



**GEM** PhD SCHOOL

Erasmus Mundus Joint Doctorate  
Globalisation, the EU & Multilateralism

**GEM** PHD SCHOOL (2013/14)

# CALL FOR APPLICATIONS



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# OVERVIEW



## A international joint doctoral programme involving 10 partner institutions ...

Université Libre de Bruxelles (BE); University of Warwick (UK); LUISS-Guido Carli (IT); Université de Genève (CH); Universität Bielefeld (GER); Waseda University (JP); Fudan University (PRC); Boston University (USA); United Nations University - Cris (BE); Instituto Tecnológico Autónomo de México (MEX)

## ... fostering interdisciplinary research on “Globalisation, Europe and Multilateralism”, ...

International relations; EU studies; Political theory and citizenship studies; Comparative regionalism; International political economy; International and European legal studies; Security studies

## ... delivering double degrees in social sciences through its 5 European partner universities, ...

Université Libre de Bruxelles (BE); University of Warwick (UK); LUISS-Guido Carli (IT); Université de Genève (CH); Universität Bielefeld (GER)

## ... offering a pooled training programme, ...

Shared mandatory and elective educational modules accounting for 180 ECTS

## ... as well as mobility tracks guaranteeing at least 2 of its institutions visited.

Mandatory between 2 degree awarding universities / Further optional mobility to any partner institution



**AMETRINE** A specific Jointly Executed Research Project (JERP) on:

### Analysis of Multilateral, European and other Regional Initiatives as Normative Endeavors

Coordinated by the LUISS-Guido Carli (Rome, Italy)

**CITRINE** A specific Jointly Executed Research Project (JERP) on:

### Confrontations & Cooperation in International & Transnational Regulatory Interests and the EU

Coordinated by the University of Warwick (Coventry, United Kingdom)

**MORGANITE** A specific Jointly Executed Research Project (JERP) on:

### Multilateral Organisations, Regionalism and Global Governance: Institutions and the EU

Coordinated by the Université Libre de Bruxelles (Brussels, Belgium)

## APPLY

In February, the GEM Board convenes annually to select the academically approved applicants

The Call for Applications runs from July until December

Applications are first to be submitted online by the annual December deadline

The online application system is activated each year by mid-September on the GEM website

Completed electronic applications are to be printed out and sent in by postal mail

To the GEM Central executive Office in Brussels



## A common enrolment fee for non-fellowship holders

Any academically selected candidate can join the programme at an annual flat rate of 15.000€, which cover all tuitions, mandatory mobility and the full set of GEM PhD School academic services.

The GEM PhD School can at its discretion award partial or full fee waivers

On the basis of the applicants' merits, GEM can offer reduced participation costs

## Fellowships

Several national and international scholarships exist for academically selected candidates, who are encouraged to seek out funding opportunities to cover the costs associated with the programme



Up to 10 Erasmus Mundus Fellowships are annually awarded by the GEM PhD School

A set of 3-year long EM Fellowships including: (1) a monthly salary; (2) a mobility fund and; (3) all participation costs

## II - THE GEM PHD SCHOOL - Necessary Choices

WHEN CONSIDERING THE GEM PHD SCHOOL, CANDIDATES MUST MAKE THE FOLLOWING CHOICES:

- A PERSONAL DOCTORAL RESEARCH PROPOSAL WITHIN ONE OF THE PROGRAMME'S 3 JERPS
- A SET OF 2 UNIVERSITIES AMONG THE CONSORTIUM'S 5 EUROPEAN DEGREE AWARDING ONES
- A PREFERRED MOBILITY PLAN

The **GEM PhD School** is an integrated, international interdisciplinary doctoral teaching and research program focused on the most salient issues and features shaping **Globalisation, Europe and Multilateralism**.

It will provide enrolled PhD Students with the regulatory framework, practical support structure, and the assistance necessary to its training, mobility and double-degree components. Candidates seeking to join the programme must consider a set of necessary choices.

First, any interested PhD student is required to work out a personal doctoral research project fitting within the **GEM PhD School**'s broader research interests. Additionally, when preparing their research agenda candidates are to consider which of the programme's three overarching "Jointly Executed Research Projects" (JERP) would suit their specific project best. These 3 JERPs are: **MORGANITE** which is based at the ULB; **AMETRINE** coordinated by the LUISS in Rome; and **CITRINE** headed by the University of Warwick. For further detail on said research agendas please consult the programme's **RESEARCH GUIDEBOOK** - which is available on the programme's website.

Secondly, potentially interested parties are to consider which two of the consortium's five European Degree Awarding Institutions they would want to join. Within 3 years, students will be trained in both of these institutions with a view to write an original doctoral thesis leading up to a Double Doctoral Degree awarded by both institutions.

