PEACE
Call for applications guidelines
1st Cohort of mobilities

Deadline for applications (for filling the form and submitting the documents):
From 26th November 2012 to 10th January 2013

1. INTRODUCTION

PEACE is a project approved in the framework of the Erasmus Mundus programme, aiming at fostering cooperation in the field of Higher Education between European and Middle East Institutions through a mobility scheme addressing student and staff exchanges. The current call for applications covers a bilateral mobility from the EU to Middle East and from Middle East (JORDAN, LEBANON, PALESTINE, SYRIA) to the EU.

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

Once you have checked that you are eligible for a PEACE grant, please proceed to fill and upload all needed documents in the online application tool available for that purpose. The application will have to be submitted online and no paper versions will be accepted.

2. GENERAL ADMISSION REQUIREMENTS

In order to apply for a grant within the framework of PEACE project, candidates must comply with the following general requirements:
- They must have the nationality of one European or eligible Middle East country.
- They must have sufficient knowledge of the language of instruction of the host universities they apply to. Only official certificates will be accepted as proof of knowledge.
- Concerning Middle East candidates: grants cannot be awarded to those candidates who have lived and carried out their main activities (studies, work etc.) for more than a total of 12 months over the last five years in a European country. As an exception, this rule will not be applicable to Syrian candidates in the first cohort of PEACE project.
3. TARGET GROUPS

PEACE allows participation of candidates belonging to **3 different target groups** accurately defined:

- **Target Group 1 (TG1): Students and Academic/Administrative Staff** registered in one of the partner universities belonging to the consortium (**see the section of “Our consortium” in the webpage in order to know which universities are members of the consortium**).

- **Target Group 2 (TG2): Only European candidates can apply to TG2.** Candidates need either to be registered in a **Higher Education Institution (not included in the partnership)** of any European country or to have obtained a university degree or equivalent from a Higher Education Institution (HEI) of any European country.

- **Target Group 3 (TG3): Only Middle East candidates can apply to TG3.** Nationals from Middle East countries of the consortium in a **particularly vulnerable situation due to social and political reasons**. Proof of this vulnerable situation is requested from all candidates alleging this status. The following circumstances will be considered:
  - Refugees.
  - Ex-prisoners (except those because of criminal reasons).
  - Son/Daughter of ex-prisoners (except those because of criminal reasons).
  - Son/Daughter of person killed during the war.

Specific documents proving their status must be issued by:
- The corresponding United Nations Agency.
- International Committee of the Red Cross.
- The corresponding Ministry of the country concerned.

*** Please note that: ***

- In this first cohort of mobilities, **all Syrian candidates will be considered as Target Group 3 candidates.**
- Depending on the target group concerned, candidates can only submit applications for specific academic levels. So:
  - There is no mobility for TG3 addressed to European candidates.
  - There is no mobility for TG2 addressed to Middle East candidates.
  - Academic/Administrative staff can not apply to TG3, except those coming from Syria.

4. TYPES OF MOBILITY

**PEACE** includes **5 types of mobility** according to the academic level of the candidates:
- Undergraduate
- Master
- Doctorate (PhD)
- Post-doctorate
- Academic/Administrative staff
Taking into account the above mentioned levels, candidates must meet the following specific requirements:

- **Undergraduate candidates**: they must have successfully completed at least one year of studies.
- **Master candidates**: they must have obtained a Bachelor diploma.
- **PhD candidates**: they must have obtained a Master diploma.
- **PhD and Post-doctorate candidates**: should contact their respective potential supervisors at the hosting institution before application in order to get a preadmission letter. In several host institutions pre-admission/acceptance from a supervisor will be the main/priority condition for eligibility of the doctoral and post-doctoral candidates.
- **Academic/Administrative Staff**: both academic and administrative staff should contact their respective counterpart at the host university in order to accordingly draw up their teaching/work plan.

