



## Dear Applicant,

we are grateful for your interest to the INFINITY project.



This Call for the Second Cohort applicants will be opened

**from the 20<sup>th</sup> of November of 2014 to 31<sup>st</sup> of January of 2015.**

Please note that you are submitting Application for the **2015-2016 academic year** with the mobility start from the September of 2015 and no later than 31<sup>st</sup> of December of 2015 (this rule is not applicable for staff mobility).

### **1 – Target Groups**

INFINITY project is open for the applicants of Target Group I, II and III (all the details on the Target groups are also available on the INFINITY website, section “Application Info” and “FAQ – Frequently Asked Questions”).

Target Group	Target beneficiaries	Types of mobility	Countries of individuals participating in mobility
TARGET GROUP 1	Nationals of the third-countries concerned by the geographical lot who are registered in one of the third-country HEIs that is a member of the partnership. Nationals of European countries who are registered in one of the European HEIs that is member of the partnership.	undergraduate, master, doctorate, post-doctorate, staff	Third-countries of the lot concerned and European countries
TARGET GROUP 2	Nationals of the third-countries concerned by the geographical lot, who: <ul style="list-style-type: none"> <li>are registered/work in a higher education institution of these countries that is not included in the partnership (students and staff);</li> <li>have obtained a university degree or equivalent by an institution of these countries (students only).</li> </ul> This includes the possibility of providing mobility opportunities to third-country nationals working in public administration, public and private enterprises and non-profit organisations. Nationals of European countries who: <ul style="list-style-type: none"> <li>are either registered/work in a HEI (not included in the partnership) of any European country (students and staff);</li> <li>have obtained a university degree or equivalent by a HEI of any European country (students only).</li> </ul>	master, doctorate, post-doctorate, staff	Third-countries of the lot concerned and European countries
TARGET GROUP 3	Nationals of the third-countries concerned by the geographical lot who are in particularly vulnerable situations, for social and political reasons. For example: <ol style="list-style-type: none"> <li>having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or</li> <li>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</li> <li>they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)</li> </ol>	undergraduate, master, doctorate, post-doctorate	Only third-countries of the lot concerned.

<http://infinity.fa.ulisboa.pt/index.php/application-info/target-groups-eligibility-criteria>

<http://infinity.fa.ulisboa.pt/index.php/faq>

## **2 - Eligibility Criteria**

### **ELIGIBILITY RULES:**

**12-month rule:** If you resided or have carried out your main activity for more than a total of 12 months in the last 5 years in one of the EU member states, you are not eligible to participate in the INFINITY project (unless you are a TG3 applicant). This rule is not applicable for the applicants from the EU.

**Second scholarship rule:** You are eligible for the INFINITY scholarship if you apply for a different type of mobility than the one was granted to you within the previous Erasmus Mundus project. It is definitely NOT POSSIBLE to be selected for the same type of mobility a second time. This rule does not apply to staff candidates.

**Pre-acceptance letter:** You are requested to upload the Pre-acceptance letter as a mandatory document to your Application. This document has to confirm that your Plan of Work/Study/Research/Teaching/Training is suitable with the academic offer of the Host institution. Please be aware that without this document your application will be considered **ineligible**.

**Complete application:** You are requested to submit your application according to the rules of this Guideline for every type of mobility (see section 8 "Required documents"). Please be aware that without providing all mandatory documents your application will be considered **ineligible**.

### **ELIGIBILITY CRITERIA:**

#### **THIRD-COUNTRY STUDENTS:**

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

1. Must be a national of one of the third-countries covered by the relevant lot (Georgia, Armenia, Azerbaijan, Moldova, Ukraine, Belarus);
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 any of the eligible European countries at the time of submitting their application to the partnership. This rule does not apply to TGIII candidates;
3. For Target Group 1 (TGI): students need to be registered at one of the third-country HEIs 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;
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 to have obtained a university degree or equivalent from a HEI of these third-countries;
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.

#### **EUROPEAN STUDENTS:**

To be eligible, European undergraduate and master students as well as doctorate and post-doctorate candidates, referred as "European students":

1. Must be a national of one of the eligible European countries;
2. For Target Group 1 (TGI): students need to be registered at one of the European countries HEIs 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;

3. For Target Group 2 (TGII): 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;
4. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries;
5. Undergraduate students must have successfully completed at least one year of studies at first higher education level.

