General information on the project - FREQUENTLY ASKED QUESTIONS (FAQ)

- **What is the ECCAM?**

  ECCAM is a mobility project that aims at academic cooperation between three higher education institutions in the Caribbean and Pacific regions. It is financed by the intra-ACP Academic Mobility Scheme of the European Commission.
  ECCAM is designed to increase the availability of trained and qualified high-level professionals in the Caribbean and Pacific countries. ECCAM will promote mobility of students at Master and Doctorate levels along with mobility of staff (academic and administrative).

- **Which is my home institution?**

  If you are a student, the home institution is the one where you are currently registered as a student or have obtained your diploma, which endows your eligibility to apply to the ECCAM Project.

  If you are a teacher or a staff member, the home institution is the one where you work (full-time) or where you have any kind of contract, which endows your eligibility to apply for the ECCAM Project.

- **Which is my host institution?**

  The host institution is the partner university where the applicant wants to continue or develop his/her study/work programme within the ECCAM Project.

- **What Target Group do I fall under?**

Target Group 1:

1. Master exchange (1 month)

   - Aimed at those fully enrolled/registered in master level studies at partner Universities.
   - Offered for one or two semesters.

2. Master full (24 months)

   - Aimed at those who have completed Bachelor degree in a partner university (no postgraduate diploma is required).
   - The duration of the mobility is 2 academic years.

3. Doctorate Exchange (12 months)

   - Aimed at those who have completed Master degree in a partner university.
   - The duration is 12 months.

4. Staff (1 month)

   - Aimed at academic staff (teachers, lecturers and researchers) and administrative staff (office workers, librarians, IT experts, members/employees of administrative units, etc.) from partner universities
   - Offered for up to 6 months.

Target Group 2:

1) Master full (24 months)

- Aimed at those who have completed Bachelor degree in a higher education institution in Caribbean and Pacific countries[1] (no postgraduate diploma is required).
- The duration of the mobility is 2 academic years.

Eligibility

- **Who can apply?**

In order to be eligible to apply for the scholarship, potential applicants must fulfil the following general criteria:

1. Be nationals of one of the Caribbean or Pacific countries.

   Eligible countries:

Caribbean	Antigua & Barbuda, The Bahamas, Barbados, Belize, Commonwealth of Dominica, 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

2. Belong to one of the two eligible Target Groups (TG)

TG 1	Students enrolled/registered in or having obtained a degree from in one of the ECCAM Partner Universities at the time of the application; Staff (academic or administrative), working or being associated with one of the Partner Universities at the time of the application
TG 2	Students, who are nationals of eligible Caribbean or Pacific Countries that have obtained a Degree from a non-partner University of the Caribbean or Pacific Countries.

   There is no restriction of age, gender, religion, social group membership or financial resources.

- **Can the ECCAM scholarship holders receive other scholarships from other European programmes?**

  No, there cannot be double European financing. Being so, the ECCAM scholarship holders who are already benefiting from a European Union scholarship, cannot receive any other kind of European financing.

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[1] Please check the list of countries published on Lot 2 – Caribbean and Pacific:
http://eacea.ec.europa.eu/intra_acp_mobility/funding/students_scholarship_en.php

If the scholarship holder is benefiting from an additional support granted by another kind of financing (for example, a scholarship from a national entity of his/her home country and not European), he/she can benefit from both scholarships.

- **Is it allowed to award a scholarship to study at home institution?**

  No. Within the ECCAM Project, it is not eligible for the students and staff to study at the Home institute

- **Are the academic and administrative mobility flows from Europe to ACP countries eligible?**

  No, the mobility flows are only eligible between the three Partner Institutions (UPNG, UG and FNU) or from a non-partner institution in the eligible Caribbean and the Pacific countries towards one of the Partner institutions.

- **I am a student from an eligible country in the Caribbean and the Pacific but I do not belong to any institution of the Partnership. Can I still apply?**

  Yes. If your home institution is in one of the eligible countries **in the Caribbean and the Pacific** and does not belong to the ECCAM Partnership, you may be eligible.

  All interested applicants must read the "Guide for applicants"[2] and follow all the necessary steps to formalize the online application.

