



Guidelines for PlantHealth Applicants

PlantHealth - European Master Degree in Plant Health in Sustainable Cropping Systems

Access to the PlantHealth online application system:

Both self-funded candidates and scholarship applicants submit their application forms through the same on-line system, which can be accessed on this website: www.planthealth.upv.es

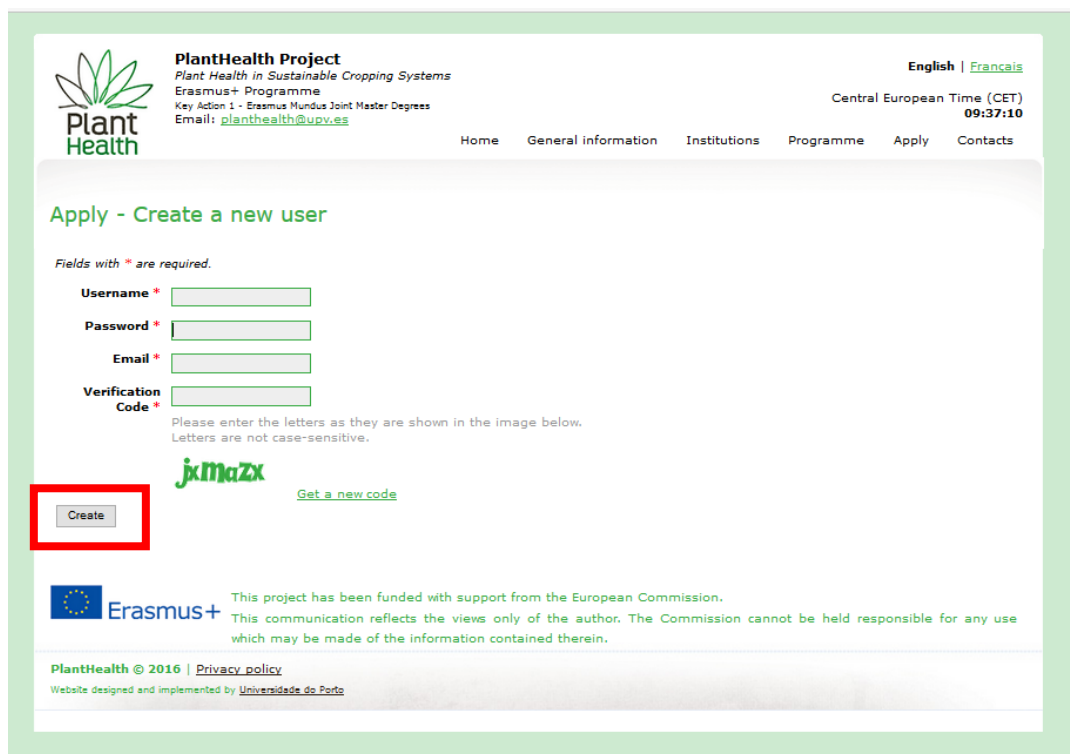
To create a new user please access the website: <http://planthealth.upv.es/apply> and click on “create a new user”

The screenshot shows the PlantHealth Project website. At the top left is the Plant Health logo. To its right is the project name and details: 'PlantHealth Project', 'Plant Health in Sustainable Cropping Systems', 'Erasmus+ Programme', and 'Key Action 1 - Erasmus Mundus Joint Master Degrees'. Below this is the email address 'Email: planthealth@upv.es'. On the top right, there is a language selector set to 'English' and a clock showing 'Central European Time (CET) 11:54:27'. A navigation menu includes 'Home', 'General information', 'Institutions', 'Programme', 'Apply' (highlighted in green), and 'Contacts'. The main content area is titled 'Apply' and contains a 'Call for applications' box with a 'NEW' tag, listing 'Start date: 23-October-2017 (00:00 CET)' and 'End date: 31-January-2018 (23:59 CET)'. Below this is a section for 'Guidelines for applicants' with a link to a 'Guide for Applicants' (marked 'NEW'). The 'Application procedure' section states that the program recruits up to 30 students and that the best candidates will receive an Erasmus Mundus scholarship. It also mentions that the application process is selective and that applications are made through an online form. On the right side, there is a 'Sign in' form with 'Username' and 'Password' input fields, a 'Sign in' button, and a 'Forgot your password?' link. At the bottom of the sign-in area, there is a link for 'New applicant? [Create a new user](#)', which is pointed to by a red arrow.

