



SGROUP
EUROPEAN
UNIVERSITIES'
NETWORK



INTERCONTINENTAL ACADEMIC EXCHANGE PROGRAMME - ICON

Guidelines for Applicants



About the ICon Programme

The **InterContinental Academic Exchange Programme (ICon)** has been created as a result of long-lasting links between the SGroup Network and its members with Latin America under the EU-funded mobility schemes. Its aim is to promote and facilitate collaboration between SGroup members and its overseas partners through a short mobility scheme for academic and administrative staff members. Under the ICon Programme with a financial subvention from the SGroup Network member universities can apply for a scholarship of €1000 to visit a partner institution of their choice forming the ICon Partnership.

The main objectives of this programme are as follows:

- To facilitate collaboration in research and education between EU and LA,
- To encourage joint projects that can be submitted for EU-funding and other relevant programmes,
- To promote true partnerships through signing co-tutelles joint/double degrees.

The ICon Mobility Partnership

The ICon partnership is composed of the SGroup member universities on the European side and member universities of **FAUBAI in Brazil**, to start with. In the forthcoming months the programme will be expanded to other LA countries and also other strategic regions of collaboration.

The ICon Programme Conditions

The ICon Programme is open for application from the second semester of the academic year 2017/2018. **In this semester, 5 applications each of €1000** will be awarded to selected candidates for a study visit at partner institutions. The application and selection criteria are indicated below.

Only one candidate per member university can apply for the programme in each academic year.

The candidates will be evaluated by the **SGroup Networks Selection Committee** within **two weeks** since the application has been filed. The application procedure is continuous until all scholarships awarded for a given year have been distributed.



The duration of a stay for an academic or a staff member is **from minimum 7 days up to one month** but the duration of the stay does not affect the scholarship amount.

Upon completion of the mobility, selected candidates will be asked to evaluate the mobility from the point of view of the accomplishment of the set goals both personal and institutional.

The results of the evaluation will be reviewed on an annual basis with the aim of ensuring its maximum impact.



Application Procedure

1. General Eligibility Criteria

- Academic or Administrative staff working at a SGroup member
- Relevant background regarding cooperation with Latin America
- Willingness to generate or consolidate cooperation links among the SG and Latin America

All applicants must receive the formal support of their home institution by presenting a support letter at the application stage.

2. Eligibility period

The programme is available for the academic year 2017/2018 (from December 2017 until June 2018) during which 5 scholarship of 1000 Euro will be distributed. The programme will be valid until all scholarships foreseen for this academic year are awarded.

3. Mobility direction

In this first edition, the ICon mobility scheme is available in one way from Europe to Latin America only.

4. Application and selection criteria

In the phase of preparing the application, the candidate should follow the subsequent steps:

1. Verify the **eligibility criteria** previously indicated;
2. Provide the **CV and motivation letter** in which the candidate justifies the objectives, impact and possible benefits of the proposed exchange programme both for the candidate and the involved institutions.
3. Provide a **programme of activities** to be carried out during your stay at the host institution;
4. **Letter of support** by the candidate's institution.
5. **Statement of the home institution** with a brief description of the applicant's main activity.
6. The application documents must be provided electronically only to the SGroup Secretariat at sgroup@sgroup.be



7. The application process will continue until all grants are distributed for a given academic year.
8. The application will be evaluated within 14 working days upon its submission.
9. The selection results will be communicated by email to the candidate and to the partner institutions.
10. The selection results will also be communicated to the SGroup members.
11. Candidates are responsible for the organization of the mobility e.g. contact with the partner institution, purchase of the flight ticket and booking accommodation, visa procedures if applicable etc.
12. The transfer of the grant will be made to the home institutions based on a beneficiary form provided by the SGroup Network.
13. The academic and administrative staff exchanges can start at any moment once the selection of applicants is published and whenever all mandatory documents (work programme, visa, if applicable, travel and insurance) are duly prepared.

5. Special requirements

Candidates will be asked to:

- Set realistic but relevant goals,
- Identify the impact both at personal and institutional levels,
- Identify the mobility's multiplying effects,
- Represent the excellence of the SGroup Network and its members,
- Report to the Executive Committee after the mobility has taken place. This report will be based on a self-assessment with a special emphasis on the accomplished goals and impact.

The report and the results will be analyzed by the Executive Committee on an annual basis and the achievements will be shared at the LOM reviewing the impact of the programme and the feedback will be used to make informed decisions on renewing the mobility scheme and assigning financial support accordingly.

6. Obligations of the grantee:

The Coordinating Institution has the right to **suspend or to be reimbursed** on the amount of the ICon scholarship if:

- the grant holder withdraws from the programme except in case of *force majeure*;
- the grant holder does not comply with the internal regulations set by the home institution;



- the grant holder does not comply with the internal regulations of the host Institution;
- the grant holder leaves the host institution;
- the grant holder doesn't fulfil the requirements of his study/work programme.

7. Information and support

All the information related with the ICon Programme's implementation can be consulted on the SGroup official website www.sgroup.be and at the following email address of the SGroup Secretariat sgroup@sgroup.be

All partner Liaison Officers of full member universities will be in charge of disseminating this opportunity within their institutions and will provide guidance with regards to meeting the programmes criteria.