

Guidelines for applying online

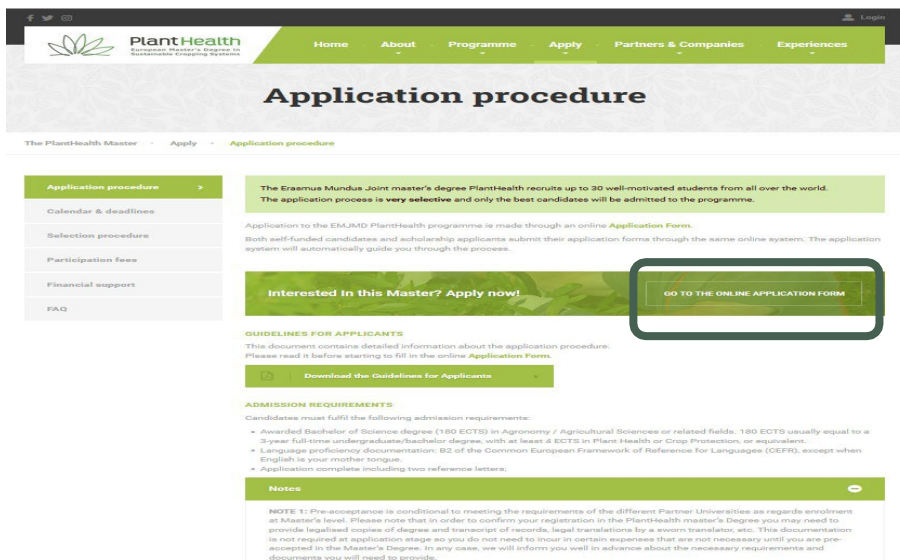
ERASMUS MUNDUS MASTER'S DEGREE IN PLANT HEALTH IN SUSTAINABLE CROPPING

PLANTHEALTH

Step 1: Access to the PlantHealth online application system:

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

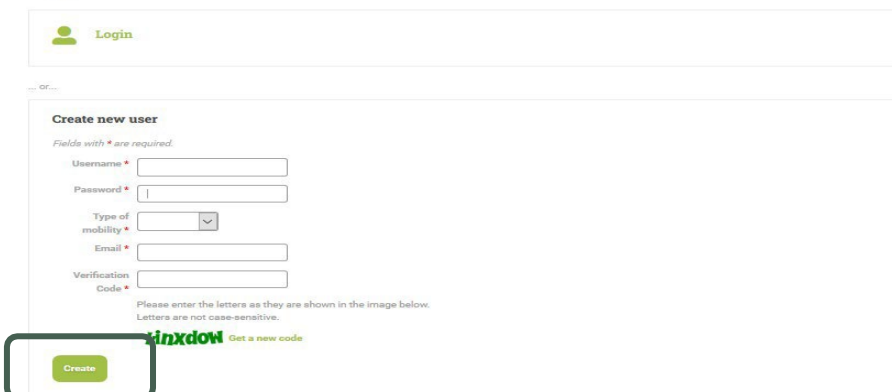
To create a new user, access the website: <https://www.planthealth.upv.es/web/apply/application-procedure/> and click on “go to the online application form”



You will have to fill in the requested data and then click on “create”:

- Decide a **username** and a **password**
- Insert your **personal email** address
- Insert the **verification code** that appears on the screen

Application form

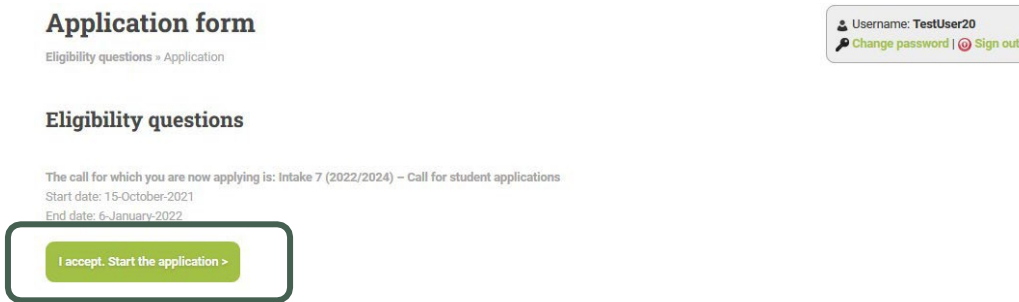


NOTE: It's very important that you keep the username and password, as those will be your access credentials for the whole process.

