



**-Student agreement Erasmus Mundus Masters programme
Crossways in Cultural Narratives-
ERASMUS MUNDUS SCHOLARSHIP HOLDERS**

ERASMUS MUNDUS MASTERS COURSE

CROSSWAYS IN CULTURAL NARRATIVES

Between the University of Perpignan Via Domitia, established in Perpignan (UPVD, 52 avenue Paul Alduy, 66000 Perpignan, France), Coordinating Institution of the Erasmus Mundus Master course CWCN (Crossways in Cultural Narratives), represented by Prof. Jonathan POLLOCK, Coordinator

On behalf of the CWCN Consortium formed by the following 10 partner universities:

- University of Perpignan Via Domitia, France
- University Degli Studi di Bergamo, Italy
- University of St Andrews, United Kingdom
- University of Sheffield, United Kingdom
- University of Santiago de Compostela, Spain
- University Nova de Lisboa, Portugal
- University Adam Mickiewicz, Poland
- University of Guelph, Canada
- National University of Tres de Febrero, Argentina
- University of Tübingen, Germany

and 2 associate Universities:

- University Iberoamericana Mexico City, Mexico
- Federal University of Rio de Janeiro, Brazil

And the student:

Surname/Last name: «SURNAME»

First name: «First_name»

Date of birth: «DateBirth»

Nationality: «Citizenship»

HAVE AGREED to the following terms and conditions (with ANNEXES 1,2,3,4,5):



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

I. General Conditions:

§1. The student hereby commits him/herself on his or her honour to duly attend the «Year_1»-«Year_3» round of the Erasmus Mundus CWCN programme, approved by the European Commission under Specific Grant Agreement Number 2017-1938, and to attend the prescribed lectures and examinations.

§2. The student declares that s/he meets the requirements needed to follow the proposed academic programme, namely that 1° s/he holds a Bachelors (or equivalent) degree and 2° has a level of proficiency in at least two CWCN languages equivalent to B2, according to the standards defined by the Common European Framework of Reference for Languages (CEFR) before starting the programme.

§3. The student commits him/herself to follow a language course during semesters 1 to 3 to study at the «Univ_S4» unless he/she has already a level of proficiency equivalent to B2 (as defined by the CEFR) in the main language used in that university.

§4. The universities will do their best to provide the Student with tuition, supervision, assessment and support services of a professional standard. Relevant information concerning the structure and organization of the Master is published on CWCN website: <https://master-crossways.univ-perp.fr/>

II. Rules and regulations:

§5. The student declares that s/he read carefully the following rules and regulations referred to in the student handbook available at <https://master-crossways.univ-perp.fr/en/menu/students/studies-/> :

	<i>Please tick where appropriate</i>
I Degree regulations	<input type="checkbox"/>
II Examination and assessment procedures	<input type="checkbox"/>
III Dissertations in internships	<input type="checkbox"/>
IV. Academic standards and practices	<input type="checkbox"/>
V. Academic misconduct	<input type="checkbox"/>
VII. Student problems and complaints	<input type="checkbox"/>
VIII. Provision of tutors	<input type="checkbox"/>

III. Tuition and scholarship conditions

§6. The amount of the Erasmus Mundus scholarship for the grant student will be as follows:

- A monthly allowance (1000€ / month) * 24 months = 24000€.
- A contribution to travel costs («Scholarship_2»€/ year).



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

- [if applicable] A contribution to installation costs for the two-year programme : «Scholarship_3_EN»€
- The total participation costs, for tuition fees and health insurance coverage: «Total_Fees»€. These fees cover the national enrolment fees in force in each university of the Masters and the insurance costs. The participation costs also cover any expenses related to the delivery of degrees, joint diploma supplements, transcripts of records. This amount is directly subtracted from the scholarship.

Scholarship holders of the Erasmus Mundus programme have not the right to benefit from any other European funding/scholarship/grant.

§7. Management of the scholarship funds

a-Contribution to travel and [if applicable] installation costs: they are paid in two instalments, one at the beginning of the first year (in September «Year_1») and the second one at the beginning of the second year (in September «Year_2»), only after the reception by of the arrival certificate signed by the student each September (sent by the local University).

b-The contribution to the participation costs (tuition fees): is charged directly from the scholarship.

c-The monthly allowance: The monthly allowance payments will start from **September «Year_1»** giving the fact the coordinating institution receives the arrival certificate signed by the student. **The monthly allowance payments** will be done by bank transfer, to a bank account in Euros (if applicable), at the **beginning of each month after** that, if the student follow the rules and regulations of the programme. The student will receive 24 instalments, during the two years of the Masters course with the following **exceptions**:

- Payment of the **month of January** «Year_1» and «Year_2» will be made in the second half of January.