### 5. MOBILITY FLOWS

The following tables contain expected mobility flows of the whole project taking into account the addressed countries and target groups. **Mobility for this first cohort will be approximately 50% of the figures shown below:**

#### MOBILITY FROM EU TO MIDDLE EAST

<table>
<thead>
<tr>
<th>Europeans</th>
<th>TG1</th>
<th>TG2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Master</td>
<td>4</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Doctorate</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Post-doctorate</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Staff</td>
<td>8</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>24</td>
<td>5</td>
<td>29</td>
</tr>
</tbody>
</table>

#### MOBILITY FROM MIDDLE EAST TO EU

<table>
<thead>
<tr>
<th>Middle East</th>
<th>Undergraduate</th>
<th>Master</th>
<th>Doctorate</th>
<th>Post-doctorate</th>
<th>Staff</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordan</td>
<td>24</td>
<td>14</td>
<td>7</td>
<td>3</td>
<td>10</td>
<td>58</td>
</tr>
<tr>
<td>Lebanon</td>
<td>16</td>
<td>9</td>
<td>7</td>
<td>3</td>
<td>8</td>
<td>43</td>
</tr>
<tr>
<td>Palestine</td>
<td>16</td>
<td>9</td>
<td>7</td>
<td>3</td>
<td>8</td>
<td>43</td>
</tr>
<tr>
<td>Syria</td>
<td>24</td>
<td>14</td>
<td>7</td>
<td>3</td>
<td>10</td>
<td>58</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>80</td>
<td>46</td>
<td>28</td>
<td>12</td>
<td>36</td>
<td>202</td>
</tr>
</tbody>
</table>
PEACE will cover travel and insurance costs of the beneficiaries and monthly allowances whose amount will vary depending on their academic level:
- €1,000 for Undergraduate and Master
- €1,500 for Doctorate
- €1,800 for Post-doctorate
- €2,500 for Academic/Administrative Staff

7. DURATION OF THE MOBILITIES
Candidates must take into account that mobility duration will vary depending on their academic level and their origin country:

European beneficiaries:
- Undergraduate: 6 and 10 months
- Master: 6 months
- Doctorate: 6 months
- Post-doctorate: 6 months
- Academic/Admin. Staff: 1 month

Middle East beneficiaries:
- Undergraduate: 6 and 10 months
- Master: 22 months
- Doctorate: 6 and 24 months
- Post-doctorate: 6 months
- Academic/Admin. Staff: 1 month
8. APPLICATION PROCEDURE

Middle East and European candidates have to apply online through the PEACE online application form, uploading the required supporting documents. Originals of the attached supporting documents may be requested to preselected TG1 candidates for examination by their home universities. Originals of the attached documentation of TG2 and TG3 candidates may be requested for examination once they arrive to the host university.

All candidates may apply for a maximum of three hosting universities.

8.1 Online Application Form

The online application form is only available in English. However, 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.

8.2. Required documents

Candidates must attach to their application the following supporting documents according to their academic level:

If candidates apply for BACHELOR:
- Passport copy\(^1\)
- Curriculum Vitae (European CV – Europass - )\(^2\)
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- Bachelor Transcript of Records
- Document stating the exact name of the study programme you plan to do in the host university (**Please, check the academic offer of the host university you apply to and insert a document with this information in section of “Other documents” in the online application tool)

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\(^1\) In addition to the Passport copy, any other official document (such as ID Card) giving proof of the candidate’s identity will be accepted.
\(^2\) The template of the Europass CV can be downloaded here: http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp
If candidates apply for **MASTER**:
- Passport copy¹
- Curriculum Vitae (European CV – Europass - ) ²
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- Bachelor Certificate
- Bachelor Transcript of Records
- Master Transcript of Records (only if applicable)
- Document stating the exact name of the study programme you plan to do in the host university (**Please, check the academic offer of the host university you apply to and insert a document with this information in section of “Other documents” in the online application tool)**

If candidates apply for **DOCTORATE**:
- Passport copy¹
- Curriculum Vitae (European CV – Europass - ) ²
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- Bachelor Certificate
- Bachelor Transcript of Records
- Master Certificate
- Master Transcript of Records
- Research proposal
- A pre-admission letter is recommended (priority criterion)

If candidates apply for **POSTDOCTORATE**:
- Passport copy¹
- Curriculum Vitae (European CV – Europass - ) ²
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- PhD Certificate
- Thesis Summary
- Research Proposal
- A pre-admission letter is recommended (priority criterion)

If candidates apply for **ACADEMIC/ADMINISTRATIVE STAFF**:
- Passport copy¹
- Curriculum Vitae (European CV – Europass - ) ²
- Language certificate(s)
- 2 Recommendation letters
- Motivation Letter (maximum 2 pages)
- Teaching/Working plan
- A pre-admission letter is recommended
- Proof of staff employment
8.3. Deadline

The online application form will be available from 26th November 2012 to 10th January 2013, both days included. We cannot accept late applications after this deadline. Only in case of not having enough qualified candidates for any of the categories of the project, the deadline could be extended for that/those specific categories.

