# GUIDELINES FOR APPLICANTS- PHOENIX THIRD COHORT

**Deadline for applications (for filling the form and submitting the documents)**
**From 9ᵗʰ December 2015 to 1ˢᵗ February 2016**

## 1. INTRODUCTION

PHOENIX is a project funded with the support of the Erasmus Mundus-Action 2 Programme of the European Commission. Phoenix project intends to develop a structured mobility based cooperation between 17 universities: **3 Palestinian, 2 Lebanese, 1 Syrian and 2 Jordanian Higher Education Institutions on the one side and 9 European Higher Education Institutions** from the second side.

Phoenix includes scholarships for **undergraduate, master, PhD students, post-doctorate and also for staff members (academic and administrative)** distributed in three cohorts to undertake a mobility period or obtain a full degree in Europe. They include a monthly allowance, travel, insurance and participation costs.

**The current call for applications is only open to EU mobilities to Middle East**

Applicants are kindly requested to carefully read all the information contained in this document before proceeding to fulfill and submit the online application form.

## 2.- PARTNER UNIVERSITIES

The Universidad de Almería (Spain) is the Coordinator of this project and the Islamic University of Gaza (Palestine) is the Co-coordinator. PHOENIX Partnership is composed by the following 17 partner universities and 5 associated members:

**Middle East Partners**
The Islamic University of Gaza (Occupied Palestinian Territory)
Princess Sumaya University for Technology (Jordan)
Arab International University (Syrian Arab Republic)
Lebanese American University (Lebanon)
An Najah National University (Occupied Palestinian Territory)
Petra University (Jordan)
Birzeit University (Occupied Palestinian Territory)
Modern University for Business and Science (Lebanon)
**European Partner Universities**
Universidad de Almería (Spain)

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Universidad de Sevilla (Spain)
Université Pierre et Marie Curie (France)
Universidade do Porto (Portugal)
Universite Libre de Bruxelles (Belgium)
Università degli Studi dell'Aquila (Italy)
University of Tampere (Finland)
Wroclaw University of Technology (Poland)
Carl von Ossietzky Universität Oldenburg (Germany)

**Associated Members:**
Mediterranean Universities Union (UNIMED) (Italy)
Ministry of Higher Education (MOHE) (Palestine)
World University Service Mediterranean (WUSMED) (Spain)
Friedrich Ebert Stiftung (FES) (Palestine)
United Nations Reliefs and Works Agency (UNRWA) (Jordan)

## 3.- TARGET GROUPS

Depending on their characteristics, all applicants fit in one of the three Target Groups established by the European Commission Programme. Each of the Target Groups has different types of mobility scholarship available.

- **Target Group 1 (TG1)**
  - Nationals of Jordan, Lebanon, Palestine and Syria who are registered/work in one of the third-country partner universities that is a member of the partnership.
  - National of European countries who are registered/work in one of the European partner universities that is member of the partnership
    (See section 2 of this call for applications in order to know which universities are members of the partnership).

- **Target Group 2 (TG2)**
  - Nationals of Jordan, Lebanon, Palestine and Syria who:
    o Are registered/work in a higher education institution o these countries that is not included in the partnership (students and staff);
    o Have obtained a university degree or equivalent by an institution of these countries (students only)
  - Nationals of European countries who:
    o Are either registered/work in a HEI (not included in the partnership) of any European country (students and staff);

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o Have obtained a university degree or equivalent by a HEI of any European country (students only).

- **Target Group 3 (TG3)**
  - Nationals of Jordan, Lebanon, Palestine and Syria who are in particularly vulnerable situations, for social and political reasons. For example:
    o Having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or
    o 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
    o They belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

**PLEASE NOTICE: All the Potential applicants from Target Group III must present official documentation that proves their eligibility for this group.** And this must be uploaded in section 10 of the application form. In case applicants fail to do so the consortium will consider them as TGI or TGII applicants (depending on the home institution).**Syrian candidates will not have to submit proof of being in particularly vulnerable situation.**

## 4.- GENERAL ADMISSION REQUIREMENTS

In order to be eligible for an Erasmus Mundus scholarship under this project, applicants applying for a mobility scholarship must fulfill the following general criteria:

*European Students*
- Must be **national** of one of the eligible European countries;
- 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
- Must have not benefited in the past from another scholarship for the same type of mobility under another project under the EMA2-STRAND1.
- **For Target Group 1** (TGI): students need to be registered at one of the European countries HEIs within the partnership at the time of submitting their application to 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) of any European country or to have obtained a university degree or equivalent from a HEI of any European country;
- Must respect the specific and additional criteria applicable to each type of mobility (undergraduate, master, doctorate, post-doctorate and Academic and Administrative staff).

