CRUZ DEL SUR

APPLICANT GUIDE

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GUIDE FOR APPLICANTS

Dear applicant,

If you intend to apply for an offer under CRUZ DEL SUR Erasmus Mundus Programme, please read these instructions carefully. Your selection may depend on this.

I. WHO CAN APPLY

In order to participate in this programme, you must:

• Be national of one of these countries: Honduras, El Salvador, Guatemala, Nicaragua, Argentina, Brazil, Mexico, Panama, Uruguay, Italy, Latvia, Poland, Portugal and Spain.
• Have not resided or carried out your main activity (work, study, etc.) for more than a total of 12 months over the last 5 years in one of the European countries, (only for Latin American applicants)
• Must have not benefited in the past from an Erasmus Mundus scholarships for the same type of mobility.

If you do not fulfil any of these 3 conditions you are not eligible (not allowed) to participate in this programme.

II. GROUPS OF MOBILITY

The mobility is organized in three groups:

Identify yourself as Group 1, Group 2 or Group 3 according to the following descriptions and before starting with your application.

TARGET GROUP 1

Nationals of the Latin American countries concerned by the geographical lot (Lot 8, Honduras, El Salvador, Guatemala, Nicaragua, Argentina, Brazil, Mexico, Panama and Uruguay) who are registered in one of the Latin American country higher education institutions that are a member of the partnership (see the Partners Institutions). From **Honduras**: Universidad Pedagógica Nacional Francisco Morazán, Universidad Tecnológica de Honduras. From **El Salvador**: Universidad de El Salvador, Universidad Luterana Salvadoreña. From **Guatemala**: Universidad San Carlos. From **Nicaragua**: Universidad Nacional Autónoma de Nicaragua, Managua; Universidad Nacional Autónoma de Nicaragua, León; Bluefields Indian and Caribbean University. From **Argentina**: Universidad Nacional de Santiago del Estero. From **Brazil**: Universidade Federal de Pernambuco. From Mexico : El Colegio de Michoacán, A.C. From Panama: Universidad Tecnológica de Panamá. From Uruguay: Universidad de La República.

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Or European students need to be registered at one of the European countries higher education institutions within the partnership at the time of submitting their application to the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution. **Italy**: Università degli Studi di Udine, **Latvia**: Rigas Tehniska Universitate, **Poland**: Politechnika Lubelska, **Portugal**: Instituto Politécnico de Leiria and **Spain**: Universidad de Murcia and Universidad de Extremadura.

For Undergraduate, Master, Doctorate, Post-doctorate, Staff.

TARGET GROUP 2

Nationals of the Latin American countries concerned by the geographical lot (Lot 8, Honduras, El Salvador, Guatemala, Nicaragua, Argentina, Brazil, Mexico, Panama and Uruguay), who are registered in a higher education institution of these countries which are not included in the partnership, or who have obtained a university degree or equivalent by an institution of these countries. This includes the possibility of providing mobility opportunities to Latin American country nationals working in public administration, public and private enterprises.

For Master, Doctorate, Post-doctorate.

TARGET GROUP 3

Nationals of Honduras, El Salvador, Guatemala, Nicaragua, Argentina, Brazil, Mexico, Panama and Uruguay who are in particularly vulnerable situations, for social and political reasons. For example:
1) having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or
2) it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or
3) they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons).

For Undergraduate, Master, Doctorate, Post-doctorate.

IMPORTANT: LATIN AMERICAN STUDENTS CAN ONLY APPLY FOR OFFERS IN EUROPEAN PARTNERS UNIVERSITIES AND EUROPEAN STUDENTS ONLY CAN APPLY FOR OFFERS IN LATIN AMERICAN PARTNERS UNIVERSITIES