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. Press *“Start the application”*.



Application form
Eligibility questions » Application

Username: TestUser20
Change password | Sign out

Eligibility questions

The call for which you are now applying is: Intake 7 (2022/2024) – Call for student applications
Start date: 15-October-2021
End date: 6-January-2022

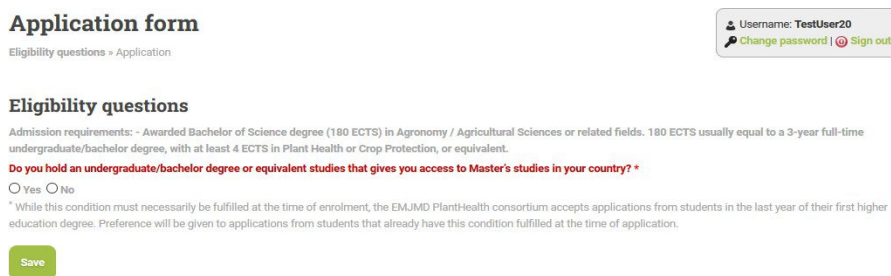
I accept. Start the application >

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 question 1:

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



Application form
Eligibility questions » Application

Username: TestUser20
Change password | Sign out

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? *

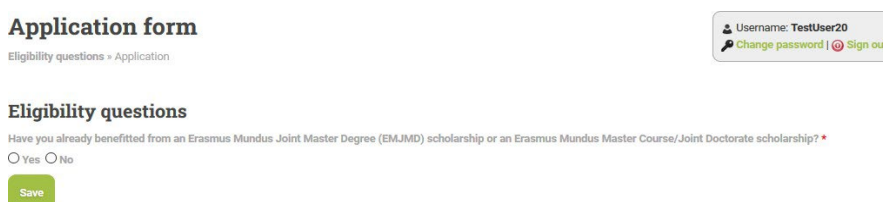
Yes No

* 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

Eligibility question 2:

Select the corresponding option and then click on “Save” to be directed to the next eligibility question.



Application form
Eligibility questions » Application

Username: TestUser20
Change password | Sign out

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

- **Eligibility question 3:**
Read carefully the question and select the corresponding option.

Application form

Eligibility questions > Application

Eligibility questions

Which is your nationality? *

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

Save

- **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

Eligibility questions > Application

Eligibility questions

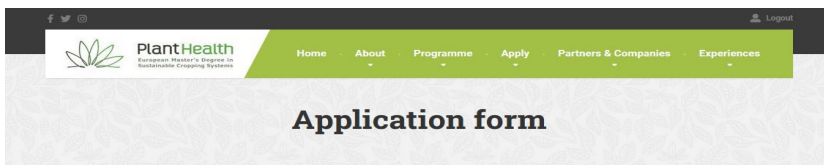
Please indicate if one or more of the following situations apply to you *

- 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

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: TestUser20
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

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 provide original and/or legalized copies of academic documentation (eg. certificate of degree, transcript of records...).

1. Personal details

Fill in the mandatory fields and click on "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 France

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

Indicate here the city/town
where you were born

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 * planthealth@upv.es

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 sent 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.

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.

2. Home Institution

Fill in the mandatory fields and click on "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 *

3. Academic Background

You should complete one section per degree completed.

You must upload at least your BSc certificate and transcript of records in the '*Documents Upload*' section of the application. If you have also completed a Master's and/or Doctorate, you can upload these together with your BSc certificate and transcript.

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) *

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

(b)

Academic degree awarded / training accomplished

Current state

4. Professional experience (if applicable)

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)

5. Language skills

Fill in the mandatory fields and click on "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

6. Publications (if applicable)

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)

7. Referees – contact details

Fill in the mandatory fields and click on "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 *

These referees should be the same ones signing the "Reference letters", as required by the application

8. Proposed mobility scheme

Please read the instructions carefully and select from the drop-down menu. Then 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.
The first year university (M1) cannot be the same in both options.

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) *

2nd Year (M2)

2nd option for mobility scheme

1st Year (M1)

2nd Year (M2)

9. Motivation and added value

Please note that you are expected to be concise when answering. Note the limited number of characters per field. Press "Save" once you have completed the mandatory fields.

