

FAQ's:

Application

QUESTION: *Can I apply to more than one programme during the same Call for Application?*

ANSWER: Yes, you can apply for an EMJMD scholarship to any of the Erasmus+ Erasmus Mundus courses of their choice (see the EMJMD catalogue website available under the following link:

http://eacea.ec.europa.eu/erasmus-plus/library/emjmd-catalogue_en)

but for a given academic year the number of applications must be limited to maximum three different joint programmes per applicant.

QUESTION: *Which documents are needed for the application to the REM programme?.*

ANSWER: The following documents are required and must be attached to the application form:

1. Proof of place of residence (accepted documents are indicated in the [PRADO website](#))
2. Copy of the ID/ passport (passport will be required for students outside Schengen)
3. Certified copy of the transcript of records of all courses taken to achieve the BSc degree (in English)
4. Certified copy of the highest degree obtained, stating credits, average grade and workload (in English)
5. Copy of Language Certificates
6. Full curriculum vitae in Europass format (template downloadable [HERE](#))
7. Letter of motivation to participate in the REM Programme
8. **2** Recommendation letters from **academic** staff members
9. Special needs evidence
10. Any supplementary information/work that may be consider relevant by the Applicant



QUESTION: Which is the aim of requesting a motivation letter?

ANSWER: An applicant must show evidence of maturity, stability, adaptability, self-discipline and strong academic motivation. This can be achieved by providing a letter setting out the reasons he/she is motivated to participate in the programme. Relevance of work experience and future career objectives, as well as additional information provided by the mentor will also be taken into consideration by the JPB for reaching a final decision.

QUESTION: Can I upload my ID/passport as a Proof of place of residence?

ANSWER: No, the “proof of place of residence” is a document that provides formal evidence that the student has carried out his/her main activity (studies, work, etc.) for more than a total of 12 months over the last five years in this country, which cannot be certified through the ID/passport.

QUESTION: When should I receive the notification of acceptance/rejection to the programme and/or scholarships attribution? Can I appeal the decision in case I are not happy with it? Which is the deadline?

ANSWER: The JPB shall complete the selection of students for enrolment on the Programme by beginning of April in each year. The students selected must have the original supporting documentation listed in the application requirements.

Unsuccessful applicants to REM master degree on appeal procedure following the rejection of their application (including both selection to the EMJMD and scholarships that were attributed at the time of selection). The appeal must be submitted within seven (7) working days following the publication of selection outcome and/or consortium scholarships attribution decisions.

The whole procedure to follow for an appeal to the selection decision for any of the 2018-2020 intakes is set as described in the website: <http://master-rem.eu/appeals/>

QUESTION: I am applying for Erasmus Mundus REM program. I want to know that, is there any specific format for motivation letter, like word count limit or pages limit?

ANSWER: There is no limit.

QUESTION: I am submitting the CERTIFIED copy of transcript and degree certificate. However, I am not sure about the process to get my documents CERTIFIED. How I can do this?

ANSWER: At this stage, we only need a copy of your Degree and Transcript to be uploaded to the platform. In case the documents are in a language other than English, we also need you to upload a sworn translation of the documents.

Certified copies of the documents will be required later on in the process only to the selected candidates and instructions on how to do it will be duly provided.

QUESTION: I have a question regarding English policy. I am a non-native English speaker applicant, but I had carried out my basic studies in English in a bilingual school from preschool all the way to high school. Do I meet the English requirement with my upper secondary studies?

I pursued my education from high school to BSc degree in English. However, I have not English language certificate. Can you consider my application if I apply?

Can I apply without IELTS certification? If I have statement from university, which illustrates all subjects were taught in English, would it be enough for me to apply?

ANSWER: Yes. Nevertheless, an official document issued by the corresponding institution stating that the Language of Instruction is English, needs to be provided.

QUESTION: I am a native English speaker from Canada. In my submission it is asking for a proof of English language proficiency. Do you have any

suggestions for how to submit the application, while satisfying this requirement?

ANSWER: As a native speaker, you don't need to provide any proof of Language Proficiency.

QUESTION: *If my English scores are not enough to fulfill English requirements, could I get a conditional acceptance so I will do the IELTS exam again to get the required scores before starting the master?*

ANSWER: This will be studied for each case, according to the dates scheduled for the IELTS certificate to be issued.

