



Basileus project

*Guidelines for
Staff applicants*

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This document aims to provide all potential candidates with the necessary information for a successful application. The aim is to centralize the most important and essential information for applicants in one document. **Applicants are strongly advised to read this document before applying and before contacting the coordinating and partner universities.**

This document relates to the application procedure – all further relevant information about the Erasmus Mundus Action 2 programme, the project objectives, information from the partner universities and FAQ's are available on the website and will not be repeated in this document.

Steps towards an application

Step 1: Make sure you meet the eligibility criteria – otherwise you cannot apply

Western Balkan academic and administrative staff:

- Must be a national of one of the Western Balkan countries covered by the programme: Albania, Bosnia-Herzegovina, (FYRO)Macedonia, Kosovo*, Montenegro and Serbia.
- There are different categories of applicants. If your current situation is in accordance with one of the scenarios described below, then you are eligible to apply for a Staff exchange scholarship.
 1. You work in or are associated to one of the Western Balkan higher education institutions participating in the partnership:
 - Albania: University of Tirana
 - Bosnia-Herzegovina: University of Sarajevo
 - Kosovo*: University of Prishtina “Hasan Prishtina”
 - (FYRO)Macedonia: Ss. Cyril and Methodius Skopje, University St. Kliment Ohridski Bitola, South East European University Tetovo
 - Montenegro : University of Montenegro
 - Serbia: University of Belgrade, University of Novi Sad, University of Kragujevac
 2. You work in or are associated to another higher education institution in one of the Western Balkan countries mentioned above.

Important notice: applicants from Kosovo* cannot apply for Spain or Greece, as nationals from Kosovo* cannot obtain a visa for these countries!

EU academic and administrative staff:

- Must be a national of one of the EU countries.
- There are different categories of applicants. If your current situation is in accordance with one of the scenarios described below, then you are eligible to apply for a Staff exchange scholarship.
 3. You work in or are associated to one of the EU higher education institutions participating in the partnership:
 - Ghent University - consortium coordinating institution, Belgium
 - Sofia University St. Kliment Ohridski, Bulgaria
 - University of Zagreb, Croatia
 - University of Nice Sophia Antipolis, France
 - University of Heidelberg, Germany
 - Alexander Technological Educational Institution (ATEI) of Thessaloniki, Greece
 - University of Rome La Sapienza, Italy

* Kosovo as defined under UNSCR 1244/99

- University of Ljubljana, Slovenia
- University of Deusto, Spain
- Lund University, Sweden

4. You work in or are associated to another EU higher education institution.

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.

The mobility of staff should contribute to strengthen international co-operation capacity of higher education institutions in the Western Balkan countries, with the production of new teaching material, as well as their management capacity.

It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities. The staff mobility is also expected to lead to progresses in the application of ECTS or other systems for recognition of studies in the partner institution.

Priority will be given to mobility that:

- Ensures that the visiting teacher's contribution will be an integral part of a programme of the host institution
- Will lead to the production of new teaching material
- Will be used to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the home and host university (joint projects, joint degrees etc.)
- Will help strengthen the international cooperation departments in the foreign universities
- Will lead to progress in the application of ECTS (European Credit Transfer System) and other systems for recognition of studies and qualifications in the partner institution
- Will improve the university - enterprise cooperation
- Will help to start up Doctoral Schools
- Will lead to the improvement of quality assurance mechanisms at universities.

Step 2: *Determine your field of study*

As a staff member you can start your mobility period between Autumn 2015 and July 2016.

All fields of study are open for this project. You will have to choose your field of study or discipline from a drop-down list in the application form. When planning your mobility to a certain host university, make sure they offer your discipline! You can consult the academic offer on the project website.

Step 3: *Inform yourself about the host university and the academic offer*

Staff applicants need to upload an **activity plan** with information about the planned activities at the host university: teaching, research and/or training. This document should be signed by a supervisor from the home university. The professor at the host university should only sign this at the start of your mobility period. The template for this document can be found on the project website.

