GLODEP
INTERNATIONAL
DEVELOPMENT
STUDIES

Funded by the
Erasmus+ Programme
of the European Union

Dear applicant,

The fact that you are reading this document indicates that you are seriously interested in applying for International Development Studies program at GLODEP Consortium (hereinafter as "GLODEP program").

In order to complete your application process successfully, please read all the instructions in this document carefully and fill in the application online.

- Be aware that you have to fill in the application and upload the documents at one time as it is not possible to save the application and continue later.
- Check that you have all the required documents ready to be attached.

APPLICATION STEP BY STEP:

1) **PERSONAL DETAILS**
NATIONALITY – Your nationality has implications for the amount of participation costs and for the subsistence cost. You cannot change the declaration of nationality at a later date. Please take into consideration the following when indicating your nationality.

- *Applicants with multiple nationalities must decide under which nationality they will apply by the application stage.*
- *Applicants whose nationality is one of the Erasmus+ Partner Countries and who are not residents, nor have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in a Programme Country are considered as Partner Country students.*

2) **ACADEMIC QUALIFICATION**

SECONDARY EDUCATION
In this section please fill in the name of a secondary education school you have successfully completed and type of a school diploma (e.g. certificate of secondary education, higher school certificate, maturity diploma etc.)

TERTIARY EDUCATION
In this section please fill in the names of all the university degrees you have successfully completed.
If you have gained more than one degree, please use the "Add tertiary education" button and fill in the details.

LANGUAGE SKILLS
In this section fill in your first language and add other language skills using the "Add language" button.

3) **SCHOLARSHIP**
In this part select the scholarship you would like to apply for. You can choose both options (EMJMD scholarship and Consortium scholarship).
If you have already obtained an EMJMD scholarship or an EMMC/Joint Doctorate scholarship, you are not eligible to apply for another EMJMD scholarship.

4) **ADDITIONAL INFORMATION**
If you need to apply for a visa for the Czech Republic, we strongly advise you to apply for university accommodation, as you will need proof of accommodation for the visa application. This proof will be provided by Palacký University staff.

GLODEP CONSORTIUM
PALACKÝ UNIVERSITY OLOMOUC | FACULTY OF SCIENCE
DEPARTMENT OF DEVELOPMENT & ENVIRONMENTAL STUDIES
17. LISTOPADU 12, 771 46 OLOMOUC, CZECH REPUBLIC
WWW.GLODEP.EU | STUDY@GLODEP.EU

Palacký University Olomouc   UNIVERSITÉ Clermont Auvergne   UNIVERSITÀ DI PAVIA

5) ATTACHMENTS

- Upload all the required attachments in the following order and label the individual documents correctly (see below).
- You need to upload all the following documents:

1. **Proof of nationality** – copy of valid passport (applicants with multiple nationalities must specify at the application stage under which nationality they wish to apply). Please note that for non-EU citizens only copy of passport, not ID, is acceptable. Citizens of the European Union may use their ID as proof of nationality. Upload only the page of the passport with holders´ photograph and name of the passport holder.

2. **Proof of place of residence** – e.g. a) residence certificate; b) certificate or confirmation letter from the applicant's place of work, study or training issued by the employer or institution in question. Alternatively, a receipt of the tax payment, residential rental agreement or employment contract in English where applicant's name is clearly stated can be attached. The document must be issued no more than 12 months before the application submission deadline; c) passport or personal ID (for EU citizens). Passport or ID is accepted as a proof of place of residence only in case it was issued no more than 12 months before the application submission deadline and if the place of residence is stated in the passport.

3. **Copy (scan) of a diploma** proving completed tertiary education (bachelor/master/PhD). A bachelor diploma must correspond to 180 ECTS credits.

4. **Copy (scan) of transcript of records** related to the above mentioned diploma(s) including all completed courses at the time of application. If the original is in a language other than English, the certified (legally attested) copy must be in the form of a certified translation in English.

