

APPLICATION GUIDELINE



Call for applicants 2016/17 (Open from 1st June to 30st June 2016)

1. Eligible students

TEMPUS RETHINKe project mobility are open to **post-graduate students** interested in studying a Double Degree Programme (DDP) on Civil Engineering and a course on entrepreneurship integrated in the programme.

This call for applications is aimed at helping students cover their expenses during a three-month training period at the Polytechnic Institute of Leiria during the **2016/2017 academic year**. This period will begin on **19st September 2016** and will finish on **19st December 2016**.

Within this period students will attend the entrepreneurship course as well as specific courses required to receive one of the double degrees created under the RETHINKe project.

Eligibility conditions:

- To be enrolled in their home institution in one of the Masters listed below and included in the Double Degree Agreements signed between the Partner Institution and the Polytechnic Institute of Leiria:
 - Master in Civil Engineering – Building Construction/ Master in Civil Engineering. Polotsk State University (Belarus).
 - Master in Civil Engineering – Building Construction / Master in Civil Engineering - Industrial and Civil Construction. Azerbaijan University of Architecture and Construction (Azerbaijan)
- B1 English level. Students will accredit their language level by means of internationally wholly recognized certificates (Cambridge, TOEFL, IELTS, TELC, etc.), or other official certificates at the student's home country.

2. Selection process

Each partner university must conduct an internal selection process among the interested students. **Only 1 student per institution** can be selected in this Call **with financial support**. The host university has to evaluate the applicants as well to guarantee a transparent selection process requested by Brussels. Partner institutions must supply enough documentary evidence about the openness and transparency of the process to the RETHINKe project coordinator.

Applicants will have to fulfil all the eligibility conditions and go through this selection process which will consist of three phases:

1. Eligibility's verification of the candidate
2. Evaluation of the candidate according to the selection criteria (below)
3. Cross-cutting issues: Additional criteria to comply with EC requirements in order to encourage disadvantage groups

Within this process the partner institution will use the following objective **selection criteria**:

- Academic records (GPA) calculated according to:
<http://www.foreigncredits.com/Resources/GPA-Calculator/>
- Level English language (at least B1). Students will accredit their language level by means of internationally wholly recognized certificates (Cambridge, TOEFL, IELTS, TELC, etc.), or other official certificates at the student's home country.

After the analysis of the eligibility and merit of the candidates, cross-cutting issues will be also taken into account, if applicable.

Cross-cutting issues:

- Gender balance
- Economically disadvantage groups (which belong to the families with total annual income of less than 1200Euros per year)
- Physically disabled participants
- Socially disadvantage groups (such as candidates from minority group concentrated areas, and candidates from the lesser developed areas of the lot 5 Third countries)

3. Acceptance/Enrolment Process

Each Partner Institution will send the information about the selected student via e-mail (gmci@ipleiria.pt.) **before 31/07/2016**, including full name, copy of the passport, contact data (e-mail) and documents certifying the student fulfils the requirements to study a Master Degree. Upon the reception of this information, students fulfilling Master requirements will receive an acceptance letter confirming their acceptance so that they can start visa procedures.

Travel tickets will be purchased by the Host HEI. Insurance is to be covered by the student with the sum assigned as costs of stay.

4. Financial Conditions

Each student will receive a grant of 4.500 € (1.500 per month) to help him/her cover his/her costs of stay along the mobility period, according to the TEMPUS Guideline.

Payments will be done according to the instalments and conditions established in a financial agreement signed by IPLeiria and the student.

If the student leaves IPLeiria before the established period or does not carry out the required academic activities in the plan of the study, he/she will have to refund the amount of the grant already paid, both as fees and financial support.

IPLeiria, 1th June 2016

Luisa Gonçalves
IPLeiria TEMPUS RETHINKe Coordinator