CALL FOR APPLICATIONS GUIDELINES

I.   GENERAL ADMISSION REQUIREMENTS

In order to apply for a grant within the **ERASMUS+ Programme, Key Action 1 Mobility for Learners and Staff – Higher Education Student and Staff Mobility**, candidates must comply with the following general requirements:

- Student registered in one of the partner universities, enrolled in a full program of bachelor/ master/ doctorate studies,
- Academic staff employed in one of the partner universities, fluent in English and able to teach subjects that are relevant to the program.

ALL CANDIDATES MUST:
have sufficient knowledge of the **language** of instruction of the host university they apply to. Only official certificates will be accepted as proof of knowledge[1].
check **academic offer** and specific requirements of potential host university before applying for a grant.
provide a passport soft copy. If a candidate does not hold an international passport at the moment of submitting application, please send a soft-copy to the e-mail address: **erasmusplus@sggw.pl** by **28th December 2015** for Student Mobility and by **15th January 2016** for Staff Mobility at the latest to ensure a mobility start in spring semester of the academic year 2015/16. Note: passport must be valid for at least 6 months upon returning to home university after study/ teaching period is completed.
have not exceeded "mobility capital" - grants cannot be awarded to those candidates who have studied and/or have been trained (internship) for more than a total of: **12 months** for the **first-cycle studies (undergraduate), second-cycle studies (master) and doctoral studies OR 24 months** for the **uniform Master's degree studies** using financing of the European Union Scholarship opportunities (eg. Erasmus LLP, Erasmus+, Erasmus Mundus, Campus Europae or other Scholarship and Training Fund mobility). **This rule is not applied to staff members.** Note: Each cycle of studies is considered separately**.** Prior participation in this programme your study and training experience shall be counted within the total period allowed in the current study cycle[2].
SPECIAL CIRCUMSTANCES: Special attention is given to the less developed countries and disadvantaged candidates from a poor socio-economic backgrounds and/or with a special needs. Proof of this vulnerable situation/disability (official medical certificate) is requested from all candidates alleging this status, eg. the following circumstances will be considered: scheduled casts/tribes and backward classes, refugee's status, etc. Specific documents proving status must be issued by: the corresponding United Nations Agency, International Committee of the Red Cross or the corresponding Ministry of the country concerned.

[1] The language certificate might be relevant for any kind of study program or the admission process, although it is not excluding criterion within the scholarship selection process. In case of lack of certificate, the host university and/or project coordinating institution reserve a right to take a language interview before the scholarship takes place. All participating sides will assure a good language preparation prior mobility period to achieve the level of language required at the host institution according to the terms of inter-institutional agreement.

[2] Eg. if a student has previously received a 6-month Erasmus LLP or Erasmus Mundus grant for a study/training mobility at master level, he/ she may still use an Erasmus+ grant for master level mobility, but for a period not longer than 6 months.

II. LIST OF PARTNER INSTITUTIONS

Project no. 2015-1-PL01-KA107-016237 under Erasmus+ Programme concerns Key Action 1 Mobility for Learners and Staff – Higher Education Student and Staff Mobility between institutions from Programme and Partner Countries[3]. The project is coordinated by **the Warsaw University of Life Sciences – SGGW, Poland**. The list of Project Partner Institutions from non-EU countries may be found below:

Project number	Erasmus Code	Project Coordinator in Programme Country	Partner Country	Partner Country ISO Code	Partner Institution
2015-1-PL01-KA107-016237	PL WARSZAW05	Warsaw University of Life Sciences – SGGW, Poland	Albania	AL	Agricultural University of Tirana
			Armenia	AM	Eurasia International University
			Azerbaijan	AZ	Azerbaijan State Agricultural University (ASAU), Ganja
			Georgia	GE	Ilia State University, Tbilisi
			India	IN	Dr. Babasaheb Ambedkar Marathwada University (BAMU), Aurangabad
			Indonesia	ID	Bogor Agricultural University (IPB)
			Kazakhstan	KZ	L.N. Gumilyov Eurasian National University, Astana
			Russian Federation	RU	Russian State Agrarian University - Moscow Timiryazev Agricultural Academy (RSAU-MTAA)
					Stavropol State Agrarian University (SSAU)
					Omsk State Agrarian University (OSAU)
			Serbia	RS	University Educons, Sremska Kamenica
					University of Novi Sad
					University of Belgrade
			Taiwan	TW	National Chung Hsing University (NCHU),Taichung
			Thailand	TH	Chiang Mai University (CMU)
			Ukraine	UA	National University of Life and Environmental Sciences of Ukraine (NULES), Kiev

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[3] Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide (http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

Only Students registered/ enrolled and Staff employed in one of the above mentioned institutions are eligible to apply for a grant and participate in a project. Project allows mobility flow in both directions TO POLAND and FROM POLAND, however for specific information regarding eligible mobility types in each country please read carefully SECTION V – MOBILITY FLOWS.