#### **ACADEMIC AND ADMINISTRATIVE STAFF:**

In order to be eligible, academic and administrative staff hereafter referred as "staff":

1. Must be a national of one of the eligible countries;
2. For Target Group 1 (TGI): Third- country staff must work in or be associated to one of the third-country HEIs participating in the partnership. EU staff must work in or be associated to one of the EU HEIs participating in the partnership;
3. For Target Group 2 (TGII): Third-country staff must work in or be associated to a HEI (not included in the partnership) of any third-country concerned by the lot. EU staff must work in or be associated to a HEI (not included in the partnership) of any European country.

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

Also, to verify your eligibility, you can consult section “Application Info” and “FAQ – Frequently Asked Questions” on the INFINITY website.

<http://infinity.fa.ulisboa.pt/index.php/application-info/target-groups-eligibility-criteria>  
<http://infinity.fa.ulisboa.pt/index.php/faq>

### **3 - Types of mobility**

INFINITY project includes 5 types of mobility according to the academic level of the candidates:

1. Undergraduate
2. Master
3. Doctorate (PhD)
4. Post-doctorate
5. Academic/Administrative staff

These types of mobility have following requirements:

1 - **Undergraduate candidates:** they must have successfully completed at least one year of studies.

Note: Under this type of mobility no applicants from Target Group 2 are allowed.

2 - **Master candidates:** they must have obtained a Bachelor diploma.

3 - **Doctorate candidates:** they must have obtained a Master diploma.

4 - **Post-Doctorate candidates:** they must have obtained a PhD diploma.

5 - **Staff:** no applicants from Target Group 3 are allowed for this type of mobility.

In case you did not get your Diploma yet, please consult section “FAQ – Frequently Asked Questions” on the INFINITY website to follow alternative procedure.

<http://infinity.fa.ulisboa.pt/index.php/faq>

## 4 – Duration of mobility

Type of mobility	Mobility duration			
	Target Group I		Target Group II	Target Group III
	EU students	Third-country partners		
Undergraduate	from 6 months to 10 months	from 6 months to 10 months	-	from 6 months to 24 months
Master	from 6 months to 10 months	from 6 months to 24 months	from 6 months to 24 months	from 6 months to 24 months
Doctorate	from 6 months to 24 months		from 6 months to 24 months	from 6 months to 24 months
Post-doctorate	6 months		6 months	6 months
Academic/Administrative staff	1-2 months		1-2 months	-

## 5 – Financial conditions

Individual scholarship expenses (such as monthly subsistence allowances) will vary depending on the mobility type:

Undergraduates	1.000€/month
Masters	1.000€/month
Doctorate	1.500€/month
Post-Doc	1.800€/month
Staff	2.500€/month

As to individual scholarship expenses (such as travel tickets, insurance): the Coordinating Institution –University of Lisbon – will provide tickets and insurance (health, travel, and accident) for all the grantees of the **INFINITY** project. For more details please consult “Scholarships/Financial conditions” and “FAQ – Frequently Asked Questions” sections on the INFINITY website.

<http://infinity.fa.ulisboa.pt/index.php/application-info/scholarships-financial-conditions>

<http://infinity.fa.ulisboa.pt/index.php/faq>

## 6 – Study fields

It is strongly recommended to study all the **Academic offers** of the **INFINITY** partners (section “Academic offer” on the website) in order to choose your potential Host University. Please contact the Local Coordinator at the Host University in order to develop your plan of study/research/teaching/training. All candidates may apply for a **maximum of two Host universities**.

**IMPORTANT NOTE:** You are requested to upload the **Pre-acceptance letter** as a mandatory document to your Application. This document has to confirm that your Plan of Work/Study/Research/Teaching/Training is suitable with the academic offer of the Host institution. Please be aware that without this document your application will be considered **ineligible**.

<http://infinity.fa.ulisboa.pt/index.php/application-info/academic-offer>

## 7 – Contacts

**All the candidates** should contact the Local Coordinator of the Host University they wish to apply, in order to develop your plan of study/research/teaching/training (depends on the mobility type) and to get **Pre-acceptance letter**.

**PhD and Post-doctorate candidates:** should contact their respective potential supervisors at the Host University before application in order to get a **Pre-acceptance letter**.

**Academic/Administrative Staff:** should contact their respective counterpart at the Host University in order to accordingly draw up their plan of teaching/training and to get **Pre-acceptance letter**.

<http://infinity.fa.ulisboa.pt/index.php/general-info/contactos>

## **8 - Required documents**

Candidates **must attach to their application** all necessary supporting documents according to their academic level and type of mobility (all the documents must be in **PDF format only**).