## *Third-country Students*

- Must be a **national** of one of the eligible Middle East countries;
- 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 the eligible European countries at the time of submitting their application to the partnership. **This rule does not apply either to TGIII candidates or to Syrian candidates.**
- Must have **sufficient knowledge of the language** of the courses or of one of the languages currently spoken in the hosting countries.
- Must have not benefited in the past from another scholarship for the same type of mobility under another project under the EMA2-STRAND1 and cannot benefit from more than one mobility activity within the same project. **This rule does not apply to Syrian candidates.**
- **For Target Group 1 (TGI):** students need to be registered at one of the third-country HEIs within the partnership at the time of submitting their application to 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) of the third-country concerned by the lot or to have obtained a university degree or equivalent from a HEI of these third-countries;
- **For Target Group 3 (TGIII):** students need to be nationals of one of the third-countries concerned by the lot and be part of the vulnerable target groups.
- Must respect the specific and additional criteria applicable to each type of mobility (undergraduate, master, doctorate, post-doctorate and Academic and Administrative staff).

### *Academic and administrative staff*

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- Must be a **national** of one of the eligible countries;
- **For Target Group 1 (TGI):** Third-country staff must work in or be associated to one of the third country HEIs participating in the partnership. EU staff must work in or be associated to one of the EU HEIs participating in the partnership;
- **For Target Group 2 (TGII):** Third-country staff must work in or be associated to a HEI (not included in the partnership) of any third-country concerned by the lot. EU staff must work in or be associated to a HEI (not included in the partnership) of any European country.
- 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.

## 5. TYPES OF MOBILITY

PHOENIX project includes in this Third Cohort **3 types of mobility** according to the academic level of the candidates:

- **Undergraduate (exchange)**
- **Master (exchange)**
- **Academic/Administrative staff**

Taking into account the above mentioned levels, candidates must meet the following specific requirements:

**Specific criteria for all types of mobility:**

- **Undergraduate students**
  Third-country undergraduate students belonging to TGI must have successfully completed at least one year of studies in their home institution.
  European undergraduate students must have successfully completed at least one year of studies at first higher education level.
- **Master students**
  Master students must have finished their undergraduate studies (Bachelor or equivalent) and be currently enrolled in a Master degree in their country of residence.
- **Academic and Administrative Staff:**
  Have to serve at a higher education institution either as academic or administrative employees.

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**Both academic and administrative staff should** contact their respective counterpart at the host university in order to accordingly draw up their teaching/working plan.

For administrative staff priority will be given to those candidates who develop their main activity in the following thematic fields:

1. International Relations and Networking
2. Scientific research management
3. Employability services and entrepreneurs support

It is noteworthy to mention that in addition to these criteria there may be other defined internally by each partner institution of the project, so applicants must make sure to ask the contact person of the institution about the **specific eligibility criteria established either in their home institution (if applicable) or in the host institution(s)** which they intend to apply to.

## 6. TYPES OF SCHOLARSHIPS

The PHOENIX project supports 154 SCHOLARSHIPS distributed in three Cohorts and divided according to the following:

55 Undergraduates – 28 Masters – 20 Doctorates- 15 Post-doctorates- 36 Staff

Note that the following information refers to the initial selection through the first and the second cohort. In the third cohort the remaining scholarships and any possible withdrawals or dropouts will be allocated.

