



**EUROPEAN  
COMMISSION**

**PROGRAMME ALβAN**  
**European Union Programme of High Level  
Scholarships for Latin America**

**Guidelines for Applicants 2006**

(For academic year 2006/2007)



(Available at: <http://www.programalban.org>  
and at: <http://europa.eu.int/comm/europeaid/projects/alban> )



**Asociación Grupo Santander**

*Leader of the consortium selected to implement the Programme Alβan in close co-operation  
with the European Commission*



# TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>4</b>
<b>1 GENERAL DESCRIPTION OF THE PROGRAMME ALβAN.....</b>	<b>6</b>
1.1 INTRODUCTION AND OBJECTIVES .....	6
1.2 DURATION OF THE PROGRAMME .....	6
1.3 ELIGIBLE COUNTRIES .....	6
1.4 CALL FOR SCHOLARSHIP APPLICATIONS .....	7
1.5 PROGRAMME PRIORITIES .....	7
1.6 TYPE AND DURATION OF SCHOLARSHIPS.....	7
<b>2 INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT AN APPLICATION</b>	<b>9</b>
2.1 ELIGIBILITY CRITERIA .....	9
2.1.1 Eligible Organisations .....	9
2.1.2 Eligibility Criteria for Applicants.....	9
2.1.3 Other Requirements to be fulfilled by all the Applicants .....	12
2.2 HOW TO PREPARE AN APPLICATION .....	16
2.2.1 Who Is Involved in the Application?.....	16
2.2.2 The Application Forms .....	16
2.3 HOW TO SUBMIT AN APPLICATION.....	18
2.3.1 Deadlines for Applications .....	18
2.3.2 Electronic Submission.....	18
2.3.3 Submission on Paper, by Mail .....	19
2.3.4 Acknowledgement of Receipt .....	20
2.3.5 Proof of Evidence Documents .....	20
<b>3 EVALUATION, RANKING AND SELECTION OF APPLICATIONS .....</b>	<b>21</b>
3.1 APPLICATION DATABASE .....	21
3.2 ELIGIBILITY CHECK.....	21
3.3 EVALUATION AND RANKING .....	21
3.4 SELECTION RESULTS.....	23
<b>4 TERMS AND CONDITIONS OF SCHOLARSHIP AWARD AND PAYMENT OF SCHOLARSHIP .....</b>	<b>24</b>
4.1 OVERVIEW OF ARRANGEMENTS FOR THE ESTABLISHMENT OF THE TERMS AND CONDITIONS OF SCHOLARSHIP AWARD.....	24
4.2 PAYMENTS .....	24



4.3	OBLIGATIONS OF THE HOST INSTITUTION .....	24
4.4	TRAINING IN THE LANGUAGE OF WORK AT THE HOST INSTITUTION.....	25
<b>5</b>	<b>MONITORING THE SCHOLARSHIP .....</b>	<b>26</b>
5.1	PROGRESS REPORTS .....	26
5.2	PERIODIC ACTIVITY INFORMATION SHEET .....	26
5.3	EFFECTIVE INVOLVEMENT OF HOST AND HOME INSTITUTIONS.....	26
<b>6</b>	<b>INFORMATION AND ASSISTANCE.....</b>	<b>27</b>
6.1	INTERNET WEB PAGES .....	27
6.2	THE ALβAN OFFICE.....	27
6.3	EUROPEAID – CO-OPERATION OFFICE .....	28
6.4	NETWORK OF NATIONAL FOCAL POINTS.....	28
6.5	EUROPEAN COMMISSION DELEGATIONS IN LATIN AMERICA.....	31
6.6	ALβAN/ALFA ALUMNI NETWORK.....	32
<b>7</b>	<b>ORGANISATION AND MANAGEMENT OF PROGRAMME AL□AN .....</b>	<b>33</b>
	<b>ANNEXES .....</b>	<b>34</b>
	ANNEX 1 – GLOSSARY.....	35
	ANNEX 2. LIST OF CODES TO BE USED IN THE APPLICATION .....	39
	ANNEX 3 – MODELS FOR HEI LETTERS/STATEMENTS .....	41
	ANNEX 4 - EXPLANATORY NOTES ON BUDGET PRESENTATION .....	47
	ANNEX 5 – GRADING SCALES IN LATIN AMERICA.....	54

## INTRODUCTORY NOTE

*The present document in English language constitutes the reference text of the Guidelines for Applicants 2006. Translations into European norms of French, Portuguese and Spanish are available for the convenience of any interested applicant. However, the text in English language will prevail in all circumstances and should be consulted whenever necessary.*

## INTRODUCTION

The dialogue between the European Union (EU) and Latin America (LA) and the Caribbean countries was strongly strengthened since the First Summit of Heads of State and Government of the countries of the two regions held in Rio de Janeiro, in June 1999 (COM (2000) 670 final, 31/10/2000).

As from the Rio Summit, a strategic bi-regional partnership was established based upon three dimensions, namely:

- greater political dialogue;
- sound economic and financial relations based on a comprehensive and balanced liberalisation of trade and capital flows;
- dynamic co-operation in key sectors, especially in the educational, social and cultural fields and the scientific and technological development.

In the field of education, the two regions have been co-operating, among other by means of the activities carried out in the context of the European Union ALFA (America Latina - Formación Académica) Programme, first adopted in 1994 for a period of 6 years. A second phase of the Programme covered the period from 2000 to 2005.

The activities developed so far have contributed to establish lasting links between the academic communities of the two regions and fostered their socio-economic development by enabling the transfer of knowledge, skills and techniques, on the one hand, and the identification and exchange of relevant experiences, on the other hand.

Mobility activities are highly praised both by undergraduates and postgraduates. They enable not only the accomplishment of study and training periods abroad in the framework of projects in a given study area but also personal fulfilment.

Universities have recognised the benefits derived from mobility programmes and are willing to allow an increasing number of students to participate from the European offer of quality study programmes as well as experience the excellence of their education and training (COM (2001) 385 final, 18/7/2001).

The European Commission approved, in 2002, a programme of scholarships for Latin Americans in the European Union – **Programme Alβan (America Latina – Becas de Alto Nivel)**. It aims at responding to the needs of increased co-operation with Latin America in the field of higher education and training, and enables the further opening up of the European higher education area to third countries.

The Programme Alβan is in line with the strategy for regional co-operation with Latin America that the European Commission has approved for the period from 2002 to 2006 ([http://europa.eu.int/comm/external\\_relations/la/rsp/02\\_06\\_fr.pdf](http://europa.eu.int/comm/external_relations/la/rsp/02_06_fr.pdf)).

The Programme Alβan will also contribute to the strengthening of the partnership between the civil society networks of both regions.

The Programme Alβan aims at supplementing and complementing the ALFA Programme, providing for increased mobility from Latin America to the European Union. On the other hand, it will complement bilateral co-operation activities already carried out by Member States with Latin America countries.

The Programme covers education and training, in the European Union, of Latin American nationals that desire to acquire new knowledge and skills in the context of post graduate studies (Master or Doctorate levels) or specialist higher level training for professionals.

The mobility will be undertaken with the active support of higher education institutions or networks, thus contributing to the creation or to the consolidation of institutional co-operation links between the two regions.

The European Commission, responsible for the Programme Alβan, established a partnership with a Consortium lead by Asociación Grupo Santander, a network of 45 European universities having co-operation agreements with higher education and training institutions from Latin America to implement the Programme Alβan. The Alβan Office, located at the University of Porto, Porto, Portugal, conducts all operational activities related to Alβan and is the contact point for all inquires (Fax: +351 22 204 6159, e-mail: [info@programalban.org](mailto:info@programalban.org), website: <http://www.programalban.org>)

Two types of Alβan scholarships will be awarded as summarised below:

**Table 1 - Alβan Scholarships**

Scholarship type	Rationale	Applicant	Maximum age
Alβan post-graduate level scholarship	Scholarships awarded to the best of Latin American young students who have obtained a first University degree, for higher level post-graduate education, at Master or Doctorate level, in any eligible Higher Education Institution (HEI) of the European Union	Young graduate or post-graduate student	45 <sup>(1)</sup>
Alβan higher level specialisation scholarship	Scholarships awarded to Latin American experienced professionals/senior managers working at any public or private organisation, for a specialised training or skill upgrading in any leading Higher Level Training Centre/Organisation (public or private), legally recognised for higher level training of the European Union	Experienced professional	50 <sup>(1)</sup>
<sup>(1)</sup> Age limits apply to the fourth Call for Scholarship Applications 2006 (with a view to academic year 2006/2007) and may change in subsequent Calls. The age limit refers to 01 September 2005 (Cf.2.1.2 b) and c))			

This document aims at providing the prospective applicant with the required information for a successful application. It defines the conditions for eligibility to the scholarships and explains how to fill in and submit the Application Form. It describes the evaluation criteria, the Terms and Conditions of Scholarship Award and how the scholarship will be monitored. It also indicates where to look for further assistance or information.

**The contents of the Guidelines for Applicants are of utmost relevance in assisting with the preparation of a successful application and they should receive a careful attention from all prospective applicants.**

# **1 GENERAL DESCRIPTION OF THE PROGRAMME ALβAN**

## **1.1 INTRODUCTION AND OBJECTIVES**

The Programme Alβan is a higher level scholarship Programme, adopted by the European Commission in 2002, addressed to Latin American citizens, from Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela. Further, the Programme is addressed to Latin American students and professionals that will benefit from scholarships for postgraduate studies and professional training or upgrading, in any of the 25 European Union Member States (Austria, Belgium, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom). The Programme runs from 2002 to 2010.

The total EU contribution to scholarships amounts to a maximum of 75 million Euros, corresponding to a maximum of 75% of the eligible cost of education/training.

Alβan awards scholarships from 6 to a maximum of 36 months to applicants registered or having the support of one eligible Higher Education Institution in Latin America, to conduct postgraduate studies in the European Union, leading to a second cycle degree ('Master') or to a third cycle degree ('Doctorate'). Alβan will benefit as well experienced professionals and senior managers occupying leading positions in public or private organisations, in the same LA countries, seeking higher level specialisation training, skill upgrading or updating at a Higher Education Institution, Higher Level Training Centre or a similar Organisation in the European Union. In both cases, when applying for a scholarship, the applicants should have already been accepted at an eligible university, higher education institution or higher level training centre/organisation of the European Union, as defined in Section 2.1.1.

It is expected that further to opening-up the European Union Higher Education Area to Latin Americans, the Programme Alβan will contribute to better employability skills and opportunities to Latin American postgraduates and professionals in their home countries. Alβan is also expected to contribute to the validation and mutual recognition of academic degrees between European Union and Latin America countries.

The Programme Alβan takes into account the European Union horizontal policies on equal opportunities.

In the previous three Call for Scholarship Applications 2003, 2004 and 2005, a total of 1583 applications (of an average duration of about two academic years) were selected for education and training starting in academic years 2003/2004, 2004/2005 and 2005/2006 in higher education or training institutions of the European Union.

## **1.2 DURATION OF THE PROGRAMME**

The first phase of Alβan (2002-2006) covers three academic years 2003/04, 2004/05 and 2005/06 in the European Union. The second phase (2006-2010) will cover the academic years of 2006/07 and 2007/2008. The remaining period (till mid 2010) will be mainly devoted to project completion and the assessment of the programme.

## **1.3 ELIGIBLE COUNTRIES**

The countries eligible to participate in the Programme as host countries to scholarship holders are the 25 Member States of the European Union: Austria, Belgium, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

The applicants must be citizens of one of the following 18 Latin American countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela.

## **1.4 CALL FOR SCHOLARSHIP APPLICATIONS**

A Call for Scholarship applications will be launched during the second half of the first five years of the Programme Alβan. Further information will be available from the Portal Alβan (<http://www.programalban.org>) and the European Commission website for the Programme Alβan:

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

Upon receipt, the Alβan Office will check applications for eligibility. The eligible applications will be further evaluated for their technical/scientific quality. Only the best quality eligible projects will be selected by the European Commission. The evaluation process is described in detail in Section 3.3.

## **1.5 PROGRAMME PRIORITIES**

In principle, applications will be accepted in all subject areas (see Annex 2), with the exception of language learning. Each specific Call may eventually indicate priority areas or any other relevant specificity. Such priorities may be altered from year to year on the basis of previous years experience where and when necessary.

The Programme Alβan is part of the general EU co-operation policy with Latin America, thus respecting the priorities expressed in Country Strategy Papers or Regional Papers.

## **1.6 TYPE AND DURATION OF SCHOLARSHIPS**

The duration of the Alβan Scholarship ranges from 6 months to a maximum that depends on the type of education/training (Master, Doctorate and Specialisation) and the project proposed. In no case, for any reason, Alβan scholarships may last for longer than 36 months.

Two types of scholarships will be awarded:

- (i) postgraduate scholarships to undertake studies in the European Union, leading to a second cycle studies degree ('Master') consisting typically of a minimum of 90 and a maximum of 120 ECTS, lasting from a minimum of 6 months to a maximum of 24 months of effective attendance and work in the EU. Scholarships leading to a third cycle studies degree ('Doctorate') consisting typically of a minimum of 180 ECTS, lasting from a minimum of 6 months to a maximum of 36 months of effective attendance and work in the EU; these scholarships may reach a maximum of EUR 1500 per month of actual work;
- (ii) specialisation scholarships for experienced professionals/senior managers occupying leading positions in public or private organisations in any of the eligible Latin American countries seeking higher level specialisation training at a Higher Education Institution or Higher Level Training Centre in the European Union; these scholarships may last from a minimum of 6 months to a maximum of 18 months of effective attendance and work in the EU and may reach a maximum of EURO 2500 per month of actual work.

Under Programme Alβan, the European Commission maximum contribution to the education/training per month is € 1500 for Master or Doctorate and € 2500 for Specialisation. In all, the European Commission can contribute to a maximum of 75% of the total eligible cost of the education/training project. Each education/training project must thus receive a minimum of 25% of external funding.

A revised budget of all eligible costs will be prepared by the Alβan Office according to high and low reference costs established after consultation with the European Commission/EuropeAid, as a basis for the calculation of the 75% indicated above.

**Prior to the actual award of the scholarship, the selected applicant must produce evidence that the indicated external funds will be available to him/her.**

The scholarship award will be made up of a contribution to the official fees charged by the host Higher Education Institution, up to a maximum of € 6000 per year, and of a contribution to the subsistence costs in the EU.

Programme Alβan will only support education projects leading to postgraduate degrees (Master or Doctorate or their equivalents) that are fully recognised for all effects by the competent national

authorities of the country of the awarding institution. Support will not be given to undergraduate neither to postdoctoral education (considered as that sought by any holder of a doctor degree).