III. TYPES OF MOBILITY AND SPECIFIC MOBILITY TYPE REQUIREMENTS

ERASMUS+ Programme includes 4 types of mobility according to the academic level of the candidates who need to meet the following specific requirements:

CATEGORY	REQUIREMENTS
Undergraduate	• must have successfully completed at least one year of studies at their home institutions.
Master	• must have obtained a Bachelor diploma and have been registered in a master program at the partner institution.
Doctorate	• must have obtained a Master diploma and have been registered in a doctorate program at the partner institution • should contact their respective potential supervisors at the host institution before applying in order to get a confirmation of supervision letter to carry out a research project beyond a course work (*optional). Individual research projects depend on the availability of potential supervisor and resources at a host university. Erasmus+ Programme does not include any tuition fees to cover either a research activity or study period to be completed at the host university. Host institutions may provide course offer to acquire knowledge, skills and competences required to carry out research at the home institution upon student's return.
Academic Staff	• should contact their respective counterpart at the host university in order to accordingly draw up their teaching/work plan - Staff Mobility Agreement for Teaching Mobility • Participants have to deliver min of 8 teaching hours/week. In all host institutions the teaching program and a pre-acceptance letter from a supervisor/university will be a priority condition for eligibility.
The fact that the candidate receives the confirmation of supervision letter (**Doctorate**) or the pre-acceptance letter (**Staff**) from the host university does not mean that he/she is already selected. The list of Grantees will depend on the results of the Erasmus+ selection and will be published officially.	

IV. MOBILITY FLOWS

Please find below the number of available grants in each category and participating country.

Country / University	INCOMING (TO WULS - SGGW)				OUTGOING (FROM WULS - SGGW)			
	Undergraduate	Master	Doctorate	Staff	Undergraduate	Master	Doctorate	Staff
Albania		4		2				1
Agricultural University of Tirana								
Armenia	1	1						
Eurasia International University, Yerevan								
Azerbaijan		1		1				1
Azerbaijan State Agricultural University, Ganja								
Georgia	1	2	1	1		1		1
Ilia State University, Tbilisi								
India	1	2	1	1			1	1
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad								
Indonesia		3	1	1			1	1
Bogor Agricultural University (IPB)								
Kazakhstan		3	1	1			1	1
L.N. Gumilyov Eurasian National University, Astana								
Russian Federation	6	5	1	1		2		2
Russian State Agrarian University - Moscow Timiryazev Agricultural Academy (RSAU-MTAA)								
Stavropol State Agrarian University								
Omsk State Agrarian University								
Serbia		7		4				3
University of Belgrade (Faculty of Veterinary Medicine)								
University of Novi Sad								
University Educons, Sremska Kamenica								
Thailand		4		1			1	1
Chiang Mai University (Faculty of Agriculture)								
Ukraine	1	2	1	1		2		1
National University of Life and Environmental Sciences of Ukraine, Kiev								
Taiwan[4]		1			1	1		1
National Chung Hsing University,Taichung								
TOTAL = 90	10	35	6	14	1	6	4	14

[4] Please note: Outgoing mobility from WULS – SGGW to NCHU, Taiwan is not allowed in summer semester 2015/16

GRANT AMOUNTS

ERASMUS+ Programme will cover monthly allowances. Selected candidates will receive top-up amounts to support them in covering their travel costs (amount based on a travel distance).

Category	Amounts of individual support
Student from Partner Country going to Poland	750 € / month
Student from Poland going to Partner Country	650 € / month
Staff from Partner Country going to Poland	140 € / day (up to 14 days of stay)
Staff from Poland going to Partner Country	160 € / day (up to 14 days of stay)

Travel distances[5]	Amount
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

Selected candidates must cover insurance fees on their own. Insurance is basically required by the consulate to obtain a visa.

V.   MOBILITY DURATION

Candidates must take into account that mobility duration will vary depending on their academic level:	
Student Mobility	**5 months**
Staff Mobility	**5-10 days (+2 days for travel)**
Project coordinator takes final decision regarding daily allowances paid to staff and monthly allowances paid to students depending on the academic calendar of each partner institution (student mobility period is of minimum 3 months, maximum 5 months). The schedule of classes at the host institution must be respected.	