Finally, students are to consider which mobility actions they intend to undertake during their 3-year enrolment in the **GEM PhD School**. Any desired mobility and/or fieldwork scheduled during said time must be justified in light of either the programme or research project's needs. Eligible mobility programmes must at least include the following features:

1. A 1<sup>st</sup> full-year hosting institution, which necessarily is the coordinating partner of the student's JERP
2. A 2<sup>nd</sup> full-year hosting institution, chosen amongst the 4 remaining degree awarding institutions

## 2.1. SCIENTIFIC OPTIONS

Three specific Jointly Executed Research Projects (JERPs) - initiatives identified within the broader context of the **GEM PhD School's** research agenda - will offer the program its underlying backbone, and ensure that the programme combines both inter-disciplinary dialogue with more in depth analysis of a given dimension of the broad and complex phenomena at play within **Globalisation, Europe and Multilateralism**.

This three-pronged structure is the product of the available expertise within the consortium. Each doctoral candidate will be associated with one of the above-mentioned research tracks and will spend at least their first year at the institution heading the chosen Jointly Executed Research Project.

When applying, the first choice all candidates are to make is to identify which specific JERP they wish to apply for in light of their own research interests. The detailed content of each of these JERPs can be found on the programme's website and in the **GEM PhD School's RESEARCH GUIDEBOOK**.

**IN THE RESEARCH GUIDEBOOK - WHICH IS AVAILABLE ON THE PROGRAMME'S WEBSITE - INTERESTED PARTIES WILL FIND:** each JERP's overall outline, key research questions, and prevailing research themes; as well as a list of available academic staff associated with the project and which may function as lead supervisor to any selected project.



### The 3 JERPs among which all applicants are to choose are:



**GEM PhD SCHOOL**  
**AMETRINE Joint Research Project**  
 Analysis of Multilateral, European, and other Regional Initiatives as Normative Endeavours

Headed by **LUISS-Guido Carli**  
*Rome (Italy)*

A coordinated research initiative focused on the normative components of European and international politics. It aims at comparatively examining European and non-European perspectives on issues of justice related to globalization and global politics.



**GEM PhD SCHOOL**  
**CITRINE Joint Research Project**  
 Confrontations and Cooperation shaping International and Transnational Regulatory Interest and the EU

Headed by the **University of Warwick**  
*Coventry (United Kingdom)*

A concerted research initiative focused on analyzing the implications of regulatory efforts associated with different articulations of multilateral order as they apply within and between models of national capitalisms, supranational governance dilemmas and global security concerns.



**GEM PhD SCHOOL**  
**MORGANITE Joint Research Project**  
 Multilateral Organisations, Regionalism and Global Governance: Institutions and the EU

Headed by the **Université Libre de Bruxelles**  
*Brussels (Belgium)*





An Institution-centered research initiative focused on assessing the efficiency, legitimacy, and tensions inherently associated with regional, interregional and global institutionalize multilateral cooperation efforts.

## 2.2. INSTITUTIONAL OPTIONS

All PhD students enrolled in the **GEM PhD School** must be affiliated to two degree-awarding institutions from within the consortium. Only PhDs jointly accomplished within two of the 5 listed European degree-awarding partner universities can be included in the GEM programme and potentially receive one of its associated fellowships. Accordingly, any interested parties must first and foremost identify at least one, if possible two, eligible institutions which are to become their only thesis supervising institutions. **FOR MORE INFORMATION ON THE GEM PHD SCHOOL'S INSTITUTIONS AND THE ROLE OF ITS CONSTITUENT PARTNER INSTITUTIONS PLEASE CONSULT THE PROGRAMME'S PROGRAMME GUIDEBOOK - WHICH IS AVAILABLE ON THE PROGRAMME'S WEBSITE.**

## DEGREE-AWARDING INSTITUTIONS

### EUROPEAN PARTNER INSTITUTIONS

	INSTITUTION	DEPARTMENT	
	<b>Université Libre de Bruxelles</b>	Institut d'Études Européennes	<i>Brussels Belgium</i>
	<b>University of Warwick</b>	Political and International Studies	<i>Coventry UK</i>
	<b>Libera Università Internazionale degli Studi Sociali Guido Carli</b>	Department of Political Theory and Political Science	<i>Rome Italy</i>
	<b>Universität Bielefeld</b>	Graduate School in History & Sociology	<i>Bielefeld Germany</i>

All PhD Students enrolled in the GEM PhD School must accomplish their Double Doctoral Degree under the supervision of 2 European degree-awarding institutions included within the consortium.

The 5 European Degree-awarding institutions GEM Fellows can be affiliated with, and which will ultimately deliver their Double-Degrees, are:

1. **Université Libre de Bruxelles (B)**
2. **University of Warwick (UK)**
3. **LUISS-Guido Carli (I)**
4. **Bielefeld Universität (D)**
5. **Université de Genève (CH)**

### THIRD-COUNTRY PARTNERS INSTITUTIONS

	INSTITUTION	DEPARTMENT	
	<b>Université de Genève</b>	Global Studies Institute	<i>Geneva Switzerland</i>

PhDs accomplished within GEM must necessarily involve two of these institutions. Accordingly, PhD's accomplished within any other institution can neither be supported nor financed through the GEM PhD School.

