



Guidelines for Applicants 2013/2014

Intra ACP- Academic Mobility Scheme Lot 2 – Caribbean and Pacific

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BULA

Building University Links for Action



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A. General Information

Types and Duration of Scholarships

The BULA Project supports 40 Scholarships, which will be divided into Full Masters, Full PhD, Academic and Administrative Staff. Applicants can apply for a scholarship if they meet the eligibility requirements. Applicants cannot apply to an institution in their home country; or to their current or prior institution of study.

A total of 40 scholarships are available for this project, and divided according to the following:

Mobility	Places	Number of months	Monthly stipend €
Target Group 1			
Masters	13	24	600€
Doctorate Mobility	2	10	800€
Full Doctorate	4	36	800€
Staff	7	3	1000€
Target Group 2			
Masters	10	24	600€
Full Doctorate	4	36	800€

Target Groups

There are two target groups (TG1 and TG2) for students; and one target group for administrative and academic staff.

	Beneficiaries	Eligible types of mobility	Region of the participants in the mobility
TG I	<ul style="list-style-type: none"> - Students should be enrolled/admitted, or associated one of the partner institutions of the BULA Project at the time of the application - Staff should be working full-time in one of the partner institutions at the time of the application 	<ul style="list-style-type: none"> - Full Master - Full Doctorate - Doctorate (mobility) - Academic and Administrative staff 	<ul style="list-style-type: none"> - Eligible Caribbean or Pacific Countries
TG II	<ul style="list-style-type: none"> - Nationals of eligible Caribbean or Pacific Countries that have obtained a Degree or equivalent from an institution of the Caribbean or Pacific Countries, which is not a partner in the BULA Project 	<ul style="list-style-type: none"> - Full Master - Full Doctorate 	<ul style="list-style-type: none"> - Eligible Caribbean or Pacific Countries

A. General Information

The following restrictions will apply:

- Students **cannot** apply to an institution in their home country;
- Students **cannot** apply to an institution that awarded them a Degree;
- Students **cannot** apply on the basis of a Degree that was awarded by an institution outside of an eligible country.

Eligible Countries

To be eligible for a scholarship under the BULA Project, applicants from the Caribbean and Pacific region must be from an eligible country; and meet all the eligibility criteria. The following are eligible Caribbean and Pacific countries under the BULA Project:

Region	Countries
Caribbean	Antigua & Barbuda, The Bahamas, Barbados, Belize, Commonwealth of Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts & Nevis, Saint Lucia, St. Vincent & the Grenadines, Suriname, Trinidad & Tobago
Pacific	Cook Islands, Federated States of Micronesia, East Timor, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

Eligible Institutions

The BULA Project has three major partner institutions to which students and staff can apply to undertake their mobility. The partner institutions of the BULA Project include:

Institution Name	Location
The University of the South Pacific	Fiji, Cook Islands, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tonga, Tokelau, Tuvalu, Vanuatu
Papua New Guinea of Technology	Papua New Guinea
Universidade Nacional d Lorosa	Timor Leste

Students and staff applying under Target Group I must be enrolled/admitted (or work full-time as a staff if applying for staff scholarship); or have obtained their Degree from an eligible partner Institution.

A. General Information

Eligibility Criteria for Students

Applicants must meet the following criteria:

- Be nationals of one of the eligible Caribbean or Pacific Country
- Have sufficient knowledge of the language(s) of the courses or of one of the languages currently spoken in the hosting countries

Target group I:

- Be an alumni (or have obtained a degree) of one of the 3 partner institutions from the Pacific countries.
- Be duly registered in a doctoral programme at a Pacific partner University

Target Group II:

- TG II applicants should have graduated with a Degree from a higher education institution from the eligible Caribbean or Pacific countries. TG II applicants must provide a letter of recommendation from their University in their home country.

Important note: To be considered eligible for TG I, applications need to show evidence of a formal **supporting letter** issued by a [partner institution](#). The letter of recommendation must be written, signed and dated by a senior lecturer, professor, head of School, or Dean).

Eligibility criteria for Academic and Administrative Staff

The staff mobility offers allows staff working full-time at partner institutions to participate in 1-3 months mobility as part of personal and professional development. Staff can carry out research, teaching, projects that will benefit both home and host institutions, and practical training.

