

## FREQUENTLY ASKED QUESTIONS

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## GENERAL INFORMATION ON THE PROJECT

### 1. [What is the Erasmus Mundus Programme Action 2 – Strand 1?](#)

The Erasmus Mundus 2009-2013 Programme is a cooperation and mobility programme in the area of Higher Education, implemented by the Education, Audiovisual and Culture Executive Agency (EACEA).

Erasmus Mundus Action 2 – STRAND 1 main goals are:

- to promote the European Higher Education;
- to improve and enhance the career prospects of students;
- to promote intercultural understanding through cooperation with third countries scheme for students, scholars, researchers and professionals;

This strand includes partnerships between European and third countries' Higher Education Institutions, exchange and mobility in several Higher Education levels, and also a scholarship scheme for students, scholars, researchers and professionals.

### 2. [Which is my home institution?](#)

If you are a student, the home institution is the one where you have obtained your diploma, which endows your eligibility to apply to the PHOENIX Project.

If you work as academic or administrative staff or you are a researcher, the home institution is the one where you work (full-time) or where you have any kind of contract, which endows your eligibility to apply for the PHOENIX Project.

### 3. [Which is my host institution?](#)

The host institution is the partner university where the applicant wants to develop his/her study/work programme within the PHOENIX Project.

#### 4. [What is a Target Group?](#)

Target Groups are defined by the European Agency responsible for the Erasmus Mundus Project management (link EACEA). The Consortium is responsible for assuring the respect for these definitions. In order to decrease the chance of error by the applicants, the coordination has defined a group of questions addressed to the applicants immediately before starting to fill in the application form. The answers to those questions will determine which Target Group the applicant belongs to.

##### **TARGET GROUP 1**

- Nationals of the third-countries concerned by the geographical lot who are registered/work in one of the third-country HEIs that is a member of the partnership.
- National of European countries who are registered/work in one of the European HEIs that is member of the partnership

##### **TARGET GROUP 2**

- Nationals of the third-countries concerned by the geographical lot, who:
  - o Are registered/work in a higher education institution of 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);
  - o Have obtained a university degree or equivalent by a HEI of any European country (students only).

##### **TARGET GROUP 3**

- Nationals of the third-countries concerned by the geographical lot 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

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- 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
- They belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

5. [What does “force majeure” stand for?](#)

*Force majeure* is an unpredicted or exceptional event or situation, beyond our control, that prevents from accomplishing the demands within the PHOENIX Project, despite all the diligences. Malfunctioning of materials or equipment, delays, labour disagreements, strikes or financial difficulties cannot be considered as *force majeure*.

## ELIGIBILITY

6. [What is the difference between an exchange student and a degree-seeking student?](#)

- **An exchange student/staff** is registered/employed at a university (home university) and temporarily studies/researches at a partner university (host university). The exchange period for students **lasts from 5 months to max. 10 months**. Exchange scholars do not obtain a diploma from the host institution.
- **Degree- seeking students** will obtain a diploma from the host university in the EU. Students applying as degree students need to comply with the Host University entry requirements. The admission criteria are detailed under each course description at the point of application, and in the Partner Fact Sheet.

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7. [Can the Erasmus Mundus scholarship holders receive other scholarships from other European programmes?](#)

No, there cannot be double European financing. Being so, the Erasmus Mundus scholarship holders who are already benefiting from a European Union scholarship, cannot receive any other kind of European financing for the same purpose.

If the scholarship holder is benefiting from an additional support granted by another kind of financing (for example, a scholarship from a national entity of his/her home country and not European), he/she can benefit from both scholarships.

8. [Can someone be a PHOENIX scholarship holder twice?](#)

**An applicant who has already benefited from an Erasmus Mundus scholarship for a certain mobility type cannot benefit from a new scholarship for the same type of mobility** (example: if the applicant was an undergrad scholarship holder in a prior Erasmus Mundus project, he/she cannot apply again to a PHOENIX undergrad scholarship). **Exemption: Syrian students** will be permitted to benefit from more than one mobility activity within the same project, even if this involves the same type of mobility.

