

Guidelines for applying online

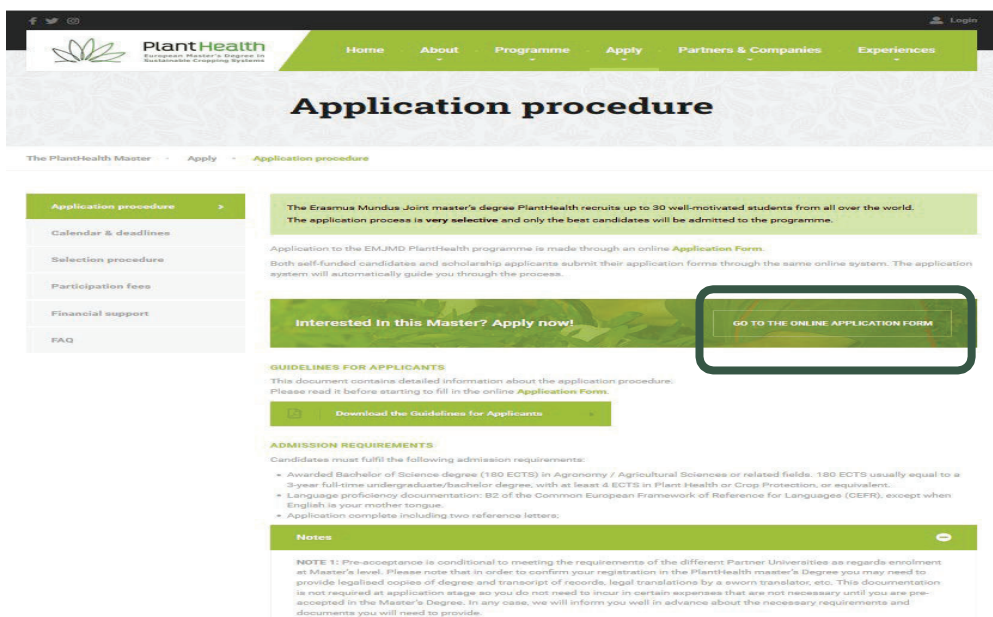
ERASMUS MUNDUS MASTER'S DEGREE IN PLANT HEALTH IN SUSTAINABLE CROPPING

PLANTHEALTH

Step 1: Access to the PlantHealth online application system:

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

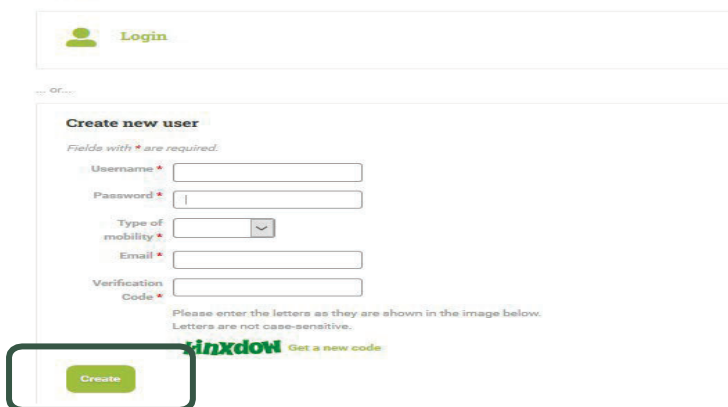
To create a new user account, go to: <https://www.planthealth.upv.es/web/apply/application-procedure/> and click on 'Go to the online application form'.



Enter the requested data and then click 'Create':

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

Application form



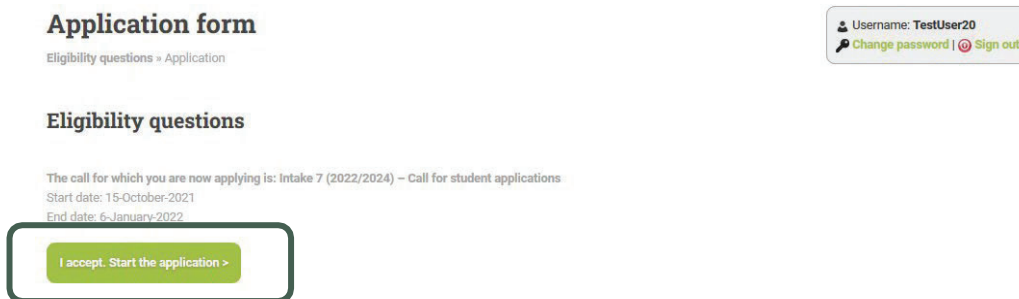
Remember that:

- For **each new application**, you must **create a new user**.
- if you send more than one application, only the last one will be considered.