Administrative and academic staff applying under this category must meet the following requirements:

- be a national of an eligible Pacific or Caribbean country;
- work as a full-time staff in a partner university;
- have sufficient knowledge of the language of the course or of one of the languages currently spoken in the hosting countries;
- Develop a programme of activities for the duration of the mobility in collaboration with the home and host universities. Activities may include lectures or administrative work, research activities, types of trainings, etc. during the mobility period of the visiting staff.

Priority will be given to applicants who:

- seek to develop collaboration and cooperation in the areas of research
- contribute to the strengthening of the international cooperation capacity of Higher Education institutions involved in the partnership;
- prepare future cooperation projects between institutions that allows for student and staff mobility

A. General Information

Fields of Study

The BULA Project comprises of several thematic areas including:

1. Agriculture,
2. Energy,
3. Engineering,
4. Governance and Social Sciences, and
5. Medical Sciences.

Under the *course* section of the BULA website, a list of specific programmes is provided by partner institutions. At present, there are approved academic fields of study for Masters and PhD at The University of the South Pacific and Papua New Guinea University of Technology. Staff mobility is also available through both these universities. The National University of Timor-Leste is only offering opportunities for Staff Scholarships. Should this change in the near future, the BULA Coordinators will provide the necessary update on the website.

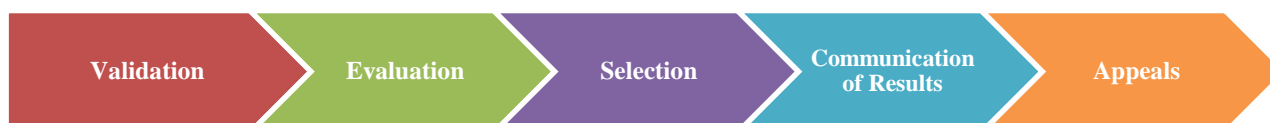
The screenshot displays the BULA Project website interface. At the top left is the BULA logo with the tagline 'Building University Links for Action'. To its right, the text reads 'BULA Project Building University Links for Action Intra-ACP Email: bula@usp.ac.fj'. On the top right, it shows 'English' and 'Central European Time (CET) 06:23:38'. A navigation menu includes 'Home', 'General information', 'Institutions', 'Courses' (highlighted), 'Apply', and 'Contacts'. The main content area is titled 'Courses' and contains the instruction: 'In order to check the courses/activities available at each partner institution, please select the type of mobility you are willing to apply to, according to the existing options:'. Below this is a dropdown menu for 'Type of mobility' with 'Master (full)' selected. An 'OK >>' button is positioned below the dropdown. At the bottom of the page, there are logos for the African Union, the European Union, and INTRA-ACP MOBILITY. A disclaimer states: 'This project has been funded with support from the European Commission. This communication reflects the views only of the author. The Commission cannot be held responsible for any use which may be made of the information contained therein.' The footer includes 'BULA © 2014 | [Privacy policy](#)' and 'Website designed and implemented by Universidade do Porto'.

B. Application to the Project

Evaluation and Selection of applications

All valid applications received will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and will be kept confidential. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This is also the case of the offices of the Coordination Office, the technical experts that will participate in the evaluation process and the members of the Steering and Scientific Committees.

Evaluation and selection of applications will involve 5 steps:



1. Validation

In case of Target Group I, before proceeding to the technical/scientific evaluation of applications, the contact person and/or responsible for the implementation of the project in the applicant's home institution will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and by the home institution. A direct contact between the applicant and the contact person at the home institution is crucial to determine which are the eligibility criteria defined locally.

In case of Target Group II, the host institution selected by the applicant as 1ST option will be responsible for the verification of all uploaded documents and information provided.

2. Evaluation

The applications that comply with the demands to be evaluated in technical terms will be considered by the host institutions indicated by the applicant. The evaluation panels comprised of experienced academics, researchers and experts selected by each institution will have the responsibility to assess the applications and give a grade to the proposed mobility. Once all applications are assessed and graded, the host institution will then make a list with the position of the selected applicants. This list will be based on the academic quality, which constitutes the most relevant aspect of the applications' assessment, but will also respect the cross-cutting issues such as the geographic and the gender balance, the physical disabilities and the socio-economic situation of the applicants providing a more equal and fair selection process.

According to the type of scholarship, the evaluation of applications will comply with the following criteria and weighting factors (WF):

Full master students: Academic merit (WF 3); Motivation (WF 2), Language skills (WF1).

Full PhD students: Academic merit (WF 4); Research project (WF 3); Motivation (WF 2), Language Skills (WF1)

B. Application to the Project

Mobility within a doctoral programme's students: Academic merit (WF 4); Research project (WF 3); Motivation (WF 2), Language skills (WF1).

