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Europe's Civic University Alliance

BIP Student Call Document

Autumn 2024



Introduction

CIVIS is a European Civic University formed by the alliance of 11 leading research higher education institutions across Europe: Aix-Marseille Université, National and Kapodistrian University of Athens, Université libre de Bruxelles, University of Bucharest, University of Glasgow, University of Lausanne, Universidad Autónoma de Madrid, Sapienza Università di Roma, Paris Lodron University of Salzburg, Stockholm University and Eberhard Karls Universität Tübingen.

It brings together a community of more than 470,000 students and 58,000 staff members including 35,000 academics and researchers.

Furthermore, the Alliance has 6 African Associate Members, the Université Hassan II de Casablanca (Morocco), Université Cheikh Anta Diop de Dakar (Senegal), Eduardo Mondlane University (Mozambique), Makerere University (Uganda), University of Sfax (Tunisia) and University of the Witwatersrand (South Africa).

This is the list of authors

All members of the Mobility Unit
Head of Education Unit



1 Alliance
11 Universities
Countless Possibilities

1 Purpose of the Call

Starting in academic year 2022/2023, and in line with the Alliance's new approach on the organisation and funding of educational activities, CIVIS is implementing the Blended Intensive Programmes format to support the development of **short-term mobilities for studies, linked to CIVIS joint educational offer**.

Blended Intensive Programmes (BIPs) are short, intensive programmes that use innovative forms of learning and teaching, including both face to face and virtual activities.

In this context, CIVIS is launching calls for applications to enable students from CIVIS universities and African partner universities to participate in such programmes including a short-term physical mobility abroad, combined with a compulsory virtual component.

The main objective of this call is:

- To open the opportunity for international study to a more diverse group of students through a more flexible mobility format (blended mobility), without the barriers that often limit participation in traditional courses.
- To offer the development of transnational and interdisciplinary curricula to students, as well as innovative ways of learning, including the use of online cooperation.
- To help mobility participants improve their professional, social, soft, digital, inter-cultural skills, as well and to promote cross-cultural exchange and dialogue.
- To forge links between CIVIS universities in Europe and Africa, enhancing their transnational cooperation.

Mobilities announced in this call will be carried out during **academic year 2024-2025**.

The present call is also open to students wishing to participate in BIPs organised by their home institution. For these students and as there is no mobility involved, only **sections 2, 5, 9, 10, 11, 12 and 13** concerning certification, application process, evaluation and selection, notification, and obligations and commitments, will apply.

2 General Conditions

CIVIS Blended Intensive Programmes are open to students enrolled at any of the [CIVIS member universities](#) at the Bachelor, Master, or PhD level, based on the criteria of each programme.

Some CIVIS BIPS are also open to students enrolled at [an associate member university in Africa](#). To know which programmes are open to the participation of students from associate member universities please check [here](#).

Students may participate in up to a **maximum of 2 BIP programmes** in the same academic year. Exceptions from this limitation might be allowed at University level. Please check the website of your home university or contact your local International/Erasmus Office or CIVIS Unit in charge. Prerequisite for the participation in more than 1 BIP programme is that:

- The face-to-face component of the programmes in which the student has been selected in, do not coincide in time.
- The student's study program allows for it, and his/her academic coordinator/counsellor and/or faculty/department approves it.

In any case, participation in CIVIS BIP programmes is subject to both CIVIS Universities' and Erasmus+ mobility conditions.

3 Mobility Requirements

Participation in Blended intensive Programs falls within the framework of **Erasmus+ short-term mobility** for studies and, as in other Erasmus+ mobilities, the same requirements for mobility apply:

- **Academic recognition** of the studies undertaken abroad, within the student's study plan. Before application, applicants should **carefully read the section on recognition below**.
- **Limited physical stays:** The Erasmus+ programme establishes a limitation for physical stays of a maximum of 12 months per study cycle (Bachelor, Master, PhD). In one-cycle study programmes, such as medicine, students can be mobile for up to 24 months. In the case of students who have enjoyed an Erasmus stay abroad (studies, internships), the total number of months completed plus the planned stay abroad within the CIVIS BIP programme may not exceed 12 months/or 24 months.
- To be admitted to the selection process, applicants **must be fully enrolled at their home university**, in an official Bachelor, Master or PhD degree at the time of application and throughout the entire delivery of the course and the physical mobility.
- Mobility within the CIVIS BIP programs may not be compatible with other international mobilities according to universities internal rules. In case a student is doing an international mobility, they may not be able to participate in a CIVIS BIP program if the period of stay abroad coincides with the face-to-face component (physical mobility) of the course.