- **I am academic/administrative staff from an eligible country in the Caribbean and the Pacific but I do not belong to any institution of the Partnership. Can I still apply?**

  Unfortunately, academic or administrative staff not working in an institution of the ECCAM Partnership is **not eligible** to apply.

- **Do I need to speak the teaching language of the host institution?**

  The Programme guidelines determine that the applicants must have enough knowledge of the teaching language of the institutions they want to apply to. Being so, that means that if the teaching language is English, regardless of the country offering the study programme, it is enough that the applicant has adequate knowledge of English in order to be eligible.

  There may be other situations in which the offered courses or activities by the host institutions demand the knowledge of another language. Consequently, the applicant must follow that condition and include, when required, the document that proves the demanded linguistic knowledge under penalty of considering the application not eligible.

  As a result, it is extremely important that the applicant checks attentively all the available information about the institution to which he/she intends to apply to, as well as the specific requirements, namely in what concerns the linguistic knowledge. The applicant can easily access that information through the consultation of the academic offer available at the Partnership website and, more importantly, through the direct contact (preferential) with the contact person of the host institution to which he/she intends to apply to.

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[2] "Guidelines for applicants" document available in the ECCAm website: http://www.eccam.fnu.ac.fj/

The applicant shall never submit an application for a study/work programme if he/she does not have enough knowledge of the teaching/work language of the programme he/she intends to undertake.

- **Which are the eligibility criteria?**

  - Be nationals of one of the Caribbean or Pacific countries;
  - Respect the specific criteria applicable to each type of mobility;
  - In the case of master students, having completed a bachelor's degree or being enrolled/registered in a higher education institution in one of the countries from the Caribbean and the Pacific;
  - In the case of PhD students, having completed a Master's degree or being enrolled in a PhD in one of the countries from the Caribbean and the Pacific (partner or non-partner institutions of the ECCAM Partnership);
  - In the case of academic and administrative staff, working full time in a partner institution. It should be noted that, in addition to these criteria, there may be other internally criteria defined by each partner. Therefore, it is strongly recommended that applicants previously articulate their application with the contact person of their institution to learn about the specific eligibility criteria established by their home institution (when applicable) or the host institution they wish to submit their application.

Application

- **Is there a minimum or maximum age in order to apply to the ECCAM Project?**

  The guidelines defined by the European Commission responsible for the implementation of the intra-ACP Academic Mobility Scheme Partnership do not establish any minimum or maximum age as an eligibility criteria. Any person, regardless his/her age, can submit his/her application.

  It is important to note that all eligibility criteria mentioned in the available information at the Partnership's website and in the produced dissemination material (leaflets, posters and guidelines for applicants) are the minimum established by the partnership's coordination. This means that every home institution can define more restrictive criteria, which will be applicable only to their applicants. Being so, it is crucial that the applicant does an attentive reading of the guidelines for applicants and other informative material made available by the coordination and, at the same time, to do a direct contact with the contact people at the home and host institutions, who are responsible for the ECCAM Project management.

- **Which application form shall I fill in?**

  You must fill in the online application form.

  However, if it is impossible to submit the application online, the Word version of the application form can be downloaded from www.eccam.fnu.ac.fj . In this case, the applicant should fill out the application and send it together with **all supporting documents** to the **Coordinator ONLY** at eccam@fnu.ac.fj **before the deadline**.

For security reasons, the applicant's session may expire if you spend some time without making any kind of action. Therefore, we advise you to frequently save the application form you are filling in.

Any mistake during this procedure is of the applicant's entire responsibility and will result in his/her immediate exclusion of the application process.

We advise you to contact with the home and host institutions (when applicable) in order to confirm which are the compulsory documents and information. The non-inclusion of a required document or information will result in the invalidation of the application.

- **Do I have to necessarily choose two different institutions? After concluding the selection process, can I choose another host institution?**

    No, it is not mandatory to choose two different institutions. However, in order to considerably enhance the chances of being selected, the coordination advises all applicants to include more than one host institution.

    After concluding the selection process, applicants cannot choose another host institution.

- **Can I choose several courses in the same host institution?**

    No. Applicants can select up to 2 host institutions, but they can only choose one course per host institution.

- **Does it need to exist a cooperation agreement between my home and host institutions in order for me to apply?**

    No, it is not necessary to exist a previous bilateral cooperation agreement between the home and host institutions.

