



Guidelines for applicants (I): Overview (2014-2015)

Erasmus Mundus,
Action 2, Strand 1, Lot 2

Content

1. The Green-Tech-WB partnership	2	1
2. Target groups	4	
3. Fields of study	6	
4. Types and duration of scholarships	7	
5. Eligibility criteria for students	11	
6. Eligibility criteria for academic and administrative staff.....	13	

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1. The Green-Tech-WB partnership

The mobility plan of this project, coordinated by the Universidade de Vigo (Spain) and co-ordinated by the University of Fan S Noli i Korçë (Albania), was designed with the aim of deploying the horizontal principles of the European Union for the economic & social development in Third-Countries through the cooperation in higher education, research & innovation and around the thematic area “GreenTech: Smart & Green Technologies for Innovative and Sustainable Societies in WB”. This project promotes EU HEI as centres of excellence in learning & research around Green IT and drives this excellence to Western Balkans countries in order to contribute to their better governance & social cohesion but also to connect Western Balkans countries to the global economy.

Our partnership involves 8 Higher Education Institutions from EU and from 12 Western Balkans countries: Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia. The consortium also includes 27 associated members from EU countries and from countries in the lot, which are willing to participate in three main tasks: Professional Training; Technology-Transfer; and Publicity & Quality Assurance.

EU partners: HEI	Country
Universidade de Vigo (coordinator)	Spain
Universidade do Porto	Portugal
Universität Paderborn	Germany
University of Ljubljana	Slovenia
University of Economics In Katowice	Poland
University of Split	Croatia
University of Chemical Technology and Metallurgy	Bulgaria
Universidad de León	Spain

Table 1 EU partners

Western Balkans partners: HEI	Country
University Fan S Noli i Korçë (joint-coordinator)	Albania
Agricultural University of Tirana	Albania
University of Vlora "Ismail Qemali"	Albania
University of Sarajevo	Bosnia & Herzegovina
Dzemat Bijedic University of Mostar	Bosnia & Herzegovina
University of Zenica	Bosnia & Herzegovina
Public University "Kadri Zeka" Gjilan	Kosovo
University of Mitrovica "Isa Boletini"	Kosovo

University of Donja Gorica	Montenegro	3
University of Montenegro	Montenegro	
University of Nis	Serbia	
University of Kragujevac	Serbia	

Table 2 Western Balkans partners

Associates: Institutions	Country
Juraj Dobrila University of Pula	Croatia
University of Zagreb	Croatia
University of Bordeaux	France
Università Telematica Internazionale UNINETTUNO	Italy
Lodz University of Technology	Poland
Uniwersytet Gdański	Poland
Vilnius Gediminas Technical University	Lithuania
University of Shkodra	Albania
"Eqrem Çabej" University of Gjirokastra	Albania
University of Mostar	Bosnia
University of East Sarajevo	Bosnia
University for Business and Technology - UBT	Kosovo
University of Belgrade	Serbia
University of Novi Sad	Serbia
Business School of College of Professional Studies Blace	Serbia
Belgrade Polytechnic	Serbia
Valjevo Business School of Applied Studies	Serbia
Ministry of Education, Science and Technology of the Republic of Kosovo	Kosovo
Centre for Information and Recognition of Qualifications in Higher Education, Bosnia and Herzegovina	Bosnia and Herzegovina
Agency for development of higher education and quality assurance BIH	Bosnia and Herzegovina
Erasmus Student Network Aisbl	Belgium
Santander Group European Universities Network	Belgium
Gdansk Science & Technology Park	Poland
GRADIANT	Spain
SocialWire	Spain
Technology park Varazdin Ltd	Croatia
Razvojna agencija Zagreb - TPZ d.o.o.	Croatia

2. Target groups

The European Commission defines three target groups for the mobility flows for students, academic and administrative staff.

Please, take into account that in target group 3 applicants must present official documentation that proves their eligibility for this group. In case applicants fail to do so, the partnership will consider them as TG1 or TG2, depending on the home institution.