Payment of **February** «Year_1» and «Year_2» scholarships will be made after the reception by the coordinating institution of the arrival certificate signed by the student for the corresponding semester.

- Payment of **September** «Year_1» and «Year_2» scholarships will be made after the reception by the coordinating institution of the arrival certificate signed by the student for the corresponding semester.

d-The payment will be stopped immediately in case of interruption/exclusion/drop-out of the course by the student or unjustified absences including those set in **§8**.

e-The student should to fill in the bank details document each time he/she changes his/her bank account information (Annexe 3)

§8. The monthly contribution to subsistence costs cannot be given to scholarship holders for periods (study /research /placement /thesis preparation) spent in their country of residence.

The monthly allowance will be interrupted for scholarships holders from a Partner country for the EMMC periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner country.



In case of a drop-out of a scholarship holder student, the student must inform the consortium immediately by email (with acknowledgment of receipt) to mundus@univ-perp.fr.

IV. Under the present contract, the Student agrees:

§9 In the case of non-attendance to the course (lectures, practical sessions, field trips, informative and official meetings...) that the student cannot justify with medical certificates or for which permission has not been granted by the CWCN staff (to ensure permission, the student must ask in advance) and

- If the student fails to validate a year of study,
- If the student is the subject of disciplinary measures leading to his/her exclusion from the 12 CWCN Partner Universities,
- If the student is the subject of legal prosecutions that prevent him/her from attending the CWCN programme,
- If the student withdraws from the CWCN programme, on his/her own decision or by force majeure,

the student understands that he/she shall be excluded from the CWCN Master.

§10. In such an event, the student hereby makes a commitment on his/her honour to reimburse the CWCN Coordinating Institution (University of Perpignan Via Domitia, France) the excess funding from the grant(s) allocated to him/her, which consists in:

- any CWCN funds received covering the period following the date of exclusion,
- at the beginning of the Master programme, part or totality (based on the number of months attended) of the money that were deposited on a bank account in euros (if applicable) he/she provided.
- except for the sums stipulated in §11 and §13.

§11. As an exception to §10, the student shall not refund sums he/she perceived for the following:

- the rent of his/her accommodation, for the month of the day of his/her exclusion,
- the fees corresponding to his/her accommodation insurance, between the day of his/her exclusion and the end of the calendar month,
- the bank charges to pay for his/her bank account and his/her visa card (if applicable), between the day of his/her exclusion and the end of the calendar year,
- tuition fees for the remainder of the CWCN programme which are directly reduced from the scholarship (7 000€ per year for Partner country¹ students and 3 500€ per year for Programme country students).

¹ **Partner country student:** students whose nationality is one of the Erasmus+ Partner Countries and are not residents nor have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years¹ in any Programme Country are considered as Partner Country students.” The partner countries are the one as defined in the [Erasmus+ programme guide](#) (Pages 21-22-23) **Programme countries** are the 28 EU Member States (Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom) + Iceland, Liechtenstein, Norway, Turkey and the former Yugoslav Republic of Macedonia.



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

- sums the student shall need to live between the day of his/her exclusion and the end of the calendar month, i.e. for food, transportation, within a limit he/she shall agree on with the CWCN Coordinating Institution (University of Perpignan Via Domitia, France).

§12. Upon exclusion, the student shall in due time and before his/her departure pay for the following:

- the rent of his/her accommodation, for the month of the day of his/her exclusion,
- the fees corresponding to his/her accommodation insurance, for the month of the day of his/her exclusion,
- the bank fees to pay for his/her bank account and his/her visa card (if applicable), for the year of the day of his/her exclusion,

§13. The CWCN Coordinating Institution (University of Perpignan, France) shall allocate

- the student funds and instructions enabling him/her to fulfil his/her commitments in §11. The funds consist in the grant allocated for the month of the day of his/her exclusion,
- the student funds to cover the cost of travel back to his/her country of origin that the student shall not refund.

