ERASMUS+ INTERNATIONAL MOBILITY

UNIVERSITY OF MURCIA, SPAIN

GUIDE FOR INTERNATIONAL APPLICANTS

https://erasmusmi.um.es

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1. ABOUT ERASMUS +

30 years ago Europe has funded the Erasmus Programme which has enabled over three million European students to spend part of their studies in another higher education institution in Europe. Erasmus+ now opens up these opportunities, allowing for mobility from and to other parts of the world.

The Erasmus+ International Credit Mobility Programme (Erasmus+ ICM) promotes full academic recognition of studies and supports cross-border cooperation between higher education institutions. It brings students the possibility to study abroad with credit recognition at the home university.

2. ERASMUS+ PARTNERS

The University of Murcia coordinates a, Erasmus+ ICM Programme which is open to students, teaching and administrative staff from the University of Murcia to carry out an exchange programme in an international partner university, as well as to students, teaching and administrative staff from international partner universities to go on exchange to the University of Murcia.

Countries participating in mobility for the period of 2018-2019 are Algeria, Angola, Armenia, Azerbaijan, China, Costa Rica, Indonesia, Japan, Thailand, Morocco, Taiwan, Tunisia, Ukraine, United States and Vietnam.

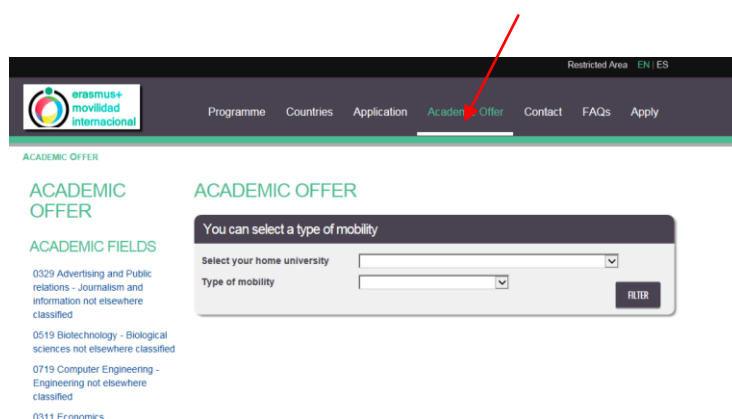**Beneficiaries:** Individuals of a Higher Education Institution member of the partnership.

Type of mobility: Undergraduate, Master, Doctoral, Teaching staff and Administrative staff.

3. **WHO CAN APPLY**

IMPORTANT: INTERNATIONAL STUDENTS AND STAFF CAN ONLY APPLY FOR OFFERS AT THE UNIVERSITY OF MURCIA, SPAIN

➢ Students and staff from international partner Universities may apply for mobility to the University of Murcia, Spain.

➢ Students and staff from the University of Murcia, Spain, may apply for mobility to international partner Universities.

Before filling in your application, please check the available offer clicking on **"Academic Offer"**

4. **CALL FOR APPLICATIONS**

The information on the Call for Applications and the academic offer will be published on the website of the Programme: **https://erasmusmi.um.es.**

Interested candidates will also need to apply though this web within the deadline established in the Call for Applications.

5. **ONLINE APPLICATION**

Once the application deadline is open, you will be able to apply for a mobility period through an online application in the webpage https://erasmusmi.um.es/. In order to apply you need to click on **APPLY** on the menu on the right of the webpage and, then, click on your profile:

- Applicant from the University of Murcia

- International applicant

YOU CAN CHOOSE TO VIEW THE WEB AND APPLICATION FORM IN ENGLISH OR SPANISH

If you are and **applicant from the University of Murcia** you just need to enter the email address and password of University of Murcia

If you are an **international applicant,** you will need to enter your email address and create a password. **Please take note of your email address and password** so that you can access the "Applicant Area" in the future. You can complete your application now or save it and complete it later in the "**Applicant Area".**

You will need to complete four sections**:**

1) Personal Data;

2) Previous participation in the Erasmus Programme;

3) Your application

4) Required documents.

- **Personal Data:** it includes your complete name and passport or I.D. number, your address, telephone number, etc. Make sure the data you introduce is correct and the address is complete.

Accept to receive notifications in your e-mail

- **Previous participation in Erasmus programme**

    You must indicate YES or NO.

    If you have previously participated in the Erasmus Programme, please indicate **YES** and fill in the data of your past mobility: home university, host university, the academic year of the mobility, level (Bachelor, Master, Doctorate) and duration in months.

If you have participated in Erasmus in the past, please choose YES and fill in the data of your mobility

Please click on the check box of the declaration of honour that the given data is correct.

- **Application:** please choose your home country, your home university, fill in the name of the degree in which you are registered and select your chosen offer at the University of Murcia (up to a maximum of two options).

Choose the type of mobility and press FILTER. The available academic offers will appear as follows:

FIELD:

UNIVERSIDAD DE MURCIA

Bachelor (4 places)

Bachelor in Spanish Language and Literature
Spanish studies - Literature and linguistics
OFFER CODE: 4
Only for AZERBAIJAN UNIVERSITY OF LANGUAGES applicants
Academic Adviser: Carmen Sanchez Manzanares (carmensm@um.es)
Academic Requeriments:
Accredited level of Spanish B2 (DELE or other official institutions, certification by your home university)

Website of the degree:
http://www.um.es/web/letras/contenido/estudios/grados/lengua-literatura
http://www.um.es/web/letras/contenido/estudios/grados/lengua-literatura/2015-16/guias

SPANISH   4 places   10 months

⊕ Up

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Please select your chosen offer. Please make sure this offer is for students and staff of your university.