9. [Are the intra-European or intra-Middle East mobility flows eligible?](#)

No. Within the PHOENIX Project, it is not eligible the mobility of European students within Europe nor the mobility of Middle East students within Middle East countries.

10. [I am a student from an eligible PHOENIX country but I do not belong to any institution of the Consortium. Can I still apply?](#)

Yes. If your home institution (see definition on question 2) is in one of the eligible countries and does not belong to the PHOENIX Consortium, you may be eligible for Target Group II or III (see definition on question 4). These are the places PHOENIX project foresees for TGII and TGIII:

**Target Group II**

EU: 1 master exchange, 1 post doc

Middle East: 2 staff

### **Target Group III**

Middle East: 8 undergrad, 4 post-doc

All interested applicants must read the “Guidelines for applicants” and follow all the necessary steps to formalize the online application (for more information, see question 31).

#### 11. Do I need to speak the teaching language of the host institution?

The Programme guidelines determine that the applicants must have enough knowledge of the teaching language of the institutions they want to apply to. Being so, that means that if the teaching language is English, regardless of the country offering the study programme (for instance, Finland), it is enough that the applicant has adequate knowledge of English in order to be eligible.

There may be other situations in which the offered or activities courses by the host institutions demand the knowledge of another language (for example, French or Portuguese). Consequently, the applicant must follow that condition and include, when required, the document that proves the demanded linguistic knowledge under penalty of considering the application not eligible.

As a result, it is extremely important that the applicant checks attentively all the available information about the institution to which he/she intends to apply to, as well as the specific requirements, namely in what concerns the linguistic knowledge. The applicant can easily access that information through the consultation of the academic offer (<http://www.em-phoenix.eu/courses>) available at the Consortium website and, more importantly, through the direct contact (preferential) with the contact person of the host institution to which he/she intends to apply to.

The applicant shall never submit an application for a study/work programme if he/she does not have enough knowledge of the teaching/work language of the programme he/she intends to undertake.

#### 12. I have taken my TOEFL/IELTS/Cambridge exam but I have still not received the grades. Can I still apply?



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If you do not have all required documents right now, please contact your respective host university. If the host university exceptionally agrees that some documents can be sent after the deadline, their email conversation should be copied & pasted and uploaded as an explanation, together with any supporting documentation of language proficiency or certificates of local tests that you may have already taken. If you have any proof of registration for any exam, please upload it since it will also be taken into account.

13. [Which are the eligibility 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 third-countries covered by the relevant lot;
- 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

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the time of submitting their application to the partnership. **This rule does not apply to TGIII candidates or Syrian candidates.**

- Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.
- 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**

- 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.

## APPLICATION

### 14. Is there a minimum or maximum age in order to apply to the PHOENIX Project?

The guidelines defined by the European Agency responsible for the Erasmus Mundus Programme implementation do not establish any minimum or maximum age as an eligibility criteria. Any person, regardless of his/her age, can submit his/her application.

It is important to note that all eligibility criteria mentioned in the available information at the consortium's website and in the produced dissemination material (leaflets, posters and guidelines for applicants) are the minimum established by the partnership's coordination. This means that every home institution can define more restrictive criteria, which will be applicable only to their applicants. Being so, it is crucial that the applicant does an attentive reading of the guidelines for applicants and other informative material made available by the coordination and, at the same time, to do a direct contact with the contact people at the home and host institutions, who are responsible for the PHOENIX Project management.

### 15. The system has classified me under the wrong Target Group. What can I do?

It is very important that you pay attention to the initial eligibility questions, since they will determine your Target Group. For example, if you answer "YES" to the question "Are you currently enrolled in any of the partner institutions?", the system will automatically classify you as TGI. If you state you belong to "other special condition", this will classify you as TGIII, despite the answers you gave to the previous questions.

