Guidelines for the partner universities for the Utrecht Network Mobility-scheme (Research grant):

**Purpose:**
- Short term stays especially targeting research are more in demand now and would be a useful addition to the existing mobility schemes (Erasmus, open agreements). Also funding for mobility shorter than 3 months is difficult to obtain. Such a scheme would broaden mobility and further enhance the network’s visibility among students and staff.

**Characteristics:**
- Mobility organized by students themselves
- Limit it to thesis research on MA, PhD level. Students are allowed to take courses as well, but priority will be given to “research-only” students
- Limit the grant to students, who are not eligible for ERASMUS
- Length of stay: 1-6 months
- Mobility period within 1 November 2013 and 31 December 2014
- Mobility not restricted to semesters, also possible during the holidays
- Fixed grant independent of the level and length of research stay
- The mobility is not necessarily based on bilateral agreements but on the network.

**Application documents and procedures:**
- application form
- letter of motivation
- Letter of recommendation
- letter of acceptance (by an academic supervisor at the host university)

1 application deadline per year, end of October. Home universities are in charge of promoting the mobility scheme. The application materials must be submitted to the home university (IRO/Utrecht Network contact person).

**Selection procedures:**
- pre-selection of the best student at the home university. If there’s more than one student per institution applying, the home university will make a ranking and forward no more than 3 applications.
- Home institution must make the pre-selection procedure visible for the students.
- Home institution must make a double check if the students are eligible for Erasmus or not
- Leave it up to the home university to put a focus on a certain group.
- The home university forwards the applications to the Student Mobility TF Chair (petra.rabitsch@uni-graz.at) for dissemination among the selection committee. The selection will take place via email.
- No limit to one grant per institution.
- The selection committee will aim for a fair distribution among all partners.
- Proposed partners of the Selection Committee (3 partners from the TF): Aarhus, Graz, Utrecht (back up: Basel)
- The Selection Committee will distribute the scholarships between the top-ranked applications first and then consider all other applications.

Selection Criteria:
- Application includes all requested documents
- Quality of application in terms of candidate (Letter of Motivation), recommendations, work plan, planning.
- Clear added value of the MA/PhD project for the home university
- The mobility offers opportunities for further cooperation between participating research groups
- Clear added value to institutional collaboration between both institutions involved

Financial support:
- up to 1000€ for a maximum of 10 students

The research grant will be issued and transferred by UN Secretariat. Each sending university will be encouraged to provide additional funding for the students.

Documents to be handed in at the home institution (UN contact person) to be forwarded to the Student Mobility TF Chair:

Before the mobility:
- application materials
- financial agreement
After the mobility:
- Final report
- Confirmation of host university (to be kept at the home university)

The home university will keep a copy of all documents.

**Promotion:**
- Website, newsletters, facebook (if applicable at respective universities)