



## 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](http://www.planthealth.upv.es)

#### STEP 1: create a new user

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

planthealth.upv.es/apply

PlantHealth Project  
Plant Health in Sustainable Cropping Systems  
Erasmus+ Programme  
Key Action 1 - Erasmus Mundus Joint Master Degrees  
Email: [planthealth@upv.es](mailto:planthealth@upv.es)

English | [Français](#)  
Central European Time (CET)  
09:35:51

Home General information Institutions Programme **Apply** Contacts

### Apply

Call for applications **NEW**

Start date: 27-October-2016 (00:00 CET)  
End date: 31-January-2017 (23:59 CET)

#### Application Form

This form expects to be an easy and simple way to prepare your application, allowing you to introduce progressively the details and information required.  
You must start [creating your new user](#) by choosing your new USER-NAME and PASSWORD, and indicating your email address.

The Application Form should be filled in English, as well as all the attached documents so that all the host institutions may be able to analyze the submitted proposal.

Before starting to fill in the Application Form, you must be sure of having all the certificates and language skills required to attend the Master Course. We also strongly advise you to read the [Guidelines for Applicants](#) before starting.

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

Sign in

Username   
Password   
 [Forgot your password?](#)

New applicant? [Create a new user](#)

Erasmus+ This project has been funded with support from the European Commission. This communication reflects the views only of the author. The Commission cannot be held responsible for any use which may be made of the information contained therein.

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Website designed and implemented by [Universidade do Porto](#)

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

The screenshot shows the 'Apply - Create a new user' page on the PlantHealth Project website. At the top left is the PlantHealth logo. To its right is the project name 'PlantHealth Project' and details: 'Plant Health in Sustainable Cropping Systems', 'Erasmus+ Programme', 'Key Action 1 - Erasmus Mundus Joint Master Degrees', and 'Email: [planthealth@upv.es](mailto:planthealth@upv.es)'. On the top right, there are language options 'English | [Français](#)', the time 'Central European Time (CET)', and the current time '09:37:10'. A navigation menu includes 'Home', 'General information', 'Institutions', 'Programme', 'Apply', and 'Contacts'. The main heading is 'Apply - Create a new user'. Below it, a note says 'Fields with \* are required.' The form has four input fields: 'Username \*', 'Password \*', 'Email \*', and 'Verification Code \*'. Below the 'Verification Code' field, there is a CAPTCHA image showing the letters 'jMaZx' and a note: 'Please enter the letters as they are shown in the image below. Letters are not case-sensitive.' Below the CAPTCHA is a 'Create' button, which is highlighted with a red box, and a link 'Get a new code'. At the bottom, there is an Erasmus+ logo and text: 'This project has been funded with support from the European Commission. This communication reflects the views only of the author. The Commission cannot be held responsible for any use which may be made of the information contained therein.' The footer contains 'PlantHealth © 2016 | [Privacy policy](#)' and 'Website designed and implemented by [Universidade do Porto](#)'.

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 1<sup>st</sup> eligibility question, as shown on the Screenprint 3 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.

The screenshot shows the 'Application form' interface. At the top right, there is a user profile box with 'Username: TestUser3', a key icon, and links for 'Change password' and 'Sign out'. Below this, the breadcrumb 'Eligibility questions » Application' is visible. The main heading is 'Eligibility questions'. A grey box contains the text: '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.' Below this is the question: 'Do you hold an undergraduate/bachelor degree or equivalent studies that gives you access to Master's studies in your country? \*' with radio buttons for 'Yes' and 'No'. A footnote explains: '\* 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.' A 'Save' button is at the bottom.

Screenprint 3 - Eligibility questions 1

### Eligibility question 2:

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

The screenshot shows the 'Application form' interface. At the top right, there is a user profile box with 'Username: TestUser3', a key icon, and links for 'Change password' and 'Sign out'. Below this, the breadcrumb 'Eligibility questions » Application' is visible. The main heading is 'Eligibility questions'. The question is: 'Have you already benefitted from an Erasmus Mundus Joint Master Degree (EMJMD) scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship? \*' with radio buttons for 'Yes' and 'No'. A 'Save' button is at the bottom.

Screenprint 4 - 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](http://planthealth.upv.es/general_information#anchor8)

The screenshot shows the 'Application form' interface. At the top right, there is a user profile box with 'Username: TestUser3', a key icon, and links for 'Change password' and 'Sign out'. Below this, the breadcrumb 'Eligibility questions » Application' is visible. The main heading is 'Eligibility questions'. The question is: 'Which is your nationality? \*' with a dropdown menu. Below this is a note: 'If you have a double nationality, please specify the nationality under which you want to submit your application.' The next question is: '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? \*' with radio buttons for 'Yes' and 'No'. A 'Save' button is at the bottom.

Screenprint 5 - 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.

**Application form**

Username: TestUser3  
Change password | Sign out

Eligibility questions > Application

### 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 6 - 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**

Username: TestUser3  
Change password | Sign out

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. [Employment 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...).

**Caption**

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

Screenprint 7 – 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 Australia

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? \*

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.

