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Number	Date

PROGRAMME ALBAN
European Union Programme of High Level Scholarships
for Latin America
Application Form 2007/2008

Scholarship type: SPECIALISATION

DEADLINES:
On-line submission, by Internet: **22 DECEMBER 2006, 24h00 CET**
Paper submission, by mail: **11th DECEMBER 2006 (as per postmark).**

Applications on paper must be sent to:

**Alban Office / Asociación Grupo Santander
Universidade do Porto
Rua de Ceuta 118 - 5º s/35
4050-190 PORTO
Portugal**

Last date for receiving applications on paper by the Alban Office: **1st FEBRUARY 2007**; the applications received after this date will be automatically considered non-eligible.

Applications sent by fax, e-mail or hand-written will be automatically considered non-eligible.



INTRODUCTORY NOTE:

The present version, in the English language, constitutes the reference text of Application Form 2007/2008 (SPECIALISATION). Translations into European norms of French, Portuguese and Spanish are available for the convenience of any interested applicant. However the English version will prevail in all circumstances and should be consulted whenever necessary.

IMPORTANT NOTICE

Before starting to complete this application, please read carefully the Guidelines for Applicants 2007 and the Call for Applications 2007 available from:

<http://www.programalban.org>
<http://www.europa.eu.int/comm/europeaid/projects/alban>

Special attention should be given to the Annexes where **ADDITIONAL EXPLANATIONS** are presented

In the Portal Alban (<http://www.programalban.org>) an extensive list of **FREQUENT ASKED QUESTIONS (FAQ's)** will clear up most of the doubts in filling-up this Application Form

2. CHECKLIST: Before mailing the Application Form, please check that all requirements were met

	YES
Have all questions been answered?	
Is the applicant a citizen of an eligible LA country, with residence in one of these countries?	
Has the applicant been accepted by an eligible European Union HEI for a post graduate/high level training project?	
Has the applicant obtained the backing of a HEI in the home country?	
Is the budget indicated in EURO and has it been checked for calculation errors? Is it balanced?	
For a paper application , is the application signed and dated?	
For a paper application , are the original and one copy of this application being sent, in the same envelope, to the address indicated in the front cover?	

All questions regarding to this application should be addressed to:

Alβan Office / Asociación Grupo Santander
Universidade do Porto
Rua de Ceuta 118 - 5°.s/35
4050-190 PORTO
Portugal

<http://www.programalban.org>
E-mail: info@programalban.org
Fax: +351 22 204 6159

Please read and study carefully the Guidelines for Applicants 2007, the Call for Application for Scholarships 2007 and all the information available in the Portal Alβan before contacting the Alβan Office. Requests for information will be answered up to 7 days before the indicated deadline for submitting the application by Internet.



APPLICATION FORM 2007/2008
(must not be handwritten)

1. Personal Data

IMPORTANT: Please do not change the dimensions of tables or cells					
1.1 Full Name	[family names] [given names]				
1.2 Permanent Address:	[street & n°] [post code and town/city] [country]				
1.3 Contacts	telephone	fax			
	e-mail 1	e-mail 2			
1.4 Nationality	[if dual, please state both]				
1.5 Date of Birth	[day, month, year]	sex	Fem.	Male	
1.6 Place of Birth	[town/city, country]				
1.7 Have you been out of the country of your residence since September 1 st , 2005?				YES	No

1.8 If YES please complete the information asked hereafter		
Number of days	Country(ies)	Reasons of the stay(s)
(a)		
(b)		
(c)		

2. Academic Qualifications

2.1 Academic qualifications/university degrees obtained (or about to obtain) prior to this application starting with the most recent. Please note that providing no or incomplete information to the mentioned items may impact negatively on the appraisal of your application.