In addition to the above, special criteria and processes for mobility may apply at each CIVIS University. Before submitting their application, **students must check their home university's website or contact their International/Erasmus Office or CIVIS Unit in charge, to learn about the established conditions for Blended Intensive Programs mobility**.

CIVIS International/Erasmus Offices contacts, and relevant links are included in Annex I to this Call. They can also be consulted through the following [link](#).

Students enrolled in one of the [six associate member universities in Africa](#), shall contact local contact personal (see Annex II), and on rather general questions, CIVIS Global Partnerships Officer Christian Möllmann: christian.moellmann@uni-tuebingen.de. In a second step and after being nominated, they should also be in contact with the Programme Coordinator and the mobility office of the host university.

4 Academic Recognition

CIVIS BIPs are rigorous academic teaching modules, recognised by the European Commission and all CIVIS member universities.

Each CIVIS BIP corresponds to at least **3 and up to 9 ECTS** credits. Recognition of these ECTS credits as part of the student's study programme depends on the policies and procedures of each CIVIS member university.

Before applying, students need to make sure they find out more about their home university's policy on credit recognition of CIVIS (BIP) courses by contacting their study counsellor, academic advisor, or international coordinator at their home faculty/department.

Selected students **must sign a Learning Agreement** specifying the programme the student will follow, including a short description of the mandatory virtual component, and the way in which it will be recognised upon completion of the course. This agreement shall ideally be signed by all parties before the start of the programme and **compulsorily before the start of the physical mobility**.

PhD students should engage in BIP programs towards their doctoral thesis and must also sign a Learning Agreement. Recognition of this training as part of the student's study program depends on the policies and procedures of each CIVIS member university.

Please note that **students enrolled at the University of Glasgow or the University of Lausanne** should follow the instructions provided by their home university or contact them directly.

Students enrolled at one of the [six associate member universities in Africa](#), should also follow the instructions provided by their home university for participation in Blended Intensive Programs.

The BIP programme **can only be recognised if it has been successfully completed**, which implies the student shall **carry out and complete the two components of the BIP** (the mandatory **virtual** component and the **face-to-face or mobility** component), as well as the assessment. In case of uncompleted courses, the local (Erasmus) funding rules might apply.

5 Transcript of Records & CIVIS Passport

After completion of the course, the BIP coordinating institution shall issue the Transcript of Records to the student, stating the title of the BIP, the type of activity carried out, the number of ECTS assigned and the grade/mark obtained.

Students will also receive a digital accreditation for their participation through [CIVIS Passport](#), one of the first tools for registration and recognition of the educational experience at European level, which includes all CIVIS activities (academic and non-academic), and which students receive at the end of their studies.

6 Mobility Grants

Students from CIVIS members based in the EU are entitled to Erasmus+ funding for the duration of their physical mobility, provided available fund at their home universities. Please refer to the "Funding and Expenses" section for more details.

Short stays for students within the Erasmus+ CIVIS BIP programme **will have a duration of 5 days** (exclusive travel days). In order to receive the grant, it is a requirement to participate during the 5 days of the course. The grant should be regarded as a **contribution towards the costs of mobility rather than covering 100% of the involved costs**. In order to receive the funding, students have to sign a grant agreement with their university before the physical mobility and according to local regulations.

If you are already in receipt of other EU funding at the time of the mobility, you will not be entitled to additional funding, but you may still be able to participate in the BIP under "zero-grant" status, depending on the rules applying at your [home university](#).

Students from the **University of Glasgow** are eligible to participate in CIVIS BIPs but cannot receive an Erasmus-funded travel grant. Instead, they should contact the CIVIS team at civis@glasgow.ac.uk.



Students from the **University of Lausanne** are also eligible to participate in CIVIS BIPs, with a national scholarship. For more information, visit the [UNIL website](#).