QUESTION: *Does the Statement of Results of my CAE examination count as a Language Certificate? I understand that I can also provide you with my ID number and secret number and you can verify my results on the Cambridge website, if needed.*

ANSWER: The statement is valid

QUESTION: *How can I determine my Provisional Study Plan?*

ANSWER: The choice of Subjects at this stage is only tentative and it depends on the applicant's background, but it needs to be completed so that the JPB can assess the application.

QUESTION: *I have collected proof of residence from my institution of study, will that be ok?*

ANSWER: As long it is from an official source, such as your University, it will be ok.

QUESTION: *Can I ask my employer to write this letter of residence?*



ANSWER: Yes

QUESTION: *I am currently in my final year of bachelor studies and my studies will be finished before July. Is it sufficient for now to just upload a certificate indicating that my studies will be finished before the program starts?*

I will obtain both my Bachelor's and Master's degrees sometime in July 2019. I would like to know if I am eligible to apply for this course as well as obtain the Erasmus-Mundus scholarships included with it. If I am eligible, can provisional transcripts function as proof of my current education?

ANSWER: Yes, but be aware that you will be assessed only according to the documents uploaded before the deadline (March 15th).

QUESTION: *In the Provisional Study Plan, is it mandatory to fill the open questions?*

ANSWER: The open questions are not mandatory but they might help the JPB when making their assessment of applications.

QUESTION: *about how I can determine my Provisional Study Plan It depends on WHAT?*

ANSWER: the choice of Subjects at this stage is only tentative and depends on your background, but you need to complete it so that the JPB can assess your application.

QUESTION: *I have browsed the PRADO website but still don't know what documents I should provide, could you please lead me to the document website page? Do I need to certify the documents?*

ANSWER: apart from those in the prado website, any document such as utility bill (gas, phone, electricity etc.) or tenancy contract etc. which includes the applicant's name and address will be accepted as proof of residence (prado document)

QUESTION: *Must I follow the Europass format? Since I have made CV on my own, could I upload the CV I made instead of the Europass format on the online application system?*

ANSWER: Only CV in EUROPASS format will be accepted. No exceptions.

QUESTION: *I'd like to know if in order to apply for the Erasmus scholarship we should specify it somewhere while filling out the rem application or if it's already understood that if we submit the application before the 15th of March we are applying for the scholarship as well.*

ANSWER: All applications submitted by March 15th are eligible for the Scholarship. After the deadline of March 15th there will be some extra time to continue submitting applications, but those will only be eligible on a Self-funded basis.

QUESTION: *I need to know about certification of documents which I have to send during the application process. Does your committee accept Notarized copy of documents as certified copy? Do I need to send hard copies of the documents during application process? or Just Scanned copies?*

ANSWER: The legalisation of documents is only requested to those Non EU-students once they are officially accepted in the Master, no need to legalise the documents during the application process.

QUESTION: *My original transcription is in Portuguese and my University doesn't provide an English version. Am I allowed to upload a transcript translated by me or a sworn translation is mandatory?*



ANSWER: Sworn translation of all required documents written in a language other than English is mandatory.

QUESTION: Both original and translated documents must be handed in or only original one?

ANSWER: Only finally accepted applicants will be required to hand in the original documents for certification purposes only.

QUESTION: I have completed my Master's Degree. However, my degree is a part of an integrated master program, hence I do not hold a Bachelor's Degree. Am I still eligible for the program?

ANSWER: Yes

QUESTION: I am a Spanish citizen, as I have acquired the dual-citizenship due to my ancestors. However, Argentina is my current country of residence, so I would be grateful if you could tell me under which citizenship I shall apply for admission to both the programme and the Erasmus+ scholarship, were I to be eligible for this master.

ANSWER: For dual nationalities, you have to choose the nationality you want to apply with. Differences are pointed out in the website between Programme and Partner country candidates.

QUESTION: First, can I send the 2 reference letters to you directly?

ANSWER: You must follow the instructions in the on-line application form. You must send the request for a Reference Letter through the online platform, not to REM Secretariat directly. No Reference Letters sent by the applicants themselves will be accepted.



QUESTION: Special needs evidence, what does this document mean? And is there any specific format for that or any specific organization, from where I can get this?

ANSWER: Special Needs refers to some sort of physical handicap (visual impairment, for example). No specific format.

QUESTION: I have double nationality (Brazilian and Portuguese). I lived my whole life in Brazil and graduated from a Brazilian university. Should I submit my application as a Programme Country or Partner Country student?

ANSWER: With these considerations, you are considered as a Partner Country student.

