

# Erasmus+ ICM

## Manual for partner universities

### Academic year 2018-2019

#### **Application form and instructions:**

The online application form can be found at [isois.ois.muni.cz/public/application-incoming/](http://isois.ois.muni.cz/public/application-incoming/). On that site, the prospective candidates have to choose the “Erasmus+ (outside Europe)” option, then “level of study/cooperation”, “country”, their home institution “Partner Institution”, and finally the “agreement through which to apply” (there should be only one option, but if in doubt, tell them to choose this one [2015-2017]). After they filter out the steps above, they can click on the “create new application” button and fill in the actual application. Please inform all the candidates that in order for the application to be submitted, all required forms have to be attached, and the application must be formally “closed” to confirm that all the information is correct.

Important note for the academic and administrative staff interested in coming to MU: These types of candidates are expected to identify and contact a local peer (MU staff, either academic for a teacher, or non-academic for administrative staff) who will have to endorse their stay at MU. This will be obvious in the application, as they have to fill in the name and the email of the MU Advisor, plus they will be required to submit a copy of the correspondence to the relevant MU staff. Please advise your PhD candidates that in order to boost their chances of being admitted, they could find and contact a prospective local advisor as well.

#### **Application deadline:**

The Application deadline for students and staff interested in coming in the autumn/fall semester 2018 is January 31, 2018

#### **List of documents:**

All student mobility (BA, MA) candidates need to prepare:

- Photo (passport size):
- Motivation letter:
- A copy of the photo page of the passport:
- A confirmation of English language skills for non-native English speakers:
- Curriculum Vitae
- Transcript of records

PhD mobility students need to prepare:

- Photo (passport size):
- Motivation letter:

- A copy of the photo page of the passport:
- A confirmation of English language skills for non-native English speakers
- Curriculum Vitae
- Transcript of records
- Research proposal
- Pre-acceptance letter

Staff candidates need to upload:

- Photo (passport size):
- Motivation letter:
- A copy of the photo page of the passport
- A confirmation of English language skills for non-native English speakers
- Curriculum Vitae
- Pre-acceptance letter

**Screening procedure and timeline:**

1. After the deadline, MU will check the eligibility of all applications. Each application will be checked to see it contains all required information and documents. MU staff should complete this part in about a week.
2. After MU checks the eligibility of all applications, a request for assessment will be sent to your home university coordinators to evaluate the candidate(s) by filling in some extended criteria (academic performance, previous experience, language skills, etc.). It will help us not just to gather more useful information about the candidates applying for this programme, but it will also provide us with acknowledgement from your side that the respective student/staff is a suitable candidate for the studies/teaching/training at MU. You will have about a month to complete this step.
3. The third point of assessment will be at MU, where the content and merit of the applicants will be considered (the fields of study, courses chosen by the student, curricula of offered courses, etc.). This part will be done primarily at the relevant faculties and departments, depending on the applicant's eligibility regarding the fields of study, courses chosen by the student, etc. Again about a month will be provided to the academic advisors at MU faculties to complete the screening.
4. Staff of the international office at MU will then, based on the assessments at the home institution and prospective host faculties, make the final selection. It will have to reflect the funding and availability for each cohort of candidates (there are preapproved placements for BA, MA, PhD and staff candidates that have to correspond to the final selection). Unless any complication arises, the placement offers (or information about non-selection) should be sent to all the candidates by the end of March 2017.

Please note that the application deadline for the Spring semester 2019 will probably be October 1, 2018.

**Courses for international students at MU:**

For the list of all courses taught in English at MU, please visit: [cic.muni.cz/en/left-incoming-mobility/incoming-student/courses-for-international-students](http://cic.muni.cz/en/left-incoming-mobility/incoming-student/courses-for-international-students)

**Useful information for incoming students:**

For other useful information concerning the accommodation, MU academic calendar, international student guide, etc. please go to [cic.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-practicalities](http://cic.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-practicalities).