Students from one of the [six associate member universities in Africa](#) who have successfully applied for participation in one of the BIP open to these institutions, might receive an Erasmus+ ICM grant for their participation, covering travel and subsistence costs during their stay. They should contact their International Student Exchange Office, which will nominate them for such a scholarship.

7 Inclusion

Candidates from disadvantaged backgrounds, with special needs or disabilities are encouraged to apply. They might receive additional funding in order to cover costs directly related to their participation in the mobility. Students shall check eligibility criteria established at their [home university](#) for less opportunity students.

8 Funding Expenses

Regulations for Erasmus + funding are still in flux and change from year to year, additionally, national regulations differ from each other, so it is difficult to present a common overview of funding opportunities for all CIVIS BIP students. The only common rule for all CIVIS students is a daily allowance of 79 Euro. If students receive travel costs on top, and if yes, how much, is very much dependent on yearly budget regulations and national rules.

In any case, Erasmus + funding is usually not enough to finance the whole week including travel costs and **students should reserve personal funds** to realize the BIP from the very beginning. For students from the University of Glasgow and the University of Lausanne, again different funding rules apply.

Also, selected participants will need to advance their own funds when organizing their stay, such as visa, insurance, flights, and accommodation, since the mobility grant will be paid only after the Grant Agreement is signed (see payment conditions) . It is highly advisable to make bookings, such as flights and accommodation, on conditions that allow reimbursement in case of cancellation of travel.

9 Application Process

The present call is published on the [CIVIS website](#). All partner universities websites will refer to it by publishing an announcement.

CIVIS Blended intensive **programmes open for 2024/2025 mobilities** can be found at the following [link](#):

This application process is also open to students who wish to participate in programmes organised by their home university. In the case of BIPs taught at a student's home institution, **even if there is no mobility, students must apply through the form on the course page**.

All BIP applications take place through the **CIVIS mobility portal**. Detailed eligibility criteria are provided for each course in the "*Practical Details*" section of each BIP's webpage, including targeted studies cycle, fields of study and language level required.

Most CIVIS BIPs are open to at least two different cycles of studies (Bachelor/Master, Master/PhD). For some BIPs students need a background in particular subjects, while others are open to everyone interested in the topic. **Make sure to check all requirements before applying**.

Applicants must complete the online application form at the BIP Programme webpage and attach the following documentation:

Bachelor and Master students	<ol style="list-style-type: none"> 1. CV 2. Motivation letter 3. Transcript of academic records (ONLY if required by the Programme Coordinator) that indicates a cumulative average grade. In case of Master students, transcripts of academic records should be submitted: one for the completed bachelor's degree and the other for the master's degree, in which they are enrolled. 4. Language level certificate (ONLY if required by the Programme Coordinator)
PhD students	<ol style="list-style-type: none"> 1. CV/Research project outlines. 2. Motivation letter 3. Transcript of Records of past degrees (ONLY if required by the Programme Coordinator) 4. Language level certificate (ONLY if required by the Programme Coordinator)

Additional documentation, may be required by programme coordinators/organizers depending on the course.

In case students apply for more than **one BIP per call**, they must submit two separate applications. Students should apply with their institutional (university) e-mail address and are not allowed to register various accounts with different e-mail addresses. In case students apply with various accounts they may be excluded from the selection process.

CIVIS International/Erasmus Offices of the participating institutions may assist applicants in the application process.

- Contacts and relevant links are included in Annex I to this call. They can also be consulted through the following link.
- Students enrolled in one of the [six associate member universities in Africa](#), shall contact local contact personal (see Annex II), and on rather general questions, CIVIS Global Partnerships Officer Christian Möllmann: christian.moellmann@uni-tuebingen.de.

For any technical problems/queries during your CIVIS BIP application process, please contact bip@lists.civis.eu

10 Application Period

The following call for applications is open from **16 September - 31 October 2024**. Students are required to submit all the required documents by the application deadline. **Applications outside the above period will not be accepted.**

At the end of the application period, and prior to the selection process, the CIVIS International/Erasmus Offices will review the Erasmus eligibility of their applicants according to their internal regulations.