Screenprint 1 – apply

You will have to fill in the requested data:

- Decide a username and a password
- Insert your **personal** email account
- Insert the verification code that will appear on the screen



Screenprint 2 – create a new user

After filling in the information, please click on “create”.

NOTE: It’s very important that you keep the username and password, as those will be your access credentials for the whole process.

Once you have created your user you will be automatically redirected to the online application.

STEP 2: online application – eligibility questions

The first screen of the online application contains the application calendar, as shown on the Screenprint 3 below.

Call for student applications
 Start date: 23rd October 2017
 End date: 31st January 2018

Application procedure:
 The Erasmus Mundus Joint Master Degree PlantHealth recruits up to 30 well-motivated students from all over the world.
 The very best candidates for the PlantHealth intake 3 (2018/2020) will receive an Erasmus Mundus scholarship!
 The application process is extremely selective and only the best candidates will be admitted to the programme.

Application calendar:	
Deadline for applications:	31 st January 2018
Publication list of candidates accepted in the master intake 3:	end of February 2018
List of candidates selected for a Erasmus Mundus scholarship for the master intake 3:	end of March 2018

Screenprint 3 – Applications calendar

Once you start the application, you will find the 1st eligibility question, as shown on the Screenprint 4 below. Please select the corresponding option and then click on “save” to be directed to the next eligibility question.

If you are in the last year of your first higher education degree, you will have to answer “yes” to this first eligibility question.

IMPORTANT:

The online application has been designed to guide you along the process. Each section contains explanations about how to fill in the corresponding information. Please read the explanations carefully before answering the questions.

At each section of the online application you can save the changes so that they are available the next time you access the system.

Eligibility questions

Admission requirements: - Awarded Bachelor of Science degree (180 ECTS) in Agronomy / Agricultural Sciences or related fields. 180 ECTS usually equal to a 3-year full-time undergraduate/bachelor degree, with at least 4 ECTS in Plant Health or Crop Protection, or equivalent.

Do you hold an undergraduate/bachelor degree or equivalent studies that gives you access to Master's studies in your country? *

Yes No

* While this condition must necessarily be fulfilled at the time of enrolment, the EMJMD PlantHealth consortium accepts applications from students in the last year of their first higher education degree. Preference will be given to applications from students that already have this condition fulfilled at the time of application.

Save

Screenprint 4 - Eligibility questions 1

Eligibility question 2:

Please select the corresponding option and then click on “save” to be directed to the next eligibility question.

Eligibility questions

Have you already benefitted from an Erasmus Mundus Joint Master Degree (EMJMD) scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship? *

Yes No

Save

Screenprint 5 - Eligibility questions 2

Eligibility questions 3:

Please select the corresponding options and then click on “save” to be directed to the next eligibility question.

The list of Programme Countries is available on http://planthealth.upv.es/general_information#anchor8

Eligibility questions

Which is your nationality? *

If you have a double nationality, please specify the nationality under which you want to submit your application.

Have you lived, resided or carried out your main activity (work, study, etc.) for more than 12 months (in the date of application) over the last five years in one Programme Country? *

The list of programme countries is available [here](#).

Yes No

Save

Screenprint 6 - Eligibility questions 3

Eligibility questions 4:

Select the corresponding option and then click on “save” to be directed to the next section of the application.

Remember that if any of the situations described applies to you, the corresponding justification documents must be uploaded on the “documents upload” section.

