

EU-METALIC Application Process

A walkthrough guide to completing an online application

This illustrated step-by-step guide has been designed to take applicants through the application process whilst demonstrating various functions of the application database. This guide is designed to accompany the information and instructions on the website, not to replace it. Candidates should carefully read all instructions on www.eu-metalic.eu to ensure successful and problem free completion.

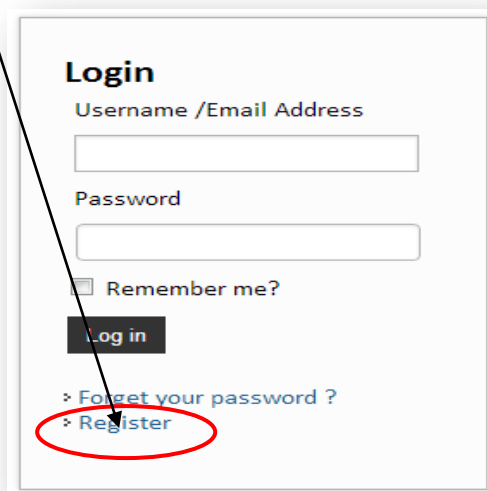
1. Go to > www.eu-metalic.eu
2. Select > **Click here** from the text as indicated below.

The screenshot shows the website's navigation menu at the top with links for Home, About, Study, International, Partnerships, Research, Business, and Alumni. Below the menu is a breadcrumb trail: Home > International > Erasmus* > Erasmus Mundus > EU-Metalic. A sidebar on the left lists various sections: EU-Metalic, The Project, Partners, Who Can Apply, Scholarships, Fields of Study, How to Apply, Alumni, Contact Us, and FAQ. The main content area features a large blue banner with the text 'EU-METALIC' and 'EU | Morocco | Egypt | Tunisia | Algeria | Libya International Cooperation', along with the Erasmus Mundus logo. Below the banner, the text reads: 'The Call for Applications for the EU-METALIC Cohort 3 Round 2 is now open. It is open from August 24th 2015 until October 8th 2015 23:59PM. The call is open only to nationals from Europe, Morocco, Tunisia, Libya and Algeria and is restricted to Doctorate, Post Doctorate, and staff exchange mobilities. To apply, please visit: <http://planeteer.com/Metalic/Account/Login>. Please note that the call for Cohort 3 Round 1 is now closed. Refer to the links on the left hand side of the page for more information about eligibility and guidance on how to apply. You can also download the guidance document. Download the application guide in French here: [Guidance document in French](#). This recent call will be limited to Undergraduate, Master, Post-Doctorate and Staff levels only (not doctorates). The call will also be open to applicants from Europe, Morocco, Tunisia, Algeria and Libya (not Egypt). The EU-METALIC Programme offers scholarships for undergraduate, master, doctoral and post-doctoral students and staff. These scholarships are financed with the support of the Erasmus Mundus programme of the European Union and will cover travel, insurance, participation costs and subsistence allowance.

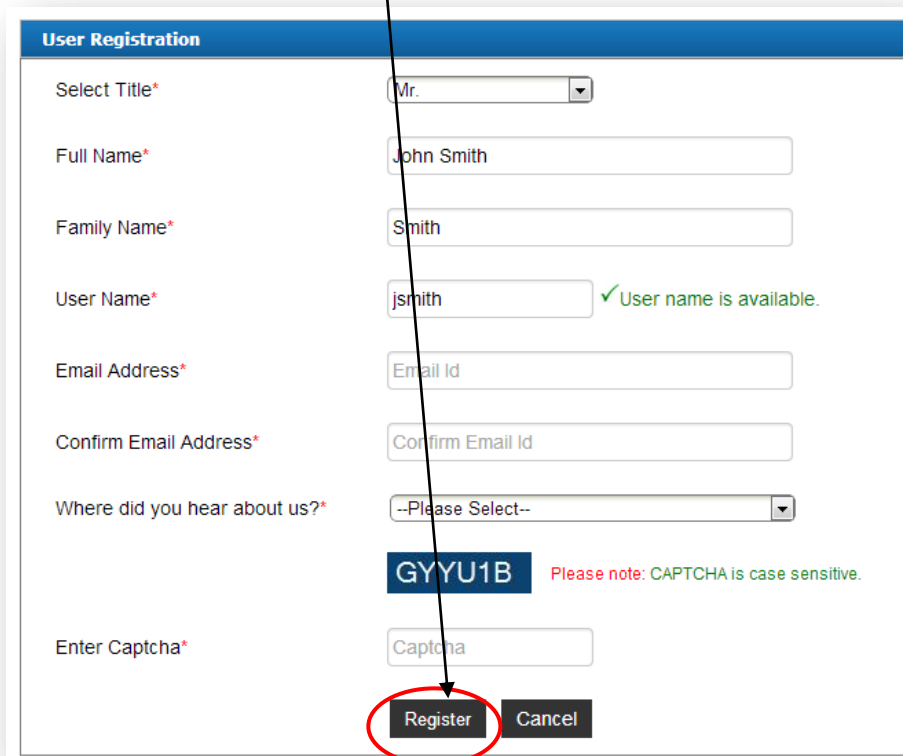
When you select this you will be redirected to the application platform homepage which will look exactly as below:



3. Select > **Register** on the bottom right hand corner of the homepage.



- When you select this you will be prompted to complete a series of information fields including a **Username**. Complete the information ensuring that you enter a **valid email address**. Once completed, select **Register**

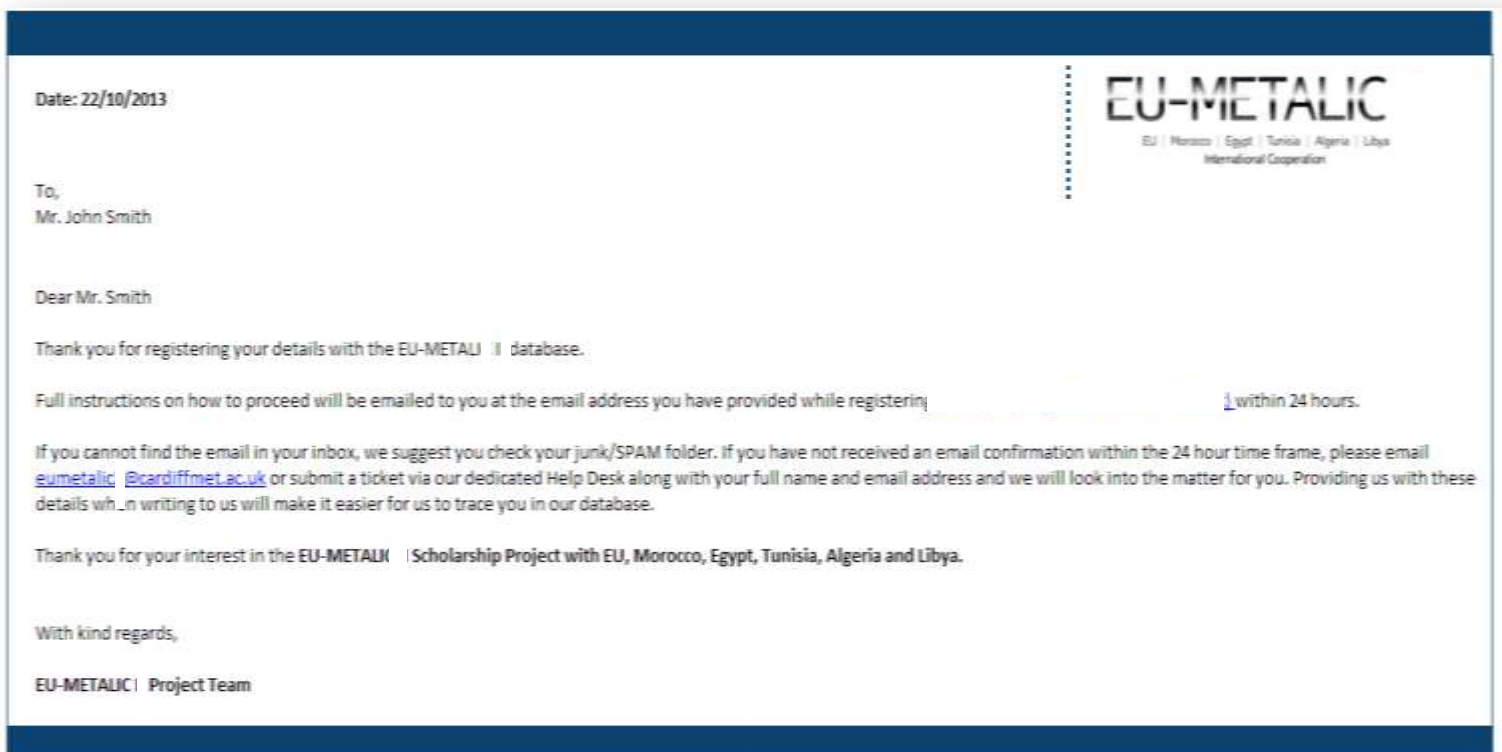


The screenshot shows a 'User Registration' form with the following fields and values:

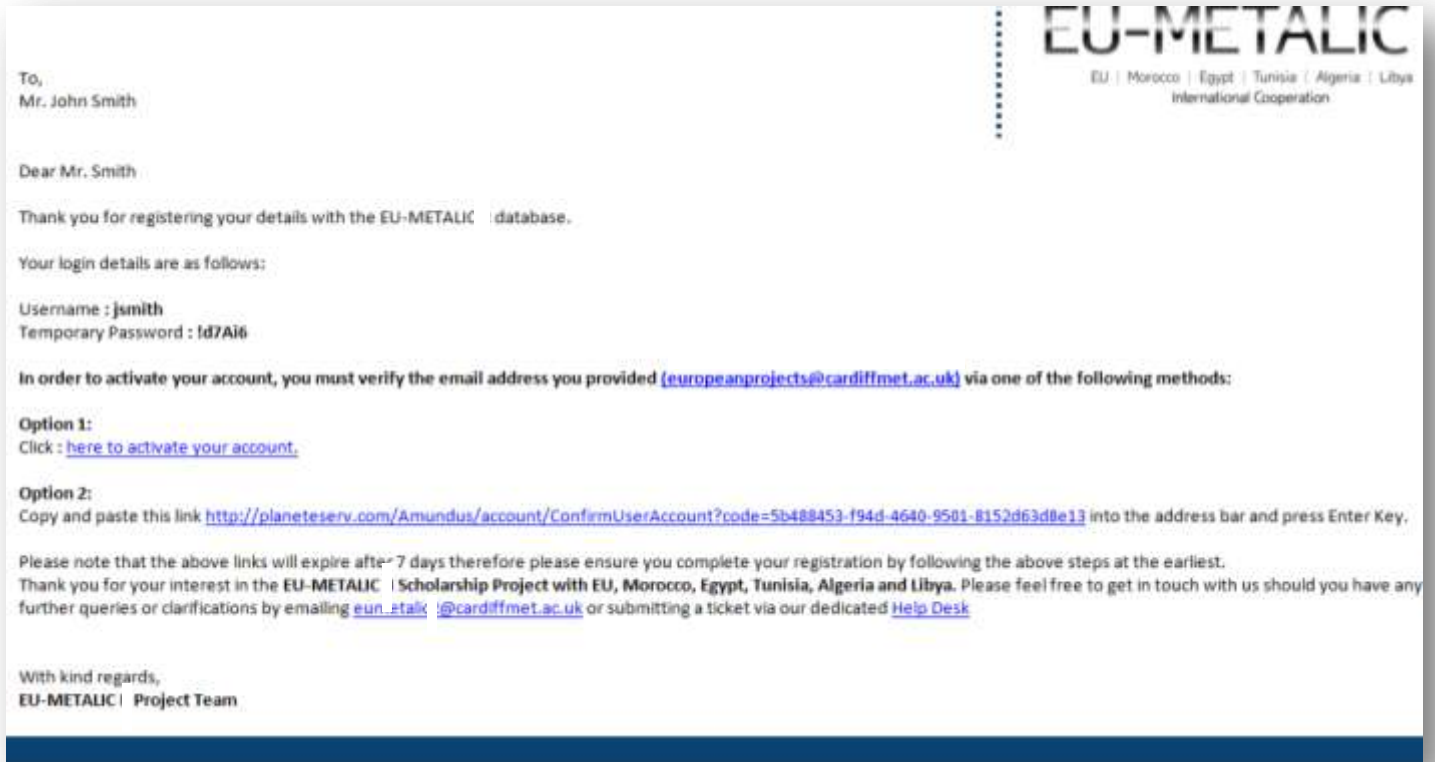
- Select Title*: Mr. (dropdown)
- Full Name*: John Smith
- Family Name*: Smith
- User Name*: jsmith (with a green checkmark and text: 'User name is available.')
- Email Address*: Email Id
- Confirm Email Address*: Confirm Email Id
- Where did you hear about us?*: --Please Select-- (dropdown)
- Enter Captcha*: GYYU1B (with a red note: 'Please note: CAPTCHA is case sensitive.')

At the bottom, there are two buttons: 'Register' (circled in red) and 'Cancel'.