§14. For the student's information, following the exclusion or the withdrawal of a student from the programme, the Specific Grant Agreement (2017-1938) between the CWCN Coordinating Institution (University of Perpignan, France) and the Education, Audiovisual & Culture Executive Agency (EACEA) of the European Commission, which funds the CWCN programme, instructs the CWCN Coordinating Institution:

- a) to make the remainder of the grant allocated to that student available to a new applicant,
- b) to refund the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities with the remainder of the grant allocated to that student if no new applicant is enrolled as a replacement,
- c) except for funds mentioned in §11 and §13, and for the prescribed use only (§11 and §13).

§15. If the student withdraws from the CWCN programme, on his/her own decision or by force majeure, the Coordinating Institution (Université de Perpignan) will not reimburse the tuition fees corresponding to the year in which the withdrawal takes place.

Signed in _____, on _____

The student,
«First_name» «SURNAME»

The CWCN Coordinator,

.....



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

ANNEXE 1: ENGAGEMENT FORM

I, «First_name» «SURNAME» of «Citizenship» nationality, hereby confirm that I accept the place on the Erasmus Mundus *Crossways in Cultural Narratives* Masters programme as a Erasmus Mundus scholarship student, for the «Year_1»-«Year_3» academic years offered to me by the University of Perpignan Via Domitia, co-ordinating University of the programme. and to comply with all the requirements of the student agreement,

Signature

Date

Certified by: Professor Jonathan POLLOCK
Coordinator *Master Crossways in Cultural Narratives*

NB: Failure to sign and return this form will result in non-participation in the Erasmus Mundus Masters Programme Crossways in Cultural Narratives (CWCN).



ANNEXE 2: MOBILITY TRACK

I, «First_name» «SURNAME» of «Citizenship» nationality, hereby confirm that I shall undertake the following mobility track during the «Year_1»-«Year_3» academic years:

1st Semester: «Univ_S1»

2nd Semester: «Univ_S2S3»

3rd Semester: «Univ_S2S3»

4th Semester: «Univ_S4»

Signature

Date

Certified by: Professor Jonathan POLLOCK
Coordinator *Master Crossways in Cultural Narratives*

NB: Once confirmed, the mobility track is contractual and not subject to change. Failure to sign and return this form will result in non-participation the Erasmus Mundus Masters Programme Crossways in Cultural Narratives (CWCN).



ANNEXE 3: BANK DETAILS

Bank details for the transfer of scholarships, **to be communicated upon arrival in the first University of your mobility track and when you change of your bank account information:** please use bank accounts in EUROS
Please attach to the form a copy of the official bank account details from your bank.

1	NAME / First Name of the scholarship holder	
	INTAKE (20xx-20yy)	
	Personal Postal Adress	
	CITY - COUNTRY	
2	NAME of the BANK	
	Address of the Bank	
	BIC / SWIFT of the Bank	
	Currency of your bank account:	IBAN
		SORT CODE (UK only)

For France, please add the following details:

3	Code banque (France)
	Code guichet (France)
	Numéro de compte (France)
	Clé RIB (France)

I, «First_name» «SURNAME», hereby certify the information provided in the ANNEXE 3 of the student agreement are the ones from my personal bank account information.

Signature :

Date:

Annexe 3 to be sent to mundus@univ-perp.fr



ANNEXE 4: Health and travel and liability insurance

«MrMs» «First_name» «SURNAME»

To whom it may concern,

I, the undersigned, Professor Jonathan POLLOCK, hereby certify that the Crossways Consortium provides insurance for all programme participants, including «MrMs» «First_name» «SURNAME». The insurance cover is provided by [XXXX] and includes all worldwide travel insurance required for participation in an Erasmus Mundus programme. The cover takes effect by the time the student starts its journey to participate in the Master Course and is valid two months after the graduation ceremony. It includes:

- costs for essential medical and dental care,
- cover in the event of death/sickness/pregnancy and childbirth/accident,
- cover in the case of permanent invalidity resulting from an accident
- third party liability cover;
- theft and loss of identification documents and travel tickets
- assistance in emergency cases including visits by relatives,
- cover for medical costs and urgent dental care up to 4 weeks in your home country.

The insurance is valid for the mandatory as well as non-mandatory (if relevant) mobility study periods in both Programme and Partner countries (if applicable). Terms and conditions are presented below [information coming soon] and comply with the Erasmus Mundus Programme requirements².

I remain at your disposal should you require any further information.