NOTE: It is very important that you **keep your username and password safe**, as these will be your access credentials throughout the 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 form shows the application calendar. Click 'Start the application'.

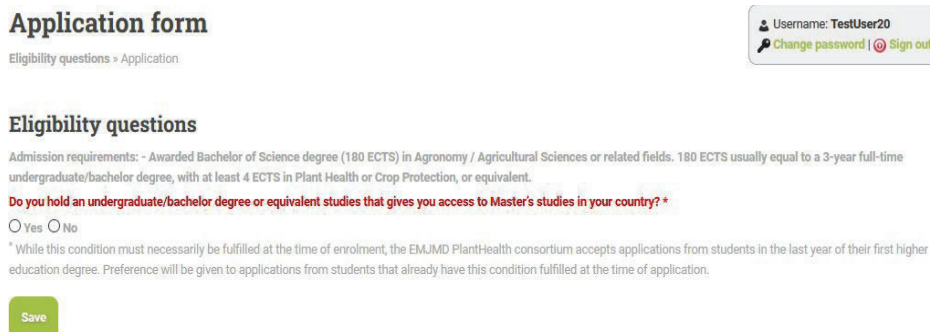


IMPORTANT:

The online application has been designed to guide you through the process. Each section contains instructions on how to enter the relevant information. **Please read these carefully before answering the questions.** You can save your changes at each section of the online application so that they are available the next time you access the system.

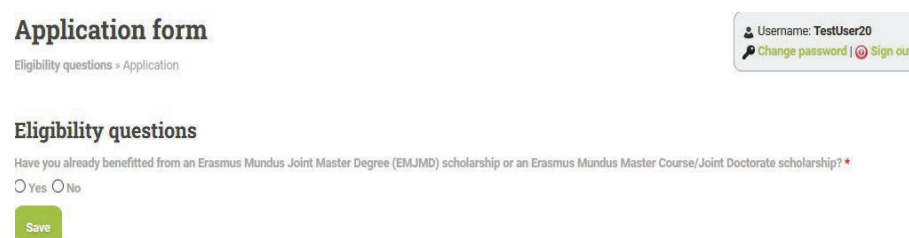
Eligibility question 1:

Please note that **if you are in the final year** of your bachelor's studies, you will need to answer 'Yes' to the first eligibility question.



Eligibility question 2:

Select the relevant option and click 'Save' to proceed to the next eligibility question.



▪ **Eligibility question 3:**

Read the question carefully and select the correct answer.

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.

▪ **Eligibility questions 4:**

Select the relevant option and click 'Save' to proceed to the next section of the application.

If any of the described situations applies to you, remember to upload the relevant justification documents to the 'Documents upload' section.

Application form

Eligibility questions » Application

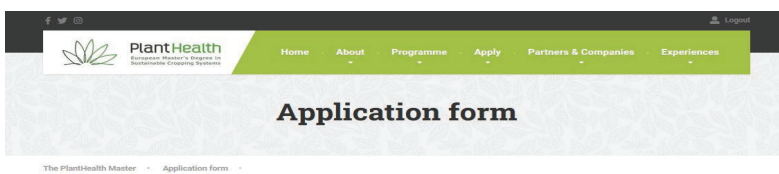
Eligibility questions

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

STEP 3: Application Form

Once you have completed the eligibility questions, you will be directed to the next section of the application form, which asks for personal, academic and professional information. It is important that you 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 provided original and/or legalized copies of academic documentation (eg. certificate of degree, transcript of records...).

1. Personal details

Complete the mandatory fields and click '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 resending 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@upr.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

Complete the mandatory fields and click '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 for each degree.

