Guidelines for Applicants

List of content:
I. About TOSCA project
II. Who is eligible for TOSCA scholarship?
III. How to apply for TOSCA scholarship?
IV. What documents are required to apply?
V. How applicants for TOSCA scholarship will be selected
VI. What are financial conditions of TOSCA scholarship?
VII. When you are selected

I. About TOSCA project
TOSCA is a partnership of European and Central Asian universities selected under Erasmus Mundus Action II, which manages a scholarship programme funded by the European Commission. We offer student and staff scholarships to nationals of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan.

The Erasmus Mundus Action 2 for Central Asia gives priority to exchanges of students and staff studying or teaching or working in one of the fields listed below:

- Agricultural Sciences
- Architecture, Urban and Regional Planning
- Business Studies and Management Sciences
- Education, Teacher Training
- Engineering, Technology
- Geography, Geology
- Law
- Medical Sciences
- Social Science

There will be available 100 scholarships to be awarded for 1-22 months depending on mobility type/academic level:

<table>
<thead>
<tr>
<th>Undergraduates</th>
<th>Masters</th>
<th>Doctorates</th>
<th>Post-doctorates</th>
<th>Staff</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>18</td>
<td>16</td>
<td>12</td>
<td>24</td>
<td>100</td>
</tr>
</tbody>
</table>

For studying in one of 7 European universities:
1. Adam Mickiewicz University, PL
2. University of L’Aquila, IT
3. Alexander Technological Educational Institution of Thessaloniki, GR
4. University of Natural Resources and Applied Life Sciences, AT
5. Justus-Liebig-Universität Gießen, DE
6. University of Borås, SE
7. University of Porto, PT

The mobility of students will start in September 2011.
II. Who is eligible for TOSCA scholarship?

In order to check if you are eligible candidate you have to:

1. identify yourself as proper candidate for one of 3 categories- so called “target groups”
2. identify your mobility type - the level of study of your desired student scholarship (undergraduate, master, doctoral or post-doctorate students) or your status as academic or administrative worker applying for staff scholarship.

1. Target groups

What is target group?

Your target group is the group of students/academic staff having the same characteristics regarding the institution you belong to or have graduated from and/or your personal situation. It is very important for the further processing of your application to provide us with your correct target group on the stage of registration, which is the first step to application.

Which target group I belong to?

The following table will help you to determine your correct target group:

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Target beneficiaries</th>
<th>Types of individual mobility flows available in each target group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TARGET GROUP 1</strong></td>
<td>Students and academic/administrative staff registered in one of the Central Asian universities of the partnership:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. East Kazakhstan State University, KZ</td>
<td>1. undergraduate/bachelor students- 10 months (visiting students)</td>
</tr>
<tr>
<td></td>
<td>2. al-Farabi Kazakh National University, KZ</td>
<td>2. master students -10 months (visiting students)</td>
</tr>
<tr>
<td></td>
<td>3. Innovative University of Eurasia, KZ</td>
<td>3. doctoral students- 10 months (“sandwich PhD”)</td>
</tr>
<tr>
<td></td>
<td>4. E.A.Buketov Karaganda State University, KZ</td>
<td>4. post-doctorate students-10 months (visiting students)</td>
</tr>
<tr>
<td></td>
<td>5. Bukhara State University, UZ</td>
<td>5. academic and administrative staff- 1 month</td>
</tr>
<tr>
<td></td>
<td>6. Samarkand Agricultural University, UZ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Kyrgyz National University, KG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Naryn State University, KG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Tajik Agrarian University named after Shirişho Shotemur, TJ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Khujand State University, TJ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Turkmen Polytechnic Institute, TM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Turkmen State Institute of Economics and Management, TM</td>
<td></td>
</tr>
</tbody>
</table>

| **TARGET GROUP 2** | Nationals of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan, who are: - registered as students in a higher education institution of these countries NOT included in the partnership (other than those listed above), - or having obtained a university degree or equivalent in an institution of these countries and are currently working. This group includes the possibility of getting scholarship to people working in public administration, public and private | 1. Master students, 22-months scholarship for degree seekers (full master with diploma), people who work, got their BA or master degree some time ago and now want to enrol for master course in Europe to get MA diploma there and |
## TARGET GROUP 3

Nationals of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan 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)
4) they belong ethnic minorities and are victims of internal wars, natural disasters or ethnic conflicts

All candidates claiming to be eligible for Group 3 scholarship must have relevant documents, issued by official bodies – for example national or local governmental offices, not governmental bodies (NGOs), national Erasmus Mundus / Tempus structures, EU delegations - justifying their

| 1. | undergraduate/bachelor students- 10 months (visiting students) |
| 2. | master students - 10 months (visiting students) |
| 3. | doctoral students- 10 months (“sandwich PhD”) |
| 4. | post-doctorate students- 10 months (visiting students) |

Candidates will need to justify how this study period abroad will benefit them (and their direct socio-economical environment) and include relevant letters of support in their individual application.