Academic and administrative staff: Previous experience/Scientific Production (WF 4); Teaching/Working Plan (WF 3); Motivation (WF 2), Language skills (WF1).

Each institution's evaluation panel will have experts of all thematic areas, according to the level and nature of the programme. These experts will assess and rank the applications. This ranking will be the basis for granting the scholarships, trying to respect the available mobility flows.

3. Selection

The Scientific Committee, acting as advisor of the Steering Committee, will supervise the evaluation activities. This supervision aims at validating the assessment procedures, as a way to ensure impartiality and transparency through a random sample and similar techniques. This Committee will also create a justification for the applicants to be selected, according to the established distribution of mobility flows, assuring that the criteria based on academic success were considered. Preference will be given to very good/excellent applications that were graded 80% or higher in the evaluation phase by the host institution. Apart from these criteria, Applicants with physical disabilities will be favored in case of very similar academic proficiency and evaluation by the host institution. Furthermore, the Committee will also take care into consideration the cross-cutting issues such as the gender and regional balance and the applicant's socio economical situation, as well as the access conditions to Higher Education in the CARIBBEAN OR PACIFIC Countries and ethnical minorities. This selection proposal aims at a more fair distribution of the mobility opportunities and will be submitted to the Steering Committee for final approval.

4. Communication of Results

After the final selection of the applicants and its approval by the Steering Committee, the coordinating institution will send to the home and host institutions a list of the selected scholarship holders for participation in the BULA mobility project. Immediately after, **all applicants will be informed by e-mail of the application's result** and these will be published on the project's [website](#).

5. Procedures for Appeals

All applicants that do not agree with the selection results will be granted access to the online system and to the reasons indicated by the institutions responsible for the validation and evaluation procedures. Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants with the selection results.

B. Application to the Project

Preparing your application

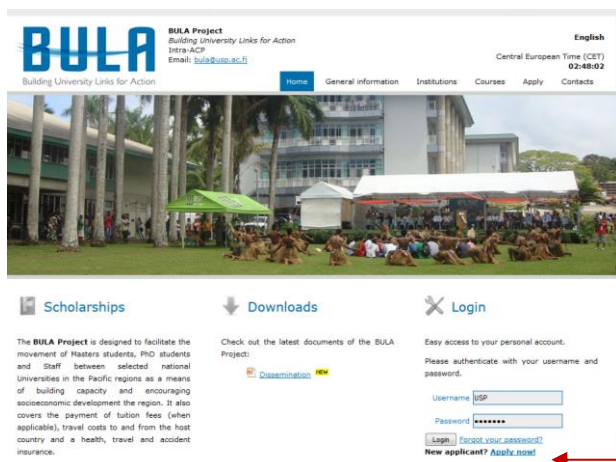
It is important that you devote quality time towards your application so that your submitted application is of the highest quality.

Applicants must fill the online application form and complete all the necessary fields. Please ensure that you have read the eligibility criteria; before you apply. The online application form is organized in 10 sections and includes the following:

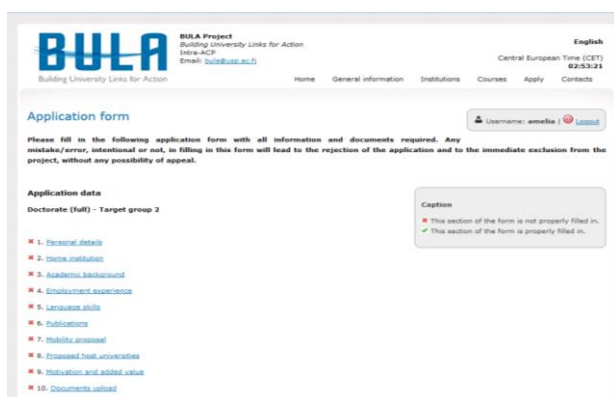
1. Personal Details
2. Home institution
3. Academic Background
4. Employment experience
5. Language skills
6. Publications
7. Mobility proposal
8. Proposed host universities
9. Motivation and added value
10. Documents upload

Applicants must follow these easy steps to access the online application form:

1. Go to www.bula-pacific.org
2. Click on Apply-Create a new user – please refer to the red arrow in the screenshot provided below.



3. Enter a username and password; and select the type of Mobility (for example, Full Masters, Full Doctorate, etc.).
4. You will be asked to fill out five eligibility questions before you arrive to the Application form, which will contain 10 sections.