Only the costs of the individual applicant will be supported; Alban scholarships do not cover any family costs.

The concepts of second and third cycles of higher education are in line with Bologna Declaration (<http://europa.eu.int/comm/education/policies/educ/bologna/bologna.pdf>)

and follow-up ministerial meetings whose decisions are expressed in:

Prague 2001 Communiqué

(<http://europa.eu.int/comm/education/prague.pdf>),

Berlin 2003 Communiqué

(<http://www.bologna-berlin2003.de/pdf/Communiqué1.pdf>)

and Bergen 2005 Communiqué

([http://www.bologna-bergen2005.no/Docs/00-Main\\_doc/050520\\_Bergen\\_Communique.pdf](http://www.bologna-bergen2005.no/Docs/00-Main_doc/050520_Bergen_Communique.pdf))



## **2 INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT AN APPLICATION**

### **2.1 ELIGIBILITY CRITERIA**

#### **2.1.1 Eligible Organisations**

Applicants for Alβan scholarships are required to be supported by a home institution and/or organisation, depending on the applicant's personal status.

An eligible Higher Education Institution (HEI) of the home country should confirm that the applicant holds a valid university degree in the home country and inform about the relevance of the proposed project for the region or the country. The same institution should back up the application in the case that the applicant is a registered student at the HEI. Eligible HEI's are those recognised as such by their country's competent national authorities. The Portal Alβan (<http://www.programalban.org>) and the Programme Alβan website (<http://europa.eu.int/comm/europeaid/projects/alban>) list such institutions per LA country participating in Alβan.

Furthermore, applicants to an Alβan scholarship leading to the award of a Master or Doctorate degree can only attend to institutions in the European Union Member States that are eligible (host) institutions. When an applicant wishes to attend a non-eligible Higher Level Centre/Organisation (i.e. research centre) this will be possible only if an eligible HEI is responsible for awarding the degree. Likewise, the list of eligible HEI's in the EU is available for each EU Member State at the Portal Alβan and the Programme Alβan website.

Experienced professionals, senior managers, future decision makers, occupying leading positions in public or private organisations and enterprises (including SME's) in any eligible LA country, applying for an Alβan scholarship must have the support of the organisation where they work, that should equally back up the applicant's training project. As requested in the Application Form, such a training project should state the anticipated impact not only to the applicant him/herself, but also to the organisation, region and/or country of applicant's origin.

In the case of Alβan scholarships for higher level specialised training of LA professionals/future decision-makers, the host organisations have to provide for higher level training or upgrading. Such organisations should be recognised in their countries and internationally as providing for higher level training. They may be attached to HEI themselves, to research institutes or centres or to higher vocational training institutions and organisations.

The home and/or host institution of an applicant to an Alβan scholarship for specialised higher training may not always figure among those listed in the country's eligible higher education institutions available from the Programme Alβan Internet page and Portal Alβan. However each applicant is required (cf. Application Form) to clearly identify the home and the host institutions as well as the contact persons (hard copy evidence to be provided as indicated under point 2.1.2 (f)). Such information will be verified on a case by case basis.

#### **2.1.2 Eligibility Criteria for Applicants**

To be considered eligible for an Alβan scholarship, the applicants must meet ALL applicable criteria indicated below:

- (a) The applicants, at the moment of their application, must be citizens of one of the 18 Latin American countries eligible for Programme Alβan and must have been physically living in one of those countries since 01SEP04.

In the case of visits abroad, if the accumulated number of days exceeds 30, continuous or interpolated, these must be reported and the duration and reasons indicated.

Any stay outside the 18 LA countries for any kind of study or to attend any course in the same area of the proposed project, after 01SEP04 and exceeding 30 days will make the application non-eligible.

- (b) Applicants for a Master or Doctorate scholarship must have completed minimum university qualifications, holding a first university degree and must have been accepted for post-graduate studies at master or doctorate level at a Higher Education Institution (HEI) of the European Union. They must be supported for such education/training by a Higher Education Institution from the home country.

Applicants aiming at education at Post-doctoral level (either in full or in part) are not eligible for an Alβan post-graduate scholarship.

Applicants holding a Doctorate degree are not eligible for an Alβan scholarship.

In the context of the Call for Scholarship Applications 2006 (with a view to academic year 2006/2007), the applicants to these types of scholarship can not be older than 45 years (must have been born on or after 01 September 1960); the indicated age limit may change in subsequent calls. Master degrees fully obtained in the EU must have a duration of one to two academic years, equivalent to 60 to 120 ECTS; in all cases these scholarships will have a maximum duration of 24 months in the European Union

- (c) Alternatively applicants for a Specialisation scholarship must be experienced professionals/senior managers, having been working for at least 7 years in the profession (since they obtained their university graduation), at any recognised organisation and always in one of the eligible Latin America countries wishing to obtain a higher level professional training or skill upgrading in the European Union, counting on the support of their own organisation. Such specialisation training will have a total minimum duration of 6 months and a maximum of 18 months in the European Union.

Post-doctoral projects (either in full or in part) are not eligible for an Alβan scholarship.

Experienced professionals or senior managers holding a Doctorate degree are not eligible for an Alβan scholarship.

Specialisation scholarships will not be awarded to projects aiming at obtaining Master or Doctorate degrees; in such cases applications must be submitted under conditions indicated in section (b) above.

In the context of the Call for Scholarship Applications 2006 (with a view to academic year 2006/2007), the applicants to specialisation type of scholarship must be between 30 and 50 years old (they must have been born before 01 September 1975 and on or after 01 September 1955); the indicated age limits may change in subsequent calls.

- (d) Applicants must have contacted and have been accepted by one Higher Education Institution or Higher Level Training Centre in the European Union (Austria, Belgium, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom) for the proposed education/training project (when duly justified more than one organisation may participate in the same education/training project, as indicated in 2.1.3 (g)). Applicants should consult the Call for Scholarship Applications 2006 about any other requirement.

The letter or statement provided by the host HEI must include the standard form included in Annex 3 fully completed, providing a short description of the education/training sought (in particular with respect to the Bologna Declaration and the Bologna process), its duration and workload (e.g. ECTS) and indicating the registration/tuition fees required to attend the education/training; any cost reduction or waiving offered by the HEI should be indicated (a model for such letter/statement and the required information form are provided in Annex 3).

Active full-time participation of the applicant and his/her presence in the EU is required. Part-time or distance learning projects are not accepted. Full time work requires a minimum of 1500 work hours per academic year, including taught courses (lectures), seminars, exams, tutorials, supervised research/laboratory/practical work, own independent study as indicated in Section 2.1.3 (b).

The scholarship will cover only the time of actual active work in the EU for the education/training project approved. Unjustified travelling or holiday periods are excluded (all projects lasting more than 12 months may include a one-month leave after each 12 month of effective work in the project).

All periods of study/work that occur outside the 25 eligible EU countries will not be covered by the scholarship, even when they are part or a requirement of the approved project (cf. Section 2.1.3 (b)).

- (e) Finally, they have to describe how they will be reintegrated as active members in any organisation of their home country, once the education/training period in the European Union is over.

(f) **IMPORTANT notes:**

Written originals or certified copies are required to confirm information supplied by the applicants. Following the technical/scientific evaluation (as described in Section 3.3), the Alban Office will notify all the applicants selected to receive a scholarship, by e-mail, to submit such required documentation, in due course, both for applications submitted on-line through the Internet and on paper by mail. The documentation must be submitted within the deadlines indicated in the notification. Ordinary photocopy, digital copy, fax, or e-mail will not be accepted, unless indicated.

Although it is the applicant's responsibility to send the documentation, he/she may ask any person or organisation to send any document on his/her behalf directly to the Alban Office. No reception of any of the documents indicated below constitutes reason for the rejection of the application.

Due to the very high number of documents received, the Alban Office has not the resources to issue and return any receipt of such documentation; it is thus advised that the applicants submit the documentation by certified/registered mail and keep a record of it.

A Glossary explaining some of the terms used is included in Annex 1.

#### **DOCUMENTS TO BE SUBMITTED BY ALL APPLICANTS:**

1. Reference forms (using the Reference Forms provided), signed by selected referees; these accreditations must have been submitted in the first place through the Internet, using the electronic form available; these forms are an integral part of the application, without which the application will not be considered eligible (cf. with the description presented in Annex 3); The printed and signed copy of the reference forms must be received at the Alban Office before 1 February 2006.

#### **DOCUMENTS TO BE SUBMITTED BY APPLICANTS SELECTED:**

1. Copy of Identity Card, Passport or an Official Identification Document containing: full name, date and place of birth, nationality, place of residence and signature (ordinary copy);
2. Certificate of nationality, place and date of birth (original or certified copy);
3. Declaration, made by the applicant under oath, stating where he/she has physically lived (not the official residence) since 01 September 2004; in the case of visits abroad, if the accumulated number of days exceed 30, continuous or interpolated, these must be reported and the duration and reasons indicated (original, with certified signature);
4. Transcript of studies (certificate of the university degree obtained and a list of the marks/grading obtained in each course if an official average is not issued by the awarding HEI (original or a certified copy is required);
5. Letter or statement from an eligible Higher Education Institution (HEI) (for Master or Doctorate) or recognised organisation (for Specialisation) in the home country, that backs up the proposed education/training project (see Annex 3) (original);
6. Letter or statement made by the applicant or by an institution/organisation in the home country providing details about the reintegration of the applicant in the country at the end of the proposed project (original);
7. Letter of unconditional acceptance at the host institution (or institutions, in the case of a split stay) and description form providing the details requested in 2.1.2(d); no change of HEI/HLTC (Higher Level Training Centre) or programme with respect to that declared in the Application Form will be accepted; (see Annex 3 for a model of such letter and the Higher Level Education/Training Description Form) (original);

8. One copy (or ordinary photocopy) of any Official Brochure of Education/Training (or Internet announcement, including source identification and address) describing the education/training sought;
9. One passport or ID type photo (no photocopy will be accepted);
10. Ordinary photocopy of the first page of all the publications authored by the applicant and indicated in the Application Form (must show the name of the journal/publication where they were published);
11. Certification of funds made available by external sources (if applicable); certification of own funds made by a statement, under oath, by the applicant or a family relative, with certified signature (see Annex 3 for a model of such document);
12. Medical certificate stating the general and mental fitness to complete the education/training project in the European Union (provided by any legal medical doctor or public health organisation in the home country);
13. Any other documents considered necessary and requested by the Alβan Office.

Applicants who fail to present full proof of complying with points (a) to (e) mentioned in this Section, within the deadlines specified in the Call for Scholarship Applications, will be excluded.

Letters/statements concerning numbers 5 and 6 may be presented together.

Applicants must be holders of an health insurance policy covering cases of sickness and accident that may happen valid during their whole stay in the EU. Programme Alβan has contracted a group insurance with such basic coverings that may be subscribed by applicants.

The Alβan Office may check the authenticity of any document by any means; all documents found to be false or misleading will be discarded, and the application eventually excluded.

All documents submitted will be kept as proof by the Alβan Office, whatever the result of the application, and will not be returned.

Applicants must ensure that they are able to fulfil the immigration and visa requirements for the EU Member States in which they intend to undertake their projects. Information must be obtained from the corresponding Embassies or Consulates.

In order to avoid any customs charges, no commercial value should be assigned to the documents sent; in any case, the Alβan Office will not support any charges claimed by delivering services.

### 2.1.3 Other Requirements to be fulfilled by all the Applicants

#### (a) Education/training projects

Programme Alβan will only support education/training projects in the context of postgraduate diploma degrees (at master or doctorate level) **that are fully recognised for every one of the effects by the competent national authorities of the country of the awarding institution.**

The applications should clearly state which institution(s) (home and/or host) will award the diploma degree.

Education/training projects with a format fulfilling the recommendations of the Bologna process, with established ECTS and providing Diploma Supplements will be favoured. A 'Master' degree is typically obtained after a minimum of 60 and a maximum of 120 ECTS of postgraduate studies while a 'Doctorate' degree is typically obtained after a minimum of 180 ECTS.

#### (b) Required involvement

Active full-time participation of the applicant and his/her attendance in an EU Higher Education Institution or Higher Level Training organisation is required. Part-time or distance learning projects are not accepted.

Full time work requires a minimum workload of 1500 work hours per academic year, including taught courses (lectures), seminars, exams, tutorials, supervised research/laboratory/practical work, own independent study. For those education/training projects in line with the Bologna recommendations, a minimum of 60 ECTS per year are required; in the case that ECTS workload is not yet defined, in traditional format education/training, the total workload will be calculated as

3 times the number of lecture hours and exams plus 1.5 times the number of supervised research/laboratory/practical work. In the case of non-traditional format education/training, the Rector/President of the host HEI should inform the Programme Alβan, namely the Alβan Office of the different criteria to qualify as a full-time workload for his/her institution.

In order to achieve the highest success rate of the Programme Alβan, the participation and progress of the grantees will be regularly checked by the Alβan Office; failing to demonstrate acceptable project participation and progress may lead to scholarship interruption and/or cancellation.

The scholarship will cover only the time of effective work in the education/training project approved. Unjustified travelling or holiday periods are excluded (all projects lasting more than 12 months may include a one-month leave after each 12 month of active work in the project).

All periods of study/work that occur outside the 25 eligible EU countries will not be covered by the Alβan scholarship, even when they are part or a requirement of the approved project (cf. Section 2.1.3 (b)).

**(c) Subject areas**

Education/training projects proposed must fall within the scope and priorities set for in the corresponding Call for Scholarship Applications for the academic year 2006/2007, if any.

**(d) Multiple applications**

Applicants may only submit one application for an Alβan scholarship for the same call. The selection result of any former application must be known before a new application is submitted. Multiple scholarships will not be awarded to the same person.

**(e) Allowable duration of the scholarship**

Each scholarship will have duration between 6 months (minimum) and a maximum that depends on the type and duration of the education/training (cf. section 1.6):

- (i) postgraduate scholarships leading to a second cycle of studies degree ('Master'), may last from a minimum of 6 months to a maximum of 24 months of effective presence and work in the EU; however, master type post-graduate degrees fully obtained in the EU must have a duration of one to two academic years, equivalent to 60 to 120 ECTS.
- (ii) postgraduate scholarships leading to a third cycle of studies degree ('Doctorate'), may last from a minimum of 6 months to a maximum of 36 months of effective presence and work in the EU; these scholarships may be awarded for periods of research work in the EU within the scope of degrees to be awarded by Latin American Higher Educations Institutions ('sandwich' programmes).
- (iii) specialisation scholarships for experienced professionals/senior managers seeking higher level specialisation training may last from a minimum of 6 months to a maximum of 18 months of effective presence and work in the EU. Specialisation scholarships will not be awarded to projects aiming at obtaining Master or Doctorate degrees; in such cases applications must be submitted and observe conditions indicated in sections (i) or (ii) above.