Yours sincerely,

Jonathan POLLOCK
Coordinator
Crossways in Cultural Narratives

² https://eacea.ec.europa.eu/sites/eacea-site/files/2017_emjmd_-_annex_ix.pdf



ANNEXE 5: Information concerning the programme: registration, accommodation and visas

- **Registration procedure to the Erasmus Mundus Masters Programme CWCN**

1. The University of Perpignan provides new students with the following information for registration to the CWCN programme:

a. Certificate of acceptance;

b. Student agreement:

➔ *to be signed and returned by [...], 2018 by email to mundus@univ-perp.fr and by post mail to:*

**Université de Perpignan Via Domitia
A l'attention de Mme Marie LE DUC
Bâtiment A- SRI – Master Crossways
52, Avenue Paul Alduy
66 860 PERPIGNAN CEDEX
France**

2. Once the University of Perpignan receives the student agreement signed, the University of Perpignan will send the following information to the student:

a. Certificate of participation;

b. Certificate of insurance;

c. Induction days form *Induction days take place early September each year. It is highly recommended to participate in the induction though not compulsory. -> to be signed and returned by July 2, 2018 to mundus@univ-perp.fr*

The student has to keep a copy of all the documents during all the duration of the Erasmus Mundus Masters programme Crossways in Cultural Narratives.

Once you are registered in the programme, you can become a member of the Erasmus Mundus Students and Alumni Association - students are encouraged to join the “*Erasmus Mundus students and Alumni Association (EMA)*”. If you want to have more information on how to join the association as a member: <http://www.em-a.eu/en/become-a-member.html>

- **Registration procedure at the Universities**

Once you are registered in the programme, you need to be registered at the Universities of your pathway

The local registration process at each of the three local universities of your mobility track is described below. For accommodation requests, please see the item ‘accommodation’ below.



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

For the email addresses of these contact persons, please see the page <https://master-crossways.univ-perp.fr/en/menu/the-crossways-/universities-of-the-consortium/>. You should not contact your local universities before receiving your certificate of participation in the programme to the coordinator in Perpignan.

Bergamo	<p>Students receive an email with basic information concerning Bergamo (including how to apply for accommodation) around mid-July when the course catalogue are available or in October for students coming in semester 2. Enrolment will be possible only when students arrive in Bergamo.</p> <p>Certificates for visa applications can be requested beforehand upon request to the general administration.</p>
	Contact person: general administration at the university of Bergamo
Guelph	<p>All students are sent an admissions offer by email from the local Crossways coordinator in March. In May or June, students will be invited to register on the local University of Guelph web site. This is necessary in order to obtain an official Letter of Offer that must be submitted when applying for a study permit to come to Canada. The Office of Graduate Studies at Guelph may request that students provide additional documentation about their previous studies (original transcripts, etc) once they arrive in Guelph. Any official documentation required will be described in the Letter of Offer. All students accepted within a cohort are granted admission to Guelph at the same time, regardless of the semester they will attend the University. Once students arrive in Guelph, they will be able to obtain a University student card and register for their courses. There will be an introductory meeting with the local coordinator at this time but students are encouraged to communicate regularly with the local coordinator and the graduate secretary throughout the admission and registration process.</p>
	Contact person: general administration at the university of Guelph
Lisbon	Students registration happen when arriving at the university. Non-European students are invited to contact the person designated below to issue local certificates for their visa requests.
	Contact person: general administration at the university Nova de Lisboa
Poznan	Information not yet available.
	Contact person: please contact the local coordinator of the University
Perpignan	All students are sent local registration forms at the same time as the welcome letter and registration forms for the programme. This includes a form for accommodation requests for the next academic. Registration at the university takes this form for both years of the programme, whether students attend courses in the next academic year or not. Such a registration is necessary to allow the transfer of credits obtained from



