



On-Line Application Form – Guidance Notes

Although some sections of the form may not be relevant to you, please complete it as fully as possible to avoid unnecessary delays to your application.

Name and contact details

- 1) Please type your title, surname/family name, and any other names in full (i.e. personal and/or forename/s) and in capital letters.
- 2) The name provided should correspond exactly with the name on your degree certificate(s), passport and birth certificate.
- 3) Your permanent home address is the address where you usually live.
- 4) If you would prefer correspondence about your application to be sent to a different address, please complete the address for correspondence section, specifying relevant dates (if known).
- 5) Please include your personal email addresses.
- 6) International applicants who are liaising through one of the University's authorised representatives should also include the representative's details, including name, email address, company name and country.
- 7) If, having submitted your application, any of your personal details change, please inform the ECT+ Secretariat (ect@ectconsortium.eu) as soon as possible.

Programme of study

- 1) The postgraduate prospectus is available online at www.ectplus.eu.
- 2) Please note that in line with visa regulations, most international students cannot enrol for part-time study.
- 3) If you have a previous student ID from the partner Universities, please include it on the form. This helps us maintain a full, accurate record of your studies.

Higher education

- 1) Please provide details of your academic career to date (at university level or equivalent).
- 2) Please provide details of your current study or most recent qualification first.
- 3) Institution: name of the institution which awarded your qualification.
- 4) Title of qualification: include details of the type of award, e.g. BA, BSc or MA.
- 5) Main subjects studied: state the major academic discipline/s studied, e.g. Chemistry, etc.
GPA/degree classification: list the grades you attained and the type of assessment method, e.g. percentage, Grade Point Average (GPA), degree class, etc.
- 6) Results expected: If GPA/degree classification has not been confirmed, please indicate when you expect to know the outcome.
- 7) Language of instruction: Indicate the language in which the majority of the programme was taught, e.g. English, Japanese etc.
- 8) Please provide evidence of study (e.g. certificate and transcript). You can attach photocopied evidence with the application form but you may be required to provide original documentation to complete the admissions process.

Professional or other qualifications

Please list any professional or other qualifications that you hold, for example Chartered Institute of Marketing (CIM) qualifications, Chartered Engineer (CEng) status etc. Please also include details of any professional body membership, e.g. Association of Chartered Certified Accountants (ACCA), the Institution of Electrical Engineers (IEE) and the Law Society.

Foreign language proficiency

- 1) If your first language is not English, you will be required to present a proof of achievement of a satisfactory result in an approved English language test or an equivalent proof of proficiency in English (e.g. a University degree at a UK University). This will ensure that you can enjoy the full benefits of your university studies.
- 2) Nationals from certain countries are exempt from English language tests. For details contact the ECT+ Secretariat
- 3) A range of qualifications are accepted, such as IELTS and TOEFL, or successful completion of an appropriate pre-entry English language course at the University.
- 4) Entry requirements for international students: in general, only qualifications attained in the last three years will be accepted as evidence of current language proficiency.
- 5) If you have already taken an English language test please, give full details in the space provided. Please provide evidence of the qualification (i.e. certificate) with your application. Any offer of admission will remain conditional until the original documents have been submitted (with the exception of IELTS courses).
- 6) If you have recently taken an IELTS test, please supply the 18-digit Test Report Form (TRF) number for verification.

Nationality/Residency information

- 1) Information provided in this section will help to determine the level of participation costs you pay and the budget allocation of Erasmus Mundus Students' Scholarships. Definitions of the EU are given at the end of this section.
- 2) You are asked to assess which residential category applies to you. Please select the category which best describes you and enter the code in the box provided. The code you choose is provisional and the information will help the University to determine your residence status and thus your fee level.
- 3) The University may request additional information and documentary evidence from you before a decision is taken.

Residence category definitions

- A** You are an EU national, or live in the Channel Islands or Isle of Man, or you are the child of an EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education.
- B** You have Indefinite Leave to Enter or Remain in one of the host countries (Spain, UK, France) or have the Right of Abode in the host country and have lived in the host country for three years, but not just for full-time education.
- C** You are a refugee or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in one of the host countries (Spain, UK, France) following an application for asylum, and you have lived in the host country, since this status was recognised or granted, or you are such a person's husband, wife or child.
- D** You are an EEA or Swiss national, you live in one of the host countries (Spain, UK, France) and you are a migrant worker (or you are such a person's husband, wife or child) and you have lived in the EEA or Switzerland for three years, but not just for full-time education.
- G** You would otherwise meet the criteria of categories A, B, C, or D but you have been living outside the EU, EEA or Switzerland (or more than one of these) because you, your husband or wife or your parent has been temporarily working outside the area in question.
- O** Other (none of the categories listed from A–G apply)

Nationality categories according to the Erasmus+ Programme

Programme Country students are from the 27 EU Member States, Iceland, Liechtenstein or Norway.

Partner Country students are from any other country, provided they are not currently residents of these eligible countries (above), nor have carried out their main activity (studies, work, etc.) for more than a total of 12 months over the last five years in one of these countries.

Passport or national identity card are required as proof of applicant's nationality

Residence

The place of residence should be verified on the basis of the provision of the documents listed in the [PRADO website](#). For example: (a) a residence certificate issued in accordance with the candidate's municipality normal registration rules; or (b) a certificate from the candidate's place of work, study or training issued by the employer or institution in question. These documents must have been issued within 12 months before the submission deadline

Resident Official Document is required to verify which the applicant's place of residence at the time of application.

