

# FILLING IN THE

# Mare Nostrum APPLICATION FORM



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: <a href="https://up.pt/marenostrum2018/">https://up.pt/marenostrum2018/</a>
Please feel free to contact us at the email address: <a href="mailto:international@ualg.pt">international@ualg.pt</a> .
Good luck!
The Mare Nostrum Team



### MARE NOSTRUM 2018-2020 Project

International Credit Mobility Erasmus+ Programme

Central European Time (CET) 16:55:02

Contacts

English

About

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Courses

Apply



# Scholarships

MARE NOSTRUM 2018 coordinated by Universidade do Algarve in the framework of the European Programme Erasmus+ - Key Action 1 International Credit (2018-1-PT01-KA107-047099), supports mobility of students (at various levels) and academic and administrative staff from institutions in Portugal and in 7 Partner Countries from outside Europe, in both directions, IN and OUT. General information



# Downloads

Check out the latest documents of the MARE NOSTRUM 2018-2020 Project:



# X Sign in

Easy access to your personal account.

Please authenticate with your username and password.

Username

Password

Sign in Forgot your password?



This project has been funded with support from the European Commission. This communication reflects the views only of the author. The Commission cannot be held responsible for any use which may be made of the information contained therein.

MARE NOSTRUM 2018-2020 @ 2019 | Privacy policy Website designed and implemented by Universidade do Porto

# TIP!

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

# 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.



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.



# Application form Eligibility questions \* Application Eligibility questions Home institution:

# Application form Eligibility questions > Application Eligibility questions Type of mobility:

# **Application data** Octorate (mobility) 1. Personal details

- \$ 2. Home institution
- 4 3. Academic background
- 4. Employment experience
- 4 5. Language skills
- 6. Publications
- ₹ 7. Mobility proposal
- \$ 8. Proposed host universities
- 4 9. Motivation and added value
- 4 10. Documents upload



- This section of the form is not properly filled in.
- This section of the form is properly filled in.



A green dot will appear in the sections that are duly completed.

TIP!

I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purp	oses of
he selection process.	
I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are	true.

I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.

☐ I have consulted with the contact person about the internal eligibility criteria that may exist in my home institution.

# Submit application

After selecting this option, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new user and start your application from the beginning.

Please note that all contacts with candidates, including the notification of the selection results will be made exclusively by email. Please check if the field in the application form corresponding to your email address is correctly filled in.

# STEP 2

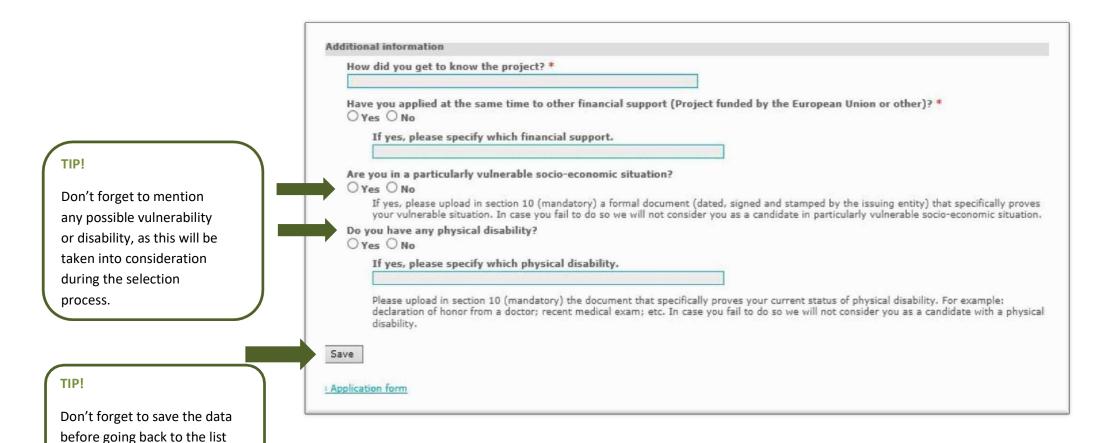
Fill in each of the 10 sections of the application form.

