Máster Oficial Erasmus Mundus en Estudios de las Mujeres y de Género
Erasmus Mundus Master's Degree in Women's and Gender Studies

ERASMUS MUNDUS MASTER IN WOMEN'S AND GENDER STUDIES (GEMMA)
STUDENT APPLICATION INSTRUCTIONS

Candidates who applied to GEMMA previously should treat each subsequent application as completely new and attach all necessary documents again.

I. GEMMA eligibility information

- Candidates should be in possession of at least a University Bachelor degree (or its equivalent: 180 ECTS, minimum 3 years of study).
- Candidates should have proven knowledge of the language of instruction of the GEMMA Home Institution <u>and</u> of the language of the Mobility Institution (please see the "Languages" section of the instructions below for more details).
- Candidates must correctly fill out the online application form, including all attachments, and be able to post hard copies of all required documents when requested to do so.
- Candidates must submit their application within the deadline.
- Candidates must be able to commit to full-time study during the 2 years period of the course and must be able to complete the compulsory international mobility route.
- Candidates must indicate the preferences for the mobility route – <u>all combinations are possible provided that they include two different universities in two different European countries</u> (it is therefore not possible to select Granada-Oviedo and Oviedo-Granada).
- Candidates from outside the European Union must be able to meet all legal visa proceedings.

II. Submission of applications

Candidates should complete the application form in all sections. Applications can be completed in English or in any of the other two teaching languages: Italian or Spanish. However candidates should fill out the application in the language of instruction of the institution they choose as their 1st preference home university. Therefore, if you are applying to Granada or Oviedo as the 1st preference home university, you should fill out the application in Spanish, while if you are applying to CEU, Hull, Lodz or Utrecht, you should do so in English. For Bologna, you can use either English or Italian. Failure to choose the correct language for your application could result in automatic rejection.

The application form should be submitted on-line via the GEMMA webpage.
 Only exceptionally, if this was not possible due to technical difficulties, candidates may email it to gemma@ugr.es, always before the deadline and after having informed the central coordination about the nature of the difficulties experienced.

Deadline for submitting applications is **17:00, on the 15th of May 2017** Granada local time. Applications received after that date will not be considered.

The following documents (originals) must be scanned and attached to the online application:
(For further instructions, see the file **"List of required documents"**)

1. CV (should follow the Europass template:
   https://europass.cedefop.europa.eu/documents/curriculum-vitae)
2. Diploma (where necessary, the candidate must provide a translation into any of the GEMMA working languages)
3. Official transcript of academic records (where necessary, the candidate must provide a translation into any of the GEMMA working languages)
4. Separate Average grade certificate (if not included in the Official transcripts of Academic Records)
5. Language certificate (GEMMA Home university)
6. Language certificate (GEMMA Mobility university)
7. Motivation letter
8. A photocopy of the candidate's passport
9. Letters of recommendation *Please see paragraph IIIa below for detailed instructions on the submission of letters of recommendation.

Note: you may also attach other supporting documents, such as publications, certificates of participation in conferences and congresses, specialist course diplomas, professional experience certificates, references, etc. All additional documents should be included scanned in a single pdf file (Not exceeding 4 GB).

Once your application is registered, the system will automatically send you a **notification email with a reference number**, which you should keep and use for all correspondence with the coordinating institution regarding the selection process.

There is no need to send hard copies of your documents. Only if you are selected for the scholarship (Main or Reserve list), you will be requested to send paper copies of all the above documents to Granada during the month of June 2017 (further instructions will be given in due time). Documents should, in this case, be posted by express mail so that they are received by the end of June 2017 at the latest. Submitted documents will not be returned.

Please note that candidates, who provide certified copies of their documents in the selection process and are selected for the program, will have to present the originals immediately upon the commencement of their study period at the Home and the Mobility university. Failure to do so will result in the student´s dropout from the program.

