Erasmus Mundus Action 2 Lot 8 – Latin America

"Mobility As keY factor for quAlity eNhancement of EU and LA univErsiTies"

MAYA-NET

Application reference number 552061-EM-1-2014-1-IT-ERA MUNDUS-EMA21
Grant Agreement Number 2014-0872 / 001 - 001

GUIDELINES FOR APPLICANTS – THIRD COHORT

Deadline for applications (for filling the form and submitting the documents)
From 10th October 2016 to 4th December 2016

1. INTRODUCTION

MayaNet is a project funded with the support of the Erasmus Mundus-Action 2 Programme of the European Commission. MayaNet project intends to develop a structured mobility based cooperation between 20 universities: **10 Latin American Higher Education Institutions on the one side and 10 European Higher Education Institutions** from the second side.

Scholarships are available for **undergraduate, master, PhD students, Post-doctorate** and also for **staff members (academic** and **administrative)** to undertake a mobility period in Europe and Latin American partner Universities. They include a monthly allowance, travel, insurance and participation costs. **The current call for applications cover a bilateral mobility from the EU to LA and from LA to the EU.**

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

2.- PARTNER UNIVERSITIES

The University of L'Aquila (Italy) is the Coordinator of this project and the Universidad del Magdalena (Colombia) is the Co-coordinator. MayaNet Partnership is composed of the following 20 partner universities:

European Institutions

1. University of L'Aquila (IT) – Coordinator
2. Wroclaw University of Environmental and Life Sciences (PL)
3. Université Pierre et Marie Curie (FR)
4. Universitat Politecnica de Valencia (ES) – **positions not available for this call**
5. Alexander Technological Educational Institute of Thessaloniki (GR)
6. Johannes Kepler University Linz (AT)
7. Tallinn University (EE)
8. Corvinus university (HU)
9. University Oldeburgh (DE)
10. Georg-August-University Goettingen, (DE)

With the Support of the Erasmus Mundus Programme of the European Union

Latin American Institutions

1. Universidad del Magdalena (CO) – Co-coordinator
2. Universidad Tecnológica de El Salvador (SV)
3. Universidad Veracruzana (MX)
4. Universidad Nacional Autónoma de Nicaragua (NI)
5. Universidad Nacional Autónoma de Honduras (HN)
6. Universidad Centroamericana "José Simeón Cañas" (SV)
7. Universidad Pedagógica Nacional Francisco Morazán, (HN)
8. Universidad Rafael Landívar (GT)
9. Universidad de San Carlos de Guatemala (GT)
10. Universidad de Matanzas "Camilo Cienfuegos" (CU)

3.- TARGET GROUPS

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

Target group	Description of applicants	Level of mobility
TG 1	Nationals of Colombia, El Salvador, Honduras, Mexico, Nicaragua, Guatemala, Cuba, or European countries represented in the partnership who are: - registered as students at one of the Partner Universities of the MAYA-NET project at the time of submitting their application, and applying for student scholarships - work in one of the Partner Universities of the MAYA-NET project at the time of submitting their application, and applying for staff scholarships	Master(exchange), PhD (exchange), Post-Doctorate, Staff
TG 2	Nationals of Honduras, El Salvador, Guatemala, Nicaragua, Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Mexico, Panama, Uruguay, Venezuela or European countries who: - are registered in a higher education institution of the country that is not included in the partnership - have obtained a university degree or equivalent from a Lot8 or European country institution	Master (exchange)
TG 3	Nationals of Honduras, El Salvador, Guatemala, Nicaragua, Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Mexico, Panama, Uruguay, Venezuela who are in particularly vulnerable situations, for social and political reasons. For example: 1) having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries), or 2) 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 3) they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)	Bachelor (exchange), Master (exchange)

Please note: **All the Potential applicants from Target Group 3 must present official documentation that proves their eligibility for this group a**nd this must be uploaded in the application form. In case

applicants fail to do so the consortium will consider them as TG1 or TG2 applicants (depending on the home institution).

