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# **MARHABA**

## **Call for applications guidelines**

### **3<sup>rd</sup> Cohort**

**Deadline for applying: From 23<sup>rd</sup> December 2016 to 7<sup>th</sup> February 2017**

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## 1. INTRODUCTION

MARHABA is an Erasmus Mundus Action 2 project aiming at fostering cooperation in the field of Higher Education between Europe and Iran, Iraq and Yemen through a mobility scheme addressing student and staff exchanges.

The current call for applications covers a **bilateral mobility from the EU to Iran and Iraq, and from Iran, Iraq and Yemen to the EU**. It includes 4 types of mobility according to the academic level of the candidates:

- Undergraduate
- Master
- Doctorate (PhD)
- Post-doctorate

The project covers travel and insurance costs for the selected applicants. Additionally, the following **monthly allowances** will be transferred to the selected applicants according to their academic level during their stay abroad:

- €1,000 for Undergraduate and Master
- €1,500 for Doctorate
- €1,800 for Post-doctorate

**Applicants are kindly requested to carefully read all the information contained in this document before proceeding to complete and submit their online application form.** All applications have to be submitted online and no paper versions will be accepted.

## 2. GENERAL ADMISSION REQUIREMENTS

MARHABA applicants must comply with the **following general requirements**:

- To be a European, Iranian, Iraqi or Yemeni national.
- To have a sufficient level of the language of instruction of the host universities they apply to. Only official certificates will be accepted.
- Non-EU applicants 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 any of eligible European countries at the time of submitting their application to the partnership. This rule is not applicable to Target Group 3
- Undergraduate candidates must have successfully completed at least one year of studies.
- PhD and Post-doctorate candidates should contact their respective potential supervisors at the host institutions before applying in order to get Host Acceptance letters.

### 3. TARGET GROUPS

MARHABA allows participation of candidates belonging to **3 different target groups**:

**Target Group 1 (TG1):** Nationals of the countries concerned by the lot who are currently registered in one of the partner universities belonging to the consortium (\*see the section of “Our consortium” in the webpage to know which universities are members of the consortium). Undergraduate students must have successfully completed at least one year of studies in their home institution. Proof of being registered in a partner university it is requested to all TG1 applicants.

**Target Group 2 (TG2):** TG2 mobilities will be from Europe to Iran and Iraq, and from Iran, Iraq and Yemen to Europe. Applicants need:

- Either to be registered in a Higher Educational Institution (not included in the partnership) of the countries concerned by the lot
- Or to have obtained a university degree or equivalent from a Higher Educational Institution of these countries (no matter whether their university of their previous degree belongs to the partnership or not).

**Target Group 3 (TG3):** Only Iranian, Iraqi and Yemeni candidates can apply to TG3. Nationals from the non-EU countries of the consortium who can justify with valid documents that they are in a particularly vulnerable situation due to social and political reasons.

Depending on the nationality concerned, candidates can only submit applications for specific target groups. So:

- There is no mobility for TG3 addressed to European candidates.
- There is no mobility for TG1 addressed to **Yemeni candidates**. They **can only apply for TG2 and TG3 at PhD level**.

### 4. MOBILITY DURATIONS

Mobility durations differ depending on target groups, nationality and academic level. Changes in the mobility durations may occur and all project activities will end by 14/07/2018.

**European beneficiaries:**

Undergraduate: 6 months  
Master: 6 months  
Doctorate: 6 months  
Post-doctorate: 6 months

**Non-EU beneficiaries:**

Undergraduate: 6-10 months  
Master: 10 months  
Doctorate: 6-10 months  
Post-doctorate: 6 months

## 5. MOBILITY FLOWS

You can find below the number of the current available grants with the duration of each one. Please note that these figures may be subject to changes as a result of unforeseen dropouts and consequently the availability of remaining funding. The duration of scholarships may be reduced according to the arrival date of grantees to their host institutions, as all project activities will end on 14/07/2018.