**The duration (number of months) of the scholarship awarded can not be extended.**

Should the whole education/training project last for longer, the award will be limited to the maximum duration of 36 months.

In case the approved activities covered by the Programme Alβan Scholarship conclude prior to the period covered by the award, the grantee must notify the Alβan Office. The actual Alβan Scholarship will be reduced accordingly.

**(f) On-going post-graduate education or training projects abroad**

Programme Alβan wishes to promote and to support **ONLY** new post-graduate education and higher training projects (including specialised training), proposed by Latin-America citizens living in any eligible Latin America country at least since 01SEP04 as indicated in 2.1.2 (a). Those **applicants already involved and/or working in post-graduate education/training projects**

**abroad** (outside the 18 Latin America eligible countries) **at application time or in the period since 01SEP04 are not eligible for the Programme Alβan.**

**This is a very important requirement and the Alβan Office will check very strictly that the applicants meet this requirement. In case someone is awarded a scholarship having submitted incorrect or omitting relevant information on this criterion, he/she will see such an award promptly interrupted or cancelled, as soon as such an irregular situation is brought to the knowledge of the Alβan Office or the Programme Alβan. He/she ought to reimburse the Alβan Office of all sums perceived.**

**(g) Education/training projects at more than one institution/organisation in the EU**

Applicants to the Programme Alβan scholarships must prepare a well-structured and justified work plan and submit it as an integral part of their application by means of the official Application Form 2006/2007.

**If the work plan involves an education/training stay in more than one institution/organisation in the European Union, it is required to justify the specific involvement of each host institution.** Further, a clear relationship between the work plan and the specific activities per each host institution needs to be fully presented. In addition, the necessary letters of support and acceptance by all relevant institutions involved are also required.

Applications involving more than two host institutions/organisations will be analysed on a case by case basis.

In all cases, **the total amount paid by the scholarship will depend only on the total number of months of actual education/training work in the European Union approved** (cf. also with Section (b) above) and does not depend on the number of host institutions/organisations involved in the project of education/training (periods of inactivity in the EU will not be paid).

In addition, the application should clearly state which institution(s) (home and/or host) will award the diploma degree.

**(h) Multiple grants**

In general, an Alβan scholarship can not be accumulated with any other scholarships for the same education/training project, whatever its source. In the case of joint/mutual recognition programmes or “sandwich” projects, any existing grant in the home country must be interrupted during the period of the Alβan scholarship in the EU.

When duly justified, the applicants may seek additional financial support for their education/training projects (see section (i) below) but they have to declare all such additional funds in the Application Form and/or, if selected, before the final award of the scholarship.

**(i) External funding**

Under Programme Alβan, the European Commission maximum contribution to the education/training project per month is € 1500 for Master or Doctorate, and € 2500 for Specialisation. In all, the European Commission can contribute to a maximum of 75% of the total eligible cost of the education/training project. Each education/training project must thus receive a minimum of 25% of external funding.

The scholarship award will be made up of a contribution to the official fees charged by the host Higher Education Institution, up to a maximum of € 6000 per year, and of a contribution to the subsistence costs in the EU.

A revised budget of eligible costs will be prepared by the Alβan Office according to high and low reference costs established after consultation with the European Commission/EuropeAid.

**Prior to the actual award of the scholarship, the selected applicant must produce evidence that the indicated external funds will be available to him/her.**

**(j) IMPORTANT notes:**

- (i) Applicants will have to swear on oath in the Application Form the truth of their declarations. If any false declaration is detected at any time during the evaluation process and the period of duration of

the scholarship award, it may lead to its immediate cancellation and the return of all the funds received so far.

The applicants will be liable for all the consequences of false or erroneous information contained in their Application Forms, made intentionally or not.

- (ii) The Alban Office does not take any responsibility and can not make any payment to any applicant before a scholarship is actually awarded. The applicants must support all expenses incurred in the preparation and submission of the applications. The payment of the scholarship starts only after arrival in the EU and effective start-up of the project; applicants must thus be prepared to pay for travelling to the EU and for the cost of the first month of stay in the host country.

## **2.2 HOW TO PREPARE AN APPLICATION**

### **2.2.1 Who Is Involved in the Application?**

Applications for Alban Scholarships are submitted on an individual basis, though the following individuals and organisations are involved:

- (a) the applicant, a present or future post-graduate student or a professional, willing to obtain a post-graduate degree (master or doctorate) or carrying out an specialisation in the European Union;
- (b) the home Higher Education Institution (HEI) or organisation, and an academic or professional tutor who must support the proposed education/training project;
- (c) the host Higher Education Institution (HEI) or training organisation (eventually more than one in an integrated project and when duly justified) and an academic or training responsible for the intended education/training project (or part of it in each place to stay), willing to receive the applicant for the desired period of stay (please note that applications aiming at different alternative HEI's or training organisations will not be accepted);
- (d) two independent referees, indicated by the applicant and able to provide personal references on the applicant (one referee, at least, should be an expert in the subject area of the education/training project proposed).

### **2.2.2 The Application Forms**

For this Call for Scholarship Applications 2006 with a view to academic year 2006/2007, three different official Application Forms will be available in the four official languages of Programme Alban for the three types of scholarships for education/training offered in the context of, respectively:

- a Master degree
- a Doctorate degree
- Specialisation training

The official Application Forms are available from the Portal Alban (<http://www.programalban.org>) and should be submitted using the electronic support provided in the same website. On very special cases, applications may be sent on paper by mail. In order to encourage the use of electronic submission and allow for the extra processing time required with paper forms, the deadline for submission on paper will be set before that of the electronic submission. The Call for Scholarship Applications will indicate the deadlines applying for the call.

Only applications submitted by means of the official Application Forms will be considered. Application Forms are available in the four official languages of the Programme Alban, English, French, Portuguese and Spanish. The application must be written in the same language of the chosen Application Form. Whenever requested in the form itself, one same second language, among the four official ones, is to be used.

When an application is received in both electronic and paper format, the electronic version only will be treated as valid. When more than one application of the same type is received, only the most recent one is considered.

**Applications received by fax, e-mail or hand-written are not valid and will not be considered.**

All data supplied by the applicant will have to be confirmed. Failing to present the required written and official proofs of any of the information items corresponding to eligibility requirements or having a role in the evaluation/ranking process, as indicated in Section 2.1.2 (f) will lead to immediate cancellation of the application. The Guidelines for Applicants 2006 indicates all the required confirmation documents.

To prepare an application, the applicant should:

- (a) **identify the type of scholarship** to which an application will be made (master, doctorate or specialisation; post-doctorates are excluded);



- (b) **check the eligibility criteria** given in Section 2.1;
- (c) **find one suitable host institution and a qualified academic or researcher willing to supervise the education/training project proposed; applications which fail to identify one single host institution and indicate several alternatives will be excluded** (with exception of special cases described in Section 2.1.3 (g) );
- (d) **prepare an education/training project**, in agreement with both the host institution/organisation in the European Union and the supporting home institution/organisation, which meets the format and priorities established in the specific Call for Scholarship Applications, if any;
- (e) **ensure that the project description is sufficiently objective and specific** regarding objectives, methodology and feasibility, impact and benefit, and ability to meet project goals within the time limits set by the duration of the grant. Insufficient detail or lack of objectiveness will reduce the chances of success in the evaluation;
- (f) **decide the duration of the scholarship**; the duration should be the time actually necessary to complete the project in line with the minimum duration of 6 months and the maximum of 18, 24 and 36 months according to the type of scholarship, Specialisation, Master and Doctorate respectively; in no case, whatever the reason, a scholarship may last more than the maximum duration established for each type of scholarships; in the case that the duration requested will be longer than the duration indicated by the host HEI for the project proposed, this last one will be considered; a very careful management of the time/funds available must be maintained at all times; periods of inactivity in the EU will not be paid by the scholarship;
- (g) **prepare a budget for the education/training**; the cost of the education/training must be estimated based on information received from the host institution concerning registration/tuition fees and reasonable living costs and on travel cost using the most economic possible airfare. In the case that a reduction or waiving of the registration/tuition fees or of other eligible costs is offered by the host institution, the full cost must be considered and the offered reduction/waiving must be considered as an external fund contribution.

A revised budget of eligible costs will be prepared by the Alþan Office according to high and low reference costs established after consultation with the European Commission/EuropeAid. Only the costs incurred while actually staying in an EU eligible country will be considered.

The aim of such eligible budget is to gather the conditions allowing the successful achievement of the education/training sought and to moderate possible cases of excessively high registration/tuition fees.

Under Programme Alþan, the European Commission maximum contribution to the education/training per month is € 1500 for Master or Doctorate, and € 2500 for Specialisation. In all, the European Community can contribute to a maximum of 75% of the total eligible cost of the education/training.

**Only the costs of the individual applicant are to be considered; Alþan scholarships do not cover family costs;**

- (h) **find out about reintegration** as an active member in the home country, once the education/training project in the EU is over; a letter or statement from any recognised institution or organisation in the home country providing details about the reintegration of the applicant in the country at the end of the proposed project should be provided;
- (i) **submit the application to the Alþan Office by the relevant deadline for submission of applications**, as explained in Section 2.3. **Beware that different deadlines may exist for applications submitted on paper or electronically;**
- (j) **gather all the documentation required** to confirm information supplied in the Application Form (e.g. copies of diplomas, certificates, necessary signatures, etc.); such documents should be sent to the Alþan Office by the deadline notified after the application has been selected for funding; **BEWARE THAT THIS MAY TAKE A CONSIDERABLE AMOUNT OF TIME; THE APPLICANTS ARE THUS ADVISED NOT WAIT TO RECEIVE THE REQUEST FROM THE ALþAN OFFICE TO START THEIR PREPARATION.**

## 2.3 HOW TO SUBMIT AN APPLICATION

### 2.3.1 Deadlines for Applications

Deadlines for the submission of applications for Alβan scholarships are included in the yearly calls for scholarship application to be widely publicised through the Portal Alβan (<http://www.programalban.org>) and the Programme Alβan website (<http://europa.eu.int/comm/europeaid/projects/alban>). The deadline time for submitting electronic applications is the 24h00 CET of the deadline date (CET - Central European Time, the same time as in Belgium).

### 2.3.2 Electronic Submission

For on-line electronic submission the following issues must be considered:

- (a) Applicants must have the possibility to send and receive e-mails as well as to have access to an Internet connection.
- (b) Applicants must select the Application Form adequate to the type of scholarship they are applying, namely for education/training in the context of :
  - a Master degree
  - a Doctorate degree
  - a Specialisation training
- (c) Applicants will have to fill in the blanks of the electronic Application Form available at the Portal Alβan (<http://www.programalban.org>). The system will maintain the application as a saved draft that may be always revised, edited and completed while the submission button is not pressed. Applicants are advised to exercise maximum care in preparing the application and fully revise it before pressing the submission button. **After submission no more changes whatsoever can be made to the application.**
- (d) On pressing the submission button, the application is sealed, and sent to Alβan Office, which gives the application an **Alβan code and a validation key**. A digital certificate will be issued containing the time and date of submission as well as both the validation key and the Alβan code, for future contacts and follow-up.
- (e) The digital certificate mentioned under (d) will be sent to the applicant on-line, immediately after submitting the application. **The applicant is advised to print locally such certificate as well as the provided .TXT copy of the full application just submitted. In all cases a confirmation message with the Alβan code and the validation key will be sent automatically to the first e-mail address indicated by the applicant together with an attached file containing a text version of the Application Form.**
- (f) In the case of submission of several electronic forms, only the last one received will be considered.
- (g) Applicants using electronic submission should keep a printed copy or a backup copy on diskette of the application submitted.
- (h) An electronic Reference Form for assessment of the applicant is available in the portal Alβan and should be submitted by accreditation referees selected by the applicants. At least, one of the referees should be an expert in the subject area of the education/training project proposed. The Alβan code (cf. 2.3.2 d)) assigned to the applicant should be given to the referee. Copies on paper of such forms, duly signed by the referee, should be sent to the Alβan Office at the address indicated in 2.3.3., following the instructions given in the form itself.
- (i) All legal proof of stated information, as indicated in Section 2.1.2 (f), will be sent by mail to the Alβan Office within the deadline stated in the call, having as reference the Alβan code automatically issued after submission.

- (j) All received applications will be included as read-only information in a protected relational database. All legal requirements concerning the manipulation of personal data will be observed and confidentiality will be maintained at all times, as stated by the law of Spain.
- (k) **VERY IMPORTANT: Experience gained from previous Calls shows that more than 70% of the applications are received within the last 36 hours before the deadline time. This leads to an extreme overload of the Alβan computer servers and Internet access to them, with the possibility of failures. All the applicants are advised to submit their application as soon as possible and to avoid the final hours before the deadline.**

The deadline time for submitting electronic applications is the 24h00 CET (Central European Time, the same time as in Belgium) of the deadline date. **The Alβan Office will do its best to prevent failures of the system but it will not accept any kind of responsibility whatsoever with respect to those that were unable to submit their application before the deadline time. All applicants are reminded that applications sent by fax or e-mail will NOT be accepted.**

### 2.3.3 Submission on Paper, by Mail

- (a) Applicants that are not able to submit their application electronically may prepare it on paper. In such case they should fill in the official forms available at focal points or downloaded from the Portal Alβan in MS-Word format and send it duly signed to the Alβan Office, within the stated deadline (additional documentation should not be included at this time).
- (b) Only applications submitted by means of the official Application Forms will be considered. Application Forms are available in the four official languages of the Programme Alβan, English, French, Portuguese and Spanish. The application must be written in the same language of the chosen Application Form. Whenever requested in the form itself, one same second language, among the four official ones, is to be used. Hand-written applications will be rejected.
- (c) Applications may be sent either by postal mail or by messenger and will be received at the address and during the opening period specified in the text of the Call. The time and date of reception will be recorded; an Alβan code will be issued and communicated to the applicant by e-mail (by regular mail if necessary). In order to avoid any customs charges, no commercial value should be assigned to the documents sent; **in any case, the Alβan Office will not pay any charges claimed by delivering services.**
- (d) When an application is received in both electronic and paper format, the electronic copy only will be treated as valid. When more than one application of the same type is received, only the most recent one is considered.
- (e) IMPORTANT Notes:
- Envelopes should be clearly marked: **Alβan Scholarship Application** and the Call Identifier should be indicated.
  - **Applications sent by fax, e-mail or hand-written will NOT be accepted.** Additional pages should not be sent separately from the main application package.
  - Independent assessment letters must be submitted by accreditation referees, using the specific electronic forms available in Alβan website and confirmed in writing by sending signed copies of such forms to Alβan Office.
  - Applications and any other documentation must be sent/delivered to the following address:

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

#### **2.3.4 Acknowledgement of Receipt**

- (a) When Alβan Office receives an application by mail, the date of receipt will be stamped and an Alβan code will be issued for the application, which will then be used in all subsequent correspondence relating to the application. Once the application has been registered, applicants will be sent, by e-mail or by regular mail, an acknowledgement of receipt indicating the Alβan code and the date of receipt.
- (b) For hand delivered applications, applicants will be given an acknowledgement of receipt, containing the Alβan code, upon delivery.
- (c) For electronically submitted applications, the acknowledgement of receipt will be sent on-line, immediately after submitting the application and will be followed by one confirmation e-mail.
- (d) **In all cases, the acknowledgement of receipt does not confirm eligibility of the application.**
- (e) Applications received after the deadlines will be ignored and the applicant informed by e-mail or by regular mail.

