

Erasmus Mundus STETTIN Guidelines for Applicants

Erasmus Mundus | STETTIN
Science and Technology Education Teacher's Training International Network



- Student Mobility (**Master - Doctorate**)
ACP countries (African-Caribbean-Pacific) to Europe
- ACP staff exchanges to Europe - Europe to ACP

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1. Erasmus Mundus

The aim of the Erasmus Mundus Action 2 - Part 1 - Group 15 ACP (African-Caribbean-Pacific) is to promote higher European education, to improve the employment prospects of the students and to promote intercultural dialogue through cooperation with third countries, in compliance with the external policies of the EU and to contribute to the sustainable development of third countries in the field of higher education. It includes the partnerships between the higher European education institutions and third countries, an exchange and mobility at all levels of higher education, including teacher mobility. In other words, it supports the mobility of the students (second, third cycle) and the staff (academic and administrative).

Part 1 provides for the cooperation actions with specific countries (also called “geographical windows”) that reflect the political choices of one or more countries or regions within the same “group”, the ACP group within the framework of the STETTIN project. These actions complement other EU actions developed in favour of the same country, or region/s

Table 1: Eligible African-Caribbean-Pacific countries

Central Africa	Eastern and Southern Africa	Southern Africa	West Africa	Caribbean	Pacific
Cameroon, Central African Republic, Chad, Congo, Republic, Democratic Republic of Congo, Gabon, Equatorial Guinea, Sao Tome and Principe	Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Malawi, Mauritius, Rwanda, Seychelles, Somali, Sudan, Uganda, Zambia, Zimbabwe	Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia, Tanzania	Benin, Burkina-Faso, Cape-Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Liberia, Mali, Mauritius, Niger, Nigeria, Senegal, Sierra Leone, Togo	Antigua-and-Barbuda, Les Bahamas, Barbados, Belize, Dominica, Commonwealth Dominican Republic, Granada, Guyana, Haiti, Jamaica, Saint-Kitts-and-Nevis, Sainte-Lucia, St Vincent et the Grenadines, Suriname, Trinidad-and-Tobago	Cook Islands, Federated States of Micronesia, East Timor, Fiji, Kiribati, Nauru, Niue, Palau, Papua-New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

Table 2: Eligible European Countries

Germany	France	Holland
Austria	Greece	Poland
Belgium	Hungary	Portugal
Bulgaria	Ireland	Romania
Cyprus	Italy	United Kingdom
Denmark	Latvia	Czech Republic
Spain	Lithuania	Slovakia
Estonia	Luxemburg	Slovenia
Finland	Malta	Sweden

Specific aims of the EMA2 - part 1:

- To contribute to the mutual enrichment of societies by developing the qualifications of men and women so that they possess the appropriate skills, particularly with regards to the labour market, and that they have an open mind and international experience;
- To promote the mobility of students, researchers, teachers and administrative staff from third countries - particularly those from vulnerable groups - selected on the basis of their academic excellence, in order that they can obtain the qualifications and / or experience in Europe;
- To contribute to the development of human resources and the capacity of international cooperation of higher education institutions in third countries through the increased mobility between Europe and these countries, based on the principles of equal opportunity and non-discrimination.

2. STETTIN project

The STETTIN project aims to develop and build the inter-institutional academic cooperation for the training of teachers in the scientific, technical and professional education fields.

Access to school for all, the development of a scientific and technological culture, the opportunities to acquire a socially recognised professional qualification, are the questions that all our educational systems are examining and, consequently, the institutions for the training of teachers and / or trainers in these areas.

The development of the teaching profession can not be limited to the “hands on” experience acquired through experience in the field. All indicators that emerge from the studies on access to scientific and technical studies around the world show that the difficulties that appear more or less through different forms of disaffection, for this knowledge and for the school or university curriculum are linked to the nature of the knowledge taught, just as much as the transmission methods or even to the process of knowledge acquisition. Whether it is to develop a teaching curricular or to give the means to teachers to be the key players, the academic institutions must integrate their organizations with a view to close links between research in education, and teacher training. They will be in charge of teaching in primary schools, senior high and / or professional schools and also in the professional integration of graduates in the education systems concerned.