Make sure you provide the correct address without translating it.

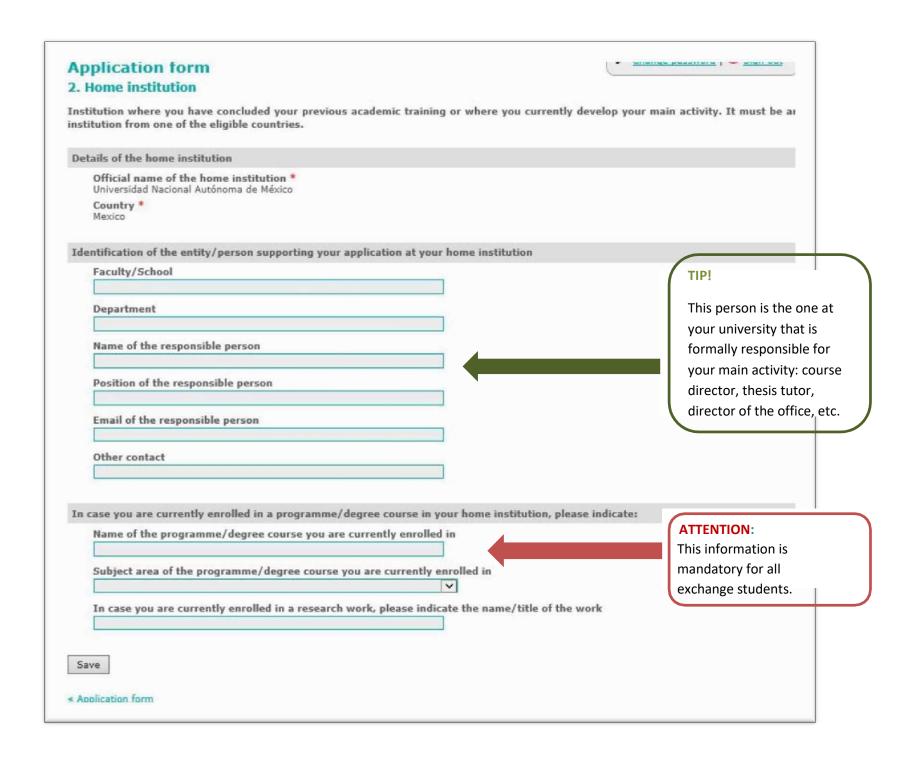
# TIP!

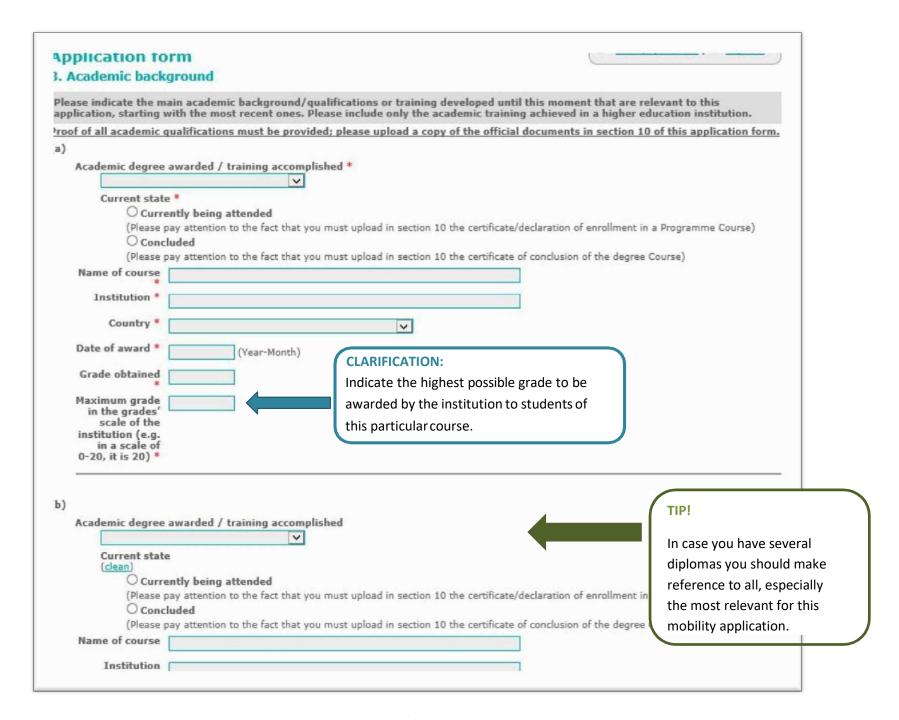
If possible provide two different email addresses to assure an efficient communication. If you don't have two, DON'T write the email of another candidate.