- **I exclusively want to apply to universities with the same teaching language. Can I attach the required documents exclusively in that language?**

    Applicants must **always** submit the documents in English language, as the members of the Selection Committee have different nationalities. However, if the applicant only wants to apply to universities with the same teaching language, he/she can submit his/her application, as well as the documents, in that same language.

- **If my home institution does not issue official documents in English, can I attach them in another language?**

    Yes, if the applicant wants to apply to more than one university, he/she can also submit the documents in that language, always accompanied by a certified translation by the contact person of a Partnership's partner institution or an authorized entity.

- **When filling in the application form, shall I define straight away the subjects/courses I intend to attend?**

    - In case of full master mobility flows, when filling in the application form, applicants must immediately define, in a precise way, the course they intend to undertake. It is important to

take into consideration the demanded requirements by the host institution for a certain course, namely academic records, prior instruction, course objectives, teaching language and all criteria that can determine the success, or not, of the application. Applicants who reveal to have a prior knowledge of the course (possible through available documents and information) have more chances of submitting a successful application.

In the case of doctorate mobility flows, further to the prior training, the applicant must take into consideration the course in which he/she is enrolled in, since he/she must be sure that his/her home institution will academically recognize the studies undertook abroad, the academic offer of the host institutions and how they adequate to the research that the applicant is developing. Being so, in order to get a successful application, we strongly advise a previous contact with the Host Institution, particularly with a teacher who is working in the same study area and can receive the applicant in case he/she is selected.

In the case of academic and administrative staff, the applicant needs to define straight away his/her objectives, mentioning the kind of work he/she wants to develop taking into account Partnership's main goals:

- Active participation in teaching/daily life office activities;
- Research activities that may involve joint research projects;
- Implementation of new cooperation activities such as bilateral agreements for mobility implementation, joint co-supervision agreements, joint supervision of master/PhD thesis (…);
- Participation in seminars, workshops on relevant topics for the cooperation of both universities;
- Development of joint curricula (e.g. creation of double or joint degrees);
- Expansion/creation of local and regional management and organizational structures, namely IOs, research groups, etc.;
- Create synergies among the higher education systems of the countries from the Caribbean and Pacific regions use of a credit transfer system and Diploma Supplement, among others.

- **By filling in the application form, shall I define straight away the work/research programme which I intend to develop?**

  Yes. It is very important to define it since the moment of application, as it demonstrates that you have carefully thought about the kind of work you want to carry out and how this work/research can determine your personal evolution. It also contributes to the institutional relations (home and host institutions) and also to the impact of the project in the involved ACP countries.

- **Do I need a support letter from my home/host institution in order to submit my application?**

  In order for the application to be considered eligible, applicants must always submit a support letter of their home/host institution.

  Not submitting a letter of support of an institution together with the application will determine failure to comply with the formal requirements of the application and will result in the immediate exclusion of the applicant.

- **I will only finish my degree after the deadline for applications. Can I still apply?**

  No, if you are planning to apply for full-degree mobility. The applicant must bring together all the necessary requirements in order to undertake his/her study/work period.

  Full Master applicants must have **concluded their bachelor degree** in an institution from the Caribbean and the Pacific or been **enrolled in a Master program** (for **Masters Exchange**) at their home institution at the moment of application.

  It is mandatory to submit (upload) the corresponding diploma, course conclusion certificate or an equivalent official document (signed and stamped) issued by the applicant's home university. The non-presentation of this document implies the immediate exclusion of the application.

  Full Doctorate applicants must have **completed Master degree** in a higher education institution in Caribbean and Pacific countries or been mandatorily enrolled in a doctoral programme at their home institution in the moment of application.

  This enrolment must be confirmed by submitting (upload) an official document (signed and stamped) issued by the applicant's home university. The non-presentation of this document implies the immediate exclusion of the application.

- **Which are the evaluation criteria?**

  In accordance to the established guidelines of the intra-ACP Academic Mobility Scheme, the Partnership has defined common application, selection and admission criteria, which will be used by all partners. The applications' qualitative evaluation is based in very specific criteria, such as:

  - Very good/excellent academic results in the field of study/research;
  - Submitted proposal in the fields of study considered as priority by the ACP countries/partners;
  - Applicant's academic potential;
  - Mobility proposal impact at individual, institutional and regional levels;
  - Level of language proficiency in order to successfully complete the proposed mobility;
  - Motivation;
  - Recommendations;
  - Work/research experience and professional qualification;
  - Cross-cutting related issues (gender balance, equal opportunities, being part of a vulnerable group).

