

## APPLICANT GUIDE FOR MASTER STUDENTS

What are the main steps in preparing an application for A4U Erasmus+ grant?



### 1. Read the call

Read the [call](#) carefully, and ensure you meet the eligibility requisites. B1 level of English is equivalent to score 42-71 in TOEFL iBT (after October 2016) and score 4,0-5,0 in IELTS. A table of equivalences of B1 level to other English certificates is available on <http://alliance4universities.eu/wp-content/uploads/2017/12/Tabla-de-equivalencia-de-niveles-en-idiommas-para-la-convocatoria-2017.pdf>.

### 2. Decide on the host university for your mobility

*Applicants to/from Russia* can apply for mobility only within existing agreements. Check Annex in the [call](#) to see what agreements exist between your sending university and a potential host university.

*Applicants from South Africa* can apply for any A4U university.

*Applicants from India and Indonesia cannot apply for mobility at Master's level, only at Bachelor's level.*

Applicants should check the course offer on the host university website, or use factsheets, published on <http://alliance4universities.eu/en/mobility-scholarships/>, for course offer as well as a snapshot of host universities, information on the academic calendar, available services and contact persons at the International Office. Get an initial idea of courses that you might take during mobility, making sure they are relevant to your subject area. Discuss the chosen courses with your academic tutor/International Office at your home university bearing in mind that the chosen courses will have to be recognized at your home university upon return.

Course offer at A4U universities can be checked on:

UAB: Bachelor courses <http://www.uab.cat/web/study/undergraduate/undergraduate-offer/subjects-in-english-1345678921142.html>

Master courses: <http://www.uab.cat/web/study/graduate/master-s-degrees-and-graduate-diplomas-in-english-1345671925069.html>

UAM: <https://www.uam.es/UAM/Programas-de-estudios-que-se-imparten-en-ingl%C3%A9s/1242663366399.htm?language=es>

UC3M Bachelor courses [https://www.uc3m.es/ss/Satellite/Grado/en/TextoMixta/1371211624089/Study\\_in\\_English](https://www.uc3m.es/ss/Satellite/Grado/en/TextoMixta/1371211624089/Study_in_English)

UC3M Master courses [https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371206816242/Masters\\_in\\_English\\_and\\_with\\_a\\_bilingual\\_option](https://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/TextoMixta/1371206816242/Masters_in_English_and_with_a_bilingual_option)

UPF Bachelor courses <https://www.upf.edu/incoming/es/exchange/undergraduate.html>

UPF Master courses <https://www.upf.edu/web/masters/masters-universitaris>

### **3. Obtain two Transcripts of Records: one for Bachelor studies and another for the Master courses you have already taken.**

The Transcripts of Records should indicate all the courses that were taken and evaluated.

### **4. Obtain a letter of support.**

Obtain a letter of support from the International Office at your home university. The letter should indicate the average mark for each of your transcript of records and confirm that your level of English language is at least B1.

The International Office at your sending university might want to make sure that you are suitable candidate for mobility and have an in-house pre-selection procedure for applicants.

### **5. Get your Learning Agreement signed**

Familiarise yourself with the Learning Agreement available on <http://alliance4universities.eu/en/mobility-scholarships/>. Fill in the necessary information on p.1 of the Learning Agreement and obtain signatures for the “Commitment” table by your sending institution, the receiving institution, and sign it yourself. Scanned signatures are accepted. It is not necessary to fill in the rest of the Learning Agreement.

The International Office at your home university can provide help filling in the form and getting the Learning Agreement signed, liaising with the host university, or you can do it yourself.

In case of any doubts on how to fill in the form, check footnotes in the relevant fields.

#### **6. Get a recommendation letter**

Identify a referee who can provide a recommendation letter for you. It can be your academic tutor or another member of academic staff who can comment on your skills, personal attributes and suitability for mobility. The referee should know you well enough to be able to write positively about you and they should also know you relatively recently to be able to comment on your present development. There is no pre-defined format for the recommendation letter.

Ask the referee to send the recommendation letter directly to A4U ([coordinacion@a-4u.eu](mailto:coordinacion@a-4u.eu) att: Olga Belova,) before 22 March 2018.

#### **7. Write your motivation letter**

Write a motivation statement outlining why you would like to go on mobility, and justifying your choice of host institution. There is no pre-defined format for the motivation letter.

#### **8. Submit your application**

Fill in the application form on <http://alliance4universities.eu/en/mobility-scholarships/>, and attach two Transcripts of Records (one for Bachelor studies and the other for Master courses already taken), the letter of support, the Learning Agreement signed by the three parties (home institution, host institution and yourself), and the motivation letter. Make sure your referee sends the recommendation letter before 22 March 2018. Your application will be checked by to make sure it is eligible, so it is highly recommended you submit the application well in advance of the deadline of 22 March 2018 to allow enough time to do this check and to enable you to correct any errors if necessary.