



ERASMUS MUNDUS MASTERS COURSE

EUROPEAN MSc  
IN MARINE ENVIRONMENT AND RESOURCES  
MER CONSORTIUM

[www.merconsortium.eu](http://www.merconsortium.eu)



## On-Line Application Form – Guidance Notes

Although some sections of the form may not be relevant to you, please complete it as fully as possible to avoid unnecessary delays to your application.

### Name and contact details

- 1) Please type your title, surname/family name, and any other names in full (i.e. personal and/or forename/s) and in capital letters.
- 2) The name provided should correspond exactly with the name on your degree certificate(s), passport and birth certificate.
- 3) Your permanent home address is the address where you usually live.
- 4) If you would prefer correspondence about your application to be sent to a different address, please complete the address for correspondence section, specifying relevant dates (if known).
- 5) Please include your personal email addresses.
- 6) International applicants who are liaising through one of the University's authorised representatives should also include the representative's details, including name, email address, company name and country.
- 7) If, having submitted your application, any of your personal details change, please inform the MER Secretariat ([mer@merconsortium.eu](mailto:mer@merconsortium.eu)) as soon as possible.

### Programme of study

- 1) The postgraduate prospectus is available online at [www.merconsortium.eu](http://www.merconsortium.eu).
- 2) Please note that in, line with visa regulations, most international students cannot enrol for part-time study.
- 3) If you have a previous student ID from the partner Universities, please include it on the form. This helps us maintain a full, accurate record of your studies.

### Higher education

- 1) Please provide details of your academic career to date (at university level or equivalent).
- 2) Please provide details of your current study or most recent qualification first.
- 3) Institution: name of the institution which awarded your qualification.
- 4) Title of qualification: include details of the type of award, e.g. BA, BSc or MA.
- 5) Main subjects studied: state the major academic discipline/s studied, e.g. Chemistry, etc.  
GPA/degree classification: list the grades you attained and the type of assessment method, e.g. percentage, Grade Point Average (GPA), degree class, etc.
- 6) Results expected: If GPA/degree classification has not been confirmed, please indicate when you expect to know the outcome.
- 7) Language of instruction: Indicate the language in which the majority of the programme was taught, e.g. English, Japanese etc.
- 8) Please provide evidence of study (e.g. certificate and transcript). You can attach photocopied evidence with the application form but you may be required to provide original documentation to complete the admissions process.

## Professional or other qualifications

Please list any professional or other qualifications that you hold, for example Chartered Institute of Marketing (CIM) qualifications, Chartered Engineer (CEng) status etc. Please also include details of any professional body membership, e.g. Association of Chartered Certified Accountants (ACCA), the Institution of Electrical Engineers (IEE) and the Law Society.

## Foreign language proficiency

- 1) If your first language is not English, and you do not already hold a first degree from a UK university, you will be required to achieve a satisfactory result in an approved English language test. This will ensure that you can enjoy the full benefits of your university studies.
- 2) Nationals from certain countries are exempt from English language tests. For details see [www.soton.ac.uk/international/join\\_us/entryreqs.html](http://www.soton.ac.uk/international/join_us/entryreqs.html) or contact the International Office at [international@soton.ac.uk](mailto:international@soton.ac.uk).
- 3) A range of qualifications are accepted, such as IELTS and TOEFL, or successful completion of an appropriate pre-entry English language course at the University. For a list of acceptable qualifications please consult the postgraduate prospectus, or see our online information about how to apply for postgraduate study at [www.soton.ac.uk/study/postgraduate](http://www.soton.ac.uk/study/postgraduate).
- 4) Entry requirements for international students are also listed on the International Students' web pages at <http://www.soton.ac.uk/international>. In general, only qualifications attained in the last three years will be accepted as evidence of current language proficiency.
- 5) If you have already taken an English language test please, give full details in the space provided. Please provide evidence of the qualification (i.e. certificate) with your application. Any offer of admission will remain conditional until the original documents have been submitted (with the exception of IELTS courses).
- 6) If you have recently taken an IELTS test, please supply the 18-digit Test Report Form (TRF) number for verification.

## Nationality/Residency information

- 1) Information provided in this section will help to determine the level of tuition fees you pay (home or overseas). Definitions of the EU and EEA are given at the end of this section.
- 2) You are asked to assess which residential category applies to you. Please select the category which best describes you and enter the code in the box provided. The code you choose is provisional and the information will help the University to determine your residence status and thus your fee level.
- 3) The University may request additional information and documentary evidence from you before a decision is taken.

### Residence category definitions

- A** You are an EU national, or live in the Channel Islands or Isle of Man, or you are the child of an EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education.
- B** You have Indefinite Leave to Enter or Remain in one of the host countries (Spain, UK, France) or have the Right of Abode in the host country and have lived in the host country for three years, but not just for fulltime education.
- C** You are a refugee or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in one of the host countries (Spain, UK, France) following an application for asylum, and you have lived in the host country, since this status was recognised or granted, or you are such a person's husband, wife or child.
- D** You are an EEA or Swiss national, you live in one of the host countries (Spain, UK, France) and you are a migrant worker (or you are such a person's husband, wife or child) and you have lived in the EEA or Switzerland for three years, but not just for full-time education.

