

Instructions for Applicants

Applications need to be filled in **in English**, and all attached documents provided with an English official/sworn translation if the original documents were issued in another language.

1. First, you need to register on the application platform – create an account: <http://emundus.izp.cm-uj.krakow.pl/>

Register: (Compulsory information that candidates are required to fill in/attach is identified by a star)

→ fill in: **Civility, Family/Last Name, First Name, Email, Password** (at least 4 characters long).

Please note that the email address that you use for your registration will also be used by the Europubhealth+ Consortium to contact you.

→ Choose the relevant “**Campaign**” applying to your category:

- **Applications for an Erasmus Mundus scholarship for students from a Programme Country (European)****
- **Applications for an Erasmus Mundus scholarship for students from a Partner Country (Non-European)****
- **Non-European self-funded candidates applying for the University of Liege (Belgium) for the 1st academic year**
- **Candidates from any country, applying as self-funded students**

****Please make sure that you pick the relevant category** based on the following rules:

All countries of the world are divided in two categories under the Erasmus+ programme:

- **Programme countries** are the 28 European Union member states* + Macedonia, Iceland, Liechtenstein, Norway, Turkey and Serbia.
- **Partner countries** are all the countries in the world that are not listed above.

**Please note that the status of the United Kingdom is still pending on the outcomes of the "Brexit" negotiations with the European Union.*

⇒ Students fall under the Programme country category when:

- Their nationality is from a Programme country
OR
- Their nationality is from a Partner country but they have been residents or have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in one of the Programme Countries. The five-year reference period is calculated backwards as from January 2020.

⇒ Students fall under the Partner country category when they are not a Programme Country student as defined by the above mentioned rules.

⇒ Students with a double nationality (of both a Partner and a Programme Country) must specify the nationality under which they submit their application and provide the corresponding passport.

2. After registration you will receive an email (at the address you provided during registration) to activate your account. Once you have activated your account, you will be able to start filling in the application form, attach all mandatory documents and submit your application.

3. The Item **Application Form** presents all forms that you need to fill in, divided into sub-items: [Personal Details](#), [Mobility Track](#), [Language Proficiency](#), [Previous Higher Education Records](#), [References](#), [Employment History](#), [International Experience](#), [Additional questions](#) (each part is explained below).

Remember to save all information you provide in each form (click “[Save & Continue](#)” button in the bottom of each page).

- **Part: Personal Details**

Please provide all required information (names, residence address, phone number...).

- **Part: Mobility Track**

You need to choose which university you wish to attend in your 1st year and which specialization you wish to follow during your 2nd year. **Please note that the countries you are choosing must be different from your current country of residence at the time of application.**

NOTE: You are not allowed to choose the same institution for the first and the second year of the course (e.g. NOT: year 1: Granada, year 2: Granada). Moreover you are not allowed to choose the same specialization for the second year in both 1st and 2nd choices (e.g. NOT: Second year- 1st choice: Leadership in European Public Health in Maastricht, Second year- 2nd choice: Leadership in European Public Health in Maastricht). That is to say **one specialization cannot be repeated twice in your choices.**

The specialization choice should be made according to your preferences – the 1st choice specialization is where you want to go the most, 2nd is the one where you would go if your 1st choice was not accepted by the Consortium.

- **Part: Language Proficiency**

You must prove that your English language skills meet the minimum admission requirements.

Please also precise which type of document is provided as English proficiency proof (IELTS/TOEFL, passport as native speaker, relevant previous higher education degree...).

If the chosen mobility pathway requires other languages (Spanish or French), please also provide the corresponding proficiency proof in the “Optional Documents” section of the application platform.

Information on minimum language requirements and acceptable type of proof can be found on the [Europubhealth+ website](#).

If you cannot provide language proficiency proof on time before the deadline:

We take into consideration the fact that language proficiency tests such as the IELTS can take place shortly after application deadlines for the Europubhealth+ programme. For this reason, we may accept delayed language test results **up to 1 month after application deadline provided that it is clearly indicated in the application file** (a confirmation of registration for the test and expected date of results must be included, otherwise the application will be considered as incomplete). **Please note that you still need to submit the rest of your application before the deadline so that it is taken into account by the Selection Committee.** As soon as your test results are available, they must be sent by email to emundus@cm-uj.krakow.pl, mentioning as a title of your message "Delayed language result - Last name First name".