4.- GENERAL ADMISSION REQUIREMENTS

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

European Students
- Must be **national** of one of the eligible European countries;
- Must have **sufficient knowledge of the language** of the courses or of one of the languages currently spoken in the hosting countries, or English;
- Must have not benefited in the past from another scholarship for the same type of mobility under another project under the EMA2-STRAND1.
- Must respect the specific and additional criteria applicable to each type of mobility (master, doctorate, post-doctorate).
  - **For Target Group 1** (TG1): students need to be registered at one of the European countries HEIs within the partnership <u>at the time of submitting their application.</u>

  - **For Target Group 2** (TG2)**:** 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;

Latin American Students
- Must be **national** of one of the eligible LA countries;
- Must **not have resided nor have carried out their main activity (studies, work, etc) for more than a total of 12 months over the last five years** in any of the eligible European countries at the time of submitting their application to the partnership. **This rule does not apply to TG3 candidates.**
- Must have not benefited in the past from another scholarship for the same type of mobility under another project under the EMA2-STRAND1
- Must have **sufficient knowledge of the language** of the courses or of one of the languages currently spoken in the hosting countries, or English.
- Must respect the specific and additional criteria applicable to each type of mobility (undergraduate, master, doctorate).

  - **For Target Group 1** (TG1)**:** students need to be registered at one of the LA HEIs within the partnership at the time of submitting their application.
  - **For Target Group 2** (TG2)**:** *not available for this Call*
  - **For Target Group 3** (TG3)**:** students need to be nationals of one of the LA countries concerned by the lot and be part of the vulnerable target groups.

Academic and administrative staff
- Must be **national** of one of the eligible countries;
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  - **For Target Group 1** (TG1)**:** Staff must work in or be associated to one of the HEIs participating in the partnership.

o   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.

Please note: No student or staff can benefit from more than one mobility activity within MAYA-NET. However, scholars who have previously received a scholarship within a different EMA2 STRAND 1 project can apply for a MAYA-NET scholarship if they apply for a different type of mobility. However, preference will always be given to new applications. Only in case there are still scholarships available after all new applications have been selected, past EMA2 scholars' applications will be considered. This is also applicable for staff applications. Applicants are asked to indicate in the online application whether they have received an EMA2 scholarship in the past. In addition, scholars are asked to indicate this information when submitting their acceptance letter.

5. TYPES OF MOBILITY

This Call is open for 4 types of mobility according to the academic level of the candidates:
- Undergraduate (exchange students)
- Master (exchange students)
- Doctorate (exchange students)
- Post-doctorate
- Academic and administrative staff

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

Specific criteria for all types of mobility:
- **Undergraduate students**
  LA undergraduate students must have successfully completed at least one year of studies in their home institution.
- **Master exchange students**
  Master exchange students must have finished their undergraduate studies (Bachelor or equivalent) and be registered at a master degree course at the home university.
- **Doctorate exchange candidates**
  The applicant must have obtained a second higher education degree (e.g. Master's degree) and be registered at a PhD degree course at the home university.
- **Post-doctorate**
  Must have obtained a doctorate degree
- **Academic and Administrative Staff candidates:**
  Have to serve at a higher education institution either as academic or administrative employees.

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

6. DISTRIBUTION OF MOBILITY

Type of mobility	Target group	EUROPEAN		LATIN AMERICAN	
		Scholarship	Duration in months	Scholarship	Duration in months
Master	TG 1	5	10	-	-
PhD	TG 1	5	6	3	6
Post Doc	TG 1	3	6	-	-
Staff	TG 1	1	1	-	-
Master	TG 2	2	10	-	-
Undergraduate	TG 3	-	-	5	10
Master	TG 3	-	-	3	10