Please be aware the number of scholarships is different for every Target Group, as well as the type of mobility. Therefore, if you wish to change your Target Group<sup>1</sup>, you will need to create a new login and start the application process again. Only the most recent application will be taken into account.

### 16. Which application form shall I fill in?

You must fill in the online application form (<http://www.em-phoenix.eu/apply>). The coordination will not accept applications in paper format (originals sent by mail) nor applications sent by e-mail. All applicants

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<sup>1</sup> All Scholarship holders wishing to be considered TGIII must upload a document proving they belong to this TG to their application. If you are Syrian and you wish to be considered TGIII but you do not have such document, you can upload a blank page instead.

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must access the online application form, fill in all the required fields, scan the required documents and submit the application. There is a Word version of the application available for you to check how the online application will be. However, please take into account this is just a draft, but not a valid application.

For security reasons, the applicant' session expires if you spend some time without making any kind of action. Therefore, we advise you to frequently save the application form you are filling in.

Any mistake during this procedure is of the applicant's entire responsibility and will result in his/her immediate exclusion of the application process.

We advise you to contact with the home and host institutions (when applicable) in order to confirm which are the compulsory documents and information. The non inclusion of a required document or information will result in the invalidation of the application.

**17. [I have selected the wrong mobility type; can I change it on my application?](#)**

No, you cannot. If you have selected the wrong type of mobility, you will need to create a new login and start the application process again. Only the most recent application will be taken into account. Please notice our system filters your application depending on the choices you made at the very beginning (target group and type of mobility). For example, if you chose Master (mobility) by mistake, the system will only show the offer for Master mobilities in step 8 of your application.

Before applying, please make sure there are interesting scholarships for you: if you apply for a non-existent scholarship (for example, if you apply for a TGII PhD), your application will be immediately dismissed.

**18. [If I close my online application and afterwards I realize that some documents were not correct, can I modify it?](#)**

No, you cannot. Once you have closed your application, this can not be modified. Therefore, we recommend you to make sure that everything is correct before closing your application.

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19. [Do I have to necessarily choose three mobility options? After concluded the selection process, can I choose another host institution?](#)

No, it is not mandatory to choose three mobility options. However, in order to **considerably enhance the chances of being selected**, the coordination advises all applicants to include more than one host institution. After concluded the selection process, applicants cannot choose another host institution.

20. [Can I choose several courses in the same host institution?](#)

No. Applicants can select up to 3 host institutions, but they can only choose one course per host institution.

21. [Does it need to exist a cooperation agreement between my home and host institutions in order for me to apply?](#)

No, a previous bilateral cooperation agreement between the home and host institutions is not a requirement

22. [I exclusively want to apply to universities with the same teaching language. Can I attach the required documents exclusively in that language?](#)

Applicants must submit the documents in English language, as the members of the Selection Committee have different nationalities. However, if the applicant only wants to apply to universities with the same teaching language, he/she can submit his/her application, as well as the documents, in that same language.

23. [If my home institution does not issue official documents in English, can I attach them in another language \(ex. Arab or Spanish\)?](#)

Yes, only if the applicant wants to apply to a university which teaching language is Arab or Spanish.

If the applicant wants to apply to more than one university, he/she can also submit the documents in that language, always 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

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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.).

**24. [When filling in the application form, shall I define straight away the subjects/courses I intend to attend?](#)**

In the case of mobility flows within undergraduate and master programmes, the selection of subjects is made on a later stage, if he/she is selected. Nevertheless, **at this stage, the applicants must check the subjects offered by each host institution, since the home institution will have to ensure the full academic recognition (validation) of all subjects undertaken during the mobility.**

In case of full master mobility flows, when filling in the application form, applicants must immediately define, in a precise way, the course they intend to undertake. It is important to take into consideration the demanded requirements by the host institution for a certain course, namely academic records, prior instruction, course objectives, teaching language and all criteria that can determine the success, or not, of the application. Applicants who reveal to have a prior knowledge of the course (possible through available documents and information) have more chances of submitting a successful application.

