

## Before applying

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### Eligibility Criteria and Target Groups

Make sure you are eligible to participate in the programme.

In order to be eligible, candidates must fulfil the criteria of either Target Group 1 or Target Group 2.

#### Target Group 1

##### European Applicants

- 1) Must be a national of an EU Member State. [\[1\]](#)
- 2) European Applicants need to be registered or employed at one of the European partner universities at the time of submitting their application to the partnership.
- 3) Must have sufficient knowledge of the language as specified in the academic offer.

##### Japanese and Korean Applicants

- 1) Must be a national of Japan or the Republic of Korea.
- 2) Japanese and Korean Applicants need to be registered or employed at one of the Japanese or Korean partner universities at the time of submitting their application to the partnership.
- 3) Must have sufficient knowledge of the language as specified in the academic offer.

#### Target Group 2

##### European Applicants

- 1) Must be a national of an EU Member State. [\[1\]](#)
- 2) Need either to be registered at an university (even if not included in the TEAM partnership) of any European country or have obtained a university degree or equivalent from a university of any European country
- 3) Must have sufficient knowledge of the language as specified in the academic offer.

##### Japanese and Korean Applicants

- 1) Must be a national of Japan or the Republic of Korea.
- 2) Need either to be registered at a university (not included in the TEAM partnership) of Japan or the Republic of Korea or have obtained a university degree or equivalent from a university of Japan or the Republic of Korea
- 3) Must have sufficient knowledge of the language as specified in the academic offer.

### Academic and administrative staff

Please note that candidates can only apply for a doctorate or post-doctorate mobility during the two upcoming calls. **No more academic or administrative staff scholarships are available.**

### Important – for all types of mobility

Neither European nor Japanese or Korean students can benefit from a second scholarship for the same type of mobility under another project under the EMA2-STRAND2. Furthermore, candidates cannot benefit from more than one mobility activity within the same project.

Mobility flows for students and staff between the European or between Asian partner universities are not eligible. Mobility flows are only possible between EU and Asia.

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[\[1\]](#) The EU Member States are : Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

## Consulting the academic offers

The next step for applying is consulting the academic offers on <http://www.team-mundus.eu/scholarships/academic-offers/> and choosing one, which fits to your research activities.

### Open application:

In the case that no academic offer corresponds to your profile, you can submit an open application to your preferred hosting university. In order to submit such an application, you must contact the university and define a project together. An invitation letter from the potential academic supervisor of the hosting university must be uploaded in the application tool as well as a work plan signed by the applicant, host and home universities.

## Apply via the online application tool

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**You apply for a TEAM Erasmus Mundus scholarship via an online application tool.** The following four steps have to be taken by applicants:

1. Create an account for the online application tool
2. Fill in the application form and apply to up to two academic offers
3. Upload the required application documents
4. Validate and close your application

**During the third cohort, two calls for applications are open: one from November 2016 until January 2017 and the other one from March to May 2017.**

**All mobilities may start at the latest on December 31<sup>st</sup> 2017 and end at the latest on June 30<sup>th</sup> 2018. Please note that candidates can only apply for a doctorate or post-doctorate mobility during the two upcoming calls. No more academic or administrative staff scholarships are available.**

**Scholarship with a duration of 12 months will only be awarded during the first call. Please consider that the mobility of a 12-months scholarship has to start at the latest on June 1<sup>st</sup> 2017.**

In order to get started, consult the specificities by type of mobility (doctorate, Post-doctorate, Staff) you apply for.

### Doctorate (stay duration: 6 to 12 months)

#### If you apply for a scholarship with a duration of 12 months:

The mobility may start at the latest on June 1<sup>st</sup> 2017.

The TEAM project encourages the set-up of **COTUTELLE (jointly supervised thesis** by your supervisor at the home university and a supervisor at the host university). You should thus find a co-supervisor in a laboratory of your host university.

In order to do so, ask your supervisor to provide you with information about current projects undertaken jointly with partner universities. This should help you to contact a professor willing to become your supervisor at the host university.

You should also search on the websites of the laboratories in the field of ICT of [partner universities](#) to identify potential co-supervisors doing research in your field.

Please note that the set-up of a cotutelle is not mandatory for the 12 months mobility.

#### Placement period / internship during the TEAM mobility:

As a TEAM doctorate scholarship holder you have the opportunity to do a **placement period/internship** during or after your mobility period in your host country/region.

- As a European TEAM scholarship holder, the placement period can take place either in Japan or Korea.

- As a Korean or Japanese TEAM scholarship holder, you can do a placement period in one of the EU countries participating in the TEAM project (DE, ES, FI, FR, HU, IT).

This placement period can be offered by an associate partner of the TEAM consortium or external institutions/companies and has to be agreed with the academic supervisor of the host and home university at the beginning of the mobility.

- Doctorates of a duration of 12 months can do a placement period after having spent 6 months at the host university and within their 12 month mobility. If the placement is maximum 3 months and is an integral part of the academic offer and the work plan, the TEAM monthly allowances will be paid during the placement period.
- Doctorates of a duration of 6 months can do a placement period in their host country after finishing their 6 month mobility at the host university. In this case, the TEAM monthly allowance can no longer be paid. However, the TEAM project could cover insurance for the placement of ca. 3 months. A written demand has to be addressed to the coordinator.

### **Post Doctorate (6 to 10 months)**

#### **If you are doctorate in your last year of study:**

You can apply for a post-doctorate mobility if you are currently registered as a final year doctorate student. If you are selected for a TEAM scholarship, you will only be considered eligible if you complete your thesis and provide the coordinator and hosting university with your doctorate diploma before the start of your mobility.

### **Academic and administrative staff (1 month)**

**No more academic or administrative staff scholarships are available.**

## Application documents to upload

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### **Mandatory:**

- Your curriculum vitae in English ([The EUROPASS format](#) can be uploaded)
- Letter of Motivation presenting your research project and the desired outcomes of the mobility
- Copy of passport or a copy of your ID card
- Proof of registration (student card and/or certification of employment) at your home university, if applicable
- Certificate of latest diploma: Master diploma and if applicable, Doctorate OR a certification from your university stating the provisional date of termination of your doctorate
- For the doctorates candidates, copy of your transcript of records of your Master and if applicable doctorate
- [Workplan](#) to be signed by the candidate, home university and host university. If you apply for two academic offers, you have to upload two workplans.

### **Optional:**

- Language certificate, if required in the academic offer(s) you apply for
- Letter of recommendation (mandatory if you apply for an open application)
- List of publications

Applicants can select up to two academic offers from one or two host universities. The first choice will be given priority.

If you chose two academic offers, then your research project should correspond to the profile of both choices and hosting universities.

Whilst completing your application, it is highly advised to communicate with the contact person of the academic offer or the host university in order to discuss your work/research plan.

**ALL INCOMPLETE AND NON-CLOSED APPLICATIONS OR APPLICATIONS SUBMITTED AFTER THE DEADLINE WILL BE REJECTED**