Those who work outside higher education sector must submit a document confirming their work placement.

Those who work outside higher education sector must submit a document confirming their work placement.

Then come back to work at home country

2. Doctoral students – studying their PhD at a Central Asian university not belonging to TOSCA partnership. Candidate’s university and thesis supervisor must agree for “sandwich” doctorate (including 10-months European component, recognised as integral part of doctoral programme) with one of the EU universities belonging to TOSCA

3. Post-doctorate students – staff member of a Central Asian university not belonging to TOSCA, who got doctorate degree/diploma. His/her institution will have to agree the programme of 10-months study with one of the EU universities belonging to TOSCA
2. **Mobility type and level**

There are two types of mobility – connected with student scholarship and with staff scholarship. Students can apply for different levels of study- undergraduate/bachelor, master, doctoral or post-doctoral.

**STUDENTS**

To be eligible, for undergraduate/bachelor, master, doctoral or post-doctoral scholarship a candidate must:

1. be a national of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan
2. have **NOT** resided nor have carried out main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries;
3. must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries (English, Polish, German, Swedish, Greek, Portuguese or Italian)

Together with these three conditions listed above all candidates must identify themselves to one of 3 target groups (see table above) and must meet the conditions of belonging to one of these groups:

3. For target group 1 students (TG 1) - to be registered at one of the CA university within the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution.

4. For target group 2 (TG 2) - to be registered in a university (NOT included in the TOSCA partnership but located in Kazakhstan, Kyrgyzstan, Uzbekistan, Tajikistan or Turkmenistan) or must work after having obtained a university degree or equivalent from an institution of these countries. Candidates will need to justify how this study period abroad will benefit not only them personally but also their direct socio-economical environment. Therefore these candidates will have to include letters of support from their institutions stating how they will transfer knowledge, skills and ideas gained in Europe and how it will change their direct socio-economical environment.

5. For target group 3 (TG 3): students need to be nationals of one of the third countries concerned by the lot and be part of the vulnerable target groups (see table above).

**ACADEMIC AND ADMINISTRATIVE STAFF**

In order to be eligible, academic and administrative staff must:

1. be a national of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan;
2. work in the university belonging to partnership; full time employee, some sending TOSCA CA universities will delegate only staff with minimum 5 years of work experience in the sending university.

This means that staff candidates must identify them only as Target Group 1 (there is no staff positions for TG 2 and TG 3 candidates)

The mobility assignment must be based on partnership agreements between the members of the partnership. 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. Applications without this document, agreed on institutional level, will not be considered.

III. How to apply for TOSCA scholarship?

Application procedure for STUDENTS:
1. Read carefully all the information in this guide and on the website (in TOSCA Candidates’ Space, entrance through http://www.mundus.amu.edu.pl/tosca/application.php) in order to avoid mistakes in the registration and application forms that can make your candidature ineligible and deprive you from the chance to get scholarship.
2. Submit the online registration form. Once your registration has been validated, you will receive a confirmation e-mail with the link to application tool.
3. Submit the online application divided into 2 sections: application form and uploading required documents.
   Application form must be filled in and submitted in one session. To the upload section you can come back again if you do not have all the documents (e.g. you are waiting for the passport) Here are instructions as to uploading of documents:
   - all required documents must be downloaded separately and named by the name of applicant + identification of the document e.g. “sherlock holmes cv”, “sherlock holmes proof of enrolment” or “sherlock holmes MA diploma English translation”,
   - Word documents are forbidden, you must submit scans of original documents (certificates, diplomas, passport etc) or pdf versions of documents prepared by you (e.g. motivation letter),
   - all documents together can not exceed 3 MB, the online application tool will not allow to upload any document that itself or together with those already uploaded exceeds 3 MB,
   - once uploaded document can not be removed, you can only replace one document with the new version of the document of exactly the same name.
4. Print your on-line application form, put the date and your signature.
5. Submit a complete application in paper version – originals by express mail