III. TYPE OF MOBILITY

Identify yourself as exchange student or degree-seeking student according to the following descriptions and before starting with your application.
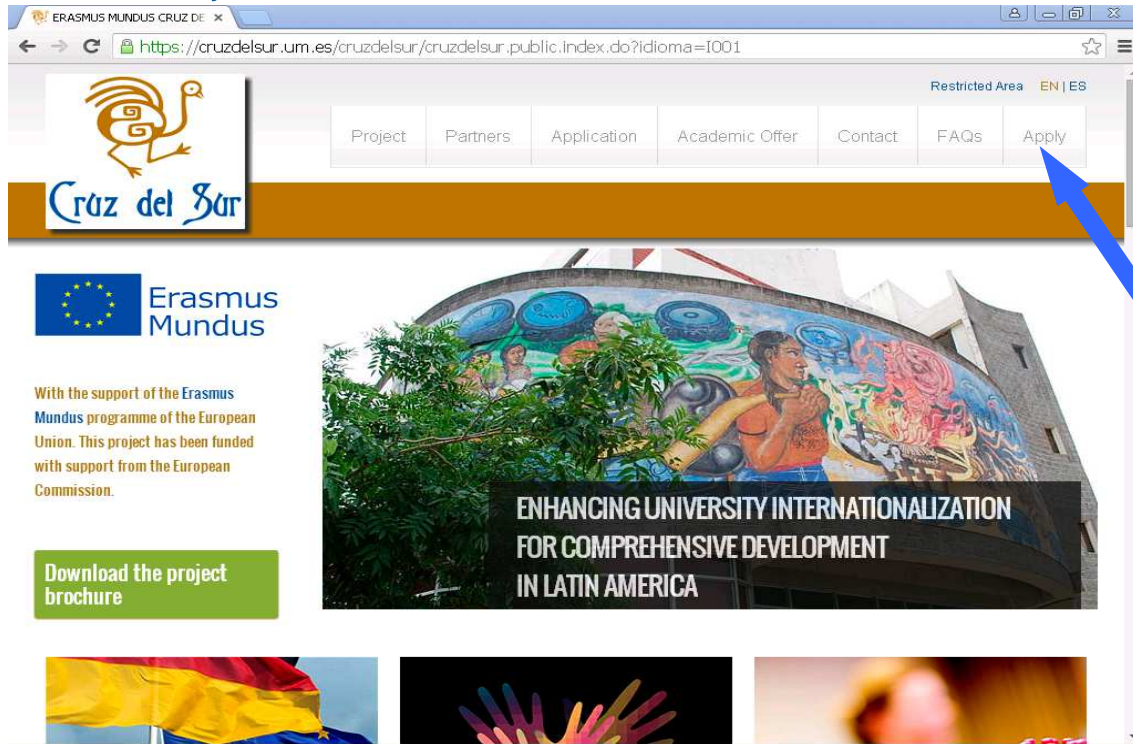
The Cruz del Sur program offers places for both exchange students and for degree seeking students. It is necessary to identify clearly both of them:

- **Exchange students:** a student of Doctorate/Post-doctorate, and Undergraduates doing only certain months of their study period are TARGET GROUP 1 and are indentified as mobility or exchange candidates.

