**REQUEST FOR ADMISSION TO SMACCs**

**YEAR 2024-2025**

**Deadlines for applications:**

* **Students who want to apply for Erasmus Mundus (or other) Scholarships: 1st March 2024**
* **Self-funded students who need VISA for studies: 15th April 2024**
* **Self-funded students who do not need VISA: 8th June 2024**

**INCOMPLETE FORMS WILL NOT BE PROCESSED**

Thank you for uploading the form **completed, dated and signed** by you (signature on page 6) and **accompanied by copies of the requested documents** (see page 6).

Contact email (only for questions: **files received by email will not be processed**): [admissions@smaccs.eu](mailto:admissions@smaccs.eu)

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**First name**:

**Family name**:

1. **What path of study would you like to undertake?**

**Please rank by order of preference the three (3) options related to the different course paths, semesters and mobility schemes. Indicate between the corresponding brackets three numbers, from 1 to 3, 1 being the first preferred choice. In case of admission, we will do our best to grant you access to the path with your highest preference, but please be aware that we must ensure balance between the 4 SMACCS universities:**

( ) UVAASA – UMONS – UPV/EHU

( ) UVAASA – IHU – UPV/EHU

( ) UPV/EHU – UMONS – UVAASA

( ) UPV/EHU – IHU – UVAASA

|  |
| --- |
| **For the language courses, please also specify the desired optional language courses you want to take[[1]](#footnote-1):** |
| * Spanish * Basque * French * Greek * Finnish * None |

1. **Information**

Nationality: Gender:  M /  F /  D

Civil status:  single  married  divorced  separated  widow(er)  legal cohabitant

Date of birth (dd/mm/yyyy):

Place of birth: Country:

Mobile phone :

E-mail (mandatory):

**Home address:**  N°: …………………………………………

Postal code: City:

Country:

**Current address:**  N°: ……………………………………………

Postal code: City:

Country:

**For non – EU candidates current address if living in E.U.:**  N°: ………………………………………………

Postal code: City:

Country:

Duration:

**Mailing address:**

* At your home
* At your current address (postal code)
* At another contact person (please specify): …………………………………………………………………………………………………………………

1. **Learning activities during and after University/higher education (apart from higher education degrees which have to be listed in section E below)~~:~~**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period:**  **from (mm/yyyy) – to (mm/yyyy)** | **Studies or other learning activities** | **Name of institution** | **Results achieved (success or failure)** |
|  |  |  |  |

1. **Work experience, including internships during studies. Please note that, in order to be considered in the evaluation of your application, a work experience/internship must be supported by relevant documents and/or certificates, and appended to your application:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period:**  **from (mm/yyyy) – to (mm/yyyy)** | **Percentage of occupation (full-time: 100%). This shall appear on the supporting documents.** | **Type of activity and position (internship, job, volunteering, ...)** | **Facility/employer name**  **and location** |
|  |  |  |  |

1. **Higher Education (university or non-university): Degrees obtained after secondary school education**
2. Exact Degree Title:

Date of starting the degree: ………………………………………………………

Date of obtaining the degree (expected date if degree still ongoing): ………………………………………………………

Normal duration of studies (in years): ………………………………………………………

Check as applicable:  Full time studies  Part-time studies

Reason for not completing the degree on time (leave empty if not applicable): ………………………………………………………………………………

Institution:

City: ………………………………………………………; Postal code: ………………………………………………………

Country: ………………………………………………………

Result : ………………………………………………………

Did you do graduation work/a thesis?  yes -  no

If so, subject: ………………………………………………………………………………………………………………………………………………………………………

1. Exact Degree Title:

Date of starting the degree: ………………………………………………………

Date of obtaining the degree (expected date if degree still ongoing): ………………………………………………………

Normal duration of studies (in years): ………………………………………………………

Check as applicable:  Full time studies  Part-time studies

Reason for not completing the degree on time (leave empty if not applicable): ………………………………………………………………………………

Institution:

City: ………………………………………………………; Postal code: ………………………………………………………

Country: ………………………………………………………

Result : ………………………………………………………

Did you do graduation work/a thesis?  yes -  no

If so, subject: ………………………………………………………………………………………………………………………………………………………………………

1. Exact Degree Title:

Date of starting the degree: ………………………………………………………

Date of obtaining the degree (expected date if degree still ongoing): ………………………………………………………

Normal duration of studies (in years): ………………………………………………………

Check as applicable:  Full time studies  Part-time studies

Reason for not completing the degree on time (leave empty if not applicable): ………………………………………………………………………………

Institution:

City: ………………………………………………………; Postal code: ………………………………………………………

Country: ………………………………………………………

Result : ………………………………………………………

Did you do graduation work/a thesis?  yes -  no

If so, subject: ………………………………………………………………………………………………………………………………………………………………………

1. **Knowledge of languages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Native language | Good | Average | Low |
| French |  |  |  |  |
| English |  |  |  |  |
| Spanish |  |  |  |  |
| Basque |  |  |  |  |
| Greek |  |  |  |  |
| Finnish |  |  |  |  |
| Other: |  |  |  |  |

