



# IBRASIL

INCLUSIVE & INNOVATIVE

TRAINING A NEW GENERATION OF HIGHLY QUALIFIED  
TEACHERS, ENGINEERS AND RESEARCHERS  
OPEN TO INCLUSIVE VALUES



## GUIDELINES FOR APPLICANTS 2014/2015

ERASMUS MUNDUS PROGRAMME



Erasmus  
Mundus

2nd Cohort: 09th October 2014 to 18th January 2015

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## I/ WHAT IS ERASMUS MUNDUS ?

### 1.1 ERASMUS MUNDUS PROGRAMME

Erasmus Mundus 2009-2013 is a cooperation and mobility programme in the area of Higher Education, implemented by the Education, Audiovisual and Culture Executive Agency ([EACEA](#)). In case of the [Erasmus Mundus Action 2](#) – Strand 1 (EMA2 – STRAND 1), under which the IBRASIL Project is being developed, the management is carried out under the supervision of the Directorate General EuropeAid (DG Aidco).

EMA2 – STRAND 1's main goals are:

- to promote European Higher Education;
- to encourage the reinforcement and improvement of students' career perspectives;
- to favour the intercultural understanding through cooperation with third countries, in harmony with the EU external policy objectives, in order to contribute to the sustainable development of the third countries' Higher Education.

This strand includes partnerships between European and third countries' Higher Education Institutions, mobility in several Higher Education levels, and also a scholarship system.

You will find more information about Erasmus Mundus programme on the EACEA website: [http://eacea.ec.europa.eu/erasmus\\_mundus/index\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/index_en.php)

### 1.2 IBRASIL PROGRAMME

**IBRASIL – Innovative and Inclusive Brazil** is an Erasmus Mundus Action 2 programme funded by the European Commission. Scholarships are granted to Brazilian and European students for credits mobility and degree mobility within the Higher Education Institutions members of the IBRASIL network. Scholarships are available for undergraduate, doctorate students, post-doctorates in the fields of Engineering & Technology and Education & Teacher Training. No scholarships are available for Masters or students from other fields of study. Staff (academic and administrative) can apply for a monthly allowance. For all types of scholarship holders, the European Union financial support includes travel, insurance and tuition fees. 177 scholarships are available for student and staff mobilities from Brazil to Europe and vice versa

The IBRASIL consortium which stands for "Inclusive and Innovative Brazil" has emerged from a long and mature collaboration between Brazilian and European universities. The University of Lille 3 submitted a proposal to coordinate the **IBRASIL** programme, a partnership of 11 Brazilian and 9 European Higher Education Institutions from different countries where various languages are spoken: Spanish, Portuguese, French, Romanian, Italian, German, Slovak and Greek. This linguistic diversity exists alongside the geographical one that helped to build up this consortium based on attractive and high quality programmes in Education, Teacher Training, Engineering and Technology.

**11 Brazilian partners:**

Role	Organisation Name		City
Co-coordinator	Universidade Estadual Paulista "Julio de Mesquita Filho"	UNESP	São Paulo
Partner institutions	Universidade Federal do Tocantins	UFT	Palmas/Tocantins
	Universidade federal do Vale do São Francisco	UNIVASF	Petrolina - Pernambuco
	Universidade Federal do Mato Grosso do Sul	UFMS	Campo Grande- Mato Grosso do Sul
	Universidade Federal de Minas Gerais	UFMG	Belo Horizonte
	Universidade Federal de Santa Maria	UFSM	Santa Maria
	Universidade Estadual de Feira de Santana	UEFS	Feira de Santana
	Universidade Federal do Rio Grande do Norte	UFRN	Lagoa Nova
	Universidade Estadual do Maranhão	UEMA	Sao Luis - Maranhão
	Universidade do Estado de Santa Catarina	UDESC	Florianópolis - SC
	Pontifícia Universidade Católica do Paraná	PUCPR	Curitiba

**9 European partners:**

Role	Organisation name		City	Country
Coordinator	Université de Lille	ULille	Villeneuve d'Ascq	France
	Panepistimio Patron	UPatras	Patras	Greece
	Zilinska univerzita v Ziline	UNIZA	Zilina	Slovakia
	Universitatea Babes-Bolyai	UBB	Cluj-Napoca	Romania
	Hochschule Darmstadt	UDarmstadt	Darmstadt	Germany
Partner institutions	Universidade do Porto	UPorto	Porto	Portugal
	University of Luxembourg	ULux	Luxembourg	Luxembourg
	Universidad de Castilla – La Mancha	UCLM	Ciudad Real	Spain
	Università degli Studi di Roma "Tor Vergata"	URTV	Rome	Italy

**5 associated partners:**

Organisation name	City	Country
Utrecht Network	Hull	United Kingdom
Réseau franco-néerlandais	Villeneuve d'Ascq	France
Educação e Cidadania de Afrodescentes e Carentes	São Paulo- SP	Brazil
Faculdade Zumbi dos Palmares	São Paulo- SP	Brazil
Universidade Federal Do Rio de Janeiro	Rio de Janeiro - RJ	Brazil
Fórum de Assessorias das Universidades Brasileiras para Assuntos Internacionais	São Paulo- SP	Brazil

The main objectives of IBRASIL are:

- The training of a new generation of highly qualified teachers, engineers and researchers who are open to inclusive values as well as to social and technological innovation;
- To foster sustainable joint programmes and common research involving Brazilian and European students, teaching staff and researchers;
- To increase collaboration between European and Brazilian HEIs, as well as the promotion of tools which facilitate international cooperation and the academic recognition of student mobilities.

