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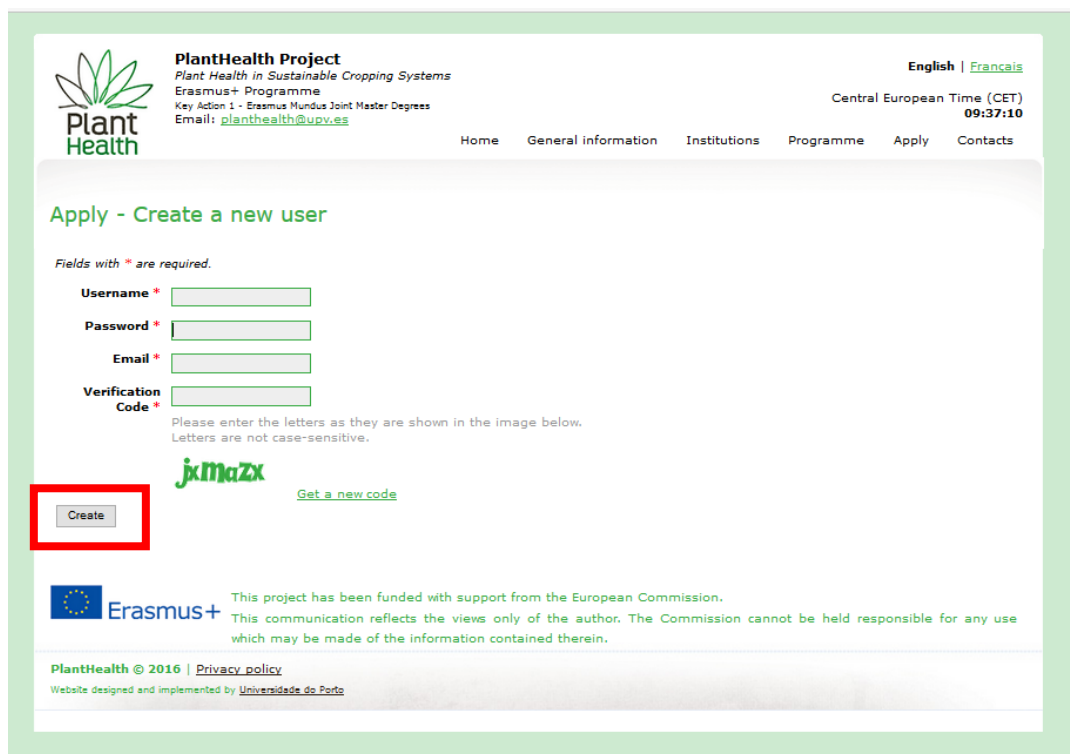
To create a new user please access the website: http://planthealth.upv.es/apply and click on "create a new user"

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.

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

[Save]

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.

✖ 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

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.

☐ 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 provided original and/or legalized copies of academic documentantion (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.

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 *	

Please indicate the city/town where you were born

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.

Save

Screenprint 9 – Application Form – Personal details

STEP 3-b: Application Form - Home Institution

Please fill the mandatory fields and press "Save".

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.

Screenprint 11 – Application Form – Academic background

STEP 3-d: Application Form - Employment experience

Please fill the mandatory fields and press "Save".

Screenprint 12 – Application form – Employment experience

STEP 3-e: Application Form - Language skills

Please fill the mandatory fields and press "Save".

Screenprint 13 – Application form – Language skills

STEP 3-f: Application Form - Publications

Please fill the mandatory fields and press "Save".

Screenprint 14 – Application form - Publications

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

Please fill the mandatory fields and press "Save".

Screenprint 15 – Application form - Referees

STEP 3-h: Application Form - Proposed mobility scheme

Please fill the mandatory fields and press "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".

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.

Language skills

(Optional)

If your mother tongue is not English, it is mandatory to upload an English language certificate.

(pdf)

Examinar... No se ha seleccionado ningún archivo.

Upload

Proof of Residence

(Mandatory for Student)

This document must be issued in the last 12 months by an official institution.

* **Clarification as regards proof of residence**

You will need to submit the following two documents:

- 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.

These docs must have been issued within 12 months before the submission deadline of applying for an EMJMD student scholarship.

(pdf)

Examinar... No se ha seleccionado ningún archivo.

Upload

Recommendation Letters and References

(Mandatory for Student)

Please upload 2 reference letters from former professors or employers supporting your application.

(pdf)

Examinar... No se ha seleccionado ningún archivo.

Upload

Declaration of Honor

(Mandatory for Student)

Declaration of Honor from the applicant - This document must be dated and signed.

(Download template)

(pdf)

Examinar... No se ha seleccionado ningún archivo.

Upload

Physical disability

(Optional)

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.

(pdf)

Examinar... No se ha seleccionado ningún archivo.

Upload

Socio-economic vulnerability

(Optional)

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.

(pdf)

Examinar... No se ha seleccionado ningún archivo.

Upload

Proof of social/political vulnerable situation

(Optional)

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.

(pdf)

Examinar... No se ha seleccionado ningún archivo.

Upload

Other documents

(Optional)

Other documents relevant for the application.

(pdf)

Examinar... No se ha seleccionado ningún archivo.

Upload

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.

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.