. It will be distributed as follows:

Mobility levels	Outgoing		TOTAL
	Target Group 1	Target Group 2	
Masters - 10 months	1	0	1
Doctorates – 6 months	2	1	4
Doctorates – 10 months	1		
Academic Staff – 1 month	4	1	5
TOTAL	8	2	10

5. HOSTING INSTITUTIONS

Only the HEI's partners in the consortium are eligible to host scholars:

Kazakh and Uzbek partners:

- Al-Farabi Kazakh National University, Kazakhstan
- Karaganda State Medical University, Kazakhstan
- Samarkand Agricultural Institute, Uzbekistan
- Urgench State University, Uzbekistan

6. ACADEMIC OFFERS

CASEU project wishes to promote a flexible mobility scheme focusing primarily on the demand for specific subject areas. As a result, all fields of study are covered:

1. Agriculture Sciences
4. Business Studies, Management Science
5. Education, Teacher Training
6. Engineering, Technology
7. Geography, Geology
8. Humanities
9. Languages and Philology
10. Law
11. Mathematics, Informatics
12. Medical Sciences
13. Natural Sciences
14. Social Sciences
16. Other areas of study

Apart from that, each institution that participates in the project offers a range of courses generally available to their students; not only English language courses. The diversity of

languages, areas of study, and cultures covered is the cornerstone of this project, as it provides a great degree of added value to the academic involvement of candidates.

7. RECOMMENDATIONS TO SUBMIT THE APPLICATION

Procedure to submit the application:

1. Read carefully the candidate guidelines and the rest of information from the web page (www.caseu.ub.edu);
2. Consult the academic offer and verify that you fulfil all the requirements indicated;
3. Gather all required information to fill out the application form (passport copy, Curriculum Vitae, languages knowledge certificates, degree titles and transcript of records and other documents for TG2, if applicable). All these documents must be uploaded in PDF and/or DOC formats maximum size 2 MB. Without these documents the application will be considered ineligible. Listed below is the information required to fill out an application:

- Eligibility qüestions (nationality, other Erasmus Mundus programmes, others)
- Personal details (name, surname, date of birth, place of birth, gender, nationality, passport number, address and contact details);
- Home institution (name, applicant's student number, faculty and department, person responsible for your degree at the home HEI and email);
- Academic qualifications (degree, institution, country, grade obtained and date);
- Language skills (mother tongue and other languages);

- Publications;
- Plan of studies (degree attending, work field, duration of the requested scholarship);
- Host university you apply to (field of study, name of the institution and country);
- Motivation and added value;
- Documents to upload;

4. Select at least one of the host institutions between the consortium institutions, bearing in mind the academic offer (this do not apply to staff candidates) and rules of the mobility flow scheme. You can apply to a maximum of 3 host institutions.

8. Proposed host universities

To enhance your chances of being selected we advise you to select more than one host institution.
You must carefully select the institution(s) considering the following aspects:
- Field of studies/work
- Language used (you must make sure you fill in the necessary language minimum requirements and, in case the host institution demands so, you have to upload the certificate of language proficiency in section 10)
- Minimum eligibility requirements
- Duration of mobility (it can be different from one institution to another)

Please prioritise the Institutions you are applying to

⚠ **It is not possible to select more than one offer of the same institution.**

1st host institution priority

Field of study of the project you intend to develop
[▾]

Official name of your host institution priority
[(Institutions not found in the selected field of studies) ▾]

Mobility offer at the host institution *
[(Courses not found in the selected institution) ▾]

Is your proposal part of any common project of the two institutions?
○ Yes ○ No

If yes, please indicate the references.
[   ]

Have you established any previous contacts with the Institution concerning your mobility?
○ Yes ○ No

If yes, please quote the name of the contacted person.
[   ]

2nd host institution priority

Field of study of the project you intend to develop
[▾]

Official name of your host institution priority
[(Institutions not found in the selected field of studies) ▾]

Mobility offer at the host institution
[(Courses not found in the selected institution) ▾]

Is your proposal part of any common project of the two institutions?
○ Yes ○ No (clean)

If yes, please indicate the references.
[   ]

Have you established any previous contacts with the Institution concerning your mobility?
○ Yes ○ No (clean)

5. Confirm that all documents have been submitted;

10. Documents upload

In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately rejected without any possibility of appeal. Each uploaded document must have a maximum size of 5 MB.

