MARE 2019
NOSTRUM
International Credit Mobility

FILLING IN THE

Mare Nostrum

APPLICATION FORM

Erasmus+

With the support of the Erasmus+ Programme of the European Union.

Dear applicant,

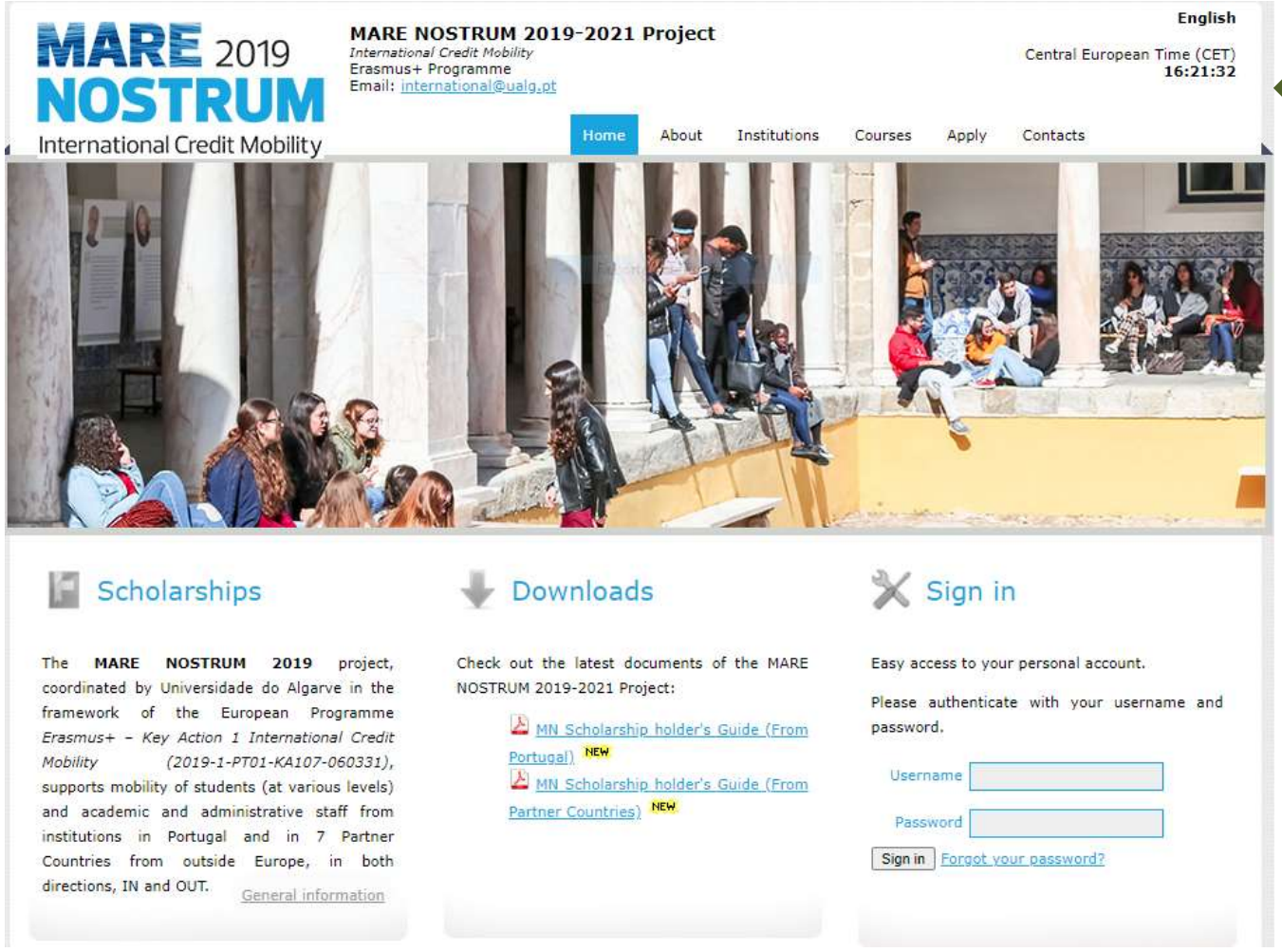
Thank you for your interest in participating in the Mare Nostrum Project, coordinated by Universidade do Algarve.

This tutorial has been developed to provide you full support in the process of filling in your application form, thus assuring that you don't miss any important information. You should read it together with the general information that you may find in the project's website: https://up.pt/marenostrum2019/

Please feel free to contact us at the email address: international@ualg.pt .

Good luck!

The Mare Nostrum Team



TIP!

Pay attention to the clock on the top-right corner of the home page. It indicates CET time zone, the one taken into consideration to open and close the call for applications.

STEP 1

To start your application form you must create a new Username and Password.

TIP!

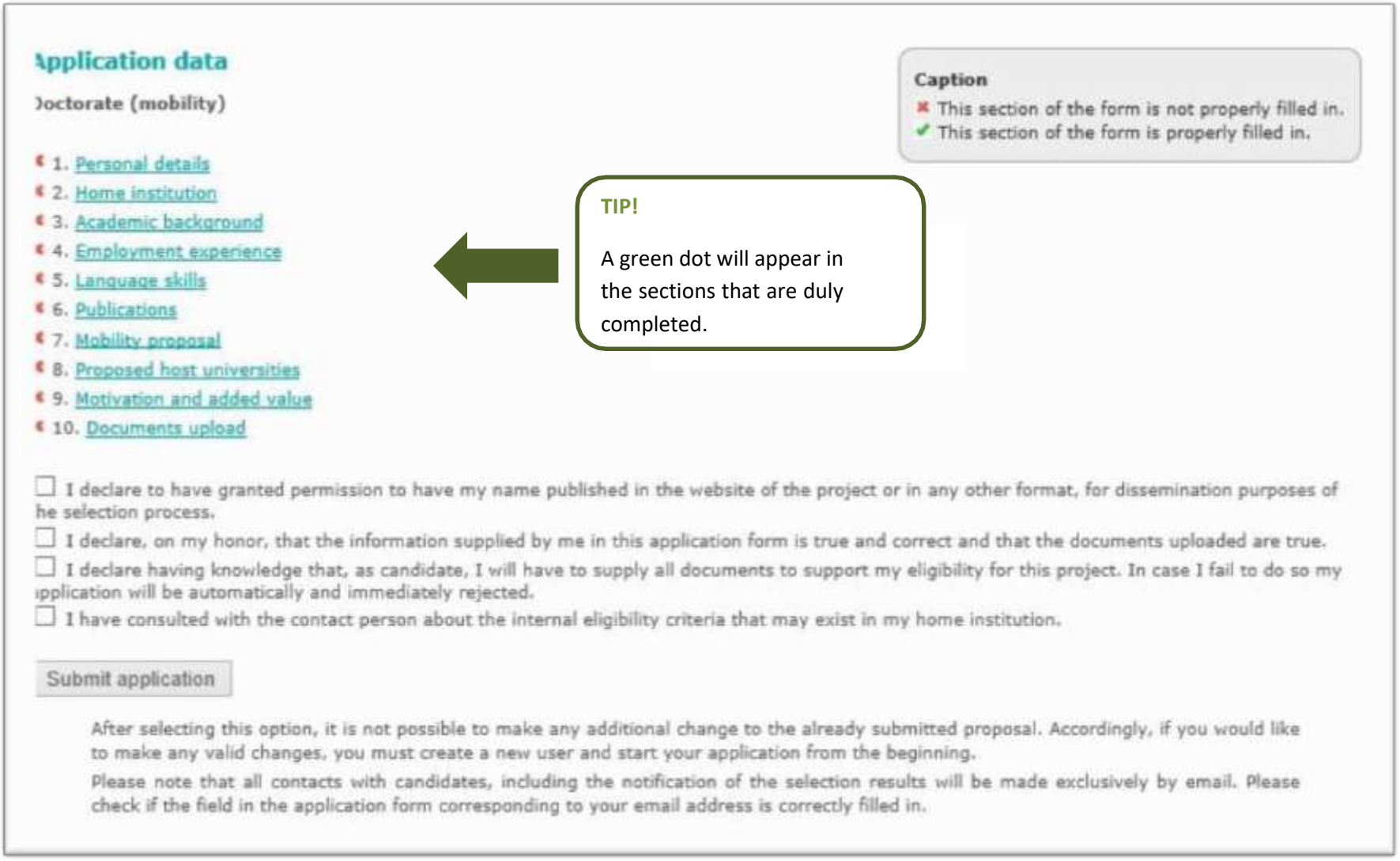
Before starting to fill in the application form, read the general information in the website.

TIP!

Pay attention when typewriting your password since it is encoded.

TIP!

Make sure you choose the correct institution and type of mobility as once selected they cannot be changed afterwards.