## NON DEGREE-AWARDING INSTITUTIONS




Non-degree awarding institutions can welcome a GEM Fellow as a visiting researcher, but cannot take on any supervisory role.

The 5 non-degree awarding partner institutions provide the **GEM PhD School** and its Fellows with further support, additional training platforms and mobility options.


However, since no principled Double Degree Agreement has been signed with these partners Fellows cannot include them as one of their supervising and thus degree-awarding institution.

If relevant to their research, GEM Fellows are still welcome to visit these institutions for a period of up to 6-months as a recognised and sponsored Visiting Researcher.

### THIRD-COUNTRY PARTNERS INSTITUTIONS

	INSTITUTION	DEPARTMENT	
	<b>Waseda University</b>	Faculty of Political Science & Economics	<i>Tokyo Japan</i>
	<b>Fudan University</b>	Center for European Studies	<i>Shanghai PRC</i>
	<b>Boston University</b>	Center for the Study of Europe	<i>Boston USA</i>

### ASSOCIATED INSTITUTIONS




	INSTITUTION	DEPARTMENT	
	<b>Instituto Tecnológico Autónomo de México</b>	Departamento de Relaciones Internacionales	<i>Mexico City, Mexico</i>
	<b>United Nations University</b>	Comparative Regional Integration Studies	<i>Brugge, Belgium</i>



### 2.3. MOBILITY OPTIONS

All PhD students enrolled in the **GEM PhD School** are held to submit to a minimal mobility programme involving two of the programme's five European degree-awarding institutions. Beyond said necessary mobility involving a year-long stay in each of their supervising institutions; additional mobility actions for up to 6 months can be endorsed on a case-by-case basis. Fellows must start in one of the three JERP-coordinating institutions. Subsequently, in their 2<sup>nd</sup> year they are to move to the other degree-awarding institution which is confirmed 6 months after their initial enrolment. In their 3<sup>rd</sup> year, Fellows are free to return to either one of their two home institutions, or undertake any approved additional mobility.

#### POSSIBLE 1<sup>ST</sup> YEAR DESTINATIONS - JERP-COORDINATING INSTITUTIONS

	INSTITUTION	DEPARTMENT	
	<b>Université Libre de Bruxelles</b>	Institut d'Études Européennes	<i>Brussels Belgium</i>
	<b>University of Warwick</b>	Political and International Studies	<i>Coventry UK</i>
	<b>Libera Università Internazionale degli Studi Sociali Guido Carli</b>	Department of Political Theory and Political Science	<i>Rome Italy</i>

The **GEM PhD School's** three JERP coordinating institutions are:

1. *Université Libre de Bruxelles* for **MORGANITE**
2. *University of Warwick* for **CITRINE**
3. *LUISS-Guido Carli* for **AMETRINE**






All enrolled Fellows must start and accomplish all of their year-one training in the institution heading the JERP their research project is included in

#### POSSIBLE 2<sup>ND</sup> YEAR DESTINATIONS






Besides their 1<sup>st</sup> host institution, GEM Fellows are to visit a 2<sup>nd</sup> degree-awarding partner for a full year. Possible 2<sup>nd</sup> institutions include:

1. *Université Libre de Bruxelles*
2. *University of Warwick*
3. *LUISS-Guido Carli*
4. *Universität Bielefeld*
5. *Université de Genève*

Upon applying, candidates indicate their preferred 2<sup>nd</sup> institutions. This however is merely indicative as the **GEM PhD School** reserves the right to ultimately designate the most appropriate institution among those listed above. To this effect, Fellows' 2<sup>nd</sup> institution is confirmed 6 months after their initial enrollment.

	INSTITUTION	DEPARTMENT	
	<b>Université Libre de Bruxelles</b>	Institut d'Études Européennes	<i>Brussels Belgium</i>
	<b>University of Warwick</b>	Political and International Studies	<i>Coventry UK</i>
	<b>Libera Università Internazionale degli Studi Sociali Guido Carli</b>	Department of Political Theory and Political Science	<i>Rome Italy</i>
	<b>Universität Bielefeld</b>	Graduate School in History & Sociology	<i>Bielefeld Germany</i>
	<b>Université de Genève</b>	Global Studies Institute	<i>Geneva Switzerland</i>

#### POSSIBLE 3<sup>RD</sup> YEAR ADDITIONAL DESTINATIONS

	INSTITUTION	DEPARTMENT	
	<b>Waseda University</b>	Faculty of Political Science & Economics	<i>Tokyo Japan</i>
	<b>Fudan University</b>	Center for European Studies	<i>Shanghai PRC</i>
	<b>Boston University</b>	Center for the Study of Europe	<i>Boston USA</i>
	<b>Instituto Tecnológico Autónomo de México</b>	Departamento de Relaciones Internacionales	<i>Mexico City, Mexico</i>
	<b>United Nations University</b>	Comp. Regional Integration Studies	<i>Brugge, Belgium</i>

After visiting their 1<sup>st</sup> & 2<sup>nd</sup> host institutions, GEM Fellows are free to use their third year for any additional mobility useful to their research project - be it for field-work, specific collaborations with other institutions, or any other research related activity.

