##### *PLEASE COMPLETE ALL SECTIONS OF THIS FORM*

###### APPLICATION FORM ERASMUS (European) Study Abroad 2019-20

Please submit the completed application to the Business School Study Abroad Team via this email address: [MMUBSStudyAbroad@mmu.ac.uk](mailto:MMUBSStudyAbroad@mmu.ac.uk) Applications will be considered on an ongoing basis from **16 November 2018**, until the **final deadline of 15 February 2019**. See the MMUBS Erasmus Application Guidance Notes at the end of this form for help completing your application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A** | | | | | |
| **Full Name** |  | | | | |
| **MMU ID Number** |  | | | | Are you a combined honours student?  **Yes /  No** |
| **Date of Birth** |  | | | |
| **Full Title of Course** |  | | | | If you are not on a Study Abroad route of your course, have you attached a complete, **signed,** transfer request form?  **Yes /  No** |
| **MMU Email Address** |  | | | |
| **Contact Telephone Number** |  | | | |
| **Skype Contact** |  | | | | |
| **Language Ability** | | | | | |
| **Foreign Language Spoken:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Level:** | Excellent  Good  Basic | | | |
| **Foreign Language Spoken:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Level:** | Excellent  Good  Basic | | | |
| \*Please note that some Study Abroad destinations require a minimum or recommended level of ability in the host language. | | | | | |
| **Study Abroad Destination Choices** | | | | | |
| **Choice of Country (in order of preference)**  **1.**  **2.**  **3.** | | | **Choice of University (in order of preference)**  **1.**  **2.**  **3.** | | |
| **Section B (please attach separate pages as necessary)** | | | | | |
| **Why do you want to study abroad and what do you think you will gain from the experience? (max. 400 words)** | | | | | |
| **What qualities, skills and experiences do you have that mean you would be a good ambassador for Manchester Metropolitan University at one of our partner universities? (max. 200 words)** | | | | | |
| **Please explain why you have chosen each of the three universities listed. Ensure that you demonstrate knowledge of how each institution is a good fit for you in terms of your course and personal development. (max. 300 words)** | | | | | |
| **The first few weeks abroad can be challenging. How will you ensure that you prepare yourself and get all the information needed to successfully navigate the first month in your new environment? (max. 200 words)** | | | | | |
| **What do you expect to achieve from your time abroad and how do you see this impacting your future? (max. 200 words)** | | | | | |
| **What additional costs are you anticipating from your selected destinations? Please explain how you will manage your budget overseas. (max. 200 words)** | | | | | |
| **Signature:** | | | | **Date:** | |

**\*Please note that if you are not on the Study Abroad route of your course, you must attach a completed (signed) Transfer Request Form to this application in order for your application to be considered.**

**MMUBS Study Abroad Study Abroad Application – Guidance Notes**

The Study Abroad application form is intended to help us make decisions on suitable candidates to be selected for the Study Abroad programme to one of our partner institutions.

The Study Abroad opportunity is competitive as we can only send a limited number of students to each of our partners every year. We therefore ask that you research your options carefully and put together a strong application so that you have a better chance of being selected.

Please note that the application is not the only thing we consider – we also conduct interviews, and contact your department(s) to ensure that you are performing well on your course and you have a good attendance record.

**The following outlines the process for applying for an Erasmus Study Abroad year.**

**STEP 1: Attend an Study Abroad talk**

Attend a Study Abroad talk hosted by either the International Office (IO) or the MMUBS Study Abroad Coordinators to find out more about Study Abroad to one of our European partners. Dates for these can be found on the International Office [website](https://www2.mmu.ac.uk/international/exchange/manchester-met-students-abroad/events/), or on programme Moodle areas.

**STEP 2: Do Your Research**

We find that students who use initiative and thoroughly research their options are ready for the Study Abroad opportunity. It prepares you to be independent and demonstrates that you are serious about your study overseas.

Deciding whether Study Abroad is for you can be a difficult decision; living in an unfamiliar place away from family and friends may be tough, but you will have the chance to explore a new culture and your experience will help shape you academically, professionally and personally. During the autumn term of your 2nd year, research your Study Abroad opportunities – gather as much information as possible about all of your options, and speak to your family and friends, as well as our Study Abroad Ambassadors who have been through the whole process and can tell you about their wonderful experiences

You can contact our Study Abroad Ambassadors via our Study Abroad Facebook group.

<https://www.facebook.com/groups/MMUBSStudyAbroad/>

**When choosing your university selections, be sure to consider:**

* The course offering at the partner university - make sure that the university offers modules/programme of study that aligns with your degree
* The location – this will have a big impact on your experience. Think about:
  + Whether you prefer an urban or rural setting
  + A strong campus community or a city-based campus
  + Whether you prefer a more English-friendly environment
  + Transport links so you can visit other cities
* The costs of studying and living – visas, insurance, medical checks, flights, subsistence, meal plans, accommodation, possible administrative costs at the partner university, etc.)
* Your personal interests – sports facilities, university location, clubs, societies, local amenities, surrounding towns/cities, places of worship, accommodation, support systems for students

**STEP 3: Prepare and submit your application – by 15 February 2019 at the latest (Places may already have been filled by this date so apply early).**

After reading the Guidance Notes, complete your application.