In the case of doctorate mobility flows, in order to get a successful application, we strongly advise a previous contact with the Host Institution, particularly with a teacher who is working in the same study area and can receive the applicant in case he/she is selected.

In the case of postdoc researchers, the applicant must consult the academic offer of the host institution and ensure that this is directly related to the work of research/teaching he/she is developing at his/her home institution. To prepare a successful application, we strongly suggest a prior contact with the host institution, namely with a professor that works in the same field of studies and can welcome the applicant if he/she is selected.

In the case of academic and administrative staff, the applicant needs to define straight away his/her objectives, mentioning the kind of work he/she wants to develop taking into account Consortium's main goals:

- Contribute to strengthen international co-operation capacity of higher education institutions in third-countries.

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- Consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities.
- To improve the application of ECTS or other systems for recognition of studies in the partner institution.
- Priority will be given to mobilities to be performed in the following fields:
  - ✓ International Relations and Networking
  - ✓ Scientific research management
  - ✓ Employability services and entrepreneurs support

25. [By filling in the application form, shall I define straight away the work/research programme which I intend to develop?](#)

Yes. It is very important to define it since the moment of application, as it demonstrates that you have carefully thought about the kind of work you want to carry out and how this work/research can determine your personal evolution. It also contributes to the institutional relations (home and host institutions) and also to the impact of the project in the involved countries.

26. [What is a Learning Agreement?](#)

A Learning Agreement will be only issued in the case of an exchange. It is a plan that details what courses or research/training/teaching activities you intend to achieve during your mobility. The Learning Agreement should be signed by responsible authorities within the home and hosting universities, as well as the student before the mobility starts. Any modifications to the Learning Agreement need to be agreed by all three parties. The Learning Agreement and the transcript of records guarantee the transfer of credits for courses passed successfully by the exchange student. The relevant person in charge at the home university carries out the recognition after the student returns to his/her home institution.

27. [What should I write under “Mobility Proposal”, step 7 of my application?](#)

Usually the mobility proposal on point 7 is not intended to go much into detail; therefore a candidate should provide a general proposal of his objectives when applying for the programme. For PhD students, Post-Doc or Staff, this could be a summary of your Work plan / Research plan. If you are applying for

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Undergraduate or Master level, you could write about the relation between the studies undertaken at the home university and the studies to be carried out at the host.

If you wish, you can also separate the proposal into different paragraphs depending on the institution or write the note explaining there is further information below in the additional documents.

28. [Do I need a support letter from my home/host institution in order to submit my application?](#)

In the case of Target Group I applicants, in order for the application to be considered eligible, applicants must always submit a support letter of their home institution.

Not submitting a letter of support of an institution together with the application will determine failure to comply with the formal requirements of the application and will result in the immediate exclusion of the applicant.

29. [Must the candidate get in contact with the host university and be previously accepted before applying?](#)

If you are a Doctorate or Post-doctorate candidate, it is highly recommended that you contact your potential supervisor at the host university in order to get a pre-admission/acceptance letter. This **will be taken into consideration** among the eligibility criteria. Academic and Administrative Staff must also contact their counterpart at the host university in order to accordingly **draw up their teaching/work plan**.

30. [Must the candidate enroll at the host university even though he/she has already applied for the scholarship?](#)

Sometimes, European host institutions have early admission and registration periods. We highly recommend you to check these dates on the academic offer, since even though you are selected through PHOENIX project, you might not be accepted at the host university you selected as first option since being registered might be a requirement for them.



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31. [I will only finish my degree after the deadline for applications. Can I still apply?](#)

Yes. The applicant must submit the certificate degree or a certificate confirming the expected date of graduation which must be before the foreseen starting date of the mobility.

Undergrad mobility applicants must be mandatorily enrolled in the undergrad course as they will get full academic recognition of their mobility period by the home institution.