Any additional mobility actions are to be formally approved beforehand by **GEM PhD School**. However Fellows are free to identify and suggest any mobility for up to 6 months they deem necessary. A possible option is a research stay within one of the programme's five non-degree awarding institutions

### III - THE GEM PHD SCHOOL - Fees & Funding

When considering applicants wishing to join the **GEM PhD School** the programme's directors distinguish between admission into the programme - *which is a purely academic affair*; and funding issues – *which, although one of the programme's central concerns, remains secondary to the admissions question*.

It is only after its academic selection that the **GEM PhD School's** Board of Directors considers the distribution of available funding opportunities, among which the available **Erasmus Mundus Fellowships**.

The **GEM PhD School** decides on the allocation of available fellowships among the list of academically admitted applicants in light of both by the applicants' personal profile; as well as the funding authorities' specifications. Ultimately, by unanimous decision, the GEM PhD School's Board of Directors validates its proposed scholarship allocation and submits it for formal approval to the relevant sponsor.

The **GEM PhD School**, as one of the European Commission sponsored **Erasmus Mundus Joint Doctorates**, is a ground-breaking programme offering all students - *regardless of their nationality, research topic or funding perspectives* - access to a set of services and platforms which define its distinctively trans-national and competitive doctoral research and training environment.

#### ALL ENROLED FELLOWS CAN EXPECT THE FOLLOWING SERVICES:

- A DOUBLE DEGREE UPON COMPLETION OF THE THESIS  
*GUARANTEED BY WAY OF THE STANDARD DOUBLE DEGREE AGREEMENT*
- A MOBILITY ACTION LINKING BOTH DEGREE-AWARDING INSTITUTIONS  
*FELLOWS ARE GUARANTEED TO ATTEND BOTH INSTITUTIONS FOR AT LEAST ONE FULL-YEAR EACH*
- SINGLE TUITION FEE PAYMENT  
*ALTHOUGH ENROLED IN 2 INSTITUTIONS AND THE GEM PHD SCHOOL, FELLOWS ARE ONLY HELD TO PAY GEM'S SINGLE FEE. THE GEM PHD SCHOOL WILL IN TURN SETTLE ANY REMAINING PARTICIPATION COSTS*
- INCLUSION IN THE VARIOUS TRAINING & RESEARCH PLATFORMS SET UP BY GEM  
*SHARED TRAINING & RESEARCH INITIATIVES WITHIN GEM INCLUDE a.o.: ANNUAL SUMMER SCHOOL; ANNUAL JOINT CONFERENCE; A DISCRETIONARY FUND FOR STUDENT JOINT PROJECTS, ...*
- SUPPORT PROVISIONS SET UP TO FACILITATE ERASMUS MUNDUS STUDENTS' MOBILITY

Access to, and the provision of, these services implies a cost which the **GEM PhD School's** Board of Directors has assessed with a view to jointly setting a single enrolment fee for any interested party. **FOR MORE INFORMATION ON THE GEM PHD SCHOOL'S MANAGEMENT AND FUNDING PLEASE CONSULT THE PROGRAMME'S PROGRAMME GUIDEBOOK - WHICH IS AVAILABLE ON THE PROGRAMME'S WEBSITE.**

#### 3.1. ENROLMENT FEES - BETWEEN 5.000€ AND 15.000€/YEAR

The single annual fee covers all participation costs, guarantees access to all rights and services associated with the GEM PhD School *and relieves the student of any additional tuition fees*.

Any academically selected candidate can join the programme at an annual flat rate of **15.000€** (the exact sum will vary in light of the institutions visited - **FOR MORE DETAIL PLEASE CONSULT THE PROGRAMME'S PROGRAMME GUIDEBOOK - WHICH IS AVAILABLE ON THE PROGRAMME'S WEBSITE.**

##### FEE BREAKDOWN

The annual flat rate in light of the programme's real average costs which include for each enrolled student:

TUITION FEE PAYMENTS IN THE 1 <sup>ST</sup> DEGREE-AWARDING INSTITUTION	<b>TUITION PAYMENTS PAID FOR BY THE GEM PHD SCHOOL</b>
TUITION FEE PAYMENTS IN THE 2 <sup>ND</sup> DEGREE-AWARDING INSTITUTION	
MANAGEMENT AND RUNNING COSTS	<b>PARTICIPATION COSTS DIRECTLY RELATED TO THE GEM PHD SCHOOL'S FUNCTIONING</b>
GEM SPONSORED ACTIVITIES & PLATFORMS	
ADDITIONAL FACILITIES AWARDED TO DESERVING STUDENTS	<b>MERIT-BASED FINANCIAL ASSISTANCE POSSIBLY AWARDED TO NON-FELLOWSHIP HOLDERS</b> (EX. PARTIAL OR TOTAL FEE WAIVERS, MOBILITY FUNDS,...)