Eligibility questions

Please indicate if one or more of the following situations apply to you *

- Member of an ethnic minority. Which one?
- Refugee status or asylum beneficiary
- Member of an indigenous population targeted by a specific national policy
- Being an Internally Displaced Person (IDP)
- Having been object of unjustified expulsion from university
- Person with disability
- Member of socio-economically disadvantaged group
- Other special condition. Please specify which one
- None of the previous

Screenprint 7 - Eligibility questions 4

STEP 3: Application Form

Once completed the eligibility questions you will be addressed to the next section of the application form, that contains personal, academic and professional information.

You will need to complete all sections.

Application form

Please fill in the following application form with all information and documents required. Any mistake/error, intentional or not, in filling in this form will lead to the rejection of the application and to the immediate exclusion from the project, without any possibility of appeal.

Username: TestUser11
[Change password](#) | [Sign out](#)

Caption

- ✘ This section of the form is not properly filled in.
- ✔ This section of the form is properly filled in.

- ✘ 1. [Personal details](#)
- ✘ 2. [Home institution](#)
- ✘ 3. [Academic background](#)
- ✘ 4. [Professional experience](#)
- ✘ 5. [Language skills](#)
- ✘ 6. [Publications](#)
- ✘ 7. [Referees - Contact details](#)
- ✘ 8. [Proposed mobility scheme](#)
- ✘ 9. [Motivation and added value](#)
- ✘ 10. [Documents upload](#)

I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.

I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.

I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.

I am aware that in case of being accepted for this Master's degree, I may be required to provide original and/or legalized copies of academic documentation (eg. certificate of degree, transcript of records...).

After selecting this option, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new user and start your application from the beginning.

Please note that all contacts with candidates, including the notification of the selection results will be made exclusively by email. Please check if the field in the application form corresponding to your email address is correctly filled in.

Screenprint 8 – Application Form

STEP 3-a: Application Form - Personal details

Please fill the mandatory fields and press "Save".

Application form

1. Personal details

Applicant's personal details

Surname / Family name *

Forenames / Given names *

Date of birth * (Year-Month-Day)

Place of birth *

Gender * Male Female

Nationality Austria

ID/Passport (at least one) Identity no. Passport no.

Permanent address

This address will be used to send all official documents in case of selection. You must insert the complete information and the most accurate address. Any problem in sending documents resulting from erroneous or insufficient information provided in this section and consequent need to resend the documents will result in the payment, by the candidate, of the resulting expenses.
The address must not be translated.

Street and number *

Postcode

City *

Country of residence * (select option)

Contact details

All contacts regarding the submission of application and selection results will be done exclusively by email. In case it is impossible to contact the applicant through this mean, the application will not be considered valid and it will be immediately excluded from the project, without any possibility of appeal.

Telephone *

Primary email

Alternative email

Please do not include the email address of a fellow colleague also applying to this project so that the selection results cannot be send to third parties.

Additional information

How did you get to know the project? *

In case you are not selected for a scholarship, would you be interested in registering on a self-funding basis? * Yes No

Self-funded students are either self-paying students or students who have been awarded a scholarship from another scheme.

Have you applied at the same time to other financial support (Project funded by the European Union or other)? Yes No

If yes, please specify which financial support.

Are you in a particularly vulnerable socio-economic situation? Yes No

If yes, please upload in section 10 (mandatory) a formal document (dated, signed and stamped by the issuing entity) that specifically proves your vulnerable situation. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.

Do you have any physical disability? Yes No

If yes, please specify which physical disability.

Please upload in section 10 (mandatory) the document that specifically proves your current status of physical disability. For example: declaration of honor from a doctor; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.

STEP 3-b: Application Form - Home Institution

Please fill the mandatory fields and press "Save".

The screenshot shows the 'Application form' interface for 'Home institution'. It includes a title 'Application form', a section header '2. Home institution', and a description: 'Institution where you have concluded your previous academic training or where you currently develop your main activity.' Below this is a grey bar with the title 'Details of the home institution'. The form contains several input fields: 'Official name of the home institution *', 'Faculty/School or Department *', 'Postal address *', and 'Country *'. A 'Save' button is located at the bottom left.

