

Dear Erasmus contact,

Our school's internal policy states that for the academic year 2012-2013, we will only be able to accept a limited number of students. All students applications will have to be discussed in our Recruitment and Admission Committee (MRAC) and a maximum of 12 will be selected on the basis of: quality of the candidate; knowledge of the English language; interest in our School.

Erasmus Admissions will be discussed in the MRAC committee in May 2012 and I will need the following documents from the nominee students **by the 20th of April 2012**, at the latest, for those students applying to both the first and second semester:

- 1) a signed and stamped (from your side) Learning Agreement;
- 2) a CV and Transcript of Records with a Diploma supplement (or anything produced by the home institution that will enable us to understand how the student's performance is comparable to the average in the Institution);
- 3) a statement written by the student explaining her/his interest in studying for a term or for the full academic year at the Cardiff School of City and Regional Planning.
- 4) Certificate attesting proficiency in English.

Please advise your students to send the application and all the required documents in electronic form to Mrs. Evelyn Osborne, at OsborneE1@Cardiff.ac.uk

The results of selection of the applications will be announced in the last week of May 2012. If there is any contestation, or there are cases that need to be discussed again, they will be presented at the next MRAC be held in June 2012, and a final decision on the contested cases will be announced at the end of June 2012. If a student declines the offer or cannot come to Cardiff, her/his place will be offered to the first student in the waiting list, and not automatically replaced by another student from the home university.

I hope this policy will not create too many problems for you.

Many thanks for your collaboration and best wishes,

Dr Mara Miele