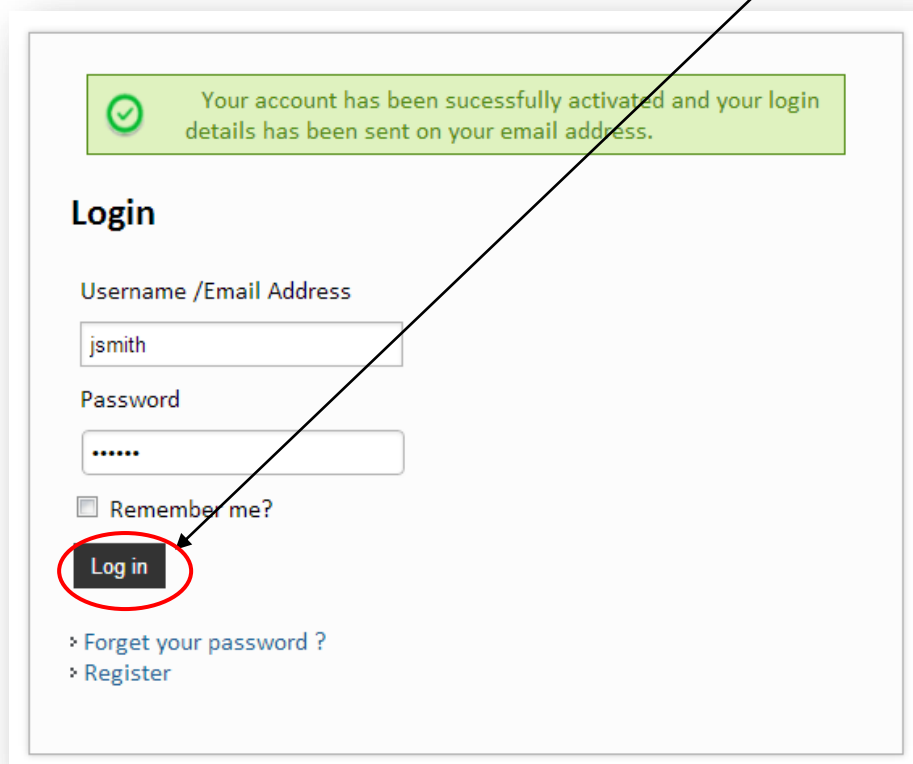
- Upon successful registration, you will see the following message and screen.



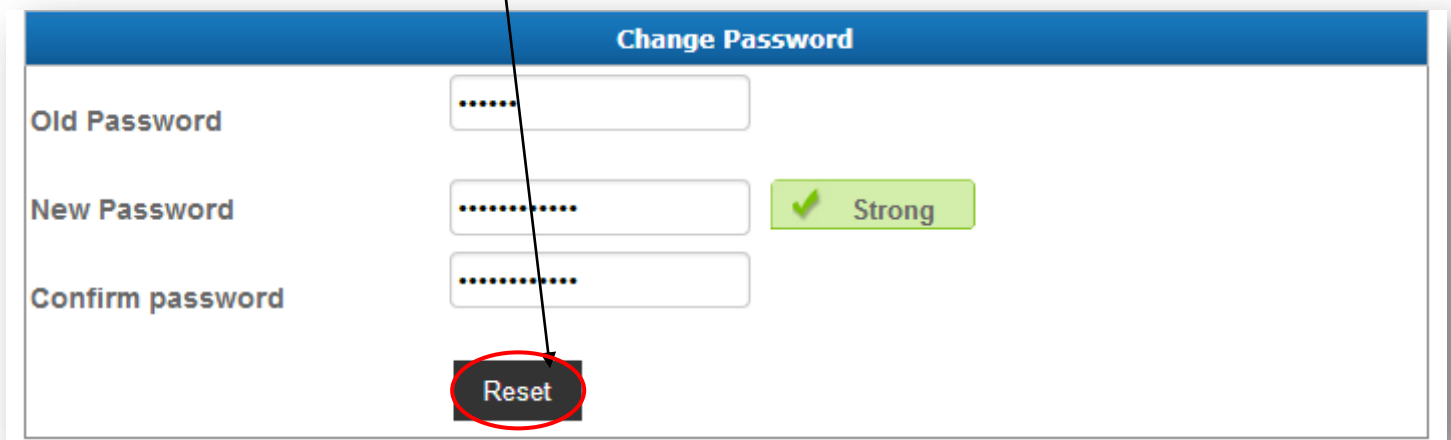
- Please follow the instructions in the message and search for the confirmation email in your inbox. The email will look like this:



- Before you start your application you will need to log in by entering your username and password and selecting the **Log In** button.
- Please use Option 1 or 2 as provided in the email confirmation to verify your email address and complete your registration. The link will take you to the following page where you will be required to enter your username and temporary password and login:

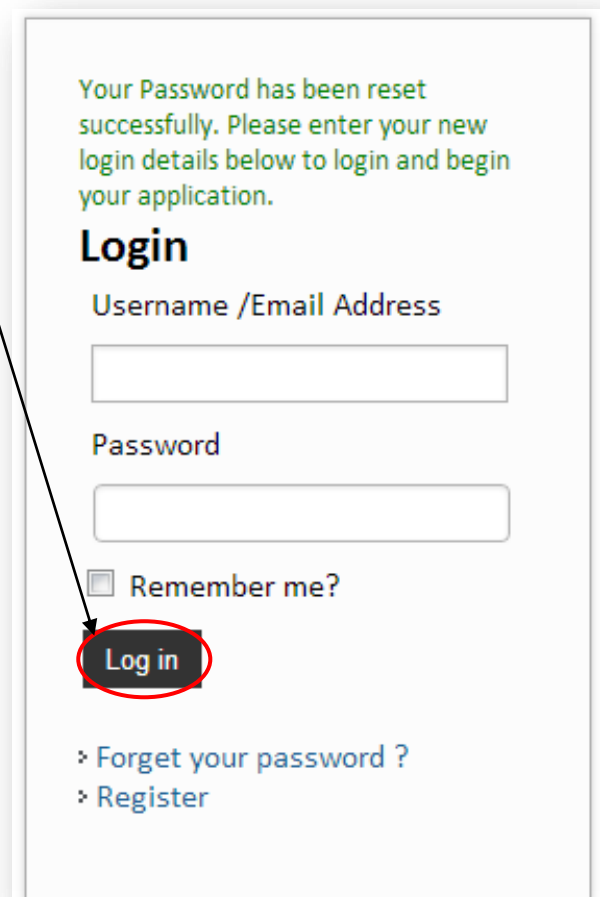


9. You will be redirected to a screen where you will have the option to change your password to one that is more memorable to you. Make sure you select a strong password in order to proceed and select **Reset**.



The screenshot shows a 'Change Password' form with a blue header. It contains three input fields: 'Old Password', 'New Password', and 'Confirm password', all filled with dots. To the right of the 'New Password' field is a green button with a checkmark and the text 'Strong'. Below the input fields is a dark grey button with the text 'Reset', which is circled in red. An arrow points from the 'Reset' button to the text in step 9.

10. Before you start your application you will need to log in by entering your username and new password and selecting the **Log In** button.



The screenshot shows a login form with a green message at the top: 'Your Password has been reset successfully. Please enter your new login details below to login and begin your application.' Below the message is the heading 'Login'. There are two input fields: 'Username /Email Address' and 'Password'. Below these is a checkbox labeled 'Remember me?'. At the bottom is a dark grey button with the text 'Log in', which is circled in red. An arrow points from the 'Log in' button to the text in step 10. Below the 'Log in' button are two links: '› Forget your password ?' and '› Register'.

11. Once you have logged in, you will have to select your Target Group and click on the **Select** button

Select Target Group

Please select which Target Group you are applying under in order to proceed to the next stage of the application.
Please select your Target Group carefully as you will not be able to change your Target Group once you have passed the "Basic Information" section of your application and started applying to programmes.

Target Group 1
If you are a currently registered/employed student or staff at one of the EU or Third-Country (Moroccan, Egyptian, Tunisian, Algerian or Libyan) Partner Universities please select Target Group 1.

Select

Target Group 2
If you are currently registered student or staff at another European, Moroccan, Egyptian, Tunisian, Algerian or Libyan Higher Education institution that is not a partner in the EU-METALIC II project OR you have obtained a university degree or equivalent from a European, Moroccan, Egyptian, Tunisian, Algerian or Libyan Higher Education institution (students only), please select Target Group 2.

Select

Target Group 3
If you are a national of a third-country concerned by the geographical lot (European, Moroccan, Egyptian, Tunisian, Algerian or Libyan) in a particularly vulnerable situation, for social and political reasons please select Target Group 3. For example:

- having a refugee status or asylum beneficiaries;
- it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination;
- they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

Please note that you will need to upload document(s) certifying your state.

Select

For further information about the Target Groups, please refer to Who Can Apply Page on the project website.
For a full list of our Partner Universities, please visit the Partners section of our website.

If you select Target Group 3, you will be asked to upload a document certifying your state and then click **Submit**

Target Group 3

If you are a national of a third-country concerned by the geographical lot (European, Moroccan, Egyptian, Tunisian, Algerian or Libyan) in a particularly vulnerable situation, for social and political reasons please select Target Group 3. For example:

- having a refugee status or asylum beneficiaries;
- it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination;
- they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

