

## PHD APPLICANTS GUIDE

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 B2 level to other English certificates is available on [www.alliance4universities.eu/en/mobility-scholarships/](http://www.alliance4universities.eu/en/mobility-scholarships/).

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

Discuss the mobility opportunities with your supervisor. Decide which university you would like to go to by checking their research offer through their website. Factsheets, published together with the call, can provide a snapshot of partner universities and contain useful links. Get an initial idea of departments/academics that might be able to host and supervise you during your mobility.

### **3. Fill in the Learning Agreement**

Fill in the necessary information on p.1 of the Learning Agreement template. Bear in mind that the mobility should be 3 months long, with the exception of PhD students going to/coming from Russia whose stay, due to the availability of funds, can be from a minimum of 3 months to 5 months long. You don't have to fill in the "number of ECTS credits" column unless you are planning to take courses that you want to have recognized in credits at your home institution. "Web link to the course catalogue" line and "Provisions applying if the student does not complete successfully some educational components" line can be left blank.

Answer questions on page 2 (motivation statement, overall goals, planned activities and expected outcomes) in English or in Spanish. The length of your answers is not limited (just keep it within reasonable limits) and provide enough information for the evaluators to assess your application.

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

Approach your potential host academic at the receiving university with your research proposal to check their availability/willingness to act as your host supervisor, and agree on the mobility dates. If necessary, the International Office at the host university (check factsheets for their contact details) can help establish contact or look for an academic who could be interested in hosting you.

Obtain signatures of your Learning Agreement by the host academic at the receiving university (the one who will supervise you during mobility), your supervisor at the sending university, and sign it yourself. Scanned signatures are accepted.

#### **5. Get a recommendation letter**

Identify a referee who can provide a recommendation letter in English or in Spanish. It can be your supervisor or a course tutor or another member of staff who can provide extra information on your skills, experience and personal attributes. 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. Ask the referee to send the recommendation letter to [coordinacion@a-4u.eu](mailto:coordinacion@a-4u.eu) with "Recommendation letter" in the subject field before January 23, 2019.

#### **6. Have your CV ready**

Make sure it is updated and helps the evaluator assess your research skills. There is no pre-determined format for the CV and it can be in English or in Spanish.

#### **7. Submit your application**

Fill in the application form on <http://alliance4universities.eu/en/mobility-scholarships/> , and attach the signed Learning Agreement and CV. Your application will be checked to make sure everything is correct. It is highly recommended to submit the application well in advance of the deadline of 23 January 2019 to make sure there is enough time to do this check.