MAYANET will fund scholarship for mobility in the following fields of study

- Agricultural Sciences (01)
- Architecture, Urban and Regional Planning (02)
- Business Studies and Management Sciences (04)
- Education, Teacher Training (05)
- Engineering, Technology (06)
- Geography, Geology (07)
- Law (10)
- Mathematics, Informatics (11)
- Medical Sciences (12)
- Natural Sciences (13)
- Social Sciences (14)
- Communication and Information Sciences (15)
- Other Areas of Study: Public Administration, Renewable Energy, Climate Change, Human Rights

7. AMOUNT OF GRANTS
MayaNet will cover the following:
- Subsistence Allowance
- Insurance Coverage (health, travel, accident)
- Travel expenses for one economy class return ticket, and direct visa costs
- Participation costs (if applicable)

7.1. Subsistence Allowance
A scholarship agreement that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed by the Hosting institution and the scholarship holder. Only after this document is signed it will be possible to transfer the scholarships. Each EU partner must provide to both **incoming** (from LA to EU countries) and **outgoing** (from EU to LA countries) scholars the first **two installments** right after the arrival of the scholar at the host university.

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

Type of mobility Subsistence Allowance
- **Undergraduate** 1.000 €/month
- **Master** 1.000 €/month
- **Doctorate** 1.500 €/month
- **Post-Doctorate** 1.800 €/month
- **Academic and Administrative Staff** 2.500€/moth

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

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

Taxi expenses are strongly discouraged. The coordination will carefully analyse each expense, not considering eligible taxi expenses between cities if there is other less expensive means of transportations. All the reimbursements will be made considering the exchange rate to the day in which the expenses were done. In case the scholarship holders wants to change the flight dates for individual purposes this may be allowed as long as the return date is not before the foreseen ending date of the programme of activities/mobility. All changes should be paid by the scholarship holder and not by the project. Please note that it will not be possible to reimburse neither any accommodation expenses nor a vacation travel to the grantee's home country.

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

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

- For **Target Group 1** on one side the location of the sending HEI and on the other side the hosting HEI premises;

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

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

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

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

FURTHERMORE
- For **Undergraduate and Master exchange students** the exact duration of stay always corresponds to the academic calendar at the host university, i.e. duration of academic activities carried out at the host university. Academic activities contribute to the academic success achieved at the host university (orientation programme, taking courses, studying for exams, doing research etc.)
  All scholars must check by themselves the exact duration of their mobility (mobility start and end date) according to the academic calendar[1] at the respective host university.
- All **Doctorate exchange students and Post Doc** are responsible for negotiating the exact time frame of their mobility with the home and host university[2]
- All **Staff scholars** need to stay at the host universities for at least one month and have the opportunity to split their mobility into 2x2 weeks. They are responsible for negotiating the exact time frame of their mobility with their respective home and host universities[3]

9. APPLICATION PROCEDURE
9.1. Preparing the application
In the phase of preparing the application, the candidate should follow the following steps:

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[1] Undergraduate and Master students need to start their mobility at the beginning of the academic year 2017/2018
[2] Doctorate exchange students and PostDoc may start their mobility anytime between September 2017 and December 31st, 2017
[3] Staff may start their mobility any time between September 2016 and spring 2018

9.1.1. Verify the **General Admission Requirements** previously indicated;

Select at least one host institution among the set of institutions of the project. It is highly recommended that the applicants select up to **2 host institutions, which must be different,** of the available options but always in respect of the language, general information sheet and academic offer defined by each host institution. However, 2ⁿᵈ choice institutions may decide not to evaluate these applications depending on the total number of received applications. When selecting the host institution(s), it is crucial to:

- Ensure that you master the language of tuition or English;
- Consider the identified areas of excellence in each partner institution;
- Ensure that you have the necessary academic background in terms of study areas/degree to apply to the type of scholarship and to the selected activity;
- Be aware of the real cost of living at each partner institution and analyse it considering the monthly amount of the scholarship, in case of selection;
- Consider the need to adapt to different cultural realities and also to different climate conditions, in case of selection.
- Consider the need to come to Host Country with some financial support for the first days

9.1.2. Collect **all necessary information and documents** to fill in the Application form

⇒ Several documents are **mandatory.** If not uploaded in the application form, the application cannot be considered submitted. In case of unreadable documents the application will be considered invalid and will not be evaluated.