1. **Scientific publications (peer-reviewed only). Publications shall be accessible through their Digital Object Identifier (DOI) in order to be properly considered. Please replicate if necessary:**

**1.** Publication type (check as applicable):

 National conference  International conference  National journal  International journal

Publication information (authors, article title, journal/conference name, volume/issue, pages, Digital Object Identifier DOI):

**2.** Publication type (check as applicable):

 National conference  International conference  National journal  International journal

Publication information (authors, article title, journal/conference name, volume/issue, pages, Digital Object Identifier DOI):

**3.** Publication type (check as applicable):

 National conference  International conference  National journal  International journal

Publication information (authors, article title, journal/conference name, volume/issue, pages, Digital Object Identifier DOI):

**4.** Publication type (check as applicable):

 National conference  International conference  National journal  International journal

Publication information (authors, article title, journal/conference name, volume/issue, pages, Digital Object Identifier DOI):

1. **Contact details of two persons who could provide reference of your past performance (at least one referee must be from academia)**

**Name 1:**

**Contact details**

Institution/company name:

Position:

Postal address:

Telephone number:

E-mail:

**Name 2:**

**Contact details**

Institution/company name:

Position:

Postal address:

Telephone number:

E-mail:

**Important note:**

Applicants must contact the reference persons prior to mentioning their contact details in the application form and make sure that their referees will provide a reference letter as part of their application. **It is the responsibility of applicants to inform the two referees that they have to submit the reference letters directly to the email address** [**applications@smaccs.eu**](mailto:applications@smaccs.eu) **no later than 15 calendar days after the application deadline that corresponds to their case. Reference letters received after this date will not be considered.**

The template of the reference letter to be used by the referees is available for download on the SMACCs website (Admission/Instructions section, [link](https://www.smaccs.eu/admissions/instructions/)).

For confidentiality reasons no information will be communicated to the applicant on the receipt of the letters.

**DOCUMENTS TO PROVIDE**

**Check the boxes for the documents provided (MANDATORY)**

**Remarks**:

* All annexes to your application must be certified original copies **(certified copies are made by a competent official at the municipal administration of the country in which you are).**
* If the certified copies of the originals are not written in English, they must be accompanied by a translation into English by a sworn translator.
* Should your application be successful, you will have to present the originals of these documents at registration.
* By default, the documents must be submitted by the application deadline. Exceptions are explained below.

**Documents to provide**

* Application form (filled-in and signed).
* Motivation letter (1-page).
* Proof of sufficient knowledge of the English language: test certificate (see SMACCs website for accepted tests: http://www.smaccs.eu/admissions/admission-criteria/), or document provided by the institution in case English was the language of instruction. If you are not able to provide the test certificate by the application deadline, please provide a proof of registration which includes the date of your test.
* CV (Europass template highly recommended, see https://europa.eu/europass/en).
* Copies of awarded degrees. If you are in the last year of your first degree (Bachelor or Master) at the time of application, you should provide a document of your institution which certifies that you are in position to obtain the degree and gives the date you will be able to provide copies of your degree certificate and final transcripts of records. Any possible admission to the programme, and/or any scholarship offer, will be conditioned by the reception of these documents before 31st July 2024.
* Copies of academic transcripts. If you are in the last year of your current degree at the time of application, you should provide all the available transcripts at that date.
* Copies of professional experience/certificates.
* Copy of the identity page of your passport (or ID card for EU applicants).
* Proof of residence (a residence certificate issued in accordance with your municipality normal registration rules, or a certificate from your place of work, study or training issued by the employer or the institution, or a utility bill with your name and your residence address explicitly mentioned).

**ATTENTION !**

«According to art. 98 of the decree of the French-speaking Community of Belgium of 7 November 2013 defining the landscape of higher education, any incorrect or misleading declaration will be considered as a registration fraud, sanctioned by the loss of the status of student regularly enrolled, as well as all the rights related to this quality and the effects of law related to the success of tests during the academic year; without reimbursement of registration fees, without prejudice to the possibility of exclusion, which may lead to the refusal of registration at a higher education institution for 5 years».

I certify on my honour that this information is accurate and complete and that I have not been to any other institution than those mentioned on this form.

I hereby declare that I have not previously received an Erasmus Mundus Master Course or JMD (Action 1) Scholarship.

Under the terms of the General Data Protection Regulation, I consent to the SMACCs consortium securely and confidentially processing the personal data provided by me in this application form and the accompanying documents for the purpose of administrating my student application form.

Place:

Date:

First name of the student:

Family name of the student:

Signature of the student[[2]](#footnote-2)

1. Scholarship holders are exempt from extra costs. [↑](#footnote-ref-1)
2. Imperative under penalty of refusal [↑](#footnote-ref-2)