Screenprint 10 – Application Form – Home institution

STEP 3-c: Application Form - Academic Background

Please fill the mandatory fields and press "Save".

You should complete one section per each Higher Education studies completed.

On the “documents upload” section of the application you will have to upload **at least your BSc certificate and Transcript of Records**. If you have also completed Master and/or Doctorate studies, you may upload the corresponding certificate and transcript of records together with the ones of the BSc.

The screenshot shows the 'Application form' interface for 'Academic background'. It includes a title 'Application form', a section header '3. Academic background', and a description: 'Please indicate the main academic background/qualifications or training developed until this moment that are relevant to this application, starting with the most recent ones. Please include only the academic training achieved in a higher education institution.' Below this is a grey bar with the title 'Proof of all academic qualifications must be provided; please upload a copy of the official documents in section 10 of this application form.' The form is divided into two parts, (a) and (b). Part (a) includes a dropdown for 'Academic degree awarded / training accomplished *', radio buttons for 'Currently being attended' and 'Concluded', and input fields for 'Name of course *', 'Institution *', 'Country *', 'Official duration of the degree, in years *', 'Date of award * (Year-Month)', 'Grade obtained *', and 'Maximum grade in the grades' scale of the institution (e.g. in a scale of 0-20, it is 20) *'. Part (b) includes a dropdown for 'Academic degree awarded / training accomplished', a '(clean)' button, and radio buttons for 'Currently being attended' and 'Concluded'. A red arrow points from the text 'Part (b): fill it if you hold more than one Higher Education academic certificate (i.e. Master studies, doctorate, etc.)' to the dropdown menu in part (b).

Screenprint 11 – Application Form – Academic background

STEP 3-d: Application Form - Employment experience

Please fill the mandatory fields and press "Save".

Application form

4. Professional experience

Briefly describe the nature of your professional experience, if any, particularly the relevant details for this mobility proposal. If you don't have any professional experience, click on [Save] without writing any information.

Indicate which is your main activity at the moment *

- Student
- Professor / Academic Staff (full-time)
- Researcher (with a permanent link with the home institution)
- Administrative Staff in an eligible institution (with a permanent link with the home institution)
- Other

Department / service *

Unit (if applicable)

Position (if applicable)

Please describe your professional experience (if applicable). *

(Max. 2500 characters)

Briefly describe other relevant work experiences, mainly those related to your mobility programme. *

(Max. 2500 characters)

Screenprint 12 – Application form – Employment experience

STEP 3-e: Application Form - Language skills

Please fill the mandatory fields and press "Save".

Application form

5. Language skills

Mother tongue *

Other

Other languages

1.

Listening

Reading

Writing

Speaking

2.

Listening

Reading

Writing

Speaking

3.

Listening

Reading

Writing

Speaking

Screenprint 13 – Application form – Language skills

STEP 3-f: Application Form - Publications

Please fill the mandatory fields and press "Save".

Application form

6. Publications

In case you have already published a scientific work or contributed to the publication of any paper please indicate the most representative ones, maximum five, giving priority to those most related with your mobility proposal. The references must include: authors, title, publisher, year, city, page number and other relevant bibliographical data. If you don't have any publication, click on [Save] without writing any information.

(a) (Max. 500 characters)

(b) (Max. 500 characters)

(c) (Max. 500 characters)

(d) (Max. 500 characters)

(e) (Max. 500 characters)

Save

Screenprint 14 – Application form - Publications

STEP 3-g: Application Form - Referees – contact details

Please fill the mandatory fields and press "Save".

Application form

7. Referees - Contact details

Contact details of each person signing your reference letters.

Referee 1

Surname / Family name *

Forenames / Given names *

Email *

Organisation *

Referee 2

Surname / Family name *

Forenames / Given names *

Email *

Organisation *

Save

These referees should be the same ones signing the “reference letters”, as required by the application.