B. Application to the Project

5. Applicants must answer all sections of the application form; and devote quality time on the mobility proposal and motivation and added value sections. Applicants must adhere to the number of characters allowed in the mobility proposal; and motivation and added value sections.
6. Gather the required documents and upload - It is important that applicants provide and upload all the necessary documents. All documents that have a red asterisk are mandatory and must be uploaded in order to complete the application. Section 10 will have the following documents:
 - a. **Photo** – this is a mandatory document and is required for all types of mobility.
 - b. **Video** – this is an optional document.
 - c. **National Identity** – this is a mandatory document, which must be issued by a national authority otherwise it will not be valid and your application will be excluded. If your country does not issue a national ID, you can upload a copy of your passport biodata page.
 - d. **Passport** – this is optional; however for applicants who do not have a national ID, they must upload a copy of their passport biodata page.
 - e. **Certificate proving the obtained degree** – Must be issued by a recognized university, dated, signed and stamped otherwise it will not be valid and immediately excluded. Where more than one degree is obtained, applicants must scan all awards, save and upload as one file. This document is mandatory for all types of mobility, including Master, PhD and Staff Mobility.
 - f. **Transcript of record** – this document must be issued by a recognized university, dated; signed and stamped otherwise it will not be valid and immediately excluded. This document is required for Masters and PhD students.
 - g. **Statement of the partner institution with a brief description of the applicant's main activity** – This document is required for staff mobility only. This document must be dated; signed and stamped otherwise it will not be considered valid and will be immediately excluded.
 - h. **Statement of support from the home University** – this document is required for all types of mobility; and is a letter of recommendation that is usually written by your supervisor, Head of School or senior lecturer. This document must be dated; signed and stamped otherwise it will not be valid and will be immediately excluded.
 - i. **Certificate of Enrollment** – this document is required only for students applying for a Master Mobility (Exchange) or PhD Mobility (Exchange). This document must be issued by a recognized university and be dated; stamped and signed otherwise it will not be considered valid and will be immediately excluded.
 - j. **Certificate of language skills** – if a host institution requires this document, applicants must provide this document.
 - k. **Declaration of Honor from the applicant** – this is required for all types of mobility. A template is provided in section 10 of the online application, which applicants can download, print, sign and upload.
 - l. **Other documents** – this is optional. Applicants can upload any other supporting documents that might contribute to your application.
7. Check your application to ensure you have completed all sections of your application and uploaded your documents. Once checked, click on the submit button in section 10 of your online application. Note the submit button will only be available when all sections are duly filled in.

Once you submit your application, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new register and fill in another application form.

C. Implementation of Mobility

Obligations of the Coordination and the Scholarship holder's home and host institution

1. **TRAVEL** – the Coordinating institution will be responsible for purchasing a return air-ticket from the city of the scholarship holder's home country to the city of the host institution. Scholarship holders cannot purchase any tickets and claim for reimbursement. Scholarship holders may be permitted to travel by bus from the airport to the host institution in some cases; and if this is the case, Scholarship holders must retain original copies of all receipts and apply for a reimbursement to the coordinating institution. Only eligible expenses may be reimbursed.

Where the mobility will be more than 10 months (in cases of full masters and full PhD), return tickets cannot be purchased by the coordinators. In this case, reimbursement assessment will be done at the end of the mobility; or only after a return ticket is purchased by the coordinating institution.

Once the coordinating institution confirms and purchases a ticket for a Scholarship holder, there may be cases where the scholarship holder will want to change the ticket for personal reasons. This may be acceptable in some cases; however, changing of purchased ticket must not be done before the mobility ends; and any change in ticket must be borne by the scholarship holder and not the Project coordination. Addition travel outside the mobility may require travel insurance, which should also be purchased by the individual and not the project coordination. Scholarship holders wishing to change their tickets must seek prior approval from the [coordinators](#).