Target group	Beneficiaries must fulfill the following conditions	Eligible types of mobility / Region of the participants in the mobility
Target group 1	<p>National of one of the EU Countries or national of one of the Western Balkans countries in the GreenTech-WB Lot (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia).</p> <p>Academic and administrative staff should be enrolled, associated or working (fulltime) in one of the partner institutions of the GreenTech-WB project at the time of submitting their application.</p> <p>Students need to be registered at one of the HEIs¹ within the partnership at the time of submitting their application</p> <p>Undergraduate students must have successfully completed at least one year of studies in their home institution.</p>	<ul style="list-style-type: none"> ➤ <u>Undergraduate</u> / European Union & Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) ➤ <u>Master</u> / European Union & Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) ➤ <u>Doctorate</u> / Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) ➤ <u>Post-doctorate</u> / Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) ➤ <u>Academic and administrative staff</u> / European Union & Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia)

¹ Higher Education Institution

<p>Target group 2</p>	<p>National of one of the European Union Countries or national of one of the Western Balkans countries in the Green-Tech-WB Lot (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia).</p> <p>Academic and administrative staff should be enrolled, associated or working (fulltime) in a HEI not included in the Green-Tech-WB partnership.</p> <p>Students need to be registered at a HEI not included in the Green-Tech-WB partnership at the time of submitting their application and have obtained a university degree or equivalent from a HEI of any EU country or from a HEI of the countries in the Green-Tech-WB lot (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia). Undergraduate students must have successfully completed at least one year of studies in their home institution.</p>	<p style="text-align: right;">5</p> <ul style="list-style-type: none"> ➤ <u>Master</u> / Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) ➤ <u>Doctorate</u> / Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) ➤ <u>Post-doctorate</u> / (Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) ➤ <u>Academic and administrative staff</u> / (European Union & Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Serbia)
<p>Target group 3</p>	<p>Nationals of Libya who are in particularly vulnerable situations, for social, economic and political reasons. For example:</p> <p>1) having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the EU host countries)</p> <p>or</p> <p>2) proof of having been object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination</p> <p>or</p> <p>3) belong to an indigenous</p>	<ul style="list-style-type: none"> ➤ <u>Undergraduate</u> / (Western Balkans countries (Bosnia & Herzegovina, Kosovo)

population targeted by a specific national policy or IDPs (Internally Displaced Persons)

6

3. Fields of study

All the EU partners included in the GreenTech-WB partnership have a long experience and knowledge and offer high quality undergraduate, master and doctorate degrees, and specialized research in environmental sustainability, energy-efficient computing, renewable energy sources, IT infrastructure, IT industries and marine resources, among other innovative fields. Our project will train students at all levels with a focus on the promotion of the development of research and the transfer of that research in these fields. Therefore, and according to the priorities defined by the GreenTech-WB partnership, scholarships may be granted in the following fields of study:

GreenTech-WB project: FIELDS OF STUDY	
<p>Agriculture Sciences</p> <p>01,1 Agriculture</p> <p>01,2 Agricultural Economics</p> <p>01,3 Food Science and Technology</p> <p>01,4 Horticulture</p> <p>01,5 Fisheries</p> <p>01,6 Forestry</p> <p>01,7 Animal Husbandry</p> <p>01,8 Tropical/Subtropical Agriculture</p> <p>Law</p> <p>01,9 Others-Agricultural Sciences</p> <p>Architecture, Urban and Regional Planning</p> <p>02,6 Transport and Traffic Studies</p> <p>Business Studies, Management Science</p> <p>04,1 Business studies with languages</p> <p>04,2 Business studies with technology</p> <p>04,3 Accountancy, financial management</p> <p>04,4 Tourism, catering and hotel mng.</p> <p>04,5 Industrial relations & personnel manag.</p> <p>04,6 Secretarial Studies</p> <p>04,7 Marketing and Sales Management</p> <p>04,9 Others</p>	<p>Languages and Philological Sci.</p> <p>09,1 Modern EC Languages</p> <p>09,2 General & comparative lit.</p> <p>09,3 Linguistics</p> <p>09,4 Translation, Interpretation</p> <p>09,6 Non-EC Languages</p> <p>09,8 Less Widely Taught Languages</p> <p>Law</p> <p>10,1 Comparative Law, Law with Lang.</p> <p>10,2 International Law</p> <p>10,3 Civil Law</p> <p>10,4 Criminal Law, Criminology</p> <p>10,5 Constitutional/Public Law</p> <p>10,6 Public Administration</p> <p>10,7 European Community/EU Law</p> <p>10,9 Others-Law</p> <p>Mathematics, Informatics</p> <p>11,1 Mathematics</p> <p>11,2 Statistics</p> <p>11,3 Informatics, Computer Science</p> <p>11,5 Actuarial Science</p> <p>11,4 Artificial Intelligence</p> <p>11,9 Others-Mathematics, Informatics</p> <p>Natural Sciences</p> <p>13,1 Biology</p>

