



## UNIMORE-UDs ERASMUS+ KA107 PROJECT FOR STUDENTS/STAFF MOBILITY

### Call for applications for student mobility for studies and staff mobility for teaching and training 2018-19 academic year

#### Art. 1 Purpose of the call and general regulations

1. This call regulates the application procedure for student and staff mobility in the framework of the Erasmus+ International Credit Mobility project between University of Modena and Reggio Emilia, Italy and University of Dschang, Cameroon.

Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2020. It offers a wide range of opportunities for students and staff to study and train abroad and obtained credits which are then recognized by the sending institution.

2. The present Erasmus+ Inter-institutional agreement between University of Modena and Reggio Emilia, Italy and University of Dschang, Cameroon, last from 2016 to 2021.

#### Art. 2 Mobility types and available places

Under this call for applications the following places are available for prospective candidates from the University of Dschang:

- 2nd and 3rd CYCLE: 3 places (6 months/each student) for the 2018-2019 academic years, in the domains of **Food and agricultural science, technology and biotechnology**.

The present call for application provides student mobility grants for the first and second semester of the 2018-2019 academic year:

- 1st semester starting in September 2018 and finishing in February 2019 and the dateline for providing the list of selected candidate is May 31th ;
- 2nd semester starting February 2019 and end in July 2019 and dateline to provide the list of selected candidate is September 30th.
- STAFF FOR TEACHING (academic staff): 1 place\* 7 days – At least 8 teaching hours for the week must be ensured, in the domains of **Food and agricultural science, technology and biotechnology** ;
- STAFF FOR TRAINING (administrative staff): 1 place\* 7 days.

For staff mobility, the period will be agreed by mutual institutions from September 2018 to February 2019.

#### Art. 3 Admission requirements

3.1 In order to apply prospective candidates must be enrolled / employed at University of Dschang, Cameroon at the moment of application and for the whole duration of the mobility.

In addition, 2nd and 3rd cycle students must carry out their mobility from the first or second **semester of the year of their studies**. They could apply for graduate's courses taught in English at the hosting university.

### 3.2 Language proficiency

Applicants for student mobility are required to be proficient in English at level B2.

Applicants for staff mobility for teaching are required to be proficient in *English* at level B2 for single teaching courses taught in English.

### 3.3 In/compatibility

- Selected beneficiaries **will not be allowed to benefit from any other grant provided by the European Commission for mobility for student / for teaching / training for the same period;**
- Selected beneficiaries **will not be allowed to benefit from any other grant provided by other entities (including Home institution) for the mobility period;**
- Beneficiaries must carry out their mobility activities in a country different from the country where they have their accommodation during their studies (for student) or from the country of residence (for staff);
- Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

### 3.4 Ineligibility

- If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.
- Students who receive an Erasmus+ grant **will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and if they fail to complete the approved programme and submit the final online report**, unless they are prevented from completing their planned activities abroad due to case of force majeure.

## Art. 4 Activities

### Mobility for studies:

Erasmus+ grants for study are awarded for full time study activities, including thesis preparation, at second and third study cycles. The studies in which the beneficiaries are enrolled must be leading to a recognized degree or another recognized tertiary level qualification.

### Mobility for teaching and training:

Erasmus+ grants for teaching are awarded to UDs teaching staff for a period of teaching in the University of Modena and Reggio Emilia

Erasmus+ grants for training are awarded to UDs administrative staff for a period of training in the University of Modena and Reggio Emilia.

## Art. 5 Grants

5.1 Grantees will receive a grant as a contribution to their costs for travel and individual support during their mobility.

They are specified in the table below:

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT
Students	850€ per month
Staff	140€ per day
Travel	
Student and staff	Travel cost will be covered by the project (up to the amounts depending on the distance bands provided by the project, in this case <b>820</b> Euro/person. Changes or higher travel costs will be borne by the candidate)

5.2 Erasmus+ selected students will continue to pay fees to their sending university but will benefit from tuition waiver from their host university.

5.3 The mobility period must be carried out continuously and must not be split into periods.

5.4 Selected candidates accepting the scholarship will sign a scholarship contract listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the Host University.

#### 5.5 Special needs support

Extra financial support may be available for beneficiaries with special needs. A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that he/her participation in the project would not be possible without extra financial support. The contribution will be awarded to beneficiaries with special needs upon request by the Coordinating institution and approval from the Erasmus+ Italian National Agency.

#### 5.6 Incentives:

Support in visa application, housing, accommodation will be supplied by **the Italian language and culture and International mobility Center** – University of Dschang and by UNIMORE – International welcome desk as request by outgoing beneficiaries.