TG 1 candidates - to your home CA university (in this case submission by handling documents to local coordinator),
TG 2 candidates - to the project coordinator in Poland (only on request from TOSCA team by e-mail containing full postal address, do not send documents without e-mail asking for this!, in some cases applicants may be asked to sent the documents to another TOSCA partner),
TG 3 candidates - to your home university (if it is one of 12 TOSCA CA partner universities) or to the nearest TOSCA partner CA university (if the university in which you are enrolled is not a partner in TOSCA)

The on-line application tool will be available at website (entrance through http://www.mundus.amu.edu.pl/tosca/application.php, go to registration form) from November 2010.
This website contains information about the scholarship programme:
- information about European universities and study programs offered by them
- available scholarships’ conditions (duration, subsistence amounts and coverage of travel and insurance expenses)
- documentation needed to apply for each target group and study level,
- application procedure and selection criteria.

In detail the application procedure is as follows:
After registration of candidates (identification, allocation to target group, study level, eligibility category) they will receive passwords and will access the application form, where they will fill in personal data, select desired host institutions / study programs and upload supporting documents.

Application forms for different study levels (Bachelor / Undergraduate, Master, Doctorate, Post-doc) and different target groups (TG 1, TG 2, TG 3) will differ and will include automatically information given in registration form and require relevant to particular level and target group information to fill in and documents to upload.

Standard documents are: diplomas/degrees and grades obtained, language ability credentials, certified translations in English of relevant degree(s) or academic records, copy of passport, motivation letter.
Specific additional documents applicable to various target groups and types of mobility are announced to candidates in section V of this document and in Selection Criteria.
Check if any additional document is needed at particular EU partner, such information may be published in their institutional information sheets at the website: Information about European universities and study programs offered by them

After completing on-line application the documents uploaded by TG 1 and TG 3 candidates will be submitted in original to CA partners – for checking their authenticity followed by verification of merits. The validation of Action 2 candidates will be done by the project coordinator in Poland.

The on-line selection tool will be totally open to all student candidates for undergraduate, master, doctoral and post-doc scholarships, whereas the academic and administrative STAFF will be selected only on the basis of bilateral agreements between CA and EU partners within the partnership. Academic staff will be selected by assessing their formal eligibility, language ability and potential impact on home university on return (POST MUNDUS TOK phase) - on the side of CA partners and by way of judging how proposed candidates match to respective hosting universities/ their units’ profiles, training possibilities and teaching needs - on the side of EU partners. Administrative staff subject to training during one-month joint course will be selected in a way providing maximum of benefits for home university after their return in terms of internationalisation and operational capacity within EM and other EU programmes.

**IV. What documents are required to apply?**

Your online application form should be completed by uploading the documentary proof. Originals of these documents must be then send to TOSCA partnership accordingly to instruction above. This table shows which documents are needed in case of every mobility level:

<table>
<thead>
<tr>
<th>Mobility type</th>
<th>Purpose and duration of mobility</th>
<th>Required specific diploma/document</th>
<th>Required general documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLINE APPLICATION + SUBMISSION OF PAPER DOCUMENTS BY CANDIDATES</td>
<td></td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>credit transfer student/ visiting students -10 months</td>
<td>Proof of enrolment at undergraduate studies (minimum one year finished) in CA university</td>
<td>Application form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Copy of passport</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transcript of records issued by your university in English (marks obtained in your last academic year/s studies)</td>
</tr>
<tr>
<td>Master</td>
<td>degree seeking student – 22</td>
<td>Bachelor diploma/ first higher education degree</td>
<td>Application form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Certified copy of Bachelor diploma/ first</td>
</tr>
<tr>
<td>Months (TG 2)</td>
<td>Diploma</td>
<td>Higher Education Degree Diploma in English</td>
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<td>--------------</td>
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<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>- Copy of passport</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>- Post-mobility project</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visiting Students - 10 months</th>
<th>Proof of enrolment at master studies in CA university</th>
<th>- Application form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Certified copy of Bachelor diploma/ first higher education degree diploma in English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Transcript of records issued by your university in English (marks obtained in your last academic year/s master studies)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Copy of passport</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PhD Research, training and attending courses - 10 months</th>
<th>Master diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Master diploma</td>
<td>- Application form</td>
</tr>
<tr>
<td>2. Proof of enrolment at doctoral studies in CA university- an official letter in English certifying your enrolment and attesting that your studies abroad will be recognized as part of your doctoral education.</td>
<td>- Copy of passport</td>
</tr>
<tr>
<td></td>
<td>- CV with list of publications/scientific achievements</td>
</tr>
<tr>
<td></td>
<td>- Mobility and post-mobility scientific project signed by your thesis home and host supervisors, outlining your research project and the objectives you wish to obtain during your scholarship period and the its impact on you home university on your return</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-doc Research, training and attending highly specialised courses - 10 months</th>
<th>PhD diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PhD diploma</td>
<td>- Application form</td>
</tr>
<tr>
<td>2. Letter of support from your university to carry out post-doctoral programme at the particular EU university.</td>
<td>- Copy of passport</td>
</tr>
<tr>
<td></td>
<td>- CV with list of publications/scientific achievements</td>
</tr>
<tr>
<td></td>
<td>- Mobility and post-mobility scientific project signed by the head of home and host university unit (faculty, department, research group) outlining your research project and the objectives you wish to obtain during your scholarship period and the its impact on you home university on your return</td>
</tr>
</tbody>
</table>