If candidates apply for **UNDERGRADUATE**:

- 1 - Declaration of Honour (example is to be downloaded; please note: another template will not be accepted) – **mandatory document**.
- 2 - Pre-acceptance letter from the Host University in order to confirm their availability to accept this mobility – **mandatory document**.
- 3 - Passport copy – **mandatory document**.
- 4 - Curriculum Vitae (example is to be downloaded) – **mandatory document**.
- 5 - Language Certificate(s) (example is to be downloaded) – **mandatory document**.
- 6 - Recommendation Letter – **mandatory document**.
- 7 - Motivation Letter – **mandatory document**.
- 8 - Bachelor Transcript of Records (example is to be downloaded) – **mandatory document**.
- 9 - Plan of study (example is to be downloaded) – **mandatory document**.
- 10 - Mobility Info (example is to be downloaded) – **mandatory document**.
- 11 – Additional information (socially disadvantaged situation's proof, other certificates, portfolio, conferences' diplomas) – **facultative documents**.

If candidates apply for **MASTER**:

- 1 - Declaration of Honour (example is to be downloaded; other template will be not accepted) – **mandatory document**.
- 2 - Pre-acceptance letter from the Host University in order to confirm their availability to accept this mobility – **mandatory document**.
- 3 - Passport copy– **mandatory document**.
- 4 - Curriculum Vitae (example is to be downloaded) – **mandatory document**.
- 5 - Language Certificate(s) (example is to be downloaded) – **mandatory document**.
- 6 - Recommendation Letter – **mandatory document**.
- 7 - Motivation Letter– **mandatory document**.
- 8 - Bachelor Certificate (if you do not have it yet, please consult the FAQ on the corresponding procedure). – **mandatory document**.
- 9 - Bachelor Transcript of Records (example is to be downloaded) – **mandatory document**.
- 10 - Plan of study (example is to be downloaded) – **mandatory document**.
- 11 - Mobility Info (example is to be downloaded) – **mandatory document**.
- 12 - Master Transcript of Records (only if applicable) – **facultative document**.
- 13 – Additional information (socially disadvantaged situation's proof, other certificates, portfolio, conferences' diplomas) – **facultative documents**.

If candidates apply for **DOCTORATE**:

- 1 - Declaration of Honour (example is to be downloaded; other template will be not accepted) – **mandatory document**.
- 2 - Pre-acceptance letter from the Host University in order to confirm their availability to accept this mobility – **mandatory document**.
- 3 - Passport copy – **mandatory document**.
- 4 - Curriculum Vitae (example is to be downloaded) – **mandatory document**.
- 5 - Language Certificate(s) (example is to be downloaded) – **mandatory document**.
- 6 - Recommendation Letter – **mandatory document**.
- 7 - Motivation Letter– **mandatory document**.
- 8 - Bachelor Certificate– **mandatory document**.
- 9 - Bachelor Transcript of Records (example is to be downloaded) – **mandatory document**.
- 10 - Master Certificate (if you do not have it yet, please consult the FAQ on the corresponding procedure) – **mandatory document**.
- 11 - Master Transcript of Records (example is to be downloaded) – **mandatory document**.
- 12 - Plan of Research (example is to be downloaded) – **mandatory document**.

13 - Mobility Info (example is to be downloaded) – **mandatory document**.

14 - Additional information (socially disadvantaged situation's proof, other certificates, portfolio, conferences' diplomas) – **facultative documents**.

If candidates apply for **POST-DOCTORATE**:

1 - Declaration of Honour (example is to be downloaded; other template will be not accepted) – **mandatory document**.

2 - Pre-acceptance letter from the Host University in order to confirm their availability to accept this mobility – **mandatory document**.

3 - Passport copy – **mandatory document**.

4 - Curriculum Vitae (example is to be downloaded) – **mandatory document**.

5 - Language Certificate(s) (example is to be downloaded) – **mandatory document**.

6 - Recommendation Letter – **mandatory document**.

7 - Motivation Letter – **mandatory document**.

8 - PhD Certificate (if you do not have it yet, please consult the FAQ on the corresponding procedure) – **mandatory document**.

9 - Plan of Research (example is to be downloaded) – **mandatory document**.

10 - Thesis Summary - – **mandatory document**.

11 - Mobility Info (example is to be downloaded) – **mandatory document**.