    These criteria ensure the transparency of the selection process and the same treatment for all the applications.

- **Where can I obtain further information about the different steps to be followed in order to officialise my application?**

  All the information about the several steps to be followed in order to formalize the application is available at the "Guidelines for applicants" (http://www.eccam.fnu.ac.fj/).

All applicants must read these guidelines very carefully in order to be completely acquainted with the application requirements and criteria. If there are doubts that the guidelines cannot elucidate, the applicants can contact the Project's coordination on eccam@fnu.ac.fj

- **Can I send my application by mail, fax or e-mail?**

  Once all the information is prepared and compiled, the applicant should create a secure user login and password that will give access to the online Application Form available on ECCAM website. The deadline for the submission of the online applications is available on the website. Applicants are strongly advised to avoid the last minute submissions to avoid the system problems. Once the application is submitted, it cannot be modified, nor can additional documentation be uploaded.

  Please note, that any application and/or supporting document sent after the deadline will not be considered!

- **I do not have all the documents required by the application. Can I finish my application?**

  No. The application form can only be finalized after fill in all the required information in the respective fields and upload all scan required documents. Any mistake made by the applicant when filling in the application form or the lack of any required document will result in the immediate exclusion of the application.

  If the applicant scans a wrong or blank document in a way that the system allows the submission of the application form, the partnership will immediately invalidate the submitted application and it will immediately be excluded of the application process.

- **How will the applicants be selected?**

  The selection process comprehends the following phases:

  i) **For applicants from partner or associate institutions:**

  (1) **Validation:** of applications by the applicants' home institution. This validation implies:
      (a) Careful analysis of all the information given by the applicant in the application form
      (b) Verification that the applicant fulfils the general eligibility requirements defined by the ECCAM Partnership.
      (c) Verification that the applicant fulfils the internally established requirements by the home institution for the mobility
      (d) Verification of the host institution required documents and their veracity
      (e) Verification that the applicant has not submitted several applications
      (f) Support of the home institution regarding the mobility proposal

      In this validation process, if the applicant does not fulfil any of the general or specific home/host institution requirements, his/her application will immediately be invalidated by the home institution and will not be evaluated by the host institution.
      If all information and documents included are real and all the requirements were fulfilled, the home institution will validate the applications.

(2) **Evaluation of applications by host universities.**

A panel of at least three members at the host university, including at least one academic evaluator, will assess and score each application independently based on the criteria outlined below:

    (a) **Masters**:
        (i) *Academic Achievement: 43%*
        (ii) *Motivation Statement: 43%*
        (iii) *Language Skills: 14%*
    (b) **Doctorate**:
        (i) *Scientific Achievement: 33%*
        (ii) *Research proposal: 33%*
        (iii) *Motivation Statement: 17%*
        (iv) *Language Skills*: 17%
    (c) **Academic/administrative staff**:
        (i) *Academic Achievement: 33%*
        (ii) *Working/training or teaching/research plan: 33%*
        (iii) *Motivational Statement: 17%*
        (iv) *Language Skills*: 17%

After the evaluation of all applications the panel in each university will make recommendations to the Selection Committee.

(3) **Final review and selection.**

The Selection Committee will use scores of the independent assessment to award the scholarships. Where necessary, the committee may take into consideration the recommendations of HEIs in the country of origin. Preference will be given to excellent/very good applications that were graded 80% or higher in the evaluation phase by the host institution. The Selection Committee at the selection meeting will take into consideration the following scholarly attributes, or related factors:
(a) academic success;
(b) distribution of scholarships per country, type of mobility, duration and target group according to the budget approved by the EACEA;
(c) evaluation grading result;
(d) fair distribution of host institutions;
(e) Gender balance and socio-economic disadvantages.

After the final review of the applications, the selection and nomination will be finalized and submitted to the Steering Committee for final approval before the final results are announced and published on the website. Based on the comments of the Steering Committee, the final nomination and reserve lists will be created by the coordinator.