Each field accepts only one document. If you wish to upload more than one document in the same field, first you have to merge those documents into a single one.

PDFBinder is a simple tool to merge several PDF documents into one. You can download it here:

Download PDFBinder

Applicants must upload the following documents:

Document	Upload	Uploaded document
Photo (Mandatory for all applicants)	(jpg,jpeg) [___] Navega... Upload	
Video (Optional)	(avi,mov,mpg,wmv,zip) [___] Navega... Upload	
Identity (Mandatory for all applicants) 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 here.	(pdf) [___] Navega... Upload	
Passport (Optional)	(pdf) [___] Navega... Upload	
Certificate of degree (Mandatory for Master (mobility), Master (full), Doctorate (mobility), Doctorate (full), Post-Doctorate, Academic Staff, Administrative Staff) Certificate proving the obtained degree – 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	(pdf) [___] Navega... Upload	

6. Prepare a motivation statement (personal, academic, and professional motivation) bearing in mind your goals and the project goals;

7. Only doctorate and staff candidates must prepare an outline of their Research/Working plan or Working/Teaching describing the goals, activities, and the proposed work plan.

Once the information is compiled the candidate should fill out the application form on the website. You must take into account that submitted applications cannot be modified. As a consequence, it is necessary to revise all details and make sure the documents are correctly uploaded (PDF or DOC format) before submitting the application.

After sending the online application, the coordination office will provide an application code. A digital certificate will be created, which also contains the date and time of the submission. This digital certificate will be sent to the candidate immediately after the online application submission. The applicant should save the TXT version of the application and print the digital

report. The report contains, along with other information, the code connected to the application. This confirmation does not imply the acceptance of the applicant; it only confirms the submission of the application. Candidates should keep this paper copy throughout the entire process.

The applicant can only submit one application. If the candidate submits more than one application form, the informatics system will automatically consider only the first application submitted as valid.

The DEADLINE for the submission of the electronic application is 17 February 2017 at 24.00 (GMT+0/ UTC+0). Only applications submitted by the deadline and in accordance with the requirements specified on the application form will be accepted. Applications sent by email or fax will not be accepted.

8. DOCUMENTS TO SUBMIT

The **required and mandatory documents for an application** are as follows:

All applicants :	-Application Form (personal details, home institution, academic qualifications, motivation, host university, language skills...) -Photocopy of passport -Curriculum Vitae (Europass Model) -Academic Achievements (Depends on the mobility level) -Languages knowledge certificates (in accordance with the host institution language and level requirements) -Recommendation Letters will be considered *All documents must be submitted in English

AND depending on each case (mobility level and beneficiary group) the following documents:	
	TG1 & TG2
Master	-Undergraduate diploma -Academic records (from the previous programme and if possible the master programme) -Study Plan signed by the home institution (template)
Doctorate	-Undergraduate and Master diploma and academic records (or any degree leading to the PhD) (also translated in English) - Outline of the research/working/teaching plan (signed by the home institution) (template) Recommend to contact the host university before or during the application
Staff	- Outline of the research/working/teaching plan (signed by the home university)(in English) (template) -Informal proof of the contact done with the hosting university -contract/document staff proofs the professional relation with the home university

*All candidates must also take into account the specific requirements for each programme indicated in the "academic offer" section.

PASSPORT: All applicants must indicate their passport number on the application form and must include a photocopy of their passport. For cases in which the applicant does not have a passport, he/she can indicate their national identity number.

CURRICULUM VITAE: All applicants must include a CV (Europass model) with academic, professional, and personal information, skills, abilities, and other information applicable to the grant. You can create your CV in the following webpage:

http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en_GB

MOTIVATION STATEMENT: All applicants must write a motivation statement explaining his/her personal, academic and professional motivation. It is also important to indicate future plans, goals and personal/professional commitment. Indicate also if there is any special condition that must be taken into account.

