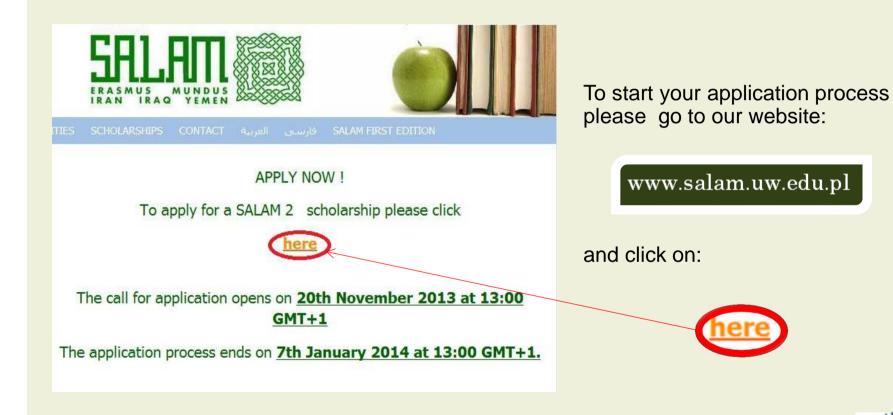# SALAM 2 Application process – a practical guide

This step-by-step guide was prepared for you to facilitate the application process. Please read carefully both the **instructions** that you may find on our on-line application platform and **this document** so that your application is completed successfully.

**APPLY NOW !**

To apply for a SALAM 2 scholarship please click

<u>here</u>

The call for application opens on **20th November 2013 at 13:00 GMT+1**

The application process ends on **7th January 2014 at 13:00 GMT+1.**

To start your application process please go to our website:

www.salam.uw.edu.pl

and click on:

here

## Welcome to Erasmus Mundus Action 2

Before you register we recommend you to view what courses/programs we offer. Open the Available Fields of Study table by clicking here

The application for Erasmus Mundus Action 2 is divided into 3 steps;

1. Registration for an account (this page). Note that you are only allowed to register once. If you register and apply from several accounts the selection committee will consider only the first one.
2. Application for course/program together with personal information.
3. Uploading of required documents.

You do not have a complete application until you have done all three steps. All applications and required documents must be submitted through our online forms. We do not accept applications or required documents sent through email.

Step 1:
Start by registering an account on this page. It is very important that you provide a valid email address and that you make sure to keep it active because some free email providers disable accounts that are not used for a duration of time (usually a few months) so check the situation with your email provider.

Step 2:
After you have successfully created an account you will receive your personal link to the application form. The link will be sent in an email to the address you enter on this page. If you do not recive an email from us within a few hours please make a new registration with an email address from a different provider. You can use that link to apply for several Universities and courses. You only have to fill in your personal information the first time.

Step 3:
When you submit an application you will receive a confirmation that we have received it. That confirmation also contains the link to your personal upload page. You have to upload all required documents to have a complete application. Only closed applications will be considered during the selection process.

Caution! During the application process you should never have two or more applications open in your web browser at any time as this could affect your applications in a harmful way.

Information for those applicants that are applying in the second or third cohort of a project
If you have applied in a previous cohort you will have to register to apply again and you have to use a different email address than the one you have used before.

All correspondence during the selection process will be by email. If you do not have an email address we recommend Gmail.

You will be redirected to our on-line application platform. Please read carefully the instructions given on this page and pay attention to the statements underlined on the picture.

Before you start the application process you may check what is the offer of SALAM 2 Partner Universities by

e recommend you by clicking here

Available fields of study for lot 2SALAM

| In the *Type of mobility* columns, place your cursor above an alternative to see more information | Type of mobility | | | | |
|---|---|---|---|---|---|
| Codes for priority - Fields of study | Undergrad | Masters | Doctorates | Post-doctorate fellowship | Academic staff |
| **1  Agricultural sciences** | | | | | |
| 1.1  Agriculture | Info Info | Info Info Info Info | Info Info Info Info Info Info Info | | |
| 1.2  Agricultural Economics | | | | | |
| 1.3  Food Science and Technology | | | | | |
| 1.4  Horticulture | | | | | |
| 1.5  Fisheries | | | | | |
| 1.6  Forestry | Info Info Info | Info Info Info | | | |
| 1.7  Animal Husbandry | | Info | | Info | Info |
| 1.8  Tropical/Subtropical Agriculture | | Info | Info | Info | Info |
| 1.9  Others - Agricultural Sciences | Info Info | Info Info Info Info | Info Info Info | Info Info Info | Info Info Info |
| **2  Architecture, urban and regional planning** | | | | | |
| 2.1  Architecture | | | | | |
| 2.2  Interior Design | | | | | |
| 2.3  Urban Planning | | Info Info | Info Info Info Info | Info Info Info Info Info Info | |
| 2.4  Regional Planning | | Info Info | | | |
| 2.5  Landscape Architecture | | | | | |
| 2.6  Transport and Traffic Studies | | Info Info | Info Info Info | Info Info Info Info | |
| 2.9  Others - Architecture, Urban and Regional Planning | | Info Info | Info Info Info Info Info Info | Info Info Info Info Info | Info |

**Agricultural Sciences** is available in German or English at **University of Goettingen – Germany.**

Click *Info* to get detailed information about this course/program.