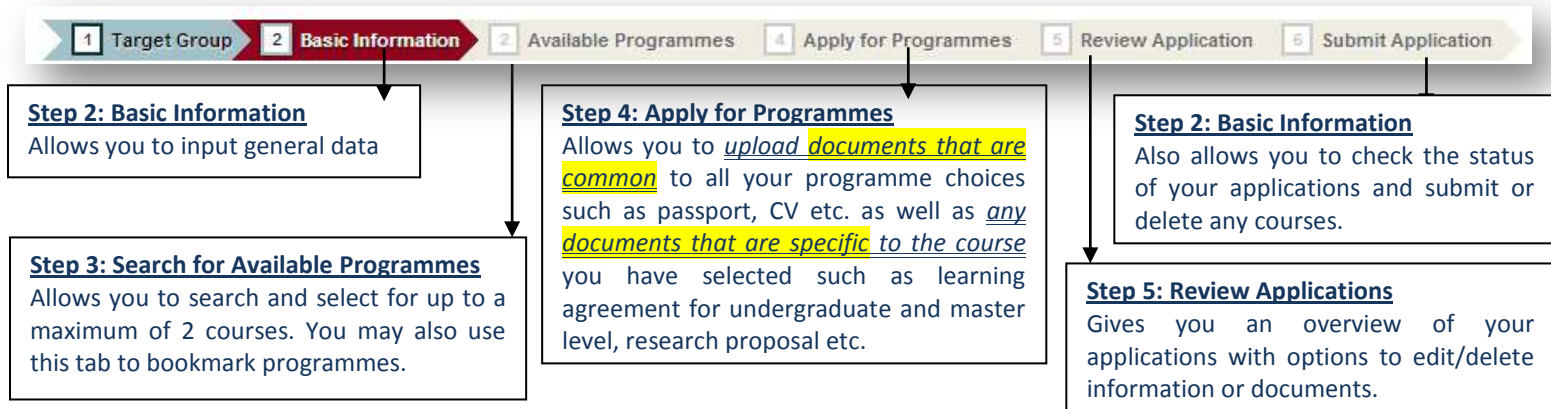
Please note that you will need to upload document(s) certifying your state.

Please upload document(s) certifying your state No file chosen

(Files must be .jpg, .jpeg, .pdf, .gif, .png, .bmp)

Submit

12. Once you have selected your target group, you will automatically proceed to the main application where you must complete Steps 2 - 6. You may use the below pane to navigate between stages as well.



13. The below screen is how the **Basic Information** section will look like. You will then be presented with a series of fields that you will need to complete regarding personal information (General Data), contact details and education background.

Personal Information

General Information

Below you must complete all cells marked with a red (*) asterisk. Please provide complete and accurate data. Once you have completed this section, please read the terms and conditions and tick the approval box to demonstrate that you agree to the terms and conditions. Please save this data by selecting the Save button at the bottom of the page, before proceeding to the next stage: Available Programmes.

Title*

Full Name*

Family Name*

Gender*

Date of Birth*

Home Country*

Marital Status*

Nationality*

Do you have some special needs? Yes No

Photograph

Please upload a recent passport size photograph of yourself here*

No file chosen
(image files must be in .jpg, .jpeg, .gif, .png or .bmp format) For Photo Guidance, please click here

Passport details

ID Document Type*

Be sure to tick the **Terms and Conditions** and click **Save and Continue**. If you have forgotten to fill in any of the required fields, you will not be able to proceed.

Once you have **completed the information** accurately and clicked continue, you will be automatically transferred to the next stage of the application – **Available Programmes**.

14. On this page, you will be able to search through the courses available to you using the filters provided.

The screenshot shows the 'Available Programmes' stage of an application process. It features a navigation bar with steps: 1. Target Group, 2. Basic Information, 3. Available Programmes (highlighted), 4. Apply for Programmes, 5. Review Application, and 6. Submit Application. Below the navigation bar is a 'Search and apply for courses' section with various filters: Keyword (text input), Mobility Level (dropdown), Mobility Type (dropdown), Language of Instruction (dropdown), Host University (dropdown), and Classification (dropdown). Each filter has a 'Clear' link. Below the filters are 'Apply Filter' and 'Clear Filter' buttons. To the right is a 'Bookmarks' section with a 'No bookmark saved' message. Below these sections is a table of programs with columns: Program title, Mobility type, Mobility level, Course classification, Start date, Duration (months), Host university, Language of instruction, Apply, and Bookmark. The table shows two programs: 'Administration publique et développement continue' and 'Analyse économique du développement', both with 'Exchange Mobility' and 'Master' level, starting on 09/15/14 for 6 months at 'University AbouBakr Belkaid of Tlemcen'.

15. You can filter your search based on Mobility Level, Mobility Type, Language of Instruction, Host University, and Classification or simply by searching for a keyword. Please note that the Host University list will automatically be limited by the **User Profile** information. In the example below you will see that because the applicant is British, only Moroccan, Egyptian, Tunisian, Algerian and Libyan Universities are available.

This close-up shows the search filters. The 'Host University' dropdown menu is open, displaying a list of universities: -- Select --, -- Select --, Ain Shams University, Alexandria University, Arab Academy for Science & Technology, University Hassan II - Casablanca, and Superior Institutions for Science & Technology (SIST). Each filter has a 'Clear' link next to it.

If you cannot access courses at a particular university, it is because you are not an eligible candidate based on your **User Profile** information.