STEP 2

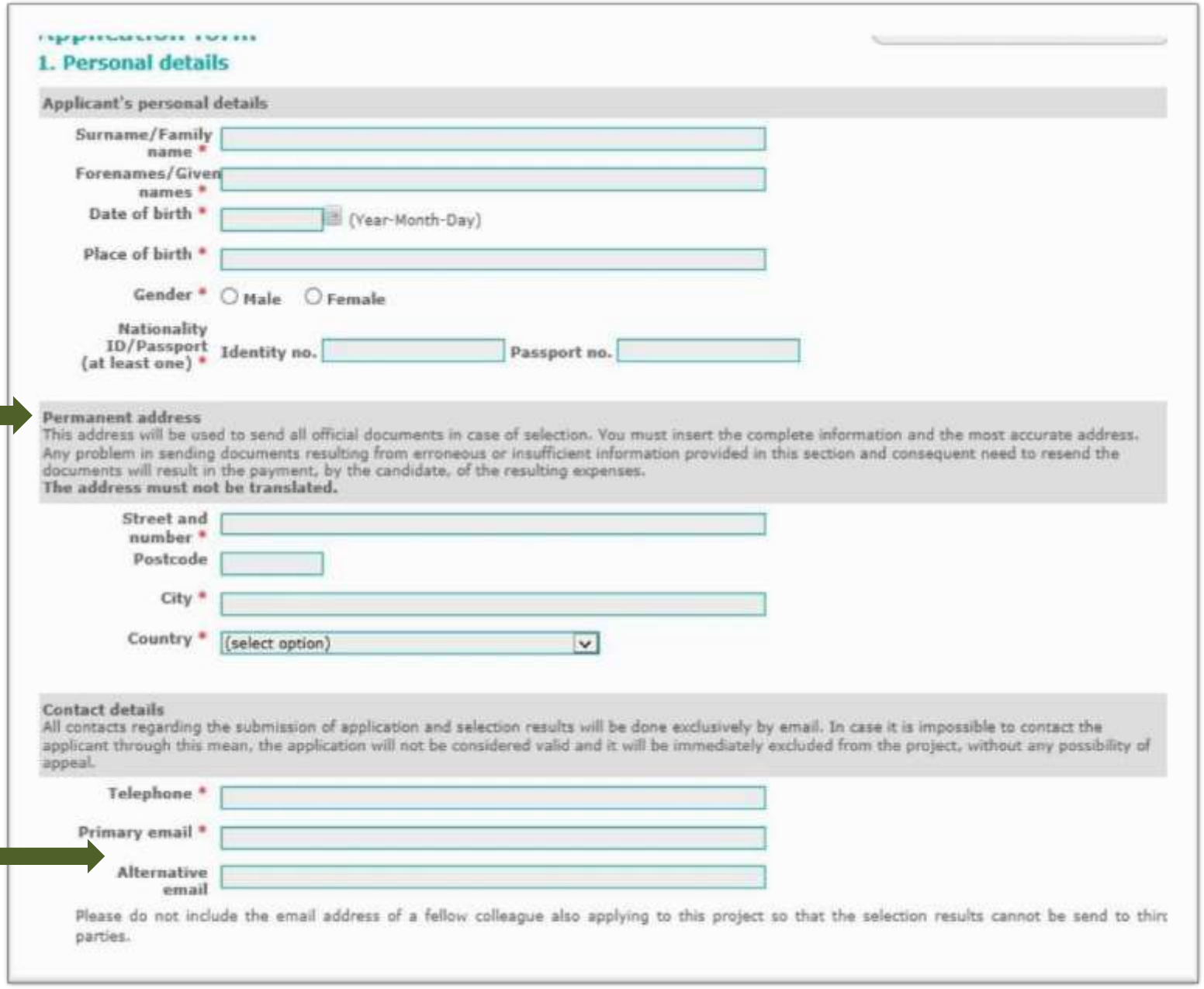
Fill in each of the 10 sections of the application form.

TIP!

Make sure you provide the correct address without translating it.

TIP!

If possible provide two different email addresses to assure an efficient communication. If you don't have two, DON'T write the email of another candidate.



1. Personal details

Applicant's personal details

Surname/Family name *

Forenames/Given names *

Date of birth * (Year-Month-Day)

Place of birth *

Gender * Male Female

Nationality ID/Passport (at least one) * Identity no. Passport no.

Permanent address

This address will be used to send all official documents in case of selection. You must insert the complete information and the most accurate address. Any problem in sending documents resulting from erroneous or insufficient information provided in this section and consequent need to resend the documents will result in the payment, by the candidate, of the resulting expenses.

The address must not be translated.

Street and number *

Postcode

City *

Country * (select option)

Contact details

All contacts regarding the submission of application and selection results will be done exclusively by email. In case it is impossible to contact the applicant through this mean, the application will not be considered valid and it will be immediately excluded from the project, without any possibility of appeal.

Telephone *

Primary email *

Alternative email

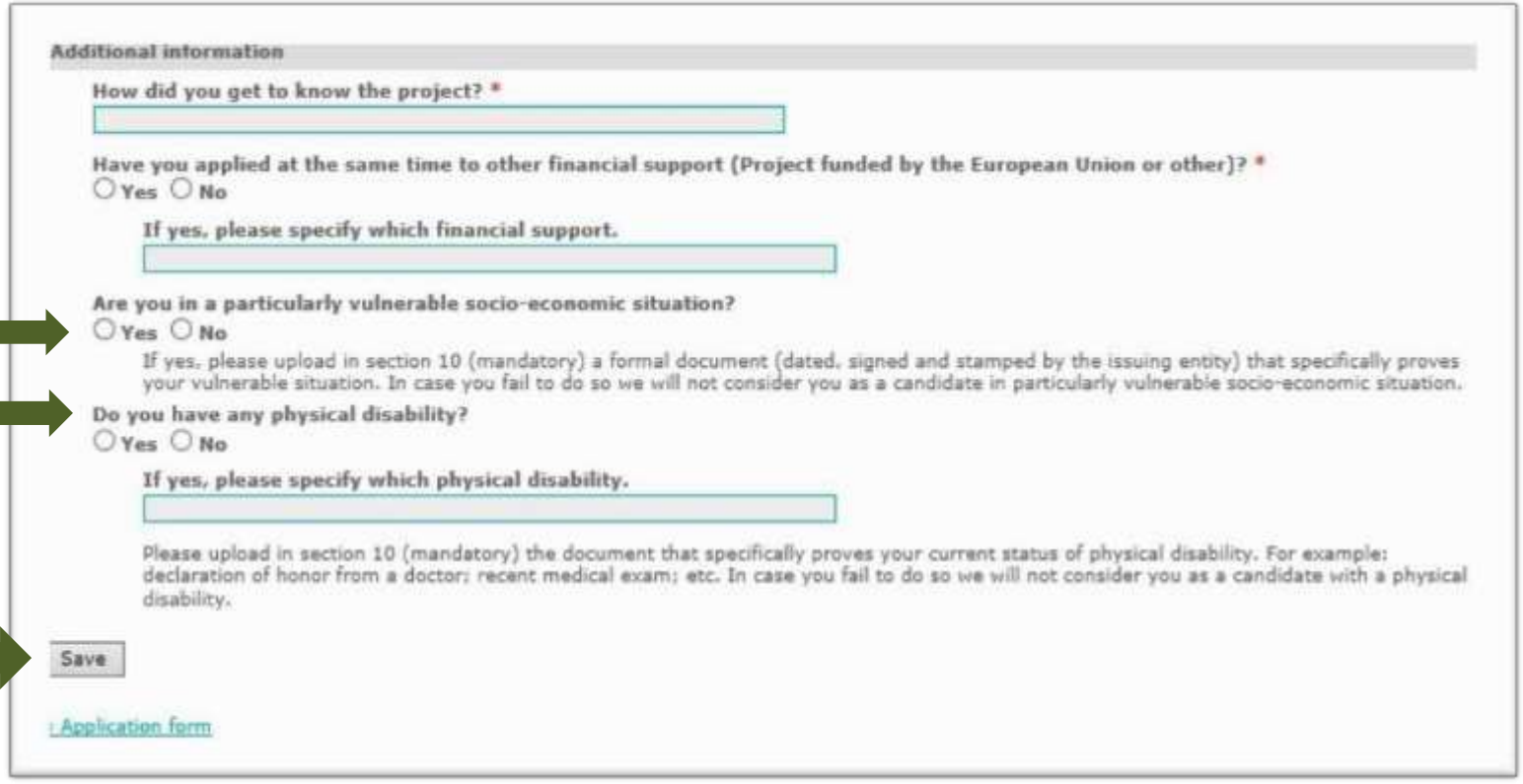
Please do not include the email address of a fellow colleague also applying to this project so that the selection results cannot be send to third parties.