### FIRST COHORT:

**Call for Applications**: It was open from 2$^{nd}$ December 2013 to 27$^{th}$ of January 2014
Results were communicated in May 2014.
Type of Mobility: Undergraduate, Full Master, Master exchange, Full Doctorate, Post-doctorate and Staff.

| PHOENIX FIRST COHORT | | | | | | |
|---|---|---|---|---|---|---|
| | **Undergraduates** | **Masters** | **Doctorates** | **Post-doctorates** | **Staff** | **TOTAL** |
| TOTAL | **27** | **29** | **20** | **8** | **25** | **108** |

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## SECOND COHORT

**Call for Applications: It was open from 14<sup>th</sup> November 2014 to 15<sup>th</sup> January 2015. Results were communicated in May 2015.**

Type of Mobility: Undergraduate, Master exchange (from Europe to Middle East), Pos-doctorate and Academic and Administrative Staff.

| MOBILITY FROM MIDDLE EAST TO EU | | | | | |
|---|---|---|---|---|---|
| Third country | **Undergraduates** | **Masters** | **Post-doctorates** | **Staff** | **TOTAL** |
| **Jordan** | 3 | - | 2 | 3 | 8 |
| **Lebanon** | 7 | - | 2 | 4 | 13 |
| **Palestinian occupied territory** | 5 | - | 2 | - | 7 |
| **Syria** | 2 | - | - | 4 | 6 |
| SUM | <u>**17**</u> | - | <u>**6**</u> | <u>**11**</u> | <u>**34**</u> |

| MOBILITY FROM EU TO MIDDLE EAST | | | |
|---|---|---|---|
| **Europeans** | TG1 | TG2 | TOTAL |
| **Undergraduate** | 9 | 0 | **9** |
| **Master Exchange** | 0 | 1 | **1** |
| **Post-doctorate** | 1 | 1 | **2** |
| **Staff** | 0 | 0 | **0** |
| **TOTAL** | **10** | **2** | **12** |

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| MOBILITY PER TARGET GROUP | | | | | | | |
|---|---|---|---|---|---|---|---|
| Type of Mobility | **Outgoing** | | **Third Country** | **Incoming** | | | **TOTAL** |
| | European | | | | | | |
| | | | | Third Country Nationals | | | |
| | TG1 | TG2 | | TG1 | TG2 | TG3 | |
| Undergraduates | 9 | 0 | | 9 | 0 | 8 | 26 |
| Masters | 0 | 1 | | 0 | 0 | | 1 |
| Post-doctorates | 1 | 1 | | 3 | 0 | 3 | 8 |
| Staff | 0 | 0 | | 9 | 2 | 0 | 11 |
| TOTAL | 10 | 2 | | 21 | 2 | 11 | 46 |

## 7. AMOUNT OF GRANTS

PHOENIX will cover the following:

- **Subsistence Allowance**
- **Insurance Coverage (health, travel, accident)**
- **Direct visa costs and travel expenses for one economy class return ticket**
- **Participation costs (if applicable)**

### 7.1. Subsistence Allowance

A scholarship agreement that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed by each institution, the scholarship holder and the coordinating institution. Only after this document is signed it will be possible to transfer the scholarships. Each EU partner must provide to both **incoming** (from Jordan/Lebanon/Palestine/Syria to EU countries) and **outgoing** (from EU countries to Jordan/Lebanon/Palestine/Syria) scholars the first **two installments** right after the arrival of the scholar at the host university. For the rest of the mobility, the subsistence allowance

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will be provided on a regular basis and will be paid monthly by the coordinating institution to the grantee bank account. Monthly subsistence allowance can only be paid as from the month of arrival and covers each full month of the mobility, based on the academic grounds.

**Type of mobility Subsistence Allowance**

- **Undergraduate** 1.000 €/month
- **Master** 1.000 €/month
- **Post-Doctorate** 1.800 €/month
- **Academic and Administrative Staff** 2.500 €/month

### 7.2. Insurance Coverage

The coordinating institution will provide directly to each scholarship holder a comprehensive health, travel and personal accidents insurance valid in the host country, in line with the demands of the EACEA – Education, Audiovisual and Culture Executive Agency. This insurance will be valid since the moment and place of departure to the mobility period until the return, when the mobility period is over.

### 7.3. Travel costs

The project's coordination will be responsible for booking and paying the grantee's two-way travel ticket between the home University's city and the host University's city having as reference the maximum amounts foreseen by the EACEA for each travel. In case the home or host institutions are not located in a city with an international airport, the scholarship holders must keep the invoices of the local transportation such as bus, subway, or train used to undertake the travel, so as to be able to submit a reimbursement request to the coordination. This request should be made as soon as possible, in a proper form that will be available online in Scholarship Holder's Section and that should be accompanied by the scanned original invoices of payment. The original documents must be sent to the coordinating institution that will analyse the possibility of reimbursement.