For example:

- 1) If you are applying as a national of an EU country, you will only be able to see courses at Moroccan, Egyptian, Tunisian, Algerian and Libyan partner universities.
- 2) If you are applying as a Moroccan, Egyptian, Tunisian, Algerian or Libyan national, you will only be able to view courses at EU partner universities.

16. Once you have carried out a search you will be presented with results similar to those shown below:

Program title	Mobility type	Mobility level	Course classification	Start date	Duration (months)	Host university	Language of instruction	Apply	Bookmark
Business Studies with Technology	Degree Seeking	Master	Business Studies with technology	9/21/2014	24	Alexandria University	English	Apply now	Bookmark

Here you have a row of information some of which is interactive.

If you click on the name of the course (circled above) you will be presented with the Course Profile.

Programme profile	
Programme title	Business Studies with Technology
Mobility type	Degree Seeking
Mobility level	Master
Classification	Business Studies with technology
Description	
Start date	9/21/2014
Duration	24
Prerequisites	None
Programme contact person	Khaled El Sadaany
Programme website	http://www.alexu.edu.eg/portal/index.php/en/programs-a-courses
Contact person email	elsaadany12@yahoo.com
Department	Faculty of Commerce
Language	English
Apply now Back	

17. You can also use the **Bookmark** function. This function allows you to gather several courses of interest and compare and contrast them to suit your academic strengths prior to applying. You can review the courses from the **Bookmarks** section on the top right hand corner of the available programmes page.

Program title	Mobility type	Mobility level	Course classification	Start date	Duration (months)	Host university	Language of instruction	Apply	Bookmark
Business Studies with Technology	Degree Seeking	Master	Business Studies with technology	9/21/2014	24	Alexandria University	English	Apply now	Bookmark

Helpdesk Welcome: John Smith
User ID: 210 [Log-out](#)

1 Target Group 2 Basic Information 3 Available Programmes 4 Apply for Programmes 5 Review Application 6 Submit Application

Search and apply for courses Collapse [-] **Bookmarks** Collapse [-]

Below you can search for the available applications for scholarship. Please note that each applicant has a maximum of 2 choices. You can apply a filter on the types of programme you wish to review by using the filter options at the top of this page. You can review the programme details by selecting the Programme Title. Once you have decided upon your preferred programmes, please select "Apply Now" and proceed with uploading the required supporting documents.
Important: if you choose to add a programme to your favourites, this will not constitute an application, therefore please ensure that you click "Apply Now" once you have made your decision.

Keyword: [Clear](#)

Mobility Level: [Clear](#)

Mobility Type: [Clear](#)

Language of Instruction: [Clear](#)

Host University: [Clear](#)

Classification: [Clear](#)

Programme Title	Start date	Apply	Remove
Business Studies with Technology	9/21/2014	Apply now	Remove

18. When you wish to proceed in applying for a programme, you can do so by clicking **Apply Now** under Bookmarks if you have bookmarked your course. When you click on **Apply Now** you will automatically proceed to Stage 4: Apply for Programme section and the following information will appear. You can also click on **Apply** in the course profile.

Apply for programme

Programme title Business Studies with Technology

Mandatory Documents

1. *Passport*
2. *CV*
3. *Transcript*
4. *Last Qualification Certificate*
5. *Proof of Registration*

[Click here to upload documents](#)

Documents Specific to Programme

1. *Evidence of Language Proficiency*
2. *Motivation Letter*
3. *Other*

[Click here to upload documents](#)

Host university Alexandria University

Mobility type Degree Seeking


Mobility level Master

Priority

Select whether the course is your 1st or 2nd Priority. (Please note that 2 courses is the maximum that you can apply for but not the minimum.)

Please click the **Save Application** button after you have made your selection.

19. Upon clicking the save application button (as indicated above), the following message will appear on the top.

 **Application saved successfully**

Programme title Business Studies with Technology

Mandatory Documents

1. *Passport*
2. *CV*
3. *Transcript*
4. *Last Qualification Certificate*
5. *Proof of Registration*

[Click here to upload documents](#)

Documents Specific to Programme

1. *Evidence of Language Proficiency*
2. *Motivation Letter*
3. *Other*

[Click here to upload documents](#)

20. You must now click on the two links provided to upload both mandatory documents (common and mandatory for all programmes that you apply for) and documents specific to the programme.

Mandatory Documents

1. Passport
2. CV
3. Transcript
4. Last Qualification Certificate
5. Proof of Registration

[Click here to upload documents](#)

Documents Specific to Programme

1. Evidence of Language Proficiency
2. Motivation Letter
3. Other

[Click here to upload documents](#)

21. On selecting the link for uploading Mandatory Documents, you will be presented with the following screen:

Upload Documents

IMPORTANT: Please note that ONLY .PDF, .JPEG, .JPG, .PNG, .BMP and .GIF files can be uploaded.

