

PHD STUDENTS APPLICATION GUIDELINES

Since in this cohort we are focusing mostly on PhD mobility and we intend to distribute lots of PhD scholarships, we decided to make your job easier and to prepare specific requirements you have to follow in order to receive an invitation/pre-acceptance letter, which is one of the key documents. Since the procedure differs among the EMAIL EU partners, we asked all of them to give us some specifics and here is what we have come up with.

• MASARYK UNIVERSITY

Documents required:

- Stating the full name, detailed academic background, degree-seeking or exchange student, name of the Erasmus Mundus programme
- CV
- Research proposal

Procedure:

Applicants send a CV and a research proposal to the MU contact person. After that the documents are sent to an appropriate faculty which tries to find a supervisor. If the faculty succeeds in doing so, the invitation letter is issued and sent back to the applicant.

• KU LEUVEN

Documents required:

- CV
- Transcript of records
- More information on PhD project at home university
- Draft version of work plan

Procedure:

Applicants can send their documents to one of the academics at KU Leuven. Research topics, names and contact details can be found on

<http://www.kuleuven.be/wieiswie/en/unit/50000050>

If someone agrees to support the application, he/she will provide the applicant with an invitation letter to be added to the application for an EMAIL scholarship.

• LUND UNIVERSITY

Procedure:

At Lund University the obligatory requirements are stated in the academic courses on offer. Please follow the requirements, and if you have any questions concerning the programme please contact the supervisor.

• KARL-FRANZENS-UNIVERSITÄT GRAZ

Documents required for a complete application:

- Proof of enrolment in an equivalent/similar program and at the same level the EMAIL application is for at the home university signed and stamped by the admissions office / registrar of the home university

- Diplomas and transcripts of ALL previously completed university degrees, for PhD/doctorate application – undergraduate/bachelor and master diplomas.
- Research Plan
- Titles of bachelor and master thesis (Natural Science PhDs ONLY)
- Letter of Interest from a professor at University of Graz confirming interest in supervising the candidates research
- Language certificate is not mandatory, however preference will be given to students providing one.
- Passport copy
- Curriculum Vitae

Procedure of requesting a letter of interest:

If you are applying for PhD short stay you will need to ask for a letter of interest mandatory for PhD students as part of the application documents. Please contact the respective academic advisor at our university (http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/academic_advisors/bibwww_acad_adv_en.pdf) for further advice on the matter.

When contacting the academic advisor or professors at the departments, make sure you

- State your full name, give your detailed academic background, explain that you are interested in applying for a PhD short stay in the Erasmus Mundus programme “EMAIL”
- send along your CV and detailed research proposal in English

• **UNIVERSITY COLLEGE DUBLIN**

Documents required:

- CV / name, academic background, awards or highlights, research experience
- Research proposal, if appropriate

Procedure:

You must research your target programme and contact a potential supervisor before you begin the application process. First of all, make sure you are applying for a programme that is included in the ‘offered fields of study’ in the EMAIL III call for applications. Then, you can identify a potential supervisor in UCD by using the “Find a Researcher” facility. Here you can input a keyword associated with your preferred area of research and find a researcher working in that area. Once you’ve identified one or two potential supervisors, you should contact them by e-mail. Always customise the e-mail to the specific member of staff. Here are some items in your initial brief contact e-mail:

- Your name, academic background, academic awards or highlights, research experience
- Why you wish to study at UCD, why the academic member of staff’s area of research will match your research goals
- A research proposal, if appropriate
- Clearly state that you are applying for Erasmus Mundus EMAIL III funding and mention the duration of PhD grant you are applying for. Provide a link to the EMAIL III website.
- Please copy erasmusmundus@ucd.ie on all communication to allow the Erasmus Mundus team in UCD to explain to the researcher(s) how this mobility scheme works.