- **Part: Previous Higher Education Records**

Please list all higher education institutions, regardless of the length of attendance. Begin with the most recent one. Do not try to interpret grading scales by converting your country's system into the French, Dutch, Spanish, Polish, Belgian, Irish or British scale. In addition, please do not translate your official academic degree yourself (it has to be either an official document in English issued by your university, or a copy of the original document translated by a sworn translator). If part of the previous studies were followed online, please indicate it clearly in your application.

On the “Mandatory documents” section you will find a space for attaching previous degrees and university transcripts.

- **Part: References**

Please list **two different referees** who will provide letters of recommendation for you. Please provide an institutional email address for each of them – no private email addresses. Once you have saved their contact details, your two referees will receive an automatic email from the platform with instructions on how to upload their recommendation letter to your application file. Please note that **you cannot upload reference letters yourself**.

At least one letter of recommendation should be from an academic or professional contact (lecturer, supervisor, work manager, etc). Reference letters must be written in English, printed on letterhead paper, hand-signed and scanned (accepted file formats: pdf/jpg/jpeg/png, max size 2MB). The uploaded letter has to be **dated** and **must not be older than 6 months**.

If you cannot submit your application even though you have uploaded all required documents, it may be because your referees have not uploaded their recommendation letters yet. Please note that your application cannot be submitted without both reference letters.

If your referees have not received the automatic email yet: Please ask them to check their spam-box. E-mails from our system may be placed there. If your referee still cannot find the email, you can send it again by logging into your account, going to the "Application Form" -> "References" and clicking on "Send the request for providing reference letter". A new e-mail will be sent to your referee immediately.

- **Part: Employment History**

Please list and describe all **work experience** since undergraduate studies.

- **Part: International Experience**

Please list all international experience and indicate both the **city and country** in the "Location" field.

- **Part: Additional Questions**

Please indicate how did you hear about the Europubhealth+ programme.

4. The section called **Documents** shows which documents are missing or sent (attached) and which forms you have filled in (it will help you identify what is left for you to do in order to successfully submit your application).

*All attachments need to be uploaded into the application form in the dedicated fields. **Files' maximum size is 2 MB, format pdf, jpg** (if the size or format is not correct, you will not be able to upload the document).*

- ✓ **CV:** European format highly recommended (Template available on [Europass website](#))
For each experience listed on your CV, please clearly indicate the **city and country** where it took place.
- ✓ **University degrees** (scan copy of both the original university degree and official or sworn English translation; you may attach more than one file).
If you are finishing Bachelor studies in 2019-2020, you may still submit an application. In that case please clearly indicate the expected date of graduation in your CV as well as provide an official certificate from your University informing on expected graduation date. In case you are selected to join the course for September 2020 intake, it will be under the condition that you provide a proof that you obtained your degree prior to the beginning of the programme.
- ✓ **University transcripts** (scan copy of both original university transcripts and official or sworn English translation; you may attach more than one file). Please note that a numerical interpretation of grades obtained must appear on the transcript of grades or on a separate official document. Please provide all your transcripts to date.

- ✓ **First and second reference letters** will be uploaded directly by your referees (if you correctly fill in the application form with their contact details in the “References” section); if the file is successfully uploaded you will see a green tick/check. You won't be able to submit your application if your referees have not uploaded their reference letter.
- ✓ **Motivation letter:** motivations for the course and career plans.
 - Your letter should not exceed **600 words**.
 - Write about your motivations for the course: why would you like to study public health, how are your career plans connected with this programme,...
 - It should include strong justification for your second year specialization choice.
 - Do not repeat information already provided in your CV, however you may develop it
E.g. if you mention some facts in your CV (voluntary work, internships, other activities etc.), in your motivation letter you may emphasize aspects of this experience that in your opinion are important to justify your predispositions for a public health programme.
 - This essay should not be a literary work. It should provide a concrete justification of why you are a good candidate for the EuroPubHealth+ programme.
 - It is recommended to mention the specific interest in the area of public health you would like to work on during your studies or/and after.
- ✓ **For Non-European students: valid passport** (scanned copy of the page with the photo)
For European students: ID (front and back copy) **or valid passport** (scanned copy of the page with the photo).
- ✓ **Language proficiency proof** to confirm your English/Spanish/French level – more details on language requirements are available on the [Europubhealth+ website](#).
!! English proficiency proof must be uploaded in the “Mandatory documents” part of the application form, while the Spanish and/or French proficiency proof must be uploaded in the “Optional documents” section.
- ✓ **Proof of residence (mandatory for scholarship applicants):** As the total amount of the awarded grant depends on your place of residence, you must provide proof of your current place of residence at the time of application, by providing either:
 - A residence certificate issued in accordance with your normal municipality registration rules;
 - A certificate from your place of work, study or training issued by the employer or institution in question.

