



INSTRUCTIONS FOR ONLINE APPLICATION

Technical requirements

It is advisable to apply online using one of the following browsers: Internet Explorer version 5, 6, 7 and 8, Firefox 3 and Opera 9. Otherwise, it is possible to encounter some technical problems. Make sure that the browser allows JavaScript and cookies. Please, remember to fill in the online form in **English**. During the application process, it is **not** possible to save data and continue later. Once started, the form must be completed. We recommend you to read all the instructions and prepare all the documents beforehand.

Personal data

All *Personal Data* fields are obligatory. Your last name and name have to appear as in your passport. You should provide us with your **valid e-mail address** because all the communication between you and us will be realised via mail. In your phone number please, include the country code.

Host institution and programme you wish

Before filling in your preferences regarding your host university and study field, please study the information on the following website: [STUDY FIELDS](#). The information on the website summarizes the available study possibilities at each host university and, most importantly, the language in which the courses are given. In some cases, you can find the specific website addresses to find more detailed information about the study programmes. Please, be aware that you should only apply for a study field of which you **master the language** sufficiently to follow the courses. And, of course, this study field (study programme) should also be in accordance with your current or previous study programme. **IT IS ONLY POSSIBLE TO APPLY TO ONE COUNTRY PER PRIORITY.** E.g. If you apply for the University of Deusto (Spain) in your 1st choice, you can't choose any university in Spain for your 2nd and 3rd choice. **IF YOU CHOOSE TWO UNIVERSITIES FROM THE SAME COUNTRY YOUR APPLICATION WILL NOT BE ASSESSED.**

Important notes:

In case of **Doctorate mobility**, we highly recommend you to go online and find the research lines offered by the **Host University**. Your research topic/plan must be directly



related to the areas of expertise than can be provided at the Host University. Successful doctorate applications must have a match between what is requested in the research topic by the applicant and what can be offered by the Host University.» In case of **Academic and administrative Staff Mobility** you should select the Host University and the faculty in which you would like to realise your mobility.

Language competences

You should prove your command in the language in which the courses are led. It is compulsory to attach the corresponding certificate.

Reference

We will consult the references you specify in your application. Therefore, it is important to give the correct and total contact data of your referee. It is required: name, institution, email, address and phone number. Please remember that you are obliged to fill this section in.

Personal statement

Please indicate what particular skills and abilities make you an excellent candidate, why you are applying for this Erasmus Mundus Action 2 Programme and explain your academic interests and your work experience (if relevant).

Special circumstances

Please refer to [WHO CAN PARTICIPATE](#), description of [TARGET GROUPS](#)

Compulsory requirements

Your application form will only be considered for selection process if you have all the compulsory documents attached. Uploading of admission documents:

- Please, remember that all the documents should be translated into English (as it is the working language of the Consortium) and relevant to the type of mobility.



- The only allowed format of the scanned document is **PDF, JPG or DOC**.
- The maximum size of the file is **1MB**.
- The docs of the same category should be scanned in only **ONE** file, for example: all the language certificates should be merged into **ONE** file.

Undergraduate	Doctorate	Post-doctorate	Staff
- Students must have completed at least one year and not be enrolled in the last year of studies. - Passport - Proof of registration (if Target group 1) at partner university - Transcript of records - Language level test - Proof of TG3 belonging (for TG3 applicants only)	- Passport - Proof of registration (if Target group 1) at partner university - Diploma leading to PhD (Bachelor and Master) - Transcript of records - Language level test - Research plan*	- Passport - Proof of registration (if Target group 1) at partner university - Doctorate certificate (Bachelor, Master and Doctorate) - Language level test - Research plan* - CV in English	- Passport - Proof of registration (if Target group 1) at partner university - CV in English - Work plan

*Research Plan: Essay describing in depth the research topic you would like to develop, the research methodology you will use, etc. The research topic must be related to the research lines offered by the programme you're applying to.

Compulsory documents for specific universities

Université François-Rabelais de Tours: Recommendation letter

Academic data

All data concerning the level of education (and diploma) required for your type of mobility are compulsory. Concerning each level required for the type of mobility, you should remember to put the following data: Institution Name, Location, Start Date, End Date, Name of Programme/Degree and Average mark. In order to be eligible, you must have the required documents. At the moment you are applying, you need to possess the diploma/certificate requested for the type of mobility you have been selected for. An overview of the requirements for each mobility type can be found in the above table. In order to apply to any type of mobility (except for *Undergraduate mobility*) you should have successfully accomplished the previous programme. For example, if you are applying to:» Doctorate mobility, you need to have your Bachelor and Master degree at the time of applying;» Post-Doctorate mobility, you need to have your Bachelor, Master and Doctorate degree at the time of applying.



Submission of the online registration form

Note that you do not have a complete application until you have done **4 steps (register, apply, upload required documents and close)**.

The application for EMA2 Lot 14 SUD-UE programme is divided into 4 steps:

1. **Registration** for an account.
2. **Application** for course/programme together with personal information.
3. **Upload** the required documents.
4. After this 3rd step, **you must close your application**. Only closed applications will be considered during the selection process. To close your application, follow the instructions on the upload page.

Call of applications results

Please note that it is not possible to obtain any information on the processing of your application or the selection results. **You will be informed about the selection results by email.**

Non successful applicants will receive the instructions to be followed for the appeal process in the official communication of selection results.