**In practice:**

**Scholarships to study in Europe** for Brazilian students and researchers & to **study in Brazil** for European students and researchers:

- **Undergraduates:** 1 or 2 semesters
- **Sandwich Doctorates:** 6 or 10 months
- **Post-doctorate:** 6 or 10 months
- **Staff** (academic/administrative): 1 month

**NB: No Master scholarships available and no more Full PhD scholarships available either.**

**1.3 Benefits of Erasmus Mundus**

Erasmus Mundus is **a prestigious European Commission Scholarship**. It will bring you an unprecedented international experience, strong language skills on a professional/academic level and intercultural awareness and understanding!

Joining Erasmus Mundus programme is the best way to experience an international study programme and add value to your CV!

## III/ WHO CAN APPLY?

Reading this Guide is crucial for a successful application procedure

We strongly recommend a regular reading and analysis of the information contained in the website where updates and additional information can be included.

### 2.1 Target groups

Depending on their characteristics, all applicants fit into one of the three Target Groups (called TG) established by the European Commission for the Erasmus Mundus – Action 2 Programme. Each of the Target Groups has different types of mobility scholarships available.

#### Target group 1:

- *European students:* students or academic and administrative staff need to be registered at one of the European countries universities/Higher Education Institutions (HEI) 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;

Université de Lille, France
Panepistimio Patron, Greece
Zilinska univerzita v Ziline, Slovakia
Universitatea Babes-Bolyai, Romania
Hochschule Darmstadt, Germany
Universidade do Porto, Portugal
University of Luxembourg, Luxembourg
Universidad de Castilla – La Mancha, Spain
Università degli Studi di Roma "Tor Vergata", Italy

- *Brazilian students:* students or academic and administrative staff need to be registered at one of the Brazilian universities/Higher Education Institutions 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;

Universidade Estadual Paulista "Julio de Mesquita Filho"
Universidade Federal do Tocantins
Universidade federal do Vale do São Francisco
Universidade Federal do Mato Grosso do Sul
Universidade Federal de Minas Gerais
Universidade Federal de Santa Maria
Universidade Estadual de Feira de Santana
Universidade Federal do Rio Grande do Norte
Universidade Estadual do Maranhão
Universidade do Estado de Santa Catarina
Pontifícia Universidade Católica do Paraná

**Target group 2:**

- *European students:* students or academic and administrative staff need either to be registered in a university/Higher Education Institution (not included in the IBRASIL partnership) of any European country or to have obtained a university degree or equivalent from a HEI of any European country;
- *Brazilian students:* students or academic and administrative staff need either to be registered in a university/Higher Education Institution (not included in the IBRASIL partnership) of a Brazilian HEI or to have obtained a university degree or equivalent from a Brazilian HEI.
- *European and Brazilian* academic and administrative staff must work in or be associated to a European/Brazilian Higher Education Institution which is not member of IBRASIL network.

**Target group 3:**

- Applicants who hold Brazilian nationality and are in a particularly vulnerable situation for social and political reasons. This group includes, for example, those who:
  1. have refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries),
  - or
  2. if 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)

*NB: All the potentials applicants from target group III must present official documentation that proves their eligibility for this group that must be uploaded in the application form. In case applicants fail to do so the consortium will consider them as TGI or TGII applicants (depending on the home institution)*

## 2.2 General eligibility criteria for all types of student mobilities

In order to be eligible to apply for IBRASIL scholarships, applicants need to meet a set of minimum requirements.

### European applicants:

- Must be a national of one of the eligible European countries;
- Must have sufficient knowledge of the language of the Portuguese language
- Undergraduate students must have successfully completed at least one year of studies at university/higher education level

### Applicants from Brazil:

- Must hold Brazilian nationality;
- 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 the time of submitting their application to the partnership;
- Must have not benefited in the past from an Erasmus Mundus scholarship for the same type of mobility;
- Undergraduate students must have successfully completed at least one year of studies at university/higher education level;
- Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the **European Union** host countries;
- Must respect the specific and additional criteria applicable to each type of mobility (undergraduate, doctorate, post-doctorate, administrative and academic staff).

### Specific criteria for each type of mobility:

- **Undergraduate students:**

Undergraduate students must have successfully completed at least one year of studies in their home institution.

- **Doctorate students:**

Doctorate students applying for a mobility scholarship must be enrolled in a doctorate course at a Brazilian/European institution.

- **Post-Doctorates:**

Post-Doctorate applicants must have obtained their doctorate in the last 2 years and must have the support of a Brazilian institution to carry out post-doctorate mobility.

*NB: It is noteworthy to mention that in addition to these criteria there may be others defined internally by each partner institution of the programme. Applicants must therefore make sure they have asked 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) where they intend to apply to.*



### 2.3 Specific eligibility criteria for academic and administrative staff

Staff mobility (academic and administrative) offers additional opportunities of personal and professional development, through a practical training, research and teaching in a partner institution. This type of mobility always involves the active participation in the daily life activities. By submitting his/her application the applicant must be aware not only of the eligibility criteria but also of the specific tasks that the mobility will require.

**Academic and administrative staff applicants need to comply with the following criteria:**

1. Comply with the mobility assignments on the **partnership agreements** and the **sustainability strategy** defined by the partnership;
2. Agree together with the home and host universities on the programme of activities, namely: lectures or administrative work to be delivered by the visiting staff; the research activities to be carried out; the type of training to be followed; etc.