2. **INSURANCE** – The Coordinating institution will provide directly to the Scholarship holder a comprehensive health, travel and personal accidents insurance valid for the duration of the mobility in the host country, which will be in line with the requirements of the Education, Audiovisual and Culture Executive Agency (EACEA).
3. **SCHOLARSHIP** – A scholarship contract which defines all conditions, benefits, and responsibilities relating to the project implementation as well as schedule of payments covered by the scholarship will be signed by the scholarship holder, host institution and the Coordination team. The scholarship contract must be signed at the host institution and only after the contract is signed, the scholarship will be valid. The first scholarship paid to the Scholarship holder will be equivalent to a two months payment (Settling in allowance + first month stipend). Thereafter, payment will be made on a monthly basis and will be made from the month of arrival for every full month. If a portion of a month is more than 15 days, a full month's stipend will be paid. For academic reasons, if the mobility duration is less than a full month, a stipend will not be paid; for example, 9 full months and 14 days will mean only 9 payments.
4. **WORKING CONDITION** - The host institution will assure that the scholarship holder (all types of mobility) benefits of the same working conditions and the same health and security protection levels than the local students and members of the academic community. The host institution must provide support to the scholarship holder, particularly regarding the resolution of any administrative procedures required by the host countries' authorities. The scholarship holder should immediately inform the Coordination Office by [e-mail](#) in case there is lack of necessary support by the host institution.
5. **RECOGNITION** - It is mandatory that, in the cases of master mobility and doctorate mobility all partner institutions consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution. The home Higher Education

C. Implementation of Mobility

institution of the scholarship holder will guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the Pacific Higher Education institution, through the signature of the Academic Recognition Agreement.

Obligations of the Scholarship Holder

The Coordinating Institution has the right to **suspend** the payment of the scholarship if:

- the scholarship holder withdraws from the project in case of force majeure;
- the scholarship holder does not comply with the internal regulations of the host Institution;
- the scholarship holder does not comply with the internal regulations set by the BULA consortium.

The Coordinating institution has the right to demand a reimbursement from the scholarship holder if:

- the scholarship holder withdraws for any invalid reason;
- the scholarship holder does not fulfill the requirements of his/her work/study programme;
*reimbursement amount will be analysed and finalized by the coordination on a case by case basis.

By signing both the **Statement of Scholarship Acceptance** and the **Scholarship Contract**:

1. In case of reimbursement, the scholarship holder has 30 days upon return in the home country to repay the Coordinating Institution, The University of the South Pacific, following the instructions that will be provided. If the scholarship holder fails to do so, additional banking fees and interests can be charged or judicial steps may be taken.
2. The scholarship holder may **not** accept, during the period of the current BULA grant, any other mobility grant awarded by the European Union.
3. The scholarship holder has the obligation to inform the Coordinating Institution about any change regarding the study/research/work period abroad, namely the learning agreement or work/research program and the duration of stay at the host Institution.
4. The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project. In case the scholarship holder intends to leave the host University during the mobility flow, even if for a limited time he/she must ask for permission to the host Institution and to the Coordinating Institution. Authorized absences/leaves procedure:
 - a. Obtain the agreement in writing from the Professor responsible for the mobility at the Faculty/Department
 - b. Present a clear justification for the absence/leave
 - c. Send all information to the host and to the coordinating institutions for prior approval.
5. Participation is mandatory for all classes that the scholarship holders will be enrolled in. Any absence must be duly justified to the professor responsible for the classes and sent to the BULA team with the necessary supporting document (e.g. Medical statement).
6. Scholarship holders are compelled to report ([by e-mail](#)) to the host and coordinating institutions any difficulties experienced during the mobility flow, such as: Language

C. Implementation of Mobility

barriers; Integration with class mates; Communicating with Professors; Difficulty in getting study materials; Health insurance; Accommodation; etc.

7. Students must successfully complete their mobility period at the host institution according to the following:
8. The scholarship holder has the obligation to provide, within 30 days after the end of the mobility period, the evaluation form that will be made available online by the Coordinating Institution.

Full Master: Academic success implies approval in the course units of the first year of the master and also the success in all activities of the second year of the master, dissertation/thesis/internship.

Full PhD: Academic success implies approval in all course units (where applicable) and success in all research and dissertation activities.

PhD Mobility (without degree issued by the host University): students are required to successfully complete their mobility flow.

In case of academic failure, The University of the South Pacific reserves the right to apply the necessary measures that will be clearly identified in the scholarship holder's contract.

Contact US

The coordinating institution for the BULA Project is The University of the South Pacific. A website has been developed and contains all necessary information about the Project's implementation. We strongly encourage students and staff to consult the [website](#) for all necessary information.

We have also developed a [Facebook Page](#); and encourage students to visit the page for updates.

Address:

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Projection Coordinators:

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Ms. Ella Bennion, Project Officer – ella.bennion@usp.ac.fj
Mr. Alfred Anthony, Project Officer – Alfred.anthony@usp.ac.fj

WE WISH YOU ALL THE BEST IN YOUR APPLICATION!