

USJ students can now benefit from mobility scholarships offered by FUCE (Fédération des Universités Catholiques Européennes).

The scholarship covers travel expenses and a monthly allowance of 600 € to cover the cost of living.

How to apply?

1. Read carefully the general conditions below.
2. Check FUCE's partners in the attached document and choose your possible destination.
3. Check available fields of study and the language of instruction by going to your possible destination's website.
4. Choose your courses and get the approval of your academic coordinator/dean at USJ.
5. Print and fill **USJ's Formulaire de mobilité sortante** on this link https://www.usj.edu.lb/sri/pdf/Formulaire_de_mobilite_SORTANTE_2017.pdf and have it signed by your academic coordinator/dean.
6. Fill the **Student Application Form** below.
7. Fill the **FUCE learning agreement** below.
8. Prepare and hand in all the **following documents** to USJ's international relations office:
 - ✓ USJ's Formulaire de mobilité sortante.
 - ✓ Student application form.
 - ✓ FUCE learning agreement attached.
 - ✓ Copy (first side – reverse) of the identity card or passport.
 - ✓ Certified copy of the different academic records.
 - ✓ Proof of registration at USJ.
 - ✓ Proof of the good command of the language of instruction of the courses to be followed, at a minimum level of B2 of the Common European Framework of Reference for Languages. (*Attestation de langue*). You can ask for it as your faculty or international relation's office of USJ.
 - ✓ A 200 word statement about yourselves with details of your educational objectives, your professional goals and aspirations and how you think that this mobility grant will help you achieve your goals (*Lettre de motivation*).
 - ✓ Letter of reference (*Lettre de recommandation*). This must be from a member of staff from USJ who has supervised you academically (a professor, a lecturer, tutor, director, dean or supervisor).

DEADLINE: ALL DOCUMENTS must be sent to USJ's international relations office **before** **March 4th 2017.**



European Federation of Catholic Universities
Fédération des universités catholiques Européennes
Federación de universidades católicas de Europa

FUCE SCHOLARSHIP MOBILITY PROGRAMME GENERAL CONDITIONS 2017

The European Federation of Catholic Universities (FUCE) is launching its mobility programme addressed exclusively to students registered at

- Lebanese universities
- Ukrainian universities
- Pontifical universities from Vatican

which are members of FUCE.

Conditions

1. Number of scholarships: 30 months per year
2. Duration of the stay: no more than 4 months.
3. Amount: monthly stipend of 600€ to cover the cost of living and travel expenses.
4. The student remains enrolled in the sending institution and will be considered as a student in mobility (like an ERASMUS student) by the host university (that means: no fee, access to libraries, etc.).
5. The sending institution will have to award full recognition of the studies done by the student at the host institution.
6. Host universities: FUCE universities.
7. Successful candidates will only be able to enjoy once of this scholarship programme.

Requirements

Applicants must:

1. Be students at Lebanon or Ukraine FUCE universities or at Pontifical Universities of Vatican members of FUCE and be registered at an undergraduate or postgraduate programme.
2. For students at Lebanon or Ukraine FUCE universities, be nationals of Lebanon or Ukraine.
3. In the case of undergraduates, to have successfully passed the first year of their degree.
4. Have a good academic record.
5. Have a good command of the language of instruction of the courses to be followed.
6. Not have already received or be currently receiving any other financial mobility grant.
7. Be able to show that they possess the personal qualities to benefit from their mobility grant and use it to succeed in their chosen career.

Documents

Applicants must handle in the following documents at their own university:

1. Student application form.
2. Copy (first side –reverse) of the identity card or passport.
3. Certified copy of the different academic records.
4. A certificate giving evidence of their registration in their university of origin.
5. Proof of the good command of the language of instruction of the courses to be followed, at a minimum level of B2 of the Common European Framework of Reference for Languages.

6. A 200 word statement about themselves with details of their educational objectives, their professional goals and aspirations and how they think that this mobility grant will help them to achieve their goals.
7. Letter of reference. This must be from a member of staff from the home university of the applicant who has supervised him/her academically – i.e. a lecturer, tutor or supervisor.
8. FUCE learning agreement. → this agreement has to be completed and approved by both institutions (sending and hosting); **in order that hosting institutions have enough time to examine thoroughly the students' files, an intermediate deadline is fixed on March, 4, 2017.**
9. Letter of acceptance of the host University.

Selection process

1. The sending university will collect all the documentation from the applicants and will short-list the appropriate candidates.
2. Application will be prioritized by:
 - 2.1. Academic records.
 - 2.2. Good command of the language of instruction of the courses to be followed.
 - 2.3. Word statement about the candidate's motivation to do the mobility.
 - 2.4. Financial resources of the candidate.
3. Short-listed candidates can be invited for an interview to be held at the sending university.
4. Preference will go towards applicants who have not previously studied outside their home country.
5. **Sending universities send the files of the (maximum) 3 pre-selected candidates to the FUCE secretary* by April 15, 2017 at the latest.**
6. The selection of the beneficiaries of the scholarship is made by the Council of FUCE during its meeting in May.
7. The President of FUCE informs the rectors of sending and hosting institutions of the successful candidates. The sending institutions inform the candidates.
8. FUCE send the funds to the sending institution which is charged to pay the student.
9. In case of leave in absence of a student or change of selected candidate, the sending institution will inform the FUCE President and send meanwhile three files or other pre-selected candidates. The FUCE President will urge the Board Members to select another candidate as soon as possible.
10. After the mobility stay, the sending institution sends to the President of FUCE a report which contains
 - 9.1. Academic records
 - 9.2. The FUCE study report completed by the student (see form in annex).

* albert.evrard@unamur.be; Albert Evrard sj, Université de Namur, rue de Bruxelles 61, B-5000 Namur, BELGIUM; tel : +32 81 72 57 24 ;

Student's signature

..... Date:
.....

SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

Date:

.....

Date:

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

Date:

.....

Date:

Name of student:

.....

Sending institution:

..... Country:

.....

RECEIVING INSTITUTION

We confirm by the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature

Institutional coordinator's signature

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.....

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Date:

Date:



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**FUCE SCHOLARSHIP MOBILITY PROGRAMME
STUDENT APPLICATION FORM 2017**

ACADEMIC YEAR 20...../20.....

FIELD OF STUDY:

(please refer to Subject Area Codes in Annex)

SENDING INSTITUTION

Name of the University:

.....

Contact person:

.....

Full address:

.....

Tel: Fax:e-
mail.....

STUDENT'S PERSONAL DATA

Family name:

First name:

.....

Sex:

Date of birth:

.....

Place and country of Birth:

.....

Nationality:

Current address:

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.....

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Tel.:

E-mail:.....

Contact person in case of emergency:
.....

LANGUAGE COMPETENCE

Mother tongue: Language of instruction at home institution (if different):

Language of instruction of the host university:

Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge to follow lectures if I had some extra preparation	
	yes	no	yes	no	yes	no
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREVIOUS AND CURRENT STUDY

Degree for which you are currently studying:

Cycle for which you are currently studying:

Number of higher education study years prior to departure abroad:

Have you already been studying abroad? Yes No

If Yes, when? At which institution?

The attached Transcript of records includes full details of previous and current higher education studies. Details not known at the time of application will be provided at a later stage.

Please write a 200 word statement about yourself with details of your educational objectives, your professional goals and aspirations and how you think a Mobility Scholarship would help you achieve your goals.

To be sent to
FUCE albert.evrard@unamur.be