VI.   APPLICATION PROCEDURE

Candidates have to apply online through the ERASMUS+ online application form (**erasmusplus.sggw.pl**), uploading the required supporting documents. Originals of the attached supporting documents may be requested to preselected candidates for examination by their home universities.

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[5] Distance calculator is available here: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. Travel distance is measured between the place of departure and place of destined arrival.

Online Application Tool	
The online application form is available in English. All documents must be submitted in English or translated to English. Only complete applications will be considered.	
DEADLINES:	
Student Mobility	The online application tool available from 5th November 2015 until **6th December 2015** (23:59 CET), both days included
Staff Mobility	The online application tool available from 5th November 2015 until **30th December 2015** (23:59 CET), both days included
Applications after the deadline are not accepted.	

VII. LIST OF REQUIRED DOCUMENTS

Candidates must check academic offer of the Host University they apply for and attach to their application the following supporting documents according to their academic level:

Candidates applying for **UNDERGRADUATE**:	Candidates applying for **MASTER**:
- Curriculum Vitae (European CV – Europass[6]) - Passport Copy[7] - Motivation Letter (maximum 2 pages) - Current Student Status (certificate of enrollment in bachelor studies) - Up-to-date Transcript of Records of Bachelor Studies - Learning Agreement (proposed study program at the Host University)[8] Requirement: 30 ECTS[9] /semester - Language Certificate(s) – if any - Photo Additional documents: certificate(s) of academic achievements, official proof of vulnerability, official proof of disability.	- Curriculum Vitae (European CV – Europass[6]) - Passport copy[7] - Motivation Letter (maximum 2 pages) - Bachelor Diploma (if not yet obtained, provisional certificate on bachelor studies completion) - Bachelor Transcript of Records - Current Student Status (certificate of enrollment in master studies) - Up-to-date Transcript of Records of Master Studies (if applicable) - Learning Agreement (proposed study program at the host university)[8] Requirement: 30 ECTS[9] /semester - Language certificate(s) – if any - Photo Additional documents: certificate(s) of academic achievements, official proof of vulnerability, official proof of disability.

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[6] The template of the Europass CV can be downloaded here:
https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions
[7] Any other official document (such as ID Card) giving proof of the candidate's identity will be accepted in case student yet does not hold the passport.
[8] Check academic offer of the Host University you apply for. Template of learning agreement and instruction how to prepare your study program abroad may be found in the section DOWNLOAD. Rule of 30 ECTS/semester is not applied to doctorate candidates.
[9] European Credit Transfer and Accumulation System (ECTS). To learn more please go to:
http://ec.europa.eu/education/ects/ects_en.htm

Candidates applying for **DOCTORATE**:	Candidates applying for **ACADEMIC STAFF**:
- Curriculum Vitae (European CV – Europass[6]) - Passport copy[7] - Motivation Letter (maximum 2 pages) - Bachelor Diploma/Certificate - Bachelor Transcript of Records - Master Diploma (if not yet obtained, provisional certificate on master studies completion) - Master Transcript of Records - Current Student Status (certificate of enrollment in doctorate studies) - Learning Agreement (proposed study program at the host university)[8] – (*optional document) - Doctoral Research Mobility Agreement[10] (*compulsory) - Confirmation of Supervision from Host University or potential Supervisor (*compulsory) - Language Certificate(s) – if any - Photo Additional documents: certificate(s) of academic achievements, official proof of vulnerability, official proof of disability.	- Curriculum Vitae (European CV – Europass[6]) - Passport copy[7] - Motivation Letter (maximum 2 pages) - Certificate of Employment at the Home Institution - Recommendation Letter [1] - Staff Mobility for Teaching Mobility Agreement[11] (*compulsory). Participants are required to deliver a minimum of 8 teaching hours per week. - A Pre-acceptance Letter from the Host University or from Potential Supervisor[12] (*compulsory) - Language Certificate(s) - if any - Photo Additional documents: certificate(s) of academic achievements, official proof of vulnerability, official proof of disability
The fact that the candidate receives a pre-acceptance letter (Academic Staff) or confirmation of supervision (Doctorate) from the Host University does not mean that he or she is already selected. The list of Grantees will depend on the results of the Erasmus+ selection and will be published officially.	

[10] Template of Doctoral Research Mobility Agreement with guidelines may be found in the section DOWNLOAD. Please note that individual research projects for doctorate candidates depend on the availability of potential supervisor and resources at the Host University.
[11] Template of Staff Mobility for Teaching Mobility Agreement can be found in section DOWNLOAD.
[12] Staff Mobility for Teaching Mobility Agreement and pre-acceptance letter are of great importance. Please make sure to contact potential host Supervisor/Department/ University to agree both documents at the stage of submitting application.