12 - Additional information (socially disadvantaged situation's proof, other certificates, portfolio, conferences' diplomas) – **facultative documents**.

If candidates apply for **ACADEMIC/ADMINISTRATIVE STAFF**:

1 - Declaration of Honour (example is to be downloaded; other template will be not accepted) – **mandatory document**.

2 - Pre-acceptance letter from the Host University in order to confirm their availability to accept this mobility – **mandatory document**.

3 - Passport copy – **mandatory document**.

4 - Curriculum Vitae (example is to be downloaded) – **mandatory document**.

5 - Language Certificate(s) (example is to be downloaded) – **mandatory document**.

6 - Recommendation Letter – **mandatory document**.

7 - Motivation Letter – **mandatory document**.

8 - Proof of staff employment – **mandatory document**.

9 - Plan of Teaching/Training (example is to be downloaded) – **mandatory document**.

10 - Mobility Info (example is to be downloaded) – **mandatory document**.

11 - Additional information (socially disadvantaged situation's proof, other certificates, portfolio, conferences' diplomas) – **facultative documents**.

Some examples of the required documents can be downloaded here:

<http://infinity.fa.ulisboa.pt/index.php/application-info/requested-documents-for-the-applicant>

### **IMPORTANT NOTE:**

1 - **Declaration of Honour** document must be according to the example given with no changes, otherwise your full Application will be considered **ineligible**.

2 - You are requested to upload the **Pre-acceptance letter** as a mandatory document to your Application. This document has to confirm that your Plan of Work/Study/Research/Teaching/Training is suitable with the academic offer of the Host institution. Please be aware that without this document your application will be considered **ineligible**.

3 - **Complete application**: You are requested to submit your application according to the rules of this Guideline for every type of mobility. Please be aware that without providing all mandatory documents your application will be considered **ineligible**.

## **9 – Documents upload procedure in the On-line Application tool**

1 - Upload all necessary files; all mandatory files have symbol (\*). If you will not upload all mandatory files, the system will not allow you to submit your application.

2 - Press "Apply".

3 - Wait for the system to evaluate your dossier.

4 - If you see an error message near the one of the files uploaded, it is necessary to compress this file to smaller size. You can do it by following this link:

<http://compress.smallpdf.com/>

5 - After your file is compressed to smaller size, you need to "Delete" the previous one and use again "Upload" option to upload a new small PDF version. You will need to do it until system does not detect any more errors for all the files uploaded by you.

6 - If system does not find any more errors, the following message will appear:

**"Your Dossier is complete! Please press "APPLY" in order to submit your Application".**

Please be aware if this message **"Your Dossier is complete! Please press "APPLY" in order to submit your Application"** does not appear, your application **is not completed yet**.

## **10 – Submission of the Application:**

In order **to finalize** your application, you have to press the "Apply" button and automatic confirmation message will be sent to your email:

**"Your application to the INFINITY project was successfully submitted.  
You will be informed about the selection results by the April-May, 2015."**

**IMPORTANT NOTE:** If you did not get this confirmation message to your email, please be aware that your application **is not submitted to the system**.

## **11 - Deadline**

Once you have checked that you are eligible for the INFINITY grant, please proceed to **On-line Application Tool**.

<http://infinityreg.fa.ulisboa.pt/login>

If you did not register yet to the On-line Application Tool, please use option "Register". If you are already registered, please choose option "Login" for your next entrance using your email address and password that you used for the registration.

Your Application will have to be submitted on-line and no paper versions will be accepted. The On-line Application Tool will be open from **20<sup>th</sup> of November 2014 to 31<sup>st</sup> of January of 2015**, both days included.

We cannot accept late applications after this deadline. Only in case of not having enough qualified candidates for any of the categories of the INFINITY project, the deadline could be extended for those specific categories.

## **12 - Evaluation procedure**

Each submitted Application will go through the evaluation procedure which consists from 3 phases:

1 – Eligibility's verification of the candidate (see **Eligibility criteria** and **Eligibility Rules** above).

2 – Academic merit's evaluation of the candidate (see below **Selection criteria**).

3 – **Cross-cutting issues / Additional criteria** for complying with the European Commission's requirements in order to encourage the disadvantage groups (see below).

After your Application is submitted, the Selection Board will be appointed for the the Eligibility verification and for the Academic merit's evaluation. For each grantee the Selection Board will be composed by 3 reviewers:

- 1 – From the Home University\*\*.
- 2 – From the Host University.
- 3 – Independent Reviewer (an Associated Partner of the INFINITY partnership).