<p>Engineering, Technology</p> <p>06,1 Mechanical Engineering</p> <p>06,2 Electrical Engineering</p> <p>06,3 Chemical Engineering</p> <p>06,4 Civil Engineering</p> <p>06,5 Electronic Engineering, Telec</p> <p>06,6 Manufacturing Sciences</p> <p>06,7 Materials Science</p> <p>06,8 Aeronautical Engineering</p> <p>06,9 Others-Engineering Technology</p> <p>Geography, Geology</p> <p>07,1 Geography</p> <p>07,2 Environmental Sciences, Ecology</p> <p>07,3 Geology</p> <p>07,4 Soil and Water Sciences</p> <p>07,6 Geodesy, Cartography, R. S.</p> <p>07,7 Meteorology</p> <p>07,9 Others</p> <p>Humanities</p> <p>08,3 History</p>	<p>13,2 Physics</p> <p>13,3 Chemistry</p> <p>13,4 Microbiology, Biotechnology</p> <p>13,5 Nuclear and High Energy Physics</p> <p>13,6 Biochemistry</p> <p>13,7 Astronomy, Astrophysics</p> <p>13,8 Oceanography</p> <p>13,9 Others- Natural Sciences</p> <p>Social Sciences</p> <p>14,1 Political Science</p> <p>14,3 Economics</p> <p>14,6 Intl. Relations, European Studies</p> <p>Communication and Information Sciences</p> <p>15,9 Others-Communication and Inf. Sciences</p>
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Each partner has indicated its thematic areas of excellence, among the areas in the previous table, which should be taken into consideration by the candidates when applying for the grant.

4. Types and duration of scholarships

The mobility scheme of the project determines that the applicants of Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) can only apply to EU partner institutions (in Table 1) and that EU applicants can only apply to Western Balkans partner institutions (in Table 2).

The GreenTech-WB project supports 153 scholarships classified as follows: 57 undergraduates, 32 masters, 21 doctorates, 14 post-doctorates and 29 staff.

The mobility flows are expected to be distributed according to the following tables, although the GreenTech-WB partnership is able to change the distribution of the available scholarships with the aim of achieving a better implementation of the project and fulfill the objectives regarding cross-cutting issues such as: gender balance, regional balance, priority areas for Western Balkans countries, partner's expertise, etc.

Undergraduate	6 months	10 months	Amount of monthly allowance
TG 1	8 (EU --> WB)	47 (WB to EU) 13 (Albania) 12 (B&H) 6 (R. Kosovo) 8 (Montenegro) 8 (Serbia)	EUR 1,000
TG 2	0	0	
TG 3	0	1 (R. Kosovo to EU) 1 (B&H to EU)	EUR 1,000

Master	10 months	12 months	18 months	Amount of monthly allowance
TG 1	4 (EU to WB)	12 (WB to EU) 3 (Albania) 3 (B&H) 2 (R. Kosovo) 2 (Montenegro) 2 (Serbia)	5 (WB to EU) 1 (Albania) 1 (B&H) 1 (R. Kosovo) 1 (Montenegro) 1 (Serbia)	EUR 1,000
TG 2	4 (EU to WB)		7 (WB to EU)	EUR 1,000