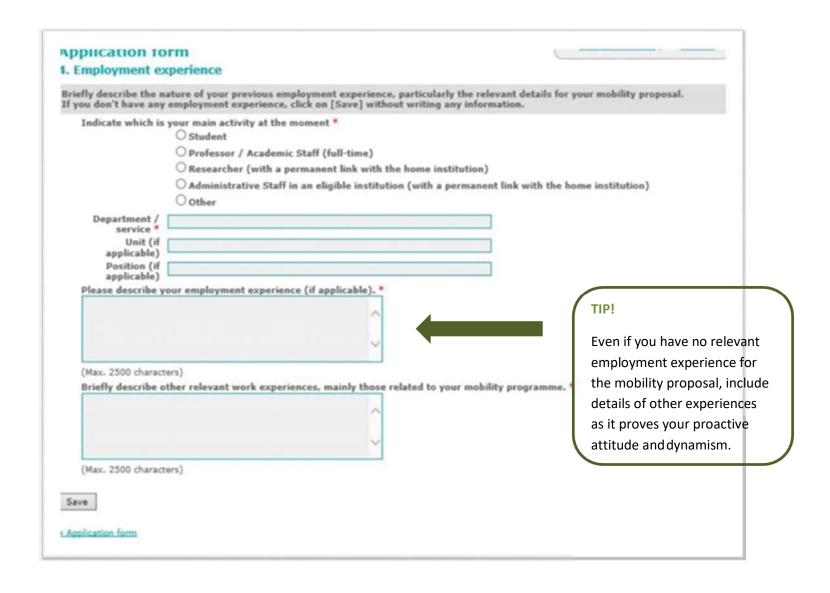
L. Personal detail	Is	
Applicant's personal	details	
Surname/Family name *		
Forenames/Giver		
Date of birth *	(Year-Month-Day)	
Place of birth *		
Gender *	O Male O Female	
Nationality ID/Passport (at least one) *	Identity no. Passport no.	
The address must not Street and number *	De translateur	
Postcode		
City *		
Country *	(select option)	
All contacts regarding that applicant through this m	he submission of application and selection results will be done exclusively by email. In case it is in nean, the application will not be considered valid and it will be immediately excluded from the pro	npossible to contact the ject, without any possibility of
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All contacts regarding that applicant through this mappeal.	he submission of application and selection results will be done exclusively by email. In case it is in nean, the application will not be considered valid and it will be immediately excluded from the pro	npossible to contact the ject, without any possibility o
applicant through this mappeal.  Telephone *	he submission of application and selection results will be done exclusively by email. In case it is in nean, the application will not be considered valid and it will be immediately excluded from the pro	npossible to contact the ject, without any possibility of