Document Type *

Upload File * No file chosen

Course Title	Document Type	Select File
		No Records.

The below table display the status of Required Documents.	
File Type	Status
Passport	X
CV	X
Transcript	X
Last Qualification Certificate	X
Proof of Registration	X

Please note, you will be asked to upload Mandatory documents only once even if you are applying for two programmes.

To upload a document, select the type of document from the drop down menu and use the upload file function to browse and select the document from your computer. Please remember to click save.

Notice that the status is marked with **X** ; this will change to **✓** once you have successfully uploaded a file and the following message will appear at the top of the page:

Record added successfully.

Upload Documents

IMPORTANT: Please note that ONLY .PDF, .JPEG, .JPG, .PNG, .BMP and .GIF files can be uploaded.

Document Type*

UploadedFile* No file chosen

Show 20 entries Search:

Course Title	Document Type	Select File	
Common	Passport	View File	Edit Delete
Common	CV	View File	Edit Delete

The below table display the status of Required Documents.

File Type	Status
Passport	✓
CV	✓
Transcript	✓
Last Qualification Certificate	✗
Proof of Registration	✗

22. Repeat this procedure until you have selected and chosen all your required documents. Here you may upload any additional documents in support of your application under the 'Other' section however you may leave this blank if you do not have any extra documents to submit. 'Other' is not compulsory.

23. Once you have uploaded all the mandatory documents, please ensure you remember to upload the course specific documents as well by clicking the **Back** button and following the same procedure as above.

Please note that ONLY .PDF, .JPEG, .JPG, .PNG, .BMP and .GIF files can be uploaded.

24. Once you have uploaded all documents, you may proceed to Stage 5: Review Applications by clicking on **Review Application** :

25. Upon clicking this option, you will be redirected to the below page:

1 Target Group 2 Basic Information 3 Available Programmes 4 Apply for Programmes 5 **Review Application** 6 Submit Application

Review applications

Programme title	Host university	Mobility type	Mobility level	Start date	Duration	Priority	Status	Review	Delete
Business Studies with Technology	Alexandria University	Degree Seeking	Master	9/21/2014	24	1	Completed, not submitted yet	<input type="button" value="Review"/>	<input type="button" value="Delete"/>
Accounting, Financial Management	Alexandria University	Degree Seeking	Master	9/21/2014	24	2	Missing documents	<input type="button" value="Review"/>	<input type="button" value="Delete"/>

26. Please note that if your Application Status still shows Missing Documents, this is because of one of the following:

- 1) You may not have uploaded all the required **basic documents**.
- 2) You may not have uploaded **documents that are specific to this particular course**.

Please click the **Missing Documents** link to upload the required documents and proceed

33. You may select Review to view your complete application.
34. Once you have reviewed your application and made any required changes, click Submit Application to proceed to the final Stage 6: Submit Application. You will be redirected to the below screen:

The screenshot shows a web interface titled 'My programme' with a navigation bar at the top containing steps 1 through 6. Step 6, 'Submit Application', is highlighted in red. Below the navigation bar is a table with the following columns: Programme title, Host university, Mobility type, Mobility level, Start date, Duration, Priority (Toggle), and Status. There are two rows of data:

Programme title	Host university	Mobility type	Mobility level	Start date	Duration	Priority (Toggle)	Status	
Business Studies with Technology	Alexandria University	Degree Seeking	Master	9/21/2014	24	2	Completed, not submitted yet	Submit Delete
Accountancy, Financial Management	Alexandria University	Degree Seeking	Master	9/21/2014	24	1	Missing documents	Submit Delete

Below the table is a 'Back' button.

35. To finally submit your application, click .

Once an application has been submitted, the information cannot be amended and no further documents can be added at any stage

27. Please note:

- You cannot submit Priority 2 before Priority 1
- You cannot submit an application that is missing documents
- You can use the Toggle function to switch priorities between programmes

28. Shortly after successfully submitting your application you will receive an email on your specified email address. This is further confirmation of your application submission.

If you have not received a confirmation email after submitting your application in your inbox, please check your email accounts SPAM/ Junk folders as it may have been redirected there depending on the security settings of your email server.

Please note that as long as the application status shows 'submitted', this can be taken as confirmation of submission.

36. If applying for a 2nd programme, you will notice that this programme is still visible as an incomplete application.

37. You will need to follow the aforementioned steps to upload the specific documents for this course and then submit the application separately.

[For any technical problems or queries, please contact the dedicated Help Desk.](#)

We wish you the best of luck with your application!

The EU-METALIC Project Team

eumetalic@cardiffmet.ac.uk