**SUBMISSION OF ELECTRONIC AND PAPER DOCUMENTS BY CONTACT PERSONS/ LOCAL COORDINATORS AT UNIVERSITIES OF TOSCA CONSORTIUM**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Agreed by home, host university and the individual programme of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed by them – 1 month</th>
<th>- Application form, including motivation statement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Copy of passport</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- CV</td>
</tr>
</tbody>
</table>
3. Joint Candidate-Sending Institution Plan of Transfer of Knowledge

Here are further details concerning documentation:


- copy of passport - the page with picture only

- Mobility and post-mobility project form – presenting your research project and the goals you hope to achieve during your scholarship period including:
  1. Identification of hosting EU university:
     name of university, faculty/department and contact details of professor from host university (who has agreed preliminarily to supervise PhD) or head of the department/scientific group (who agreed preliminarily to accept candidate for post-doctoral studies)
  2. Identification of home CA university:
     name of university, faculty/department and contact details of professor from home university, who is currently supervising PhD or post-doctoral studies
  3. description in which manner the mobility will be useful for your thesis and your research
  4. description how will you share your knowledge, skills, methods, ideas, solutions gained during your mobility in Europe with your home university / its scientific community after return
  5. Signatures of persons stated in p. 1 and 2

The forms are available at [http://mundus.amu.edu.pl/tosca/application/selection_criteria](http://mundus.amu.edu.pl/tosca/application/selection_criteria)

- Please note that diplomas issued in your local languages have to be translated into English. In this case the certificates in the original language have to be accompanied by an officially certified/attested translations (for Bachelor, Master and Doctorate diplomas).

- Any incomplete files or those files received after the closing date will be rejected.

V. How applicants for TOSCA scholarship will be selected?

The selection of the applicants to the EU universities will be made by their staff; first on the basis of submitted by candidates on-line documents, then, on request from interested EU host university, the candidates will send them original paper documents. The EU partners if necessary will get support from CA partners for judging the formal eligibility of all candidates and reliability and quality of their credentials. In addition to screening written records within application and consulting them with CA partners also personal interviews with candidates may be carried out by EU partners.

The final selection list will be first approved by the head of the TOSCA Selection Committee and then send to European Agency (EACEA). Admissions will be carried out according to the local rules at hosting EU HEIs. Final decision will be announced at project website with a reserve list.
Criteria for selection of students

1. Applicants for undergraduate studies in Europe - 10 month at relevant bachelor programe in one of 7 European Universities. This period will be recognized by your home university as part of undergraduate study programme that you are currently doing in your university.