- **Degree seeking students**: a student of Master doing a new and complete period of study abroad are Degree Seeking. If at the moment of applying they are enrolled at their home university, they are TARGET GROUP 1. If at the moment of applying they are not enrolled at their home university, or belong to a university out of the partnership, they belong to TARGET GROUP 2.
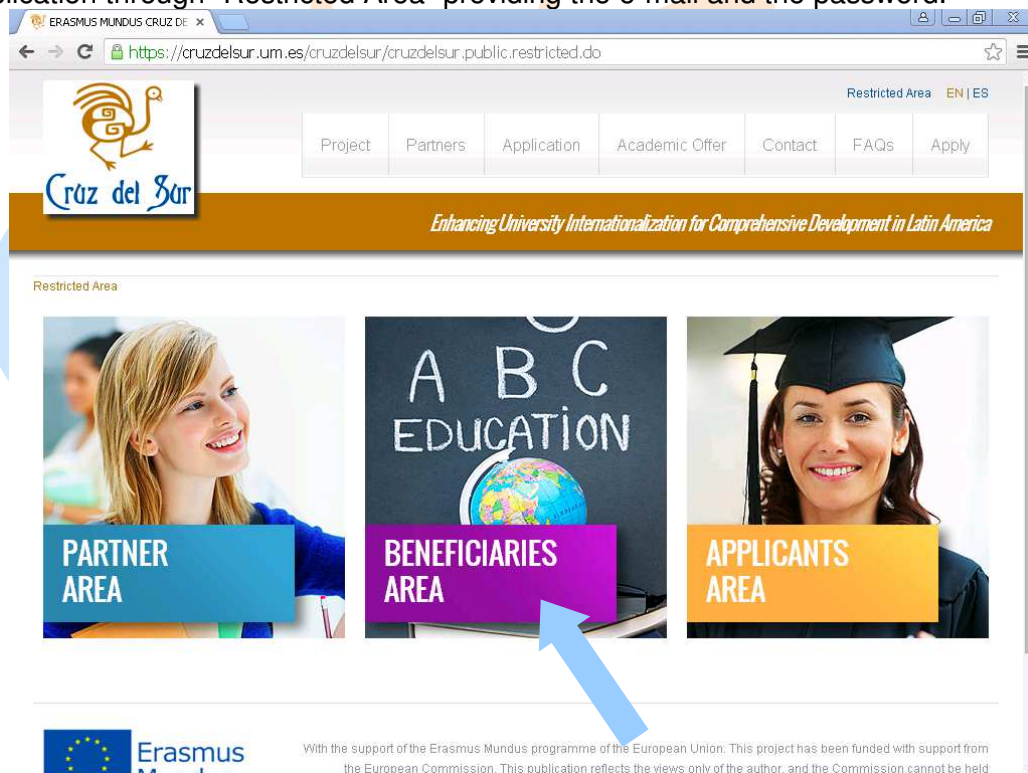
The offer you apply for should correspond to a logical progression in your academic evolution. Certain candidates may be in the process of completing a Bachelor and may want to apply for a Master in a different field of study. This is fine if the motivation letter clearly indicates the reasons and logic of that intention.
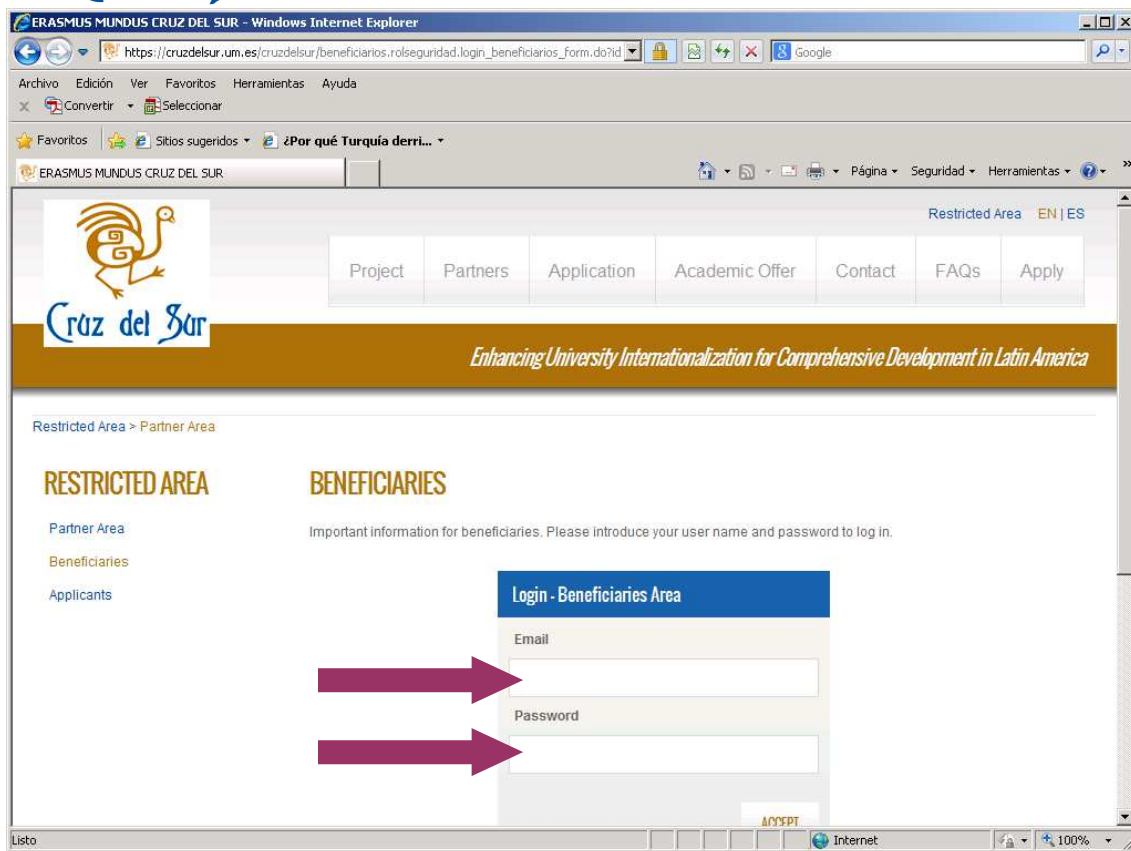
IV. WHEN AND HOW TO APPLY