The institution network created for the Erasmus Mundus program aims to organize these links in a North-South and South-South partnership to promote the quality of the training, particularly through the harmonization within the Bologna framework process according to the LMD plan, as well as the scientific excellence, by organizing these joint activities between the laboratories, particularly the joint supervision of theses.

From a global point of view, this project aims at the development of teacher training by backing the research in education, and more specifically in the scientific, technical and professional education. This backing will allow each partner to contribute to the development of the educational system of their own country through the training of teachers and the production of research on these systems. This is to improve the educational organisations in the continuity of education for all up to the professional training. However, the diversity of the school organisations, the limited resources generally assigned to research in these areas, the disciplinary requirements as soon as we are interested in the different fields of professional education, pleads for the development of exchange networks and cooperation between the teams, the laboratories and the institutions. The backing of the research will strengthen cooperation between the institutions through the mobility of doctoral students, researchers and experts.

To organise this cooperation at an institutional level involves the developing of exchanges at the guidance level for the management and administration of the projects. The development of these exchanges between the partners will contribute to improving the governance of each.

To organize this cooperation, an International Centre for Research in Scientific, Technical and Professional Education and Training has been created. Each partner is an ex officio member of the centre and will have a reception centre on its premises. The centre is organized with a board of directors, a scientific advisor, research, training and shared degrees teams.

3. Application procedure

A) DOCTORATE MOBILITY



This is only for the African-Caribbean-Pacific countries to Europe

a) Participating institutions in the STETTIN project

ACP Universities	
University of Comoros	Comoros
Bindura University of Science Education	Zimbabwe
University of Lomé	Togo
Teacher training institute	Vanuatu
Institut Supérieur de Formation des Professeurs Salomé Ureña	Dominican Republic
University of Namibia	Namibia
National University of Lesotho	Lesotho
Teachers Training college of Yaoundé	Cameroon
National University of Equatorial Guinea	Equatorial Guinea
Teachers Training College of the University of Koudougou	Burkina Faso
Technical and Professional Teachers Training College	Senegal
University of Educational Sciences	Haiti
Technical Teachers Training College	Gabon

European Universities	
University of Patras	Greece
ESPE of Aquitaine – University of Bordeaux	France
ESPE of Aix-Marseille University	France
University of Barcelone	Spain
Odisee	Belgium

a) Study Fields

The codes for the different subjects or areas of expertise are covered by the mobility. Our STETTIN project is exclusively oriented to the field: **05. - Education and training of teachers.**

05.1	Teacher Training
05.2	Primary Education
05.3	Secondary Education
05.4	Vocational and Technical Education
05.5	Adult Education
05.6	Special Education
05.7	Educational Science, Comparative
05.8	Educational Psychology
05.9	Others : Education, Teacher Training

b) Eligibility Criteria

The eligibility criteria for Masters and Doctorate students from the third countries are as follows:

- The students must be a national of a third country covered by the ACP group (Table 1).
- They can not have the status of “resident” or having exercised their main activity (studies, work, etc...) for more than 12 months during the last 5 years in any of the eligible European countries (Table 2) at the time when their application to the partnership is submitted.
- They must have sufficient knowledge of the language in which the courses are given or one of languages spoken in the European host countries.

c) Target groups

Target Group	Target beneficiaries	Types of Mobility	Country with mobile people
Target Group 1	<ul style="list-style-type: none"> • Nationals of ACP countries registered with an EES of these countries and who are members of the STETTIN partnership. • European nationals enrolled in a European EES and a member of the partnership (only academic and administrative staff) 	Master, PhD, Staff	ACP and European countries members of the partnership
Target Group 2	Nationals of ACP countries who: <ul style="list-style-type: none"> • Are enrolled in an institution of higher education in ACP countries which are not included in the partnership. • Have obtained a university degree or equivalent in an institution of the ACP countries. 	Master	ACP Countries
Target Group 3	ACP nationals, who, for political or economic reasons, find themselves in vulnerable situations. For example: <ul style="list-style-type: none"> • Nationals with refugee or asylum status (international or according to the national legislation of one of the European host countries). 	Master	ACP Countries

	<ul style="list-style-type: none"> Nationals who can prove that they were subjected to an unjustified expulsion from the University for racial, ethnic, religious, political, gender or sexual orientation reasons. Citizens belonging to an indigenous population or who are parts of the people moved within their countries, targeted by a specific national policy. 		
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d) Financial support for the students



Mobilities are only done within the Consortium of Establishment of Higher Education (EES) of the STETTIN Project, of the ACP countries to Europe.