#### **2.3.5 Proof of Evidence Documents**

These are originals or certified copies (ordinary photocopy, digital copy, fax, or e-mail will not be accepted unless indicated) required to confirm the statements made by applicants in the Application Form, as indicated in Section 2.1.2 (f).

The proofing documents must be sent by mail or messenger to the Alβan Office by applicants selected, both for applications submitted on-line through Internet and for those submitted on paper, by mail, within the deadlines indicated in the email notification sent by the Alβan Office.

The Alβan Office will not issue any receipt of the documentation. It is thus advised that the applicants send them by certified/registered mail. **PLEASE DO NOT SEND MORE DOCUMENTS THAN THOSE REQUESTED.**

All documents received by the Alβan Office after the date indicated in the notification will not be considered.

The Alβan Office cannot be made responsible for any delays due to the mail or courier services chosen by the applicants.

All documents submitted will be kept as proof by the Alβan Office, whatever the result of the application, and will not be returned.

## 3 EVALUATION, RANKING AND SELECTION OF APPLICATIONS

### 3.1 APPLICATION DATABASE

All valid applications received will be included as read-only information in a protected relational database. All legal requirements concerning the manipulation of personal data will be observed and confidentiality will be maintained at all times. The database will be accessed and reviewed only by authorised individuals, holding an access password. This will be the case of Alβan Office services, EC/EuropeAid offices, the technical experts participating in the evaluation process and both the Alβan Steering and the Scientific Committees. Spanish law concerning the protection of personal data will be observed.

### 3.2 ELIGIBILITY CHECK

Prior to the evaluation of the technical/scientific quality of the applications, the staff at Alβan Office will check each application to eliminate incomplete applications, late submissions and applications that do not fulfil the eligibility criteria given in Section 2.1 and in the Call for Scholarship Applications.

### 3.3 EVALUATION AND RANKING

Experts in the 16 subject areas (see Annex 2) will carry out the evaluation of the technical/scientific quality of the eligible applications. The experts are experienced academics and specialists, both from the European Union and Latin America, who have registered as experts in Alβan Expert database and selected by the Alβan Office. Each application will be evaluated by at least two independent experts. There is an Alβan Scientific Committee, formed by leading academics/scientists from the European Union and Latin America, which will participate in the evaluation and ranking.

The programme requires that the applicants must be registered or at least be supported by one Higher Education Institution or Organisation in Latin America. By backing an application, the home institution or organisation endorses the previous university training and professional experience (where applicable) of the applicant, playing thus a very important role in this process.

Similarly, the applicant must have made contacts with a host institution in European Union and these contacts must lead to an education/training project to be followed by the prospective applicant. Such education/training project must receive the backing of both the host and the home institutions. It should be stressed that the applicant must have selected a specific host institution in the EU and an education/training project at the moment of submitting the application. **The indication of several alternative host institutions is not accepted** (with the exception of the cases described in Sections 2.1.3 (g) and 2.2.2 (c)).

After this self-selective process, the applications reaching the Alβan Office will be checked for eligibility and only those complying will be the object of evaluation by experts and ranking by the Alβan Scientific Committee.

The European Union wishes the Programme Alβan to be a high quality programme, from which a high success rate should be expected. In order to achieve such goal a minimum required score is established for a scholarship to be awarded. For the Call for Scholarship Applications 2006 (with a view to academic year 2006/2007), such threshold will require the minimum scores indicated in Table 3 a to c.

**Table 3.a – Criteria for technical/scientific evaluation of applications to Master degree scholarships**

Evaluation criteria	Score range
1. Work plan 1.1. technical/scientific quality; originality (0-10) 1.2. methodological approach; feasibility (individual project) course plan (syllabus) and structure (pre-defined course) (0-10) 1.3. relevance for the applicant and adequacy of the previous experience (0-10)	0 – 30
2. Applicant CV 2.1. ranking obtained in previous studies (0-20) 2.2. assessment made by independent referees (0-10) 2.3. research or professional experience/publications (0-5) 2.4. motivation/impact on the applicant (0-5)	0 – 40
3. Host Institution/tutor/supervisor 3.1. course history; department academic/scientific resources (taught course degree) tutor/supervisor research experience/publications; department academic/scientific resources (individual project) (0-15) 3.2. agreement of education/training with Bologna process recommendations (0-5): ECTS credits defined? (2) ECTS grading used? (1) Diploma Supplement will be awarded? (2) 3.3. workload/hours of effective education/training (0-10)	0 – 30
<b>TOTAL</b>	0 – 100
<b>Required Minimum Total Score</b>	60

**Table 3.b – Criteria for technical/scientific evaluation of applications to Doctorate degree scholarships**

Evaluation criteria	Score range
1. Work plan 1.1. technical/scientific quality; originality (0-10) 1.2. methodological approach; feasibility (individual project) (0-10) 1.3. relevance for the applicant and adequacy of the previous experience (0-10)	0 – 30
2. Applicant CV 2.1. ranking obtained in previous studies (0-15) 2.2. assessment made by independent referees (0-5) 2.3. research or professional experience/publications (0-5) 2.4. motivation/impact on the applicant (0-5)	0 – 30
3. Host Institution/tutor/supervisor 3.1. tutor/supervisor research experience/publications; department academic/scientific resources (0-25) 3.2. agreement of education/training with Bologna process recommendations (0-5): ECTS credits defined? (2) ECTS grading used? (1) Diploma Supplement awarded? (2) 3.3. workload/hours of effective education/training (0-10)	0 – 40
<b>TOTAL</b>	0 – 100
<b>Required Minimum Total Score</b>	60

**Table 3.c – Criteria for technical/scientific evaluation of applications to Specialisation training scholarships**

Evaluation criteria		Score range
1	Work plan 1.1. technical/scientific quality; originality (0-10) 1.2. methodological approach; feasibility (individual project) (0-10) course plan (syllabus) and structure (pre-defined course degree) 1.3. relevance for the applicant and adequacy to previous experience (0-10)	0 – 30
2	Applicant CV 2.1. ranking obtained in previous studies (0-15) 2.2. assessment made by independent referees (0-5) 2.3. relevant professional experience (0-10) 2.4. motivation/impact on the applicant (0-5)	0 – 35
3	Host Institution 3.1. course history; organisation academic/scientific resources (taught course training) (0-20) tutor/supervisor research experience/ publications; organisation technical/scientific resources (individual project) 3.2. accreditation by internationally recognised institutions (0-5): Accreditation of training organisation (2) Accreditation of training project (1) Is a diploma awarded? (2) 3.3. workload/hours of effective education/training (0-10)	0 – 35
<b>TOTAL</b>		0 – 100
<b>Required Minimum Total Score</b>		60

It should be pointed out that no indication of the mark/ranking obtained in previous university (graduation) studies will lead to zero points in this important item. The ranking obtained must be indicated together with the maximum ranking scale in use in the Higher Education Institution where the applicant graduated. In Annex 5 further information about Grading Scales in Latin America is offered.

The evaluation will lead to a ranked list of selected applications prepared by the Alβan Scientific Committee, to be submitted to the European Commission for decision on final selection. Only applications considered excellent will be proposed for selection; in addition, these applications have to comply with the requirement of attaining a minimum external financial contribution (non-European Community) of 25% with respect to the total eligible costs (cf. with Section 2.2.2 (g)).

### **3.4 SELECTION RESULTS**

The results will be available within six months after the deadline for the submission of applications. The applicants selected to be awarded a scholarship and both host and home institutions will be informed. A full list of selected applications will be made available on Portal Alβan (<http://www.programalban.org>) and EC/DG EuropeAid Programme Alβan website (<http://europa.eu.int/comm/europeaid/projects/alban>). Appropriate feedback will be provided to unsuccessful applicants.

**No correspondence (by phone, fax, e-mail or letter) concerning the result of the evaluation will take place before the official decision of the European Commission.**

## **4 TERMS AND CONDITIONS OF SCHOLARSHIP AWARD AND PAYMENT OF SCHOLARSHIP**

### **4.1 OVERVIEW OF ARRANGEMENTS FOR THE ESTABLISHMENT OF THE TERMS AND CONDITIONS OF SCHOLARSHIP AWARD**

Before a scholarship commences, there must be a formal understanding involving the applicant, the host institution and Asociación Grupo Santander, represented by Alβan Office, on behalf of the European Commission. This takes the form of a Terms and Conditions of Scholarship Award, defining the conditions of Alβan support, the conditions for the implementation of the project plan and the respective obligations of the grantee and the host institution and the payment procedure to the grantee. The Asociación Grupo Santander may sign separate documents with the applicant and with the host institution.

The law of Spain will govern such memoranda, which enter into force with the signature of the Representative of Asociación Grupo Santander. The selected applicant will sign the three originals of the respective "Terms and Conditions of Scholarship Award" and send them to the Alβan Office who will keep two originals and return one signed original to the applicant.

From the date the document establishing the Terms and Conditions of Scholarship Award enters into force, the grantee has two months to start working at the host institution on the approved project.

No change may be introduced to the approved education/training project of selected applications, namely with respect to the host institution(s), type, subject, title, work plan and duration of the project.

The mentioned documents will include provisions specifying the procedure to be observed with respect to travelling from the home to the host country and return, health insurance and registration/tuition fees.

### **4.2 PAYMENTS**

The scholarship award will be made up of a contribution to the official fees charged by the host Higher Education Institution, up to a maximum of € 6000 per year, and of a contribution to the subsistence costs in the EU.

The contribution to the fees will be paid after a proof of payment to the host Higher Education Institution is received by the Alβan Office; it can be paid directly to the host Higher Education Institution after invoicing, for each academic year.

The contribution to the subsistence will be paid to the grantee every other month to the applicant in the form of 2-month stipends, as soon as the grantee starts the work at the host institution. Every month, 10% of the stipend as defined in the "Terms and Conditions of Scholarship Award" will be retained by the Alβan Office; the yearly accumulated amount will be paid to the grantee, after presentation and approval by the Alβan Office of the annual progress reports and final report on the education/training project (cf. with Section 5.1).

### **4.3 OBLIGATIONS OF THE HOST INSTITUTION**

The host institution will ensure that the grantee has the same working conditions, and standards of health protection and safety as those applied to local post-graduate students. The host institution should provide reasonable assistance to the grantee, particularly by facilitating and helping with any necessary administrative steps required by the host country's authorities. Namely, the host institution will confirm that the grantee is covered by some scheme of health insurance or social security, alerting Alβan Office in the case this condition is not met.

The grantee shall inform Alβan Office of any lack of the support expected from the host institution.

A "Co-operation agreement for post-graduate studies/specialised training in the European Union in the context of the Programme Alβan Scholarship Award", will be signed between the grantee's host institution in the European Union and the Alβan Office. The three signed copies will be sent to the Alβan Office who will keep two originals and return one signed original to the host institution.



#### ***4.4 TRAINING IN THE LANGUAGE OF WORK AT THE HOST INSTITUTION***

When necessary, the host institution will participate on the improvement of the language skills of the grantee. This may be achieved through an intensive training programme developed before the incorporation in the host institution or later during the first two months of the stay in the host institution. In any case the period of Alban scholarship will start (and consequently the payments) only when the grantee effectively starts his/her education/training project. The applicant should thus seek, with the help of the host institution, the required financial support for such training period.

## **5 MONITORING THE SCHOLARSHIP**

### **5.1 PROGRESS REPORTS**

With a view to ensuring the high quality of the Alβan scholarships, the Alβan Office will introduce a rigorous follow-up of the scholarships awarded, by a continuous monitoring of their progress and impact. A yearly and a final report on the achievements of the project must be submitted jointly by the grantee and the tutor/supervisor in charge of the project. The grantees will also be contacted directly by Alβan Office to learn about the conditions offered by the host institution and the way the training action is developing. No modifications to the approved project are allowed without previous consultation and the approval of the Alβan Office and if required the EuropeAid services.

The final technical report describing all the activity developed during the duration of the grant will be prepared by the grantee, certified by the supervisor at the host institution and submitted to the Alβan Office. Its reception and acceptance is required prior to the payment of the last segment of the grant, as indicated in Section 4.2.

### **5.2 PERIODIC ACTIVITY INFORMATION SHEET**

Further from the above mentioned general rules, the education/training activity of the grantees in the European Union will be followed through an Activity Information Sheet, a one-page report submitted to the Alβan Office, every six months, by the grantee's tutor/supervisor. The timely submission of this activity report is required for the continued payment of the stipends of the grant. When a serious deviation from the approved work plan is identified, the grant will be terminated.

In the case of a negative evaluation, a comment will be asked to the tutor backing the grantee at the home institution. If necessary the Alβan Steering Committee will decide about the issue of a warning to the grantee or the immediate termination of the grant.

The activity report sheet will include information on (i) assiduity and punctuality, (ii) will and motivation (iii) quality of work and relevance of results (iv) fulfilment of approved work plan. All negative points will have to be justified. There will be an overall mark given by the supervisor in each interim report (excellent, very good, good, fair, negative).

### **5.3 EFFECTIVE INVOLVEMENT OF HOST AND HOME INSTITUTIONS**

As an additional instrument to assure the quality of the programme, when repeated serious deviations from the approved work plan are found, the Alβan Steering Committee may decide to suspend future participation of home and host institutions in the Programme Alβan until a satisfactory explanation is given. During this period, no new grantees will be sent from or received by such institutions.