In case of long stays (more than 10 months) it will not be possible to buy the return ticket immediately. Therefore, all reimbursement requests will be put on hold until the coordinating institution can buy the return ticket and use the leftovers to reimburse other travel expenses. Taxi expenses are strongly discouraged. The coordination will carefully analyse each expense, not considering eligible taxi expenses between cities if there is other less expensive means of transportations. All the reimbursements will be made considering the exchange rate **to** the day in which the expenses were done. In case the scholarship

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holders wants to change the flight dates for individual purposes this may be allowed as long as the return date Is not before the foreseen ending date of the programme of activities/mobility. All changes should be paid by the scholarship holder and not by the project. Please note that it will not be possible to reimburse neither any accommodation expenses nor a vacation travel to the grantee's home country.

Return travels of the scholarship holders with duration above 10 months will be booked by the coordination at least six months before the return date. Travels will be purchased based on the ending dates communicated by the host institutions and after receiving the approval of the scholarship holders. If there is any need to change the travel afterwards, the coordination will not be able to pay those costs, so each scholarship holder must assure together with the host institution that (s)he finishes all the activities in due time.

The following unit costs are **applied for travel costs, including airfares and visa related costs**, for the direct/linear distance ("as the crow flies"):

- For **Target Group 1** on one side the location of the sending HEI and on the other side the hosting HEI premises;
- For **Target Group 2** on one side the location of origin of the student/staff and on the other side the hosting HEI premises;
- For **Target Group 3** the location of residence of the student and on the other side the hosting HEI premises.

| Distance (km) | Maximum amount (€) |
|---|---|
| < 500 | 250 |
| 500– 1.000 | 500 |
| 1.000– 1.500 | 750 |
| 1.500 – 2.500 | 1000 |
| 2.500 – 5.000 | 1500 |
| 5.000 – 10.000 | 2000 |
| > 10.000 | 2500 |

For distance calculations, please refer to http://www.mapcrow.info

## 8. DURATION OF THE MOBILITIES

Candidates must take into account that mobility duration will vary depending on their academic level and their origin country:

| FROM EU TO MIDDLE EAST | |
| --- | --- |
| **Undergraduates (exchange)** | 5 months |
| **Master (exchange)** | 5 months |
| **Staff** | 1 month |

## 9. APPLICATION PROCEDURE

### 9.1. Preparing the application
In the phase of preparing the application, the candidate should follow the subsequent steps:

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

Select at least one host institution among the set of institutions of the project. It is highly recommended that the applicants select up to **3 host institutions, which must be different,** of the available options but always in respect of the language and background requirements  defined by each host institution. However, 2<sup>nd</sup> and 3<sup>rd</sup> choice institutions may decide not to evaluate these applications depending on the total number of received applications. 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;
- Consider the identified areas of excellence in each partner institution;
- 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;
- Be aware of the real cost of living at each partner institution and analyse it considering the monthly amount of the scholarship, in case of selection;

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- Consider the need to adapt to different cultural realities and also to different climate conditions, in case of selection.
- Consider the need to come to Europe with some financial support for the first days

2. Read attentively the **Guidelines for Applicants** and the **FAQs section**;

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 an **education/training project** describing the aims, activities and foreseen study/working plan and having into consideration the objectives and goals of the programme;

5. Ensure that the **project proposal** is **objective and specific** concerning its methodology and viability, impact and benefit, as well as the capacity of attaining the project's purposes within the timeframe established by the duration of the scholarship. The lack of detailed information or objectivity will reduce the chances of success during the process of application's evaluation;

6. Make sure that the motivation presented in the application concerning the mobility's benefits and expected outcomes is clear and reflects each one of the options selected (maximum of 3 host Universities);

7. **Create a log in a password**: Once all the information is gathered and compiled in a teaching/training project, the applicant should create a log in and a password to be granted access to the Application Form available on the project's website (http://em-phoenix.eu).

## 9.2. Online Submission

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

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

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- 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).