QUESTION: Both my degree and transcript have an authentication key, which makes it possible to verify their authenticity on my university's website. Would they already count as certified copies, or do I need to notarize them?

ANSWER: For the application, only electronic copies (in pdf, tiff or word format) are needed. Originals are only needed in case of acceptance in the programme.

QUESTION: I do not have my degree certificate at the moment because the convocation of our university is delayed although I have applied for the degree. But at the moment, I have a provisional certificate which includes the date, CGPA and the field in which I graduated. I just want to ask that can I upload a provisional certificate instead of a degree?

ANSWER: Yes

QUESTION: I am currently in my final year of an undergraduate degree. what should I upload in the "Copy of Copy of the BSc degree"? Can I upload a proof of my ongoing study as a substitute?



ANSWER: Yes.

QUESTION: Do I have to submit any documents in offline mode/Courier?

ANSWER: It is not allowed sending any hard copies of the documents unless requested by the evaluator.

QUESTION: The references letters can be more than two? And also can be from professional's jobs? (besides the academic ones)

ANSWER: No. Two must be sent and from members of the Academia.

Scholarships

QUESTION: I am a not EU student, can I benefit from EM scholarships?.

ANSWER: Yes, EM scholarships are open for both EU and non EU students. Two student populations are distinguished:

1. Programme country students: Students from the 28 EU Member States, Iceland, Liechtenstein Macedonia, Norway or Turkey.
2. Partner country students: Students 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.

More details about participating countries in [ERASMUS + web page](#).

QUESTION: I wish to enroll in your Programme but I don't have the economic support to finance this period of study, so what are my options?

ANSWER: Applying to REM Joint Master Degree will mean applying to scholarships managed by the Erasmus+ EMJMD, prior to the deadline established (15th March), being a very generous support that can virtually finance

any expenses (including costs of living and travel expenses) during your 2-years Master's Degree enrollment. You'll be informed of scholarship award at the same time as the selection outcome and given time to decide if you wish to enroll given the level of financial support offered.

QUESTION: Do I need to submit additional / separate application to be considered for a scholarship?

ANSWER: No, your online application to REM will be used to award Erasmus+ EMJMD scholarships during the period of study if the application form is submitted prior the deadline of 15th March. Scholarships attribution will be communicated at the same time as the outcome of the selection process. Time enough will be given to applicants to confirm / choose between degrees in the light of the scholarship award. However, there is a number of scholarships programmes (bilateral, multilateral) you may be eligible for. We encourage you to look for such opportunities, which can complement the financial support you'll may receive from us. We'll provide any needed supporting documentation but applications to such programmes are your own responsibility and procedure differs between programmes.

QUESTION: I'm still a little unsure about the costs the EMJMD scholarship will cover. Will I have to pay for the housing on my own or will that be included in the tuition fee? Will the scholarship cover everything from tuition, housing, and general living expenses or is there anything I will have to pay for now or later on my own? Will I receive part of the Mundus Travel Grant while I'm still at home (3rd) country in order to buy the flight ticket to Glasgow?

ANSWER: Erasmus Mundus Scholarship holders receive a monthly allowance to cope with these expenses. They do not have to pay anything to the universities because the participation costs cover tuition fees, field courses, language training, some accommodation and displacements.

Erasmus Mundus Scholarship holders also receive travel allowance to cover main mobility (e.g., from/to home; between partners and semester; visa expenses and permit procedures; etc.) and monthly allowance to cover accommodation and maintenance. Travel allowance will be paid once the scholarship holder opens a bank account along September Year 1 (50%) and before September Year 2 (50%). If a payment in advance is needed the REM Secretariat could make a transfer to the home bank of the student (costs are deduced from the scholarship



budget) but the promptness of this transfer cannot be secured since it depends on when the budget is received from EACEA, as the money could arrive after the student is travelling to Europe and therefore our advice is to pay in advance and get refunded once the EU bank account is open.

Police permits and bank account procedures

QUESTION: Which documents are needed to bring to open bank account to receive Scholarship?

ANSWER: If you come from outside EU by plane, please be advised to ask the customs police for an entry stamp in your passport. If you come by another way you have a deadline of 72h to get it in any police station and therefore you can do it directly in the Foreigners' Police Office at Bilbao, before proceeding with the permits.

Appointment in the Foreigners' Police Office at Bilbao is compulsory. The REM Secretariat will assist you on this. You need one passport photo, an "entry stamp" on your passport and some cash (~20 €) to pay for the procedure fees. Once you obtain the due documents there, you will be able to open a bank account in Bilbao.