Master mobility applicants must be mandatorily enrolled in the master course as they will get full academic recognition of their mobility period by the home institution.

32. [I do not have a passport, can I present any other identity document?](#)

Yes, in addition to the passport copy, any other official document (such as ID Card) giving proof of the candidate's identity and nationality will be accepted. However, passport must be uploaded before the start of the mobility.

33. [Which are the evaluation criteria?](#)

In accordance to the established guidelines of the Erasmus Mundus Programme, the Consortium has defined common application, selection and admission criteria, which will be used by all partners. The applications' qualitative evaluation is based in very specific criteria, such as:

- ✓ Academic Achievement (Undergraduate, Master)
- ✓ Scientific Achievement (PhD)
- ✓ Research production /Teaching Experience (Post-Doc)
- ✓ Previous Experience and Work Plan (Staff)
- ✓ Proposed research project (PhD, Post-Doc)
- ✓ Motivation
- ✓ Level of language proficiency in order to successfully complete the proposed mobility;
- ✓ Cross-cutting related issues (gender balance, equal opportunities, being part of a vulnerable group).

These criteria ensure the transparency of the selection process and the same treatment for all the applications.

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34. [Where can I obtain further information about the different steps to be followed in order to officialise my application?](#)

All the information about the several steps to be followed in order to formalize the application is available at the “Guidelines for applicants”. All applicants must read these guidelines very carefully in order to be completely acquainted with the application requirements and criteria. If there are doubts that the guidelines cannot elucidate, the applicants can contact the Project’s coordination ([phoenix@ual.es](mailto:phoenix@ual.es)) or the partner institutions.( <http://www.em-phoenix.eu/contacts>).

35. [Can I send my application by mail, fax or e-mail?](#)

No. All applications must be submitted online through the project’s website (<http://www.em-phoenix.eu/apply>). Under no circumstance any other kind of application (mail, fax, e-mail, letter or in person) will be accepted.

36. [I do not have all the documents required by the application. Can I finish my application?](#)

No. The application form can only be finalized after fill in all the required information in the respective fields and upload all scan required documents. Any mistake made by the applicant when filling in the application form or the lack of any required document will result in the immediate exclusion of the application.

If the applicant scans a wrong or blank document in a way that the system allows the submission of the application form, the partnership will immediately invalidate the submitted application and it will immediately be excluded of the application process.

37. [How will the applicants be selected?](#)

The selection process comprehends the following phases:

**1<sup>st</sup> 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

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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.

**2<sup>nd</sup> 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 2<sup>nd</sup> and 3<sup>rd</sup> 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:

<b>Undergraduate/Master</b>	<b>PhD</b>
60% Academic achievement	35% Scientific achievement

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25% Motivation	35% Proposed research project
15% Language Skills	15% Motivation
	15% Language Skills
<b>Post-Doc</b>	<b>Staff</b>
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.

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

#### **38. Is it necessary to include in the application period a certification of authenticity of my diploma?**

No. In the application period you may simply include a normal copy of the diploma. In case you're selected, you will have to contact the Host University to find out which documents are required for admission in the specific study programme you have chosen.

39. [The selection process is over and I have been informed I am in the reserve list. Can I know my position on this list? When will I be contacted for a replacement?](#)

Please bear in mind your profile is not the only aspect taken into account for the allocation of the scholarship. The Consortium also needs to guarantee there will be an equal distribution of the scholarships among the countries and the host Universities, as well as cross-cutting issues among the scholarship holders.

Therefore, it is difficult to determine your position on the reserve list, since there are other aspects being considered apart from your academic profile.

Unfortunately, we cannot assure when the candidates on the reserve list could be contacted to replace a selected candidate. There could be withdrawals anytime, although usually most of them take place at the beginning of the project.