\*\* The candidates of Target Group II will not have the Home University evaluation.

The evaluation of each Application Form will be implemented according to the **Selection criteria**.

<b>Selection criteria for UNDERGRADUATE / MASTER / DOCTORATE students</b>	
1. Curriculum Vitae	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
2. Motivation letter	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
3. Recommendation letter(s)	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
4. Plan of work	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
5. Language level	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
6. Academic records and awarded degrees	0-4 points (according to the table below)
<b>Total possible score – 19 points.</b>	

Evaluation of Academic records according to the candidates Grade Point Average (GPA)

Mark (points)	Ranking	% of mark	GPA max 4	GPA max 5
4	best 5% of the group	90/100	3.6/4.0	4.5/5.0
3	best 10% of the group	80	3.2/4.0	4.0/5.0
2	best 15% of the group	75	3.0/4.0	3.75/5.0
1	best 25% of the group	70	2.8/4.0	3.5/5.0
0	out of the best 25%	65	2.6/4.0	3.25/5.0

To calculate your GPA, please contact following link:

<http://www.foreigncredits.com/Resources/GPA-Calculator/>

<b>Selection criteria for POST-DOCTORATE students, ACADEMIC/ADMINISTRATIVE STAFF</b>	
1. Plan of teaching/training/research	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
2. Curriculum Vitae	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
3. Motivation letter	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
4. Recommendation letter(s)	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
5. Language level	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
<b>Total possible score – 15 points.</b>	

As a result of this evaluation process by the Selection Boards, a list of candidates with three grades will be drawn up. The final score for each candidate will be calculated automatically according to the following formula:

**Target Group I, III (with Home HEI) = (Home HEI grade \* 0,25) + (Host HEI\*0,5) + (Independent grade\*0,25),**

where 0,25 is 25% weight in the final grade;  
0,5 is 50% weight in the final grade.

**Target Group II, III (without Home HEI) = (Host HEI\*70%) + (Independent grade\*30%),**

where 0,7 is 70% weight in the final grade;  
0,3 is 30% weight in the final grade.

After the analysis of the eligibility and merit of the candidates, the Eligibility/Evaluation Council will have a meeting to select and prove the Main list, Reserve List and Non-selected List. For the selection of the candidates the cross-cutting issues will be applied for complying with the EC's requirements in order to encourage the disadvantage groups' participation.

### **Cross-cutting issues:**

- Gender balance;
- Economically disadvantage groups (which belong to the families with total annual income of less than 1200 Euros per year) – with the corresponding supporting documents to be uploaded to the Application;
- Physically disabled participants – with the corresponding supporting documents to be uploaded to the Application;
- Socially disadvantage groups (such as candidates from minority group concentrated areas, and candidates from the lesser developed areas of the lot 5 Third countries – Armenia, Azerbaijan, Georgia, Moldova, Ukraine, Belarus) – with the corresponding supporting documents to be uploaded to the Application;;
- Language skills;
- Impact on the project outcomes (Doctorate, Post-doctorate, Academic/Administrative staff).

### **13 – Selection results**

Final lists of the candidates: Main List, Reserve List and Non-selected List will be drawn up as a result of the selection procedure and will be published on the INFINITY project website, section “Selection results”. The awarded candidate will receive an Award Letter from the Coordinating Office and will have **5 working days** to confirm the acceptance of the grant awarded to the following email: [infinity@fa.utl.pt](mailto:infinity@fa.utl.pt). After the acceptance of the grant, each grantee will receive an **Invitation/Acceptance letter** from the Host HEI in order to start the process for obtaining Visa. It is the responsibility of the selected candidates to provide all necessary documents requested by the Embassies/Consulates of the Host country. Local Coordinators from the Host HEI have to provide the grantees with information about the visa procedure and with full assistance during the visa obtaining process.

### **14 - Results notification timetable:**

Publication of the call for applications	20 <sup>th</sup> of November 2014
Deadline for submission of applications and documentation	31 <sup>st</sup> of January 2015
Selection process	February - March 2015
Publication of results	April-May 2015
Sending of invitation letters to beneficiaries	May 2015
Visa application	May – June 2015
Start of mobilities	September 2015

For more info: <http://infinity.fa.ulisboa.pt/>  
[infinity@fa.ulisboa.pt](mailto:infinity@fa.ulisboa.pt)

# We wish you successful application!

# INFINITY