Eligibility criteria
Only applications that fulfill the eligibility criteria set out by European Commission will be considered for a grant:
- nationality of one of CA countries - Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan,
- no main activity (studies, work, etc) performed for more than a total of 12 months over the last five years in one of the European countries

Formal criteria:
Only applications that fulfill the formal criteria set out by TOSCA partnership will be considered for a grant:

1. Submission of duly filled in registration (on-line) and application form (on-line and paper version)
2. Submission of true and accurate documents:
   o proof of enrolment at undergraduate studies (minimum one year finished) in CA university, as a base for one academic year (10 months) European component of studies, to be recognised as part of his/her undergraduate studies on return on the basis of learning agreement signed prior to arrival and realized accordingly to the end of the mobility period
   o transcript of records issued by your university, document in English (marks obtained in your last academic year/s studies)
   o copy of passport valid until the end of the mobility (September 2012)*
   o language certificate **
   o other specific documents, in case they are required in a European university chosen by a candidate ***

* candidates who do not have valid passport can register and apply on-line with the ID or passport with not enough long validity. They may save the upload section to come back to it later in order to upload the scan of passport as soon as they get it. In case they do not submit their application with scan of valid passport till 31 of January 2011, their applications will not be considered.

** worldwide recognised certificate – like TOEFL, IELTS, Cambridge/Oxford certificate or quasi-TOEFL, issued by organisations in Central Asia (see language requirements at each of 7 EU universities belonging to TOSCA- in their institutional information sheets at the website Information about European universities and study programs offered by them)

*** see requirements at each of 7 EU universities belonging to TOSCA- in their institutional information sheets at the website Information about European universities and study programs offered by them

Scientific criteria:
1. Quality of records/marks obtained up to now
2. Match between home and host study programme
3. Language competence to be checked according to certificates and empirically
4. Motivation statement

Other criteria:
1. For target group 3 (TG 3) candidates – vulnerable social/political situation, justified by relevant document (major, important criterion)
2. For TG 1 group candidates – difficult economical situation, disability, justified by relevant document (minor criterion, less important in selection but considered in comparing candidates of similar scientific achievements)

2. Applicants for master studies in Europe – max 2-years master programme in one of 7 European Universities after which:
   - you will get master degree/diploma after 2 years full master programme = second cycle Masters i.e. based on previously completed bachelor/undergraduate studies (in case of degree seekers, who have at least BA degree, only TG 2 candidates are eligible) or
   - you will come back to home university after 10-months study in Europe to continue your local master studies, having recognized period abroad as an integral part of study programme that you are currently doing in your university (option for visiting students, only candidates of TG 1 and TG 3 may apply for this).

Eligibility criteria
Only applications that fulfil the eligibility criteria set out will be considered for a grant:
- nationality of one of CA countries - Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan,
- no main activity (studies, work, etc) performed for more than a total of 12 months over the last five years in one of the European countries

Formal criteria:
1. Submission of duly filled in registration (on-line) and application form (on-line and paper version)
2. Submission of true and accurate documents:
   - Motivation letter referring to selected study programme/s
   - Bachelor diploma/ first higher education degree diploma (obligatory only for degree seeking candidates)
   - Certified copy of Bachelor diploma/ first higher education degree diploma in English (obligatory only for degree seeking candidates)
   - Proof of enrolment at Master course at your university (obligatory only for candidates for “visiting students”)  
   - Transcript of records issued by your university in English showing marks obtained in your current/last academic year/s studies (obligatory only for candidates for “visiting students”)
   - Copy of passport valid until the end of the mobility (September 2012 for 10 month visiting students, September 2013 for degree seeking students) *
   - Post-mobility project (obligatory only for degree seekers, use template form available at http://mundus.amu.edu.pl/tosca/application/selection_criteria )
   - other specific documents, in case they are required in a European university chosen by a candidate ***
*candidates who do not have valid passport can register and apply on-line with the ID or passport with not enough long validity. They may save the upload section to come back to it later in order to upload the scan of passport as soon as they get it. In case they do not submit their application with scan of valid passport till 31 of January 2011, their applications will not be considered.

** worldwide recognised certificate – like TOEFL, IELTS, Cambridge/Oxford certificate or quasi-TOEFL, issued by organisations in Central Asia (see language requirements at each of 7 EU universities belonging to TOSCA- in their institutional information sheets at the website Information about European universities and study programs offered by them)

*** see requirements at each of 7 EU universities belonging to TOSCA- in their institutional information sheets at the website Information about European universities and study programs offered by them

Scientific criteria:
1. Quality of records/marks obtained at undergraduate studies
2. Language competence to be checked according to certificates and empirically
3. Motivation statement
4. Quality and feasibility of post-mobility project

Other criteria:
1. For target group 3 (TG 3) candidates – vulnerable social/political situation, justified by relevant document (major, important criterion)
2. For other groups’ (TG 1, TG 2) candidates – difficult economical situation, disability, justified by relevant document (minor criterion, less important in selection but considered in comparing candidates of similar scientific achievements)

3. Applicants for PhD studies in Europe - 10 month at relevant PhD programme in one of 7 European Universities. During this period your PhD that you are currently doing in your country will be jointly supervised by your and European university – you will carry out a scientific project that will contribute to your PhD thesis.