9.1.3. Prepare the following documents:

Undergraduate exchange students (only from LA):
- Two learning agreements (one for each chosen host university),

A template for the Learning Agreement is provided on the website.
- CV (Europass format)
- Copy of passport *****
- Language certificates for the language of instruction at host university or English: all applicants need to check the general information sheet of the respective host university on the MAYA-Net website and upload the required language certificates which are mentioned in the general information sheet.
- Certificates and Transcript of records
- Motivation Statement (one for each chosen host university)

* *You can upload a valid Identity document for the application stage. But please note that, if you are selected, you must have a valid passport **for June 2017 at the latest**.*

Master exchange students:
- Two learning agreements (one for each chosen host university)

A template for the Learning Agreement is provided on the website.
- CV (Europass format)
- Copy of passport *****
- Language certificates for the language of instruction at host university or English: all applicants need to check the general information sheet of the respective host university on the MAYA-Net website and upload the required language certificates which are mentioned in the general information sheet
- Certificates (bachelor degree or equivalents) and Transcript of records
- Motivation Statement (one for each chosen host university)

Doctorate exchange students:
-     Two Study/research plans (one for each chosen host university)

A template for the study/research plan is provided on the website.
-     CV (Europass format)
-     Copy of passport *
-     Recommendation letter(s) (max 2)
-     Language certificates for the language of instruction at host university or English: all applicants need to check the general information sheet of the respective host university on the MAYA-Net website and upload the required language certificates which are mentioned in the general information sheet
-     Certificates (Master degree or equivalent) and Transcripts of records
-     Motivation Statement (one for each chosen host university)
-     <u>Letter of interest</u>: This letter from the host university aims to specify their academic interest in hosting the applicant. The letter of interest needs to be filled in and signed by the academic coordinator at the host university.
      The candidate must upload the scanned filled-in and signed letter of interest. This means that doctorate applicants **have to contact the host university, get the formal approval of the research programme and the signature** from the host University before submitting their application.

Post-doctorate:
-     Two Study/research plans (one for each chosen host university)

A template for the study/research plan is provided on the website.
-     CV (Europass format)
-     Copy of passport *
-     Recommendation letter(s) (max 2)
-     Language certificates for the language of instruction at host university or English: all applicants need to check the general information sheet of the respective host university on the MAYA-Net website and upload the required language certificates which are mentioned in the general information sheet
-     Certificates (PhD degree or equivalent)
-     Motivation Statement (one for each chosen host university)
-     <u>Letter of interest</u>: This letter from the host university aims to specify their academic interest in hosting the applicant. The letter of interest needs to be filled in and signed by the academic coordinator at the host university.
      The candidate must upload the scanned filled-in and signed letter of interest. This means that post doc applicants **have to contact the host university, get the formal approval of the research programme and the signature** from the host University before submitting their application.

Academic and administrative staff:
-     Two Research/teaching/training plans (one for each chosen host university)

A template for the Research/teaching/training plan is provided on the website.
-     CV (Europass format)

- Copy of passport (expiring date not before one year)
- Language certificates for the language of instruction at host university or English: all applicants need to check the general information sheet of the respective host university on the MAYA-Net website and upload the required language certificates which are mentioned in the general information sheet
- Motivation Statement (one for each chosen host university)
- Letter of interest: This letter from the host university aims to specify their academic/administrative interest in hosting the applicant. The letter of interest needs to be filled in and signed by the academic coordinator at the host university.
  The candidate must upload the scanned filled-in and signed letter of interest. This means that staff applicants **have to contact the host university, get the formal approval acceptance and the signature** from the host University before submitting their application.
- Academic record, list of publications (applicable for academic staff)
- Description of work experience (applicable for administrative staff)

*   *You can upload a valid Identity document for the application stage. But please note that, if you are selected, you must have a valid passport* **for June 2017 at the latest***.*

Please note: Applicants belonging to Target Group 2:
- must upload a document which certifies that they are currently registered as regular students at a non-partner European University (study confirmation);

Please note: Applicants belonging to Target Group 3:
- will be taken into special consideration in the context of the promotion and selection procedure and receive special support by the consortium.
- they must upload a document proving that they find themselves in a vulnerable situation.