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

	other universities of the programme for the final diploma.
	Contact person: general administration at the university of Perpignan / administrative coordinator of the Crossways programme
Sheffield	Information not yet available.
	Contact person: general administration at the university of Sheffield
St Andrews	All students are sent an offer letter via email (conditional or unconditional) by the University's Admissions department in mid-June. The email contains links to information on University accommodation, semester dates and applying for visas, along with students' unique student identification number. Once students have accepted the offer, they will be sent an entrant email by Admissions with directions on how to complete online matriculation prior to arriving in St Andrews, including setting up their University email accounts and applying for a student card. In August (for S1 entrants) or December (for 'Home' students), students are sent a welcome message from the School directing them to the webpage where modules available that year are listed, asking them about their intended dissertation topic so that we can start thinking about their potential supervisor, and if applicable, about their work placement plans, and giving them information about the arrival meeting with the local coordinator in September (for S1) or January (for 'Home'). Once students arrive in St Andrews, they will have to complete matriculation in person by doing a centrally-organised identity/visa check and collecting their student cards. There is a meeting with the local coordinator on the Thursday before teaching begins (in both September and January) where students are enrolled onto modules and the arrival certificate is signed. This is followed by an informal wine reception that evening to welcome the new students and introduce them to current Postgraduate students and staff.
	Contact person: general administration at the university of St Andrews
Santiago	Information not yet available.
	Contact person: please contact the local coordinator of the University
Tübingen	Information not yet available
	Contact person: please contact the local coordinator of the University
UNTREF	Information not yet available
	Contact person: please contact the local coordinator of the University
Ibero	Information not yet available
	Contact person: please contact the local coordinator of the University
UFRJ	Information not yet available
	Contact: please contact the local coordinator of the University



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

- **START of COURSES** *indicative timing*

Induction days are organised early September in one of the European Universities of the consortium. Courses will start soon after according to the **indicative** timing below:

		Starting date of courses ⁽³⁾
	Induction days	Information coming soon
<ul style="list-style-type: none"> • Lisbon • Perpignan • St Andrews • Santiago de Compostela • Guelph ⁽¹⁾ 	Semester 1	Information coming soon
	Semester 2	Information coming soon
<ul style="list-style-type: none"> • Bergamo • Poznan ⁽²⁾ • Sheffield 	Semester 1	Information coming soon
	Semester 2	Information coming soon
<ul style="list-style-type: none"> • UNTREF • Iberoamericana of Mexico (MX) • UFRJ 	Semester 1	Information coming soon
	Semester 2	Information coming soon

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Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

• ACCOMMODATION

You will need to **approach each university** of your mobility **for guidance on local accommodation** before your arrival.

There are university residences in some universities of the consortium with few rooms or small flats available for students of the programme. Preliminary information is provided in the following table:

Bergamo	A single room in a shared flat will cost about 350-360 € (bills included). A small "monolocale" (studio) flat is around 450 € (without charges). the University helps students to find accommodation. Applications to this service are to be made on the university website www.unibg.it/accommodation after mid-June for the 1st semester and in November for the 2nd semester:
Guelph	The average rent for a room in a shared house is between \$400-500. The university residence tends to fill up with undergraduate students and is hard for students who arrive in the middle of the academic year to access. A good website to find accommodation listings for students is http://www.thecannon.ca/classifieds .
Lisbon	FCSH offers the possibility of staying at the University residence Lumiar (http://sas.unl.pt/alojamento/rl/residencia-do-lumiar). Prices are listed at: http://sas.unl.pt/alojamento/GALO%20003%20RL%20Precario%20NOVA%2014.pdf . Students are required to send a form provided by the local coordinator to the email apoio.erasmus@fcs.unl.pt and erasmus@fcs.unl.pt , specifying that they are Crossways students. The request should come with 2/3 months notice and students will be notified directly by the institution. Rooms in a shared flat in Lisbon may vary between 200 and 300€, in case students are interested in finding their own accommodation the following sites are recommended: BQuarto http://www.bquarto.pt / Easyquarto http://www.easyquarto.com.pt / Ocasiao http://www.ocasiao.pt / OLX http://www.olx.pt/
Poznan	AMU offers single and double dormitory rooms at "Jowita" hall. Double is 495 PLN (approx. 125 €) /month. Single is 595 (approx. 150 €). More information can be found at the website: http://dsjowita.home.amu.edu.pl/
Perpignan	The residence if the university offers single rooms with bathroom for about 230€/month all charges included and studios for about 350€/months + 20 to 50€/months for charges. Requests have to be made to the local coordinator: a form is generally provided to all students prior to their arrival. If you stay at least 6 months in France, you are eligible for housing allowances by the state for about 100€/month (from the second month only – applications are to be sent once you are in France).
Sheffield	Most students opt for private accommodation, either mediated through the University's accommodation office or obtained by other methods. In locations close to the University, you can expect to pay, per person, about £300 per month + £50 charges. Cheaper options a bit further away from the University exist. There is also a