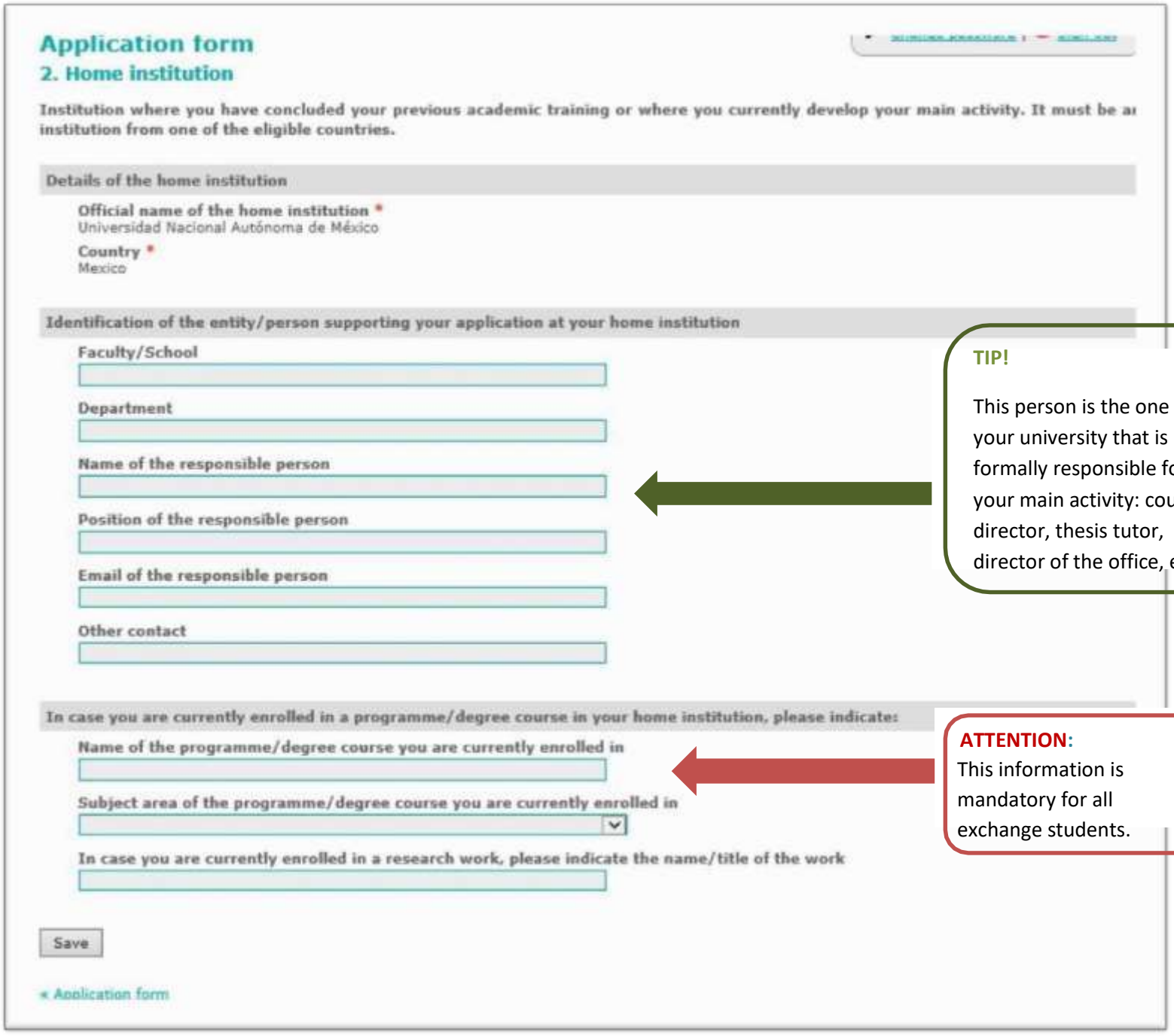
TIP!

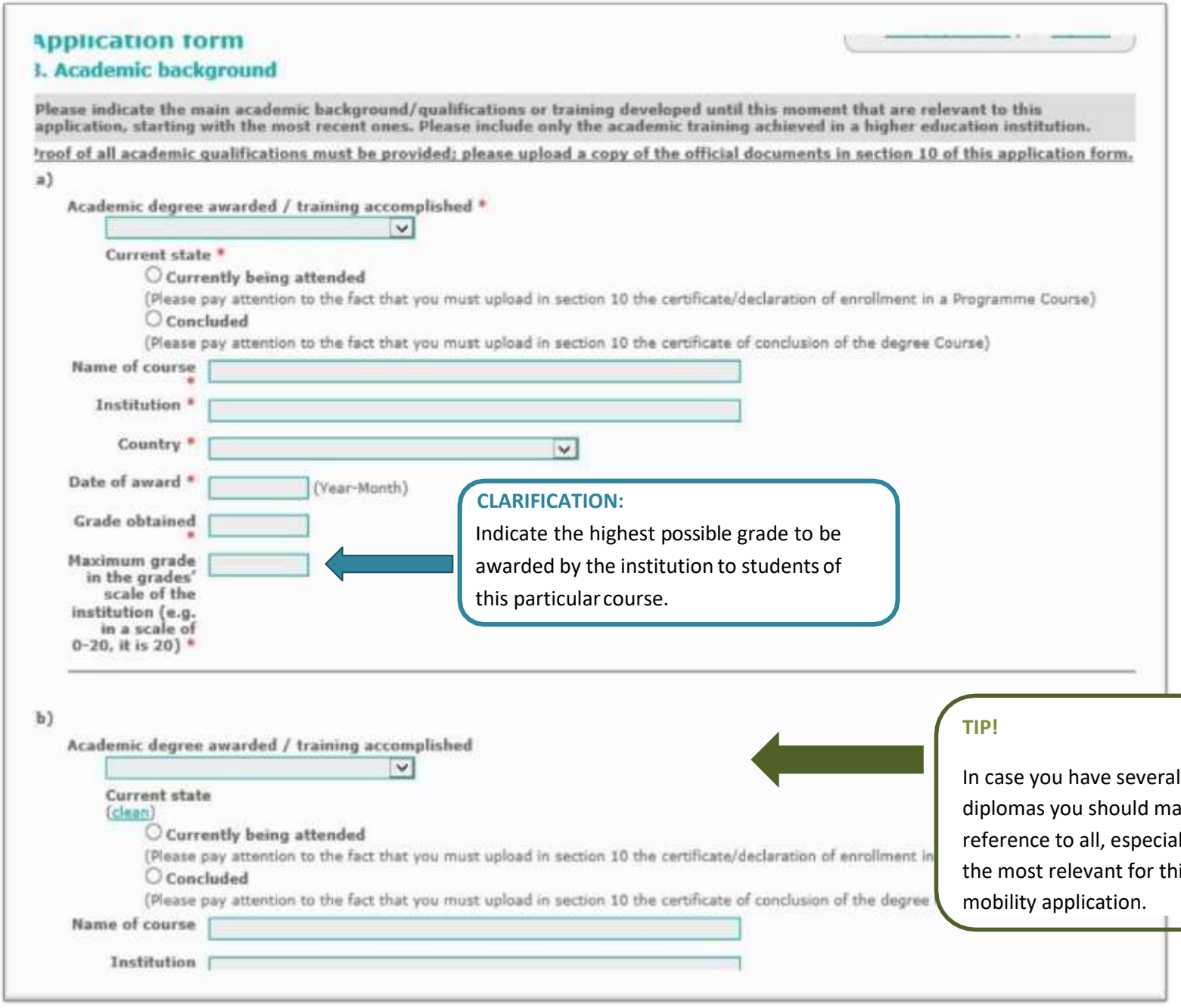
Don’t forget to mention any possible vulnerability or disability, as this will be taken into consideration during the selection process.