- **I forgot my password. How do I recover it?**

In the "Scholarship holders" section there is an option to obtain a new password, through the "Forgot your password?" link. If you have difficulties in this procedure, you must directly contact the coordination. However, it is important to take into account that, for security reasons, the

coordination cannot provide passwords by telephone, but only through the e-mail indicated in the application form. In case this field is not filled in, the coordination cannot send you the password.

- **Is it necessary to include in the application period a certification of authenticity of my diploma?**

No. In the application period you may simply include a normal copy of the diploma. In case you're selected for a full degree mobility, you'll have to obtain a certification of authenticity of your diploma.

- **What does the support by the home institution mean?**

This support is given through the issue of a supporting letter by a professor from the institution the applicant has a formal link with. In case of students applying to an exchange mobility period, the letter should be written by the responsible person at the institution for granting academic recognition.

Academic issues

- **Am I going to receive any degree certificate from my host institution at the end of my mobility period?**

The awarding of a degree by the host institution will rely on the type of mobility of each scholarship holder.

Scholarship holders willing to undertake a full master/Doctorate in a host institution will obtain a master's/Doctorate degree certificate issued by that host institution – in the same conditions they are issued for national students – after the end of their studies.

The Partnership's coordination has determined that a **Declaration of Participation** will be issued at the end of the mobility flow to be sent to all scholarship holders.

In the same way, the coordination will make available a Participation Diploma in the project's website, so that the Partnership Partner Institutions can print it and deliver it to the scholarship holders who wish to have one at the end of their mobility flow.

- **Which courses and/or activities can I choose to enrol at a host institution?**

The academic offer is available in the Project's website.

It is possible that the host institutions do not have all the eligible study areas. As a result, it is advisable an attentive reading of the information provided in the academic offer of each university, available at the Partnership's website (http://www.eccam.fnu.ac.fj/courses)

- **What are the consequences if I do not fulfil the mobility programme goals? Ex. Fail or non-execution of the programmed activities.**

i) In case of interruption

A scholarship can be put on hold if the student has to temporarily leave the host institution following duly justified and well documented reasons (i.e. illness etc.). In that case the scholarship payment must be interrupted until he/she has returned to the host institution and can actively participate in the activities. If, despite a temporary absence, the scholarship holder can recover or catch up on the study/research without extending the originally agreed scholarship duration, the monthly allowances corresponding to the period of interruption could be paid to the candidate. In this case, the partners should agree with this and EACEA should be duly notified.

If the interruption is due to academic reasons, such as students having to study or carry out research or other activities for a short period at the home country or at other countries which are not the ones of the institutions included in the partnership, the monthly allowance is not paid for this period. Mobility flows are not allowed between institutions placed in the country of origin/nationality of the individual(s) concerned. The interruption can take place only after 6 consecutive months of study at host institutions.

ii) In case of drop-out

If a scholarship holder decides to withdraw before or during the study period, the partnership has the possibility to replace her/him, and retrieve a replacement from the reserve list, providing that it is within the deadlines for start of the mobility of the respective cohort. If such replacement is not possible, the remaining monthly allowance and participation costs could be reallocated to another scholarship holder.

- **Can I finish my mobility flow before the initially stated date?**

No. To finish the mobility period before the foreseen date means a substantial alteration in what was agreed and signed in the Scholarship Contract and established at the beginning of the mobility period. In this Contract are included in a very clear way the consequences for an anticipated ending of the mobility flow, since the scholarship suspension to its partial or full return, depending on the motives which led to the interruption of the mobility.

Full master students (24 months) who finish their academic degree, including the thesis defence, in a prior date to the initially foreseen, will immediately stop receiving the payment and they will have to return to their home institution.

Financial support

- **What kind of financial support will I receive if I am selected?**

The Project provides the following financial support to the scholarship holders:

i) Tuition fees (registration, library fees etc.)
ii) Travel cost (to and from the host University)
iii) Insurance (travel, health, accident)
iv) Monthly allowance + one-month settling-in allowance (students only):

(1) Master	600 EUR/Month
(2) Doctorate	900 EUR/Month
(3) Staff Exchange	1000 EUR/Month

- **Do I have to pay tuition fees?**

No. Tuition fees will be directly paid by the coordinating Institution to the host institution. Under no circumstances shall students be asked to pay tuition fees.