### COVERED EXPENSES

As stated, the payment of the single annual flat fee covers all related enrolment and participation costs. Accordingly, all regularly enrolled Fellows see their full tuition fees, participation costs in the programme's facilities and the award of possible additional support covered by the **GEM PhD School's** single annual flat rate fee.

### FEE WAIVERS & ADDITIONAL FACILITIES

Once a year, when selecting the coming generation of enrolled fellows, the **GEM PhD School's** Board of Directors can, at its discretion, award partial or full fee waivers on the basis of a given applicants' merits. Equally, it can award additional financial facilities to a limited number of academically selected students.

### PAYMENT FACILITIES

Fees can be paid by way of a single payment, or a set number of instalments agreed upon beforehand.



## 3.2. AVAILABLE FELLOWSHIPS

Besides providing a world-class transnational PhD Training and Research programme, the **GEM PhD School** also directly awards, or facilitates the granting of, a set of full fellowships covering a given PhD Student's living and participation costs.

These generous Fellowships are provided by European or National programmes and are awarded to a limited number of Students having been previously academically selected.

Some of these Fellowships - notably the 3-year *Erasmus Mundus Fellowships*, are awarded directly by the **GEM PhD School's** Selection Board at the same time as its academic selection. Other Fellowships - notably various national grants - are decided later in the year (e.g. Spring Term) and non-funded academically selected students are supported in such funding requests through the **GEM PhD School**

### ERASMUS MUNDUS FELLOWSHIPS

Each year the European Commission sponsors up to ten 3-Year long Erasmus Mundus (EM) Fellowships. They cover the entirety of students' enrolment costs and provide them with a monthly income which must be provided in a form akin to a standard employment contract.



The Commission remains the ultimate arbiter regarding the attribution of the available EM Fellowships. It unilaterally fixes the exact number of available EM Fellowships in light of the available funds. Once confirmed, EM Fellowships are granted on the basis of the annual list of academically selected students compiled by the **GEM PhD School's** Board of Directors. Upon reception of said qualified list of selected applicants, the Commission proceeds with its own internal verification (*at this stage, the process is purely formal and administrative*) and ultimately endorses the list of awarded EM Fellowships decided upon by the **GEM PhD School**.

EM Fellowships are subdivided into three Categories determined by an applicants nationality:

#### CATEGORY A FELLOWSHIPS

*Are to be awarded to doctoral candidates from all countries other than the 27 EU member states (or associated ones). However, to remain in category A doctoral candidates must over the last five years not have been a resident nor have carried out his/her main activity (studies, work, etc.), within the EU for more than 12 months. However, as an exception to the previously cited rule, those non-EU nationals having spend more then 12 months in the EU within the context of an Erasmus Mundus Master's program (EMMC) will nevertheless remain in category A.*

#### CATEGORY WBTK FELLOWSHIPS

*"Western Balkan and Turkey" Fellowships are identical in all points to Category A ones; but they are reserved to nationals hailing from either Turkey or countries from the Western Balkan not yet member of the EU.*

#### CATEGORY B FELLOWSHIPS

*To be awarded to any doctorate candidate who does not fulfill the Category "A" or "WBTK" criteria as defined above.*

Besides a full fee waiver awarded by the GEM PhD School relieving Erasmus Mundus Fellows from the programme's enrolment fees; each fellowship is made up of three distinct components: (1) a Travel & Installation Fund; (2) a Gross Monthly Income; and (3) Operational Funds to cover all participation costs.

Category "A" and "B" fellowships are identical except that the first are eligible to receive a total of 7500€ for travel, and the latter 3000€.

Operational funding is provided to cover a doctoral student's tuition fees and operational costs; as such Erasmus Mundus Fellows are relieved of any fee payments.

FELLOWSHIP COMPONENTS	CATEGORY A	CATEGORY WBTK	CATEGORY B
<b>GROSS PERSONAL INCOME</b> <i>PAID OUT AS A MONTHLY SALARY</i>	100800 €	100800€	100800 €
<b>TRAVEL &amp; INSTALLATION FUND</b> <i>A ONE TIME SINGLE PAYMENT</i>	7500 €	7500€	3000 €
<b>OPERATIONAL FUNDS</b> <i>PAYS FOR TUITION FEES AND OTHER PARTICIPATION COSTS</i>	10800 €	10800€	10800 €

Whereas, the funding towards the fellows' gross income are provided to insure all EM fellows enjoy an equitable and comfortable monthly allowance paid out through a national contract. The specific format, stipulations, rights and obligations of said contracts reflect both the imperatives of the Erasmus Mundus Programme – as detailed in the *Erasmus Mundus Programme Guidebook*, and the legal and regulatory obligations related to the national social security system a Fellow is primarily to be affiliated to. Beyond their inevitable national variations, all GEM EM Fellowship Contracts conform to the conditions of "*contracted employment*" as defined in the Erasmus Mundus Programme Guide. Accordingly, these contracts give GEM Fellows reasonable access to the components of the given country's national social security system.

