

APPLICATION GUIDELINES



PROMOTING SOUTH AFRICAN HERITAGE

Dear applicants,

We wish you a successful application. Please follow the different steps described below for applying.

1. **Be sure that you are eligible**

a. South African students

- Must be a national of South Africa
- Must have not resided nor have carried out their main activity (studies, work, etc.) for more than a total of 12 months over the last five years in any of the eligible European countries at the time of submitting their application to the partnership.
- Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

There are different categories of possible candidates:

o **TG1** : You are registered / enrolled in one of the partner universities in the project at the moment of the submission of your application (December 2013 - March 2014).

o **TG2** : You are registered / enrolled in one university at the moment of the submission of your application (December 2013 - March 2014) OR You are already working AND you have a higher education diploma South Africa

b. European students

- Must be a national of one of the eligible European countries;
- Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.
- Must be registered / enrolled in one of the partner universities in the project at the moment of application (October 2013 - January 2014)

NO South African or European candidates can benefit from a second scholarship for the same type of mobility under another project under the Erasmus Mundus Action 2 Strand 1. Furthermore, candidates cannot receive more than one grant for a mobility period within the same project.

2. Determine your type of mobility

Within the AESOP project we mostly offer exchange period.

The exchange student does not get a diploma from the host university. However, all academic results will be sent to his/her home university.

Exchange students need the approval of their home and host university. the learning agreement signed by both universities will be considered as the agreement of both university and will be used as a guarantee for academic recognition of those courses afterwards.

If you are in your last year Bachelor or already registered Master you can apply for a Master scholarship.

If you are in your last year Master or already registered as a PhD you can apply for a PhD scholarship.

Not all the fields of study are open regarding the Host university you choose; please refer to the list of fellowship proposed by each university “proposed fellowship” tab in the website.

3. Provide all documents

All documents should be in English or translated to English, this to insure that your file can be assessed. These documents should be scanned and uploaded as a PDF file.

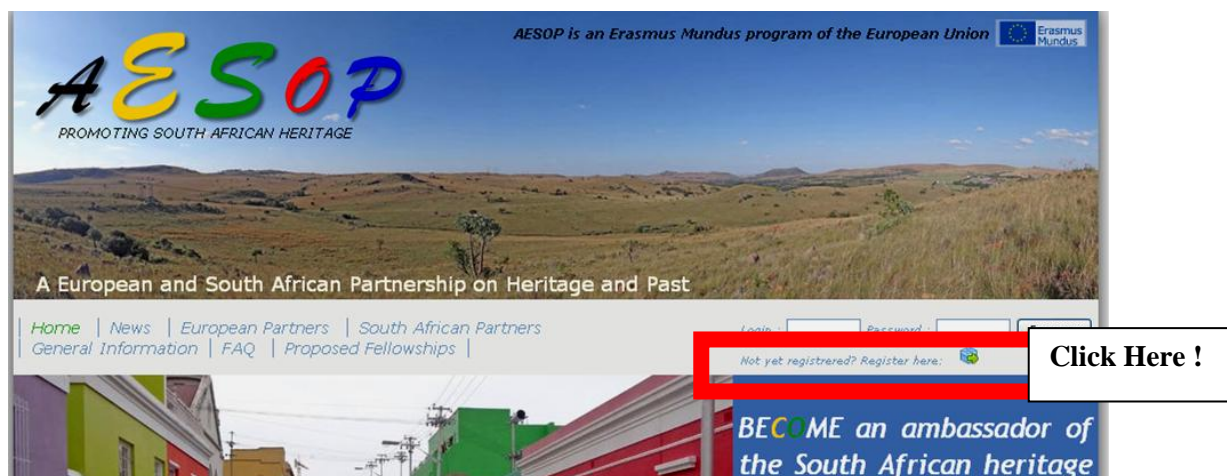
- a copy of your passport or other official national identification proof;
- a Curriculum Vitae (Europass format)
- a covering letter
- a transcript of records translated into English (which should be obtained from the student administration of your university);
- an internationally recognized language certificate : TOEFL, IELTS etc. If applicable.
- a copy of any language certificate you may have obtained to support your language skills;
- a signed recommendation letter
- a study plan (template). The study plan should list the courses you would like to take at the host university during your mobility period. This document should not be signed by the host university.