Screenprint 15 – Application form - Referees

STEP 3-h: Application Form - Proposed mobility scheme

Please fill the mandatory fields and press "Save".

Application form

8. Proposed mobility scheme

Please take into account that the preferred options you state here will be considered, but the final decision on the candidates' mobility pathway will be approved by the PlantHealth Board taking into account the even distribution of students amongst the participating universities and the academic profile and interests of the students.

Important: The 2nd master year in the French Universities (i.e. Montpellier SupAgro, AgroParis Tech and Agrocampus Ouest) is taught in **French language**. Therefore, candidates choosing France for their M2 commit to have a B2 level of French language at the start of the M2 academic activities!

1st option for mobility scheme

1st Year (M1) *
[Dropdown menu]

2nd Year (M2)
[Dropdown menu: === Choose 1st Year (M1) ===]

2nd option for mobility scheme

1st Year (M1)
[Dropdown menu]

2nd Year (M2)
[Dropdown menu: === Choose 1st Year (M1) ===]

Save

Screenprint 16 – Application form – Proposed mobility scheme

STEP 3-i: Application Form - Motivation and added value

Please fill the mandatory fields and press "Save".

Application form

9. Motivation and added value

Please state briefly the main reasons why you wish to participate in this project, as well as the added value you perceive to be attached to your mobility proposal.

Why have you chosen this Master Degree? *
(Max. 1000 characters)
[Text area]

Please describe briefly the impact of this academic programme on the development of your main activity/education/career. *
(Max. 1000 characters)
[Text area]

Briefly describe the impact you expect your participation in this project will have in your home country/region. *
(Max. 1000 characters)
[Text area]

Please tell us how you think participating in this Master will be life-changing.
(Max. 1000 characters)
[Text area]

Save

Screenprint 17 – Application form – Motivation and added value

STEP 3-j: Application Form - Documents upload

Please upload the mandatory files in the corresponding fields.

In the field “other documents” you can upload any other relevant document.

Each field accepts only one document. If you would like to upload more than one document in the same field, first you have to merge those documents into a single one. PDF binder is a simple tool to merge several PDF documents into one. Each uploaded document must have a maximum size of 5 MB.

The Application Form should be filled in English, as well as all the attached documents (unless otherwise stated in the corresponding sections) so that all the host institutions may be able to analyse the submitted proposal.

Application form

10. Documents upload

In case a document is considered mandatory by the Programme it must be included online. If a candidate fails to do so the application will be immediately rejected without any possibility of appeal. Each uploaded document must have a maximum size of 5 MB.

Each applicant is entirely responsible for checking the uploaded documents' validity and integrity. Should any of the mandatory documents be corrupted/damaged, the application will be invalidated.

Each field accepts only one document. If you wish to upload more than one document in the same field, first you have to merge those documents into a single one.

PDFBinder is a simple tool to merge several PDF documents into one. You can download it here:

[Download PDFBinder](#)

Applicants must upload the following documents:

Document	Upload	Uploaded document
<p>Identity (Mandatory for all applicants)</p> <p>* Formal Identity Document. Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport here.</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>Passport (Optional)</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>* Complete CV (Mandatory for all applicants)</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>Certificate of degree (Mandatory for all applicants)</p> <p>Certificate proving the obtained degree – must be issued by the University where the degree was obtained, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. Please add an English translation if your documents are not in any of the following languages: English, Spanish, German or French.</p> <p>(NOTE: Please merge in 1 PDF all the certificates of all the university studies completed)</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>Transcript of records (Mandatory for Student)</p> <p>* Must be issued by the home university, stating in detail all courses taken and grades obtained in the course. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. Please note that you must upload the transcript of records regarding ALL the years of your course. Please add an English translation if your documents are not in any of the following languages: English, Spanish, German or French.</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	

The identity documents (identity and passport) do not need to be translated.