## 6 INFORMATION AND ASSISTANCE

### 6.1 INTERNET WEB PAGES

The Portal Alβan and the European Commission website for the Programme Alβan are the most important source of information for applicants and higher education institutions, training centres and organisations interested in participating in the Programme Alβan:

<http://www.programalban.org>

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

Further from providing an easy access to all relevant information, the websites contain a set of Frequently Asked Questions (FAQ) continuously updated according to the questions and comments received by the Alβan Office. It is thus strongly advised that the websites are often consulted by the prospective applicant for such information.

Through <http://www.programalban.org> it is possible to access the electronic form and the printable version of the official Application Forms. Likewise, it contains the electronic form to be completed and submitted by the Accreditation Referees indicated by the applicant.

The websites also provide the access to the most relevant documents governing the implementation of the Programme Alβan:

#### (a) Guidelines for Applicants

Guidelines for Applicants, interested institutions or organisations, containing reference conditions applying to the Alβan scholarships for post-graduate studies (master or doctorate) and specialised higher level training in the European Union (the present document);

#### (b) Call for Scholarship Applications

The official document announcing the starting up period for receiving applications by the Alβan Office that contains additional specific rules and the deadlines that apply for each particular period of application for an Alβan scholarship.

**The publication of the Call for Scholarship Applications on the official European Commission website (<http://europa.eu.int/comm/europeaid/projects/alban>) constitutes the legal step that opens the application period.** The Call for Scholarship Applications and other relevant documentation will be also available at <http://www.programalban.org>

**VERY IMPORTANT: Experience from previous calls shows that more than 70% of the applications are received within the last 36 hours before the deadline time. This leads to an extreme overload of the Alβan computer servers and internet access to them, with the possibility of failures. All the applicants are advised to submit their application as soon as possible and to avoid the final hours before the deadline.** The deadline time for submitting electronic applications is the 24h00 CET (Central European Time, the same time as in Belgium) of the deadline date.

**The Alβan Office will do its best to prevent failures of the system but it will not accept any kind of responsibility whatsoever with respect to those that were unable to submit their application before the deadline time. All applicants are reminded that applications sent by fax or e-mail will NOT be accepted (cf. with Section 2.3.2).**

### 6.2 THE ALβAN OFFICE

A Consortium lead by the Asociación Grupo Santander, an association of 45 universities and institutions of higher education of the European Union, has been selected to implement the programme in close co-operation with the EuropeAid, Directorate General of the European Commission.

Through the Alβan Office located at the University of Porto, Porto, Portugal, this Consortium led by the Santander Group is responsible for carrying out the tasks for the preparation and development of the scholarship programme in close co-operation with the European Commission/EuropeAid – Office of Co-operation, Directorate Latin America. This includes, among others, the preparation of the Call for Scholarship Applications and of the required documentation, to check the eligibility and promote the evaluation of the technical/scientific quality of the applications and the preparation of a proposal of selected applications to be submitted to the European Commission for final decision. The Alβan Office will also follow the education/training activity of all Alβan scholarship recipients during their stay in the EU. The overall responsibility for the Programme remains always with the European Commission/EuropeAid – Office of Co-operation

The address and contact of the Alβan Office are:

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

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

Contact: Dr. Alberto M. Sereno

**IMPORTANT:** Although these **Guidelines for Applicants 2006 and the Call for Scholarship Applications constitute the major source for information on rules and requirements** to apply for the Alβan Scholarships, a large number of e-mails are received every day at the Alβan Office with questions. The Alβan Office staff will do their best to answer as soon as possible every message received up to 7 days before the deadline for on-line applications. **Messages received during the last 7 days will not be answered.**

### **6.3 EUROPEAID – CO-OPERATION OFFICE**

EuropeAid – Cooperation Office is the Directorate General of the European Commission responsible for the Programme Alβan. Its services have the following location.

European Commission  
EuropeAid – Office of Co-operation  
Directorate B - Latin America  
Unit B2 – Centralised Operations: Latin America  
(J-54 04/29)  
B-1049 – Bruxelles  
Belgium

E-mail: [europeaid-infoalban@cec.eu.int](mailto:europeaid-infoalban@cec.eu.int)  
Fax: +32 2 299 1047  
<http://europa.eu.int/comm/europeaid/projects/alban>

Contact: Mr. Antonio Crespo Moreno

### **6.4 NETWORK OF NATIONAL FOCAL POINTS**

The Alβan 'Focal Points' form a network in Latin America and participate actively in the Programme Alβan implementation through the Alβan Communication network. An Alβan 'Focal Point' was appointed in each eligible Latin America country (three in Brazil), that are reference points to the Programme in Latin America. Their list is provided in Table 4.

**Table 4 – Alban ‘Focal Points’ in Latin America countries**

<b>Country</b>	<b>Focal Point</b>
<b>Argentina</b>	<p><b>Universidad Nacional del Litoral, Santa Fe</b>  <a href="http://www.unl.edu.ar">www.unl.edu.ar</a>            Contact: Ing. Julio César Theiler            Bv. Pellegrini 2750, Codigo postal: S3000ADQ, Santa Fe, Argentina            Fax: +54-342-457-1248            E-mail: <a href="mailto:alban@unl.edu.ar">alban@unl.edu.ar</a></p>
<b>Brazil</b>	<p><b>Universidade Federal de Pernambuco, Recife, PE</b>  <a href="http://www.ufpe.br">www.ufpe.br</a>            Contact: Dr. Suzana Queiroz de M. Monteiro            Avda. Prof. Moraes Rego, 1235, Cidade Universitária            Recife - PE - CEP - 50670-901, Brasil            Tel: +55-81-3271-8006/8118, Fax: +55-81-3271-8006            E-mail: <a href="mailto:cci@ufpe.br">cci@ufpe.br</a></p> <p><b>Universidade Estadual de Campinas, Campinas, SP</b>  <a href="http://www.unicamp.br">www.unicamp.br</a>            Contact: Dr. Teresa Atvars            Cidade Universitaria Zeferino Vaz, 13083-970, Campinas, S.Paulo, Brasil            Tel: +55-19-3788-4729            E-mail: <a href="mailto:alban@unicamp.br">alban@unicamp.br</a></p> <p><b>Universidade Federal de Santa Catarina, Florianópolis, SC</b>  <a href="http://www.ufsc.br">www.ufsc.br</a>            Contact: Dr. Sérgio Freitas            EQA /CTC/UFSC - Caixa Postal 476            Campus Universitario - Bairro Trindade,            Código Postal: 88.040-900, Florianópolis, Brasil            E-mail: <a href="mailto:sergiofreitas@reitoria.ufsc.br">sergiofreitas@reitoria.ufsc.br</a></p>
<b>Chile</b>	<p><b>Universidad de Chile, Santiago</b>  <a href="http://www.uchile.cl">www.uchile.cl</a>            Contact: Dr. Jorge Hidalgo            Diagonal Paraguay, 265, Torre 15, piso 8 ofic. 803, Santiago, Chile            Tel: +56-2-678-2192, Fax: +56-2-678-2176            E-mail: <a href="mailto:alban@uchile.cl">alban@uchile.cl</a></p>
<b>Colombia</b>	<p><b>Asociación Colombiana de Universidades, Bogotá</b>  <a href="http://www.ascun.org.co">www.ascun.org.co</a>            Contact: Mr. Carlos Hernando Forero Robayo            Calle 93, N° 16-43, Bogotá, Colombia            Tel: +57-1-623-1580 / 623-1582, Fax: +57-1-218-5098 / 218-5059            E-mail: <a href="mailto:rci@ascun.org.co">rci@ascun.org.co</a></p>
<b>Costa Rica</b>	<p><b>Universidad de Costa Rica, San José</b>  <a href="http://www.ucr.ac.cr">www.ucr.ac.cr</a>            Contact: Ms. Fatima Acosta            Ciudad Universitaria Rodrigo Facio,            San Pedro de Montes de Oca, San José, Costa Rica            Tel: +506-207-5080/ 207-4729, Fax: +506-225-5822            E-mail: <a href="mailto:oaiucr@cariari.ucr.ac.cr">oaiucr@cariari.ucr.ac.cr</a></p>
<b>Ecuador</b>	<p><b>Escuela Superior Politécnica del Litoral, Guayaquil</b>  <a href="http://www.espol.edu.ec">www.espol.edu.ec</a>, <a href="http://www.relacionesexternas.org">www.relacionesexternas.org</a>            Contact: Ing. Pedro Vargas Gordillo            Campus Politécnico “Gustavo Galindo Velasco”,            Casilla 09-01-5863, Guayaquil, Ecuador            Tel: +593-4-226-9143, Fax: +593-4-285-2541            E-mail: <a href="mailto:relex@espol.edu.ec">relex@espol.edu.ec</a></p>
<b>El Salvador</b>	<p><b>Universidad de El Salvador, San Salvador</b>  <a href="http://www.ues.edu.sv">www.ues.edu.sv</a>            Contact: Dr. Eduardo Antonio Espinoza            Final 25 Av Norte y Boulevard de los Héroes, Edif. de la Rectoría            San Salvador, El Salvador            Tel: +503-225-4208            E-mail: <a href="mailto:espinoza@telesal.net">espinoza@telesal.net</a></p>

<b>Guatemala</b>	<b>Universidad de San Carlos, Guatemala</b> <a href="http://www.usac.edu.gt">www.usac.edu.gt</a> Contact: Lic. Manuel Antonio Aldana y Aldana Edificio Rectoría 3er Nivel Ciudad Universitaria, 01012 Guatemala C.A., Guatemala Tel: +502-443-9627, Fax: +502-476-7621 E-mail: <a href="mailto:usaccri@usac.edu.gt">usaccri@usac.edu.gt</a>
<b>Honduras</b>	<b>Universidad Nacional Autónoma de Honduras, Tegucigalpa</b> <a href="http://www.unah.edu.hn">www.unah.edu.hn</a> Contact: Dr. Jorge Abraham Arita León Ciudad Universitaria "José Trinidad Reyes", Apartado Postal: U-8750, Tegucigalpa, Honduras Tel: +504-232-4608, Fax: +504-231-0651 E-mail: <a href="mailto:albanhonduras@123.com">albanhonduras@123.com</a> , <a href="mailto:jarita@unah.edu.hn">jarita@unah.edu.hn</a>
<b>Mexico</b>	<b>Asociación Nacional de Universidades e Instituciones de Educación Superior, México DF</b> <a href="http://www.anuies.mx">www.anuies.mx</a> Contact: M.Sc. Guillermo Morones Tenayuca, 200 Colonia Sta. Cruz Atoyac, Código Postal: 03310, México D.F., México Tel: +52-54-20-49-42/ 420-49-78, Fax: +52-56-04-42-63 E-mail: <a href="mailto:gmorones@anuies.mx">gmorones@anuies.mx</a>
<b>Nicaragua</b>	<b>Universidad Nacional Autónoma de Nicaragua, León</b> <a href="http://www.unanleon.edu.ni">www.unanleon.edu.ni</a> Contact: Ms. Luisa E.B. de Lugo León, Nicaragua Tel: +505-311-2917, Fax: +505-311-5057 E-mail: <a href="mailto:vrinternac@unanleon.edu.ni">vrinternac@unanleon.edu.ni</a>
<b>Panamá</b>	<b>Fundación Ciudad del Saber, Panamá</b> <a href="http://www.ciudadelsaber.org.pa">www.ciudadelsaber.org.pa</a> Contact: Dr. Guillermo Castro Herrera Apartado Postal 83-0645, Panamá, Panamá Tel: +507-317-0111, Fax: +507-317-0118 E-mail: <a href="mailto:gcastro@cds Panama.org">gcastro@cds Panama.org</a>
<b>Paraguay</b>	<b>Universidad Nacional de Asunción, Asunción</b> <a href="http://www.rec.una.py">www.rec.una.py</a> Contact: Dr. Ricardo Garay Avda. España, 1098, Rectorado UNA, Asunción, Paraguay Tel: (595-21)585-540/41/42 E-mail: <a href="mailto:rgaray@rec.una.py">rgaray@rec.una.py</a>
<b>Peru</b>	<b>Pontificia Universidad Católica de Perú, Lima</b> <a href="http://www.pucp.edu.pe">www.pucp.edu.pe</a> Contact: Dr. Luis Jaime Castillo Butters Avda. Universitaria Cdra. 18 s/n , Lima 32, Perú Tel: +51-1-460-2544, Fax: +51-1-461-2225 E-mail: <a href="mailto:p-alban@pucp.edu.pe">p-alban@pucp.edu.pe</a>
<b>Uruguay</b>	<b>Universidad de la República, Montevideo</b> <a href="http://www.rau.edu.uy">www.rau.edu.uy</a> Contact: Dr. Ana María Castro 18 de julio 1968, 2º piso, Código Postal: 11200, Montevideo, Uruguay Tel: +5982-403-11-44, Fax: +598-2-400-4421 E-mail: <a href="mailto:alban@oce.edu.uy">alban@oce.edu.uy</a>
<b>Venezuela</b>	<b>Universidad Central de Venezuela, Caracas</b> <a href="http://www.ucv.ve">www.ucv.ve</a> Contact: Dr. Omar Astorga Coordinación Central de Estudios Postgrado Los Chaguaramos, Av. Neverí, CC. Los Chaguaramos, piso 1, Caracas, 1040, Venezuela Tel: +58-212-6935356, 6930116, 6623323, Fax: 6935261 E-mail: <a href="mailto:info@postgrado.ucv.ve">info@postgrado.ucv.ve</a>

## 6.5 EUROPEAN COMMISSION DELEGATIONS IN LATIN AMERICA

Both the European Commission Delegations in the countries of Latin America (Table 5) and the Embassies of the Member States in the 18 eligible countries of Latin America may also assist with additional information to potential applicants.