In the table showing available fields of study you will see courses offered for 2014/2015 academic year. After placing the cursor on

Info

the basic information about the course will appear. After you click on it, you will be redirected to the more detailed information about the course.

## Detailed information about selected course/program

**EU code**
1.1 - Agriculture

**Mobility**
3 - PhD

**Location**
University of Goettingen - Germany

**Subject**
Agricultural Sciences

**Course/Program**
International Ph.D.Program for Agricultural Sciences in Göttingen (IPAG)

**Language**
English or German

**Academic requirements**
http://www.uni-goettingen.de/en/37338.html

**Max available positions**
3

**Information**
http://www.uni-goettingen.de/en/103826.html

**Homepage**
Go to homepage

**Contact person**
Grete Thinggaard-ter Meulen (gthingg@gwdg.de)

**Additional information**
For PhD applicants for an Erasmus Mundus Action 2 Scholarship at the University of Göttingen the invitation letter from a professor (i.e. potential supervisor) who is working in the same scientific field is obligatory.

The information about your chosen course will look like the one on the picture.
In case of any doubts or questions about the chosen course please write to the contact person.
Please pay attention to additional informations about the course.

**SALAM²** ERASMUS MUNDUS IRAN IRAQ YEMEN

**Erasmus Mundus**

Please fill in the form below. After you submit a confirmation email will be sent to you. Note that this is just the registration. You submit applications after you have received the confirmation email from this registration.

First name (given name)

Middle name

Last name (family name)

Email address

Submit

To start the application process first you have to register. Please pay attention to write your name and last name as it is written in the passport and to not misspell the email adress. After you register, you will see the confirmation of the registration was done and the confirmation email will be sent to you.

## Your registration was successful

A confirmation email was sent to you. It contains a link to the application. Note that you do not have a complete application until you have done all 3 steps (register, apply and upload required documents).

If you have not received the confirmation email within 24 hours there might be a problem with the email address you provided. In that case, make sure that your email account accepts mails (send a test email to yourself). Then return to this page and fill in the registration again.

UNIVERSITAS VARSOVIENSIS

Erasmus Mundus - Action 2
Lot 2SALAM

2013-11-20

Dear

Thank you for registering to EM Action 2 lot 2SALAM. **Make sure you save this mail.** It contains your personal link to the application form. Without it you can not apply to Erasmus Mundus Action 2.

**Note that you must apply through the electronic application form. We do not under any circumstances accept applications and required documents to be sent to us by email. Please read the instructions below carefully. They describe how you proceed with your application.**

The application for EM Action 2 is divided into 3 steps;

1. Registration for an account (you have already done that).
2. Application for course/program together with personal information.
3. Uploading of required documents.

You have already done step 1 so continue with step 2 by going to your personal application page (click here) to fill in the application form. **Note that** this link also can be used for accessing the upload page once you have submitted your personal information and applied to a mobility.

If you have trouble opening your application page with the link above, please make sure the link in your address bar looks like this (note that you must enter the entire link, it might be broken up on two rows in your mail):
https://emecw.gis.lu.se/?id=         )06:f55pww

Step 3:

When you submit an application (step 2) you will receive a confirmation that we have received it. That confirmation also contains the link to your personal upload page. You have to upload all required documents to have a complete application. **You also have to close your application after you have uploaded required documents. Only closed applications will be considered during the selection process.** To close the application follow the instructions on the upload page.

If you have any questions, please send them to salam@uw.edu.pl. Technical problems should be addressed to emecw@gis.lu.se.

Best regards,
the EM Action 2 staff

After you register you will receive a confirmation email with a link to your personal application page. Please read the email carefully and remember to not delete it.

If you did not receive a confirmation email, please check your spam folder.

In case if during your application you would experience any technical problems, please contact our technical support by writing to this address

In the email confirming your registration you could find the link to your personal application page. Please proceed with your application by opening the link and submitting your personal information. Over some fields you may notice the (Help) sign. When you place a cursor over this sign a short explanation how to fill in this field should appear.