[For more information on the Erasmus Mundus Fellowship Programme please refer to either THE GEM WEBSITE or the ERASMUS MUNDUS PROGRAMME GUIDEBOOK - both are available online.](#)

## OTHER FELLOWSHIPS

Upon applying to the programme, interested parties can simultaneously put in for one of the Erasmus Mundus Fellowships directly awarded through the GEM PhD School.

However, applicants are also encouraged to explore alternative funding opportunities which are granted directly by the relevant sponsoring authority; oft following the submission of a separate scholarship application; which if academically selected, will be supported by the GEM PhD School.

A variety of national, public and private scholarship programmes can be called-upon by young doctoral researchers having been academically accepted into a highly competitive programme such as the GEM PhD School. Depending on the sponsoring authority's own practices, such scholarships can include either one or several of the following components:

1. A contribution towards the stated fees
2. A Possible installation and/or travel grant
3. An unspecified one-time money grant
4. A monthly income - *either as a contractual fellowship or as a monthly stipend*

Such externally funded Fellows would enjoy the same rights & obligations as any other enrolled student and if need be the GEM PhD School can on occasion award additional support – in the form of partial fee waivers or limited financial aid, with an eye on supplementing external sources of funding.

For example, in the past, alternative funding was secured: (1) through national PhD scholarship programmes in Belgium, the UK or Italy; (2) through national scholarship programmes in non-EU countries seeking to encourage their citizens involvement in Erasmus Mundus labelled programmes; (3) through private foundations geared towards supporting personal projects or specific research topics.

## IV - THE GEM PHD SCHOOL - Application Procedures

### APPLICATIONS MUST BE

- **SUBMITTED ONLINE** THROUGH THE GEM WEBSITE - [WWW.ERASMUSMUNDUS-GEM.EU](http://WWW.ERASMUSMUNDUS-GEM.EU)
- **SEND BY POSTAL MAIL** TO THE GEM CENTRAL EXECUTIVE OFFICE IN BRUSSELS

The **GEM PhD School** organises one annual Call for Applications which roughly runs from the summer till the end of December of the year preceeding a potential fellow's enrolment. Regardless of a given applicants nationality, research interestes, institutional choices or funding perspectives; all interested parties are to submit a completed application by the set deadline. No application will be considered beyond the aforementioned annual eligibility window.

Overall, application procedures have been streamlined and standardised so as to guarantee maximal efficiency and equality throughout the process. All candidates are to submit the same set of documents and undergo the same unified selection process

### A COMPLETED APPLICATION WILL INCLUDE:

- BOTH ONLINE FORMS DULY FILLED OUT - *I.E. IDENTIFICATION FORM & SCIENTIFIC FORM*
- AN ACADEMIC CV
- LANGUAGE SKILLS CERTIFICATE - *WHEN NECESSARY*
- ACADEMIC TRANSCRIPTS & LEGALIZED COPIES OF DIPLOMA'S
- TWO ACADEMIC RECOMMENDATION LETTERS
- A PERSONAL ESSAY - *THE LENGTH & CONTENT IS FREE, DETAILING IN THE APPLICANTS' WORDS:*
  1. THE SUBMITTED DOCTORAL PROJECT
  2. AN OVERVIEW OF THE RELEVANT LITERATURE - *I.E. INITIAL BIBLIOGRAPHICAL OUTLINE*
  3. PERSONAL MOTIVATIONS BEHIND THE APPLICATION
  4. REASONING BEHIND THE CHOICE OF MORGANITE AND THE REQUESTED MOBILITY

#### 4.1. WHEN TO APPLY

There is only **ONE** application period every year : from **MID-AUGUST** till the **END OF DECEMBER**

In effect, all interested parties must submit their applications during the Autumn and Winter Terms of the year priori to that of their scheduled September enrolment. Outside of said period no submitted applications will be accepted.

## With regards to the **2013 CALL FOR APPLICATIONS**

The **CALL FOR APPLICATION** is published by:

**AUGUST 15<sup>TH</sup> 2013**

The **ONLINE APPLICATION SYSTEM** is activated on:

**SEPTEMBER 2<sup>ND</sup> 2013**

The **APPLICATION DEADLINE** is:

**DECEMBER 20<sup>TH</sup> 2013**

*(Midnight C.E.T)*

## 4.2. WHO IS ELIGIBLE

The 1<sup>st</sup> requirement is a Masters or equivalent graduate degree, in a relevant field within the Humanities or Social Sciences.

The 2<sup>nd</sup> requirement is a thorough English-language proficiency. This can be attested either with an English-language diploma (high school or higher), OR by way of internationally recognized proficiency tests.