The template of the study plan is available on the website in Word – Application form

Be aware that the mentioned documents are those needed for the application to the AESOP consortium, but that further documents may be required for registration at the specific partner institution you will be spending your mobility period at, once you have been selected for a scholarship by the consortium

4. Register on AESOP Website

Click on the icon “register here”



Fill in the information required. After validate you will received a confirmation email from info@aesop-em.org with your login. **Please check on your spam box before sending us any email.**

Latest News
New information will soon be available on the AESOP web site

Important Dates
Important dates will be displayed here soon

Candidate Registration
Please make sure, before registering, that you meet the criteria for the fellowships. Further details can be found [here](#)

First Name

Last Name

Institution: select in the AESOP partners list below or write your institution as free text in the "Institution" textbox.

Institution:

Email

Password

Confirm password

Position you apply for

* Mandatory Fields

Click Here !

Validate

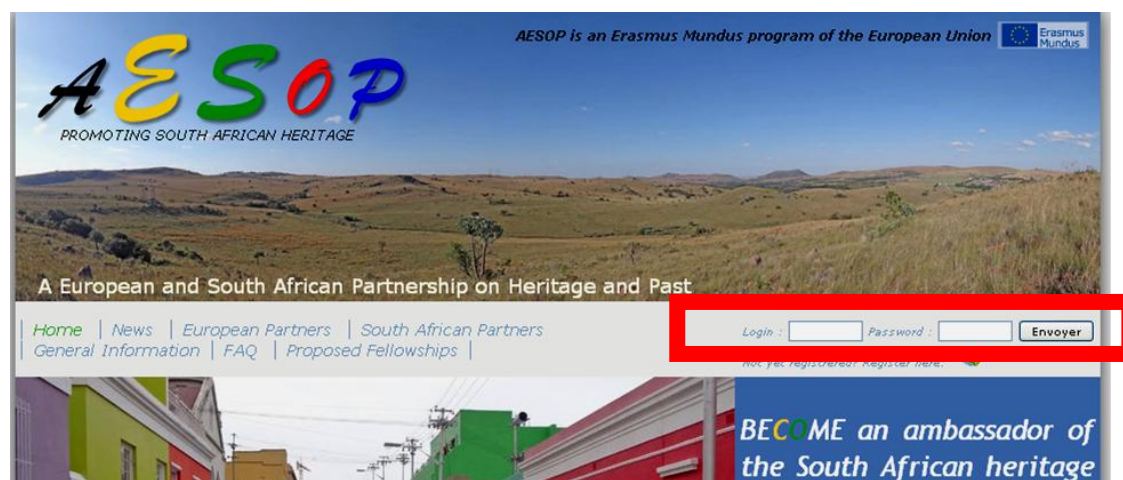
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5. Log in

You will receive a confirmation email with a user name that you can use to log in.
Your password is the one you enter for the registration.