**In the case of academic staff mobility the selection process will give priority to mobility flows that:**

- Ensure that the visiting academic will actively participate in the teaching or research activities of the host institution's official educational/research programmes;
- Lead to the production of **new teaching materials, common research project**;
- Develop **joint curricula** (eg. creation of double or joint degrees);
- Encourage institutions to expand and enrich the range and content of offered courses;
- Promote the skills and experience exchange in **teaching methods**;
- Provide students with knowledge and practices of staff from partner institutions.
- Stimulate **joint teaching activities**, namely PhD thesis co-supervision agreements, joint supervision of master/PhD thesis (...);
- Propose research activities that may evolve in **joint research projects**;
- Increase the **visibility of EU and Brazilian Higher Education Systems** and of the Bologna Process and Instruments;
- Present the EU HE System, in particular the Bologna Process and the ECTS system;

**In the case of administrative staff the selection process will give priority to mobility flows that:**

- Strengthen the **management capacity** of the involved institutions in the mobility process;
- Assist the creation/development/strengthening of the **international cooperation departments** in partner institutions;
- Identify **good-practices** in the management of international cooperation programmes and in particular of new procedures towards the smoother preparation and implementation of mobility flows;

- Develop/create international offices, academic services, financial departments and other **management structures** to support the re-organization of partner institutions;
- Support the production of **new working and management materials** (e.g. flyers, posters, other dissemination documents, working documents, newsletters, etc);

#### 2.4 Types and duration of scholarships

The project's mobility scheme states that Brazilian applicants can only apply for mobilities in European partner institutions and European applicants can only apply for mobilities in Brazilian partner institutions. The main objective of this mobility flow scheme is to reinforce cooperation between Brazilian and European Higher Education Institutions.

TARGET GROUP	TYPE OF MOBILITY	DURATION	APPLICANTS' ORIGINS
<u>Target Group 1</u>  Applicants enrolled or working in an IBRASiL partner Institution	Undergraduates	6 or 10 months	European and Brazilian students
	Doctorate mobility (sandwich)	6 or 10 months	European and Brazilian students
	Post-doctorates	6 months	Brazilian students
	Staff	1 month	European and Brazilian
<u>Target Group 2</u>  Applicants not enrolled or not working in an IBRASiL partner institution	Doctorate mobility (sandwich)	6 or 10 months	European and Brazilian students
	Post-doctorates	6 months	Brazilian students
	Staff	1 month	European and Brazilian
<u>Target Group 3</u> Brazilian applicants in vulnerable situations	<p style="text-align: center;"><b>Undergraduates</b></p> <p style="text-align: center;"><b>6 or 10 months</b></p> <p style="text-align: center;"><b>Brazilian students</b></p>		

## 2.5 Financial support

Every selected applicant will receive a monthly allowance to cover subsistence costs in the host country, a two-way flight ticket, and health, accident and travel insurance valid during the entire mobility period in Europe or Brazil. Students are also exempted from the payment of tuition fees at the host institution, as they will be covered by the project (when applicable).

The amount of the monthly allowance is different according to the type of mobility, as follows:

<b>Undergraduate students</b>	1000 EUR/month
<b>Doctorate students</b>	1500 EUR/month
<b>Post-Doctorate researchers</b>	1800 EUR/month
<b>Staff members</b>	2500 EUR/month

## 2.6 Fields of study

According to the guidelines of the European Commission, students and staff from the fields of Education and Teacher Training (05), Engineering and Technology (06) may participate in the IBRASIL programme.

Please note that **the field of study will be taken into consideration in the selection process together with other factors such as the applicant's grades, the balance between institutions, gender and other cross-cutting issues, etc.**

<b>Engineering, Technology (Undergraduates, Doctorates, Post-doctorates, staff)</b>	<b>Education, Teacher Training (only undergraduates)</b>
- Mechanical Engineering	- Teacher Training
- Electrical Engineering	- Primary Education
- Chemical Engineering	- Secondary Education
- Civil Engineering	- Vocational and Technical Education
- Electronic Engineering, Telecommunications	- Adult Education
- Manufacturing Sciences	- Special Education
- Materials Sciences	- Educational Science, Comparative Education
- Aeronautical Engineering	- Educational Psychology
- Others: Engineering, Technology	- Others: Education and Teaching Formation

## 2.7 Sum up table

Getting too complicated? Let's sum up!

	Undergraduates	Sandwich Doctorates	Post doctorates	Staff
WHO?	<p>Enrolled at IBRASIL European /Brazilian partners (TGI)</p> <p><b>OR</b></p> <p>Vulnerable Brazilian groups (TGIII)</p>	<p>Enrolled at IBRASIL European/Brazilian partners (TGI)</p> <p><b>OR</b></p> <p>Any Brazilian/European university (TGII)</p>	<p>Enrolled at IBRASIL Brazilian partners (TGI)</p> <p><b>OR</b></p> <p>Any Brazilian university (TGII)</p>	<p>Working at IBRASIL European /Brazilian partners (TGI)</p> <p><b>OR</b></p> <p>Any Brazilian/European university (TGII)</p>
WHAT ?	<p>Education and Teacher Training; Engineering and Technology</p>	<p>Engineering and Technology</p>	<p>Engineering and Technology</p>	<p>Engineering and Technology</p>
HOW LONG ?	<p>6 or 10 months</p>	<p>6 or 10 months</p>	<p>6 or 10 months</p>	<p>1 month</p>

## III/ HOW TO APPLY?

### 3.1 Preparing the application

In the phase of preparing the application, the candidate shall follow the subsequent steps:

1. Read attentively the **Guidelines for Applicants**, the **FAQs** and the **Application Form**;
2. Analyse carefully the **Academic Offer** (Courses) of each of the partner institutions;
3. Verify the **eligibility criteria** previously indicated and clearly mentioned in the website;
4. Select **at least one host institution** among the set of institutions of the programme. It is highly recommended that the applicants select up to **3 different host institutions** (if available) but always in respect of the language, background and admission requirements

**Please be aware that, 2nd and 3rd choice institutions may decide not to evaluate the applications depending on the total number of received applications and for academic reasons.**

defined by each host institution.