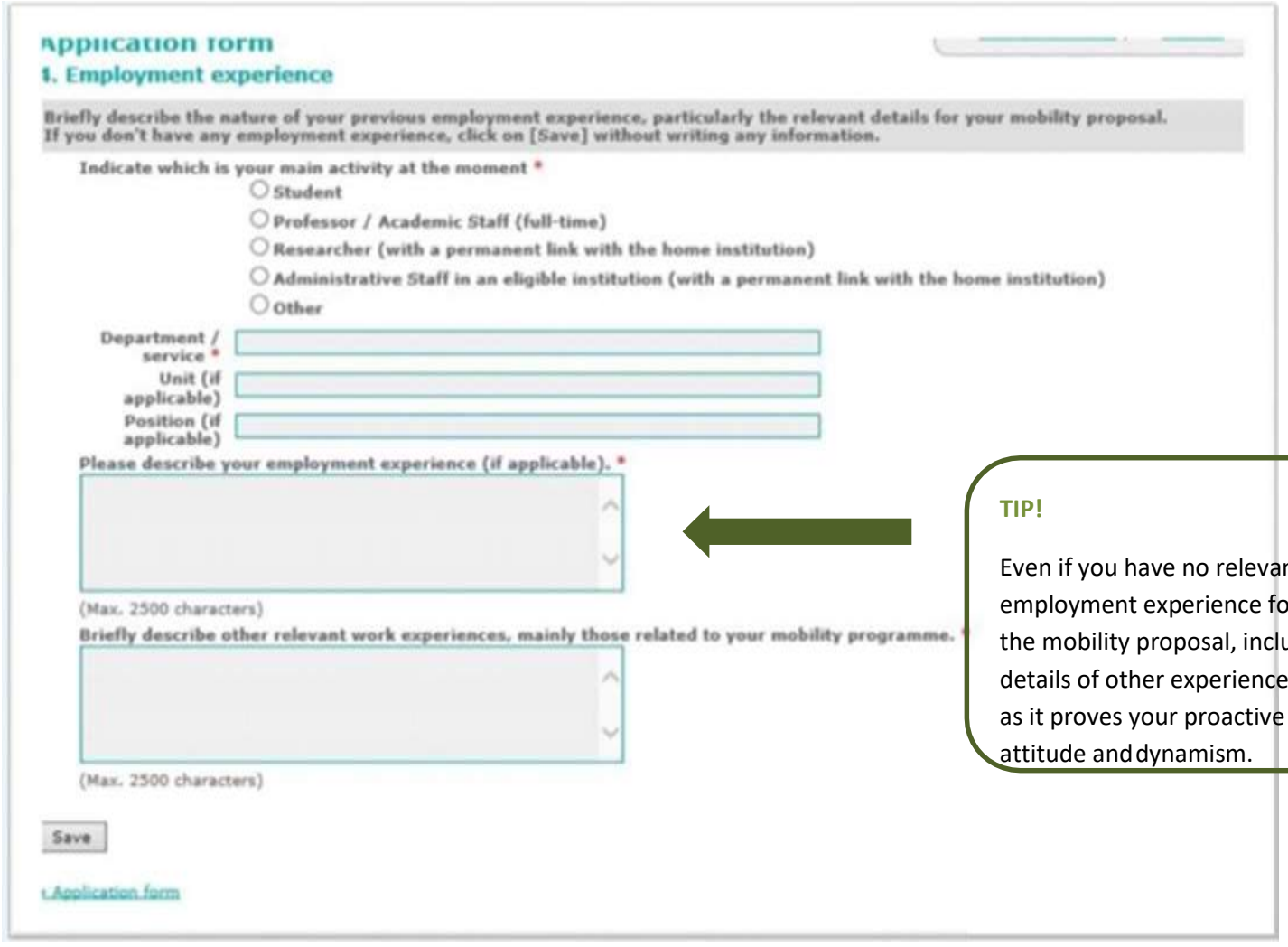
TIP!

Don’t forget to save the data before going back to the list of sections.



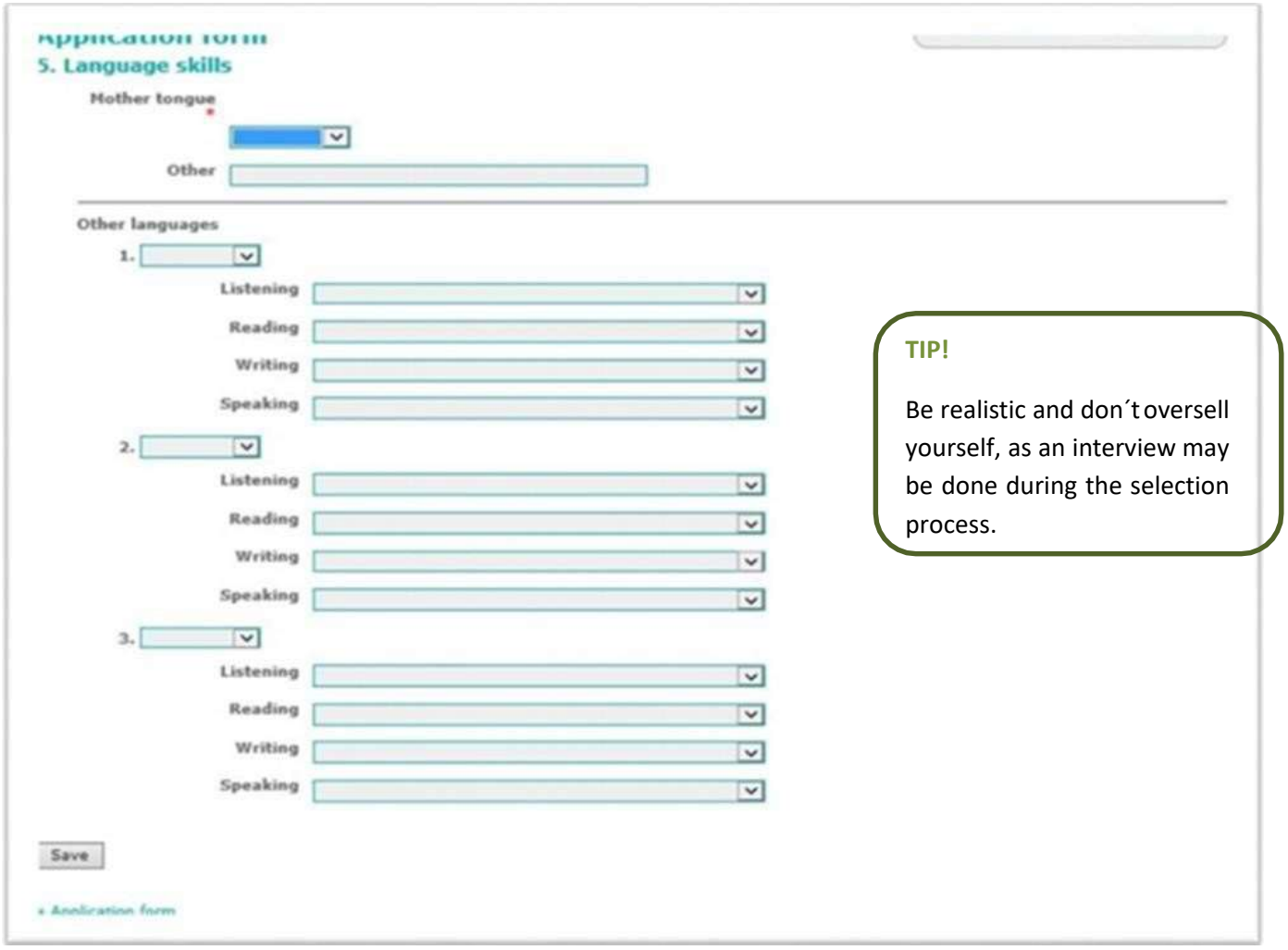

Application form
2. Home institution
Institution where you have concluded your previous academic training or where you currently develop your main activity. It must be an institution from one of the eligible countries.
Details of the home institution
Official name of the home institution *
Universidad Nacional Autónoma de México
Country *
Mexico
Identification of the entity/person supporting your application at your home institution
Faculty/School
Department
Name of the responsible person
Position of the responsible person
Email of the responsible person
Other contact
In case you are currently enrolled in a programme/degree course in your home institution, please indicate:
Name of the programme/degree course you are currently enrolled in
Subject area of the programme/degree course you are currently enrolled in
In case you are currently enrolled in a research work, please indicate the name/title of the work
Save
« Application form
TIP!
This person is the one at your university that is formally responsible for your main activity: course director, thesis tutor, director of the office, etc.
ATTENTION:
This information is mandatory for all exchange students.


Application form
3. Academic background
Please indicate the main academic background/qualifications or training developed until this moment that are relevant to this application, starting with the most recent ones. Please include only the academic training achieved in a higher education institution.
Proof of all academic qualifications must be provided; please upload a copy of the official documents in section 10 of this application form.
a)
Academic degree awarded / training accomplished *
Current state *
Currently being attended
(Please pay attention to the fact that you must upload in section 10 the certificate/declaration of enrollment in a Programme Course)
Concluded
(Please pay attention to the fact that you must upload in section 10 the certificate of conclusion of the degree Course)
Name of course *
Institution *
Country *
Date of award * (Year-Month)
Grade obtained *
Maximum grade in the grades' scale of the institution (e.g. in a scale of 0-20, it is 20) *
CLARIFICATION:
Indicate the highest possible grade to be awarded by the institution to students of this particular course.
b)
Academic degree awarded / training accomplished
Current state
(clean)
Currently being attended
(Please pay attention to the fact that you must upload in section 10 the certificate/declaration of enrollment in
Concluded
(Please pay attention to the fact that you must upload in section 10 the certificate of conclusion of the degree
Name of course
Institution
TIP!
In case you have several diplomas you should make reference to all, especially the most relevant for this mobility application.



