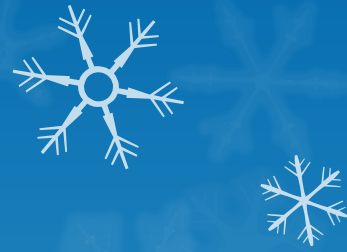


Mobility Principles

MARHABA Project (**Deadline for applying : 31st Jan 2015**)



Introduction

- *MARHABA*: a project approved in the framework of Erasmus Mundus program
- Fosters cooperation in the field of Higher Education between **Europe** and **Iran** and **Iraq** through a mobility scheme

Types of Mobility

- **Undergraduate candidates:** they must have successfully completed at least one year of studies.
- **Master candidates:** they must have obtained a Bachelor diploma.
- **PhD and Post-doctorate candidates:** should contact their respective potential supervisors at the hosting institution before applying in order to get a preadmission letter.
- **Academic/Administrative Staff:** both academic and administrative staff should contact their respective counterpart at the host university in order to accordingly draw up their teaching/work plan.

Target Groups

- **Target Group 1 (TG1):** Nationals of the countries concerned by the lot who are registered in one of the partner universities belonging to the consortium.
- **Target Group 2 (TG2):** TG2 mobilities will be from Europe to Iran and Iraq, and from Iran and Iraq to Europe. Applicants need either to be registered in or to have obtained a university degree or equivalent from a European, Iranian and Iraqi HEI (not included in the partnership).
- **Target Group 3 (TG3):** Only Iranian and Iraqi candidates can apply to TG3. Nationals from the non-EU countries of the consortium in a particularly vulnerable situation due to social and political reasons. Proof of this vulnerable situation is requested from all candidates alleging this status.

Partner Universities

University	Country	Language of Instruction
Staffordshire University	UK	English
BIELSKO-BIAŁA	Poland	English
Technische Universität Berlin	Germany	German
University of Almeria	Spain	Spanish & English
University of Santiago de Compostela	Spain	Spanish & Galician
University of Minho	Portugal	Portuguese & English
University of Cagliari	Italy	Italian & English
University of chemical technology and metallurgy	Bulgaria	English
University of Nantes	France	French & English

Expected Mobility Flow

Type of Mobility	Europeans		Non-EU Countries			Total
	Target Group 1	Target Group 2	Target Group 1	Target Group 2	Target Group 3	
Undergraduates	4		17 (IR) 15(IQ)			36
Masters	8	1	7 (IR) 5 (IQ)	2	2	25
Doctorates	9	1	8 (IR) 6(IQ)	2	2	28
Post-doctorates	1	1	4 (IR) 2 (IQ)			8
Staff	10		9 (IR) 9(IQ)			28
TOTAL	32	3	82	4	4	125

Grant Amounts

MARHABA will cover travel and insurance costs of the beneficiaries and **monthly allowances**

- €1,000 for Undergraduate and Master
- €1,500 for Doctorate
- €1,800 for Post-doctorate
- €2,500 for Academic/Administrative Staff

Mobility Durations



- **Non-EU beneficiaries:**
- Undergraduate: 6 and 10 months
- Master: 18 months
- Doctorate: 6 and 34 months
- Post-doctorate: 6 months
- Academic/Adm. Staff: 1 month

*****Duration of the staff mobility will be a minimum of 30 consecutive days**

Call for Applications Schedule



Publication of the call for applications	27th November 2014
Deadline for submission of applications	31 st January 2015
Pre-selection of candidates	February – March 2015
Selection Committee Meeting	April 2015
Publication of results	May 2015
Sending of invitation letters to beneficiaries	May 2015
Visa applications	May – August 2015
Start of mobilities	September 2015

Pre-Selection Criteria (applied by host university)

Concept	Mark
Academic Records	55
Language Skills	30
Academic Suitability and Relevance of the Application	10
Motivation	5
Total	100

***The Selection Committee will agree the final list of selected candidates on the basis of the ranking of pre-selected candidates.

Application Guidelines & Procedure

- To learn about the majors and levels offered by the partner universities see the **excel sheets** presented at the section of **Academic Offer** at IRIUC.com or IRIUC.ir
- Apply online through the **MARHABA online application tool** (www.usc.es/marhaba/index.htm), uploading the required supporting documents, until **31 January 2015**.