At the time of application, students are not yet expected to have necessarily secured either of these. However, they must be able to show they are scheduled to have both by the time they are set to start the programme - *i.e. September following their selection.*

### A MASTERS DEGREE OR EQUIVALENT

As stated previous diplomas must be in a relevant field within the Social Sciences or Humanities.

Graduates from such fields as: International Relations & Security Studies, International Political Economy, International & EU Legal Studies, EU Studies, Comparative Regionalism, Comparative Political Sociology and Comparative Political Theory & Philosophy; all have a distinct comparative advantage and are the primary target of the **GEM PhD School's** Call for Applications.

Furthermore, knowledgeable prior diplomas must conform to a set of minimal credit requirements. As such, applicants must submit at least a diploma and associated documentation proving one of the following:

- A 2-Year Master programme.
- A 1-Year Graduate Programme offering access to the PhD programme in the institution delivering said degree.
- A Single 4-Year University level programme guaranteeing access to the PhD programme in the institution delivering said degree.

### ENGLISH-LANGUAGE PROFICIENCY

English proficiency must be attested either through a previous English-language degree (high school or higher) OR an internationally recognised proficiency test.

Although strongly recommended, students are not necessarily expected to have already secured their test scores when submitting their application. However, if selected, their enrolment will remain conditional to them demonstrating their English proficiency by obtaining the needed test scores before the mid-September enrolment deadline.

If an application is submitted with the proofs of language proficiency still pending, then applicants are invited to illustrate their English language skills by way of the other application requirements (ex. personal essay) AND above all pledging to secure and submit the necessary test results at the latest two months after the notification of the selection results. If said language assurances are not provided in a timely fashion the GEM PhD School reserve the right to withdraw its endorsement of the student.

The necessary tests scores certifying English-language proficiency are:

- 7.0 IELTS
- Paper TOEFL 620+
- Computer TOEFL 260+

### 4.3. HOW TO APPLY

As a first step, an applicant must complete his/her electronic registration. The online application system can be found on the **GEM PhD School's** website: [WWW.ERASMUSMUNDUS-GEM.EU](http://WWW.ERASMUSMUNDUS-GEM.EU)

The system will be active from **SEPTEMBER 15<sup>TH</sup> 2013** till **DECEMBER 20<sup>TH</sup> 2013**. All applicants are invited to log-in and complete their application during said period - for more information on how the online application system works please consult the programme's **TECHNICAL GUIDEBOOK** - which is available on the programme's website.

Once the electronic registration is complete, applicants will receive both an electronic copy of all their completed registration forms; also, a request to send in electronic copies of all necessary annexes.

Subsequently, concluding the application process implies printing out the electronic forms and adding them to the paper-based copies of all the necessary annexes. The full set of paper-based components of the application is to be bound as a single document and send in by postal mail to the GEM Central Executive Office in Brussels:



**EMJD-GEM Central Executive Office**  
**Institut d'Etudes Européennes (ULB)**  
39, av. F. D. Roosevelt B (CP 172) 1050 Bruxelles BELGIUM  
T. + 32 (0)2 650 33 85  
F. + 32 (0)2 650 30 68 secretariat



The application process will require all of the following elements to be submitted both electronically and as a paper-copy send in by postal mail:

1. The Completed online Application Forms
  - Part 1: the Identification Form
  - Part 2: the Scientific Form
  - Part 3: the Application Quality Review Form
2. A maximum 3 pages long Detailed Academic Curriculum Vitae
3. Proof of Nationality - *for example a scan of your passport*
4. A maximum 4500 words long Personal Essay detailing your overall PhD Project  
*(NB: This Open Essay should at least address in your own words: (1) a presentation of your personal motivations; (2) a description of the submitted doctoral research project; (3) a justification of the chosen "Jointly Executed Project" – i.e. Morganite, Ametrine or Citrine – and of your requested mobility action)*
5. A Certified Copy of the Highest Degree/Diploma obtained, stating credits, grades and workload – including an English translation *(NB: If certified copies cannot be provided before the application deadline, non-certified copies are to be provided; and upon selection, the selected students will pledge to provide the certified ones within two months)*
6. Certified Copies of all Academic Transcripts – including an English translation.  
*(NB: If certified copies cannot be provided before the application deadline, non-certified copies are to be provided; and upon selection, the selected students will provide the certified ones within two months)*
7. Proof of English Proficiency  
*(Either, a Prior English Language Diploma Or, an International English Language Test with sufficiently good results)*
8. Letters of Recommendation from Two Academics  
*These are to be provided as letters by your academic referees: either to be sent to you and included in the paper based applications you will send us before the deadline; or to be sent directly by your academic referees to the GEM PhD School's Central Executive Office postal address or via e-mail send to [erasmusmundus-gem@ulb.ac.be](mailto:erasmusmundus-gem@ulb.ac.be)*

#### 4.4. HOW WILL THE EVALUATION PROCEED

The **GEM PhD School**'s Board of Directors reviews all applications and identifies both those applicants who will be accepted into the program, and those to whom Erasmus Mundus Fellowships will be granted.