Possible host universities for EU applicants;

- Albania: University of Tirana
- Kosovo*: University of Prishtina "Hasan Prishtina"
- (FYRO)Macedonia: Ss. Cyril and Methodius Skopje, University St. Kliment Ohridski Bitola, South East European University Tetovo
- Montenegro : University of Montenegro
- Serbia: University of Novi Sad, University of Kragujevac

Possible host universities for WB applicants;

- Sweden: Lund University
- Greece: Alexander Technological Educational Institution (ATEI) of Thessaloniki

Step 4: *Make sure you have the support of your home university*

Staff applicants should be aware that they have to be fully supported by and need the consent of their home institution to carry out their mobility period abroad. You should upload a signed recommendation letter from your home university, as well as a signed activity plan. The recommendation letter should be written by your superior within the department, faculty or university.

Step 5: *Make sure that you have all the relevant documents*

All documents should be in English or translated to English, to ensure a smooth evaluation of your file by the host university. These documents should be scanned and uploaded as a PDF file. Please note that if you want to upload multiple documents in 1 field, you will need to make a zip-file. Important! RAR-files cannot always be opened, so please use zip-files.

An overview of all documents to be uploaded in your file:

- a passport photo;
- a copy of your passport or other official national identification proof;
- proof of employment at your home university;
- proof of disadvantaged situation (if applicable);
- an activity plan (template available on the project website) in English, signed by yourself and a supervisor from your home university. The activity plan should describe the activities you plan to undertake at the host university. This document should not be signed by the host university! Only when selected, grant holders should have the activity plan signed by the host promotor;
- an internationally recognized language certificate for English: TOEFL, IELTS etc., this can be replaced by a language certificate for another language of instruction such as French, German or Spanish – **to be doublechecked with the host university requirements**;
- previous degree(s);
- at least one signed recommendation letter, written in English. A non-English original, accompanied by a translation into English, is also valid. The letter should be written by your superior within the department, faculty or university.
- any other document which you find relevant: CV, certificates,..

Be aware that the mentioned documents are those needed for the application to the Basileus consortium, but that further documents may be required for registration at the specific partner institution you will be spending your mobility period at, once you have been selected for a scholarship by the consortium.

Please note that no additional documents are accepted after the deadline, except for official language certificates of which you can prove that you were registered before the application deadline. **Language documents are accepted until 1 week after the deadline.** After that it cannot be guaranteed that it will be taken into account in the selection procedure which will have started by then.

Start of the application:

Step 1: Registration online:

First of all you need to activate an account by using the link of the application form on the project website in the section "[apply here](#)". After clicking on the dedicated link, you will proceed to the appropriate account set-up page. Once you have created an account you will receive an email with a link to your application form.

Step 2: Fill in all the necessary information and submit your form

There's no need to complete all fields, nor to upload all documents in one go: you will be able to save your data and continue later on. After completion of all required fields, a button will appear allowing you to formally submit the application. If the button does not appear it means that you forgot to complete a required field. You can find information whether you filled out all required fields on the top of the form. Only fully completed application forms will be accepted.

In the application form you will need to upload certain documents. These documents are obligatory, and if they are not uploaded in your file, your application will be regarded as incomplete. All documents need to be translated in English. The list of all documents to be uploaded is listed under step 6.

The application deadline is Sunday 10 May at 23:59h, selection results will be announced during the middle of June 2015. Once your file is submitted, you will not be able to change it or to add extra documents. As mentioned above, no additional documents are accepted after the deadline, except for official language certificates of which you can prove that you were registered before the application deadline. You can email these certificates until 1 week after the deadline. After that it cannot be guaranteed that it will be taken into account in the selection procedure which will have started by then.

If you have submitted your application, you will receive an automatic email to the address indicated in your file. This email will have your application as PDF in attached, and it will mention your registration number. Please save this email.