In the 'Documents Upload' section of the application, you must upload at least your BSc certificate and transcript of records. If you have also completed a Master's degree and/or a PhD, you can upload these documents 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 copies of the official documents in the section "Document Upload" 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 «Document upload» the certificate/declaration of enrollment in a Programme Course)

Concluded

(Please pay attention to the fact that you must upload in section «Document upload» the certificate of conclusion of the degree Course)

Name of course *

Institution *

Country

Official

duration of the

degree, in years *

Date of award *

 (YYYY-MM)

Grade obtained *

Maximum

grade in the

grades' scale of

the institution

(e.g. in a scale

of 0-20, it is

of 10; in a

scale of A - F;

it is E) *

Pass Level in

the grades' scale of the

institution (e.g.

in a scale of 0-

20, it is 10; in a

scale of A - F;

it is E) *

(b)

Academic degree awarded / training accomplished

Ensure that the date is entered in the correct format, without spaces: Year-Month (YYYY-MM)

Part (b): Complete this section if you have more than one academic qualification from a higher education institution, such as a Master's or a PhD.

4. Professional experience (if applicable)

Note that the 1,000-character limit includes both spaces and text characters.

Application form

4. Professional experience

Briefly describe the nature of your professional experience, if any, particularly the relevant details for this application.

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)

Description of professional experience *

(Max. 1000 characters)

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

(Max. 1000 characters)

5. Language skills

Complete the mandatory fields and click '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 reference must include: authors, title, publisher, year, volume, page number and other relevant bibliographical data.
If you don't have any publication, click on [None] without writing any information.
(*) (Max. 500 characters)

(*) (Max. 500 characters)

(*) (Max. 500 characters)

(*) (Max. 500 characters)

(*) (Max. 500 characters)

7. Referees – contact details

Complete the mandatory fields and click '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 who signed the two mandatory reference letters uploaded into the application.

8. Proposed mobility scheme

Please read the instructions carefully, then select your choice from the drop-down menu. Then click '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 that the **1,000-character limit includes both spaces and text characters**. 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 to the relevant fields**. In the 'Other documents' field, you can upload any other relevant documents.
- **Each field can only accept ONE document.** If you wish to upload multiple documents to the same field, you must first merge them into a single document. https://www.ilovepdf.com/es/unir_pdf is a simple tool for merging multiple PDF documents.
- **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 option is to use Adobe Acrobat, select 'Print' > 'Print to Adobe PDF' > 'Properties' > 'Small file'. Another option is to use specialist software, such as Smallpdf.
- All documents should be in **English, unless otherwise stated** in the relevant fields.

Document	Upload
<p>Identity</p> <p><small>(Mandatory for all applicants)</small></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>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Passport</p> <p><small>(Optional)</small></p>	<p>(pdf)</p> <p>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Complete CV</p> <p><small>(Mandatory for all applicants)</small></p>	<p>(pdf)</p> <p>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Certificate of degree</p> <p><small>(Mandatory for all applicants)</small></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. NOTE: Please merge in 1 PDF all the certificates of all the university studies completed</p>	<p>(pdf)</p> <p>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Transcript of records</p> <p><small>(Mandatory for Student)</small></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>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Language skills</p> <p><small>(Optional)</small></p> <p>If your mother tongue is not English, it is mandatory to upload an English language certificate.</p>	<p>(pdf)</p> <p>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Recommendation Letters and References</p> <p><small>(Mandatory for Student)</small></p> <p>Please upload 2 reference letters from former professors or employers supporting your application.</p>	<p>(pdf)</p> <p>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Declaration of Honor</p> <p><small>(Mandatory for Student)</small></p> <p>Declaration of Honor from the applicant - This document must be dated and signed. Download template</p>	<p>(pdf)</p> <p>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Physical disability</p> <p><small>(Optional)</small></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>(pdf)</p> <p>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Socio-economic vulnerability</p> <p><small>(Optional)</small></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>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>
<p>Proof of social/political vulnerable situation</p> <p><small>(Optional)</small></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>Seleccionar archivo Ningún archivo seleccionado</p> <p>Upload</p>

Identity/Passport

Please upload your **passport**. If you don't have a passport, upload your national identity document.

Last year of BSc degree

Please upload:

- A certificate from your university confirming that you are in the final year of your BSc, along with your expected graduation date if possible.
- Your transcript of records to date.

English certificate

Please provide an official certificate attesting to your B2 level of English. Alternatively, we will accept an EMOI letter from your university but be aware that it may weaken your application.

