



EUROPEAN
COMMISSION

ALBAN

European Union Programme
of High Level Scholarships
for Latin America



Information:

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

www.programalban.org

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Quick Guide to
ALBAN
... the road to success

The present document constitutes a reference for all applicants interested in presenting an application with quality in the scope of the ALBan Scholarship Programme. Here you will find recommendations about the actions to be developed in order to guarantee the success of your application.

As basic information you must take into account that the Programme ALBan grants master and doctorate scholarships with a maximum value of 1500 monthly euros and advanced specialization scholarships with a maximum value of 2500 monthly euros. The duration of the scholarships ranges from a minimum of 6 months to a maximum of 18 for specialization, 24 for master and 36 for doctorate. In all cases the European Union's contribution cannot exceed 75% of the eligible total cost of the project.

For more information you should consult the Guidelines for Applicants (chapter 2 and 3) and the information available in the ALBan website: www.programalban.org



1. WHAT TO STUDY

This is the initial phase of the application. You should determine the education/training project that you wish to carry out, as well as if it leads to the degree of master and doctorate, or if it constitutes an advanced specialization in the EU. For this you should take into account your technical and professional background, as well as your aspirations and your training needs.

In this phase you should outline the goals that you intend to reach in terms of academic, scientific and technological training.



2. WHERE TO LOOK FOR HELP

This phase may be very useful. You should identify a Higher Education Institution (HEI) in your country* and a contact person or a teacher in that HEI to assist you in the elaboration of the education/training project that you wish to carry out. The list of eligible Institutions in LA to support an ALBan application is available in the ALBan website.

This contact may contribute to:

- Identify the Higher Education Institution (HEI) in the EU where it is more feasible to carry out the project in the area you are interested in, as well as in many cases the name of a teacher or investigator that may help you prepare your application;

* Eligible countries in LA: Argentine, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela.

- Define an initial work plan, well structured, that conjugates your interests and the local scientific and technological investigation priorities, which will help to guarantee an adequate impact of the project and will help your reinsertion once the project has finished. The work plan must have well defined goals, a methodology to achieve them and the main expected results. It should be concise, clear and to the point.



3. WHERE TO STUDY

In accordance with the information obtained about the eligible HEIs in the EU (see 10. Useful Contacts) that offer training programmes in the area you are interested in, you should study in detail the most adequate offers to the profile of your CV and to your interests of professional development.

In case the contact with your country's HEI, as frequently occurs, is limited to the confirmation that you have all the requirements to carry out post-graduate studies, you should substitute this phase by searching the offers of training of different European institutions in the area you are interested in, which can basically be done through the internet, consulting the Web sites of the eligible universities in one of the 25 member states* of the EU. It is important during the search to confirm if the studies you intend to carry out and the academic degree obtained are recognized and homologated in your country of origin.

In the ALBAN website (> Others Supports) you may find the internet links to the organizations in each country of the EU that give information about the offer of courses in that country.

The list of eligible institutions in the EU to receive ALBAN grantees to develop education/training projects is also available in the ALBAN website.

* Member states of the EU: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, The Netherlands and United Kingdom.



4. CONTACT THE HOST HEI

This phase is one of the most important ones for the success of the application. Establishing contacts with the host HEI of your interest will be the pillar over which you will build your work plan, which constitutes the education/training project.

It is all about giving the host HEI information about your CV and training interests, so that your admission in the study programme is valued.

These contacts should have as essential goals:

- To define a concrete education/training project that contains the goals and a concrete work plan that describes in a concise and accurate way the activities to be developed in order to reach the settled goals;
- To obtain the basic information about the training, such as the date of beginning, duration, work intensity expressed in amount of hours of lectures, lab work, supervised work and independent work, elucidation about the application of the Bologna Process to the training to be carried out, more precisely if ECTS credits are applied (European Credit Transfer System*), as well as the costs of the fees that should be paid to the HEI;
- To identify a tutor or supervisor of the education/training project, that should give you other important information for the evaluation of the application such as his /her investigation experience and publications.

*(<http://europa.eu.int/comm/education/policies/educ/bologna/bologna.pdf>)



**5. STUDY THE
GUIDELINES FOR
APPLICANTS**

Once the call has been published, you should study in detail the Guidelines for Applicants, especially chapters 2 and 3. This is the main tool at your disposal to get to know the rules and the requirements that govern the call and that consequently you should take into account to formulate your application to an AlBan scholarship.

The study of the Guidelines will allow you to format the education/training project previously outlined, adjusting it to the specific rules of the scholarship call to which you are submitting your application (you should pay special attention to the eligibility criteria (section 2.1.2) and to Other Requirements to be fulfilled by all the Applicants (section 2.1.3)).



**6. PREPARE AND
SEND YOUR
APPLICATION**

Once all the information has been assembled and with a well defined education/training project, you should fill in the application form, available in the AlBan website. There is a different form for each type of scholarship (Master, Doctorate, Specialization).

It is recommended that you complete the form in Word format, also available in the AlBan website, before accessing the on-line form. This will allow you to confirm if you have all the necessary data and information and will give you the possibility of reading and reviewing your application before sending it electronically. Furthermore, you can use the “copy/paste” technique for this purpose.

It is important to point out that after clicking the button “send application” this will be registered and cannot be altered afterwards. It is therefore necessary to revise all the details before performing this operation.