Eligibility criteria
Only applications that fulfil the eligibility criteria set out will be considered for a grant:
- nationality of one of CA countries - Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan,
- no main activity (studies, work, etc) performed for more than a total of 12 months over the last five years in one of the European countries

Formal criteria:
1. Submission of duly filled in registration (on-line) and application form (on-line and paper version)
2. Submission of true and accurate documents:
   o master diploma
   o proof of enrolment at doctoral studies in CA university- an official support letter in English certifying your enrolment and attesting that your studies abroad will be recognized as part of your doctoral education
   o copy of passport valid until the end of the mobility*
   o CV with list of publications/scientific achievements
   o language certificate**
   o mobility and post-mobility scientific project (template form available at http://mundus.amu.edu.pl/tosca/application/selection_criteria)
Scientific criteria:
1. Quality of mobility and post-mobility scientific project to be assessed against the CV and the support letter from the university
2. Language competence to be checked according to certificates and empirically

Other criteria:
1. For target group 3 (TG 3) candidates – vulnerable social/political situation, justified by relevant document (major, important criterion)
2. For other groups’ (TG 1, TG 2) candidates – difficult economical situation, disability, justified by relevant document (minor criterion, less important in selection but considered in comparing candidates of similar scientific achievements)

4. Applicants for post-doctoral studies in Europe - 10 month at relevant to your academic background post-doctoral programe in one of 7 European Universities. During this period you will carry out research and/or specialized training.

Formal criteria:
1. Submission of duly filled in registration (on-line) and application form (on-line and paper version)
2. Submission of true and accurate documents:
   o PhD diploma
   o certified copy of PhD diploma in English
   o letter of support from your university to carry out post-doctoral programme at the particular EU university
   o copy of passport valid until the end of the mobility*
   o CV with list of publications/scientific achievements
   o language certificate**
   o mobility and post-mobility scientific project (template form available at [http://mundus.amu.edu.pl/tosca/application/selection_criteria](http://mundus.amu.edu.pl/tosca/application/selection_criteria))

*candidates who do not have valid passport can register and apply on-line with the ID or passport with not enough long validity. They may save the upload section to come back to it later in order to upload the scan of passport as soon as they get it. In case they do not submit their application with scan of valid passport till 31 of January 2011, their applications will not be considered

** wordwide recognised certificate – like TOEFL, IELTS, Cambridge/Oxford certificate or quasi-TOEFL, issued by organisations in Central Asia (see language requirements at each of 7 EU universities belonging to TOSCA- in their institutional information sheets at the website [Information about European universities and study programs offered by them](http://mundus.amu.edu.pl/tosca/application/selection_criteria))
1. For target group 3 (TG 3) candidates – vulnerable social/political situation, justified by relevant document (major, important criterion)
2. For other groups’ (TG 1, TG 2) candidates – difficult economical situation, disability, justified by relevant document (minor criterion, less important in selection but considered in comparing candidates of similar scientific achievements)

Criteria for selection of staff

The pre-selection of candidates and decision to support particular staff candidatures will be taken by CA home universities. Local CA coordinators will contact pre-selected staff about preparation of required documents and together with them will agree their mobility with EU universities, taking in consideration.

Eligibility criteria

Only applications that fulfil the eligibility criteria set out will be considered for a grant:
- nationality of one of CA countries - Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan or Uzbekistan,
- no main activity (studies, work, etc) performed for more than a total of 12 months over the last five years in one of the European countries
- being staff member of one of 12 universities in the TOSCA partnership.

Award criteria:
The basic selection criterion is that staff mobility have to serve to strengthen and expand the connections between departments, faculties and units of both sides and smooth the way for future co-operation projects.

Candidates for academic staff mobility have to submit:
1. “Joint Candidate-Sending Institution-Hosting Institution Agreement of Teaching/Learning/Research Programme”), including an agreed plan of your teaching/learning/research programme during your mobility,
2. “Joint Candidate-Sending Institution Plan of Transfer of Knowledge”, stating agreed obligatory activities to be carried out during POST-MUNDUS Transfer of Knowledge stage, e.i. activities of sharing your knowledge, skills, methods, ideas solutions gained during your mobility in Europe with your home university to be carried out after return.