			2 (Albania) 2 (B&H) 1 (R. Kosovo) 1 (Montenegro) 1 (Serbia)	
TG 3	0	0	0	

Post-Doctorate	6 months	Amount of monthly allowance
TG 1	12 (WB to EU) 3 (Albania) 3 (B&H) 2 (R. Kosovo) 2 (Montenegro) 2 (Serbia)	EUR 1,800
TG 2	2 (WB to EU) 1 (Albania) 1 (B&H) 0 (R. Kosovo) 0 (Montenegro) 0 (Serbia)	EUR 1,800

Staff	1 month	1 month	Amount of monthly allowance
TG 1	10 (EU to WB)	13 (WB toà EU)	EUR 2,500

		3 (Albania) 3 (B&H) 2 (R. Kosovo) 3 (Montenegro) 2 (Serbia)	
TG 2	2 (EU to WB)	4 (WB to EU) 1 (Albania) 1 (B&H) 1 (R. Kosovo) 0 (Montenegro1) 1 (Serbia)	

Doctorate	12 months	34 months	36 months	Amount of monthly allowance
TG 1	4 (WB to EU) 2 (Albania) 2 (B&H)	6 (WB to EU) 3 (Albania) 3 (B&H)	6 (WB to EU) 0 (Albania) 0 (B&H) 2 (R. Kosovo) 2 (Montenegro) 2 (Serbia)	EUR 1,500
TG 2			5 (WB to EU) 1 (Albania) 1 (B&H) 1 (R. Kosovo) 1 (Montenegro) 1 (Serbia)	EUR 1,500

- Undergraduate/master/Doctoral students will have their mobility periods fully recognized by the partner home institution upon signature of the corresponding learning agreement.
- Master/Doctoral students who receive full training at the host institution will receive the corresponding Diploma, after successfully ending of the study period.

5. Eligibility criteria for students

In order to be eligible for an Erasmus Mundus scholarship under the Green-Tech-WB project, applicants must fulfill the following requirements:

- Be nationals of one of the Western Balkans countries in the Green-Tech-WB project (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) or nationals of one of the EU countries in Table 3. They should provide a proof of nationality. Candidates with multiple nationalities must decide at application stage under which **ONE** nationality they apply. Applicants will be required to proof their nationality by using official documents.

Member-states of the EU			
Austria	Finland	Latvia	Romania
Belgium	France	Lithuania	Slovakia
Bulgaria	Germany	Luxembourg	Slovenia
Cyprus	Greece	Malta	Spain
Czech Republic	Hungary	Netherlands	Sweden
Denmark	Ireland	Poland	United Kingdom
Estonia	Italy	Portugal	

Table 3 Eligible EU countries

- Applicants from the Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) must have not lived, nor developed their main activity (study, work, etc.) over more than 12 months in the last 5 years, in one of the EU member states (Table 3). Applicants must sign a declaration of honour of not being in this situation.
- Have not benefited in the past from an Erasmus Mundus scholarship for the same type of mobility. Applicants must sign a declaration of honour of not being in this situation.
- Have sufficient knowledge of the language of the courses. Applicants will be required to proof their knowledge of the tuition language at the host institution.
- **Additionally for Target group 1:**
 - Students need to be registered in a university degree at one of the HEIs within the partnership **at the time of submitting their application.**
 - Students interested in an undergraduate scholarship must have successfully completed at least one year of studies in their home institution.
 - Students interested in a no full training master/doctorate scholarship must be registered/enrolled in a master/doctorate programme at their home institution during the grant (status: exchange student).