5. Ensure that you master the language of tuition or that the host institution provides adequate linguistic support to allow a successful completion of the intended programme.
6. Ensure that you have the necessary academic background in terms of areas/degree to apply to the type of scholarship and to the selected activity.
7. Consider the identified areas of excellence available in each partner institution.
8. Take into account the cost of living in the country of each partner institution and analyze it considering the monthly allowance available for the type of mobility you are applying to.
9. Take into account the need to adapt to different cultural realities and also to different climatic conditions in case of selection.
10. Prepare an **education/training project** describing the aims, activities and foreseen study/working plan and having into consideration the objectives and goals of the programme;
11. Ensure that the **project proposal** 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;



12. Make sure that the **motivation** presented in the application concerning the mobility's benefits and expected outcomes is **clear** and reflects **each one** of the options selected (maximum of 3 host Universities);

13. Collect all **necessary information and documents** to fill in the application form

Several documents are **mandatory**. If those are not uploaded in section 10 of the application, the application cannot be submitted. In case of unreadable or false documents, the application will be considered invalid and will not be evaluated.

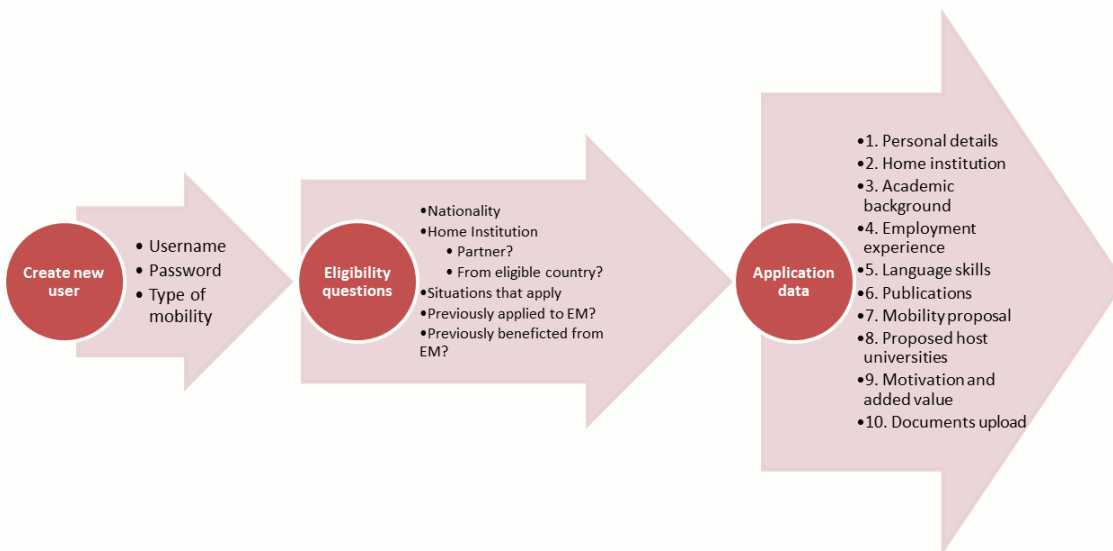


Once all the information is gathered and compiled in a teaching/training project, the applicant should create a log in and password to be granted access to the Application Form available on the project's website (<http://ibrasilmundus.eu>).

### 3.2 Online submission

PLEASE INSERT IBRASIL WEBPAGE

Applicants should follow three steps to complete the application:





The application form is organized in 10 sections:

### Application data

Master Mobility - Target group 2

- ✓ 1. [Personal details](#)
- ✓ 2. [Home institution](#)
- ✓ 3. [Academic background](#)
- ✓ 4. [Employment experience](#)
- ✓ 5. [Language skills](#)
- ✓ 6. [Publications](#)
- ✓ 7. [Mobility proposal](#)
- ✓ 8. [Proposed host universities](#)
- ✓ 9. [Motivation and added value](#)
- ✓ 10. [Documents upload](#)

- I declare I have not resided nor carried out my main activity (studies, work, etc.) for more than a total of 12 months over the past five years in one of the European countries, or I declare that I belong to the Target Group 3 and, therefore, I am not obliged to comply with it.
- I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.
- I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.
- I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately excluded.

**Submit application**

After selecting this option, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new user and fill in another application form.

Please note that all contacts with candidates, including the notification of the selection results will be made exclusively by email. Please check if the field in the application form corresponding to your email address is correctly filled in.

#### Caption

- ✗ This section of the form is not properly filled in.
- ✓ This section of the form is properly filled in.

The *Submit application* button will only be available when all sections are duly filled in.



## Conditions:

1. The applicants should have a valid e-mail address and an internet connection.
2. As a way to access the form, the applicants should create a new login in the "Applications" section, selecting the **mobility direction** (BRAZIL→EU or EU→BRAZIL) and the **type of scholarship** they want to apply to (ex: Undergraduate).
3. The form will open with a set of questions regarding:
  - general eligibility criteria;
  - identification of Target Group;
4. The applicants must answer truthfully to all questions so as to ensure the fulfilment to all general eligibility criteria. In case one criterion is not fulfilled the system will immediately inform the applicant through the following message: "Please check the eligibility criteria."
5. The applicants should then fill in the online Application Form available on the programme's website. The system will save a draft of the application every time the "Save" button is pressed, allowing it to be revised, edited and completed. The partnership has available a Word version of the application form for download and easier completion. Afterwards each applicant must copy/paste the information into the online application form.
6. The applicants should carefully prepare and revise the application before pressing the "Submit" button.

Other version  
(paper, email) will  
not be considered  
valid.

After selecting the "Submit" button, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new register and fill in another application form.

## Language:

The **Application Form** can be **filled in English and EXCEPTIONALY in Portuguese (Target Group 3)**. Before starting to fill in the Application Form, the applicant must be sure of having all the certificates and language skills required to attend the sought programme(s) and the Institution(s).