MOBILITY FROM EU TO IRAN AND IRAQ					
ACADEMIC LEVEL	Grants in TG1	Months of grant	Grants in TG2	Months of grant	TOTAL
Undergraduate	1	6	0	0	1
Master	6	6	1	6	7
Doctorate	8	6	1	6	9
Post-doctorate	0	0	1	6	1
<b>TOTAL</b>	<b>15</b>		<b>3</b>		<b>18</b>

TARGET GROUP 1 MOBILITY FROM IRAN AND IRAQ TO EU					
ACADEMIC LEVEL	Grants from Iran	Months of grant	Grants from Iraq	Months of grant	TOTAL
Undergraduate	2	6	3	6	5
Undergraduate	4	10	1	10	5
Master	2	10	1	10	3
Doctorate	1	6	1	6	2
Post-doctorate	1	6	1	6	2
<b>TOTAL</b>	<b>10</b>		<b>7</b>		<b>17</b>

TARGET GROUP 2 AND 3 MOBILITY FROM IRAN, IRAQ AND YEMEN					
ACADEMIC LEVEL	Grants in TG2	Months of grant	Grants in TG3	Months of grant	TOTAL
Doctorate	1	10	1	10	2
<b>TOTAL</b>	<b>1</b>		<b>1</b>		<b>2</b>

## 6. APPLICATION PROCEDURE

All applicants have to apply through the **online application tool** (<http://www.usc.es/marhaba/call.htm> ) uploading the required supporting documents. Pre-selected TG1 candidates may be requested to show the hard copies of the documents attached for examination purposes, while pre-selected TG2 and TG3



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candidates may be requested to show the original documents upon arrival at the host university.

**All candidates can apply for a maximum of two host universities.**

### 5.1 Online Application Form

The online application form is only available in English. All documents must be submitted in English or translated into English.

### 5.2. Deadline

The online application form will be available from **23<sup>rd</sup> December 2016 to 7<sup>th</sup> February 2017**, both days included. We cannot accept applications after this deadline.

## 7. REQUIRED DOCUMENTS

Applicants must upload the following supporting documents depending on their academic level:

### Bachelor applicants:

- Passport copy<sup>1</sup>
- Curriculum Vitae (European CV – Europass)<sup>2</sup>
- Language certificate(s)
- Motivation Letter (maximum 2 pages)
- Bachelor Transcript of Records
- Name of the study programme to be done in the host university (\*\*\*)Please check the host university academic offer(s) and copy the same name(s) in the online application tool. **Any application without this information will be automatically excluded**).
- Proof of Target Group 1 status (when applicable): either a university registration statement or the Home University Support Letter Form available at <http://www.usc.es/marhaba/downloads.htm> duly completed.

### Master's applicants:

- Passport copy<sup>1</sup>
- Curriculum Vitae (European CV – Europass)<sup>2</sup>
- Language certificate(s)
- Motivation Letter (maximum 2 pages)

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<sup>1</sup> In addition to the Passport copy, any other official document (such as ID card) giving proof of the candidate's identity will be accepted.

<sup>2</sup> The template of the Europass CV can be downloaded here: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>

- Bachelor Certificate (if the applicant does not have this certificate before the call for applications deadline, a letter signed by the home university confirming that the applicant will get the diploma by 1<sup>st</sup> July 2017 must be uploaded).
- Bachelor Transcript of Records
- Master Transcript of Records (if applicable)
- Name of the study programme to be done in the host university (\*\*\*)Please check the host university academic offer(s) and copy the same name(s) in the online application tool. **Any application without this information will be automatically excluded**).
- Proof of Target Group 1 status (when applicable): either a university registration statement or the Home University Support Letter Form available at <http://www.usc.es/marhaba/downloads.htm> duly completed.
- Proof of Target Group 3 status (when applicable).

#### Doctorate applicants:

- Passport copy<sup>1</sup>
- Curriculum Vitae (European CV – Europass)<sup>2</sup>
- Language certificate(s)
- Motivation Letter (maximum 2 pages)
- Bachelor Certificate
- Bachelor Transcript of Records
- Master Certificate (if the applicant does not have this certificate before the call for applications deadline, a letter signed by the home university confirming that the applicant will get the diploma by 1<sup>st</sup> July 2017 must be uploaded).
- Master Transcript of Records
- Name of the study programme you plan to do in the host university (\*\*\*)Please check the host university academic offer(s) and copy the same name(s) in the online application tool. **Any application without this information will be automatically excluded**).
- Research proposal: title and short description (maximum 2 pages)
- Host Acceptance Letter(s). A template can be found at <http://www.usc.es/marhaba/downloads.htm>
- Proof of Target Group 1 status (when applicable): either a university registration statement or the Home University Support Letter Form available at <http://www.usc.es/marhaba/downloads.htm> duly completed.
- Proof of Target Group 3 status (when applicable).