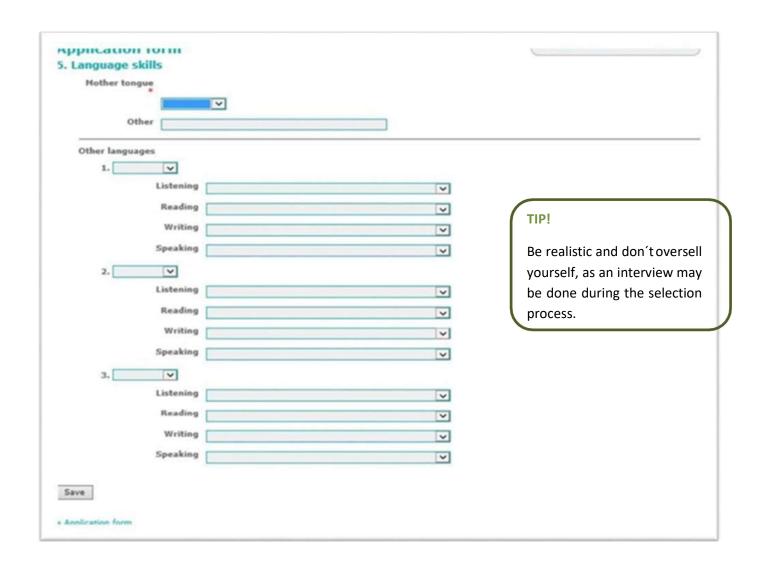


of sections.









# аррисации тиги 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)

# (d) (Max. 500 characters)

(c) (Max. 500 characters)

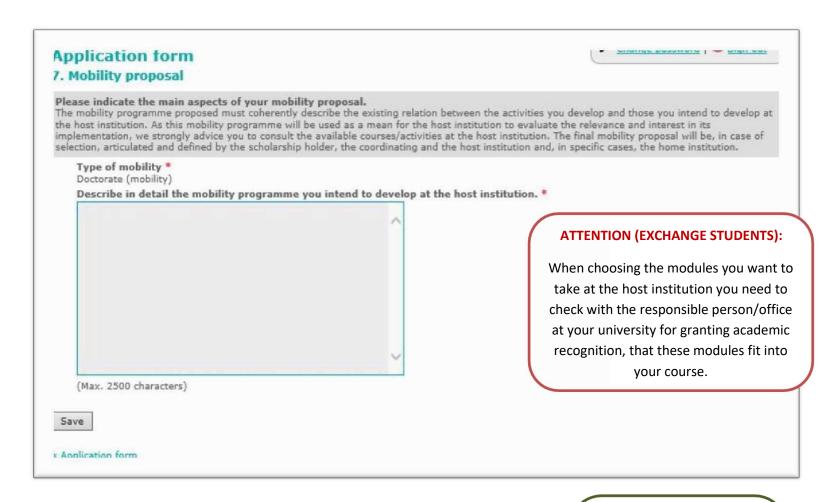
# (e) (Max. 500 characters)

# TIP!

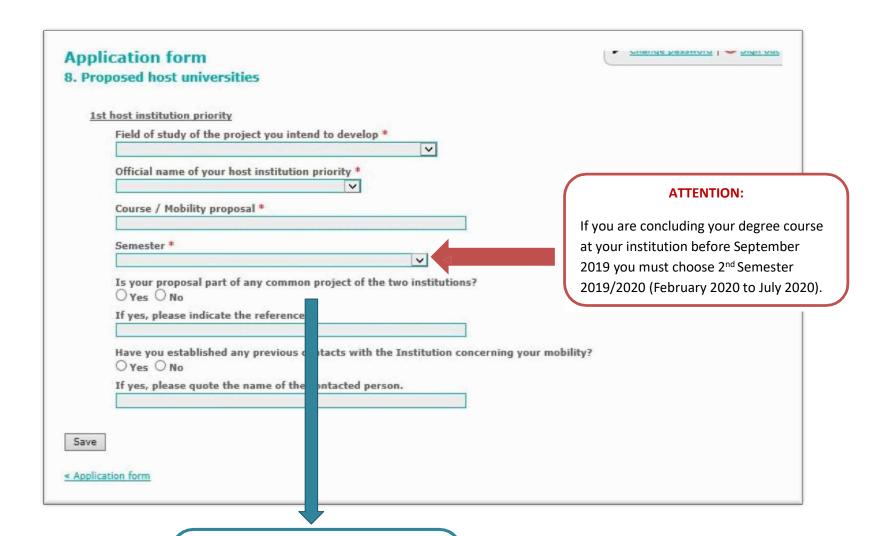
Even if you have no relevant publications for the mobility proposal, indicate other publications as it proves your merit and dedication.