9. SELECTION PROCESS

- **Phase 1: Pre-selection by home and host universities**

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

- **Phase 2: Final selection**

A **Selection Committee** made up of one representative of the coordinating institution (USC), one representative of the Joint Coordinator (PSUT), two representatives from Middle East Institutions, two representatives from European partners and one external evaluator will examine and grade the list of pre-selected candidates according to the **selection criteria** shown in section below, in order to draw up the final list of beneficiaries as well as the reserve list. The final list of beneficiaries must be validated by all host universities.

***TG2 and TG3 candidates will be directly graded and selected by the Selection Committee since their home universities are not part of the PEACE consortium. However, Syrian TG3 candidates enrolled in of the universities of the consortium will be home pre-selected by their home institution.***

- **Phase 3: Notification of selection**

All selected candidates will be informed of the award decision and they will have **one week to accept or reject the grant**.

- **Phase 4: Invitation and visa procedures**

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

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

<table>
<thead>
<tr>
<th>CONCEPT</th>
<th>MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic records</td>
<td>35</td>
</tr>
<tr>
<td>Language skills</td>
<td>20</td>
</tr>
<tr>
<td>Academic suitability and relevance of the application</td>
<td>25</td>
</tr>
<tr>
<td>Motivation</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

- Selection criteria (to be applied by the Selection Committee during the final selection phase):

<table>
<thead>
<tr>
<th>SELECTION CRITERIA FOR BACHELOR AND MASTER CANDIDATES</th>
<th>MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic records</td>
<td>5</td>
</tr>
<tr>
<td>Language skills</td>
<td>4</td>
</tr>
<tr>
<td>Motivation</td>
<td>1</td>
</tr>
<tr>
<td>Quality of the candidate (recommendation)</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELECTION CRITERIA FOR PHD, POST-DOC AND STAFF CANDIDATES</th>
<th>MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of the proposal verified through teaching/training experience, work proposal and existence of pre-admission letter</td>
<td>8</td>
</tr>
<tr>
<td>Language skills</td>
<td>4</td>
</tr>
<tr>
<td>Relevance</td>
<td>4</td>
</tr>
<tr>
<td>Academic records</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL CRITERIA/WEIGHTING FACTORS FOR MEETING EUROPEAN COMMISSION REQUIREMENTS AND FOR DISCRIMINATING RANKINGS WITH THE SAME MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender Balance</td>
</tr>
<tr>
<td>Priority (vulnerable groups, disadvantaged situation, geographical balance, pre-admission letter)</td>
</tr>
<tr>
<td>Language skills</td>
</tr>
<tr>
<td>Impact of the project (PhD, Post-doc, Staff)</td>
</tr>
</tbody>
</table>

*** Please, note that:***

Each host university reserves the right to determine the ineligibility of candidates on the basis of administrative reasons (e.g. minimum schooling not respected) or academic reasons (e.g. insufficient academic quality or no matching between previous career and requested course).
### 11. CALL FOR APPLICATIONS SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication of the call for applications</td>
<td>26th November 2012</td>
</tr>
<tr>
<td>Deadline for submission of applications and documentation</td>
<td>10th January 2013</td>
</tr>
<tr>
<td>Pre-selection of candidates</td>
<td>January – March 2013</td>
</tr>
<tr>
<td>Selection Committee meeting</td>
<td>April 2013</td>
</tr>
<tr>
<td>Publication of results</td>
<td>May 2013</td>
</tr>
<tr>
<td>Sending of invitation letters to beneficiaries</td>
<td>May 2013</td>
</tr>
<tr>
<td>Visa applications</td>
<td>May – August 2013</td>
</tr>
<tr>
<td>Start of mobilities</td>
<td>September 2013</td>
</tr>
</tbody>
</table>