## ACADEMIC ISSUES

40. [Am I going to receive any diploma or a degree from my host institution at the end of my mobility period?](#)

The awarding of a degree by the host institution will rely on the type of mobility of each scholarship holder.

Undergraduate scholarship holders undertaking a mobility flow in a European host institution will have this period recognized by their home institution. This home institution will be the only one issuing the diploma. The host institution will issue an academic certificate to verify the activities undertaken during the mobility flow; this document will be the basis for the home institution to recognize the mobility period.

Master scholarship holders undertaking a mobility flow in a Middle East host institution (9 months) will have this period recognized by their home institution. This home institution will be the only one issuing the diploma. The host institution will issue an academic certificate to verify the activities undertaken during the mobility flow; this document will be the basis for the home institution to recognize the mobility period.

Scholarship holders willing to undertake a full master in a European host institution will obtain a master

diploma issued by that host institution – in the same conditions they are issued for national students – after the end of their studies.

Scholarship holders willing to undertake a full PhD in a European host institution will obtain a PhD diploma issued by that European host institution – in the same conditions they are issued for national students – after the end of their studies.

The Consortium's coordination has determined that a Declaration of Participation will be issued at the end of the mobility flow to be sent to all scholarship holders.

**41. [Which courses and/or activities can I choose to enroll at a host institution?](#)**

The available scholarships within the PHOENIX Project second cohort are the following: **Undergraduate (5 months)/Master exchange (9 months, only for EU students)/**: monthly allowance is €1000; **Postdoc (6 months)**: monthly allowance is €1800; **Academic and Administrative staff (1 month)**: monthly allowance is €2500. The academic offer is available in the Project's website.

It is possible that the host institutions do not have all the eligible study areas. As a result, it is advisable an attentive reading of the information provided in the academic offer of each university, available at the Consortium's website.

**42. [Which are the consequences if I do not fulfil the mobility programme goals? Ex. Fail or non-execution of the programmed activities.](#)**

In the case of scholarship holders that do not satisfy the minimum established successfully (75% of the activity programme), the coordination will consult the European Commission and the Legal Department the procedure to follow.

## **FINANCIAL SUPPORT**

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**43. [What kind of financial support will I receive if I am selected?](#)**

The PHOENIX Project provides the following financial support to the scholarship holders:

Monthly allowance (the amount will depend on the mobility type; for further details on this subject, see question 41).

Plane return ticket between the scholarship holder's home city and his/her host country.

Travel, health and accidents insurance during all the mobility period since the moment of departure and until returning to the home country.

Participation Costs directly paid by the host institution for mobility flows with a 10 month or superior duration and up to €3,000 per year.

**44. [Do I have to pay participation costs?](#)**

The host institutions can demand the payment of tuition fees for mobility flows with a duration equal or superior to 10 months up to €3,000 per year and per student (maximum amount foreseen by the Erasmus Mundus Programme). **Tuition fees will be directly paid by the coordinating Institution to the host institution.** Mobility flows with duration inferior to 10 months are subject to a fee waiver.

In any circumstance shall the host institutions demand the payment of a higher amount of tuition fees than that above indicated or claim to the scholarship holders its payment.

It will be only possible to require the scholarship holders to pay small additional fee also charged to national students, such as library extra funds, student unions, laboratory consumables, etc.

**45. [What can happen if the travel costs are higher than the Consortium budget?](#)**

The Consortium has been in touch with several travel agencies in order to obtain the best tariffs for each mobility type. Considering that some travels can be under the foreseen budget, the Consortium will do an integrated management of the budget in order to cover all the travel related expenses

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46. Which is my scholarship amount? Can I receive more money according to the host country?