11 Evaluation Criteria and Selection

Applicants meeting the requirements established for each BIP Programme, included the compulsory documentation, will be selected according to the following criteria:

- Compliance with application prerequisites (if mentioned)
- Compliance with the eligibility criteria of the programme
- Academic record and relevance of the CV
- Motivation letter

12 Notification

Students will be notified about the outcome of their application at the latest, six weeks after the student's application submission deadlines. Waitlisted and rejected students will also be notified accordingly after selection is done.

CIVIS International/Erasmus + Offices will contact their selected students with details of the required processes and Erasmus + documentation for their mobility funding, including the signature of the Grant Agreement. This information will be provided 1 to 2 months before the starting date of the physical component of the programme (face-to-face activities).

13 Obligations/Commitment

By accepting a place on a CIVIS Blended Intensive Programme, students must commit to participate in both online sessions and the physical mobility elements of the programme.

CIVIS Blended Intensive Programmes are unique international and interdisciplinary opportunities, and as such, places are highly competitive. Each offer of a place is therefore carefully considered by CIVIS BIP programme coordinators and mobility officers.

Once students have accepted their place, it is expected that they respect their commitment. If a student is unable to take his/her place on the programme, they should notify about their withdrawal as soon as possible before the start of the program, by contacting: bip@lists.civis.eu, so that the opportunity can be offered to another student on the waiting list.

ANNEX I: CIVIS UNIVERSITIES USEFUL LINKS AND CONTACTS

International Relations Services at CIVIS universities will provide support to incoming and outgoing applicants at the application stage and during mobility.

CIVIS University	CIVIS Mobility dedicated Website	CIVIS short mobility contact
Aix-Marseille Université		civis-incomingmobility@univ-amu.fr
National and Kapodistrian University of Athens		info-civis@uoa.gr sanikopoulou@uoa.gr
Université libre de Bruxelles	BIP - Blended Intensive Programs - ULB	mobilite@ulb.be (Service de Mobilité Etudiante de l'ULB)
University of Bucharest		laura.trevisan@erasmus.unibuc.ro (Laura TREVISAN)
Universidad Autónoma de Madrid	Blended Intensive Programs CIVIS UAM	civis.mobility@uam.es
Sapienza Università di Roma	CIVIS mobility	civis_shortmobility.ari@uniroma1.it
Stockholm University	CIVIS Courses	civismobility@su.se
Eberhard Karls Universität Tübingen	CIVIS Kurzzeitprogramme	civis.mobility@uni-tuebingen.de
Paris Lodron University of Salzburg	Grant for short-term, study-related courses abroad	civis@plus.ac.at
University of Glasgow	CIVIS for students	civis@glasgow.ac.uk
University of Lausanne	CIVIS BIPS for BA/MA students CIVIS BIPS for PhD	CIVIS@unil.ch

ANNEX II: AFRICAN ASSOCIATED MEMBER UNIVERSITIES CONTACTS

International Relations Services at CIVIS African Associated member universities will provide support to incoming and outgoing applicants at the application stage and during mobility.

CIVIS African Associated Member University	Contact person(s)	CIVIS short mobility contact
UH2C - Université Hassan II de Casablanca	Omar EL GHAZI (he/him); Meryem MAGHARBI (she/her)	omar.elghazi@univh2c.ma ; meryem.magharbi@univh2c.ma
UCAD - Université Cheikh Anta Diop de Dakar	Ndiack FALL (he/him); Rahmatoulah DIAGNE NDIAYE (she/her)	drci@ucad.edu.sn ; rahmatoulah.ndiaye@ucad.edu.sn
WITS - University of the Witwatersrand, Johannesburg	Alison SIMONS (she/her)	Alison.Simons@wits.ac.za
MAK - Makerere University	Prof. Robert WAMALA (he/him); Prof. Julius KIKOOMA (he/him)	wamalar@gmail.com ; julius.kikooma@mak.ac.ug
UEM - Eduardo Mondlane University	Dr. Angela Fernandes, Prof. Luis Chenene	angela.fernandes0204@gmail.com ; manuel.chenene@gmail.com
USF - Université de Sfax	Fatma Ghorbel (she/her)	fatma.ghorbel@usf.tn