Two Recommendation letters

Required:

- The referee's company/university/organisation's official letterhead (including the organisation's name, logo and physical address).
- the referee's full contact information, including an institutional or professional email address and a professional contact number.
- their signature.
- the organisation's official seal or stamp.

Socio-economic vulnerability

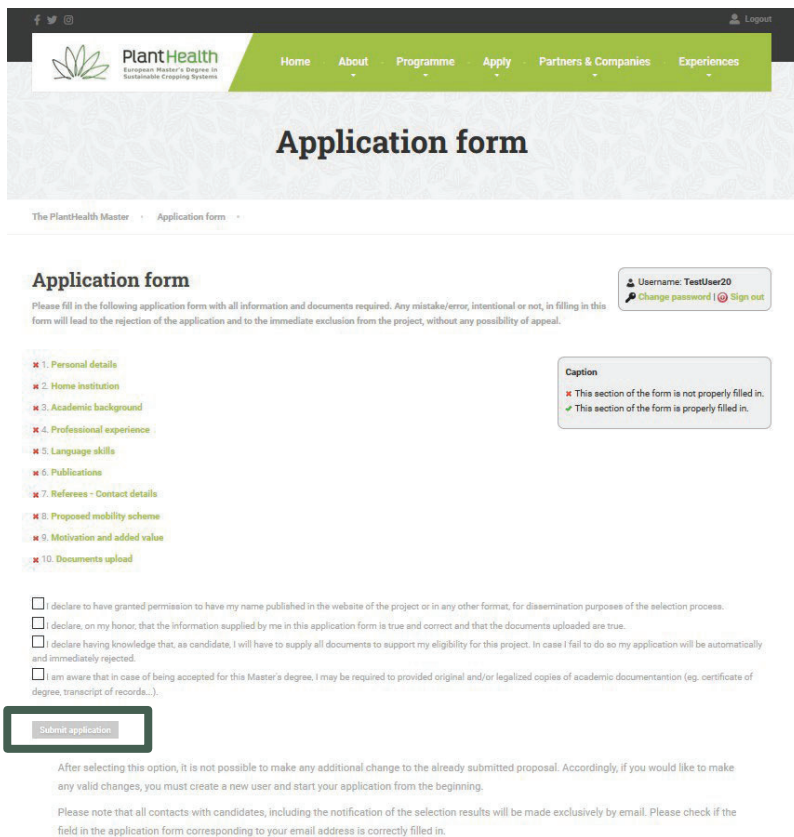
Submit any official documents that clearly demonstrate your financial situation.

- Income certificates (personal or family)
- Tax returns or tax clearance certificates
- Bank statements
- Proof of social benefits
- Other relevant official document issued by a government office/recognised institution.

Please ensure that the documents cover the most recent financial year available and come with a certified English translation.

STEP 4: Submit application

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



The screenshot shows the 'Application form' page on the PlantHealth website. The page has a green header with navigation links: Home, About, Programme, Apply, Partners & Companies, and Experiences. The main heading is 'Application form'. Below the heading, there is a user profile box showing 'Username: TestUser20' with links for 'Change password' and 'Sign out'. A 'Caption' box indicates that sections 1-10 are not properly filled in, while sections 11-12 are properly filled in. A list of 12 sections is shown, with sections 1-10 marked with a red 'X' and sections 11-12 marked with a green checkmark. Below the list, there are four checkboxes for declarations, all of which are currently unchecked. A 'Submit application' button is highlighted with a red border. At the bottom, there is a note stating that after submission, no changes can be made and a new user account must be created for any changes. It also notes that selection results will be communicated via email and that the email address in the form must be correct.

Acknowledgment of receipt

Once you have submitted your application successfully, you will receive an email acknowledging receipt. Depending on your email settings, you may not receive the confirmation email, or it may go to your spam folder.

Selection Results

The list of candidates who have been selected to receive an Erasmus Mundus scholarship and the list of candidates who are eligible to request an interview for a place on the Master's programme as self-funded students will be published on the PlantHealth website (in the 'News' section on the homepage). Please refer to the calendar and deadlines on our website for more information about the publication dates of the results:

<https://www.planthealth.upv.es/web/apply/calendar-deadlines/>.