**Table 5 - European Commission Delegations in Latin America**

Country	EC Delegation Postal Address	Electronic mail and Web page
<b>Argentina</b>	Ayacucho, 1537, Buenos Aires C1112AAA, Argentina	<a href="mailto:delegation-argentina@cec.eu.int">delegation-argentina@cec.eu.int</a> <a href="http://www.delarg.cec.eu.int">http://www.delarg.cec.eu.int</a>
<b>Bolivia</b>	Casilla 10747, La Paz, Bolivia	<a href="mailto:delegation-bolivia@cec.eu.int">delegation-bolivia@cec.eu.int</a>
<b>Brazil</b>	SHIS QI 7, Bl. A, Lago Sul, Brasilia, DF 71615-570, Brasil	<a href="mailto:delegation-brazil@cec.eu.int">delegation-brazil@cec.eu.int</a> <a href="http://www.delbra.cec.eu.int/">http://www.delbra.cec.eu.int/</a>
<b>Chile</b>	Casilla 10093, Santiago 9, Chile	<a href="mailto:delegation-chile@cec.eu.int">delegation-chile@cec.eu.int</a> <a href="http://www.delchl.cec.eu.int/">http://www.delchl.cec.eu.int/</a>
<b>Colombia</b>	Apartado Aéreo 94046, 114 Bogotá 8, Colombia	<a href="mailto:delegation-colombia@cec.eu.int">delegation-colombia@cec.eu.int</a> <a href="http://www.delcol.cec.eu.int/">http://www.delcol.cec.eu.int/</a>
<b>Costa Rica</b>	Apartado 836, 1007 Centro Colón San José, Costa Rica	<a href="mailto:delegation-costa-rica@cec.eu.int">delegation-costa-rica@cec.eu.int</a> <a href="mailto:mailto@delcri.cec.eu.int">mailto@delcri.cec.eu.int</a> <a href="http://www.delcri.cec.eu.int/">http://www.delcri.cec.eu.int/</a>
<b>Cuba*</b>	5ta Avenida nº 1405 E 14 y 16 Miramar, Ciudad de La Habana, Cuba	<a href="mailto:delegation-cuba@cec.eu.int">delegation-cuba@cec.eu.int</a>
<b>Ecuador</b>	Av. República #500, piso II Edificio Pucara Quito, Ecuador	<a href="mailto:delegation-ecuador@cec.eu.int">delegation-ecuador@cec.eu.int</a>
<b>El Salvador</b>	Bulevar del Hipódromo, Colonia San Benito, San Salvador	<a href="mailto:delegation-el-salvador@cec.eu.int">delegation-el-salvador@cec.eu.int</a>
<b>Guatemala</b>	5 Ave. 5-55 zona 14, Edificio Europlaza, Torre II, Nivel 17 – Ciudad de Guatemala	<a href="mailto:delegation-guatemala@cec.eu.int">delegation-guatemala@cec.eu.int</a> <a href="http://www.delgtm.cec.eu.int/">http://www.delgtm.cec.eu.int/</a>
<b>Honduras</b>	Apartado 557 Tegucigalpa, Honduras	<a href="mailto:delegation-honduras@cec.eu.int">delegation-honduras@cec.eu.int</a> <a href="mailto:eudelhon@compunet.hn">eudelhon@compunet.hn</a> <a href="http://www.delnic.cec.eu.int/">http://www.delnic.cec.eu.int/</a>
<b>México</b>	Paseo de la Reforma 1675 Lomas de Chapultepec C.P. 11001México, D.F.	<a href="mailto:delegation-mexico@cec.eu.int">delegation-mexico@cec.eu.int</a> <a href="http://www.delmex.cec.eu.int/">http://www.delmex.cec.eu.int/</a>
<b>Nicaragua</b>	Apartado Postal 2654 Managua, Nicaragua	<a href="mailto:delegation-nicaragua@cec.eu.int">delegation-nicaragua@cec.eu.int</a> <a href="http://www.delnic.org.ni">http://www.delnic.org.ni</a>
<b>Panama</b>	World Trade Center (WTC), calle 53, Marbella, Ciudad de Panama	<a href="mailto:delegation-Panama@cec.eu.int">delegation-Panama@cec.eu.int</a>
<b>Paraguay</b>	Calle America 404, Asunción, Paraguay	<a href="mailto:delegation-paraguay@cec.eu.int">delegation-paraguay@cec.eu.int</a> <a href="mailto:eudelpry@delpry.webmail.com.py">eudelpry@delpry.webmail.com.py</a>
<b>Peru</b>	Casilla Postal 18-0792 Lima 18, Perú	<a href="mailto:delegation-peru@cec.eu.int">delegation-peru@cec.eu.int</a> <a href="http://www.delper.cec.eu.int/">http://www.delper.cec.eu.int/</a>
<b>Uruguay</b>	Boulevard Artigas 1300 Montevideo 11300, Uruguay	<a href="mailto:delegation-uruguay@cec.eu.int">delegation-uruguay@cec.eu.int</a> <a href="http://www.delury.cec.eu.int/">http://www.delury.cec.eu.int/</a>
<b>Venezuela</b>	Apartado de Correos 67076, Plaza Las Americas 1061-A, Caracas, Venezuela	<a href="mailto:delegation-venezuela@cec.eu.int">delegation-venezuela@cec.eu.int</a> <a href="http://www.delven.cec.eu.int">http://www.delven.cec.eu.int</a>
<b>* EC Representation</b>		

## **6.6 ALβAN/ALFA ALUMNI NETWORK**

Building on the mobility experience of Latin Americans that have benefited from education and training in the European Union a network of Alumni will be established.

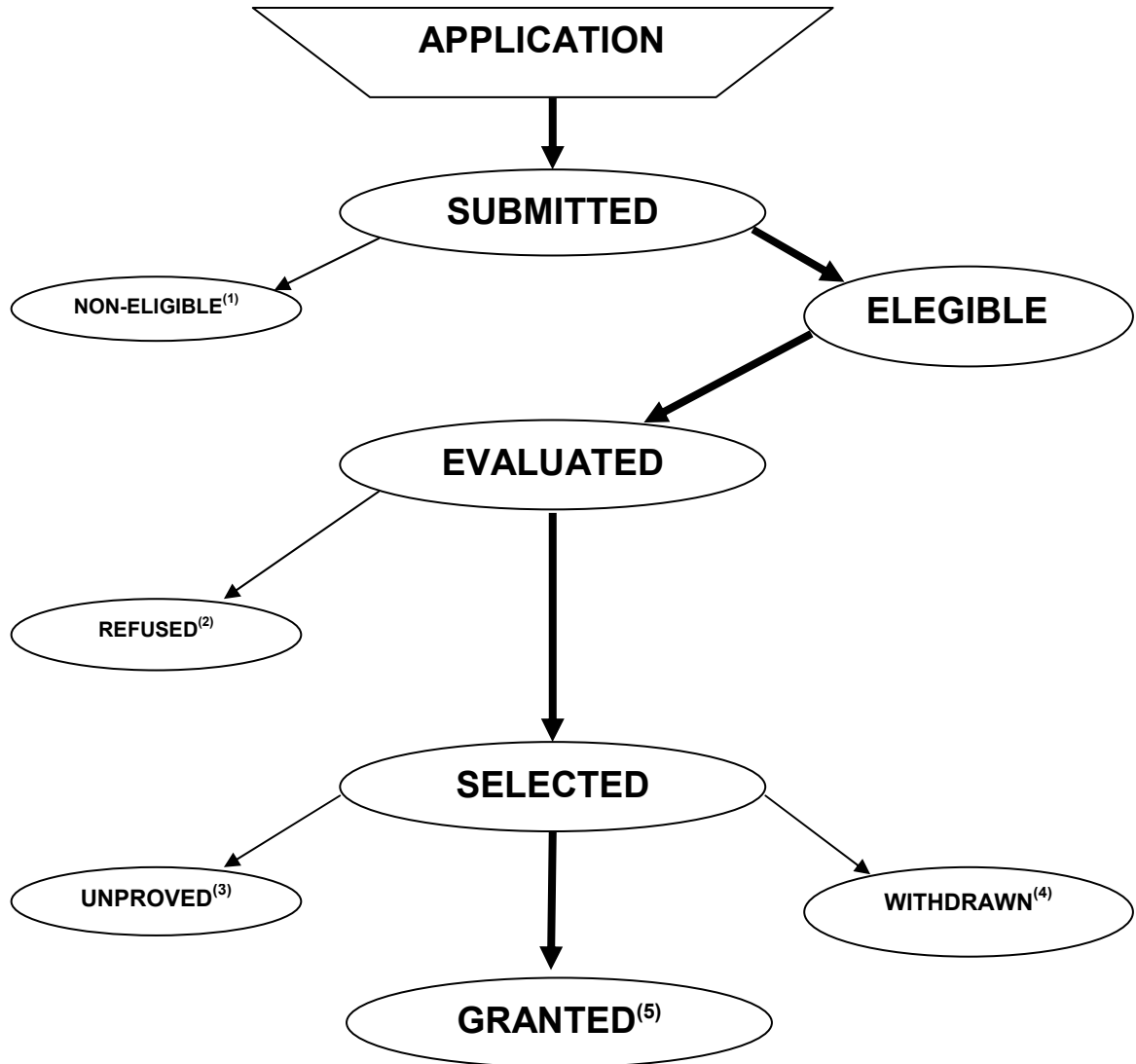
It is anticipated that this network will take the form of an *Alβan/Alfa Alumni Association – 4ALL* (reading “for America Latina link”), directed and animated by former grantees of Alβan and Alfa programmes, but open as well to all other Latin American students or professionals that have benefited from education and training in the European Union.

The network will strive to maintain and strengthen the link between the European Union (EU), the EU Co-operation Programmes, and the Latin Americans that may have benefited from such a co-operation, by means of organising and implementing activities of its own. Where appropriate, the European Commission may take the initiative of co-ordinating and animating such a network.



## 7 ORGANISATION AND MANAGEMENT OF PROGRAMME ALβAN

The application submitted by any applicant by means of the electronic Application Form facility will be saved in a fully protected relational database. During the submission, evaluation and selection processes, each application will follow different stages whose flow may be summarised as in the diagram below, where the **main** successful flow pathway is highlighted.



Explanation Notes	
(1) Non-eligible	applications that did not meet minimum eligibility criteria (cf. Section 2.1.2)
(2) Refused	applications that after evaluation by international independent experts did not reach the minimum score indicated in Table 3 (cf. Section 3.3)
(3) Unproved	applications that fail to confirm any of the statements made in the Application Form relevant for complying with eligibility requirements and/or play a determining role in the evaluation/ranking process (cf. Section 2.1.2 (f) )
(4) Withdrawn	selected applications withdrawn by decision of the applicant
(5) Granted	the award list will contain the eligible applications that gather an excellent or very good level of quality as well as fulfil the co-financing criterion (gathering a minimum of 25% - or 50% in the case of applicants holding a Doctor degree and applying for a specialisation training - of external funding, in relation to the total eligible costs of the education/training project)

---

---

## ANNEXES

---

---

## ANNEX 1 – GLOSSARY

**AGS:** (See Asociación Grupo Santander)

**Alban Office:** The Alban Office located at the University of Porto, Porto, Portugal, is the representative of the Consortium led by the Santander Group, responsible for carrying out the tasks for the implementation of the scholarship Programme Alban in close co-operation with the European Commission/EuropeAid – Co-operation Office, Directorate Latin America.

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

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

Contact: Dr. Alberto M. Sereno

**Asociación Grupo Santander:** The Santander Group is a European Universities' Network with the aims of establishing special academic, cultural and socio-economic ties and of setting up specific and advanced facilities as well as privileged channels of information and exchange. The Group was also created to encourage contacts between universities and their surrounding communities or regions on matters related to social and technological development (<http://www.sgroup.be>)

**Bologna Declaration:** The Bologna Declaration on the European space for higher education is a pledge by the European Ministers of Education of 29 countries convened in Bologna on the 19th of June 1999 to reform the structures of their higher education systems in a convergent way. The Declaration is a commitment freely taken by each signatory country to reform its own higher education system or systems in order to create overall convergence at European level. The Bologna process aims at creating convergence without imposing the “standardisation” or “uniformity” of European higher education. The fundamental principles of autonomy and diversity are respected. Recognising the value of co-ordinated reforms, compatible systems and common action, the ministers engaged in co-ordinating their policies to reach in the short term, and in any case within the first decade of the third millennium, the following objectives, which they considered to be of primary relevance in order to establish the European area of higher education and to promote the European system of higher education world-wide:

- Adoption of a system of easily readable and comparable degrees, also through the implementation of the Diploma Supplement, in order to promote European citizens employability and the international competitiveness of the European higher education system;
- Adoption of a system essentially based on two main cycles, undergraduate and postgraduate. Access to the second cycle shall require successful completion of first cycle of studies, lasting a minimum of three years. The degree awarded after the first cycle shall also be relevant to the European labour market as an appropriate level of qualification. The second cycle should lead to the master and/or doctorate degree;
- Establishment of a system of credits - such as in the ECTS system - as a proper means of promoting the most widespread student mobility;
- Promotion of mobility by overcoming obstacles to the effective exercise of free movement of students and teachers, researchers and administrative staff;
- Promotion of European co-operation in quality assurance with a view to developing comparable criteria and methodologies;
- Promotion of the necessary European dimensions in higher education, particularly with regards to curricular development, inter-institutional co-operation, mobility schemes and integrated programmes of study, training and research.

Relevant documentation connected with the Bologna process are the Bologna Declaration (<http://europa.eu.int/comm/education/policies/educ/bologna/bologna.pdf>)

and follow-up ministerial meetings whose decisions are expressed in:

Prague 2001 Communiqué

(<http://europa.eu.int/comm/education/prague.pdf>)

Berlin 2003 Communiqué

(<http://www.bologna-berlin2003.de/pdf/Communique1.pdf>)

and Bergen 2005 Communiqué



([http://www.bologna-bergen2005.no/Docs/00-Main\\_doc/050520\\_Bergen\\_Communique.pdf](http://www.bologna-bergen2005.no/Docs/00-Main_doc/050520_Bergen_Communique.pdf)).

**Call for Scholarship Applications:** Public announcement opening the period for receiving applications, defining the rules of eligibility and other conditions to apply, indicating the deadlines for submitting the applications and including all relevant information required by all interested applicants. The Call for Scholarship Applications is published in the Portal Alβan (<http://www.programalban.org>) and the Alβan website in the Europa server (<http://europa.eu.int/comm/europeaid/projects/alban>).

**Certified copies:** Any copy, photocopy or digitised copy of an official or legal document that is declared true and equal to the original by a public notary.

**Certified signature:** A signature declared by a public notary as original and true.

**CET:** Central European Time is the official time in the following 17 Member States of the European Union: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Hungary, Italy, Luxembourg, Malta, The Netherlands, Poland, Slovakia, Slovenia, Spain, and Sweden.

**Credit (course):** The unit of study used by several HEI's; it measures the workload of any given course or academic work; awarded when the unit of study has been successfully completed.

**Diploma Supplement:** The Diploma Supplement (DS) is a document attached to a higher education diploma aiming at improving international 'transparency' and at facilitating the academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value-judgements, equivalence statements or suggestions about recognition.