[All information will have to be proved by certified official documents. Please calculate the arithmetic average of the marks obtained in all courses required to obtain the degree, indicate it and the maximum possible in your HEI, under 'average/max score' (e.g. 7.5/10 or 3.2/5 or 15/20); this information is VERY IMPORTANT for the evaluation of your application; you will have to supply a certified transcript of studies with such marks]

(a)	starting date	subject area	country	degree
	date of award	institution	city	average/max score
(b)	starting date	subject area	country	degree
	date of award	institution	city	average/max score
(c)	starting date	subject area	country	degree
	date of award	institution	city	average/max score

3. Professional Experience

3.1 Professional experience obtained so far, starting with the most recent (please avoid to include temporary, part-time or odd jobs, not contributing to a real professional career)

[Please indicate employer's name, country, business/sector, position held and for how long, activity/responsibility]

(a)
(b)
(c)
(d)
(e)

4. Previous participation in international educational/research programmes and present situation

4.1 Have you already benefited from any international education, training or research programme abroad?						YES	No
4.2 If YES please indicate:							
	programme	starting date month/year	type	institution	country (use code)	ending date month/year	
1							
2							
3							

4.3 Were you involved in any education/training project abroad in the last 12 months (since 1 st September 2005)?						YES	No
4.4 If YES please indicate:							
	programme	starting date month/year	type	institution	country (use code)	ending date month/year	
1							
2							
3							

5. Additional Skills and Competencies

Language skills					
5.1 Mother tongue					
5.2 Other languages [level: fluent, good, basic]					
	language	comprehension skills	reading skills	writing skills	speaking skills
[language 1]					
[language 2]					
[language 3]					

Personal skills and competencies		[not necessarily covered by formal certificates and diplomas]
[Due to evaluation requirements, the description of your skills and competencies should be made in two languages [L1], [L2] of the following four: English, French, Portuguese, Spanish]		
5.3 Technical skills and competencies that could be relevant for the education/training project [describe these competencies and indicate where they were acquired]	[L1]	
	[L2]	

6. Publications

6.1 List of your relevant publications

[Indicate ONLY up to ten publications considered as the most representative. The references must include: authors, title, editor, date of publication, place of publication, number of pages and other relevant bibliographical data]

(a)

(b)

(c)

(d)

(e)

6.1 List of your relevant publications (cont.)

(f)

(g)

(h)

(i)

(j)

7. Proposed Specialised Training Project

Training plan [Due to evaluation requirements, the description of the education/training project should be made in two languages [L1], [L2] of the following four: English, French, Portuguese, Spanish]		
7.1 Title of the training project proposed [L1]		
[L2]		
7.2 Brief summary of the objectives and expected achievements of the proposed specialisation [1500 characters max / approx. 20 lines] [L1]		
Keywords [pls. indicate up to 5 words/80 characters] [L1]		
[1500 characters max / approx. 20 lines] [L2]		
Keywords [pls. indicate up to 5 words/80 characters] [L2]		
7.3 Subject area	area	sub-area
[please fill in using codes as in the Annexes]		

7.4 Formal characterisation of the Specialisation to be obtained:			
[the applicant should obtain the information required below, in writing, from the host Higher Education Institution (HEI) or Higher Level Training Centre (HLTC) in the EU and include it among the documents of proof of evidence]			
Please, indicate the full legal name of the eligible HEI or HLTC responsible for the implementation of the Specialisation project (home or host)			
Total duration (months) of the Specialisation Project. (part time programmes in the European Union are not eligible)		On the basis of 1500 hours/year of total work of a full time trainee, please indicate (part time programmes in the European Union are not eligible)	
		total n° of hours of taught courses (incl. lectures and exams) [to be confirmed by host HEI]	total n° of hours of supervised research/lab/practical work [to be confirmed by host HEI]
			total n° of hours of own independent study/work
Is the selected Specialisation training a standard course offered by the indicated organisation [yes/no]?			
7.5 Accreditation of the training centre:			
[this information should be requested to and supplied by the tutor/co-ordinator of the selected Specialisation course]			
Is the institution/organisation offering the Specialisation training accredited by any recognised Training Accreditation Board [yes/no]?			
If yes, please indicate the identification of such Board			
			Is any kind of Diploma awarded? [yes/no]
If yes, please indicate which type			