**G** You would otherwise meet the criteria of categories A, B, C, or D but you have been living outside the EU, EEA or Switzerland (or more than one of these) because you, your husband or wife or your parent has been temporarily working outside the area in question.

**O** Other (none of the categories listed from A–G apply)

#### **The European Union (EU) includes the following countries:**

Austria, Belgium, Republic of Cyprus, Czech Republic, Denmark (not including the Faroe Islands and Greenland), Estonia, Finland, France, Germany, Greece, Hungary, the Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden and the United Kingdom.

The European Economic Area (EEA) includes the countries of the EU plus Iceland, Liechtenstein and Norway.

If your category code is 'O', but your citizenship (or that of either of your parents) changes or you are granted Indefinite Leave to Remain in the UK from the date of application until a maximum of two months following commencement of your studies, please contact the Admissions and Student Data Office immediately. In these circumstances, your fee classification may change.

#### **Funding**

- 1) Please use this section to explain how you intend to finance your studies.
- 2) Please note that the information you supply will not be taken into account when considering whether to offer you a place.
- 3) If you wish to apply for funding from the University, please give further details in a covering letter.
- 4) If you are applying for a funded studentship advertised by the University, please include any requested information, the name and/or reference number of the studentship and specify where it was advertised.
- 5) If you will be supported financially by a sponsor or another individual, and the support has already been agreed, please enclose written confirmation with your application.
- 6) If you are an international student, you will have to demonstrate that you have sufficient funds to pay for your fees and support yourself throughout your studies on your entry to the host countries.

#### **References**

- 1) The University requires two recent references in support of your application. Please use the reference request form. References may be enclosed with your application form, but they must be included in a sealed envelope with the reference request form.
- 2) Your referees should either be a former tutor, supervisor or an employer from whom you have gained relevant work experience. Please refer to the enclosed reference request form for further details.
- 3) It is your responsibility to contact your referees and to send them the reference request form for completion. We cannot make a decision about your application without your references. Therefore, please send the reference request form to your referees as soon as you decide to apply.

#### **Specific programme requirements**

- 1) Applicants for some programmes of study may need to enclose supplementary information with their application form (e.g. *curriculum vitae*, personal statement, portfolio of work, transcript of results or a detailed research proposal).
- 2) You are strongly advised to check the postgraduate prospectus, (online information at [www.merconsortium.eu](http://www.merconsortium.eu))

### **Additional needs**

- 1) We are committed to delivering services and support that will allow every student to fulfil his/her potential in an accessible learning environment. The information you provide in this section helps us identify whether we can make any adaptations to meet your needs.
- 2) We encourage you to declare any condition you may have, even if you do not require any special arrangements or facilities. Completing this section will not in any way influence the assessment of your academic qualifications.
- 3) Once an academic assessment of your application has been made, the Universities' Disability Services may invite you to visit the campus to discuss particular requirements.

### **Criminal convictions**

- 1) The University has special procedures for handling applications from people with criminal convictions. It is important that you declare any relevant convictions. The information that you provide will not affect the academic assessment of your application. However, it will enable us to ensure that the interests and safety of all members of the University community are safeguarded. Relevant criminal convictions include offences against an individual, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Spent convictions (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.
- 2) If you are convicted of a relevant criminal offence after you have applied for a postgraduate programme of study, you must tell us. We will then ask you for further details.

### **Any other relevant information**

- 1) Please use this space (or continue on a separate sheet) to provide additional information relevant to your application, such as a statement of purpose or details of other achievements/interests.
- 2) Please note that this information will not be used to determine whether to offer you a place. It helps us to improve our admissions process and the information made available to students.

#### **Data protection**

Information collected from applicants will be used only for the purposes for which it was collected and to support the University's central activities (mainly teaching and research). It also supports procedures which underpin activities such as admission, enrolment, accommodation, examinations, alumni activities and helps us to compile records and statistics. The University may be called upon to co-operate with the police in crime investigations and with certain other public authorities. In such circumstances, personal data may be released. You should be aware that information about your enrolment, attendance and progress at the University may be passed to the Immigration and Nationality Directorate of the Home Office for the purposes of immigration.

#### **Our commitment to improvement**

The partner Universities continually strives to improve the quality of the student experience and the effectiveness of their administrative processes. We welcome feedback about your experience as an applicant. Please let us know your views. Universities are committed to providing a high quality and fair admissions procedure. However, we recognise that there may be occasions when applicants feel that they have cause for complaint. A complaints procedure is available. Please contact us for further details.

#### **What happens now?**

The MER Secretariat will acknowledge receipt of your application pack by email. The application pack is then passed to the appropriate Academic Joint Board (AJB), which will usually contact you (through an individually assigned academic mentor) about your application within two weeks of receiving an application, references, etc. It is not always possible to make a decision within this timescale but the AJB will keep you informed on progress. If you have any questions, however, please contact MER Secretariat directly.

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