### Application for Erasmus Mundus for Iran, Iraq and Yemen
### Full paid scholarship by the EU

**Information**

Use this page to fill in the on-line application form for the EM Action 2 courses. The information provided will be used by the relevant university and the Consortium for the selection of students and academic staff. **Fields marked with a yellow background are required fields, you have to fill them in.**

Some of the fields have instructions to help you with what to fill in. If you are uncertain of what to write in a field, access the help text by placing the cursor (mouse pointer) on top of the header.

**Personal information**

| First name (given name) | Middle name | Last name (family name) |
|---|---|---|

| Email | Marital status | Gender | Date of birth |
|---|---|---|---|
| | Select | Select | Year / Month / Day |

| Citizenship (Help) | Passport number | Passport expires |
|---|---|---|
| Select | | Year / Month / Day |

**Help**
Note that if your citizenship is not listed here it means that we can not accept your application in the SALAM 2 Project.

| Address | Postal/Zip code | City |
|---|---|---|

| Country | Phone number | Fax number |
|---|---|---|
| Select | | |

| Home University (if yours is not listed here, write its name to the right) (Help) | Home University (Help) |
|---|---|
| Select | |

| I accept that you send my name to my home University for validation | Mother tongue |
|---|---|
| Select / If you answered no, please state reason: | |

| 2nd language | Read | Write | Oral |
|---|---|---|---|
| Select | Select | Select | Select |

| 3rd language | Read | Write | Oral |
|---|---|---|---|
| Select | Select | Select | Select |

| Other language | Read | Write | Oral |
|---|---|---|---|
| | Select | Select | Select |

After you finished filling your Personal Information, Previous Educational Record, References and Miscellanous you will be asked to accept the Agreement. Please, pay attention to the underlined statements as those are basic requirements to be eligible for the scholarship.

Please remember about (Help) buttons which should explain how to fill particular fields.

At this stage of the application you will have to select your target group, type of mobility and subject . Please make your choices carefully as if they are not correct your application may be rejected. Remember also to check explanations hidden under the (Help) button if you have doubts how to fill in particular fields.

## Application for Erasmus Mundus for Iran, Iraq and Yemen
## Full paid scholarship by the EU

### Information

Your personal data is stored. On this page you select which mobilities/positions you want to apply for. Start by selecting Target group, Type of mobility and Subject to search for available mobilities. Use the help by placing the mouse (cursor) on top of a header or click the information link if you want more information about what target group and mobility means.

In the search result, click *Add to application* to add a mobility to your application. You can repeat this procedure for any subject until you reach the application limit.

Under *Your applications*, at the bottom of the page, is a summary of the mobilities you want to apply for. You can add, delete and move them before submitting. As long as the application is open you can return here at any time and make any changes you want.

Note that you have to press *Submit application* at the bottom of the page to send in your application or register changes.

After you made your choices you will see a list of courses that you may apply to. You're allowed to choose up to two courses. Here again you can find the links to detailed information about available courses. In case of any questions about academic issues please write to the contact person whose email is given on the detailed information page.

**SALAM**

Erasmus Mundus - Action 2
SALAM

2013-11-25

**Thank you for the second part of your application to SALAM**

This email contains your login to your personal page (displayed further down). It is very important that you save this email. Without your login to your personal page you will not be able to upload all required documents and your application will not be considered.

**The application deadline is 2014-01-07.**

You have to upload all required documents to have a complete application. **You also have to close your application. Only closed applications will be considered during the selection process.** To close the application follow the instructions on the upload page. Use your personal page to upload documents.

Proceed to your personal page

If you have trouble opening your upload page, please make sure the link in your address bar looks like this (note that you must enter the entire link, it might be broken up on two rows in your mail):
https://emecw.gis.lu.se/upload/?id=2SAL1300006:f55pww&lot=2SALAM

All applicants will be notified of the result by the steering committee by e-mail.

For further information please go to http://www.salam.uw.edu.pl

Good luck,
the SALAM staff

After you finish the step two of the application again you will receive a confirmation email. Please read it carefully and pay attention to the underlined statements.

To start the step three of the application you will have proceed to your personal page.

## Welcome to the upload page

Use the menu below to upload required documents.

**You have to close the application or it will not be considered during the selection!** Click the button *Close application* to do so. After you have closed your application **no more changes can be done.**

**For more information about what to upload, please place your mouse cursor above the document type name or go to our** information page.

To upload into a category click on a document category below. All categories marked with a red bullet (in the left column) must be uploaded. The bullet shifts to green if that category is done.

Please use your registration number (                    ) in all correspondence with the administration (salam@uw.edu.pl).

## Message board

Important information about
here on the message board.
once a week during the sele
on this page or by subscribin

## Uploaded documents

**Uploading of documents: incomplete**
- Proof of registration (**help**)
- Plan of work
- Passport or ID
- Your Current Resume or CV
- Course records (optional) (**help**)
- Official Transcript of Diploma or Degree (**help**)
- Supporting letter (optional) (**help**)
- Official Language Test (optional)
- English translation of Official Tra
- Motivation letter (optional)
- Bibliography (**help**)

**Help**
This is optional. Supporting letter from the prospective supervisor / head of unit at the Host University. Please check the desription of the programme you are applying for whether it is necessary or not to provide the document.