- **What can happen if the travel costs are higher than the Partnership budget?**

The Partnership has been in touch with several travel agencies in order to obtain the best tariffs for each mobility type. Considering that some travels can be under the foreseen budget, the Partnership will do an integrated management of the budget in order to cover all the travel related expenses.

- **Which is my scholarship amount? Can I receive more money according to the host country?**

The following amounts of the scholarships (regardless of the host country) have been defined by Intra-ACP Academic Mobility Scheme under which the ECCAM Partnership is financed:

FULL MASTER	– €600
DOCTORATE	– €900
ACADEMIC AND ADMINISTRATIVE STAFF	– €1000

- **How will I receive my scholarship?**

In order to ease the integration process at the host country and institution, the coordination has determined that all students and academic and administrative staff receive the first scholarship payment (amount already pre-defined according to the mobility type) after arrival to the host institution and signature of the "Scholarship Contract". Students are entitled to receive also a settling-in allowance (equal to one extra month of scholarship) at the beginning of the mobility. This document is essential to execute the scholarship payment, so we advise all scholarship holders to immediately contact their host institution after their arrival to the host country in order to start the required procedures for the payment of the monthly allowance.

The following amounts of the scholarships (regardless of the host country) have been defined by intra-ACP Academic Mobility Scheme under which the ECCAM Partnership is financed:

FULL MASTER	– €600
DOCTORATE	– €900
ACADEMIC AND ADMINISTRATIVE STAFF	– €1000

This monthly allowance is designed to cover the expenses with accommodation, subsistence and all costs regarding the stay in the host country.

The payment of the scholarship will be done on a monthly basis, according to the information provided in the "Scholarship Contract". Scholarship Schedule:

(1) The scholarship payment will be organized as follows:
   (a) 1st transfer corresponds to the 1st month of mobility plus one-month settling-in allowance (equal to one extra month of scholarship): directly paid by the host institution after arrival of the scholarship holder to the host institution and signature of the "Scholarship Contract".
   (b) 2nd transfer corresponding to the 2nd month of stay: directly paid by the coordinating institution to the scholarship holders' bank account.
   (c) From the 3rd month of stay on, the coordination will make monthly transfers during the first week of each month to the scholarship holders' bank account.
   (d) The host institution will directly pay the staff allowance to the academic/administrative staff after the arrival to the host institution.
(2) The total number of allowances awarded is directly related to the exact period of the mobility in the host institution.
(3) To calculate the exact mobility period, the informatics' system uses the activities dates or, in case the scholarship holder arrives to the host institution after the beginning of activities, the travel dates. The scholarship holders will only be granted a scholarship for their exact period of stay at the host institution and not for the period initially foreseen.
(4) In cases when the duration of the mobility period does not include a full number of months, the 16-day rule will be applied to fulfil one full month of mobility (e.g.: in case a student undertakes a mobility period of 9 months and 15 days, 9 months will be accounted; if a student undertakes a mobility period of 9 months and 16 days, 10 months will be accounted).
(5) In all cases, the project will pay the global amount of the monthly scholarship and no fractions.
(6) The project cannot provide the scholarship holders with any additional funds for instalment upon arrival.

The scholarship holders will have to correctly manage the first transfer as they will not receive more money until the second month of stay.

A scholarship contract (grant-holder agreement) that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed by the scholarship holder and the coordinating institution. Only after this document is signed will the scholarship be valid. This will be done directly by the host institution: the Scholarship holder will receive the first two payments in the first instalment to help in the installation procedures. The following monthly scholarships will be paid into the scholarship holder's bank account. Monthly subsistence allowance can only be paid as from the month of arrival and covers each full month of the mobility, based on academic grounds. For example: if a portion of a month is more than 15 days a full month allowance is to be paid (for example: for academic reasons the mobility duration is 9 months and 15 days only 9 months allowance should be paid, If the duration is 9 months and 16 days, then 10 months allowance should be paid.)

- **Am I going to benefit from medical assistance during my mobility period (health insurance)?**

Yes. All scholarship holders are covered by a health insurance during all the duration of their mobility period. This insurance covers the majority of the medical problems, except chronicle diseases or treatments which are made because of a pre-existing disease (previous to the mobility flow). All the medical cover details, the places where the scholarship holders must go to and the reimbursements

for each kind of medical assistance are described in the insurance certificate that is sent to each scholarship holder at the very beginning of their mobility.