It is the responsibility of the applicant that all obligatory documents are uploaded.

Applicants are requested to upload scanned versions of all original documents (transcript of records, diploma, degree certificates, language certificates etc.). In addition, scanned versions of certified translations/official translations of all these documents into English or the language of the host country are obligatory.
All selected scholars are advised to check with their host universities if there are specific deadlines for submitting original documents. Admission criteria of all partner institutions in the consortium have to be respected. All applicants need to check the general information sheet of the respective host university.

In case applicants do not have all required degree certificate at the end of the call (e.g. they don't have obtained their degree yet, but will obtain it before the mobility starts), a **certificate confirming the expected date of graduation, which must be before the foreseen starting date of the mobility,** must be issued by home university, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. In case the application is successful, scholars will be conditionally accepted and given a certain deadline in order to submit the missing document.

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

9.1.5. Make sure that the motivation statement is **clear** and reflect each one of the options selected **(maximum of 2 host Universities);**

9.1.6. **Start filling in the application** straightaway at **http://ema2univaq-mayanet.it** Only after completing step 1 you will receive your login (which is your e-mail address) and auto-generated password.
Then you need to log in (step 2) and then you can continue to fill in the application.

9.2. Online Submission
To fill in the Application Form, the following steps must be considered:

- The applicants should have a valid e-mail address and an Internet connection.
  ⇒ Only **online** **applications are considered eligible.**
- The applicants should then fill in the online Application Form available on the project's website. They can save&resume their application. After every saving, they are informed whether all required information is completed, or not.
- Once all required information is filled in, you need to close the application (step 6). After closing the application, no more changes can be done. You will receive an e-mail confirming the submission of the application, which **does not constitute a confirmation of eligibility or of selection**, it just confirms the submission of the application
  ⇒ Once the deadline for applications comes, the application cannot be changed any more by applicants.

The online application form is only available in English. However, before starting to fill in the Application Form, the applicants must be sure of having all the certificates and language skills required to attend the sought programme(s). Candidates have to submit all supporting documents as described above in 9.1.3.

The **deadline for the submission of the online applications for the Call** is 30th November 2016 at 11.59 pm and has as reference the Central European Time (CET). The Coordination Office will do everything possible to avoid system failures but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid the last minute applications so as to guarantee there will be no problems in the submission of the application form. It is reminded to all candidates that **applications sent by mail, fax or e- mail will not be accepted**.

Please include a **valid e-mail address** in your application for communication purposes. Do not include in the application form the e-mail of another colleague or friend that is also applying as the communication of results will be done exclusively by e-mail and this could generate problems in interpreting the selection results. The applicants should only have one valid application at the beginning of the selection procedure. Being so, if the same applicant submits several online forms, all of them will be disregarded.

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

9.3. Documents to be submitted by the applicants

The applicants should submit, in the online application, a digital copy of several documents described in section 9.1.3.

Please Note:

  o   If a candidate fails to upload mandatory documents, the application will be excluded without any possibility of appeal.
  o   **incomplete applications or with blank or unreadable documents will not be considered eligible and will immediately be disregarded.**

An applicant can upload several files at the same time. Only PDF files are accepted. If more than one document needs to be uploaded in one file, the scannings should all be combined into one file.