LANGUAGE KNOWLEDGE: It is COMPULSORY to certify an advanced knowledge of the language in which the courses are led in the host institution (all host institutions have indicated language requirements). Without this advanced language knowledge, the application form will be rejected.

ACADEMIC RECORDS AND DIPLOMAS: All applicants must provide a scanned copy of their transcript (academic records with the average mark included) and their diploma certificate. (Master applicants must include their undergraduate diploma and academic records). However, undergraduate applicants are only required to have completed the first course of the degree in order to apply. All these documents must also be in English language (the documents can be issued in English, officially translated in English or translated in English by the candidate and validated by one partner institution).

LETTERS OF RECOMMENDATION: Recommendation letters will be considered. These letters should include contact details of the recommending person/institution, in order to verify them.

INFORMAL PROOF OF THE CONTACT DONE WITH THE HOSTING INSTITUTION: an e-mail or other document that can justify that there is a previous contact with the hosting department. Please check the academic offer where email contacts are provided for each programe. Compulsory for staff applicants.

CONTRACT/DOCUMENT THAT CERTIFIES THE PROFESSIONA RELATION WITH THE HOME INSTITUTION: Certificate or other document that can prove the applicant works or is associated to one Higher Educiation Institution.

OUTLINE OF THE RESEARCH/ WORKING/TEACHING PLAN: All doctorate and staff candidates must write an outline of their proposed research/work/teaching plan including the goals they hope to achieve during their mobility stay. This should include a timetable, mention of previous knowledge of the issue and possible outputs. template provided here in the "templates" section.

STUDY PLAN: template provided here in the "templates" section. Document to be filled out with the subjects of the home university that could be recognized with the subjects to follow at the host.

*All candidates must also take into account specific requirements indicated for each programme in the "academic offer" section.

Additional documents (optional):

PROOF OF SOCIAL/ECONOMICAL DISADVANTATGE SITUATION OR SPECIAL CONDITIONS: A certificate or other document that certifies the social and or economical disadvantaged situation. Both the original copy (in the original language) as well as an English translation must be provided. Exemple of documents to provide: tax declaration of the applicant or person/s that maintain the applicant and a personal declaration indicating these are the economical resources on which the applicant depends, proof of being a grantee student by the government, accreditation of disability, among others.

9. EVALUATION AND SELECTION

All received and valid applications shall be included as read-only documents in a protected database. All legal requirements shall be respected concerning personal data manipulation; confidentiality will always be maintained. The database will only be accessed and revised by authorized personnel with access codes in the home and host institutions. The coordination team, technical experts which will participate in the evaluation process and the members of the Selection and Recognition Group will also have access.

Before proceeding to the technical/scientific evaluation of the applications, the contact person and/or staff responsible for the implementation of the project in the home institution will verify the eligibility of the candidate, according to the eligibility criteria established, and invalidate those who do not satisfy the criteria.

The applications which comply with the evaluation demands in technical terms will be considered and assessed by the home institution (TG1) and host institution selected by the candidate. With this assessment a candidate's ranking will be elaborated based on academic merit, personal and professional motivation, academic projection, knowledge of the language of the country, strategic importance and institutional interest of the academic area. The specific distribution of criteria importance is available in the "selection criteria" of the web page.

Apart from this ranking, the Selection and Recognition Group will be in charge of the evaluation of the list of pre-selected candidates issued by the host and home institutions and will establish the distribution of grants according to the selection criteria. Selection procedure will also take into account economic, geographic or any other disadvantages. The promotion of equal opportunities, gender balance and social equity will be taken into account in the percentage of candidates from the different Target Groups.

Furthermore, the balance of the mobility flows, seeking to achieve the maximum participation of each partner both in sending and receiving candidates will also be taken into account. If necessary, extra points will be awarded to candidates requesting a place at a partner institution with lower demand.

After the final selection of the applicants the coordinating institution will send to the home and host institution a list of the selected scholarship holders that will participate in CASEU. The coordinating institution will also inform all applicants by email about the selection results and will publish the final list on the consortium website.

