Egypt-Lebanon-EU Mobility Exchange NeTwork
Erasmus Mundus – Action 2 , Strand 1 Programme

Guide to Applying for an ELEMENT Scholarship

What is ELEMENT?

- ELEMENT is an EU funded project under the Erasmus Mundus Action 2 Strand 1 scheme.

- In accordance with the overall Erasmus Mundus Action 2 Strand 1 objectives, the Egypt-Lebanon-EU Mobility Exchange NeTwork (ELEMENT) aims to promote European higher education, to help improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with Egypt and Lebanon, in accordance with EU external policy objectives in order to contribute to the sustainable development of Egypt and Lebanon in the field of higher education.

- The ELEMENT program facilitates student and staff mobilities between Egypt, Lebanon and the EU

Partner Universities

EU PARTNERS (10)

Cardiff Metropolitan University - UK

Adam Mickiewicz University - Poland

City University London - UK

Freie Universitat Berlin - Germany

INPL – France

Sapienza University of Rome – Italy

Technishce Universitat Berlin - Germany

University of Granada - Spain

University of Graz – Austria

Vilnius University – Lithuania

EGYPT PARTNERS (5)

Alexandria University

Ain Shams University

Arab Academy of Science & Technology AAST

Beni Suef University

Sohag University

LEBANESE PARTNERS (5)

American University of Beirut

Beirut Arab University

Lebanese University

Modern University of Business and Science

Saint Joseph University

Geographic Distribution

Project Objectives

The ELEMENT project has set objectives which are in line with EMA2-Strand1 objectives which contribute to the mutual enrichment of Egyptian and Lebanese Societies and the EU, not only in academic matters, but also in political, educational, cultural and economic matters. These objectives are:

- ❖ To better adapt the Egyptian and Lebanese institutions to contribute to national development needs and to respond to globalisation challenges.

- ❖ To better integrate the Third-Country universities within the Euro-Mediterranean area.

- ❖ To contribute to the mutual enrichment of societies by developing the qualifications of the three target groups at all levels.

- ❖ To raise the academic level and international visibility of Egypt's and Lebanon's Higher Education through joint degrees, co-tutorship of thesis, new programmes and exchange of academic staff. This will develop and strengthen the HE teaching and learning capacity of the Third-Country institutions.

Mobility Flows

TARGET GROUP 1 – *all 5 mobility levels, both mobility directions*

Students, and staff registered in one of the HEIs that is a member of the partnership.

TARGET GROUP 2 – *Masters, Doctorate and Post-Doctorate only; South-North mobility only*

Egyptian or Lebanese Nationals who are registered in a higher education institution of these countries that is not included in the partnership, or who have obtained a university degree or equivalent by an Egyptian or Lebanese institution. This includes the possibility of providing mobility opportunities to Egyptian and Lebanese nationals working in public administration, public and private enterprises.

TARGET GROUP 3 – *Undergraduate, Masters, Doctorate and Post-Doctorate only; South*

North mobility only

Egyptian or Lebanese Nationals 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)

Third Country Scholars

To be eligible, third-country undergraduate and master students as well as doctoral and post doctoral candidates:

1. Must be a national of one of the third countries covered by the relevant lot;

2. 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 one of the European countries;

3. For Target Group 1 (TGI): students need to be registered at one of the third-country HEIs within the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;

4. For Target Group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) of the third country concerned by the lot or having obtained a university degree or equivalent by an institution of these third countries. They will need to justify how this study period abroad will benefit them (and their direct socio-economical environment) and include letters of support in their individual application;

5. For Target Group 3 (TGIII): students need to be nationals of one of the third countries concerned by the lot and be part of the vulnerable target groups.

6. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Academic and Administrative staff – "Staff"

1. Must be an Egyptian, Lebanese or European national

2. Must work in or be associated to an HEI within the partnership;

3. The mobility assignments must be based on partnership agreements between the members of the partnership;

4. 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;

5. The mobility may constitute a post-per-post exchange or a one-way visitor flow to or from a Third Country.

Scholarships

Type of mobility	Monthly Allowance	Mobility Duration
Undergraduate	1,000 € per month	1 academic semester – 10 month (TG1) 1 academic semester – 34 months (TG3)
Master	1,000 € per month	1 academic semester – 10 months (TG1 – EU) 1 academic semester – 24 months (TG1 – EG&LB) 1 academic semester – 24 months (TG2 & TG3)
Doctorate	1,500 € per month	6 – 36 months (TG1, TG2 & TG3)
Post-doctorate	1,800 € per month	6 – 10 months (TG1, TG2 & TG3)
Staff	2,500 € per month	1 month (TG1 only)

Scholarships include:

✓A monthly allowance - subsistence

✓Insurance costs: up to 75€ per month

✓ Travel costs: up to 1,500 €

✓ Tuition fees for students of up to 3000€ per year

Scholarship Details

❖ A minimum of 186 Scholarships available

❖ Deadline for UG, Masters, Doctorate, Post-Doctorate scholarships to begin – 31st December 2012

❖ Staff Scholarships to begin at any time, although must be completed by July 2015

❖ % of mobility per Target Group

– **Target Group 1 must represent at least 50% of the individual mobility covered by the project;**

– **Third Country students and staff need to represent at least 70% of the individual mobility** covered by the project;

– **European students and staff cannot exceed 30% of the individual mobility flows covered by the** project.