QUESTION: When in destinations, who should I look in order to help with the procedures?

ANSWER: all the partners have their external offices to help students with all the procedures, mainly including general information, special needs, housing, insurance and visas: <http://master-rem.eu/external-relations-offices/>

When in Bilbao, as REM Coordinators, Mrs. Pilar Rodriguez REM Secretariat officer (info@maser.rem.eu), will explain to you further details upon your arrival. She will assist all of you during your first week and accompany to the Police Office for visas and to Bank parcedures, etc., if necessary to avoid language problems.

QUESTION: Which are the administrative procedures (police permits and bank account issues) required to be done in Bilbao? Are they compulsory?



ANSWER: Students with EM Scholarship can open a bank account in UK upon first arrival (please check conditions for this at UK border). You will receive the monthly allowance and travel expenses there with a cost by the bank transfer (expected 3-5 € per transfer). Then for Semester 2 you can open a bank account in Spain aiming to avoid such bank travel expenses. Third-country students need to obtain a NIE (fiscal identification number for foreigners) at the police office in Bilbao. EU students need to obtain a Registration Certificate (Certificado de registro) also at the Police office in Bilbao.

QUESTION: Is it compulsory to open a Spanish bank account to get the EM Scholarship monthly allowance or could I use other EU country bank accounts?

ANSWER: If the EM Scholarship monthly allowance is paid in your Spanish bank account this means that you have no cost for this bank transfer and also you can use your card for payments and cash retrieval from some identified cash dispensers without charge, also in UK and France or you can transfer the money every month from another EU account but you would need to pay the transfer fees.

English Proficiency

QUESTION: I cannot produce, at the time of the online application, results of an internationally recognized English test (TOEFL, ...). Does that make me ineligible?

ANSWER: An applicant with a mother tongue other than English needs to prove that he/she has sufficient fluency in English. Applicants whose native language is not English is required to pass a recognized international English test such as TOEFL (score 90 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. All of this will be established according to our [Language Policy](#).

#Academic background

QUESTION: How many specializations are designed and which are their scope in the marine engineering field?

ANSWER: Two specializations are available, designed to provide in-depth knowledge in individual marine energy disciplines:

- Specialization (A): “Renewable Offshore Energy Systems Engineering“.
- Specialization (B): “Power Electronics and Control for Offshore Renewable Energy Systems“.

The first one is suitable for those students with a good engineering and mathematical background, aiming to provide an understanding of the marine energy engineering processes, their assessment and optimization.

The second option would be suitable for students with a good electrical-control background, covering aspects related to the power control of marine energy systems.

QUESTION: Is the academic calendar already defined at least for this intake?

ANSWER: Yes, you can download the academic calendar for this intake [HERE](#) although full detailed calendar including all the modules distribution will be available soon.

QUESTION: How the progression from one semester to the next is established inside the consortium?

ANSWER: To progress from one semester to the next and to the thesis, a student:

- Must achieve the pass mark for all Modules forming part of that semester as determined by the progression regulations (or equivalent regulations)

of the university concerned including fully accredited exemptions of work or prior learning which a student completed outside of the programme as being equivalent to part of the programme it offers, in accordance with its regulations; and

- May also be required to achieve a minimum average mark for a semester expressed in the ECTS grading scale as determined by the most stringent progression regulations of the universities at which the student will be studying are concerned. Examinations passed and credits earned at one university will be fully recognised by the other partners.

QUESTION: Could you please advice about the assessment methodologies to be used in the different modules?

ANSWER: To test knowledge and understanding of material presented in the lectures and associated practicals, the student will be assessed via a combination of written examinations, oral presentations, essays, poster presentations, laboratory experiment write-ups, and/or fieldwork reports. Summative assessment contributes to marks and usually involves a combination of written examinations (at the end of the study module) and coursework (which includes essays, project reports, and computing practicals, etc.). Assessment of knowledge and understanding is undertaken primarily via these summative assessment methods; in addition the student will receive feedback on all formally assessed work.

QUESTION: Are there language courses offered by the partners of the REM consortium? What are the costs?

ANSWER: Yes, the four organizing universities will offer local language and culture learning support through training courses in several European languages and will provide local language courses for foreign students taught by specific departments, free of charge for students on mobility programmes: <http://master-rem.eu/language-policy/>



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