- The project coordinator will subscribe to a comprehensive insurance (health, travel, accident ...) in order to cover the students.
- The Project Coordinator will be responsible for the purchase of the airline tickets.
- The EES of the ACP countries will cover the visa costs for the students.
- A grant of 1500€ for doctoral students will be paid monthly by the hosting EES, two months scholarship will be paid upon arrival of the student so that they can set themselves up.

Type of mobility	Target Groups	Number of students by ACP universities	Monthly grant	Period	Visa cost	Insurance	Return Airplane Ticket
Doctorate	1	1	1500 €	10 months	X	X	X

B) STAFF MOBILITY (Administrative and academic)



This is carried out between African-Caribbean-Pacific countries to Europe and vice-versa.

a) Eligibility criteria

The eligibility criteria for academic or administrative university staff are as follows:

- They must have the nationality of one of the eligible countries.
- Staff from one of the third countries must work with one of the third-country EES's participating in the partnership. The staff of the EU must work with one of the EU EES's participating in the partnership.
- Mobility may correspond to a "job for job" exchange or a flow of unilateral mobility from or to an EES of a third party.

The home and host EES and staff member in mobility must agree to the activities to be carried out by the latter (the curriculum delivered, research or training followed).

b) Financial support for the staff

Type of Mobility	ACP partners to Europe	Europe partners to ACP	Monthly living allowance	Period	Visa cost	Insurance	Return Airplane Ticket
Academic and Administrative Staff	14 (Only Target Group 1)	8 (Only Target Group 1)	2500 €	1 month	X	X	X

C) Applicants

Read this guide carefully to define exactly:

- If you meet the eligibility criteria
- Your target group
- What training or research that you want to follow? To find this, go to the page **Proposed Training** of the Project website: <http://mundus-stettin.univ-amu.fr>.

a) Electronic submission

You must fill out your application form directly on the project website <http://mundus-stettin.univ-amu.fr> before **March 23, 2015 for staff and April 30, 2015 for doctorate students**.

- It is necessary to identify yourself, and for this you need an email address and must complete all the fields provided. **The password must have a minimum of SIX characters.**
- After identification, you will receive a message with an activation link enabling you to have access to your application.
- The date and time for submission of electronic applications are listed on the project website, <http://mundus-stettin.univ-amu.fr>. All applications sent by fax or email will not be accepted. The Coordination Office will do everything possible to prevent system failures, but can not be held responsible in the case of failure to submit an application before the deadline.



It's important not to forget any documents for your application

- If you are applying to a French university, your application must be completed in French. Spanish for Spain, in Greek for Greece for a Masters level or in Greek or English for a doctorate level, and in English for Belgium.

At the end of the selection procedure, if you are selected, you will receive a "student agreement" document from ESPE which is the acceptance of your application and which must be sent back to the project coordinator: ESPE of Aix-Marseille University (see the contacts page).

This must be done within a maximum period of 15 days after the date that the message was sent, otherwise the application will be deemed ineligible and we will select a person from the supplementary list.

The dates and reference times indicated on the website are Central European Time (Central European Time: CET).

b) Documents to be prepared for the submission of the application

- Passport with a minimum validity date: September 2017.
- Photocopies of last obtained diploma and a transcript (an official document from the applicant's institution).
- A letter of recommendation from the Higher Education Institution of the candidate required for the mobility of Doctorate students or academic or administrative staff. The declaration must be written using the language of the Higher Education Institution that is sending the letter.

c) Evaluation of the applications

The evaluation of the applications goes through two levels.