Selection will be based on: academic merit, personal profile and motivation, the relevance of a research project to the GEM program, the quality of the recommendation letters, as well as a student's apparent capacity to integrate the programme and accomplish a doctoral dissertation within the allotted time.

The selection process will take place early enough to allow for notification of final notification at least four months before courses start. Moreover, all applications will be simultaneously evaluated - *be they EU or non-EU, Funded or non-funded*. Admission is final only when students have obtained the necessary visas, permits and insurance policies (*the GEM PhD School will help with these procedures*).

##### SELECTION IS DONE BY THE BOARD OF DIRECTORS - SELECTION COMMITTEE

It convenes once a year in February and includes the **GEM PhD School** President alongside a delegate and an alternate from each of the 10 partner institutions. Decision-making is by consensus as it strives to set: (1) the list of academically accepted students; (2) those accepted students having been awarded an EM Fellowships; and (3) those students have been given alternate funding perspectives - be it as a reservist on the EM Fellowship list, or as recipient of alternative funding.

##### SELECTION PROCESS - STEP 1: ELIGIBILITY

A list of all eligible applicants is to be quickly provided to the Board of Director's selection committee by the **GEM PhD School**'s Central executive Office (CeO). With regards to the initial eligibility check, the CeO focusses on the following 5 criteria:

1. Timely submission of complete application (*i.e. respect the December 20<sup>th</sup> 2013 deadline*)
2. Required level of prior diplomas (*i.e. a formal check of the necessary credits regardless of the diploma's field*)
3. Necessary prior degrees (*i.e. any two-year Master degree, or equivalent graduate degree guaranteeing access to the doctoral programme in the University delivering said degree*)
4. Relevance of the submitted doctoral research project with regards to GEM's overall scientific agenda
5. English language proficiency (*i.e. Certified or proven level of language skills*)

##### SELECTION PROCESS - STEP 2: QUANTIFIABLE RANKING

Each applicant is to be evaluated by two relevant Board members who are to assess the application and award it a grade out of 100. When evaluating an application Board members are to consider: (1) the candidate's CV and past educational achievements; (2) the coherence and originality of the research project; (3) the consistency of the personal motivation, (4) the content of the submitted recommendation letters; and (5) the apparent English-language proficiency. Ultimately all applicants are to be ranked in light of their average grade. The top quintile within each JERP automatically proceed the final stage of the selection process, while further names can be added to the short list upon explicit request by any BoD member

##### SELECTION PROCESS - STEP 3: FINAL JOINT SELECTION

The BoD selection Committee submits each short-listed application to a common in-depth review process and jointly deliberates on each applicant's merits. This joint individual scrutiny effort is organized along the five aforementioned criteria, plus two further considerations:

1. Quality and availability of possible supervisors within the consortium
2. Balanced distribution within the GEM Network and consistency with the requested JERP

##### SELECTION PROCESS - STEP 4: FELLOWSHIP AWARDS

Once the list of academically selected students agreed upon, the BoD selection Committee turns its attentions towards awarding available Fellowships such as the Erasmus Mundus ones.



## 4.5. TIMELINE

### PHASE 1: APPLICATION

- Call for Applications (CfA) available from **AUGUST** till **DECEMBER**
- Online Registration System Active from **MID-SEPTEMBER** till the **END OF DECEMBER**
- Application Deadline for all applicants: **DECEMBER 20<sup>th</sup>**

### PHASE 2: ACADEMIC SELECTION

- ELIGIBILITY CHECK - **1<sup>ST</sup> HALF OF JANUARY**
- SELECTION STEP 1: Overall Ranking - **2<sup>ND</sup> HALF OF JANUARY**
- SELECTION STEP 2: Joint Selection - **EARLY FEBRUARY**
- SELECTION STEP 3: Fellowship Distribution - **EARLY FEBRUARY**

### PHASE 3: SELECTION RESULTS

- ACADEMIC SELECTION RESULTS & Simultaneous Publication of EM Fellowship grants: **MID-FEBRUARY**
- CONFIRMATION of Continued Interest by Accepted Applicants: **BEFORE FEBRUARY 24<sup>th</sup>**
- APPLICATIONS by non-funded students for Alternative Sources of Funding from **MARCH** till **JUNE**

### PHASE 4: ERASMUS MUNDUS FELLOWSHIP CONFIRMATION

- CONFIRMATION of EM Fellowships by European Commission - **END OF APRIL**
- Selected EM Fellows' FINAL CONFIRMATION & PRINCIPLED COMMITMENT: **MID-MAY**

### PHASE 5: PREPARATIONS & ARRIVAL

- Visa procedures, registration, travel arrangements: From **MAY** till **AUGUST**
- Arrival at 1st host institution **B/W SEPTEMBER 15<sup>TH</sup> & 30<sup>TH</sup>**



## CONTACT

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