❖ % distribution per type of mobility

Undergraduates	30-40% of the total
Masters	20-30% of the total
Doctorates	15-25% of the total
Post-Doctorate fellowships	5-15% of the total
Staff	5-15% of the total

Selection Documents

A comprehensive list of documents that must be uploaded with your application in order for it to be considered eligible are detailed on the ELEMENT website according to the mobility level.

IMPORTANT INFORMATION:
❖ All documents attached in electronic format to the application will also have to be submitted as original signed documents at the host institution once if you are successfully selected.

❖ You must upload scanned versions in image format (i.e. JPEG, BMP, PNG) of all your original documents (transcripts of record, 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 your host country are obligatory!

PLEASE NOTE: The documents listed on the website is general guidance on the documents you need to gather to upload with your application. Some Host Universities may require additional documents, or may insist on certain documents being compulsory as opposed to recommended. For this reason we ask that you read the information, in addition to the information provided by the Host University on the programme information page under Pre-requisites. If you have any doubts, please ensure you email your respective Host University.

How to Apply

LOGIN   CREATE AN ACCOUNT

ELEMENT
EGYPT-LEBANON-EU MOBILITY EXCHANGE NETWORK

HOME | THE PROJECT   PARTNERS   WHO CAN APPLY?   SCHOLARSHIPS
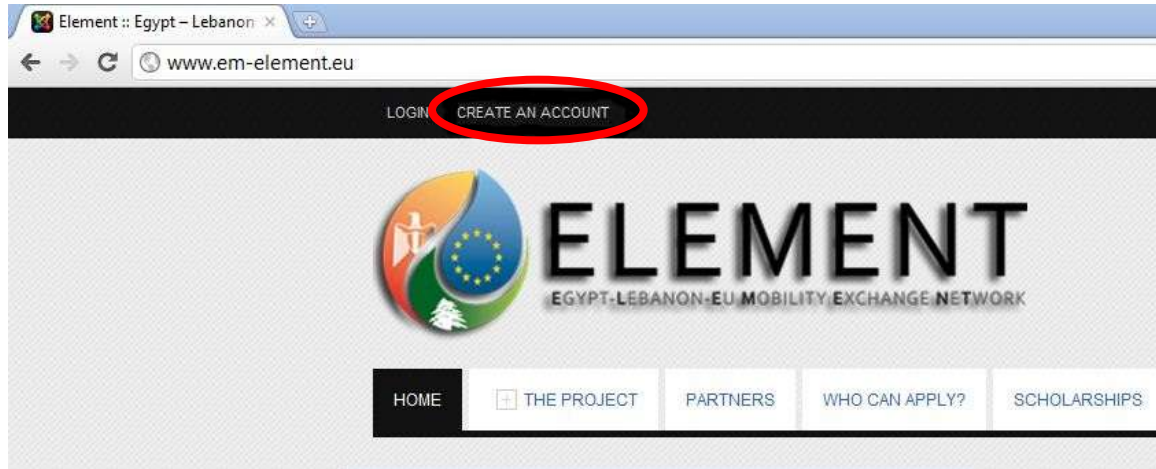
CANDIDATES AREA

- User Profile
- Available Courses
- My Courses

Register as an Applicant

Start the application process by registering an account on this page. It is very important that you provide a **valid email address**.
Once you have successfully created an account, a confirmation email will be sent to the address you entered.
This email will contain an activation link for your account.
Follow this link to activate your account. The link will take you to the website login.

When you have successfully logged in you will see the following 3 options under Candidates Area. Select User Profile to register.

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Prifysgol Fetropolitan Caerdydd
UWIC

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How to Apply

Basic Information

General Data

Full Name ⚠	John	Family Name	Smith
Gender	● Male ○ Female	Marital Status	● Single ○ Married ○ Engaged ○ Divorced
Home Country	United Kingdom	Nationality	British
National ID	0	Passport Number	204551041
Passport Expiry Date	2013-11-21	Passport Issuing Date	2007-11-15
		Date of Birth	1985-11-10

You can save your data without the passport details, but remember you will not be able to apply in any course till you provide your passport details.

1. Basic Information

Please complete all required fields in this section. Please be careful when entering the data as this information is vital for future correspondence and evaluation purposes!

Please indicate in this section if you are a Target Group 3 applicant or if you have any special needs.

Once completed please ensure you read and agree to the Terms & Conditions and click **"Save Basic Information"** button and proceed to "Available Courses" section.