**Doctorate:** In the context of the Bologna Process, it is the third cycle of higher education studies. It typically involves a minimum of 180 ECTS after obtaining a Master degree. It is a higher education academic degree obtained usually after a minimum of eight years of university level studies.

**EC:** European Commission, one of the five main institutions of the European Union.

**ECTS credits:** ECTS credits are a value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, private work -- in the laboratory, library or at home -- and examinations or other assessment activities. In ECTS, 60 credits represent one year of study (in terms of workload); normally 30 credits are given for six months (a semester) and 20 credits for a term (a trimester).

ECTS credits are also allocated to practical placements and to thesis preparation when these activities form part of the regular programme of study at both the home and host institutions. ECTS credits are allocated to courses and are awarded to students who successfully complete those courses by passing the examinations or other assessments.

**ECTS grading scale:** Examination and assessment results are usually expressed in grades. There are many different grading systems in Europe. The ECTS grading scale has thus been developed as an EU initiative in order to help institutions translate the grades awarded by host institutions to ECTS students. This provides additional information on the student's performance to that provided by the institution's grade, but does not replace the local grade. Higher education institutions make their own decisions on how to apply the ECTS grading scale to their own system.

ECTS Grade	Percent of students achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD -above the average standard but with some errors
C	30	GOOD -generally sound work with a number of notable

		errors
D	25	SATISFACTORY- fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL- some more work required before the credit can be awarded
F	-	FAIL- considerable further work is required

**Eligible applications:** Those applications that comply with all the requirements established by Programme Alβan as a condition to be accepted for technical/scientific evaluation.

**EU:** The European Union is a family of democratic European countries, committed to working together for peace and prosperity. Its Member States have set up common institutions to which they delegate some of their sovereignty so that decisions on specific matters of joint interest can be made democratically at European level. The present 25 Members of the European Union are: Austria, Belgium, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom (Cf. [http://europa.eu.int/abc/index\\_en.htm](http://europa.eu.int/abc/index_en.htm))

**EURO:** Official monetary unit of the European Union, used by 12 of its 25 Member States.

**EuropeAid:** EuropeAid – Cooperation Office is the Directorate General of the European Commission responsible for the Programme Alβan.

**External funds:** Funds made available to co-finance the education/training project of any origin except the European Commission.

**Grade:** A mark given to a student in an exam, at the end of a period of work or of a course.

**Guidelines for Applicants:** Official document published by the Programme Alβan that contains all the relevant information for any applicant wishing to apply for an Alβan scholarship; this guide is available for download from the Programme websites, the Portal Alβan (<http://www.programalban.org>) and the Alβan website in the Europa server (<http://europa.eu.int/comm/europeaid/projects/alban>).

**Health insurance:** Contract with an insurance company to pay for hospital or similar costs incurred during the treatment of illness or disease, under conditions stated in a policy, valid during the grantee's stay in the European Union.

**HEI:** A Higher Education Institution; eligible HEI's are those recognised as such by the competent national authorities of a given eligible country. The website of the Programme Alβan in the europa server (<http://europa.eu.int/comm/europeaid/projects/alban>) and the Portal Alβan (<http://www.programalban.org>) list such institutions per LA and EU country participating in Alβan.

**HLTC:** A Higher Level Training Centre is an institution or organisation officially recognised in its country and abroad as offering higher level training (specialisation, updating, or upgrading courses)

**Independent professional:** A professional that does not have any formal employment link with any organisation be it public or private

**LA:** Latin America, a sub-region of the American continent that in the context of Programme Alβan includes the following 18 eligible countries: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela (Cf. Council Regulation n° 443/92 of 25th February and COM (2000) 670 final, 31/10/2000).

**Mark:** A number or letter given to show the standard of someone's work or performance.

**Master:** In the context of the Bologna Process, it is the second cycle of higher education studies. It typically involves 90 to 120 ECTS after obtaining a first university degree. It is a higher education academic degree obtained usually after a minimum of five years of university level studies...

**Portal Alβan:** A set of integrated and interlinked web pages containing official information about Programme Alβan, in particular, the relevant documentation produced, and the electronic forms

required for application, referee and expert registration (<http://www.programalban.org>). The Alban Office is responsible for maintaining and updating all the informative contents in the Portal while Universia SA, one of the partners of the consortium that is implementing Programme Alban, provides for the technical and hardware support required (for other Consortium members, please see [www.programalban.org](http://www.programalban.org)).

**Programme Alban website:** A set of integrated and interlinked web pages containing official information about Programme Alban. It is maintained by the European Commission DG EuropeAid/Directorate Latin America, Unit E2- Centralised Operations: Latin America in the Europa server.

**Referee:** A person, indicated by the applicant, who gives information about his/her character and ability (particularly in the context of the education/training the applicant proposes for support of the Programme Alban) by completing the reference form. At least, one referee should be an expert in the subject area of the education/training project proposed, such as an ex-professor of the applicant or a professor or expert in the area.

**Reference form:** A questionnaire used by a referee to express his/her information about the applicant. Programme Alban uses an electronic form that is submitted through the internet; a printed and signed version of the form must be sent by mail to the Alban Office.

**Registration/tuition fees:** Amount of money requested by a host institution to attend a course or a school.

**Residence:** In this context means the place/country where the applicant is physically living at any time and not necessarily the official/legal residence.

**“Sandwich” course:** Type of postgraduate course (Master or Doctorate), involving more than one institution, participating on the teaching and/or the research activities included in the approved work plan; usually only one of the institutions involved will award the final degree.

**Selected application:** An eligible application having demonstrated the required technical/scientific quality stipulated by Programme Alban, included among the ones potentially chosen for scholarship awarding.

**SME:** Small and medium enterprises.

**Specialisation:** A training period at a recognised higher training organisation with the aim to gain a specific expertise or advanced skill upgrading in one given subject area.

**Subsistence:** Subsistence includes all current living costs incurred by the grantee while in the EU, such as food, accommodation, transportation, books, study materials, etc.

**Supervisor:** Academic or instructor who advises and closely follows the work plan of the grantee, helping him/her to achieve the expected goals.

**Transcript of studies:** An official record of a student's work that shows the courses he/she has taken and the marks/grades achieved.

**Tutor:** see Supervisor.

**Visa:** Stamp or mark put in the passport by the officials of a foreign country that gives permission to enter, pass through and leave that country.

**Waiving (of fees, partial or total):** Decision taken by a host institution to allow for a reduction of the payment, in full or part, of the fees required to attend the education/training at stake.

## ANNEX 2. 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	CS	Czech
BE	Belgium	DA	Danish
CY	Cyprus	DE	German
CZ	Czech Republic	EL	Greek
DE	Germany	<b>EN</b>	<b>English</b>
DK	Denmark	<b>ES</b>	<b>Spanish</b>
ES	Spain	ET	Estonian
EE	Estonia	FI	Finnish
FI	Finland	<b>FR</b>	<b>French</b>
FR	France	HU	Hungarian
GR	Greece	IT	Italian
HU	Hungary	LT	Lithuanian
IE	Ireland	LV	Latvian
IT	Italy	MT	Maltese
LT	Lithuania	NL	Dutch
LV	Latvia	PL	Polish
LU	Luxembourg	<b>PT</b>	<b>Portuguese</b>
MT	Malta	SK	Slovak
NL	The Netherlands	SL	Slovene
PL	Poland	SV	Swedish
PT	Portugal		
SE	Sweden		
SI	Slovenia		
SK	Slovakia		
UK	United Kingdom		
		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><b>01 AGRICULTURAL SCIENCES</b></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><b>02 ARCHITECTURE, URBAN AND REGIONAL PLANNING</b></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><b>03 ART AND DESIGN</b></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><b>04 BUSINESS STUDIES AND MANAGEMENT SCIENCES</b></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><b>05 EDUCATION, TEACHER TRAINING</b></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><b>06 ENGINEERING, TECHNOLOGY</b></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><b>07 GEOGRAPHY, GEOLOGY</b></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><b>08 HUMANITIES</b></p> <p>08.1 Philosophy 08.2 Theology 08.3 History 08.4 Archaeology 08.9 Others – Humanities</p> <p><b>09 LANGUAGES AND PHILOLOGICAL SCIENCES</b></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><b>10 LAW</b></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><b>11 MATHEMATICS, INFORMATICS</b></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><b>12 MEDICAL SCIENCES</b></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><b>13 NATURAL SCIENCES</b></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><b>14 SOCIAL SCIENCES</b></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><b>15 COMMUNICATION AND INFORMATION SCIENCES</b></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><b>16 OTHER AREAS OF STUDY</b></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>
--	--	---



## **ANNEX 3 – MODELS FOR HEI LETTERS/STATEMENTS**

### **Acceptance letter from host institution**

All the applicants to a Programme Alban scholarship are required to send to the Alban Office a letter of acceptance at an eligible Higher Education Institution (HEI) or Higher Level Training Centre in the EU (or institutions, in the case a split stay) of their choice, providing the details about the planned education/training project.

The admission for the education/training project must be definitive. Such admission must be for projects that begin in the academic year 2006/2007 (starting on or after 15 August 2006 and before 30 June 2007).

The same letter or statement provided by the HEI must include a standard form with a description of the education/training sought (in particular with respect to Bologna Agreement framework), its duration and workload (e.g. ECTS) and the approved official cost (registration/tuition/bench fees). Any cost reduction offered by the HEI should be indicated. An official brochure describing the education/training must also be included.

The following is an example of a typical such letter:

***(Official letter-headed paper of the Institution/Organisation should be used and the letter signed by a legal representative of the Institution/Organisation)***

TO: Mr. /Ms. (name of applicant)  
(Address)  
(City, Country)

#### ***Offer of Admission***

Further to your recent application we are pleased to inform you the Board of Graduate Studies has agreed to admit you as a Postgraduate Student as specified below in Sections 1 and 2, provided that you meet the conditions set out in Section 3 (or without any further condition).

This offer may be taken as an indication that you have been unconditionally accepted as a prospective Doctorate (or Master) candidate.

On behalf of the Host Institution  
Name and position of **Legal Representative**

(Signature)

(Date)

Enclosures:

*Education/Training Description Form*  
*Official Brochure of Education/Training*



**Higher Level Education/Training Description Form for the Host HEI**

Full name of the scholarship holder:							
Full name of the Host Institution responsible for the education/training:							
<b>Relevant data on the education/training:</b>							
Expected start date of the education/training:				Expected study duration (months):			
Title of the Programme of study:							
Tutor's full name:							
Department in charge:							
Official nominal fees (registration/tuition/bench) (euros) for the whole project in the EU:		€	Fee waiving (if applicable) (euros):		€		
Financial support offered by the Host Institution for subsistence, accommodation and other eligible costs:		€	Observation:				
In case the degree is not awarded by the Host Institution, state the full name of the awarding Institution:							
Method of study (full/part time):							
Total number of hours of taught courses (lectures):							
Total number of hours of supervised research/laboratory/practical work:							
Total number of ECTS credits (according to the Bologna Process):							
A brochure with the official course description, including the syllabus, and the contents of each course unit, duration and cost should be included.							
<b>DECLARATION</b>							
The Higher Education Institution in charge of the education/training hereby declares that it has the resources indispensable for the successful development of the education/training project according to the above-mentioned conditions.							
<b>On behalf of the Host Institution</b>							
Name of Legal Representative:							
Position:							
Date:            /            /				Signature and Seal			

## EU Programme Alβan

### Support letter from the home institution

All the applicants to a Programme Alβan scholarship are required to send the Alβan Office a letter or statement from an eligible Higher Education Institution (HEI) (for Master or Doctorate) or recognised organisation (for Specialisation) in the home country, which backs up the proposed education/training project.

In such letter, the HEI in the home country should:

- (i) confirm that the applicant holds a valid university degree in that home country.
- (ii) give some information about the relevance of the planned education/training project for the region/country.
- (iii) inform about the expected ability of the applicant to successfully achieve the described goals.

### Certification of the co-financing funds

In case the certification of the co-financing funds is made by the applicant or by a relative, it should be a statement under oath with certified signature stating that the applicant has the necessary funds indicated in the Terms and Conditions of Scholarship Award in order to cover, as co-financing funds, the costs related to the education/training project for which the applicant has received the Alβan Scholarship.

When the funds are made available by other institutions that provide financial resources to support the applicant in order to cover eligible costs, such institution should issue an original letter -lettered paper- dully signed and stamped, in which the amount of the contribution is declared, specifying the ends to which the contribution is awarded.

These certifications should preferably indicate the amounts in euros, which is the official currency used in the budget of the scholarship.

## 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 (<http://www.programalban.org>, option "Applications" > "Reference 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 and put in a sealed envelope, with the referee signature across the seal and returned to you 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 and signed copy of the reference form must be received by the Alβan Office not later than 01 February 2006.

Your application can not be processed without having received your references by the above deadlines.

## EU Programme Alβan

**Reference Form** (to be completed by the referee)

Applicant's family name(s)	
Applicant's first 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 by completing this form. 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 (<http://www.programalban.org>, option "How to apply" > "Reference form"), where it can be completed, printed and sent to be included automatically in our database.

A printed and signed 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 01 February 2006.

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

**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**

--

<b>Name</b>		<b>Address</b>	
<b>Position</b>			
<b>Organisation</b>			
<b>E-mail</b>			
<b>Telephone</b>			

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

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## ANNEX 4 - EXPLANATORY NOTES ON BUDGET PRESENTATION

**The following examples are fictitious.** They are provided as to help with the filling in of Section 8. – Education/training project budget of the Application form.

The actual specific applicant's situation may be very different one from the other as well as from the examples, particularly in relation to the amounts (costs and sources of financing). The budget must refer to the total duration of the education/training project in the European Union for which the Alβan scholarship is requested.

The cost of the education/training project must be estimated based on travel cost using the most economic air fare, on reasonable living costs and on information received from the host institution concerning registration/tuition fees. In the case that a reduction of registration/tuition fees is offered by the host institution, the full cost must be considered as "cost of the project" under 8.2(b) and the offered reduction may be considered as an external fund contribution under 8.2 (h.2).

Following the analysis of an application to the Programme Alβan a revised budget of all eligible costs will be prepared by the Alβan Office according to high and low reference costs established after consultation with the European Commission/EuropeAid.

The aim of such eligible budget is to gather the conditions allowing the successful achievement of the education/training sought and moderate possible cases of excessively high registration/tuition fees. The scholarship to be awarded will be calculated on the basis of such eligible costs, taking into account that a non-EC minimum contribution of 25% to the total eligible cost must exist.