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

	<p>limited supply of rooms available to Crossways students in University residences. These are not cheap: approx. £440 per month inclusive. More information on services available at the university of Sheffield are available at http://shef.ac.uk/ssid.</p>
St Andrews	<p>There is limited University accommodation available for postgraduate students and applications are made online a few months in advance (e.g. Albany Park, one of the cheapest options, around 350 £ a month including all utilities). Information can be consulted on the relevant section of the University's website (http://www.st-andrews.ac.uk/accommodation/pg/). The University also provides advice to students on finding private lets, through a dedicated Private Property letting section of the website (http://www.st-andrews.ac.uk/accommodation/private/), or the Student Pad search engine (http://www.standrewsstudentpad.co.uk/Accommodation). A room in a house can range from 400 £ to 700 £ (in the city center) and are quite difficult to find.</p>
Santiago	<p>A private room in a house which would cost between 150-200 euros per month and are rather easy to find. The university website is quite helpful as well as http://xornal.usc.es/xornal/taboleiro.html. The residences might be more expensive with a limited number of rooms. Reservations imply a pre-payment of the first months. See http://www.usc.es/gl/servizos/sur/index.html for reservations.</p>
Tübingen	<p>Students have to secure their own accommodation. After being admitted they can apply for a room/apartment in one of the student dormitories: https://en.my-stuwe.de/housing/online-application/</p> <p>For any questions concerning the procedure, please contact lehrstuhl.hotz-davies@es.uni-tuebingen.de</p> <p>Additional, private accommodation offers:</p> <p>http://www.mitwohnzentrale-tuebingen.de/kontakt.htm https://www.immobilienscout24.de/wohnen/baden-wuerttemberg,tuebingen-kreis,tuebingen/mietwohnungen.html http://www.wg-gesucht.de/wg-zimmer-in-Tuebingen.127.0.1.0.html http://www.studenten-wg.de/T%FCbingen,wg-zimmer.html http://www.immonet.de/baden-wuerttemberg/tuebingen-tuebingen-wg.html http://www.wg-liste.de/tuebingen/ http://www.tagblatt.de/Home/anzeigen/uebersicht.html https://www.tuebingen-wohnungsmarkt.de/ http://www.studenten-wohnung.de/ https://www.immowelt.de/ http://www.wg-welt.de/ http://www.vierwaen.de/ http://studenten-wohngemeinschaft.de/ http://www.zwischenmiete.de/</p>
UNTREF	<p>In Argentina universities are usually urban and do not have their own premises for student's accommodation. Local coordinator guides students in order to get different accommodation options to choose the one it suits them the best. Usually Crossways students rent a room in a shared apartment with other foreign students. There is an informal network of former Crossways students who usually give good tips to new students in relation to accommodation as well.</p>



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

Ibero	Information coming soon
UFRJ	Information coming soon

• VISA REQUESTS

This section concerns **non-European students** as well as **European students** going to the universities of Guelph, Entre Rios or Iberoamericana of Mexico.

You should **always double check the information presented below with the respective Embassies** as this varies constantly according to international circumstances.

Three kinds of university certificates are usually required by Embassies:

1.	A document certifying your acceptance to the programme, your mobility path and the subscription to international health and personal liability insurance; In addition, Erasmus Mundus scholarship holders are provided with the financial details of their scholarship for the two academic years.	provided by the University of Perpignan at the beginning of the course can be reproduced upon request to mundus@univ-perp.fr
2	A certificate of acceptance at each local university of your mobility path;	provided by the local university upon request to that university (see the contact persons on the Crossways website ³);
3	A document certifying the accommodation reservation of a room or flat in a residence of the university <u>if applicable</u> ;	provided by the local university upon request to that university (see the contact persons on the Crossways website).

Timing and documents usually required:

Candidates to the programme 20xx-20yy should wait for May 200xx to requests these certificates to the University of Perpignan and their first local university. However, they may start to contact Embassies to learn about the documents to provide and the timing to obtain a visa as soon as possible.

³ http://www.munduscrossways.eu/struttura.asp?cerca=contacts_01



Crossways in Cultural Narratives

ERASMUS MUNDUS MASTERS

You should contact the Embassies in your country of residence **about three month before your departure** to learn about the documents required (e.g. criminal record for visas to Portugal and Spain) and the most appropriate timing as well as the possibilities to work if you wish to do so;

You are strongly advised to **check the visa procedures** in May-June before your semester 1 **for the three countries you will study in**. Apart from Argentina, you should not enter the future host country with a touristic visa: you would indeed take the risk to have to go back to the country where you come from (home country or country of last semester) to proceed with the student visa request.