- The form will open with a set of questions regarding
    a. General eligibility criteria;
    b. Identification of Target Group;

☛**Only <u>online</u> applications are considered eligible.**

- The applicants must answer truthfully to all questions so as to ensure the fulfillment to all general eligibility criteria. In case one eligibility criteria is not fulfilled, the system will immediately inform the applicant through the following message: "Sorry, you are not eligible."

- 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.

- 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 online application form is only available in English**. However, 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). Candidates have to submit all supporting documents in the official language of instruction of the hosting university, or failing that, in English. Candidates applying to several universities with different languages of instruction should submit their supporting documents in English.

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The **deadline for the submission of the online applications for the Call** is indicated on the webpage of the project (http://em-phoenix.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.

In the case of **applications to master and doctorate mobility scholarships**, we recommend the applicants to request the cooperation of a **home institution's professor** who supports them in the preparation of the application. Such support will allow an easier selection of the host institution where the research can be carried out and the mobility project is more feasible. Simultaneously, the home institution's contact will help the applicants to ensure the quality of the working/study plan, guaranteeing a well structured project that puts together the applicants interests and the priorities of scientific research and local technologies.

> ☛**The name of a professor or researcher acting as a contact person in the host institution can be identified in the application. This may facilitate the evaluation procedure of the submitted application.**

**In case of Target Group I applications,** the carrying out of the application procedure should always count with the support of the home institution's contact person responsible for providing the information about the local eligibility criteria that should be made available to the applicant.

### 9.3. 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.

**All documents must be accompanied by a translation into English** or the working language at the host university. At early stages of application, non-certified translations are acceptable. Selected candidates, however, will have to provide an official certified translation into English or the working language at the host university of the most relevant documents (transcripts, degree, etc.)

- **Photo** (mandatory for all types of mobility)
- **Video** (optional)
- **Formal Identity Document** (mandatory for all types of mobility) – 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.
- **Passport** (Optional when a formal identity document has been uploaded). It will have to be uploaded before the start of the mobility.
- **Certificate proving the obtained degree or Certificate confirming the expected date of graduation, which must be before the foreseen starting date of the mobility**– (Mandatory for Master, and Post-doctorate mobility). Must be issued by a university, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. In the case of having achieved more than one academic degree, the uploaded file must contain the scan of all documents. It is not necessary to homologate the diploma during the call for applications phase. In case the host institution requires the homologation of the diploma, the scholarship holder will have to do it immediately after the notification of selection.
- **Transcript of Records** –(Mandatory for Undergraduate and Master) 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,

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otherwise it will not be considered valid and the application will be immediately excluded.

- **Statement of the partner institution with a brief description of the applicant's main activity.** (Mandatory for Academic Staff, Administrative Staff). 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 is mandatory for Target group 1). 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 and the application will be immediately excluded. This document is only mandatory for TG1 applicants. TG2 and TG3 applicants are advised to include this statement of support but such document is not mandatory.

- **Statement issued by the home institution regarding the applicant's enrollment in the degree course.** (Mandatory for Master Mobility and  for TG1 Undergraduate, Master and Doctorate). Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the degree course. The expected ending date in which the student will finish his/her studies at home university.

- **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 (e.g. Dutch or English), the upload of the correspondent language certificate is mandatory. If this document is not uploaded, the application will be immediately excluded from the project without possibility of appeal. In other cases, it is optional. In case a candidate is from a country whose official language is the same spoken in the host country or in the course offered by the host country it will not be necessary to upload the language certificate. The candidate must only submit its own statement confirming that he/she masters the language for this reason.

- **Pre-admission Letter from Host University:** Recommended for Post-Doctorate.

- **Declaration of Honor from the applicant – This document must be dated and signed** (mandatory for all types of mobility and you can download the template from the application form).

- **Document that specifically proves you actual status of physical disability.** For example: declaration of honor from a doctor, recent medical exam; etc. In case you

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fail to do so, we will not consider you as a candidate in particularly vulnerable socio-economic situation.

- **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.

- **Document that specifically proves you actual refugee or asylum status.** This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.

All documents abovementioned must be attached to the Application Form. It is important to highlight the fact that **incomplete applications or with blank or unreadable documents will not be considered eligible and will immediately be disregarded.**
In case you want to attach more than one document in the same file (ex: support letter of the home institution), the attached file should include the scanning of all documents, **up to maximum size of 2 MB.** Due to limitations in the web server that hosts this website, the uploaded documents must have a maximum size of 2 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.