7.6 Expected duration of the proposed training in the EU [Please, fill in according to your proposed work plan; note that only the work actually done in the EU is covered by the scholarship; its total duration cannot be extended]	Starting Date (MM/YY)	Total Duration (N° months)	Complete name of proposed institution/organisation	Country [please note that only the work actually done in the EU is covered by the scholarship] (use code)
In the main host Institution				
In the case that the proposed project includes work in more than one host institution in the EU as part of the same work plan, please indicate below.				
[note that the indication of alternative projects/institutions will not be accepted]				
In a 2 nd host Institution				
In a 3 rd host Institution				

7.7 Specialised training content

[Please, describe the complete work plan of your Specialisation training in the EU. Every one of the HEI and/or HLTC or any other relevant higher organisation whose attendance is required in order to successfully complete the proposed specialisation work plan ought to be identified. The coherence and due integration of such components need to be demonstrated. Please, identify the institution(s)/organisation(s) that will award a diploma or a certification stating its nature. Please note that providing no or incomplete information to the mentioned items may impact negatively on the appraisal of your application.

[Due to evaluation requirements, the description of the education/training project should be made in two languages [L1], [L2] of the following four: English, French, Portuguese, Spanish]

[4500 characters max /
approx. 55 lines]

[L1]

7.7 Specialised training content (cont.)

[4500 characters max /
approx. 55 lines]

[L2]

Identification of the institution/organisation in the home country for which you are working and that backs up this application
 [written confirmation of such support must be supplied]

7.8 Full legal name of the home institution/organisation			
[acronym, if applicable]			
[official address]			
[post code and town/city]			
[country]			
[type and legal status]	type (Please use codes in Annex)	legal status (Please use codes in Annex)	
[website]	http://		
7.9 Contact person [name, position]			
[Faculty/Department/Service]			
[contact]	telephone	fax	e-mail

Identification of the host institution or organisation in the EU
 [a letter of acceptance must be sent by mail to the Alban Office (see Guidelines for Applicants 2007 for deadlines)].

7.10 Full legal name of the Host HEI / HLTC in the EU [this must be the HEI/HLTC responsible for awarding the Specialisation Diploma]			
[acronym, if applicable]			
[official address]			
[post code and town/city]			
[country]			
[type and legal status]	type (Please use codes in Annex)	legal status (Please use codes in Annex)	
[website]	http://		



7.11 Department/unit name [acronym, if applicable] [official address] [post code and town/city] [country] [contact]			
	telephone	fax	e-mail
7.12 Training supervisor/Course co-ordinator [name, position] [contact]			
	telephone	fax	e-mail

In the case that the proposed selected Specialisation training project includes work in several host institutions/organisations in the EU as part of the same work plan, please identify them below. **Please note that only the work actually done in the EU is covered by the scholarship**

[if the work plan includes the attendance to more than one EU institutions, please specify below; a letter (or letters) of acceptance should be sent by mail to the Alban Office (see Guidelines for Applicants 2007 for deadlines)]

7.13 Full legal name of the 2 nd host HEI/HLTC in the EU [acronym, if applicable] [official address] [post code and town/city] [country] [type and legal status] [website]			
	type (Please use codes in Annex)	legal status (Please use codes in Annex)	
	http://		
7.14 Contact person [name, position] [Faculty/Department/Service] [contact]			
	telephone	fax	e-mail

7.15 Full legal name of the 3 rd host HEI/HLTC in the EU				
	[acronym, if applicable]			
	[official address]			
	[post code and town/city]			
	[country]			
	[type and legal status]	type (Please use codes in Annex)	legal status (Please use codes in Annex)	
[website]	http://			
7.16 Contact person	[name, position]			
	[Faculty/Department/Service]			
	[contact]	telephone	fax	e-mail

Motivations		
[Briefly explain the reasons/motivations for your decision to seek specialisation training and for this choice of the organisation/programme in the European Union. Due to evaluation requirements, the description of the education/training project should be made in two languages [L1], [L2] of the following four: English, French, Portuguese, Spanish]		
7.17 Why did you decide to do this project of Specialisation training?	[L1]	
	[L2]	
7.18 Why did you choose this subject area/project?	[L1]	
	[L2]	