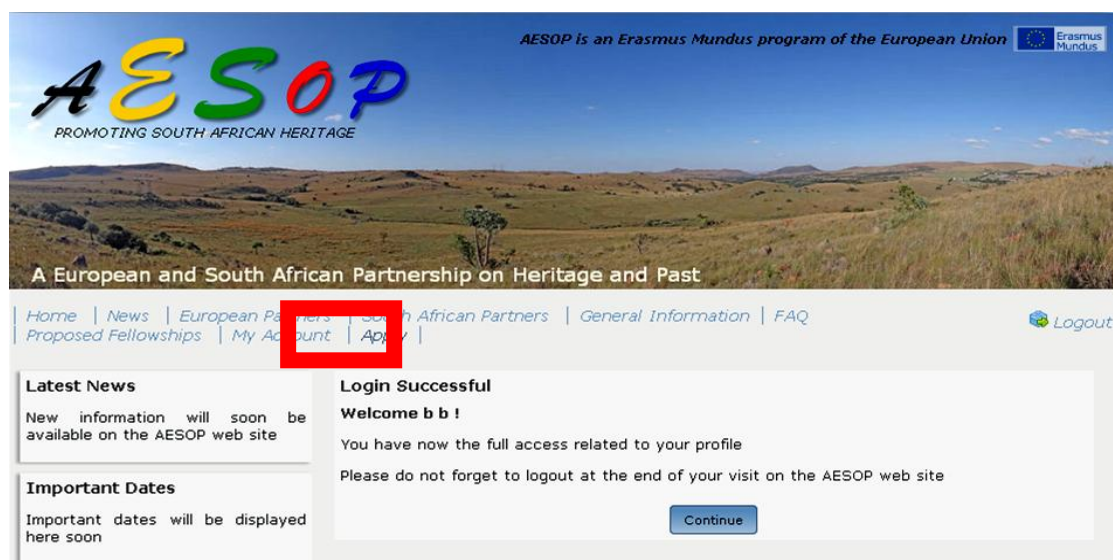


6. Apply

Click on the “Apply button” and fill in your registration.
You can stop you registration at any time and reconnect you to your account to finish it.

Please “save” all information you add/update in the application form using the button “save” if not the information will lost.

All documents will have to be uploaded as a pdf. document.



7. Apply

The application form is divided in different sections as described below.

Page 1: Personal data

Page 2: Home Institution

Page 3: Host institution

Page 4: University degree and study plan

Page 5: Languages

Page 6: Additional documents

Page 7: Submission

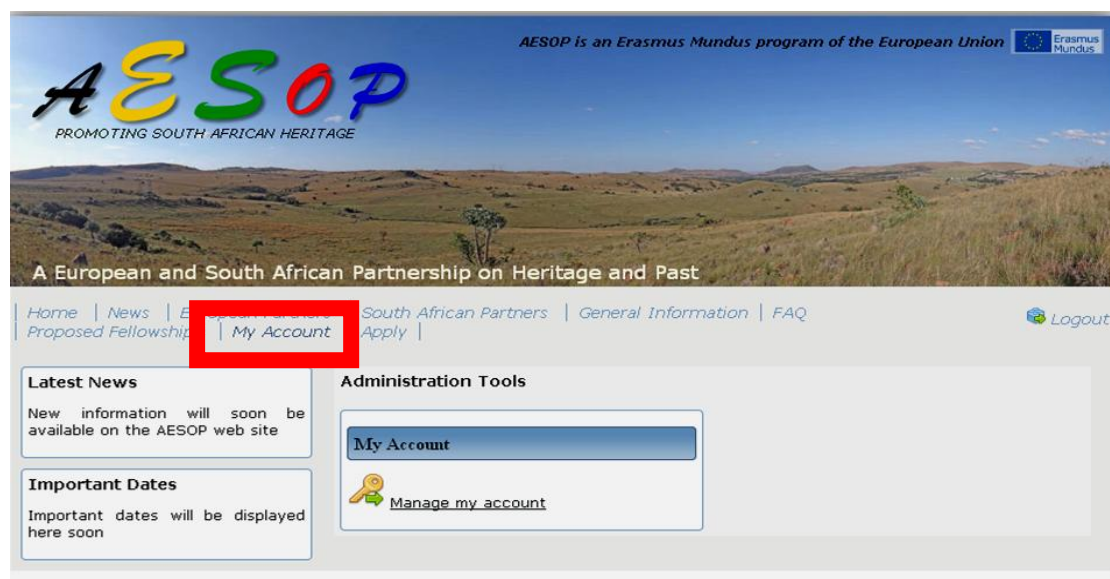
Please do not forget to save the information you add/update for each section.

You have to submit your application before the official deadline mentioned on the website.

Once you submit your application you cannot do any changes.

Only fully completed application forms will be accepted.

8. My account



Once you submitted your application you can find all the information related to your application in this tab.

If you are selected you will use this tab as an information platform for your mobility period : documents, specific information, etc.