After choosing the courses you want to apply to you will have to upload required documents. If you are not sure whether your documents meet the requirements, please consult it directly with your chosen faculty. The obligatory documents are marked with red, and optional – with green dot.

**Uploaded documents**

Uploading of documents: complete

- Proof of registration (help)
- Plan of work
- Passport or ID
- Your Current Resume or CV
- Course records (optional) (help)
- Official Transcript of Diploma or Degree (help)
- Supporting letter (optional) (help)
- Official Language Test (optional) (help)
- English translation of Official Transcript of Diploma or Degree (help)
- Motivation letter (optional)
- Bibliography (help)

**Close application**

Your application will not be considered until you close it. First upload required documents. Applications with a full list of required documents have a better chance of being accepted in the selection process.

Note that when you close your application you will no longer be able to make any changes to your personal data, what you apply for or what documents you submit. Your application will be completely locked.

Close application

**Your submitted applications**

To see a print out form of your application, click here

This is your applied mobilities:

1. Other - Open Application
2. Other - Open Application

You can fill in a new application when you no longer are above the limit of how many applications you can submit (currently 2 applications).

Change your current application

When you submit the required documents the status of uploaded documents will change to „complete". As long as your application is opened you may change all the data in the application form, uploaded documents etc. When you are sure that you made your final choice and added all necessary data and documents, you may close your application. Please remember that only closed applications will take part in selection process.

**Close application**

Your application will not be considered until you close it. First upload required documents. Applications with a full list of required documents have a better chance of being accepted in the selection process.

Note that when you close your application you will no longer be able to make any changes to your personal data, what you apply for or what documents you submit. Your application will be completely locked.

If you close your application you will not be able to make any changes to it. This includes uploading required documents. Only close your application when it is ready to be reviewed by the selection committee. Confirm by clicking the button below again.

[ Confirm closing the application ]

**Your submitted applications**

To see a print out form of your application, click here

This is your applied mobilities:

1. History of Art
2. Humanities

You can fill in a new application when you no longer are above the limit of how many applications you can submit (currently 2 applications).

Change your current application

You will have to confirm that you want to close the application.

**Your application is complete**

Your application is complete and under consideration by the selection committee.

**The selection committee might provide information periodically to you on the message board (to the right) before you get a formal decision so return to this page at least once a week.**

Bookmark this page or use the link in the confirmation mail sent out when you registered.

Click here to view your application.

**Message board**

Important information about your application will be posted here on the message board. Make sure you check it at least once a week during the selection process. You can do it here on this page or by subscribing to this page's RSS feed.

**Please revise your Target Group**

Dear all, If you had a problem with choosing your Target Group, please revise it. You can choose between: - Target Group 1: currently registered at one of Partner Universities, - Target Group 2: currently registered at the Higher Education Institution in Iran, Iraq or Yemen; students who have obtained a university degree or equivalent from the Higher Education Institution in Iran, Iraq or Yemen; Staff must work or be associated to the Higher Education Institution in Iran, Iraq or Yemen. - Target Group 3: Nationals of Iran, Iraq or Yemen who are in particularly vulnerable situations for social and/or political reasons. International or national certification of such a status has to be attached to the application. Please apply within the Target Group that suits your profile best. Applications for inappropriate Target Groups shall result in rejection of the application form. TG1 and TG2 students (BA, MA, PhD, PostDoc) must NOT have resided nor carried out their main activity in any of EU countries for a total duration of more than 12 months over the last 5 years. Best regards, SALAM 2 Team

Published 2013-11-22

When you close your application you will no longer be able to make any changes. Please remember to visit your personal website at least once a week as important information about the selection process may be published there.

## You have completed your application to Action 2

salam@uw.edu.pl

Do:

**ECW Lot 2SALAM**

Erasmus Mundus - Action 2
Lot 2SALAM

2013-11-30
Dear Salam 2 SALAM 2

Thank you for applying to Action 2 lot 2SALAM. You have closed your application so it is now locked and you can no longer make any changes.

The steering committee will assess your application when the deadline has run out (2014-01-07). When that is done you will be notified by email if you were accepted or not. Please note that this can take several months.

The consortium might publish information about the application procedure on an RSS feed. To access it, go to the RSS feed. If you do not know about RSS there is plenty of information on the Internet.

Best regards,
the Action 2 staff

You will receive also the email confirming that your application was submitted and will take part in the selection process.
Please remember that only after closing your application, it will be taken into consideration.

GOOD LUCK!