During the selection procedure, priority will be given to academic staff scholarships which:
- form an integral part of the syllabus at the host establishment.
- will result in the creation of a joint diploma or the joint international supervision of a thesis or a project.
- will be used to strengthen links between departments and faculties and prepare for future projects of cooperation, joint diplomas and joint international supervision of theses between the home and host universities.

Candidates for administrative staff mobility have to submit:
1. “Joint Candidate-Sending Institution-Hosting Institution Agreement of Training/Study Visit/Practical Placement Programme”), agreeing your participation in a course for administrative staff,
2. “Joint Candidate-Sending Institution Plan of Transfer of Knowledge”, stating agreed obligatory activities to be carried out during POST-MUNDUS Transfer of Knowledge stage, e.i. activities of sharing your knowledge, skills, methods, ideas solutions gained during your mobility in Europe with your home university to be carried out after return.
VI. What are financial conditions of TOSCA scholarship?

The project covers the travel costs, the insurance and the tuition fees of the selected beneficiaries. Moreover, it provides subsistence allowances according to the table below, which will be paid directly to selected students’ accounts:

<table>
<thead>
<tr>
<th>Mobility type</th>
<th>Level of study</th>
<th>Target</th>
<th>Amount for subsistence per month</th>
<th>Duration</th>
<th>Start of mobility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Undergraduate</td>
<td>Group 1</td>
<td>1 000 EUR</td>
<td>10 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master</td>
<td></td>
<td>All target groups</td>
<td>1 000 EUR</td>
<td>Max. 22</td>
<td>September 2011</td>
</tr>
<tr>
<td>Doctorate</td>
<td></td>
<td>All target groups</td>
<td>1 500 EUR</td>
<td>10 months</td>
<td></td>
</tr>
<tr>
<td>Post-doctorate</td>
<td></td>
<td>All target groups</td>
<td>1 800 EUR</td>
<td>10 months</td>
<td></td>
</tr>
<tr>
<td>Staff (academic / administrative)</td>
<td>-</td>
<td>Only target group 1</td>
<td>2 500 EUR</td>
<td>1 month</td>
<td>Any time agreed by universities in 2011 year</td>
</tr>
</tbody>
</table>

VII. When you are selected

A) You will be informed about the results of selection by the end of March 2011 at latest.

Selected candidates will receive acceptance letters:
1. acceptance letter with learning agreement signed trilaterally by relevant staff at the home, host university and selected undergraduate student / master visiting student,
2. acceptance letter mentioning enrolment at full master course from the host university,
3. acceptance letter from the host university with information concerning joint supervision of PhD thesis during the mobility (sandwich doctorate agreement),
4. acceptance letter, signed by the head of the host University unit stating the subject of a specific research project to be undertaken by applicant, corresponding to the theme of research practiced by the post-doctoral applicant so far,
5. acceptance letter for staff assignment signed by relevant project staff at host university.
You will sign appropriate to you status/study level agreements:

1. Learning Agreement (LA) – for BA students and MA visiting students (10 months study)
The LA is the study contract between the sending university, the receiving university and the student. The three parties agree on the content of the study period and on the learning outcomes. The LA indicates the courses/modules which the applicant will follow at the host university. These courses/modules are considered as equivalent of those he/she would follow in his/her own university – if there was no mobility foreseen. And everyone agrees on the equivalence. So: no discussion after the mobility period, the credits and the marks (records) are accepted by the home university. The LA is a guarantee for the student: he/she will not “loose” an academic year because the study abroad is not recognised “at home”.

2. Agreements for staff

   Academic staff: “Joint Candidate-Hosting Institution Agreement for Teaching/Learning/Research Programme” and “Joint Candidate-Sending Institution Plan of Transfer of Knowledge”

   Administration staff:
   “Joint Candidate-Sending Institution-Hosting Institution Agreement of Training/Study Visit/Practical Placement Programme and “Joint Candidate-Sending Institution Plan of Transfer of Knowledge”

B) After getting invitation letter you will apply for visa. When visa is issued your return plane ticket will be bought.

C) On arrival to host university all students will:
   - fill in arrival forms
   - sign individual agreements stating in details their academic and formal obligations, conditions of withdrawal of scholarship etc.