

ERASMUS+ ACTION KA107- PHD APPLICATION GUIDE

How do I apply?



- **Step 1: Read call guidelines carefully**

To be admitted to the selection process, you must meet ALL the requirements indicated in the call:

- Be enrolled as a PhD student at the home university at the time of application and for the entire mobility period.
- If the mobility activity is to be carried out in a language other than the applicant's mother tongue, proof of sufficient language level for the proper performance of the activity at the host institution must be provided, in accordance with the CEFR (Common European Framework of Reference). To do so, you must submit:
 - ✓ A language certificate or
 - ✓ A responsible statement (free model), indicating that you have the necessary language level to carry out the planned activities.
- ADDITIONAL specific requirements requested in the call.

- **Step 2: Decide on the host university for your mobility stay and the department/teacher who will supervise your research work**

Together with your thesis supervisor, you should decide which university you would like to go to, and which department/teacher will be able to host you and supervise your research during your mobility.

Try to contact him/her to check his/her availability to act as a host supervisor for your research proposal, as well as to agree on the dates of the mobility stay.

If you wish to carry out your mobility stay at UC3M, the International Relations and Cooperation Office (proyectos_internacionales@uc3m.es) can help you make that contact or offer guidance on which department or school might be appropriate. However, remember that it is the student's responsibility to seek out their host supervisor.

It is recommended you start these steps as early as possible, to ensure that there is enough time to have everything ready before the application deadline.

- **Step 3: Prepare all the documents required to submit the application**

All documents can be submitted in English or Spanish.

a. Learning Agreement

Fill in the necessary information on page 1 and the part of page 2 that refers to "Before mobility activity".

In the column "Name of the educational component at the host institution" in Table A, you should indicate the research you are going to carry out for the thesis, as well as courses or seminars if you are going to attend any. If no ECTS credits are to be obtained at the host institution, it will be sufficient to indicate "not applicable" in the corresponding column. Research for the thesis, courses or seminars and the corresponding workload in ECTS credits will be included in Table B only if it is relevant to the sending institution.

Remember to include the indicative dates for your mobility period, taking into account that the duration of your mobility may be from 3 to 5 months.

Once the "Learning Agreement" has been completed, it must be signed by the host supervisor at the host university, your thesis advisor at your home university, and yourself.

Submission of the "Learning Agreement" on paper with original signatures is not mandatory; documents with digital signatures or copies with scanned signatures will be accepted.

b. Letter of recommendation

Ask someone to write a letter of recommendation for you. It could be your thesis advisor, a tutor from a course you have taken, or anyone else who knows you well

enough to provide additional information about your skills, experience, and personal attributes.

There is no pre-defined format for the letter of recommendation.

c. Motivation letter

Write a motivation letter in which you transmit your interest in undertaking the mobility period, what it would mean for your personal and professional future, and the way you would take advantage of this opportunity, as well as other data that you consider relevant to be able to be awarded the Erasmus + KA107 grant.

d. Curriculum Vitae

Provide an up-to-date, complete, and clear CV, so that your research skills can be assessed, as well as other information you consider relevant to the process.

e. Certificate of enrolment in a doctoral programme at your home university

To participate in the call, you must be registered as a regular doctoral student at your home university, both at the time of the call and during the entire mobility period.

Ask your university for a certificate indicating that you are enrolled in a doctoral programme and send it to us along with the rest of the documentation.

• Step 4: Send in your application

Before the deadline for submission of applications, send all required documentation to proyectos_internacionales@uc3m.es

If you have any questions related to the application process, we will be happy to assist you at:

Servicio de Relaciones Internacionales y Cooperación
International Relations and Cooperation Office
Universidad Carlos III de Madrid
C/Madrid 126, office 8.0.17
28903 Getafe (Madrid)
proyectos_internacionales@uc3m.es