## Deadline:

The **deadline for the submission of the online applications** is indicated on the webpage of the programme (<http://ibrasilmundus.eu/>) and it will have 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.**



7. By pressing the "Submit" button, the application is closed and sent to the Coordination Office, which gives it a code. A digital certificate that contains the date and hour of the submission is issued and sent to the applicant as well as a full copy of the application. **This digital certificate does not constitute a confirmation of eligibility or of selection;** it just confirms the submission of the application.

### Application form

The application has been submitted.

Date	2013-05-21
Time	04:33:50 (CET)
Code	BA13MM0001

Congratulations! The application has been successfully submitted with the code BA13MM0001. Thank you!

 [View the application](#)  
 [Print the application](#)

8. 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.

## Communication:

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, the informatics system will automatically consider the last one as the only valid and will disregard the other applications.

The name of a professor or researcher acting as a contact person in the host institution can be included in the application. This may facilitate the evaluation of the application.

In the case of **applications for sandwich doctorate scholarships**, we recommend the applicants to request the cooperation of a **home institution's teacher** 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 working/study plan, guaranteeing a well structured project that puts together the applicants interests and the priorities of scientific research and local technologies.

All applicants belonging to a partner university should contact the person in charge of the programme implementation at their home institution. All contact details are available online at <http://www.ibrasilmundus.eu/contacts>

In case of applicants from a partner university (Target Group 1), the application procedure should always count with the support of the home institution's contact person responsible for providing the information about the local eligibility criteria that should be made available to the applicant.

### 3.3 Documents compulsory and recommended

The applicants should submit in section 10, together with the online application, a digital copy of several documents. In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal.



### Application form 10. Documents upload

In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal. Each uploaded document must have a maximum size of 5 MB.

Each field accepts only one document. If you wish to upload more than one document in the same field, first you have to merge those documents into a single one.

PDFBinder is a simple tool to merge several PDF documents into one. You can download it here:

[Download PDFBinder](#)

Applicants must upload the following documents:

Document	Upload	Uploaded document
<b>Photo</b> (Mandatory for all applicants)	(jpg, jpeg) <input type="text"/> Browse... <input type="button" value="Upload"/>	
<b>Video</b> (Optional)	(avi, mov, mpg, wmv, zip) <input type="text"/> Browse... <input type="button" value="Upload"/>	
<b>Identity</b> (Mandatory for all applicants) Formal Identity Document. Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport here.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
<b>Passport</b> (Optional)	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
<b>Certificate of degree</b> (Mandatory for Master Mobility, Full Master, Doctorate Mobility, Full-Doctorate, Post-Doctorate, Academic Staff, Administrative Staff) Certificate proving the obtained degree - must be issued by the University where the degree was obtained, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	
<b>Transcript of records</b> (Mandatory for Undergraduate, Full Master, Master Mobility) Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. Please note that you must upload the transcript of records regarding ALL the years of your course.	(pdf) <input type="text"/> Browse... <input type="button" value="Upload"/>	



<p><b>Support from home</b></p> <p>(Mandatory for Target group 1)</p> <p>Statement of support from the Home University - This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. This document is only mandatory for TG1 applicants. TG2 and TG3 applicants are advised to include this statement of support but such document is not mandatory.</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	
<p><b>Enrollment in degree course</b></p> <p><b>x</b> (Mandatory for Undergraduate, Master Mobility, Doctorate Mobility)</p> <p>Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the degree course.</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	
<p><b>Main activity</b></p> <p>(Mandatory for Academic Staff, Administrative Staff)</p> <p>Statement of the Home Institution (partner) with a brief description of the applicant's main activity. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	
<p><b>Language skills</b></p> <p>(Optional)</p> <p>Certificate of language skills - This document must be dated, signed and stamped by the issuing institution. If the host institution you're applying to demands specific language skills (eg. Dutch or English), the upload of the correspondent language certificate is mandatory. If this document is not uploaded, the application will be immediately excluded from the project without possibility of appeal. In case a candidate is from a country whose official language is the same spoken in the host country or in the course offered by the host country it will not be necessary to upload the language certificate. The candidate must only submit its own statement confirming that he/she masters the language for this reason.</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	
<p><b>Declaration of Honor</b></p> <p><b>x</b> (Mandatory for all applicants)</p> <p>Declaration of Honor from the applicant - This document must be dated and signed. (<a href="#">Download example</a>)</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	
<p><b>Physical disability</b></p> <p>(Optional)</p> <p>Document that specifically proves your actual status of physical disability. For example: declaration of honor from a doctor; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	
<p><b>Socio-economic vulnerability</b></p> <p>(Optional)</p> <p>Document that specifically proves your vulnerable socio-economic situation. This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	
<p><b>Refugee or asylum status</b></p> <p>(Optional)</p> <p>Document that specifically proves your actual refugee or asylum status. This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	
<p><b>Other documents</b></p> <p>(Optional)</p> <p>Other documents relevant for the application.</p>	<p>(pdf)</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Upload"/></p>	

- **Photo** (mandatory for all types of mobility)
- **Video** (optional)
- **Formal Identity Document** - Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport in the following field. (Mandatory for all types of mobility)
- **Passport** (optional)
- **Certificate proving the obtained degree** – Must be issued by a university, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. In the case of having achieved more than one academic degree, the uploaded file must contain the scan of all documents. (mandatory for all types of mobility)
- **Transcript of Records** - must be issued by the home university, stating in detail all courses taken and grades obtained. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. (Mandatory to all students)
- **Statement of the partner institution with a brief description of the applicant's main activity.** This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. The declaration should be written in the language of the host university or, in case of several host Universities, in English, by the responsible person for the applicants' activities/project at the home institution. (Applicable only to staff mobility)
- **Statement of support from the home university** - This document must be dated, signed and stamped by the home institution, otherwise it will not be considered valid and the application will be immediately excluded. This document is only mandatory for TG1 applicants, but TG2 and TG3 applicants are advised to include this statement of support whenever possible, real support/recommendation letter is advisable.
- **Statement issued by the home partner institution regarding the applicant's enrolment in the degree course** (applicable only to PhD mobility)