After sending the on-line application, you should keep the TXT version of your application form and print the report that certifies that it has been successfully sent, in which among other information you will find the AlBan code given to your application. This code must be used from that moment onwards in all contacts with the AlBan Office.



7. SENDING THE REFERENCES

After sending the application you should contact immediately the two referees indicated in section 9 of the form and ask them to fill in the respective form in the AlBan website, giving them the AlBan code assigned to you after sending the application.

This code will be used by the referees to complete the on-line reference forms that can be found in the AlBan website. It should be pointed out that the reference forms are an essential part of the application, without which it is considered incomplete. You should make sure that they have been correctly sent.

As indicated in the Guidelines for Applicants, the referees should send to the AlBan Office a printed copy of the reference form sent on-line, duly signed and with the institution’s stamp.

The referees indicated to support the applications cannot coincide with the tutors or supervisors of the education/training project; neither can they have family ties with the applicants. At least one of the referees should be an expert in the theme area selected to develop your education/training project.

8. PREPARATION OF THE DOCUMENTS

If your application is selected, you will have to send proof of evidence documents of the declarations made in the application form. The Guidelines for Applicants has a list of those documents in section 2.1.2 (f).

You should pay special attention to the following documents that must be original documents or certified copies:

- Letter of final acceptance and description form of the project, issued and signed by the person in charge of the host HEI, in the institution's official letter headed paper;
- Support letter from the HEI of origin, also signed by a person in charge, in the institution's official letter headed paper;
- Title and/or Certificate of university studies carried out until the present date (Degree, Master, Doctorate and other post-graduate courses);
- Certified copy of an identification document that indicates nationality, date and place of birth;
- Declaration of residence of the applicant in the country of origin since the reference date required in the call. This declaration must describe any trip outside the country.

The proof of evidence documents will only be asked to the applicants that are finally selected to receive a scholarship. Such decision is expected to be known by the end of May. Before that, after the conclusion of the applications' eligibility revision, all the applicants will be informed if they have or have not passed to the phase of scientific-technical evaluation.

9. SCHOLARSHIP AWARD PROCESS

After being contacted by the ALBan Office, you should send immediately the proof of evidence documents that the ALBan Office will analyze to verify if they confirm all the declarations made by you in the application form, on the basis of which your application was evaluated and selected to receive an ALBan scholarship.

After this verification, the ALBan Office will send you the document "Terms and Conditions of Scholarship Award", in which the responsibilities of each party during the phase of execution of the project are described and that, consequently, will be the legal reference document for the follow-up and control of your education/training process. This document will have, among other elements, the amount of the scholarship, the amount of the contribution of complementary funds, own funds or funds offered by other entities, and the respective way of payment of the scholarship.

To define these values the ALBan Office considers the reference costs and the information about the available co-financing funds indicated in your application form.

Finally, you should send to the ALBAN Office three copies of the document “Terms and Conditions of Scholarship Award” duly signed, as proof of your acceptance of the scholarship. They must be sent along with the proof of evidence documents of your co-financing funds (in case they have not already been sent).

The scholarship will become effective after the signature of the Terms and Conditions by the Director of the ALBAN Office, as the representative of the Asociación Grupo Santander, who administers the Programme ALBAN. This act brings to an end the application process and opens the beginning of the execution phase of the education/training process.

The payments of the will start after the arrival in the country of the EU where you will be studying and after you open a bank account for the payment of the scholarship. This requisite may take more than a month after your arrival. We recommend thus that the grantees have own or other funds to cover the cost of the trip and of the first month of stay in the EU.

10. USEFUL CONTACTS



The ALBAN website and the Web page of the European Commission for the Programme ALBAN are the most important sources of information for the applicants and Higher Education Institutions, Training Centres and Organizations interested in participating in the Programme ALBAN:

<http://www.programalban.org>

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

Through the ALBAN Office, located in the Universidade do Porto, Oporto, Portugal, the Consortium lead by the Santander Group of Universities is responsible for the execution of the Programme ALBAN, in strict co-operation with the European Commission/DG EuropeAid, Directorate Latin America.

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The network of Alban Focal Points in Latin America participates in an active way in the implementation of Programme Alban through the Alban Communication Networks. An Alban Focal Point has been designated in each eligible country in Latin America (3 in Brazil), and constitute reference points of the Programme in Latin America. Their contacts are available in the Alban website and in the Guidelines for Applicants.

You can also find information about education and universities in the EU in:

Ploteus website: <http://europa.eu.int/ploteus/portal/home.jsp>

Eurydice: <http://www.eurydice.org/>

ENIC-NARIC networks: <http://www.enic-naric.net/index.asp>

Other national agencies with relevant information in the several member states of the EU are:

German Service of Academic Interchange:

<http://www.daad.de/de/index.html>

Edufrance (France)

<http://www.edufrance.fr/>

The British Council (United Kingdom)

<http://www.britcoun.org/>

AECI (Spain)

<http://www.aeci.es/>

NUFFIC (The Netherlands)

<http://www.nuffic.nl/>

Austrian Mobility Service

<http://www.oead.ac.at/>

Flemish Inter-university Council (Belgium)

<http://www.vlir.be/>

French Community Inter-university Council (Belgium)

<http://www.cfwb.be/ciuf/index.htm>

Danish Centre for international cooperation and mobility in education and training

<http://www.ciriusonline.dk/>

Centre for international mobility (Finland)

<http://www.cimo.fi/Resource.phx/cimo/mainpage/mainpage.htx>

Irish Council for international students

<http://www.icosirl.ie/>