Save

Application form

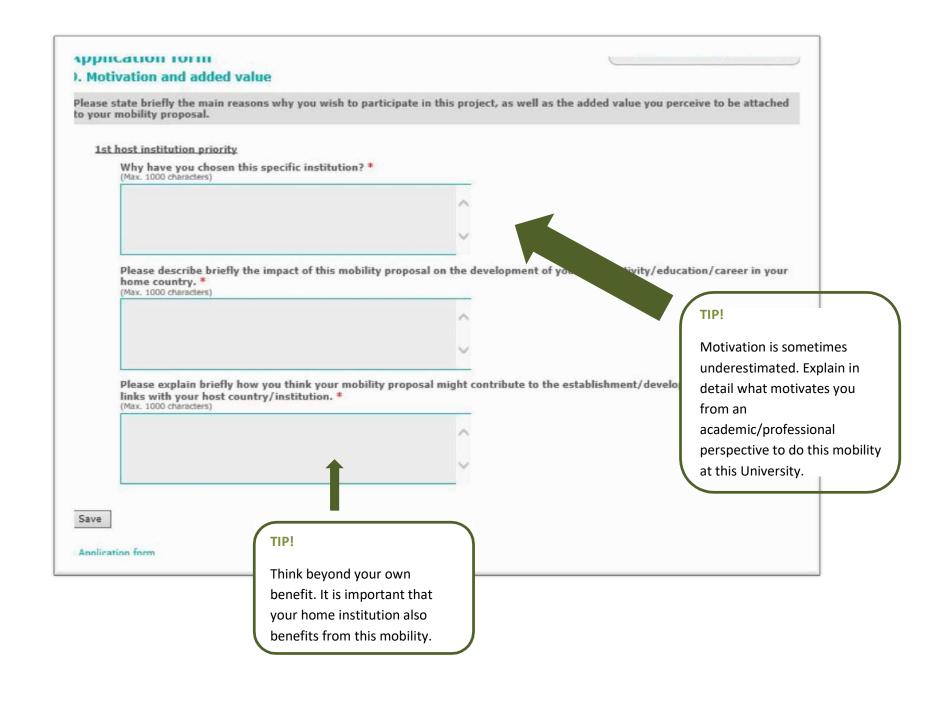


If you are unsure about who is the person you must contact the person identified in the section "Contacts" of the Mare Nostrum website. This person should be able to guide you.



# **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

# 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

# **ATTENTION:**

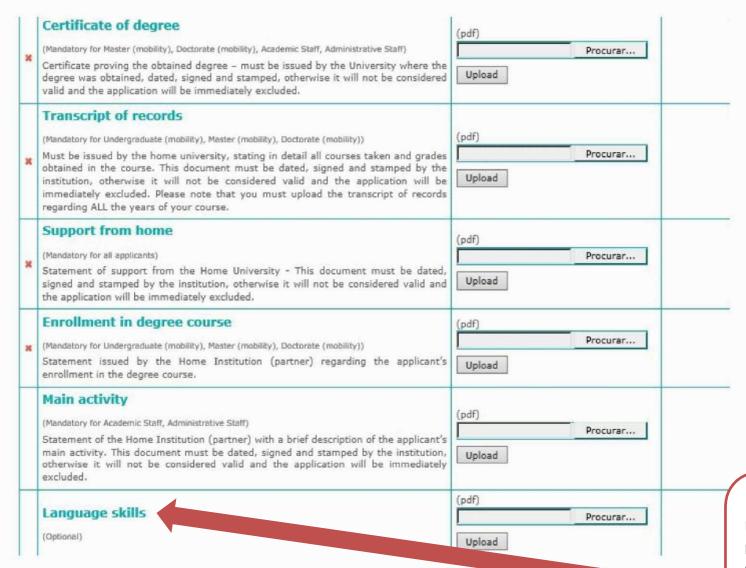
Double check the documents you upload as there is no option to delete a document after uploading it.