7.19 Why did you choose this/these HEI/HLTC in the EU?	[L1]	
[Please, answer concerning sections 7.10 to 7.16]	[L2]	

Expected project impact and added value

[Briefly describe the impact/added value of the education/training project on: (a) your education/training, (b) your professional activity. Due to evaluation requirements, the description of the education/training project should be made in two languages [L1], [L2] of the following four: English, French, Portuguese, Spanish]

7.20 On your education/training	[L1]	
	[L2]	
7.21 On your professional activity	[L1]	
	[L2]	

Reintegration in the home country

[Briefly explain what you intend to do after carrying out the Specialisation training you are applying for and state which institution has agreed or expects to employ you on your return home.

Due to evaluation requirements, the description of the education/training project should be made in two languages [L1], [L2] of the following four: English, French, Portuguese, Spanish]

7.22 Where do you plan to work once the period of Alβan scholarship is over? [please name the organisation or institution]	[L1]	
	[L2]	
7.23 Do you have any guarantee of employment? [offer, contract, or other]	[L1]	
	[L2]	

7.24 Due to evaluation requirements, you have used in this Application Form two languages [L1], [L2] of the following four: English, French, Portuguese, and Spanish. [Please indicate which ones you have used]	English	
	French	
	Portuguese	
	Spanish	



8. Education/Training Project Budget

8.1 Total duration for which the support of Programme Alβan is requested (N° of months)	(a)	
8.2 Estimated cost of the education/training project and funding (<i>all amounts should be presented in EURO</i>) [the budget should cover the entire period of the Alβan scholarship. Please read carefully the instructions given in the Guidelines for Applicants 2007, in particular the examples shown in the Annex 4 prior to completing the following table; if not applicable or unknown, write a zero]		
Cost of the project (EURO)		
Registration/Tuition fees paid to host HEI (Only the officially stipulated fees are considered and a receipt must be produced. Any type of consumables or services in kind are not reimbursed)	(b)	€
<p>Reference cost for subsistence [including food, accommodation, transportation, books, study materials, as well as the payment of travelling AL-UE and health insurance] will be considered, with minimum and maximum values of 1500 - 2500 Euros per month for Specialisation scholarships</p> <p>The maximum total European Commission contribution for Specialisation scholarships is 2500 Euros per month. The European Commission contribution can not exceed 75% of the total eligible cost of the project. The applicant must find additional external sources of financing to cover the additional expenses of a minimum of 25% of the total cost.</p> <p>The Alβan scholarship will be divided into two components, a component to cover the registration and tuition fees and another component to cover the subsistence cost. In principle, the initial traveling costs will be supported by the external funds provided by the applicant.</p>		
Pls. indicate how much you expect that subsistence cost, as defined above, will be (Euros/month)	(c)	€
Total reference subsistence cost [= (a) x (c)] (Euros)	(d)	€
Total eligible cost [= (b) + (d)] (Euros)	(e)	€
Maximum EU contribution to Alβan scholarship [the lowest value between 2500 x (a) and 0.75 x (e)] (Euros)	(f)	€
External sources of financing available (EURO):		
Own income available. (i.e. savings, family support, salary)	(g)	€
Other [= (h.1) + ... + (h.6)] (pls. specify below)	(h)	€
Other sources of financing:		
Contribution offered by the home institution/organisation	(h.1)	€
Partial/total waving of registration & tuition fees offered by the host institution(s)	(h.2)	€
Contribution for accommodation costs offered by the host institution(s)	(h.3)	€
Bank loans to be sought, in case of selection	(h.4)	€
Other (specify):	(h.5)	€
Other (specify):	(h.6)	€

9. Accreditation Referees

9.1 Accreditation referees

Please, name two referees willing to complete the referee form about you. Please, note that at least one of the referees must be an expert in the subject area of the project of the education/training proposed by the applicant.

Please ask the referees indicated below to complete the electronic Reference Form available in the Alβan Website (www.programalban.org) and obtain a printed version of the Reference Form. This printed version, duly signed by the referee, must be received by the Alβan Office before 1st February 2007.

Without these Reference Forms, your application is not complete and will not be evaluated.