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How to Apply

2. Search for Program(s)

Select "Available Courses" from the Candidates Area" and use this section to find the suitable program(s) for your criteria. You have the choice of applying for 3 host universities in this section. You rank your choices in priority order. Each priority has three filters; you can filter with Mobility Level, Mobility Type and Host University.

Please note: You may not get a relevant programs list in case that there is no program(s) offered by the Partner Universities complying with the condition(s) you applied to the filter(s). This can be double checked by viewing Fields of Study on the ELEMENT website.

Once you have selected up to a maximum of 3 choices, please proceed by clicking "Apply Now".

2.1
You can also use the Add to Favourites function. This function allows you to gather several courses of interest and compare and contrast them to suit your academic strengths prior to applying. You can review the courses that you have added to your favourites by clicking on the My Courses option under the Candidates Area.

How to Apply

2.2 Upload Document(s)

Please upload all of the mandatory documents listed in this page. Please note that files must be *image files* such as JPEG, GIF, PNG. Once uploaded successfully a blue tick will appear next to the relevant document to confirm it has been successfully uploaded to the application. You can view what has been uploaded by selecting the document in the below table.

Uploaded Documents

The below table display the status of required doucment by course creator.

File Type	Maximum Allowed Files	Status
CV	5	✔
Evidence of Language Proficiency	1	✔
Last Qualification Certificate	1	✔
Motivation Letter	2	✘
Passport	2	✔
Transcript	1	✔
Pre-admission Letter	2	✘

2.3 Uploaded Document(s)

An application cannot be submitted until all the status have blue ticks. Please ensure that you click the 'Save Application' button as you upload documents. Once all documents have been uploaded click on 'Back to main course page to submit your applications'.

How to Apply

2.4 Submitting application

When you return to your applications, the 'Application Status' will confirm whether your application has is completed and ready for submission.

Application Status

Submitted on 2011-11-10   Submit   Edit   Remove

Submitted on 2011-11-11   Submit   Edit   Remove
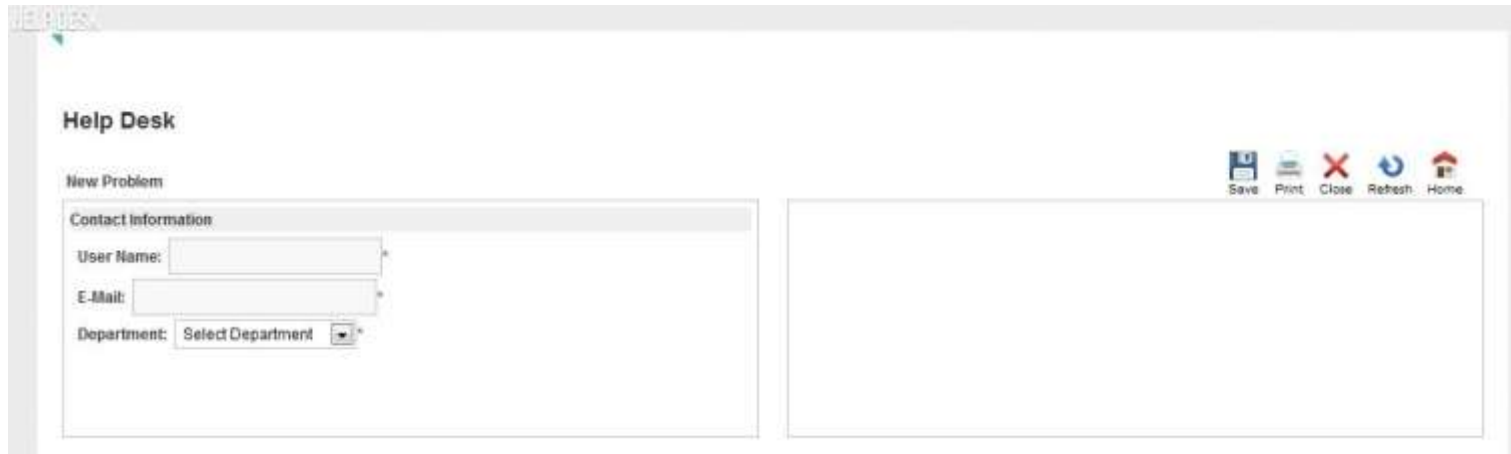
Completed , not submitted yet   Submit   Edit   Remove

2.5 Caution
When you are happy with your application click on the **'Submit'** Button, but once the application is submitted, **you cannot amend your application or change any of the uploaded documents.** Notice the buttons are greyed out once an application has been submitted.

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For General Enquiries

To Contact the ELEMENT Project Team for any general queries or to report technical errors, please select HELPDESK on the 'Contact Us' page of the website. You will then be able to complete your query ticket. If your query is course or university specific please contact the assigned contact person, details of which are found in the University Information Section under the 'Partners' section.

www.em-element.eu