## 10. EVALUATION AND SELECTION OF APPLICATIONS

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 offices of the Coordination Office, the technical experts that will participate in the evaluation process.

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### 1st Step: VALIDATION PROCESS

In case of **Target Group I and Target Group II applicants from partner universities:** before proceeding to the technical/scientific 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 4). **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 universities**: For European applicants, the coordination will be responsible for the verification of all uploaded documents and information provided. For Middle East applicants, validation will be made by partner universities members of the Regional Management Panel.

**In case of Target Group III**: the Regional Management Panel will proceed to the checking of the eligibility criteria and the informative documents presented by the applicant and then the applications will be handled in the same way as described above, according to their home institution.

### 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 application's assessment, but will also respect the cross-cutting issues such as the geographic and gender balance, physical disabilities and the socio-economic situation of the applicants providing a more equal and fair selection process. Keep in mind that depending on the number of applications received some partner institutions may decide not to evaluate applications which have chosen those institutions as a 2nd and 3rd option. This is an internal decision of each partner and is fully respected by the project's coordination.

According to the type of scholarship, the evaluation of applications will comply with the following criteria and weighting factors:

| Undergraduate/Master | PhD |
|---|---|

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| 60% Academic achievement | 35% Scientific achievement |
|---|---|
| 25% Motivation | 35% Proposed research project |
| 15% Language Skills | 15% Motivation |
| | 15% Language Skills |
| **Post-Doc** | **Staff** |
| 35% Research production / Teaching experience | 35% previous experience |
| 35% Proposed research project | 35% Work Plan |
| 15% Motivation | 15% Motivation |
| 15% Language Skills | 15% Language Skills |

Each institution's evaluation panel will have experts of all thematic areas, according to the level and nature of the programme. These experts will assess and rank the applications. This ranking will be the basis for granting the scholarships, in full respect for the available mobility flows.

### 3rd Step: SELECTION PROCESS

The Selection Panel will supervise the evaluation activities. This supervision aims at validating the assessment procedures, as a way to ensure impartially and transparency through a random sample and similar techniques. This Panel 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. Only applicants who achieved very good/excellent grades, i.e. who were graded 80% or higher in the evaluation phase by the host institution will be selected. Apart from these criteria, female applicants, members of indigenous peoples and economically disadvantaged applicants will be favoured in the selection, as long as the minimum grade of 80% is assured. Furthermore, the Panel will also take care into consideration the regional balance.

### 4th Step: COMUNICATION OF RESULTS

After the final selection of the applicants and its approval by the Steering Panel, the coordinating institution will send to the home and host institutions a list of the selected scholarship holders for participation in the PHOENIX 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.

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☛ **Please note that in case a selected applicant is afterwards identified as not eligible, (s)he will have to reimburse the costs had had by the partnership with the mobility flow until that moment.**

### 5<sup>th</sup> 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. Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants together with the selection results.

## 11. INFORMATION AND SUPPORT

All the information related with the project's implementation can be consulted on the official website: http://em-phoenix.eu.

The consortium has created two Coordination Offices, responsible for the implementation of the tasks seeking the preparation and development of the scholarships' programme, in strict cooperation with the EACEA and the European Commission.

Address and contact of the **Coordination Office:**
**PHOENIX project**
International Relations Office
University of Almería
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Phone number: +34950015046
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E-mail: Phoenix@ual.es
Coordinator: Mª Sagrario Salaberri Ramiro
Management Team: Mª Fernanda Rodríguez Heras

Address and contact of the **Co-Coordination Office:**
**PHOENIX project**
The Islamic University of Gaza
External Relations Affairs
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Fax: +972 89 282 5106
E-mail: extr@iugaza.edu.ps
Coordinator: Nazmi Al Masri
Management Team: Amani AL Mqadma

- **em-phoenix.eu**
- **facebook.com/mundusphoenix**

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All partner institutions have nominated a contact person responsible for assisting and counseling potential applicants of their institutions. The official contacts of each institution can be accessed on the site, in the **Contacts** section.

It is strongly recommended to regularly consult the **e-mail address** indicated in the application form, as this will be the **only means of communication between the applicant and the coordination.**

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