10. EVALUATION AND SELECTION OF APPLICATIONS

All valid applications received will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and it will always be kept confidentiality of the information submitted online. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This is also the case of the offices of the Coordination Office, the technical experts that will participate in the evaluation process.

a) Eligibility check

- Target 1 Candidates:

During the selection period, the Local Management Team (LMT) at the home university will be in charge of checking eligibility by reviewing the submitted applications of its students and staff belonging to TG 1. It will take responsibility and guarantee that applicants have proper documents in place to ensure that the exchange period at the host university is recognized and constitutes part of the student's study record at the home university (Learning Agreement, ECTS, Transcript of Records, and Diploma supplement when applicable). The LMT at the home university will also check the eligibility of the applicant in relation with the EM Action 2 eligibility criteria as well as clarify whether the applicant is registered at the home university (Target Group 1) and review, check completeness and authenticity of attached documents, check whether the documents have been correctly translated, and validate applications of their outgoing students/staff belonging to Target Group 1. In case applications are formally not correct and therefore cannot be accepted, reasons for rejection have to be clearly justified.

- Target 2 and Target 3 Candidates:

For TG 2 applications, the project coordinator for EU applicants and the co-coordinator for LA applications are responsible for checking the completeness of uploaded documents, whether the eligibility requirements are met, and consequently for validating the applications.

For TG3 applications, the co-coordinator, in cooperation with other LA HEI and EU delegations, will be responsible for the correct application procedure.

In case applications are not accepted, reasons for rejection have to be clearly justified.

b) Ranking procedure

Eligible applications will then be reviewed and ranked **by the LMT at the host university**, which guarantees an absence of conflict of interest as well as that students/staff will be selected in a manner respecting principles of transparency and equal treatment. The LMT of host institution will review the applications, check if the

admission and language requirements are fulfilled, find an adequate academic solution for the eligible applicants and rank the applications.

In case applications are not accepted by the LMT at the host university, reasons for rejection have to be justified.

c) Ranking criteria

The selection will be based on the following criteria:

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

In order to evaluate the Language credentials' reliability, candidates can be subject of verification by partners formally or empirically (eg.: skype interviews with applicants who has not submitted renowned certificates like TOEFL/ IELTS or home university certification).

d) Selection procedure and allocation of scholarships

After the ranking procedure has been completed, the allocation of the scholarships will be carried out at the selection committee meeting according to the following criteria:
- ranking result
- fair distribution of host universities
- match of the minimum requirements of Mayanet project and budget
- gender balance
- balance of fields of study
- level of vulnerability (for TG 3)
- commitment to contribute to the network of the consortium and to prevent brain drain (for Post-doctorates and staff)

By the end of April 2017, the consortium will inform applicants about the selection results.

The selected candidates will be requested to accept them by logging in. By accepting the distribution result through the website, the scholar accepts the nomination for a scholarship within the MAYA-NET project as well as confirms his/her acceptance of the guidelines and pledges to take all the necessary measures to start and

complete the mobility successfully and in accordance with all the stipulated administrative and academic requirements.

Not selected applicants will be provided with the opportunity to appeal against the decision **within 10 days from the communication of the results**, by logging in at their account.

All mobility flows of the cohort 3 have to start by December 31, 2017 at the latest (except for staff who can start their mobility any time between September 2017 and Spring 2018).

11. INFORMATION AND SUPPORT

All the information related with the project's implementation can be consulted on the official website: https://erasmusmundus.univaq.it/mayanet

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

Address and contact of the **Coordination Office:**	Address and contact of the **Co-Coordination Office:**
Mayanet project	**MayaNet project**
International Relations Office	Oficina de Relaciones Internacionales
University of L'Aquila via	Universidad del Magdalena Colombia
Giovanni Di Vincenzo n. 16B	Carrera 32 número 22-08 Sector San Pedro Alejandrino.
67100 L'Aquila (Italy)	Código Postal No. 470004 - Magdalena Colombia
Phone number: +390862432772	Phone number: +57(5)421 7940. Ext: 2279
Fax: +390862431217	E-mail ccoronadov@unimagdalena.edu.co
E-mail: mayanet@univaq.it	Coordinator: Brian Hernández
Coordinator: Professor Anna Tozzi	Team: Carlos Coronado Vargas

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

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

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