#### Postdoctorate applicants:

- Passport copy<sup>1</sup>
- Curriculum Vitae (European CV – Europass)<sup>2</sup>
- Language certificate(s)
- Motivation Letter (maximum 2 pages)
- PhD Certificate
- Thesis Summary (maximum 2 pages)

- Name of the study programme you plan to do in the host university (\*\*\*)Please check the host university academic offer(s) and copy the same name(s) in the online application tool. **Any application without this information will be automatically excluded).**
- Research proposal: title and short description (maximum 2 pages)
- Host Acceptance Letter(s). A template can be found at <http://www.usc.es/marhaba/downloads.htm>
- Proof of Target Group 1 status (when applicable): either a university registration statement or the Home University Support Letter Form available at <http://www.usc.es/marhaba/downloads.htm> duly completed.

## 8. SELECTION PROCESS

### Phase 1: Eligibility check

An eligibility check will be carried out by the partner universities. Target Group 1 applications will be analysed by home universities, while Target Group 2 and 3 will be analysed by the Project coordinator and, when applicable, by the Country Contact Point representatives in Iran and Iraq.

### Phase 2: Pre-selection by host universities

Each partner university will set up a **pre-selection committee** in charge of examining and grading all host candidates. As a result, a list of pre-selected candidates will be drawn up according to the **pre-selection criteria** shown in section below of this document.

### Phase 3: Final selection

A **Selection Committee** made up of one representative of the coordinating institution (USC), two representatives from European universities, two representatives from non-EU partner universities and an External Evaluator will examine and grade the ranking of pre-selected candidates according to the **selection criteria** shown in section below, in order to draw up the final list of beneficiaries as well as the reserve list. The final list of beneficiaries must be validated by all host universities.

### Phase 4: Notification of selection

All selected candidates will be informed of the award decision and they will have **one week to accept or reject the grant**. Non-selected applicants and those in the reserve list will be also duly informed via e-mail.

### Phase 5: Invitation and visa procedures

Beneficiaries will receive an **invitation letter** from the host institutions in order to start their **visa arrangements**. It is the responsibility of the selected candidates to provide all necessary documents requested by the Embassies/Consulates of the host universities. Local coordinators from host institutions may provide them with assistance and information about the visa procedure.



## 9. PRE-SELECTION AND SELECTION CRITERIA

Pre-selection criteria (to be applied by host universities during the pre-selection phase):

CONCEPT	MARK
Academic records	55
Language skills	30
Academic suitability and relevance of the application	10
Motivation	5
<b>TOTAL</b>	<b>100</b>

The Selection Committee will agree the final list of selected candidates on the basis of the ranking of pre-selected candidates. In case of candidates with the same mark as well as in order to meet the project principles, the following additional criteria can be applied by the Selection Committee:

- Gender balance
- Priority of disadvantaged and vulnerable groups
- Geographical balance
- Language skills
- Impact of the project proposal (applicable to Doctorate and Post-doc)

## 10. CRITERIA FOR EXCLUSION

Candidates who do not meet the requirements of the call for applications will be automatically excluded. This applies to candidates not submitting the compulsory documents required for applying to each specific academic level and not complying with the specific Target Group requirements.

Each host university reserves the right to determine the ineligibility of candidates on the basis of the following reasons:

- Specific academic programme not available
- Quality/Inadequacy of academic curriculum
- Lack of correspondence between home and host studies (not applicable for degree-seekers)
- Insufficient Language skills

Additionally, candidates will be excluded if:

- Applying for an academic level already completed
- Applying for different academic levels
- The name of the study programme to be carried out at the host university is not specified.



## 11. CALL FOR APPLICATIONS SCHEDULE

Publication of the call for applications	23 <sup>rd</sup> December 2016
Deadline for submission of applications	7 <sup>th</sup> February 2017
Pre-selection of candidates	February – April 2017
Selection Committee Meeting	May 2017
Publication of results	May 2017
Sending of invitation letters to beneficiaries	May 2017
Visa applications	May – August 2017
Start of mobilities	September 2017
Project end	14 <sup>th</sup> July 2018