

APPLICANT GUIDE FOR BACHELOR 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. B2 level of English is equivalent to score 72-94 in TOEFL iBT (after October 2016) and score 5,5-6,5 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-idiomasy-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, India, Indonesia, and Malaysia can apply for any A4U university.

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 sending university bearing in mind that the chosen courses will have to be recognized at your sending university upon return.

Course offer at A4U universities can be checked on:

UAB: Bachelor courses <https://www.uab.cat/web/study/undergraduate/undergraduate-offer/all-bachelor-s-degrees-1345667078809.html>

All Master courses: <https://www.uab.cat/web/study/graduate-1345666803994.html>

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

UAM: https://www.uam.es/ss/Satellite/en/1242668835949/contenidoFinal/Study_Programs_in_English.htm

UC3M Bachelor courses https://www.uc3m.es/ss/Satellite/Grado/en/ListadoGrados/1371212987094/Oferta_de_titulaciones

Master courses <https://www.uc3m.es/ss/Satellite/Postgrado/en/ListadoMasters/1371219633369/Programs>

UPF Bachelor courses: <https://www.upf.edu/web/incoming/exchange-students-academic-information>

3. Obtain your Transcript of Records.

The Transcript of Records should indicate all the courses that have been 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 your transcript of records and confirm that your level of English language is at least B2.

The International Office at your home 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 home university, the host university, and sign it yourself. Scanned signatures are accepted. The rest of the Learning Agreement will be filled in during and after the mobility.

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 in English or in Spanish. 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 coordinacion@a-4u.eu with “Recommendation letter” in the subject line before 22 March 2019.

7. Write your motivation letter

Write a motivation statement, in English or in Spanish, outlining why you would like to go on mobility, and justifying your choice of the host university. 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 the Transcript of Records, 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 2019. It is highly recommended you submit the application well in advance of the deadline so that we can check that it is complete and to make corrections if necessary.

It is possible to apply for two destinations, in which case the applicant should submit two separate applications. Transcript of Records, letter of support and recommendation letter can be the same in both applications. Learning agreement and motivation letter should each be specific to the receiving institution.

FREQUENTLY ASKED QUESTIONS:

- **How do I choose courses to take at the receiving university, and who signs the learning agreement?**

It is the student who checks the courses available and chooses those that are relevant to his/her study programme at home university. This choice has to be validated by an academic responsible for mobility/international relations at the faculty/department (at A4U universities: el coordinador académico de movilidad), or head of your academic programme (e.g. Director of Bachelor Studies). In any case this person has to have the authority to recognize credits obtained at the host university upon student's return to home university. It is usually the same academic that signs the learning agreement. It can also be signed by the International Office provided they have the agreement of the academic in charge of recognition.

- **Is there a minimum or maximum credit requirement?**

While there is no a minimum or maximum number of ECTS that you have to take during mobility, the general rule is that your work load should be comparable to full-time work load at your home university, taking into account that you will studying in a different country, environment, possible in a different language. So check with your home university that your planned work load is comparable to that you would do at home.

One thing to be aware of is that Erasmus+ Programme requires that courses that you take abroad are recognized at home university and become part of your transcript of records.

- **Should I leave the ECTS field blank if the course catalogue does not specify the ECTS?**

Yes, you can leave it blank and clarify the number of credits when contacting your host university so that they can be indicated in the final version of the learning agreement.

- **Can students take courses outside the field of study/faculty? E.g. students majoring in psychology might want to take courses on leadership.**

As a general rule, students should choose the majority of their courses from the same department/area of studies in which they are enrolled at their home universities. The host university will advise you on the possibility and specifics of taking courses from other departments.

- **What happens if I fail to pass courses taken during mobility?**

This is a rare occurrence to start with, since the vast majority of students try their best to pass their chosen courses. If it does happen, A4U won't apply any penalties, and you will not be asked to reimburse the grant. It is up to the home institution to take any action if necessary.