TIP!

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

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	

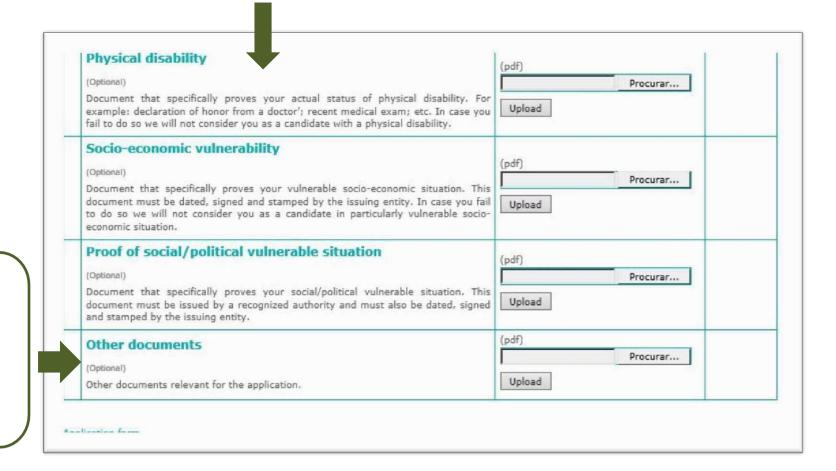


Don't forget to include a translation of the official documents issued by your university in case these are not in English, Portuguese or Spanish.

### **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.

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.

	Photo	(jpg,jpeg)  Procurar	Download
1	(Mandatory for all applicants)	Upload	
	Video	(avi,mov,mpg,wmv,zip)  Procurar	
	(Optional)	Upload	
	Identity		
	(Mandatory for all applicants)	(pdf)	100
*	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.	Upload Procurar	Download
	Passport	(pdf)	
	(Optional)	Upload	
	Certificate of degree	(pdf)	
	(Mandatory for Master (mobility), Doctorate (mobility), Academic Staff, Administrative Staff)	Procurar	28
1	Certificate proving the obtained degree – must be issued by the University where the degree was obtained, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded.	Upload	Download
	Transcript of records		
	(Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility))	(pdf)	
,	Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the	Procurar	Downloa
	institution, otherwise it will not be considered valid and the application will be	Upload	Downloa
	immediately excluded. Please note that you must upload the transcript of records regarding ALL the years of your course.		
	Support from home	(pdf)	
	(Mandatory for all applicants)	Procurar	A
	Statement of support from the Home University - This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded.	Upload	Download
	Enrollment in degree course	(pdf)	
,	(Mandatory for Undergraduate (mobility), Master (mobility), Doctorate (mobility))	Procurar	Downloa
	Statement issued by the Home Institution (partner) regarding the applicant's enrollment in the decree course.	Upload	Downida

# **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.

# **Application data**

# Doctorate (mobility)

- 1. Personal details
- ✓ 2. Home institution
- ✓ 3. Academic background
- ✓ 4. Employment experience
- 5. Language skills
- ✓ 6. Publications
- ✓ 7. Mobility proposal
- 8. Proposed host universities
- 9. Motivation and added value
- ✓ 10. Documents upload
- ☑ I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of
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# **Submit application**

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Please note that all contacts with candidates, including the notification of STEP 3 check if the field in the application form corresponding to your email addre

email. Please

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

Caption

\* This section of the form is not properly filled in.

This section of the form is properly filled in.