- **Documents:** in this section you need to upload the documents which will be taken into account to validate and assess your application.

> **The list of required documents will change according to the type of mobility you have selected (Undergraduate; Master; Doctorate; Teaching staff; Administrative staff)**

In order to upload a document, click on **"Examinar"** and search for the document in your computer. All the documents must be in a compatible electronic format (pdf, word, paint etc.) **IMPORTANT:** The total size of all files must not exceed 20MB**.**

The documents that you need to upload are the following:

01. Copy of passport (ALL APPLICANTS): make sure that the copy is clear and the information can be seen.

02. CV Europass sample (ALL APPLICANTS): Take some time preparing the CV, and make sure you use the Europass format. You can find it in http://europass.cedefop.europa.eu/. Your CV is your presentation letter, so try to include as much relevant information as possible (education, work, volunteer jobs, courses, languages etc.).

03. Proof of registration at home university (Undergraduate, master and doctoral students): copy of the registration certificate of the registrar's office of your Faculty.

04. Language Certificate (ALL APPLICANTS): please upload any certificate or course which can document your level in Spanish or English (depending on the language required to carry out the mobility at the host university).

05. Other language certificate (ALL APPLICANTS): languages are important in any mobility programme, so upload any certificate or course which can document your level of a different language than the one already uploaded in point 4.

06. Transcript of records of your last academic year (Undergraduate applicants). If you are an Undergraduate (Bachelor) student, please upload your academic transcript

in English. It is important that the transcript of records is updated and official (provided by a university or other official institution).

07. Transcript of records of your Bachelor (Master applicants)

08. Scanned copy of Diploma certificates leading to PhD (Doctoral applicants: please upload the certificate of records of the Master Diploma)

09. Research Plan (Doctoral applicants): this document should clearly state your research proposal(around 250 words). It should be coherent and detailed.

10. Proof of employment relationship with your home university (Teaching and administrative staff)

11. Work plan at the University of Murcia (Teaching and administrative staff). Please note that administrative staff may apply to come to the Erasmus Staff Week of the University of Murcia held every year around May.

12. Letter of motivationin Spanish and/ or English (only Undergraduate and Master applicants): the letter of motivation is a personal document; it explains what makes you in particular worth to be selected and clearly explains the reasons why you apply. Make sure you mention any work or volunteer experience, publications or other details relevant to the chosen programme. Furthermore, try to clearly state what your expectations are and how you can contribute to the programme.

13. Other documents (ALL APPLICANTS): Please upload any document that you consider that could be of interest for your application. Some examples are:

- Participation in other mobility programmes

- Invitation letter from a lecturer or staff from the University of Murcia
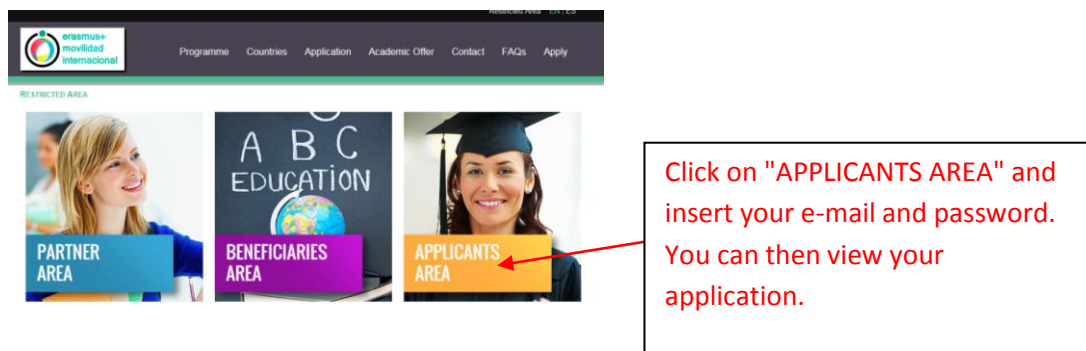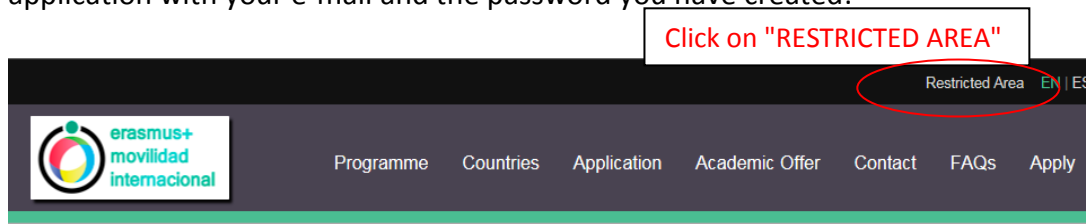
- Courses or diplomas, etc.

7. SENDING THE APPLICATION

Once you have completed the four areas of your application (Personal Data, Previous participation in Erasmus and declaration on honour, Application and Documents) you

can click the "Send" button to validate and send your application. Before doing this, please take some time to check that the personal details are correct, the offers selected are the ones you want to apply for, and that the documents are correct and in compatible formats.

8. ACCESS YOUR APPLICANT AREA

You can access, during the application process, to the Applicant Area and check your application with your e-mail and the password you have created:

Click on "RESTRICTED AREA"

Click on "APPLICANTS AREA" and insert your e-mail and password. You can then view your application.

8. FURTHER INFORMATION

For more information about the programme you can check the website: https://erasmusmi.um.es.

For any additional information not provided in the webpage please write to: erasmusmi@um.es.