IIIa. Letters of recommendation

When filling out your application form, you will need to provide us with contact details for the two authors of your letters. The system will send an automated email to each person, with a link enabling them to attach the letters, signed and stamped, to your application. You will receive a confirmation email each time a letter is uploaded to your application.

The letters should indicate the professional or academic relation between yourself and the letter of recommendation author and provide a reference on the applicant's academic and general suitability to undertake the proposed course of study and specifically the following information:

- How long has the author known the applicant and in what capacity;
- The nature and class of degree already obtained or expected to be obtained prior to the commencement of the course;
- How the applicant's achievements compare to those of his/her peers;
- For applicants who hold professional qualifications or have professional experience, how the qualifications and/or experience would contribute to the applicant's suitability;
- The applicant's general suitability for graduate study, including any distinct strengths or weaknesses.

Please remember that both letters MUST BE submitted before the established deadline. The system will generate links which will be valid until the 15th May 2017 that will be the ABSOLUTE deadline for uploading the letters. It is the responsibility of the applicant to make sure that the deadlines are met by both authors; therefore we highly recommend submitting the application with sufficient time in advance.

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III. Selection criteria

CRITERION AND WEIGHT	SUB-CRITERIA
A. Academic excellence (50%)	Previous University study results
	Other courses/training related with women's / gender / feminist studies
	TOTAL A
B. Prior knowledge, professional experience, motivation and social skills (40%)	Experience
	Management, coordination functions & social skills (autonomy, initiative and capacity to work in a team)
	Relations between professional experience and GEMMA study plan proposed by candidate

	GEMMA will be part of a professional career, plan, project	
	Relation between GEMMA field of study and the candidate's background	
	Creativity, innovation and potential	
		TOTAL B
C. Language knowledge (10%)	Candidate masters the language of instruction at the first choice home institution	
	Candidate masters the language of instruction at the mobility institution	
		TOTAL C
Total (100%)	**A + B + C**	

IV. Languages

The **languages of instruction** used at the universities that form the GEMMA Consortium are:
- Granada –Spanish in the first year (Home) and English or Spanish in the second year (Mobility);
- Oviedo - Spanish in the first year (Home) and English in the second year (Mobility)
- Bologna – Italian (and some courses in English);
- CEU, Hull, Utrecht, and Lodz - English.

It is obligatory to include a certificate of the language of instruction of the institution chosen as Home University in GEMMA. If the language of instruction at the chosen Home University is your mother tongue or the language of instruction of your first degree, you must add a signed declaration stating this condition.

It is also obligatory to include a certificate of the language of instruction of the institution chosen as Mobility University in GEMMA. If the language of instruction at the chosen Mobility University is your mother tongue or the language of instruction of your first degree, you must add a signed declaration stating this condition.

If both universities teach in English, only the English certificate (or any official document proving your proficiency in English) is necessary.

Language certificates must be submitted together with all other documents at the time of submitting the application. If you wish to submit certificates with international recognition, such as IELTS, TOEFL, etc., it is your responsibility to make sure that you can have the results ready before the deadline for applications.

Certificates accepted:

English: TOEFL, IELTS, Cambridge Proficiency test or equivalent

Spanish: Instituto Cervantes DELE certificate or equivalent

Italian: Dante Institute standard test or equivalent

The selection Committee has established **recommended scores** for language certificates: IELTS: 6.5; TOEFL (Internet Based): 93; Cambridge Certificates: CAE: C grade, CPE: C grade. Applications with lower scores will also be considered, provided that the candidate can demonstrate their mastery of the language in question.

In the case of the Universities of Utrecht, as well as Central European University, TOEFL and IELTS tests are recommended, although other official certificates may be considered. Following the changes in the UK Home Office, **the University of Hull does not accept TOEFL any longer**. (You can find further information: http://masteres.ugr.es/gemma/pages/faq/preguntas-frecuentes-estudiantes/8-acuales-son-los-requisitos-en-cuanto-a-los-certificados-de-idiomas)

V. Communication of selection results

Selected candidates will be informed by email by June 2017. They will be asked to post hard copies of their documents to Granada.