Referee 1		Referee 2	
Name		Name	
Institution/ organisation		Institution/ organisation	
Position		Position	
Address		Address	
Telephone		Telephone	
Fax		Fax	
E-Mail		E-Mail	

10. Concluding Statement

Declaration	<p>I, the undersigned, declare that I have read and accepted the rules governing the Alβan scholarships.</p> <p>I understand that the decision of offering me a scholarship is of the European Commission, DG EuropeAid. The notification of an eventual award will be done, if applicable, by the Alβan Office in the name and representation of the Asociación Grupo Santander.</p> <p>I also understand that if I am selected for receiving an Alβan scholarship, the European Commission or the Alβan Office may publish my name, nationality, photo and project details, namely on their Internet sites.</p> <p>I agree that, if awarded a scholarship, my contact details may be forwarded to the Alβan Alumni network (network of ex-grantees) in the European Union.</p> <p>I certify that the information submitted for this application is accurate and complete and that I hold all original certificates required.</p> <p>I understand that any false declaration or incomplete information may lead to the immediate rejection of my application or termination of any future contract resulting from this application.</p> <p>I understand that I am liable for all the consequences of false or erroneous information or data contained in the present Application Form is it made intentionally or not.</p>
Signature	
Date of signature	

Please, indicate below how you learned about Programme ALβan

1. Colleague or friend	
2. Professor in my university	
3. Poster/leaflet in a local university	
4. ALβan Focal Point in my country	
5. European Commission Delegation or EU Embassy in my country	
6. Contact in a host university in the EU	
7. Forum/Seminar about ALβan and/or EU academic exchange programmes	
8. Internet	
9. Media (newspaper/radio/TV)	
10. Other	

ANNEX

1. LIST OF CODES TO BE USED IN THE APPLICATION

Type of Institution/Organisation	
EDU.1	Nursery School
EDU.2	Primary School
EDU.3	Secondary School (incl. Vocational / technical)
EDU.4	Higher Education Institution
EDU.5	Adult or continuing education provider
ASS.1	Non-profit Association (regional/national)
ASS.2	Non-profit Association (European / international)
ASS.3	Association of Universities
RES	Research Institute
PUB.1	Public authority (local)
PUB.2	Public authority (regional)
PUB.3	Public authority (national)
IND	Private company (manufacturing)
SER	Private company (services)
OTH	Other type of organisation

Legal Status of Institution/Organisation	
PUB	Public
PNP	Private non-profit
PRIV	Private

EU Member States	EU Official Language
AT	Austria
BE	Belgium
CY	Cyprus
CZ	Czech Republic
DE	Germany
DK	Denmark
ES	Spain
EE	Estonia
FI	Finland
FR	France
GR	Greece
HU	Hungary
IE	Ireland
IT	Italy
LT	Lithuania
LV	Latvia
LU	Luxembourg
MT	Malta
NL	The Netherlands
PL	Poland
PT	Portugal
SE	Sweden
SI	Slovenia
SK	Slovakia
UK	United Kingdom
	CS Czech DA Danish DE German EL Greek EN English ES Spanish ET Estonian FI Finnish FR French HU Hungarian IT Italian LT Lithuanian LV Latvian MT Maltese NL Dutch PL Polish PT Portuguese SK Slovak SL Slovene SV Swedish
	In bold, the four official languages of the Programme Alban

Latin America Countries	
AR	Argentina
BO	Bolivia
BR	Brazil
CL	Chile
CO	Colombia
CR	Costa Rica
CU	Cuba
EC	Ecuador
SV	El Salvador
GT	Guatemala
HN	Honduras
MX	Mexico
NI	Nicaragua
PA	Panama
PY	Paraguay
PE	Peru
UY	Uruguay
VE	Venezuela