Required Documents

○ Candidates applying for **BACHELOR**:

1. Passport copy
2. Curriculum Vitae (European CV – Europass -)
3. **Language certificate(s)**
4. Motivation Letter (maximum 2 pages)
5. Bachelor **Transcript of Records**
6. Exact name of the study program you plan to do in the host university



○ **Candidates applying for MASTER:**

1. Passport copy
2. Curriculum Vitae (European CV – Europass -)
3. **Language certificate(s)**
 - . Motivation Letter (maximum 2 pages)
 5. **Bachelor Certificate** (if the grantee does not have this certificate at the moment of submitting the application, he/she should submit a letter signed by the home university stating that he/she is currently enrolled and he/she will get the diploma by 1st July 2015).
6. **Bachelor Transcript** of Records
 7. **Master Transcript** of Records (if applicable)
8. Exact name of the study program you plan to do in the host university
9. Proof of Target Group 3 status (when applicable)

○ Candidates applying for **DOCTORATE**:

1. Passport copy
2. Curriculum Vitae (European CV – Europass -)
3. **Language certificate(s)**
4. Motivation Letter (maximum 2 pages)
5. **Bachelor Certificate**
6. **Bachelor Transcript** of Records
7. **Master Certificate** (if the grantee does not have this certificate at the moment of submitting the application, he/she should submit a letter signed by the home university stating that he/she is currently enrolled and he/she will get the diploma by 1st July 2015).
8. **Master Transcript** of Records
9. Research proposal: title and short description (maximum 2 pages)
10. A **pre-admission letter** by the host university (compulsory). Please, upload it in section "Other documents".
11. Proof of Target Group 3 status (when applicable)

○ **Candidates applying for POSTDOCTORATE:**

1. Passport copy
2. Curriculum Vitae (European CV – Europass -)
3. **Language certificate(s)**
4. Motivation Letter (maximum 2 pages)
5. **PhD Certificate**
6. Thesis Summary (maximum 2 pages)
7. Research proposal: title and short description (maximum 2 pages)
8. A **pre-admission letter** by the host university (compulsory). Please, upload it in section “Other documents”.
9. Proof of Target Group 3 status (when applicable)

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○ **Candidates applying for**
ACADEMIC/ADMINISTRATIVE STAFF:

1. Passport copy
2. Curriculum Vitae (European CV – Europass -)
3. **Language certificate(s)**
4. Motivation Letter (maximum 2 pages)
5. Teaching/Working plan
6. A **pre-admission letter** (compulsory). Please, upload it in section “Other documents”.
7. Proof of staff employment

Required forms to be Filled in

- **The following forms are available at <http://www.usc.es/marhaba/downloads.htm>**
- 1. BA/MA Learning Agreement
- 2. Doctorate Learning Agreement
- 3. Post-Doctorate Learning Agreement
- 4. Staff Learning Agreement
- 5. Grant Holder Agreement
- 6. Certificate of Arrival
- 7. Reimbursement of Travel and Visa fees

Learning Agreements



- Fix the objectives of mobility in written form
- Determine courses & research project to be followed at host university
- Signed by both pedagogical supervisors at home & host university
- Tool for undergraduate & master students' academic recognition
- Work Plan for doctorates, post-docs & staff



○ **BA/MA learning agreement requires:**

Details of the Proposed Study Program which focus on **course codes** and **ECTS Credits** both at home and host institutions.

○ **Doctorate and Post Doctoral Agreements requires:**

- Details of the student and the supervisors at host and home institutes
- Details of the proposed doctoral research or study program

○ **Academic staff agreement requires:**

information on the teacher and corresponding home institution, host institution, and the mobility program.

Quality Commitment

A **quality commitment** is attached to these three agreements making the home institution, host institution, teacher and student undertake some responsibilities.



European Credit Transfer and Accumulation System (ECTS)

- A grading system defined in the European Credit
- Provides a common measure & facilitates transfer of students and their grades between European higher education institutions
- Reports grades on a carefully calibrated & uniform **A-to-F** scale
- Each institution makes its own decision on how to apply the ECTS grading scale