Firstly, for the ACP institutions sending students, they go through the local International Centre for Research and Training in Scientific, Technical and Professional Education (local **CIRFEST**), which is made up of:

- The project coordinator of the partnership university.
- A university lecturer and / or teacher of the institution, who has monitored the students.
- An Erasmus Mundus correspondent of the country, if he is free.
- An administration staff member

Missions are:

- Establish a certificate for each candidate, stating that the original documents were submitted and verify the statements of the students.
- Documents to be sent to CIRFEST central :
 - The certificates of all the applicants.
 - A list breaking down all the students

The European institutions who receive the students establish a pre-ranking.

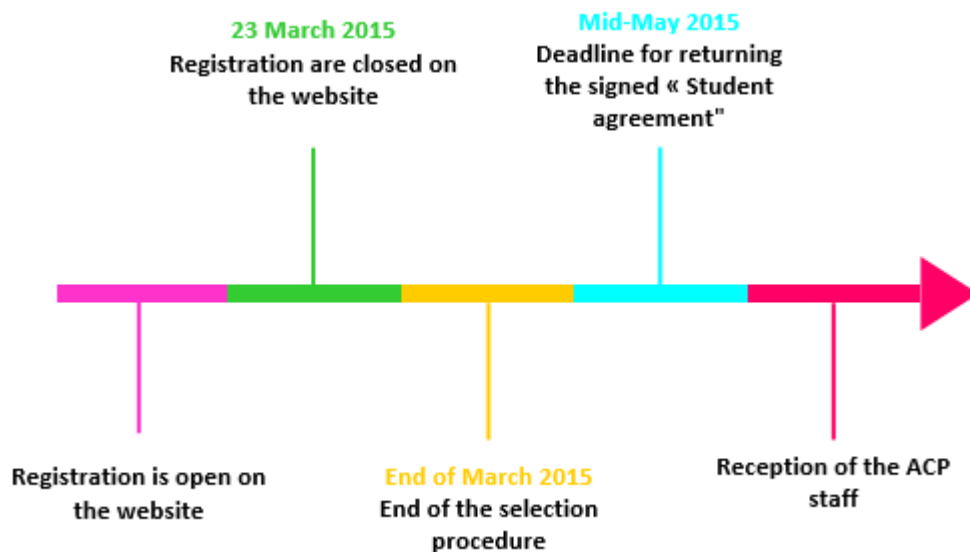
Finally, the Scientific Committee selects the doctorate students and the Selection Committee selects the academic and administrative staff.

Missions:

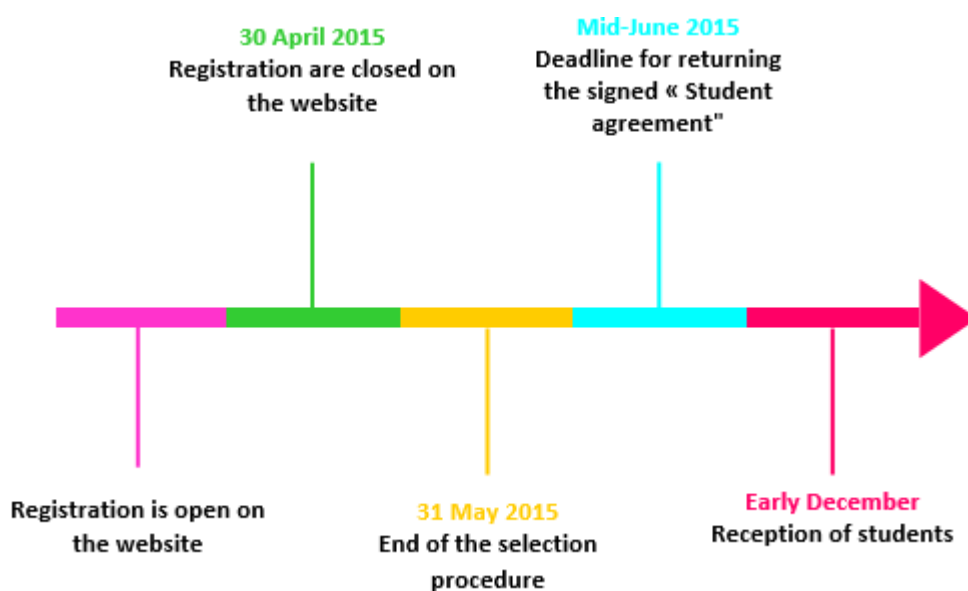
- Receive and examine the pre-rankings
- Examine the files and classify the applicants, and prepare a main list and a complementary list for each target group.
- Notify the selected applicants by mail and by telephone.