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)

Please describe briefly the impact of this academic programme on the development of your main activity/education/career. *

(Max. 1000 characters)

Briefly describe the impact you expect your participation in this project will have in your home country/region. *

(Max. 1000 characters)

Please tell us how you think participating in this Master will be life-changing.

(Max. 1000 characters)

10. Documents upload

- You are expected to **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 wish to upload several documents in the same field, you must first merge them into one. The https://www.ilovepdf.com/es/unir_pdf is a simple tool for the merging of multiple PDF documents into one.
- The **maximum size** of each document that can be uploaded is **1 MB**. There are several tools available to reduce the size of a PDF document. One is to use Adobe Acrobat and select Print / Print to Adobe PDF / Properties / Small file. Another is to use specialist software such as <https://smallpdf.com/>
- All documents should be **in English, unless otherwise stated** in the relevant fields.

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 1 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. Before starting your application, make sure you have all the required documents you will have to attach to your application and in a PDF format and reduced size. The size limit for each uploaded document is 1MB. Applicants are requested to reduce the size of the PDF documents before uploading them.
SmallPDF: <https://smallpdf.com>

Applicants must upload the following documents:

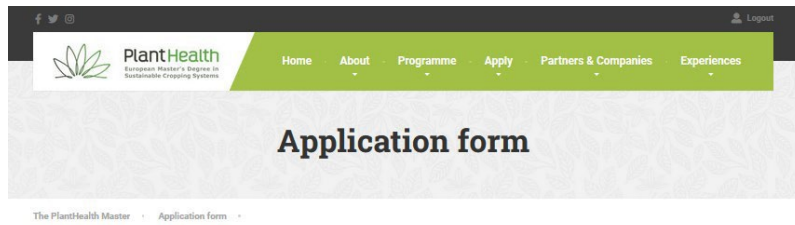
Document	Upload	Uploaded document
Identity (Mandatory for all applicants) Formal Identity Document. Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport here.	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Passport (Optional)	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Complete CV (Mandatory for all applicants)	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Certificate of degree (Optional for applicants) 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. NOTE: Please merge in 1 PDF all the certificates of all the university studies completed.	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Transcript of records (Optional for students) 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.	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Language skills (Optional) If your mother tongue is not English, it is mandatory to upload an English language certificate.	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Proof of Residence (Mandatory for students) 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: <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 citizen's 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) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Recommendation Letters and References (Mandatory for students) Please upload 2 reference letters from former professors or employers supporting your application.	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Declaration of Honor (Mandatory for students) Declaration of Honor from the applicant - This document must be dated and signed. (Download template)	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Physical disability (Optional) Document that specifically proves your actual status of physical disability. For example: declaration of honor from a doctor, recent medical exams, etc. In case you fail to do so we will not consider you as a candidate with a physical disability.	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="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) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="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) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	
Other documents (Optional) Other documents relevant for the application.	(pdf) <input type="text" value="Examinar... No se ha seleccionado ningún archivo."/> <input type="button" value="Upload"/>	

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

Documents accepted in English, Spanish, Italian, German or French.

STEP 4: Submit application

- After completing all sections of the application, you can submit it by clicking '*Submit Application*'.
- Please note that **once submitted, no further changes can be made.**
- **If you wish to make changes, you must create a new user and start a new application.** If an applicant submits multiple applications, **the system will automatically consider the latest.**



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: TestUser20
[Change password](#) | [Sign out](#)

Application form

- 1. Personal details
- 2. Home institution
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- 4. Professional experience
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- 6. Publications
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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 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.

Acknowledgment of receipt

Once you have successfully submitted your application, you will receive an acknowledgement of receipt to your email address. Sometimes you may not receive the confirmation email or it may go to your spam folder depending on your email settings.

Selection Results

The list of candidates accepted to participate in the Masters Course will be published on the PlantHealth website ("News" section, on the Home-page at <http://planthealth.upv.es/>).

Subsequently, the list of candidates selected to receive an Erasmus Mundus scholarship for the Masters Course will be published on the same website ("News" section, on the Home-page at <http://planthealth.upv.es/>).

Please check the calendar and deadlines on our website to know more about the publication dates of the results: <https://www.planthealth.upv.es/web/apply/calendar-deadlines/>