Screenprint 8 – Application Form – Personal details

### STEP 3-b: Application Form - Home Institution

Please fill the mandatory fields and press "Save".

**Application form**

**2. Home institution**

Institution where you have concluded your previous academic training or where you currently develop your main activity.

**Details of the home institution**

Official name of the home institution \*

Faculty/School or Department \*

Postal address \*

Country \*

Save

Screenprint 9 – 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.

**Application form**

**3. Academic background**

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.

Proof of all academic qualifications must be provided; please upload a copy of the official documents in section 10 of this application form.

(a)

Academic degree awarded / training accomplished \*

Current state \*

Currently being attended  
(Please pay attention to the fact that you must upload in section 10 the certificate/declaration of enrollment in a Programme Course)

Concluded  
(Please pay attention to the fact that you must upload in section 10 the certificate of conclusion of the degree Course)

Name of course \*

Institution \*

Country \*

Official duration of the degree, in years \*

Date of award \* (Year-Month)

Grade obtained \*

Maximum grade in the grades' scale of the institution (e.g. in a scale of 0-20, it is 20) \*

(b)

Academic degree awarded / training accomplished

Current state  
(clean)

Currently being attended



Part (b): fill it if you hold more than one Higher Education academic certificate (i.e. Master studies, doctorate, etc.)

Screenprint 10 – Application Form – Academic background

### STEP 3-d: Application Form - Employment experience

Please fill the mandatory fields and press "Save".

**Application form**

#### 4. Employment experience

Briefly describe the nature of your employment experience, if any, particularly the relevant details for this Master's Degree. If you don't have any employment 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 employment experience (if applicable). \*

(Max. 2500 characters)

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

(Max. 2500 characters)

Screenprint 11 – 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 12 – 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 13 – 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

Screenprint 14 – Application form - Referees



### STEP 3-h: Application Form - Proposed mobility scheme

Please fill the mandatory fields and press "Save".

The screenshot shows a web form titled "Application form" with a sub-section "8. Proposed mobility scheme". A grey instruction box states: "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. The first year university (M1) cannot be the same in both options." Below this, there are two sections for mobility options. The "1st option for mobility scheme" includes a dropdown for "1st Year (M1) \*" and a dropdown for "2nd Year (M2) \*" with a selection of "=== Choose 1st Year (M1) ===". The "2nd option for mobility scheme" has identical fields. A "Save" button is located at the bottom left of the form area.

Screenprint 15 – Application form – Proposed mobility scheme

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

Please fill the mandatory fields and press "Save".

The screenshot shows a web form titled "Application form" with a sub-section "9. Motivation and added value". A grey instruction box states: "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." Below this are four text input fields, each with a 1000-character limit and a red asterisk indicating it is mandatory. The questions are: "Why have you chosen this Master Degree? \*", "Please describe briefly the impact of this academic programme on the development of your main activity/education/career. \*", "Briefly describe the impact you expect your participation in this project will have in your home country/region. \*", and "Please tell us how you think participating in this Master will be life-changing. \*". A "Save" button is located at the bottom left of the form area.

Screenprint 16 – 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 (e.g. your Curriculum Vitae).

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.

**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><b>Identity</b> (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><b>Passport</b> (Optional)</p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p><b>Certificate of degree</b> (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>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	
<p><b>Transcript of records</b> (Mandatory for all applicants)</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>	
<p><b>Language skills</b> (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><b>Proof of Residence</b> (Mandatory for all applicants)</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>* Acceptable documents:</p> <ul style="list-style-type: none"> <li>• a residence certificate issued in accordance with the candidate's municipality normal registration rules;</li> <li>• a certificate from the candidate's place of work, study or training issued by the employer or institution in question.</li> </ul> <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><b>Recommendation Letters and References</b> (Mandatory for all applicants)</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><b>Declaration of Honor</b> (Mandatory for all applicants)</p> <p>* Declaration of Honor from the applicant - This document must be dated and signed.</p> <p><a href="#">(Download template)</a></p>	<p>(pdf)</p> <p>Examinar... No se ha seleccionado ningún archivo.</p> <p>Upload</p>	

<p><b>Physical disability</b> (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.</p>	<p>(pdf) Examinar... No se ha seleccionado ningún archivo. Upload</p>	
<p><b>Socio-economic vulnerability</b> (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.</p>	<p>(pdf) Examinar... No se ha seleccionado ningún archivo. Upload</p>	
<p><b>Proof of social/political vulnerable situation</b> (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.</p>	<p>(pdf) Examinar... No se ha seleccionado ningún archivo. Upload</p>	
<p><b>Other documents</b> (Optional) Other documents relevant for the application.</p>	<p>(pdf) Examinar... No se ha seleccionado ningún archivo. Upload</p>	

Screenprint 17 – 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.

**Application form**

Username: TestUser3  
[Change password](#) | [Sign out](#)

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. [Employment experience](#)
- ✘ 5. [Language skills](#)
- ✘ 6. [Publications](#)
- ✘ 7. [Referees - Contact details](#)
- ✘ 8. [Proposed mobility scheme](#)
- ✘ 9. [Motivation and added value](#)
- ✘ 10. [Documents upload](#)

**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.

### Acknowledgment of receipt

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