VIII. SELECTION PROCESS

Selection of candidates will be managed in four stages.

Phase 1: Pre-selection by home and host universities
Each partner university will set up a pre-selection committee in charge of examining and grading all home and host candidates. As a result, a list of pre-selected candidates will be drawn up according to the pre-selection criteria shown in section below of this document.
Phase 2: Final selection
A Selection Committee of Warsaw University of Life Sciences – SGGW will examine and grade the ranking of pre-selected candidates according to the selection criteria shown in section below, in order to draw up the final list of beneficiaries as well as the reserve list.
Phase 3: Notification of selection
All selected candidates will be informed of the award decision and they will have one week to accept or reject the grant. Candidates rejected and those in the reserve list will also be duly informed through an e-mail notification.
Phase 4: Invitation and visa procedures
Beneficiaries will receive an invitation letter from the host institutions in order to start their visa arrangements. It is the responsibility of the selected candidates to provide all necessary documents requested by the Embassies/Consulates of the host universities. Local coordinators from host institutions may provide them with assistance and information about the visa procedure.

A. SELECTION CRITERIA

Submitted applications will be reviewed and graded by the Selection Committee of the Home and Host University. Evaluators will assess applications based on selection criteria which can be awarded according to the following scale:

SCALE	**SELECTION CRITERIA**
0 = irrelevant to the call or information missing **1 - 4** = rejected **5 - 6** = fair	**Undergraduate and master students:** academic merit, language skills, motivation, academic suitability and relevance of the application
	Doctorate candidates: academic merit and scientific achievements, research proposal, language skills, motivation

7 - 8 = good **9 - 10** = excellent	**Academic Staff:** pedagogical and scientific experience, teaching plan, language skills, motivation, academic suitability and relevance of the application

Evaluators will verify:

- Academic Quality of the applicant (CV, study progress and results)
- Motivation for the scholarship and stay at a Host University
- Language proficiency in the language of teaching
- Application suitability to the offer at a Host University

The Selection Committee will agree the final list of selected candidates on the basis of the ranking of pre-selected candidates. In case of candidates with the same mark additional criteria can be applied.

ADDITIONAL SELECTION CRITERIA
Gender balance
Priority of disadvantaged and vulnerable groups, candidates with disabilities
Language skills
Impact of the project proposal (applicable to Doctorate and Staff)
Priority given to student/ staff who have not previously been on an exchange, who have less global experience in either study or research and teaching.

B. CRITERIA FOR EXCLUSION

Candidates that do not meet the general requirements of the call for applications will be automatically excluded. This applies to candidates not submitting the compulsory documents required for applying to each specific academic level and not complying with the specific type of mobility requirements.

Each host university reserves the right to determine the ineligibility of candidates on the basis of the following reasons:

EXCLUDING CRITERIA
Specific academic program not available
Quality/Inadequacy of academic curriculum
Lack of correspondence between home and host studies
Insufficient language skills
Additionally, candidates will be excluded if: • They apply for an academic level that they have already completed   • If they apply to different academic levels

IX.   CALL FOR APPLICATIONS SCHEDULE

FIRST CALL FOR APPLICANTS SCHEDULE OF ACTIVITIES

Activity	Time
Publication of the call for applications	5th November 2015
Deadline for submission of applications and documentation	6th December 2015 (23:59 CET) for Student mobility 30th December 2015 (23:59 CET) for Staff mobility
Pre-selection of candidates (evaluation by the respective Home and Host University)	Mid-December 2015 for Student mobility 2-20 January 2016 for Staff mobility
Selection Committee Meeting (WULS – SGGW)	End December 2015 for Student mobility End January 2016 for Staff mobility
Publication of results	End December 2015/Beginning January 2016 for Student mobility End January 2016 for Staff mobility
Sending of invitation letters to beneficiaries	January 2016 for Student mobility February 2016 for Staff mobility
Visa applications	January-February 2016 for Student mobility February-March 2016 for Staff mobility
Start of mobility	From Mid-February/1st March 2016 onwards

The Warsaw University of Life Sciences - SGGW is going to open two calls for applicants within the lifetime of the Project no. 2015-1-PL01-KA107-016237 (for academic years 2015/2016 and 2016/2017) depending on up-to-date number of awarded grants. Project coordinating institution reserves a right to open an additional call for applicants if necessary to ensure that the project mobility capacity is reached successfully.