TIP!

Even if you have no relevant employment experience for the mobility proposal, include details of other experiences as it proves your proactive attitude and dynamism.



TIP!

Be realistic and don´t oversell yourself, as an interview may be done during the selection process.

5. Publications

In case you have already published a scientific work or contributed to the publication of any paper please indicate the most representative ones, maximum five, giving priority to those most related with your mobility proposal.
The references must include: authors, title, publisher, year, city, page number and other relevant bibliographical data.
If you don't have any publication, click on [Save] without writing any information.

(a) (Max. 500 characters)

(b) (Max. 500 characters)

(c) (Max. 500 characters)

(d) (Max. 500 characters)

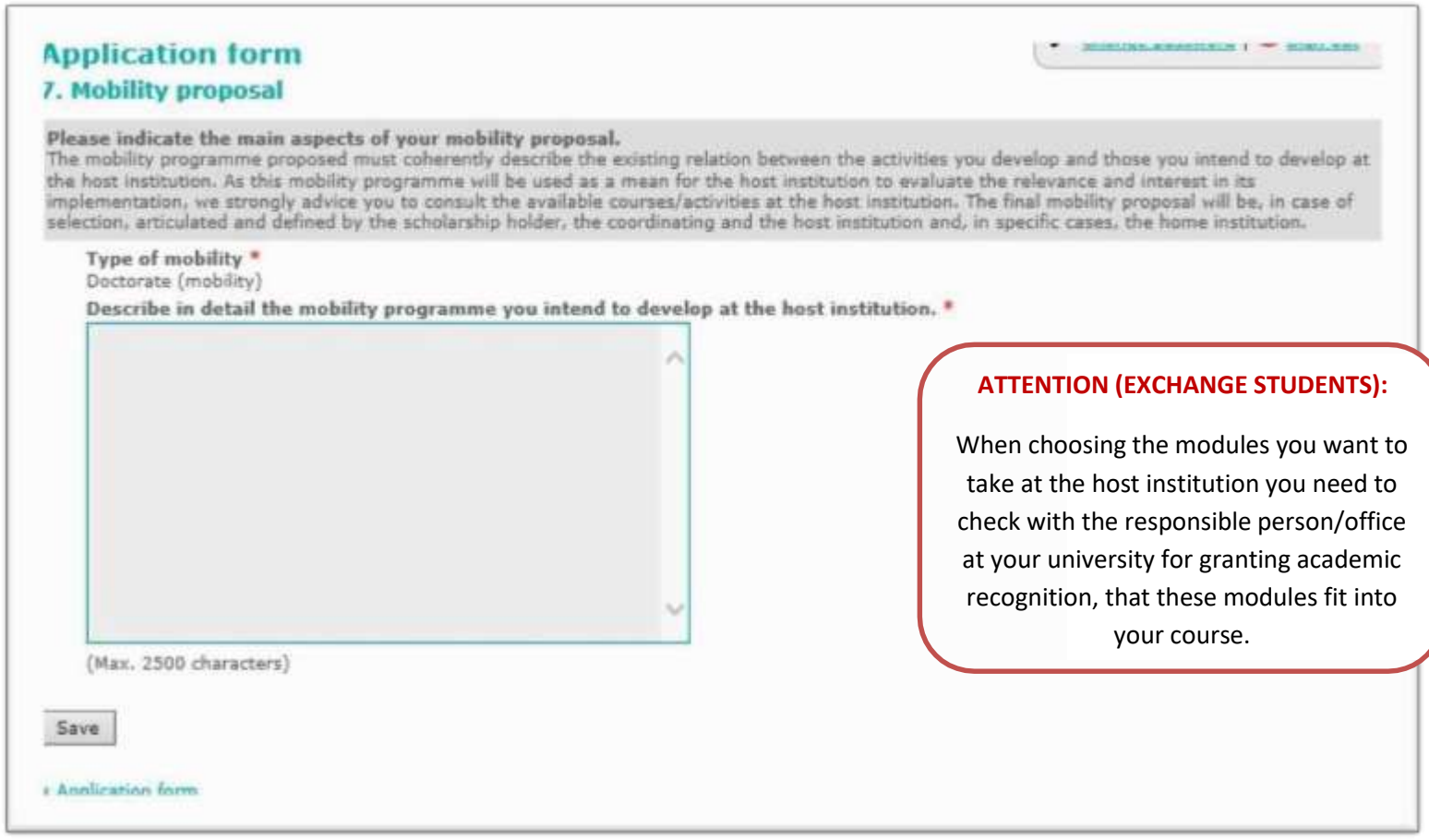
(e) (Max. 500 characters)

Save

‹ Application form

TIP!

Even if you have no relevant publications for the mobility proposal, indicate other publications as it proves your merit and dedication.

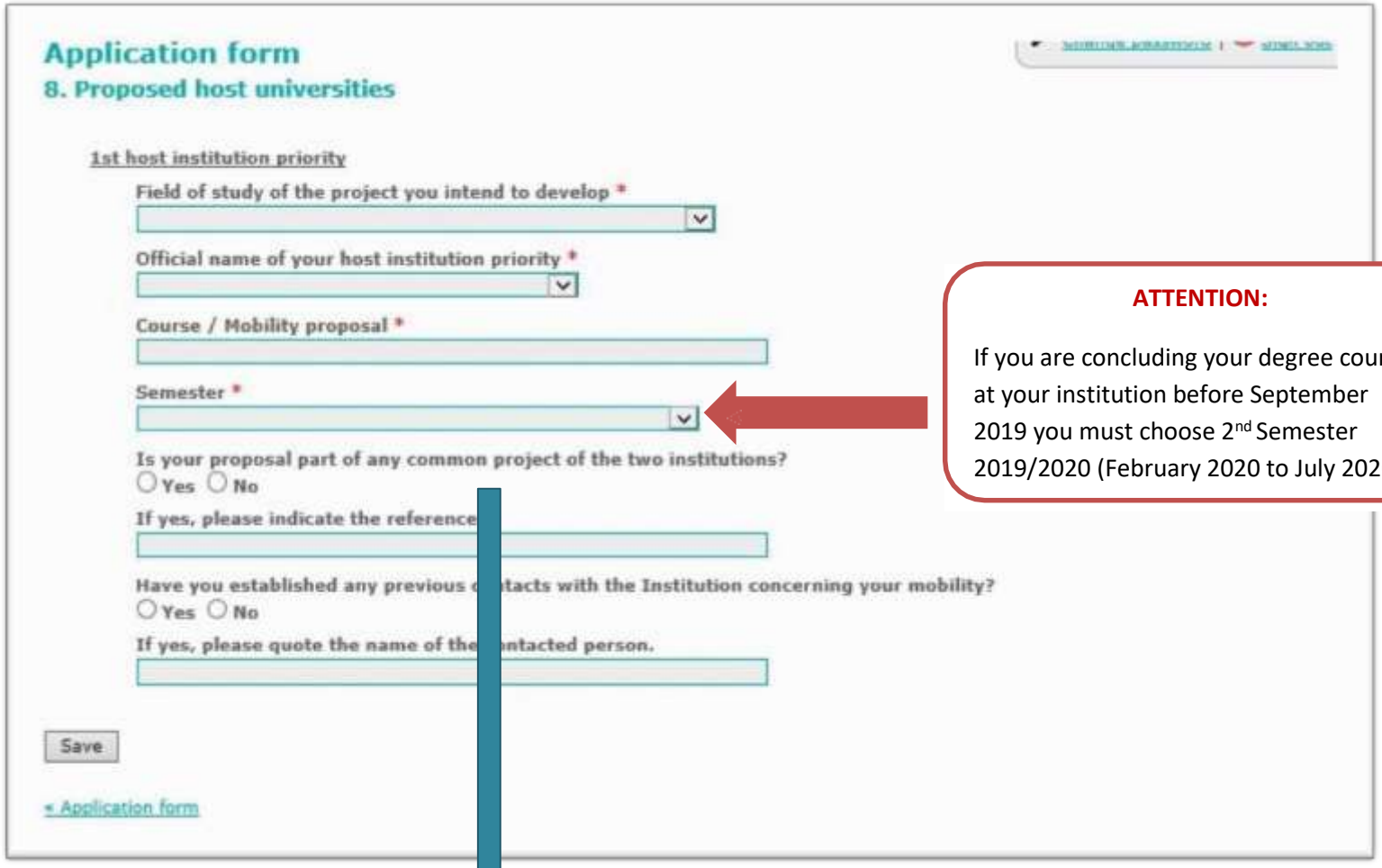


ATTENTION (EXCHANGE STUDENTS):

When choosing the modules you want to take at the host institution you need to check with the responsible person/office at your university for granting academic recognition, that these modules fit into your course.