### **Art. 6 Admission procedure**

#### 6.1 Application

- Prospective applicant for student mobility should submit their application documents (6.2) via e-mail to the address [ed.fasa@univ-dschang.org](mailto:ed.fasa@univ-dschang.org) from 20/04/2018 to 15/05/2018. Application received after the dateline will not be accepted;
- Prospective applicants for staff mobility for teaching or training should submit their application documents via e-mail to the address [ed.fasa@univ-dschang.org](mailto:ed.fasa@univ-dschang.org) before 15/05/2018;
- A confirmation e-mail will be sent after the application has successfully been submitted;
- The official language of the application is *English*. At the time of application diplomas, transcripts and other official documents may be submitted in original language but they must be accompanied by an English translation. At this stage non certified translations are accepted. In case you are selected you may have to provide certified translations of all relevant documents.

#### 6.2 Required Documentation

Students must provide the following documents:

- Copy of a valid ID card or passport;
- Copy of a residence document/family register book
- Copy of the transcripts of records, indicating university grades/marks for finished and/or current cycles of study;
- Copy of official language certifications;
- Proposed Learning Agreement (for 2nd and 3rd cycle students), signed by the applicant, the Erasmus+ Administrative Coordinator and Academic Coordinator of the sending institution;
- Curriculum Vitae (max 2 pages) in English, including extracurricular activities (courses, seminars, conferences, published research, etc) and professional experience related to the fields of knowledge of the courses. Please use the European template on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/template-instructions.iehtml> ;
- Proof of socio-economic disadvantage background (in case it is available);

- Motivation letter (Max 2 pages) explaining the background of the candidate and the reasons for applying to the programme;
- Recommendation letters and other supporting documents in English, e.g. honours, awards, internship, Work certificates, proof of disability if relevant.

Staff candidates must provide the following documents:

- Copy of a valid ID card or passport;
- Copy of a residence document
- Copy of a proof of employment at the University of Dschang (E.g. certificate issued by the Home University stating he/she is Academic/Administrative staff employed at the University);
- Work Plan in English. At this stage signed by the applicant only
- Curriculum vitae (max. 2 pages) in English including extracurricular activities (courses, seminars, conferences, published researches etc.) and professional experience related to the fields of knowledge of the course;
- Motivation letter (max. 2 pages) in English explaining the background of the candidate and the reasons for applying to the programme;
- One letter of recommendation (max. 1 page) written by academics, researchers and/or by professionals who have participated in the candidates academic or professional training, complete with their email and phone numbers, and at least another referee's contact details (if relevant).

## Art. 7 Selection process

7.1 The Selection process includes the following steps:

- Eligibility check by the University of Dschang
- Evaluation and selection process by the University of Dschang Selection Committee to make selected students list to be communicate to the University of Modena and Reggio Emilia

The University of Dschang will review the submitted applications and evaluate the technical components (eligibility requirements, full documentation, completeness and authenticity of documents attached) to identify the eligible candidates.

Only valid and eligible applicants will be evaluated and ranked by the University of Dschang Selection Committee, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university:

Type of mobility/ criteria	Impact of the mobility on the PhD student's project and on modernization of the Doctorate research programme	Inclusive innovation and contribution of the research result in science and country development	Language skills	Motivation	Gender parity	Proposed Learning Agreement	Minimum score required
Student	Max. 30 points	Max. 20 points	Max. 20 points	Max. 13 points	Max. 2 points	Max. 15 points	70 points

mobility/ criteria	Language skills	CV and Experience in teaching to foreigners	Work plan and course contents)	Motivation	Minimum score required
Academic staff	Max. 20 points	Max. 25 points	Max. 35 points	Max. 20 points	80 points

Type of mobility/ criteria (0 – 100 points)	Proposed work plan in line with the strategic development plan of University of Yaounde 1	Language skills	Motivation	Work experience in general justifying an experience in international relation	Minimum score required

				management of at least 5 years	
Academic staff	Max. 20 points	Max. 25 points	Max. 20 points	Max. 35 points	70 Points

7.2 In the framework of Erasmus+ regulations the first criterion for selecting students must be at the final stage of his/her research and the impact of the research result on countries and science development should be highlighted, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

7.3 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically disadvantaged students) providing a more equal and fair selection process.

7.4 The University of Dschang may decide to invite the candidate whose average score is above the threshold for an interview, either face-to-face or via Skype.

7.5 At the end of the selection procedure the University of Dschang Selection Committee will define a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates whom may be awarded a grant in case of withdrawal/drop-out of selected students or if additional funding is available.

7.6 All applicants will be informed by e-mail of the selection results as soon as the evaluation procedure has been concluded. The final list will be also published on the University of Dschang website for transparency reasons.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in written **within 24 hours**. For every selected candidate not accepting the grant with the deadline, the **University of Dschang** will nominate a candidate from the reserve list.

#### 7.8 Appeal Procedure

- Rejected applicants for student mobility who feel that a mistake has been made in the process or that their application has not been fairly evaluated can file a complaint to [ed.fasa@univ-dschang.org](mailto:ed.fasa@univ-dschang.org) not later than 24 hours since the rejection notice, explaining their reasons.
- Complaints from applicants who have failed to satisfy all of the eligibility criteria (e.g. who have not produced the required documentation, or have applied for a scholarship but do not meet requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if candidate feels that the Selection Committee has not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

### Art. 8 Data protection

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data".