d) Calendar year

1. For staff applications



2. For doctorate students



The dates and reference times indicated on the website are Central European Time (Central European Time: CET).

4. Obligations of the ACP and the European institutions

a) The African-Caribbean-Pacific institutions

It is compulsory in the case of doctorate mobility that all partner institutions consider the period of study undertaken abroad as an integral part of the study / research program of to be developed in the original institution (ACP). By signing the Academic Recognition agreement, the ACP scholarship for the Higher Education Institution guarantees full academic recognition (including examinations or other forms of assessment) for the period of the study/research carried out in the host European Higher Education Institution.

- The ACP institution is responsible for the visa costs.

b) European Institutions

- The host institution will ensure that the scholarship holder has the same working conditions and the same health and safety protection as the local students and members of the academic community.
- The host institution will provide support to the scholarship student, including help with the administrative procedures required by the authorities of the host country
- A scholarship contract will be signed between the scholarship student and the host EES which defines all the conditions, benefits and responsibilities for the implementation of the project, and the dates of the grant payments.
- The scholarship student will receive grant payments directly from the host EES.

c) Coordinator

- The project coordinator will provide full and valid insurance to each scholarship student in the host country in compliance with the requirements of the EACEA - Executive Agency for "Education, Audiovisual and Culture." This insurance will be valid from the time and place of departure until the return of scholarship students.
- The project coordinator will be responsible for the booking and payment of the return voyage of the scholarship students between the city of the home institution and the city of the host institution. In cases where the home or host institutions are not located in a city with an international airport, the scholarship students must keep receipts for the local transport used to travel in order to submit a repayment claim to the coordinator.

This request must be made as soon as possible on the appropriate form provided by the coordinator and must be accompanied by the original receipts. The coordinator will investigate the possibility of reimbursement. Taxi fares are not eligible if there is another means of cheaper transport. All refunds will be made on the basis of the exchange rate on the date that the expenses were incurred.

5. Obligations of the scholarship student

The coordinating institution has the right to suspend the grant payment if:

- The scholarship student withdraws from the project due to force majeure.
- The scholarship student does not comply with the internal rules of the host institution.
- The scholarship student does not comply with the internal rules established by the STETTIN consortium.

The coordinating institution has the right to demand repayment of part of or the entire grant if:

- The scholarship holder withdraws from the project without a valid reason.
- The scholarship holder does not meet with the requirements of their studies / work program.
- The coordinating institution will determine the amount to be repaid.

By signing the grant acceptance statement and the grant contract:

1. In the case of a repayment obligation, the scholarship student has 30 days from the date when he returns to his country to pay the coordinating institution: ESPE University of Aix-Marseille. In order to do this, he must follow the instructions provided. If the scholarship student fails to repay on time, the bank charges and interest will be charged and legal action will be taken.
2. During the scholarship period with the STETTIN project, the scholarship student may not accept any mobility scholarship granted by the European Union.
3. The scholarship student has an obligation to inform the coordinating institution of any changes in the study or work / research / or the period abroad, namely the study or the research program /and the period in a host establishment. In addition, prior authorization must be obtained by the host institution for any leave during the scholarship period, and communicated to the coordinating institution
4. The scholarship student is under the obligation to provide, within 30 days from the end of the mobility period, the evaluation form that the coordinating institution will put online.

6. Contacts

STETTIN Project Coordination Office of the ESPE, University of Aix-Marseille.

The official contacts for all the partner universities can be found on the project website:

<http://mundus-stettin.univ-amu.fr>

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