- Applicants will be required to justify using official documents (university registration, etc.) that they belong to this target group 1.
- **Additionally for Target group 2:**
 - Students need to be registered at a HEIs **not included in the Green-Tech WB partnership** at the time of submitting their application and have obtained a university degree or equivalent from a HEI of the countries in the Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) in the Green-Tech WB project.
 - Students interested in an undergraduate scholarship must have successfully completed at least one year of studies in their home institution.
 - Students interested in a no full training master/doctorate scholarship must be registered/enrolled in a master/doctorate programme at their home institution.
 - It is recommended to include at least one (highly advisable) letter of support from a Western Balkans HEI in the Green-Tech WB partnership in their application. The Western Balkans HEI giving its support to the applicant is going to be considered his/her contact institution.
 - Applicants will be required to justify using official documents (diploma, university registration, etc.) that they belong to this target group 2.
- **Additionally for Target group 3 (Bosnia & Herzegovina and Kosovo):**
 - Applicants in this group are supposed to be in a particularly vulnerable situation for social and political reasons, for instance: refugee status, asylum beneficiary, victim of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual orientation; or belong to an indigenous population
 - Applicants will be required to justify using official documents proving they belong to this target group 3 (vulnerable condition) and their academic situation.
 - It is recommended to include at least one (highly advisable) letter of support from a HEI in the Green-Tech WB partnership or from the Coordinating University (University of Vigo) in their application. The HEI giving its support to the applicant is going to be considered his/her contact institution
- For being admissible, the application has to contain all the data listed below: Personal data of the candidate, year of birth, CV, fulfilment with the eligibility criteria for an EM scholarship (proof of nationality, respect of 12 months rule - for Western Balkans nationals, declaration of honour of not having received an EM Action 2 scholarship for the same purpose, relevant requirements for different target groups and type of mobility, proof of sufficient knowledge of the tuition language at the host institution), choice of courses and/or study programme and preferred host universities (from 3 to 5).

- Doctorate and post-doctorate positions might have additional requirements that the applicants must properly satisfy (personal interviews, documents proving their research fields, etc.)

6. Eligibility criteria for academic and administrative staff

The staff mobility (academic and administrative) offers additional opportunities of personal and professional development since it involves the active participation in teaching, research and in the daily life office activities in a partner institution. In order to be eligible for an Erasmus Mundus scholarship under the Green-Tech WB project, applicants must fulfill the following requirements:

- Be nationals of one of the Western Balkans countries in the Green-Tech WB project (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) or nationals of one of the EU countries in Table 3. They should provide a proof of nationality. Candidates with multiple nationalities must decide at application stage under which **ONE** nationality they apply. Applicants will be required to proof their nationality by using official documents.
- Applicants from the Western Balkans countries (Albania, Bosnia & Herzegovina, Kosovo, Montenegro, Serbia) must have not lived, nor developed their main activity (study, work, etc.) over more than 12 months (**Including the sum of all short periods**) in the last 5 years, in one of the EU member states (Table 3). Applicants must sign a declaration of honour of not being in this situation.
- Applicants must work for **full time** in a partner institution of the Green-Tech WB partnership (TG1, Tables 1 and 2) or in another university (TG2/TG3); they must include in the application the official documents that proof they fulfill this requirement.
- Applicants must agree together with the home and host institutions on the programme of activities: lectures, administrative work, research activities, etc. It is recommended (highly advisable) to include letters of support from the host/home institutions.
- Applicants must agree together with the home and host institutions how the mobility will be carried out: only one period or more than one stay to complete the whole mobility period. Anyway, the **Green-Tech WB project only supports the expenses of ONE travel**. Applicants must sign a letter recognizing they are aware of this situation.
- Staff positions might have additional requirements that the applicants must properly satisfy (personal interviews, documents proving their research fields, etc.)

The selection process will give priority to mobility flows that:

- Contribute to the strengthening of the **international cooperation capacity** of the HEIs in the partnership such as: prepare future cooperation projects; bilateral agreements for mobility implementation; extend links between departments/faculties; create/improve the local and regional management structures (research groups, IROs, TTOs, ...); etc.;

- Contribute to define and implement tools to allow a more dynamic academic structure of the HEIs in the Western Balkans countries in the Green-Tech WB partnership for them to benefit from the **Bologna process** and the European educative experience: use of ECTS (or other systems of **study recognition** between the partner institutions), Diploma Supplement, etc.
- For academic staff:
 - Tuition: Production of new teaching materials, experience exchange in teaching methods, co-tutelle agreements, joint supervision of master/PhD, etc.
 - Research: Development of joint research activities, promoting the skills and experience in research techniques, etc.
- For administrative staff:
 - Help to create/develop/strengthen the international cooperation departments, identification of good-practices in the management of international cooperation.
 - Strengthen the management capacity of the involved institutions in the mobility process, producing new working and management material to help the mobility flows.