The European Agency responsible for the Erasmus Mundus Programme implementation has defined the following monthly amounts (regardless of the host country) for the scholarships depending on the type:

UNDERGRADUATE – €1,000

MASTER – €1,000

PHD – €1,500

POSTDOC – €1,800

ACADEMIC AND ADMINISTRATIVE STAFF – €2,500

47. How will I receive my scholarship?

In order to ease the integration process at the host country and institution, the coordination has determined that all students and academic and administrative staff receive the first scholarship payment (amount already pre-defined according to the mobility type) after arrival to the host institution and signature of the “Scholarship Contract”. This document is essential to execute the scholarship payment, so we advise all scholarship holders to immediately contact their host institution after their arrival to the host country in order to start the required procedures for the payment of the monthly allowance.

The European Agency responsible for the Erasmus Mundus Programme implementation has defined the following amounts (regardless of the host country) for the scholarships depending on the type:

UNDERGRADUATE – €1,000

MASTER – €1,000

POSTDOC – €1,800

ACADEMIC AND ADMINISTRATIVE STAFF – €2,500

This monthly allowance is designed to cover the expenses with accommodation, subsistence and all costs regarding the stay in the host country.

The payment of the scholarship will be done on a monthly basis, according to the information provided in the “Scholarship Contract”. Scholarship Schedule:



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1. The scholarship payment will be organized as follows:
  - a. 1st transfer corresponding to 1st and 2nd months of mobility: directly paid by the EU Institution to its incoming and outgoing scholarship holders after arrival of the scholarship holder to the host institution and signature of the “Scholarship Contract”.
  - b. 2nd transfer corresponding to the 3rd month of stay: directly paid by the coordinating institution to the scholarship holders’ European bank account.
  - c. From the 3rd month of stay, the coordination will make monthly transfers during the first week of each month to the scholarship holders’ European bank account.
  - d. The EU institution will directly pay the only allowance to its incoming and outgoing academic/administrative staff after the arrival to the host institution.
  
2. The total number of scholarships awarded is directly related to the exact period of the mobility in the host institution.
  
3. To calculate the exact mobility period, the informatics’ system uses the activities dates or, in case the scholarship holder arrives to the host institution after the beginning of activities, the travel dates. The scholarship holders will only be granted a scholarship for their exact period of stay at the host institution and not for the period initially foreseen.
  
4. In cases when the duration of the mobility period does not include a full number of months, the 16-day rule will be applied to fulfill one full month of mobility (e.g.: in case a student undertakes a mobility period of 9 months and 15 days, 9 months will be accounted; if a student undertakes a mobility period of 9 months and 16 days, 10 months will be accounted).
  
5. In all cases, the project will pay the global amount of the monthly scholarship and no fractions.
6. The project cannot provide the scholarship holders with any additional funds for installment upon arrival.

**The scholarship holders will have to correctly manage the first transfer as they will not receive more money until the third month of stay.**

For the academic and administrative staff mobility flows, the coordination will transfer the scholarship in one time. In case of Middle East scholarship holders will need to open a European bank account or to directly receive the scholarship in the host institution (check or cash). Each case will be analyzed between the coordination, the scholarship holder and the host institution in order to define the better procedure to follow.

The “Scholarship Contract” signed by the scholarship holders at the beginning of their mobility period states, in a very clear way, the scholarship payment system and the scholarship’s total amounts.

**48. Am I going to benefit from medical assistance during my mobility period (health insurance)?**

Yes. All scholarship holders are covered by a health insurance during all the duration of their mobility period. 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.

## **MOBILITY FLOWS: PREPARATION AND IMPLEMENTATION**

**49. How and when shall I require for the issuing of my visa?**

The selected applicants must require for their visa, which will correspond to the type of mobility to which they were accepted, in their home country or in the closest country where there is a diplomatic representation of the country where they will undertake their mobility flow. Scholarship holders shall contact the Embassy or Consulate of the host country immediately after the Consortium’s coordination formal communication in which is stated that the applicant was effectively selected to undertake a mobility flow within the PHOENIX Project.

Scholarship holders must reunite as soon as possible all the required documents by the Consulate/Embassy, by contacting the responsible institutions which issue those documents, namely the host institution. Any

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obstacle found in this contact must be immediately reported to the Consortium's coordination, which will support the applicant in all the procedures.