Master	
Academic merit (degree, academic records, letter of recommendation, language level)	0-60
Personal and Professional motivation (motivation statement and CV)	0-20
Knowledge of the Language of the country	0-5
Institutional interest of the academic area (Strategic importance)	0-15
TOTAL	**0-100**

Social and economic disadvantage situation will add 5 more points to this mark.

Doctorate	
Academic merit (Scientific achievement and academic background)	0-30
Outline of the Research Plan	0-20
Personal and Professional motivation (motivation statement and extracurricular activities)	0-20
Academic projection of the candidate	0-10
Institutional interest of the academic area (Strategic importance)	0-15
Knowledge of the host country language	0-5
Total	**0-100**

Social and economic disadvantage situation will add 5 more points to this mark.

Staff	
Professional Experience	0-30
Outline of the Teaching / Working Plan	0-25
Personal and Professional Motivation	0-20
Academic/ Professional projection of the candidate	0-10
Strategic importance and institutional interest of the academic area	0-15
Total	**0-100**

Social and economic disadvantage situation will add 5 more points to this mark.

10. PROCESS OF APPEAL

If the applicant does not agree with the final decision about his/her application result, he/she has the right to appeal against the decision. In order to submit an appeal the candidate will have to submit an explanation of the appeal (the document must be duly signed) to caseu@ub.edu within the next 20 days after the publication of the results. This request will be reviewed by the CASEU consortium which will then provide an unbiased resolution of the appeal to the candidate within the next 10 days after the document is received.

11. INFORMATION AND SUPPORT

All information related to the project implementation is available in the website:
www.caseu.ub.edu

The CASEU Team, as the project coordinator, is responsible for the implementation of the preparation tasks and mobility flows development.

Contact details:

CASEU Team
Mobility and International Programmes
Pavelló Rosa (Recinte de la Maternitat)
Trav. de les Corts, 131-159 - 08028 Barcelona
University of Barcelona
E-mail: eranet2@ub.edu
Telephone : (+0034)934035380

12. TEMPLATE OF DOCUMENTS

STUDY PLAN (ONLY MASTER APPLICANTS)

ACADEMIC YEAR 20___/20___
STUDY PERIOD: _____ MONTHS

Name of student:
Home institution:
Target Group:

DETAILS OF PROPOSED STUDY TO FOLLOW AT THE HOST INSTITUTION AND THE PROPOSED RECOGNITION AT THE HOME INSTITUTION:

Home Institution:			Host Institution:		
Study Programme at the Home Institution:			Study Programme at the Host Institution:		
Course Title:	Semester:	ECTS Credits:	Course Title:	Semester:	ECTS Credits:
Comments:					
Date and student's Signature:					

HOME INSTITUTION   HOST INSTITUTION

We confirm that in case the student is selected to be granteed with a CASEU scholarship the above mentioned subjects could/would be recognised with the academic programme agreed on with the hosting institution.	We confirm that in case the student is selected to be granteed with a CASEU scholarship the above mentioned subjects could/would be followed by the student at the hosting institution.
Name and position of the signing person at the Home Institution:	*Name and position of the signing person at the Host Institution:*
Place and Date: *Official Stamp and signature*	*Place and Date:* *Official Stamp and signature*

OUTLINE OF THE RESEARCH/ WORKING/TEACHING PLAN

ACADEMIC YEAR 20__/20__
MOBILITY PERIOD ____ MONTHS
MOBILITY LEVEL: ____ DOCTORATE   __ STAFF

Name of grantee:
Home Institution: **Country:**

DETAILS OF PROPOSED PROGRAMME
Host Institution:
Field of Study:

Working/Research/Teaching Proposal
Grantee's Signature: **Date:**

HOME INSTITUTION   **HOST INSTITUTION**

We confirm that the proposed programme is approved and will be recognized at the institution.	We confirm that the proposed programme is approved.
Place and Date *Name and position of the person at the Home Institution*	*Place and Date* *Name and position of the person at the Host Institution*
Official Stamp and signature	*Official Stamp and signature*