The second call for applications starts on November 15th 2015 and concludes on March 15th 2016. The application is completed **on-line** through the official website of the program (https://cruzdelsur.um.es/cruzdelsur/). Applicants should complete an on-line application form clicking on "Apply". This option will be available during the whole call for applications process.

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Once the application form is completed, the applicants will be able to access their application through "Restricted Area" providing the e-mail and the password.

V. REQUESTED DOCUMENTS

Applicants, who wish to apply for a scholarship, <u>should necessarily provide</u> electronic copies of the following documents, depending on the type of scholarship applied.

VERY IMPORTANT: HOW TO PREPARE THE DOCUMENTS

Before you upload your documents into the electronic platform, it is compulsory to check that:

1. The documents are written in Spanish or English, depending on the host institution.
2. The scanned copies (passport, transcript of records, letter of support etc.) are clear and in compatible formats (PDF, JPEG etc.)
3. The CV is complete and updated and it includes relevant information about the studies/position applied for. Make sure you use the Europass template (https://europass.cedefop.europa.eu/es/home)
4. The letter of motivation is personal; it explains what makes you in particular worth to be selected and clearly explains why you apply for

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the scholarship. Spend some time on your motivation letter, as it is very important. Show that you understand the programme you are applying for and explain how the programme and the courses that you will be following correspond to your goals. Make sure that you mention any work or volunteer experience, publications or other details relevant to the programme chosen. Besides, try to clearly state what your expectations are and how you can contribute to the programme.

5. The letter of support is personal and directed to you. The person (from your University) who writes it should give his/her reasons why you are a good candidate for the programme, describing your personal or academic achievements.

6. The research plan (Doctorate and Post-doctorate) and the working plan (for Staff) should be clear and detailed.

DOCUMENTS

* Necessary/Compulsory to apply for

* Optional

UNDERGRADUATE

1. Copy of international passport

2. Proof of registration at home university

3. Transcript of records

4. Certificate of language knowledge

5. CV in language of instruction in host country (Europass)

6. Motivation Letter

7. Support Letter from home university

Undergraduate students must have successfully completed at least one year of studies at first higher education level.