<p>Language skills</p> <p>(Optional)</p> <p>If your mother tongue is not English, it is mandatory to upload an English language certificate.</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>Proof of Residence</p> <p>(Mandatory for Student)</p> <p>This document must be issued in the last 12 months by an official institution.</p> <p>* Clarification as regards proof of residence</p> <p>You will need to submit the following two documents:</p> <ul style="list-style-type: none"> • a residence certificate issued in accordance with the candidate's municipality normal registration rules (usually issued by the town council, or one of its offices, to attest the citizens residence. It may receive the name of "city registration", "census certificate" or others), and • a certificate from the candidate's place of work, study or training issued by the employer or institution in question. <p>These docs must have been issued within 12 months before the submission deadline of applying for an EMJMD student scholarship.</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>Recommendation Letters and References</p> <p>(Mandatory for Student)</p> <p>Please upload 2 reference letters from former professors or employers supporting your application.</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>Declaration of Honor</p> <p>(Mandatory for Student)</p> <p>Declaration of Honor from the applicant - This document must be dated and signed.</p> <p>(Download template)</p> <p>Physical disability</p> <p>(Optional)</p> <p>Document that specifically proves your actual status of physical disability. For example: declaration of honor from a doctor; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.</p> <p>Socio-economic vulnerability</p> <p>(Optional)</p> <p>Document that specifically proves your vulnerable socio-economic situation. This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p> <p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p> <p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>Proof of social/political vulnerable situation</p> <p>(Optional)</p> <p>Document that specifically proves your social/political vulnerable situation. This document must be issued by a recognized authority and must also be dated, signed and stamped by the issuing entity.</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p>Other documents</p> <p>(Optional)</p> <p>Other documents relevant for the application.</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	

Screenprint 18 – Application form – Documents upload

STEP 4: Submit application

After completing all sections of the application, you will be able to submit it by pressing the “Submit application” button. Please be aware that once submitted it is not possible to make any additional changes. If you would like to make any changes, you will need to create a new user and start a new application.

If an applicant submits more than one application, the system will automatically consider the most recent one.

Application form

Please fill in the following application form with all information and documents required. Any mistake/error, intentional or not, in filling in this form will lead to the rejection of the application and to the immediate exclusion from the project, without any possibility of appeal.

Username: TestUser11
[Change password](#) | [Sign out](#)

- * 1. [Personal details](#)
- * 2. [Home institution](#)
- * 3. [Academic background](#)
- * 4. [Professional experience](#)
- * 5. [Language skills](#)
- * 6. [Publications](#)
- * 7. [Referees - Contact details](#)
- * 8. [Proposed mobility scheme](#)
- * 9. [Motivation and added value](#)
- * 10. [Documents upload](#)

I declare to have granted permission to have my name published in the website of the project or in any other format, for dissemination purposes of the selection process.

I declare, on my honor, that the information supplied by me in this application form is true and correct and that the documents uploaded are true.

I declare having knowledge that, as candidate, I will have to supply all documents to support my eligibility for this project. In case I fail to do so my application will be automatically and immediately rejected.

I am aware that in case of being accepted for this Master's degree, I may be required to provide original and/or legalized copies of academic documentation (eg. certificate of degree, transcript of records...).

Submit application

After selecting this option, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new user and start your application from the beginning.

Please note that all contacts with candidates, including the notification of the selection results will be made exclusively by email. Please check if the field in the application form corresponding to your email address is correctly filled in.

Caption

- * This section of the form is not properly filled in.
- ✓ This section of the form is properly filled in.

Acknowledgment of receipt

After success of submission of the application, you will receive an **acknowledgment of receipt** on your email address.

Selection Results

The list of candidates accepted to participate in the master intake 3 will be published at the end of February 2018 on the Planthealth website <http://planthealth.upv.es/>
Afterwards, at the end of March 2018, the list of candidates selected for an Erasmus Mundus Scholarship for the master Intake3 will be published, also on the PlantHealth website.