List of subject area (xx) / sub-area (xx.x) codes

<p>01 AGRICULTURAL SCIENCES</p> <p>01.1 Agriculture 01.2 Agricultural Economics 01.3 Food Science and Technology 01.4 Horticulture 01.5 Fisheries 01.6 Forestry 01.7 Animal Husbandry 01.8 Tropical/Subtropical Agriculture 01.9 Others – Agricultural Sciences</p> <p>02 ARCHITECTURE, URBAN AND REGIONAL PLANNING</p> <p>02.1 Architecture 02.2 Interior Design 02.3 Urban Planning 02.4 Regional Planning 02.5 Landscape Architecture 02.6 Transport and Traffic Studies 02.9 Others – Architecture, Urban and Regional Planning</p> <p>03 ART AND DESIGN</p> <p>03.1 Fine Art (Painting, Sculpture, Printmaking) 03.2 Music and Musicology 03.3 Performing Arts 03.4 Photography, Cinematography 03.5 Design (Graphic Design, Industrial Design, Fashion, Textile) 03.6 History of Art 03.9 Others – Art and Design</p> <p>04 BUSINESS STUDIES AND MANAGEMENT SCIENCES</p> <p>04.1 Business Studies with languages 04.2 Business Studies with technology 04.3 Accountancy, Financial Management 04.4 Tourism, Catering, Hotel Management 04.5 Industrial Relations and Personnel Management 04.6 Secretarial Studies 04.7 Marketing and Sales Management 04.9 Others – Business Studies and Management Science</p> <p>05 EDUCATION, TEACHER TRAINING</p> <p>05.1 Teacher Training 05.2 Primary Education 05.3 Secondary Education 05.4 Vocational and Technical Education 05.5 Adult Education 05.6 Special Education 05.7 Educational Science, Comparative Education 05.8 Educational Psychology 05.9 Others – Education, Teacher Training</p>	<p>06 ENGINEERING, TECHNOLOGY</p> <p>06.1 Mechanical Engineering 06.2 Electrical Engineering 06.3 Chemical Engineering 06.4 Civil Engineering 06.5 Electronic Engineering, Telecommunications 06.6 Manufacturing Sciences (including CAD, CAM, CAE) 06.7 Materials Science 06.8 Aeronautical Engineering 06.9 Others – Engineering, Technology</p> <p>07 GEOGRAPHY, GEOLOGY</p> <p>07.1 Geography 07.2 Environmental Sciences, Ecology 07.3 Geology 07.4 Soil and Water Sciences 07.6 Geodesy, Cartography, Remote Sensing 07.7 Meteorology 07.9 Others – Geography, Geology</p> <p>08 HUMANITIES</p> <p>08.1 Philosophy 08.2 Theology 08.3 History 08.4 Archaeology 08.9 Others – Humanities</p> <p>09 LANGUAGES AND PHILOLOGICAL SCIENCES</p> <p>09.1 Modern EC Languages 09.2 General and comparative literature 09.3 Linguistics 09.4 Translation, Interpretation 09.5 Classical Philology 09.6 Non-EC Languages 09.8 Less Widely Taught Languages 09.9 Others – Languages and Philological Sciences</p> <p>10 LAW</p> <p>10.1 Comparative Law, Law with Languages 10.2 International Law 10.3 Civil Law 10.4 Criminal Law, Criminology 10.5 Constitutional /Public Law 10.6 Public Administration 10.7 European Community/EU Law 10.9 Others – Law</p> <p>11 MATHEMATICS, INFORMATICS</p> <p>11.1 Mathematics 11.2 Statistics 11.3 Informatics, Computer Science 11.4 Artificial Intelligence 11.5 Actuarial Science 11.9 Others – Mathematics, Informatics</p>	<p>12 MEDICAL SCIENCES</p> <p>12.1 Medicine 12.2 Psychiatry and Clinical Psychology 12.3 Dentistry 12.4 Veterinary Medicine 12.5 Pharmacy 12.6 Nursing, Midwifery, Physiotherapy 12.7 Public Health 12.8 Medical Technology 12.9 Others – Medical Sciences</p> <p>13 NATURAL SCIENCES</p> <p>13.1 Biology 13.2 Physics 13.3 Chemistry 13.4 Microbiology, Biotechnology 13.5 Nuclear and High Energy Physics 13.6 Biochemistry 13.7 Astronomy, Astrophysics 13.8 Oceanography 13.9 Others – Natural Sciences</p> <p>14 SOCIAL SCIENCES</p> <p>14.1 Political Science 14.2 Sociology 14.3 Economics 14.4 Psychology and Behavioural Sciences 14.5 Social Work 14.6 International Relations, European Studies, Area Studies 14.7 Anthropology 14.8 Development Studies 14.9 Others – Social Sciences</p> <p>15 COMMUNICATION AND INFORMATION SCIENCES</p> <p>15.1 Journalism 15.2 Radio/TV Broadcasting 15.3 Public Relations, Publicity, Advertising 15.4 Library Science 15.5 Documentation, Archiving 15.6 Museum Studies, Conservation 15.9 Others – Communication and Information Sciences</p> <p>16 OTHER AREAS OF STUDY</p> <p>16.1 Physical Education, Sport Science 16.2 Leisure Studies 16.3 Home Economics, Nutrition 16.4 Nautical Science, Navigation 16.9 Others – Other Areas of Study</p>
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2. REFERENCE FORM