5. **Proof of English proficiency** – all applicants need to provide a proof of sufficient knowledge of English by meeting at least one of the criteria listed below. Please begin this process well in advance as it can be time consuming depending on which option applies to you.

   a. a diploma of tertiary education where English was the language of instruction (in this case, submit a [Declaration of Honour](#))

   b. having successfully completed course units in tertiary education with a minimum total of 60 study credits where English was the language of instruction (the proof showing the number of ECTS credits studied in English must be signed and stamped by the Educational Institution)

   c. having successfully completed one of the following language tests:

      i. TOEFL: minimum level 550 paper-based, 213 computer-based, 79 internet-based (attention: TOEFL ITP will NOT be accepted)

      ii. TOEIC with minimum level: 785

      iii. IELTS: minimum level academic module 6,5

      iv. Cambridge Certificate of Advanced English (CAE), grade B

      v. Cambridge Certificate of Proficiency in English (CPE), grade C

   ATTENTION:

   - TOEFL, TOEIC, and IELTS certificates cannot be older than 2 years, i.e. not older than 1st November 2015. CAE and CPE certificates cannot be older than 4 years, i.e. not older than 1st November 2013.

   - Only the language tests mentioned above are accepted. No exceptions are made. If your test is not included in this list it will not be accepted. We kindly ask you not to contact us to ask for exemption based on other test methods.

   - No scores below the above stated minimums will be accepted.

6. **Curriculum Vitae** of maximum two A4 pages.

7. **Motivation letter** of maximum 500 words. The motivation letter should mainly focus on your academic interest in GLODEP program and what you hope to achieve through studying in the program.

Additional relevant information can also be included, and you may refer to your Curriculum Vitae to save space. Please refrain from describing the GLODEP program unless doing so is relevant to your argument.

8. **Two letters of recommendation**. We recommend that the letters are from academic referees (e.g. your former university lecturers that are able to judge your academic qualities and potential) and have been explicitly written for GLODEP program application. The reference letter should include: date of issue, name, institution, position, signature, official stamp (if available) and contact details (phone number and email) of the person/institution recommending you.

- All the documents must be **in English**.
- All the documents need to be in one of the following **formats (.jpg or .pdf)** and they have to be **labelled and ranked** in the following way:
  - 1_Family name_passport
  - 2_Family name_residence
  - 3_Family name_diploma
  - 4_Family name_transcript
  - 5_Family name_language certificate OR 5_Family name_declaration of honour
  - 6_Family name_CV
  - 7_Family name_motivation letter
  - 8_Family name_recommendations

  Example: If your name is Thomas Piketty, the first document (scan of passport) shall be labelled "1_Piketty_passport", not "1_Family name_passport".

We recommend you to **avoid last-minute application** due to the risk of on-line application system slowdown.

ELIGIBILITY CRITERIA:
You will only be considered for the selection process if you fulfil the eligibility criteria below:
- Compliance with the application deadline – 28th February 2018
- Completeness of the application (including all the required documents uploaded and labelled as explained above)

You will only be considered for granting EMJMD Scholarship if you are not a previous holder of an EMJMD/EMMC scholarship

NOTE ON NOSTRIFICATION (DIPLOMA RECOGNITION)

The **nostrification** (i.e. the recognition of the diploma from your completed tertiary education) is one of the conditions for being accepted to the program. The purpose of this process is to have your university degree and qualification recognized in the Czech Republic. You can find the list of required documents and the description of the procedure at the underline website of the Czech Ministry of Education, Youth and Sports. We recommend you to check the guidelines before applying for GLODEP program in order to become familiar with the process and know all the documents you will be required to hand in at a later date. **It is not required to have your diploma recognized at the time of application**.

If you are one of the selected applicants, we will provide you more information on diploma recognition in order to enable you to apply for your diploma recognition early enough as it has to be provided before the enrolment at Palacký University in the first half of September 2018.

Ověřovací doložka změny datového formátu dokumentu podle § 69a zákona č. 499/2004 Sb.

Doložka číslo: 396

Původní datový formát: application/pdf

UUID původní komponenty: 20514-27957

Jméno a příjmení osoby, která změnu formátu dokumentu provedla:

Systém ERMS (zpracovatel dokumentu František VESELÝ)

Subjekt, který změnu formátu provedl: Univerzita Palackého v Olomouci

Datum vyhotovení ověřovací doložky: 24.06.2019 07:18:21

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