Provided documents must be **in English** (or official or sworn English translation) and **show both your CITY and COUNTRY of residence**. They must have been issued **within a period of 12 months** before the deadline for scholarship applications.

- ✓ **Additional mandatory documents for ALL students applying for the University of Liege (Belgium):**
 - **High school certificate** (diploma) with a copy translated in French or in English by a sworn translator, or an official copy in French or English.
 - **Year by year official documents for the past 5 years**, if they are not covered by the last diploma (studies, (un)employment certificate...). The activities having lasted at least 3 months only must be justified. You don't need to justify sabbatical periods.

Please upload these two documents in the “Optional documents” section of the application form as “Other document”.

5. Do not forget to **SUBMIT your application**: when you fill in the form and attach all mandatory documents (and optional if relevant) you need to click the “Submitting application forms” button to finish your application process (you will receive an automatic confirmation email). Only then your application will be considered by the Selection Committee.

If you have any questions or if you face any technical problem filling in the form, uploading documents or submitting your application, you may contact the Europubhealth+ Recruitment Team: emundus@cm-uj.krakow.pl.

EUROPUBHEALTH+ Recruitment Team

Institute of Public Health, Jagiellonian University Medical
College 20 Grzegorzeczka street, 31-531 Krakow, Poland

IMPORTANT NOTICE:

ADDITIONAL REQUIREMENTS FOR SELECTED STUDENTS

If you are selected to join the Europubhealth+ programme for 2020-2022 session, your first year university will ask you to **complete a local registration process online**, and to **provide some additional mandatory documents** listed below. If you do not provide these documents, you won't be able to start the programme at all. **Therefore, we invite you to start preparing these documents as of now.**

Regardless of the university attended, all students will have to show the original versions of their application and registration documents in order to have them verified on site and get fully registered.

For students selected for the 1st year foundation course at the University of Granada (Spain):

Once you have confirmed your enrollment in the Europubhealth+ programme, the University of Granada will ask you to provide:

- ✓ If you are a Non-European student: A Copy and the Original of your University **Degree legalized either by the Hague Apostille or by the Spanish Embassy in your home country**. If the Degree is issued in a language different from English, French, Spanish, Italian or Portuguese, you will also have to provide an official/sworn translation into English.

More information:

<https://escuelaposgrado.ugr.es/pages/mast-eres-oficiales/tramites-admin-alumnos-master/acceso-estudiantes-extranjeros>

For students selected for the 1st year foundation course at the University of Liège (Belgium):

Once you have confirmed your enrollment in the Europubhealth+ programme, the University of Liège will ask you to provide:

- ✓ An **ID photo** to issue your student card
- ✓ If you are a Non-European student: A **funding plan** to show your financial capability (10.000 EUR / year). It can be shown via your Erasmus Mundus scholarship award letter (if you were selected to join the Europubhealth+ programme as a scholarship holder) or another scholarship certificate or another means of financial capability (if you were selected to join the Europubhealth+ programme as a self-funded student).

More information: https://www.enseignement.uliege.be/cms/c_9780514/fr/s-inscrire

For students selected for the 1st year foundation course at the University College Dublin (Ireland):

Once you have confirmed your enrollment in the Europubhealth+ programme, the University College Dublin will ask you to provide:

- ✓ An **ID photo** to issue your student card

More information: <http://www.ucd.ie/students/guides.html>

For students selected for the 1st year foundation course at the University of Sheffield (United Kingdom):

Once you have confirmed your enrollment in the EuroPubHealth+ programme, the University of Sheffield will ask you to provide:

- ✓ Possibly copies of **previous visas** if you have previously studied in the UK
- ✓ Additional information on **English Language Qualification** if necessary for visa purposes

More information: <http://www.sheffield.ac.uk/registration/newstudents>

Please note that the applicants' personal data is collected and processed of by the consortium and the European Agency EACEA in accordance with the following Privacy Statement: https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement_emt.pdf.