**Only the costs of the individual applicant are to be considered; Alβan scholarships do not cover family costs of any kind.**

Under Programme Alβan, the European Commission maximum contribution to the education/training per month is € 1500 for Master or Doctorate, and € 2500 for Specialisation. In all, the European Community can contribute to a maximum of 75% of the total eligible cost of the education/training project. .

It means that each education/training project must thus gather a minimum of 25% of external funding. Such an external funding can be composed of:

- "own income available": personal savings, family support, salary (if partially/totally maintained), etc.
- "other": contribution offered by the home institution, partial/total waving of registration/tuition fees offered by the host institution(s), bank loan to be obtained, contribution from foundations or other entities, etc.

For every applicant selected, prior to the award of the Alβan scholarship, written evidence must be produced on what regards the external funding.

### Example 1

<b>Type:</b>	Master Degree
<b>Duration:</b>	The degree requires 12 months of work split in two parts: a six month period of course work in Germany, with examinations, followed by a six month research period in Belgium, comprising laboratory, and test work and ending with a thesis.
<b>Registration fee:</b>	2500 Euro per semester; a 50% reduction is offered by the host institutions
<b>Tuition fee:</b>	200 Euro per month
<b>Travel:</b>	LA-EU return ticket (2000 Euro) and Germany-Belgium return ticket (500 Euro)
<b>Food and accommodation:</b>	The average cost estimated per month is 1200 Euro; 500 Euro is offered by the German institution for accommodation (must be documented).
<b>Health insurance:</b>	500 Euro per year
<b>Own income available:</b>	The applicant has savings amounting to 800 Euro

### **CALCULATIONS:**

#### **COST OF THE PROJECT**

##### **8.1 (a) Total duration for which support is requested**

(Indicate only the number of month of effective work in the EU) 12 month

##### **8.2 (b) Registration and tuition fees:**

Tuition fee:	200 Euro per month x 12 months =	2 400 €
Registration fee:	2500 Euro per semester x 2 semesters =	5 000 €
Total cost of the fees to be paid to host HEI		7400 €

##### **8.2 (c) Please indicate how much you expect that Subsistence cost will be:**

Including food, accommodation, transportation, books, study materials, as well as the payment of travelling AL-UE and Health Insurance) Based on the reference cost for subsistence in the host country (between 1300 and 1500 Euro/month): 1450 €

##### **8.2 (d) Total Reference Subsistence Cost [= 1450 Euro/month x 12 month]**

17 400

<b>8.2 (e) Total Eligible Cost</b>	<b>24 800€</b>
------------------------------------	----------------

#### **SOURCES OF FINANCING**

##### **8.2 (f) Maximum EU contributions to Alban scholarship**

*The maximum contribution per month is 1 500 Euro, so:*

*1 500 Euro per month x 12 months = EURO 18 000*



**IMPORTANT CHECK**

Is this amount (18 000 Euro) equal or less than to 75% of the Total cost (24800 euro)?

$$0.75 \times 24\,800 = 18\,600 > 18\,000 \text{ euro.}$$

It means that the applicant can ask from the Programme Alban a maximum of 18 000 Euro

**18 000 €**

**8.2 (g) Own income available**

**800 €**

**8.2 (h) Other funds**

This is the sum of the entries in (h.1)+(h.2)+(h.3)+(h.4)+(h.5)+(h.6). In the electronic form, this sum is automatically calculated after filling-up the entries (h1) to (h6).

(h.1): Equal to zero

(h.2): A 50% reduction for registration fee offered by the host institutions (to be certified) of 2500 Euro

(h.3): 500 Euro is offered by the German institution for accommodation (to be certified) of EURO 500

(h.4): Equal to zero

(h.5): Equal to zero

(h.6): Equal to zero

$$(h.1)+(h.2)+(h.3)+(h.4)+(h.5)+(h.6)$$

**3 000 €**

**IMPORTANT CHECK:**

Are the sources of financing enough to match the total cost of the project?

$$18\,000 + 800 + 3\,000 = \mathbf{21\,800.}$$

It means that 3 000 Euro is still missing (24 800 - 21 800).

**Possible sources of financing the remaining 3 000 Euro:**

The applicant may ask, for example, its home institution or organisation, a foundation or other entity about the possibility of having their support.

Assuming in the fictitious example that the applicant is offered the amount of 1 000 Euro by a foundation (to be certified in case of being a selected applicant), written in (h.5)

and

for the other 2 000 Euro the applicant, for example, decides to ask a bank loan (to be certified in case of being a selected applicant), (written in h.4)

the balance is then achieved.

**FINAL CHECK:** Total Eligible Cost (e) must be equal to the Total financing (f)+(g)+(h)

$$(e) 24\,800 \text{ Euro} = (f)+(g)+(h) 24\,800 \text{ Euro}$$

## 8. Education/Training Project Budget

8.1 Total duration for which the support of Programme Alβan is requested (months)	(a)	12
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 2006, in particular the examples shown in the Annex 4 prior to completing the following table; if not applicable or unknown, write a zero]		
<b>Cost of the project (EURO)</b>		
Registration/Tuition fees paid to host HEI (Only the officially stipulated fees are considered; a receipt must be produced. Any type of consumables or services in kind are not reimbursed)	(b)	7400€
<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 1300 - 1500 euros per month for Master Scholarships</p> <p>The maximum total European Commission contribution for Master Scholarships is 1500 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 travelling 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 (euro/month)	(c)	1450€
Total Reference Subsistence Cost [ = (a) x (c) ] (euro)	(d)	17400€
Total Eligible Cost [ = (b) + (d) ] (euro)	(e)	24800€
Maximum EU contribution to Alβan scholarship [the lowest value between 1500 x (a) and 0.75 x (e) ] (euro)	(f)	18000€
<b>External sources of financing available (EURO):</b>		
Own income available. (i.e. savings, family support, salary)	g)	800€
Other [ = (h.1) + ... + (h.6) ] (pls. specify below)	h)	6000€
<b>Other sources of financing:</b>		
Contribution offered by the home institution/organisation	(h.1)	0€
Partial/total waving of registration & tuition fees offered by the host institution(s)	(h.2)	2500€
Contribution for accommodation costs offered by the host institution(s)	(h.3)	500€
Bank loans to be sought, in case of selection	(h.4)	2000€
Other (specify): Financial Support from Foundation ... (name) .....	(h.5)	1000€
Other (specify):	(h.6)	0€

## Example 2

<b>Type:</b>	Doctorate Degree
<b>Duration:</b>	The applicant is working towards a Ph.D. degree at his home institution in Latin America. The applicant wishes to spend 18 months in the EU to conduct some advanced experimentation, split in one first stay of 12 months followed by a second 6 month visit during his/her last year of studies, after which the applicant will return to write and defend the thesis. This is an example of what is often known as a “sandwich” model.
<b>Registration &amp; tuition fees:</b>	1 500 Euro per semester at the host institution.
<b>Travel:</b>	LA-EU return ticket 1 500 Euro each
<b>Food and accommodation:</b>	The average cost estimated per month is 1000 Euro. The host Institution will pay part of the accommodation costs (200 Euro per month) (must be documented)
<b>Health insurance:</b>	1000 Euro
<b>Own income available:</b>	The applicant has savings amounting to 1500 Euro

### **CALCULATIONS:**

#### **COST OF THE PROJECT**

<b>8.1(a) Total duration for which support is requested</b> (Indicate only the number of months of effective work in the EU)	18 month
<b>8.2(b) Registration and tuition and fees:</b> 1500 Euro per semester x 3 semesters =	4 500 €
<b>8.2(c) Please indicate how much you expect that Subsistence Cost will be:</b> Including food, accommodation, transportation, books, study materials, as well as the payment of travelling AL-UE and Health Insurance) Based on the reference cost for subsistence in the host country (between 1300 and 1500 Euro/month):	1300 €
<b>8.2(d) Total Reference Subsistence Cost</b> [1 300 Euro/month x 18 month]	23 400 €
<b>8.2(e) Total Eligible Cost</b>	<b>27 900 €</b>

#### **SOURCES OF FINANCING**

##### **8.2 (f) Maximum EU contribution to Alban scholarships**

*The maximum contribution per month is 1 500 Euro, so:  
1 500 Euro per month x 18 months = 27 000 Euro*

##### ***IMPORTANT CHECK***

*Is this amount (27 000 Euro) equal or less than to 75% of the Total cost (27 900 Euro)?  
 $0.75 \times 27\,900 = 20\,925 < 27\,000$*

*It means that the applicant can ask from the Programme Alban a maximum of 20 925 Euro.*

	<b>20 925 €</b>
<b>8.2 (g) Own income available</b>	<b>1 500 €</b>

## 8.2 (h) Other funds

*This is the sum of the entries in (h.1)+(h.2)+(h.3)+(h.4)+(h.5)+(h.6). In the electronic form, this sum is automatically calculated after filling-up the entries (h1) to (h6).*

*(h.1): Equal to zero*

*(h.2): Equal to zero*

*(h.3): Worth of the accommodation offered by the host institutions (to be certified) is 3600 Euro (200 Euro per month x 18 months)*

*(h.4): Equal to zero*

*(h.5): Equal to zero*

*(h.6): Equal to zero*

*(h.1)+(h.2)+(h.3)+(h.4)+(h.5)+(h.6)*

**3 600 €**

### IMPORTANT CHECK:

Are the sources of financing enough to match the total cost of the project?

$20\ 925 + 1\ 500 + 3\ 600 = \mathbf{26\ 025}$

It means that **1 875 Euro** is still missing ( $27\ 900 - 26\ 025$ ).

### Possible sources of financing the remaining 1 875 Euro:

The applicant may ask, for example, its home institution or organisation, a foundation or other entity about the possibility of having their support.

Let us assume, in this fictitious example, that his home organisation offers the amount of 1 875 Euro as a special grant to balance the budget (to be certified in case of being a selected applicant), written in (h.1)

The balance is then achieved.

**FINAL CHECK:** Total Eligible Cost (e) must be equal to the Total financing (f)+(g)+(h):

(e)  $27\ 900 = (f)+(g)+(h) 27\ 900$

## 8. Education/training project budget

8.1 Total duration for which the support of Programme Alβan is requested (months)	(a)	18
8.2 Estimated cost of the education/training project and funding ( <i>all amounts should be presented in EURO</i> ) <b>[the budget should cover the entire period of the Alβan scholarship; please read carefully the instructions given in the Guidelines for Applicants 2006, in particular the examples shown in the Annex 4 prior to completing the following table; if not applicable or unknown, write a zero]</b>		
<b>Cost of the project (EURO)</b>		
Registration/Tuition fees paid to host HEI (Only the officially stipulated fees are considered; a receipt must be produced. Any type of consumables or services in kind are not reimbursed)	(b)	4500€
<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 1300 - 1500 euros per month for Doctorate Scholarships</p> <p>The maximum total European Commission contribution for Doctorate Scholarships is 1500 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 travelling 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 (euro/month)	(c)	1300€
Total Reference Subsistence Cost [ = (a) x (c) ] (euro)	(d)	23400€
Total Eligible Cost [ = (b) + (d) ] (euro)	(e)	27900€
Maximum EU contribution to Alβan scholarship [the lowest value between 1500 x (a) and 0.75 x (e) ] (euro)	(f)	20925€
<b>External sources of financing available (EURO):</b>		
Own income available. (i.e. savings, family support, salary)	g)	1500€
Other [ = (h.1) + ... + (h.6) ] (pls. specify below)	h)	5475€
<b>Other sources of financing:</b>		
Contribution offered by the home institution/organisation	(h.1)	1875€
Partial/total waving of registration & tuition fees offered by the host institution(s)	(h.2)	0€
Contribution for accommodation costs offered by the host institution(s)	(h.3)	3600€
Bank loans to be sought, in case of selection	(h.4)	0€
Other (specify):	(h.5)	0€
Other (specify):	(h.6)	0€

## ANNEX 5 – GRADING SCALES IN LATIN AMERICA

The ranking obtained by each applicant to an Alban Scholarship in previous university studies must be indicated in the Application form together with the maximum of the grading scale in use in the Higher Education Institution where the applicant graduated.

The following table contains the most common undergraduate grading scales in use in most Latin American countries and establishes its equivalent to the ECTS grading scale as it will be used for the evaluation of Applications submitted to the next Call for Scholarship Applications 2006/2007.

<b>Most representative university academic grading systems used in Latin America</b>						
<b>Alban grading scale</b>	<b>SCALE in LA</b>					
	<b>0-5</b>	<b>0-5</b>	<b>0-7</b>	<b>0-10</b>	<b>0-10</b>	<b>0-10</b>
Excellent	5.0	5.0	7.0	10.0	10.0	10.0
Very good	4.0 - 4.9	4.5 - 4.9	6.0-6.9	8.0-9.9	8.5-9.9	9.0-9.9
Good	3.0 - 3.9	4.0 - 4.4	5.0-5.9	6.0-7.9	7.0-8.4	8.0-8.9
Satisfactory	2.1 -2.9	3.1 - 3.9	4.1-4.9	5.0-5.9	6.0-6.9	7.0-7.9
Sufficient	2.0	3.0	4.0	4.0-4.9	5.0-5.9	6.0-6.9
Fail	less than 2	less than 3	less than 4	less than 4	less than 5	less than 6
<b>Used in :</b>	<b>Brazil Paraguay</b>	<b>Colombia Cuba México</b>	<b>Bolivia Chile</b>	<b>Argentina</b>	<b>Brazil</b>	<b>Salvador México</b>
<b>Alban grading scale</b>	<b>SCALE in LA</b>					
	<b>0-10</b>	<b>0-12</b>	<b>0-20</b>	<b>0-100</b>	<b>0-100</b>	<b>0-100</b>
Excellent	10.0	12.0	20.0	100	100	100
Very good	9.0-9.9	10.0-11.9	18.0-19.9	90-99	90-99	90-99
Good	8.0-8.9	7.0-9.9	15.0-17.9	80-89	80-89	85-89
Satisfactory	7.1-7.9	5.0-6.9	12.1-14.9	70-79	70-79	80-84
Sufficient	7.0	3.0-4.9	10.0-12.0	51-69	60-69	70-79
Fail	less than 7	less than 3	less than 10	less than 51	less than 60	less than 70
<b>Used in:</b>	<b>Costa Rica Ecuador Mexico</b>	<b>Uruguay</b>	<b>Peru Venezuela</b>	<b>Bolivia Guatemala</b>	<b>Brazil Guatemala Mexico Nicaragua</b>	<b>Ecuador México Panama</b>