Full master students must possess a valid passport for two or more years in the moment they require the visa issuing so as to avoid any difficulty may arouse in the visa issuing.

Full PhD students must possess a valid passport for three or more years in the moment they require the visa issuing so as to avoid any difficulty may arouse in the visa issuing.

Please be aware that the visa can take 2 months or more to be issued, so we strongly advise to the applicants to **contact the Embassy immediately after the formal communication of acceptance by the Consortium coordination.**

**50. [Which services and support will I have at my host institution?](#)**

The Consortium partner institutions have the responsibility of providing all the necessary support to PHOENIX scholarship holders. This support includes, among others:

- Documents for visa issuing;
- Support in the search of accommodation (hall of residence, shared flats, rooms, family houses, other);
- Language courses;
- Integration activities;
- Monitoring actions and mobility quality assessment;
- Provide the scholarship holders with adequate work/study/ research conditions;
- Inform about the host country's cost of life and culture.

The kind of support provided by each institution regarding every aspect above mentioned may differ, so it is strongly advisable that students do a previous reading of the detailed information concerning this subject.

This information is available in each institution's academic offer and Fact Sheet. Considering the importance that every aspect above mentioned has for the development and success of the mobility flows, it is advisable that the reading is made when the student decides which host institution he/she wants to attend. If there is any doubt regarding the provided information, applicants must directly contact the institution which they are interested to attend.

#### 51. When do I have to undertake my mobility period?

The mobility flows of the first cohort must start until December 31<sup>st</sup>, 2014 the latest and the mobility flows of the second cohort must start until December 31<sup>st</sup>, 2015.

The mobility flows for undergraduate mobility must initiate with the academic year of each institution. This is a very relevant aspect when it comes to select the host institution, since the beginning of the academic year varies from institution to institution. The foreseen dates for the beginning of the academic year are described in the academic offer of each institution.

The mobility flows for master mobility must initiate with the academic year of each institution. This is a very relevant aspect when it comes to select the host institution, since the beginning of the academic year varies from institution to institution. The foreseen dates for the beginning of the academic year are described in the academic offer of each institution

The mobility flows for full master must initiate with the academic year of each institution. This is a very relevant aspect when it comes to select the host institution, since the beginning of the academic year varies from institution to institution. For instance, the University of Tampere, Finland, starts its academic year in August, while the University of Almería, Spain, starts it in the middle of September. The foreseen dates for the beginning of the academic year are described in the academic offer of each institution .

The mobility flows for full PhD and postdoc must initiate with the academic year of each institution. This is a very relevant aspect when it comes to select the host institution, since the beginning of the academic year varies from institution to institution. The foreseen dates for the beginning of the academic year are described in the academic offer of each institution.

The academic and administrative staff mobility flows may start at any moment from the selection of applicants (whenever all the requirements are met – work programme, visa, travel, insurance...)

All applicants must take this aspect into account in the moment they formalize their application to ensure that, in case they are selected, they will be available to undertake their mobility.

52. [Which is the procedure and what warranties can I have regarding accommodation in the host city?](#)

There are no guarantees regarding the type of accommodation the applicant can find in his/her host institution. What we can assure is that all the Consortium institutions have committed to provide all the necessary support to the applicants regarding accommodation, although this may differ between countries and between institutions.

53. [Can I finish my mobility flow before the initially stated date?](#)

No. To finish the mobility period before the foreseen date means a substantial alteration in what was agreed and signed in the Scholarship Contract and established at the beginning of the mobility period. In this Contract the consequences for an anticipated ending of the mobility flow are very clearly stated, including the scholarship suspension to its partial or full return, depending on the motives which led to the interruption of the mobility.

Full master students (10/22 months) or full PhD students (34 months) who finish their academic degree, including the defense of their thesis, in a prior date to the initially foreseen, will immediately stop receiving the payment and they will have to return to their home institution.