• **UNIVERSITÉ DU LUXEMBOURG**

Documents required:

- CV

- Research proposal

Procedure:

Applicants send a CV and a research proposal to the university contact person. After that the documents are sent to an appropriate faculty which tries to find a supervisor. If the faculty succeeds in doing so, the invitation letter is issued and sent back to the applicant.

- **ESTONIAN ACADEMY OF ARTS**

Documents required:

The EAA doctoral school requires the following documents from applicants:

- academic CV with a list of publications
- transcript of records from home university
- reference letter(s) from the supervisor(s)
- description of the current status of the doctoral thesis work
- research/study plan (description) at the host academy (EAA)

- **GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN**

Procedure:

For a PhD or Postdoc scholarship mobility under Erasmus-Mundus at the University of Goettingen, applicants need an Invitation Letter from a professor or another researcher (i.e. potential supervisor) of the University of Goettingen.

We suggest to the applicants to find and contact any researcher who is working in the same scientific field as the candidat, and then ask him or her about an invitation. All research profiles can be found on our official webpage <http://www.uni-goettingen.de>

The Invitation Letter is of great importance, although not always an excluding criteria within the selection process.

How to get an Invitation Letter?

It is not necessary to randomly send requests for Invitation Letters to all our professors and other researchers - this will most likely not get you an Invitation! Instead, check online for some particular Research Groups, Chairs, Departments and/or Professors within our Faculties that work on a topic closely related to your own field of research or thesis. Get in touch with them by explicitly explaining your background and defining your request for an Invitation Letter.

If by doing so, you find a potential supervisor; ensure that you have a document proving the Agreement/Invitation. This is preferably an official document signed by the supervisor or supervising institution. Please submit this with your completed Application Form and the other required documents. Good luck!

- **UNIVERSITÉ PIERRE ET MARIE CURIE**

Procedure:

For UPMC, the applicants need to have a letter of invitation from the hosting laboratory for applications. In order to find the suitable laboratory, they need to check the UPMC's website:

<http://upmc.fr/en/research.html>

In order to know more about the PHD procedure, they can go to the Doctoral Training Institute website:

<http://www.ifd.upmc.fr/en/index.htm>

- **University of Granada**

Application Requirements for PhD Applicants:

- To be enrolled at a PhD programme at the home university when starting the mobility period and during the entire period abroad.

- Pre-admission letter duly signed and sealed by the PhD programme coordinator (http://www.ugr.university/pages/doctoral_candidates/doctoral_programmes).

Preadmission letter models:

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/erasmusmundus>

When contacting the programme coordinator, make sure you state your full name, give your detailed academic background, explain that you are interested in applying for a PhD short stay in the Erasmus Mundus programme "EMAIL"; send along your CV and detailed research proposal in English.

- A draft study and work plan drawn in cooperation with the academic supervisors at the home and host universities has to be approved before the start of the mobility period.

Language requirements: Sufficient knowledge of the working language previously agreed with the corresponding research unit at the Universidad de Granada.

Contact information: intlinfo@ugr.es epinternacional@ugr.es

Application Requirements at Post Doctoral level:

- Potential applicants must hold a doctoral degree and will normally be a researcher at their home institution.

- Support letter signed by the head of the corresponding research unit at the Universidad de Granada. It is not necessary to randomly send requests for Invitation Letters to all our professors and other researchers. Instead, check online for some particular Research Groups, Chairs, Departments and/or Professors within our Faculties that work on a topic closely related to your own field of research. Get in touch with them by explicitly explaining your background and defining your request for an Invitation Letter. (Catalogue of Research groups: http://investigacion.ugr.es/ugrinvestiga/pages/doc_catologo; and Institutes:

http://www.ugr.university/pages/research_innovation_transfer/research_institutes_centres)

- Research plan to be agreed on previously with the contact person at the University of Granada.

Language requirements: Sufficient knowledge of the working language previously agreed with the corresponding research unit at the Universidad de Granada.

Contact information: intlinfo@ugr.es