TIP!

If you are unsure about who is the person you must contact the person identified in the section “Contacts” of the Mare Nostrum website. This person should be able to guide you.

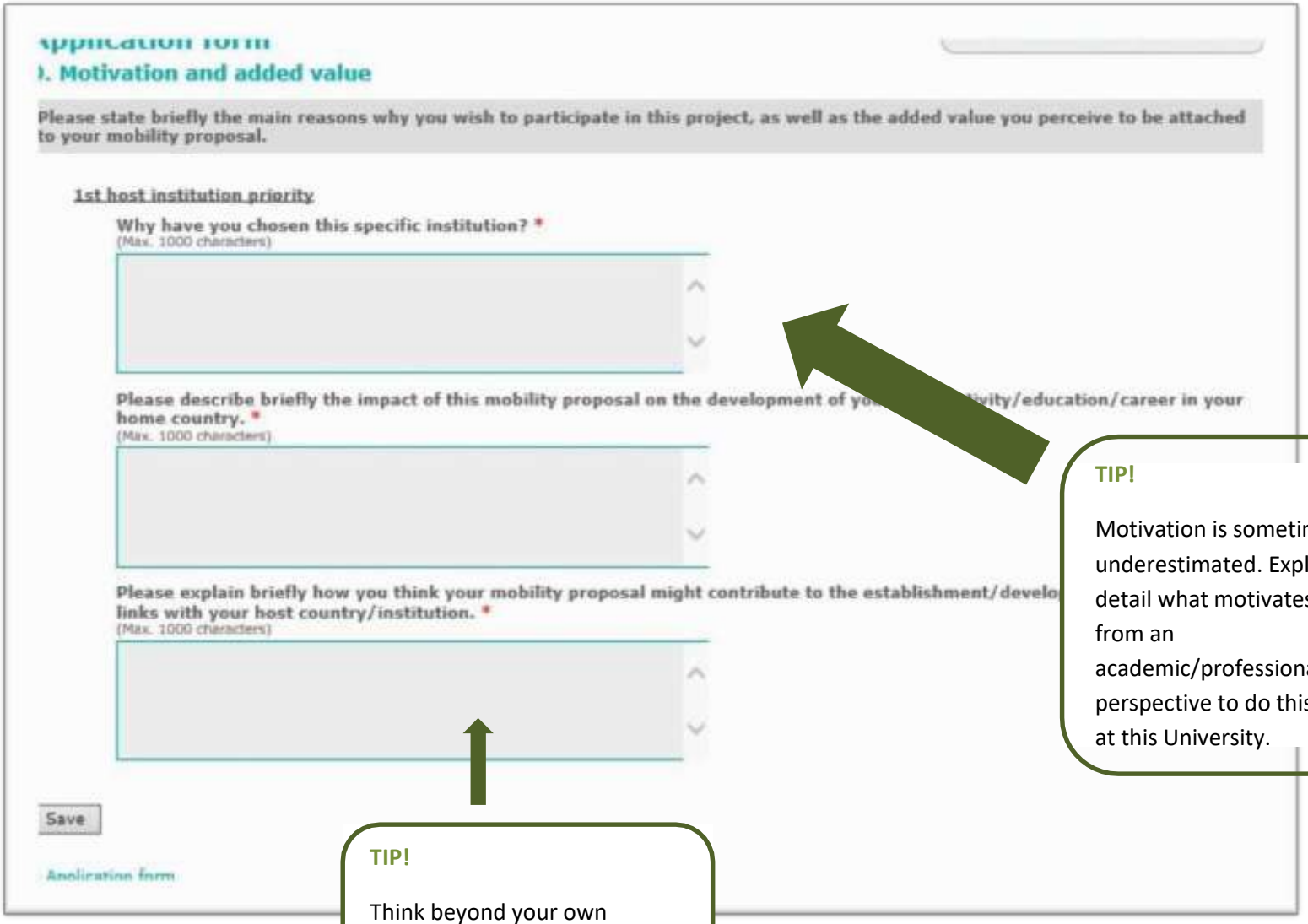


ATTENTION:

If you are concluding your degree course at your institution before September 2019 you must choose 2nd Semester 2019/2020 (February 2020 to July 2020).

CLARIFICATION:

A common project within the scope of which your mobility is proposed: e.g. a specific research project that will benefit from your mobility at the host institution.

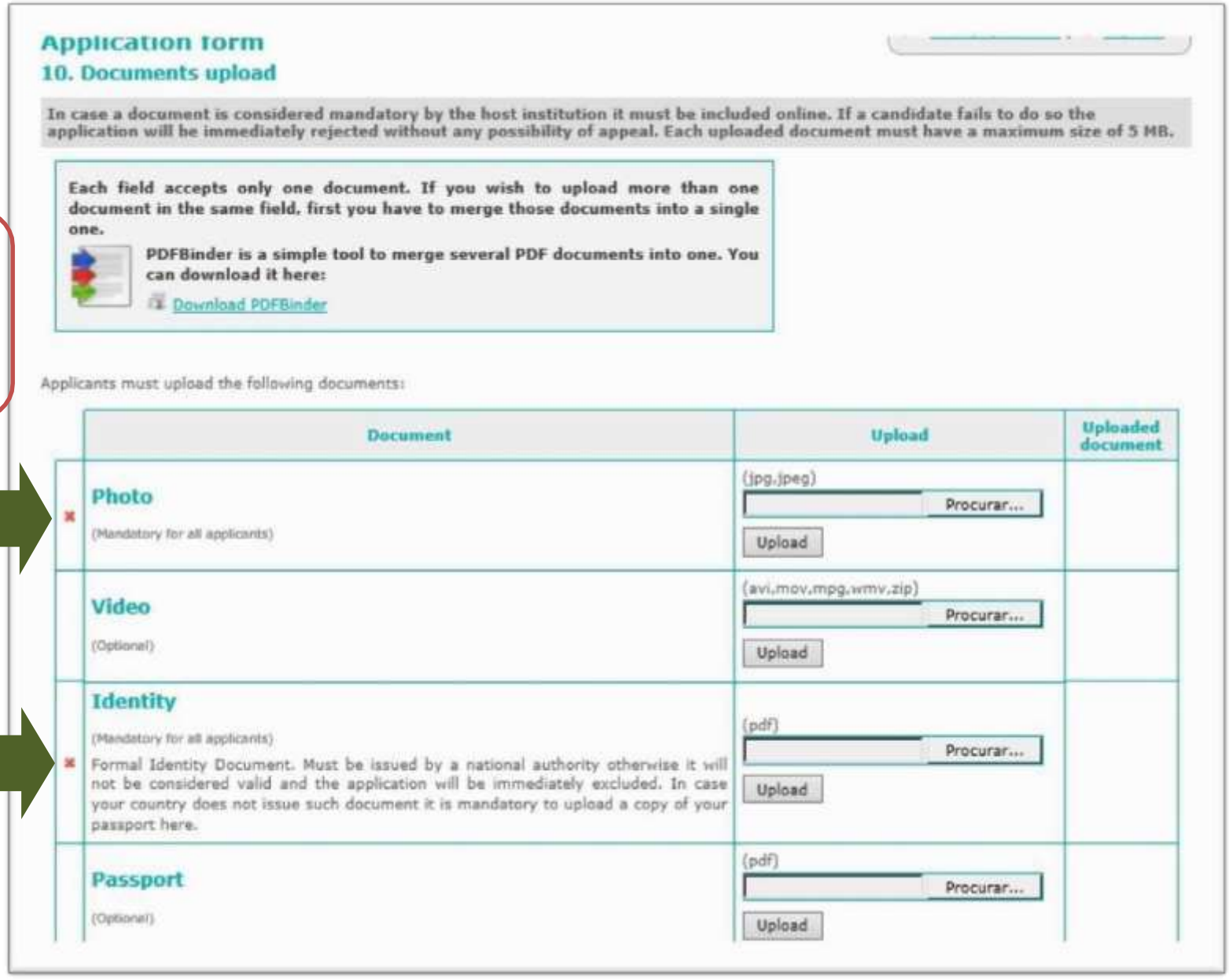

Application form
I. Motivation and added value
Please state briefly the main reasons why you wish to participate in this project, as well as the added value you perceive to be attached to your mobility proposal.
1st host institution priority
Why have you chosen this specific institution? *
(Max. 1000 characters)
Please describe briefly the impact of this mobility proposal on the development of you ivity/education/career in your home country. *
(Max. 1000 characters)
Please explain briefly how you think your mobility proposal might contribute to the establishment/develo links with your host country/institution. *
(Max. 1000 characters)
Save
Application form
TIP!
Motivation is sometimes underestimated. Explain in detail what motivates you from an academic/professional perspective to do this mobility at this University.
TIP!
Think beyond your own benefit. It is important that your home institution also benefits from this mobility.