Mobility flows: preparation and implementation

- **When do I have to undertake my mobility period?**

The mobility flows of the first cohort must start before September 30th, 2015 and the mobility flows of the second cohort must start before September, 2016.

The mobility flows for full master must initiate with the academic year of each institution. This is a very relevant aspect when it comes to select the host institution, since the beginning of the academic year varies from institution to institution. The foreseen dates for the beginning of the academic year are described in the academic offer of each institution

The mobility flows for PhD mobility do not necessarily start with the beginning of the academic. Therefore, this mobility flows can start later on, but never after September, 2015 (first cohort and Second Cohort) as it exists an agreement between the home and host institutions.

The academic and administrative staff mobility flows may start at any moment from the selection of applicants (whenever all the requirements are met – work programme, visa, travel, insurance...) until the beginning of the last month of the project, October, 2018.

All applicants must take this aspect into account in the moment they formalize their application to ensure that, in case they are selected, they will be available to undertake their mobility.

- **How and when shall I require for the issuing of my visa?**

The selected applicants must require for their visa, which will correspond to the type of mobility to which they were accepted, in their home country or in the closest country where there is a diplomatic representation of the country where they will undertake their mobility flow. Scholarship holders shall contact the Embassy or Consulate of the host country immediately after the Partnership's coordination formal communication in which is stated that the applicant was effectively selected to undertake a mobility flow within the ECCAM Project.

Scholarship holders must reunite as soon as possible all the required documents by the Consulate/Embassy, by contacting the responsible institutions which issue those documents, namely the host institution. Any obstacle found in this contact must be immediately reported to the Partnership's coordination, which will support the applicant in all the procedures.

If the mobility period has been planned for a period longer than 10 months, students must possess a valid passport for two or more years in the moment they require the visa issuing so as to avoid any difficulty may arouse in the visa issuing.

Please be aware that the visa can take 2 months or more to be issued, so we strongly advise to the applicants to **contact the Embassy immediately after the formal communication of acceptation by the Partnership coordination**.

Applicants must directly contact the institution which they are interested to attend.

- **Which services and support will I have at my host institution?**

  The Partnership partner institutions have the responsibility of providing all the necessary support to ECCAM scholarship holders. This support includes, among others:

  • Documents for visa issuing;
  • Support in the search of accommodation (hall of residence, shared flats, rooms, family houses, other;
  • Language courses;
  • Integration activities;
  • Monitoring actions and mobility quality assessment;
  • Provide the scholarship holders with adequate work/study/ research conditions;
  • Inform about the host country's cost of life and culture.

  The kind of support provided by each institution regarding every aspect above mentioned may differ, so it is strongly advisable that students do a previous reading of the detailed information concerning this subject. This information is available in each institution's academic offer. Considering the importance that every aspect above mentioned has for the development and success of the mobility flows, it is advisable that the reading is made when the student decides which host institution he/she wants to attend.

- **What is the procedure and what warranties can I have regarding accommodation in the host city?**

  There are no guarantees regarding the type of accommodation the applicant can find in his/her host institution. What we can assure is that all the Partnership institutions have committed to provide all the necessary support to the applicants regarding accommodation, although this may differ between countries and between institutions.

1. **Fiji National University**

   Accommodation can be pre-booked for international students but the students should reach the University Hostel within the timeframe stated in the pre-booking arrangement. If the students fail to report on the date specified in the arrangement, then the hostel room is given to other students. International students have to fill form to request for accommodation when they are filling their application form. The Form for accommodation is attached in the application for admission form.

2. **University of Guyana**

   Accommodation is provided for students at three facilities. Two of these facilities are University maintained / operated and one other is privately run.

   These facilities are:

- New Building Society Halls of Residence (NBS)
- Dennis Irvine Halls of Residence (DIHR)
- Beharry Halls of Residence (Private but located on campus).

  http://www.uog.edu.gy/accommodation

3. University of the West Indies

Accommodation is provided for students at the various campuses at the University and the prospective students are advised to contact the accommodation section at the Student Advisory Services to provide information on the range of off-campus accommodation available for students at UWI – St Augustine Campus. Please visit the following website: https://sta.uwi.edu/oasis/