Section A asks for personal details and language ability. Please write the email address you use the most, and provide a permanent address on which to contact you even after your Study Abroad has started. Choose **three** destination universities and countries, in order of preference.

Section B is your personal statement, guided by a number of questions designed to establish relevant information and reasons why you are a strong candidate for Study Abroad. We are interested in:

* Your motivation for Study Abroad
* Cross-cultural experiences/awareness
* Your highest achievements and extra-curricular activities that would support your application
* How you have tackled challenges and difficult situations in the past
* How you will budget for Study Abroad
* How the Study Abroad programme will contribute to your personal and professional goals and what you hope to gain from it.

**Please submit your completed application** via email to [MMUBSStudyAbroad@mmu.ac.uk](mailto:MMUBSStudyAbroad@mmu.ac.uk) and completed Transfer Request Form if applicable to the Student Hub.

The **deadline to apply is 15 February 2019**; however, the MMUBS Study Abroad team will begin considering applications and allocating places from **16 November 2018**, so apply early.

**STEP 4: Attend an interview**

The week following your submission, the MMUBS Study Abroad Team may contact you for an interview to further discuss your application, your suitability for Study Abroad, and your selected partner institutions. Please respond promptly to set up your interview time.

**STEP 5: Outcome**

The MMUBS Study Abroad Team will contact you via email to notify you of the outcome of your application, and if successful, inform you of your allocated Study Abroad university. At this point you will have 5 days to accept or decline your offer of Study Abroad.

The International Office will then nominate you to the partner university.

**STEP 6: Apply to the partner university**

If your application for Study Abroad is successful, you will need to submit an application to the host university to confirm your place. The IO and the MMUBS Study Abroad Team will be in touch with you to advise on next steps and important documents and deadlines to be aware of. There will also be a number of ‘pre-departure briefing’ sessions for all selected students before you break for summer so that we can help you through the process of preparing for Study Abroad.

Only when the partner university has confirmed your place will your Study Abroad be fully secured. Any offer of Study Abroad will be subject to you meeting the academic requirements set by your department. Both the International Office and MMUBS Study Abroad Teams are there to guide you through the process; however, it is your responsibility to submit documents, adhere to deadlines and attend to all communication relating to your Study Abroad.

Good luck – we look forward to receiving your application!

***What makes a strong application?***

Students who study abroad develop a skillset that makes them highly employable. There are also qualities that students should possess before they go abroad, so that we can be sure you will have a successful experience and will be able to rise to the challenges you might face. These qualities are measured based on your entire application.

1. **Character**. You will face a number of challenges while studying abroad – you will need to be resilient, flexible and patient. You will also need a good attitude and must be committed to making the most of your Study Abroad. You will deal with vastly different processes and procedures while overseas, so you will need to deal with them with good humour and pragmatism, and take responsibility for your own success.
2. **Students who will be good ambassadors for Manchester Metropolitan University**. Our Study Abroad are reciprocal, so we need students to come to Manchester on Study Abroad too. This relies on you being a good ambassador for the University, representing us to your fellow students and your host university.
3. **Making the most of your time abroad**. Study abroad gives you a great opportunity to develop

yourself personally, culturally, and academically. Show us how you will take advantage of this. Remember, you will need to show you have engaged with your course and your host institution while abroad.

1. **Students who have considered the host universities and countries carefully**. There are a number of factors to take into account when making your choices. Your personal development, preferred lifestyle, academic enhancement and budget will all play a part. For each of your choices, ask yourself why? And so what? Why is immersing yourself in a culture important? Why do you want to see works of art in person? Why have you always wanted to study abroad? So what if you take classes in another style of teaching or academic environment? Continually asking yourself why will help you to articulate your specific reasons for wanting to study abroad – we want to see your thought processes.

**Reminders**

1. The availability of any particular university, and the number of places available at that partner, may change from year to year. Consult the Study Abroad [website](https://www2.mmu.ac.uk/business-school/current-students/overseas-study/) for an up to date list of our current partners.
2. Please respect the word limits for each question in Section B.
3. Successful students must meet the minimum requirements set by their department and the partner university.
4. The decision of the Business School Study Abroad Team on the allocation of places is final and there is no right of appeal.
5. Incomplete applications will not be considered. This includes applications from students who are not on the Study Abroad route of their course, and who have not submitted signed Transfer Request Form to the Student Hub.

Late applications will not be considered. Please ensure you submit your application to [MMUBSStudyAbroad@mmu.ac.uk](mailto:MMUBSStudyAbroad@mmu.ac.uk), **by 15 February 2019** **at the latest**