ATTENTION:

Double check the documents you upload as there is no option to delete a document after uploading it.

TIP!

The red dots indicate what are the mandatory documents in your case.



Application form

10. Documents upload

In case a document is considered mandatory by the host institution it must be included online. If a candidate fails to do so the application will be immediately rejected without any possibility of appeal. Each uploaded document must have a maximum size of 5 MB.

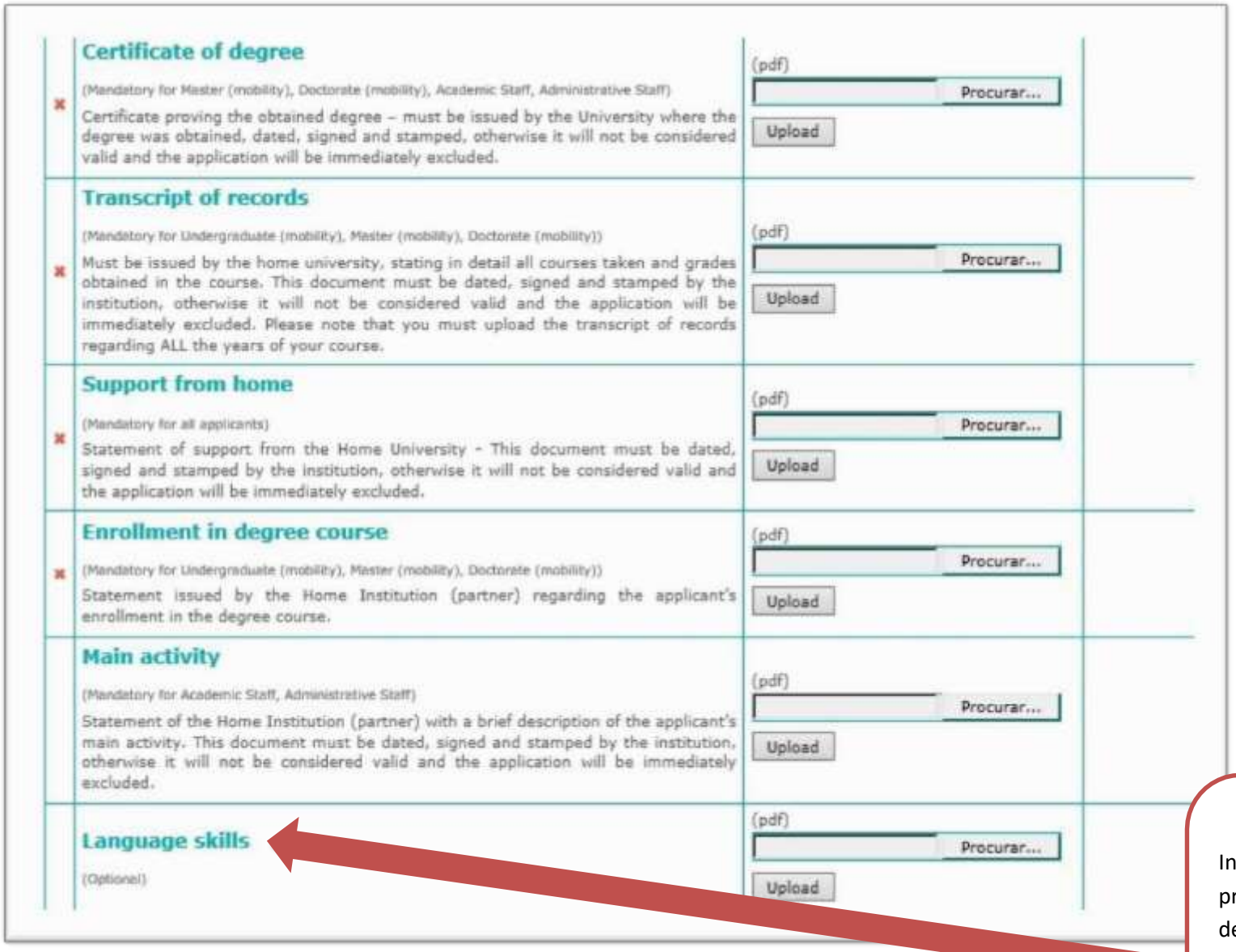
Each field accepts only one document. If you wish to upload more than one document in the same field, first you have to merge those documents into a single one.

PDFBinder is a simple tool to merge several PDF documents into one. You can download it here:

Download PDFBinder

Applicants must upload the following documents:

Document	Upload	Uploaded document
Photo (Mandatory for all applicants)	(jpg,jpeg) Procurar... Upload	
Video (Optional)	(avi,mov,mpg,wmv,zip) Procurar... Upload	
Identity (Mandatory for all applicants) Formal Identity Document. Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport here.	(pdf) Procurar... Upload	
Passport (Optional)	(pdf) Procurar... Upload	



TIP!

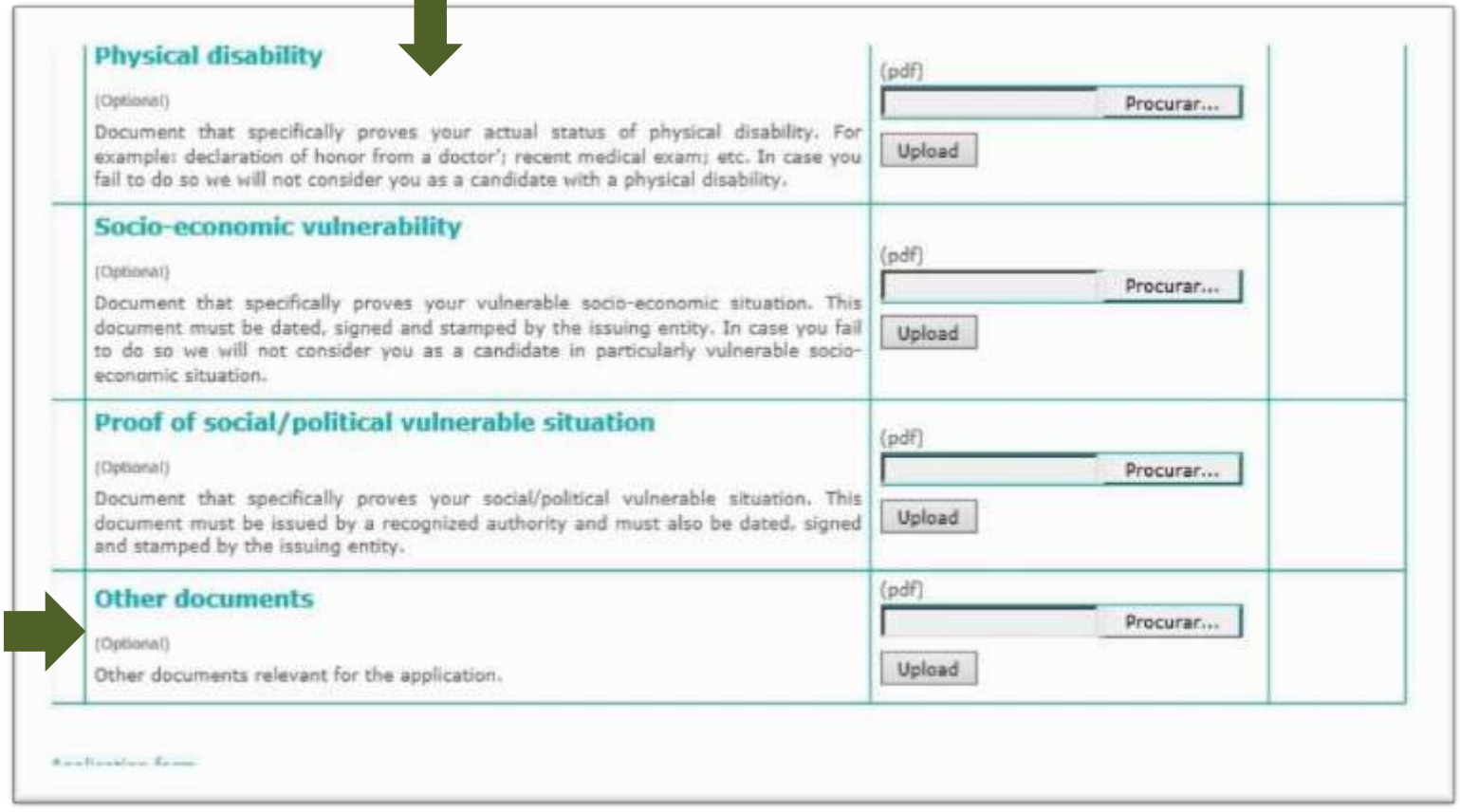
Don't forget to include a translation of the official documents issued by your university in case these are not in English, Portuguese or Spanish.