- **Certificate of language skills** - This document must be dated, signed and stamped by the issuing institution. If the host institution requires specific language skills (eg. English), the upload of the correspondent language certificate is mandatory. If this document is not uploaded, the application will be immediately excluded from the project without possibility of appeal. (Optional)
- **Declaration of Honour** - **This document must be dated and signed** (mandatory for all types of mobility and you can download an example from the application form).
- **Document that specifically proves your actual status of physical disability.** For example: declaration of honour from a doctor; recent medical exam; etc. In case you fail to do so we will consider your application, but not a candidate with a physical disability.
- **Document that specifically proves your vulnerable socio-economic situation.** This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.
- **Document that specifically proves your actual refugee or asylum status.** This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.
- **Other documents relevant for the application**

**All documents abovementioned (mandatory) must be attached to the Application Form. Incomplete applications or with blank or unreadable documents will immediately be disregarded.**

In case you want to attach more than one document in the same field (ex: support letter of the home institution), the attached file should include the scanning of all documents, **up to maximum of 2MB**, due to limitations in the webserver that hosts this website.

### How to upload a document?

You should follow the following steps for each of the required documents

1. Click in "Browse" and select the document
2. Click in "Upload"

You must start by putting in a folder all PDF documents you want to merge. Then you should use the "Join" command to merge them all in a new single PDF document. Afterwards you can upload the new document to the correspondent section.

### 3.4 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 Coordination Office, Université Lille 3 and UNESP, the experts that will participate in the evaluation process and the members of the Selection Committee.

#### 1<sup>st</sup> Step: VALIDATION PROCESS

In case of applicants from **partner and associate institutions**, before proceeding to the technical/scientific evaluation of applications, the contact person and/or responsible for the implementation of IBRASIL in the applicant's home institution will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the Erasmus Mundus programme, the partnership and by the home

**A direct contact between the applicant and the contact person at the home institution is crucial to determine which are the other eligibility criteria defined locally.**

institution (see section A, 2 and 3).

In case of applicants from **non partner and non associate institutions**, the host institution selected by the applicant as 1<sup>st</sup> option will be responsible for the verification of all uploaded documents and information provided.

In case of vulnerable applicants (Target Group 3), UNESP, the co-coordinating institution, will proceed to the checking of the eligibility criteria and the informative documents presented by the applicant.

#### 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 institution indicated by the applicant. First, the Local Selection Committees, then the Selection Committee composed of 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 (through the Local Selection Committee) will

then rank the well evaluated applicants. This will be based on the academic quality, which constitutes the most relevant aspect of the applications' assessment, but will also respect the cross-cutting issues such as the geographic and the gender balance, the 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 and for academic reasons, some partner institutions may decide not to evaluate applications which have chosen those universities as second or third option. This is an internal decision of each partner and is fully respected by IBRASIL consortium.

According to the type of scholarship, the evaluation of applications will comply with the following criteria and weighting factors (WF):

Type of Mobility/Criteria	Academic merit and experience	Motivation	Work Plan	Language skills
Undergraduate	50%	25%	-	25%
Doctorate	65%	20%	-	15%
Staff	33%	17%	33%	17%

Each institution's Local Selection Committee has experts of all thematic areas, according to the level and nature of the programme mentioned in the application. These experts will assess and rank the submitted and valid applications. This evaluation and ranking will be the basis for granting the scholarships, trying to respect the foreseen distribution of the mobility flows and considering also the cross-cutting issues.

### 3<sup>rd</sup> Step: SELECTION PROCESS

The Selection Committee, acting as advisor to the Directory Board, will supervise the evaluation activities. This supervision aims at validating the assessment procedures, as a way to ensure impartiality and transparency through a random sample and similar techniques.

The Selection Committee 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. Selection will give priority to applicants that are considered





good/excellent (those who obtained a grade of 80% or higher) in the evaluation phase by the host institution.

Exception to this rule may be applied by the Selection Committee, particularly in the case of TG3 applicants and or vulnerable candidates, so as to ensure the respect of the most relevant cross cutting issues;

- Gender balance;
- Priority fields of study (Partners' and Countries');
- Partner's and geographical balance (per region and country);
- Participation of disadvantaged people or disabled;
- Applicant's economic and social conditions

The selection proposal will be submitted to the Directory Board for final approval before the results' publication in the website.

#### 4<sup>th</sup> Step: COMMUNICATION OF RESULTS

After the final selection of the applicants, the coordinating institution will send to the home and host institutions a list of the selected scholarship holders for participation in the IBRASIL mobility project. Immediately after, **all applicants will be informed by e-mail of the application's result.** The final list will be also published on the project's website for transparency reasons

**Please note that in case a selected applicant is afterwards identified as not eligible, they will have to reimburse the scholarships already received and all the costs (insurance, travel costs...) engendered by their selection and the ineligible scholarship holder will be automatically withdrawn from the IBRASIL mobility flow.**

#### 5<sup>th</sup> Step: PROCEDURE FOR APPEALS

All applicants that do not agree with the selection results will be granted access to the online system and to the reasons indicated by the institutions responsible for the validation and evaluation procedures. Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants with the selection results.

## IV/ Implementation of the mobility

### 4.1 Obligations of the coordinating, co-coordinating and home and host institutions

1. TRAVEL – The project coordinator (Université Lille 3) will be responsible for booking and paying for the grantees’ two-way travel ticket to the host University’s city having as reference the maximum amounts foreseen by the EACEA for each travel.

