



## 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 Consortium Secretariat ([mer@merconsortium.eu](mailto:mer@merconsortium.eu)) as soon as possible.

### Programme of study

- 1) The postgraduate prospectus is available online at [www.merplus.eu](http://www.merplus.eu).
- 2) Please note that in, line with visa regulations, 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 will be required to provide original documentation to complete the admissions process.

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## 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) English proficiency is a pre-requisite. For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages ([CEFR](#)) is highly recommended, so the minimum requirement for non- native English speakers is "B2".  
Applicants whose native language is not English are required to pass a recognized international English test such as TOEFL (score 220 CBT, 550 PBT, 80 IBT), Cambridge Advanced English Test (score B or higher), IELTS (score 6.5 or higher), TOEIC (800) or other English equivalent test. An applicant who carried out his study in English is eligible, passing a recognized test provides him more chance to be accepted (official confirmation letter is needed).  
The English test result must be sent before the deadline of application. Other proofs of Proficiency in English might be accepted, always and only upon approval by the JPB. In Soton, the minimum requirements for non-native English speakers will never be less than B2 but they may change every academic year, which is duly published on its website. Nationals from certain countries are exempt from English language tests. For details see [Soton website](#).
- 3) 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). If you have recently taken an IELTS test you may 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.

The Erasmus Mundus Framework includes the following Student populations depending on their nationality:

**Programme Country students** are from the 27 EU Member States, North Macedonia, Iceland, Liechtenstein, Norway, Serbia, Turkey and (as a participating country during the transition period, until 31 December 2020)

**Partner Country students** are from any other country, provided they are not currently residents of these eligible countries (above), nor have carried out their main activity (studies, work, etc.) for more than a total of 12 months over the last five years in one of these countries.

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## References

- 1) Two recent references in support of your application are required. Please use **the online reference request procedure**.
- 2) Your referees should either be a former tutor, supervisor or an employer from whom you have gained relevant work experience.
- 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.

## 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.

### 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, and 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 Consortium Secretariat will acknowledge receipt of your application. The application pack is then passed to the JPB, which might contact you (through an individually assigned academic mentor) if something is missing in your application. If you have any questions, however, please contact MER Consortium Secretariat directly ([mer@merconsortium.eu](mailto:mer@merconsortium.eu)).

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