Information for the applicant

Please ask the referees indicated in section 9.1 of the Application Form to complete the electronic Reference Form available in the Alβan Website (www.programalban.org, option "How to apply" > "referee form"). At least, one referee should be an expert in the subject area of the education/training project proposed. The referee must start by registering a username and a password of his/her choice and then continue to fill in the form, print it and finally submit it electronically using the submit button. The printed version of the Reference Form should be signed (with the seal of the referee's institution) and put in a sealed envelope, with the referee signature across the seal and returned to the applicant or sent directly to:

Alβan Office/Asociación Grupo Santander
Universidade do Porto
Rua de Ceuta 118 – 5º s/35
4050-190 PORTO
Portugal

The printed, signed and sealed copy of the reference form must be received by the Alβan Office no later than 1st February 2007.

Without the Reference Forms, your application is not complete and will not be evaluated.

EU Programme Alβan

Reference Form (to be completed by the referee)

Applicant's family name(s)	
Applicant's given name(s)	
Applicants nationality	
Type of application (Master/Doctorate/Specialisation)	
Applicant's ID code issued by Alβan Office	

The person named above has applied for an Alβan scholarship for postgraduate education/specialised training in a Higher Education Institution or organisation in the European Union. We should be most grateful if you would provide us with a reference on the applicant's academic and general suitability to undertake the proposed education/training project. Any information you can provide will be of great assistance and will be confidential to the European Commission, the Alβan Office, the evaluation experts and the Alβan Scientific Committee.

Please find the electronic Reference Form in the Portal Alβan (www.programalban.org , option "How to apply" > "Referee form"), where it can be completed, printed and sent to be included automatically in our database. If you supply your e-mail in the form, an automatic electronic message confirming its receipt will be sent to that address.

A printed and signed (with the seal of the referee's institution) version of the Reference Form should be put in a sealed envelope, with referee signature across the seal and returned to the applicant or sent directly to:

Alβan Office/Asociación Grupo Santander
Universidade do Porto
Rua de Ceuta 118 – 5º s/35
4050-190 PORTO
Portugal

The reference form must be received by the Alβan Office not later than 1st February 2007.

How long have you known the applicant and in what connection?
What do you consider to be his/her major talents and strengths?
What do you consider to be his/her major weaknesses?

In what ways might he/she benefit from the Master/Doctorate/Specialisation Programme?

--

Are you aware of any personal circumstances that might affect his/her performance on the intended project?

--

Please rate the applicant on the qualities listed below. Please compare the applicant with other individuals with similar academic/technical/professional profile that you met along your career.

No information	0	Average	2	Excellent (top 10%)	4
Below average	1	Very good (top 20%)	3	Outstanding (top 2%)	5
Ability to work hard		Problem solving skills		Decision making skills	
Intellectual or academic ability		Perseverance		Self-motivation	

Please feel free to add any other comment in the space below

--

Name		Address	
Position			
Organisation			
E-mail			
Telephone			

Thank you for supplying the above information. Please, sign and date this form and send it in a sealed envelope to the applicant or to the Alban Office, as indicated above.

Place: _____

Date: _____

Signature: _____