TARGET GROUP	DEPARTURE (origin)	ARRIVAL (destination)
TG I	City of home Institution	City of host Institution
TG II	City of origin	City of host Institution
TG III	City of residence	City of host Institution

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, for example, 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 in the Scholarship Holder’s Section and that should be accompanied by the scanned original invoices of payment. The original documents must be sent to the coordinating institution (Université Lille 3) that will examine the possibility for reimbursement.

In case of long stays (more than 10 months) it will not be possible to buy the return ticket immediately. Therefore, all reimbursement requests will be put on hold until the coordinating institution can buy the return ticket and use the leftovers to reimburse other travel expenses.

All the reimbursements will be made considering the exchange rate of the day in which the expenses were done. In case the scholarship holders want 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 of the travel dates due to personal reasons must be paid by the scholarship holder and not by the IBRASIL consortium.

**Taxi expenses are strongly discouraged. The coordination will carefully examine each expense, not considering eligible taxi expenses between cities if there is other less expensive means of transportation. Please note that it will not be possible to reimburse neither any accommodation expenses nor a vacation travel to the grantee’s home country.**

- 2. INSURANCE** – The coordinating institution, Université Lille 3, will provide directly to each scholarship holder a comprehensive health, travel and personal accidents insurance valid worldwide and 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.

**The insurance may not be valid in specific countries/regions therefore the scholarship holders travelling during the mobility must take this into consideration and confirm the validity of the insurance before their departure to a destination different from the host country.**

- 3. SCHOLARSHIPS** – A scholarship contract that defines all the conditions, benefits and responsibilities related with the programme implementation as well as the schedule of payments covered by the scholarships will be signed by each institution, the scholarship holder and the Coordinating Institution. Only after this document is signed it will be possible to transfer the scholarships. This will be done according to the following:

- The host institutions will pay to the grantees upon their arrival to the host country the first two full scholarships in a first instalment to help in the installation procedures. From the third month, scholarships will be paid on a monthly basis by the host institution to the grantees' European Union bank account the 1<sup>st</sup> week of each month.
- Monthly subsistence allowance **can only be paid as from the month of arrival and covers each full month of the mobility**, based on academic grounds.
- If in the final month the Scholarship Holder stays more than 15 days a full month allowance is to be paid (for example: for academic reasons the mobility duration is 9 months and 15 days only 9 months allowance should be paid, If the duration is 9 months and 16 days then 10 months allowance should be paid.)

Every month the host institution will upload the **proof of bank transfer** in the scholarship holders' section. Every scholarship holder will be granted access to this section and can immediately receive/download this proof.

**Scholarship holder**

Application: [BA12FM0627](#)  
 Target group: 2  
 Type of mobility: Master (full)

[Personal details](#)  
[Mobility documents](#)  
[Scholarship schedule](#)  
[Contacts: Scholarship holders](#)  
[Contacts: Partners](#)  
[Funding Opportunities](#)

**4. WORKING CONDITIONS** – The host institution will assure that the scholarship holder (all types of mobility) benefits of the same working conditions and the same health and security protection levels than the local students and members of the academic community. The host institution must provide support to the scholarship holder, particularly regarding the administrative procedures required by the host countries' authorities. The scholarship holder should inform timely and immediately by e-mail the Coordinating Institution through the IBRASIL Team ([ibrasil@univ-lille3.fr](mailto:ibrasil@univ-lille3.fr)) in case there is lack of necessary support by the host institution.

#### 5. SUPPORT:

All information about the specific support provided by each partner institution is available on the partners' websites.

PLEASE INSERT THE LIST OF IBRASIL PARTNERS' SERVICES OFFERED TO THE STUDENTS IF AVAILABLE

All partners will be required to provide full support in the mobility preparation, namely through:

- Visa issues (close contact with Consulates and Immigration Offices)
- Preparation of Learning Agreement/Work Plan (guidance)

All partners will be required to provide full support on arrival, namely through:

- Administrative issues: immigration office, residence permit, registration at the faculty, support in opening a bank account, etc.
- Accommodation: book an accommodation before the scholarship holder departure from the home country (hall of residence, if available, or private accommodation with special conditions).

- Welcoming meetings with practical information especially for Erasmus Mundus students and welcoming session.
  - Language courses.
  - Cultural and integration activities promoted by the International Offices.
  - Erasmus Mundus buddy-system (depending on the host institution and only if available).
  - Close monitoring throughout the entire mobility duration.
- 6. RECOGNITION** – It is mandatory that, in the cases of non-degree seeking mobility (undergraduate mobility and doctorate mobility) all involved institutions consider the study/research period undertaken abroad as an integral part of the study/research programme developed in the home institution.

**The home Higher Education institution of the scholarship holder will guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the European or Brazilian Higher Education institution.**

Upon the completion of the mobility, all home institutions will need to prove the **full academic recognition**, namely through the **proof of academic recognition document**.

#### **4.2 Obligations of the scholarship holders:**

The Coordinating Institution has the right to **suspend** the payment of the scholarship if:

- The scholarship holder withdraws from the programme in case of *force majeure*;
- The scholarship holder does not comply with the internal regulations of the host institution;
- The scholarship holder does not comply with the internal regulations set by the IBRASIL consortium.
- The scholarship holder doesn't fulfil the academic requirements (fails) of his study/work programme;
- The scholarship holders leave the host institution for a period higher to 1 week.