MASTER

1. Copy of international passport

2. Proof of registration at home university

3. Scanned copy of Bachelor Diploma certificate

4. Transcript of records

5. CV in language of instruction in host country (Europass)

6. Certificate of language knowledge

7. Letter of Motivation

8. Letter of Support

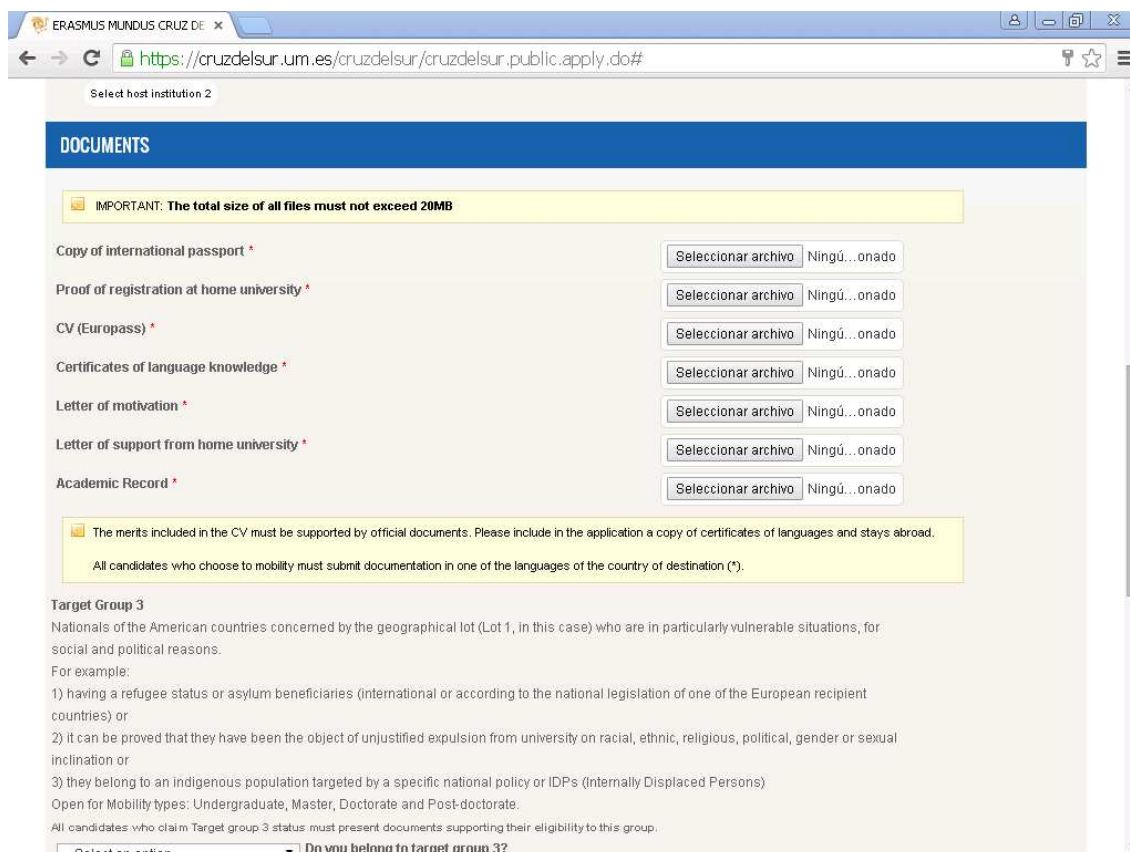
DOCTORATE

1. Copy of international passport

2. Proof of registration at home university

3. Scanned copy of Diploma certificates leading to PhD

4. Research plan

5. CV in language of instruction in host country (Europass)

6. Certificate of language knowledge

7. Letter of Motivation

8. Letter of Support

POST-DOCTORATE

1. Copy of international passport

2. Proof of registration at home university

3. Scanned copy of the PhD certificate

4. Research plan

5. CV in language of instruction in host country (Europass)

6. Certificate of language knowledge

7. Letter of Invitation

8. Letter of Support

STAFF

1. Copy of international passport

2. Proof of registration at home university

3. CV in English (Europass)

 4. Working plan

5. Certificate of language knowledge

6. Letter of Invitation

7. Letter of Support

VI. HOW TO UPLOAD THE DOCUMENTS

To upload the documents to be assessed, applicants should go to "Restricted Area" and enter the "Applicants" section with their e-mail and password. There they will see an area called "documents" where the different documents requested are shown:

Finally, spend enough time to make a good and complete application.

VII.   FURTHER INFORMATION

For general and specific information about the programme you can:
- check the website: https://cruzdelsur.um.es/
- or write an e-mail to: cruzdelsur@um.es

VIII. CRUZ DEL SUR SCHOLARSHIPS

The program CRUZ DEL SUR offers the following scholarships for five different types of mobilities: Undergraduate, Master, Doctoral, Post-Doctoral and Staff.

Undergraduate	Master	Doctoral	Post-doc	Staff
1.000 €/month	**1.000 €/month**	**1.500 €/month**	**1.800 €/month**	**2.500 €/month**

And the duration of each mobility can also be seen in the following table:

TYPE OF INDIVIDUAL MOBILITY	TARGET GROUP I	TARGET GROUP II	TARGET GROUP III
UNDERGRADUATE	6 – 10 months	Not applicable	6 – 10 months
MASTER	1 academic year (11 months max.)	1 academic year (11 months max.)	1 academic year (11 months max.)
DOCTORATE	6 – 12 months	6 – 12 months	6 – 12 months
POST DOCTORATE	6 months	6 months	6 months
STAFF	1 month	Not applicable	Not applicable

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