Funding

- 1) Please use this section to explain how you intend to finance your studies.
- 2) Please note that the information you supply will not be taken into account when considering whether to offer you a place.
- 3) If you wish to apply for funding from the University, please give further details in a covering letter.
- 4) If you are applying for a funded studentship advertised by the University, please include any requested information, the name and/or reference number of the studentship and specify where it was advertised.
- 5) If you will be supported financially by a sponsor or another individual, and the support has already been agreed, please enclose written confirmation with your application.
- 6) If you are an international student, you will have to demonstrate that you have sufficient funds to pay for your fees and support yourself throughout your studies on your entry to the host countries.

References

- 1) The University requires two recent references in support of your application. Please use the reference request form included in the on-line application system.
- 2) Your referees should either be a former tutor, supervisor or an employer from whom you have gained relevant work experience.
- 3) Through the on-line application system, you will submit your referees an ECT Consortium's formal invitation and a nominally authorised link for the referee to access the on-line application and provide a letter/report to support you. However, it is your responsibility to contact them in parallel (e.g. by email) to secure the timely completion of the procedure. **IMPORTANT:** we cannot make a proper decision about your application without your references. Therefore, please send the reference request form to your referees as soon as you decide to apply. p
Please note that you can send them the invitation before you complete the whole application. Please also note that you do not need to wait until we receive their letters/reports to submit the application. Both procedures are run in parallel but are independent.

Specific programme requirements

- 1) Applicants for some programmes of study must enclose supplementary information with their application form (e.g. *curriculum vitae*, diplomas, transcript, personal statement, proposed study plan, acceptance of the SAD, etc.).
- 2) You are strongly advised to check the online information at www.ectplus.eu

Additional needs

- 1) We are committed to delivering services and support that will allow every student to fulfil his/her potential in an accessible learning environment. The information you provide in this section helps us identify whether we can make any adaptations to meet your needs.
- 2) We encourage you to declare any condition you may have, even if you do not require any special arrangements or facilities. Completing this section will not in any way influence the assessment of your academic qualifications.
- 3) Once an academic assessment of your application has been made, the Universities' Disability Services may invite you to visit the campus to discuss particular requirements.

Criminal convictions

- 1) The University has special procedures for handling applications from people with criminal convictions. It is important that you declare any relevant convictions. The information that you provide will not affect the academic assessment of your application. However, it will enable us to ensure that the interests and safety of all members of the University community are safeguarded. Relevant criminal convictions include offences against an individual, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Spent convictions (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.
- 2) If you are convicted of a relevant criminal offence after you have applied for a postgraduate programme of study, you must tell us. We will then ask you for further details.

Any other relevant information

- 1) Please provide any other additional information that you may feel relevant to your application, such as e.g. details of other achievements/interests.
- 2) Please note that this information will not be used to determine whether to offer you a place. It helps us to improve our admissions process and the information made available to students.

ECT+ EMJMD SECRETARIAT
Res Ctr Exper Mar Biol & Biotech
Plentzia Marine Station (PiE-UPV/EHU)
U Basque Country
Areatza, ES48620 Plentzia-Bizkaia
Tel: +34 946018450



e-mail: ect@ectconsortium.eu

www.ectplus.eu

PERSONAL DATA PROTECTION

Personal data is collected and used in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and repealing Directive 95/46/EC (General Data Protection Regulation) OJ L 119/1, 4.5.2016.

ECT Consortium is committed to user privacy. ECT Consortium collects personal information exclusively to the extent necessary to select the candidates. The ECT Consortium will use your personal details to record your application and to contact you if necessary. We will only use your details within the ECT Consortium for administrative purposes of the project. We will by no means communicate your details to non-involved third parties, nor will we use these details or allow them to be used for commercial purposes.

The information will not be re-used for an incompatible purpose neither divulged for direct marketing purposes.

Candidates' personal data will be sent to the Education, Audiovisual and Culture Executive Agency (EACEA) and may be used by other bodies involved in the management of Erasmus Mundus for facilitating the student candidate's access to the joint programme. UE-EACEA privacy statement.

Information collected from applicants will be used only for the purposes for which it was collected and to support the University's central activities (mainly teaching and research). It also supports procedures which underpin activities such as admission, enrolment, accommodation, examinations, alumni activities and helps us to compile records and statistics.

Each partner institution requires and uses data of the student according to the regulations derived from the application of the GDPR in force at each institution; these regulations include subject-matter, duration, nature and purpose of the processing and the type of personal data and categories of data subjects involved in the data processing. The lists of data may be subject to change, according to the regulations in force at each institution.

Disclaimer

The University may be called upon to co-operate with the police in crime investigations and with certain other public authorities. In such circumstances, personal data may be released. Likewise, you should be aware that information about your enrolment, attendance and progress at the University may be passed to the Immigration and Nationality Directorate of the Home Office for the purposes of immigration.

Our commitment to improvement

The partner Universities continually strive to improve the quality of the student experience and the effectiveness of their administrative processes. We welcome feedback about your experience as an applicant. Please let us know your views (email: ect@ectconsortium.eu).

Appeals

Universities are committed to providing a high quality and fair admissions procedure. However, we recognise that there may be occasions when applicants feel that they have cause for complaint. A complaints procedure is available. Please contact us for further details.

Further queries

If you have any questions, however, please contact ECT+ Secretariat directly (email: ect@ectconsortium.eu).

www.ectplus.eu