By signing both the **Statement of Scholarship Acceptance** and the **Scholarship Contract**, the scholarship holders commit to comply with the following rules:

1. In case of reimbursement obligation due to any amount overpaid to the scholarship holder, the scholarship holder has 30 days upon return to the home country to reimburse
2. the Coordinating Institution, l'université Lille 3, following the instructions that will be provided. If the scholarship holder fails to do so, additional banking fees and interests can be charged and judicial steps may be taken.
3. The scholarship holder must not accept, during the period of the current grant, any other mobility grant awarded by the European Union.
4. The scholarship holder has the obligation to inform the Coordinating Institution about any change regarding the study/research/work period abroad, namely the learning agreement or work/research programme and the duration of stay at the host Institution. Should this happen, a new Academic Recognition Agreement (ARA)/work programme must be signed and provided to the Coordinating Institution within 30 calendar days. No more changes shall be allowed after this period.
5. The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the programme. In case the scholarship holder intends to leave the host university during the mobility flow and during the academic year, even if for a limited time he/she must ask for permission to the host Institution and to the Coordinating Institution, except during academic vacations (Christmas and New Year, Eastern, Carnival and summer).
6. Authorized absences/leaves procedure:
  - Obtain the agreement in writing (email) from the professor responsible for the mobility at the Faculty/Department;
  - Present a clear justification for the absence/leave;
  - Send all information to the host and to the coordinating institutions for previous approval.

**Note:** please be aware that if you leave the host institution for any reason whatsoever the scholarship will be suspended.

7. It is mandatory the participation in all classes that the scholarship holders will be enrolled in. Any absence must be duly justified to the professor responsible for the classes and copied to the IBRASIL Local Management Team and Coordinating institution through a suitable document (e.g. Medical statement).

8. It is mandatory the participation in all mandatory meetings organised by the host institution. Any absence must be duly justified to the professor responsible for the classes and copied to the IBRASIL Local Management Team and Coordinating institution through a suitable document (e.g. Medical statement).
9. Scholarship holders are compelled to report by e-mail to the host university and also to the coordinating institution ([ibrasil@univ-lille3.fr](mailto:ibrasil@univ-lille3.fr)) any difficulties experienced during the mobility flow, such as: language barriers; integration with classmates; communicating with professors; difficulty in getting study materials; health insurance; accommodation; etc.
10. Students must complete successfully their mobility period at the host institution according to the following:

**Degree issued by the home university:** In case the course comprises ECTS credits (the recommended number of credits is 30/60 ECTS semester/year, the minimum will be 25/50 ECTS). The minimum credits achieved in order to determine the success of the mobility period is 75% of the total of ECTS foreseen in the signed work programme.

**In the exceptional case of academic failure, l'université Lille 3 reserves the right to apply the necessary measures to allow a successful completion of the mobility flow or, if decided together with the host institution, send the scholarship holder back to the home country.**

11. The scholarship holder has the obligation to provide, within 30 calendar days after the end of the mobility period, the evaluation form that will be made available online by the Coordinating Institution.

#### 4.3 Monitoring of mobility and project's quality

Several tools will be used to ensure the mechanisms of internal quality control:

1. Mandatory regular meetings at the host institution;
2. Mandatory mobility questionnaires for students, researchers and academic and administrative staff;
3. A mandatory final report prepared by the home and host institutions, based on the assessment of the programme's academic quality done by students, researchers and academic and administrative staff;
4. A report prepared by the Directory Board of the consortium, based on the mobility reports and student's academic transcripts given by the academic authorities of each institution.

5. An external evaluation on the mechanisms and procedures adopted by the partnership.
6. The Directory Board, involving representatives of all partners and associates, together with the Quality Assurance Committee are responsible for the permanent control of the programme, including the internal quality control.

The co-coordinating institutions together with the Quality Assurance Committee are responsible for:

1. Preparing the questionnaires for students, and academic and administrative staff;
2. Analyzing the reports of the representatives of each institution regarding the evaluation done by students, and academic and administrative staff in matters of academic quality of their mobility and processing the questionnaires;
3. Reporting the student's academic success and the academic and administrative staff's mobility quality by the respective authorities of each institution;
4. Preparing a final report of the results of the programme's general evaluation and the conclusions;
5. Assuring that all mobility students, and academic and administrative staff answer the questionnaires;

As an additional tool to ensure the programme's quality and in case it is verified that there are serious differences regarding the approved working plan and the real tasks developed by the scholarship holder, the Directory Board will take extraordinary measures and eventually decide to suspend the payment of the scholarship.



## INFORMATION AND SUPPORT

All the information related with the programme's implementation can be consulted on the **official website**: <http://ibrasilmundus.eu>

The Programme has created two Coordination Offices, responsible for the implementation of the tasks seeking the preparation and development of the scholarships' programme, in close cooperation with the EACEA and the European Commission. The co-coordinating institution will support the coordinating institution in the implementation of the project.

Address and contact of the <b>Coordinating</b>	Address and contact of the <b>Co-coordinating</b>
<b>Office:</b> Université Lille 3 Relations Internationales Domaine universitaire du Pont de bois Rue du Barreau 59650 Villeneuve D'Ascq, France Contact : <a href="mailto:ibrasil@univ-lille3.fr">ibrasil@univ-lille3.fr</a> Phone number: +33 3 20 41 66 79 +33320416663/ +33320417144 Fax: +33 3 20 41 63 90	<b>Office:</b> UNESP Rua Quirino de Andrade, 215 – 6ºandar 01049-010 – São Paulo, Capital – Brazil Phone number: +55 11 5627 0521 Contact Person: Patricia Spadaro E-mail: <a href="mailto:pspadaro@reitoria.unesp.br">pspadaro@reitoria.unesp.br</a> <a href="mailto:erasmus@reitoria.unesp.br">erasmus@reitoria.unesp.br</a>

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

The **Official Invitation for the Call of Applications for scholarships** published online will announce the beginning and the ending date for receiving applications and will provide additional and specific rules, priority procedures and deadlines.

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**.

**The IBRASIL consortium looks forward to receiving your application.**

**GOOD LUCK!**