Rules are changing constantly but each year we face students having to go back to their home country to do either a medical test (e.g. tuberculosis test for the UK which cannot be done in certain European countries) or to get a criminal record before the start of the studies in Europe. Please check typical examples of problems for Portugal and Spain below.

Important information for visas to the UK (St Andrews and Sheffield): no more than three months before the semester begins, the University processes the student's information, establishes that students qualify for a visa, and issues the student with a "CAS [Confirmation of Acceptance for Studies] Number". This number allows the student to get online and apply for the visa directly from the UK visa authorities. The UK visa authorities (not the University) prescribe the date at which the CAS Number can be issued. If a student does not have their BA graduation certificate and an appropriate English language certificate ready and available, the issue of the CAS Number is liable to be delayed.

Type of visas to be requested for the European Union

The European Union has two separate areas for border controls (Schengen Area or not). All European universities of the Crossways programme are in the Schengen area except those in the UK. You should therefore ask for the following possibilities while you are in your home country:

Requests from your home country

(1) Is it possible to have two visas for a single academic year at the same time i.e. if the country of your 2nd and/or 3rd universities would accept delivering the visa early enough, in the preceding summer (*not possible if you are studying in the UK in semester 2 or 4*)

Example: if you study in Perpignan and Lisbon next year, it is possible to ask a visa to Portugal before going to France?

OR

(2) Is it possible to a Schengen visa allowing you to have one visa for all your semesters 1, 2, 3 and 4 or part of them (*not possible if you are studying in the UK at some stage*)

Requests from your future study country

(3) If it will be possible to request the visa for the next study country (e.g. for semester 2 or 3) **from the preceding country of study** (e.g. from the country one you stay in semester 1).

Example: if you are in the UK in semester 1, is it possible to obtain a visa to Portugal from the Portuguese Embassy in the UK for semester 2?

OR



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Options (1) and (2) are not systematically possible but it is advised to check if these options are offered for your mobility path.

For the UK, students usually request a “Tier 4” Visa. For a stay of one semester only, a [short term study visa](https://www.gov.uk/study-visit-visa) (<https://www.gov.uk/study-visit-visa>) is now more and more delivered. It would be valid for 6 months from the date of application.

For Spain and Portugal, criminal records for the last five years are often required. This includes the current residence (i.e. you would be probably be requested certificates for the countries where you studied or are studying while in Europe). Some of the certificates might require an “Apostille” (see https://en.wikipedia.org/wiki/Apostille_Convention).

If you have no EU citizenship and can enter and stay in Europe without visa (e.g. Brazil citizens), a student visa would be necessary anyway and it might not be possible to request the visa from the host country, i.e. you would need to request your visa either from your home country or from the country of current residence (i.e. before moving to the next semester).

Finally, please note that the European institutions have adopted a directive in 2016 to facilitate visa requests for students⁴. Each EU Member State should ensure a transfer to its national legal system before it becomes applicable to its national visa procedures.

Visas to non-European Countries:

- a. **Visa to Canada (University of Guelph):** **all students need to have study permits** before arriving in Canada, even if they are only there for one semester. Despite recent change in legislation in Canada which allows for study of under 6-months without a permit, not requesting a visa might cause difficulties to grant you a local degree.
- b. **Visa to Argentina (Universidad Nacional de Tres de Febrero)** students usually enter the country without a visa (as tourists) and request a student visa once they are in Argentina.
- c. **Visa to Mexico:** see http://internacional.iberomex.mx/en/images/documentos/Study_Guide.pdf
- d. **Visa to Brazil:** Information coming soon

Travelling in the Schengen area:

For more information on the European Union Schengen area (i.e. all European universities of the programme except those in the UK), you might consult the following page:

http://europa.eu/youreurope/citizens/travel/entry-exit/non-eu-nationals/index_en.htm

Please note that you might enter in Europe from another country of the Schengen area for transit only. Once you have a proof that you did arrive in the country for which you obtained a visa, travelling in Europe is possible for stays no longer than 3 months.

⁴ Directive (EU) 2016/801 of the European Parliament and of the Council of 11 May 2016 on the conditions of entry and residence of third-country nationals for the purposes of research, studies, training, voluntary service, pupil exchange schemes or educational projects and au pairing