ATTENTION:

In case the course/mobility proposal you want to apply to demands the presentation of a language certificate or minimum level of language proficiency, this document is not optional but **mandatory**.

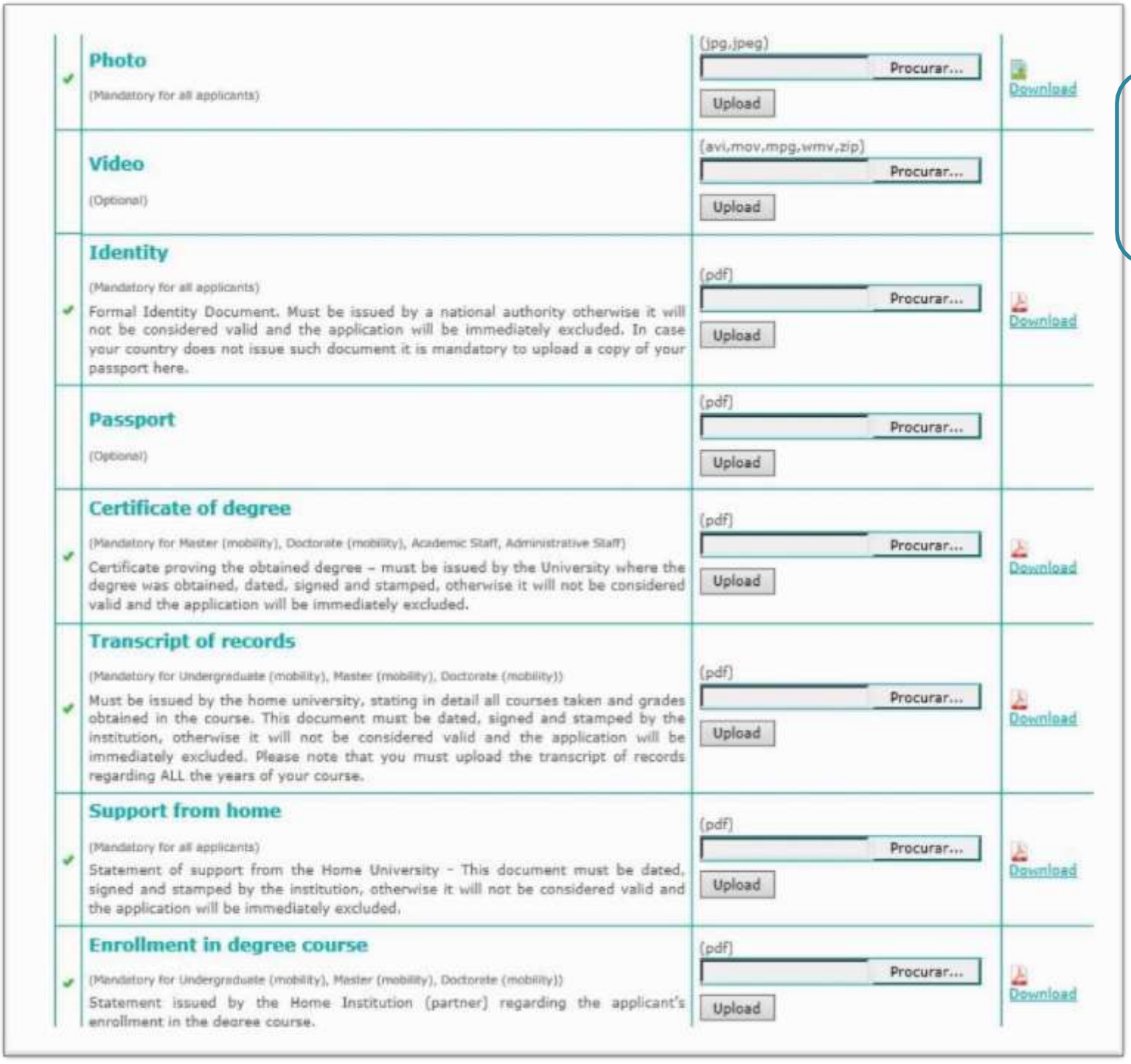
TIP!

Don’t forget to include the documents proving your condition, otherwise it won’t be taken into consideration during the selection stage.



TIP!

Recommendation letters, certificates of participation in conferences, etc, may be uploaded here to allow Mare Nostrum to get to know more about your profile.

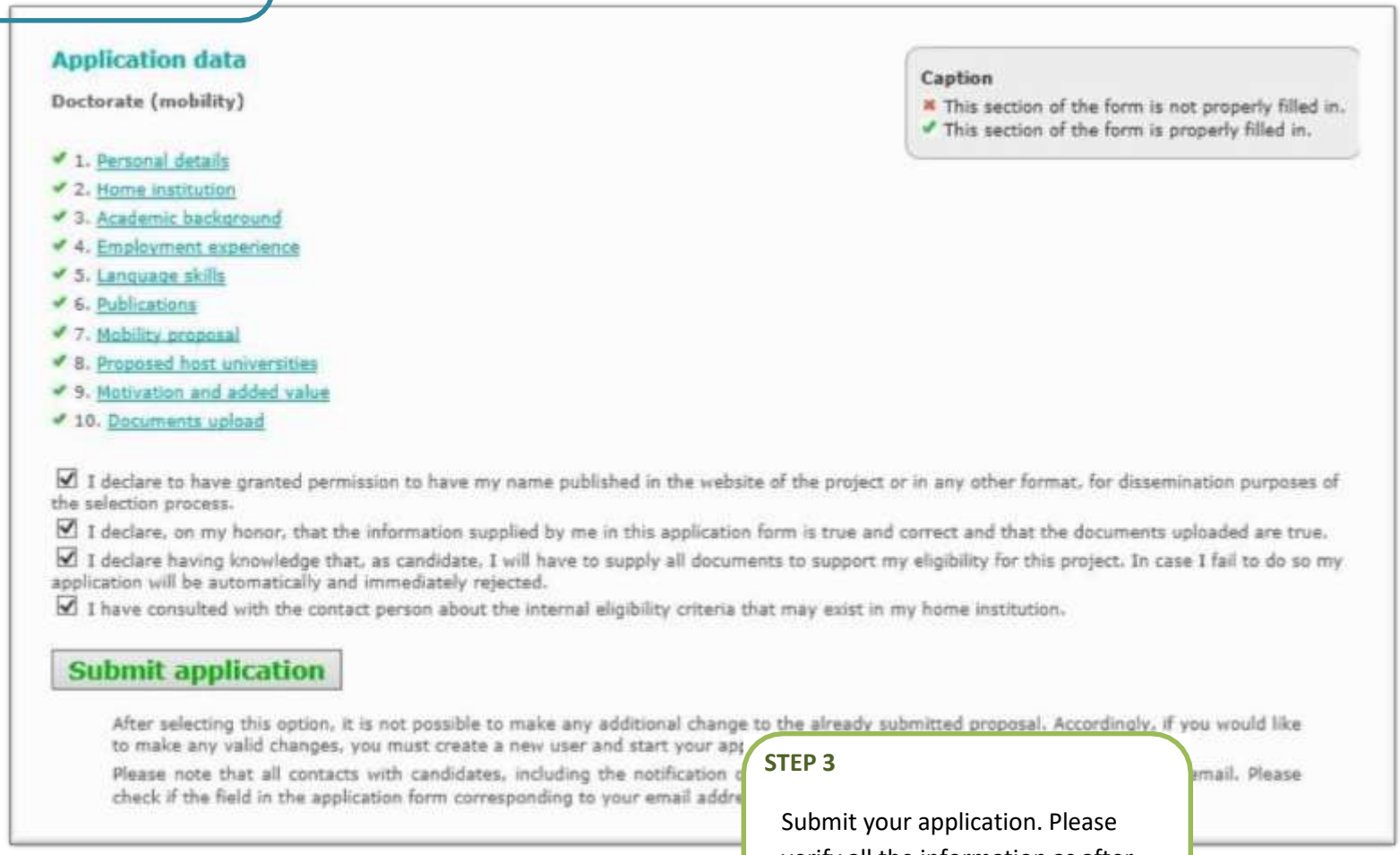


CLARIFICATION:

When all documents are marked with a green dot on the left side, the section is completed.

CLARIFICATION:

When all sections are marked with a green dot on the left side, the form may be submitted.



STEP 3

Submit your application. Please verify all the information as after submitting the form no more changes are possible.