

Instructions for Applicants 2023 Intake

Applications need to be filled **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 to the application platform :
 - create an account by clicking on "Register" : <http://emundus.izp.cm-uj.krakow.pl/>
 - or "Login" and open a new application if you already have an account.



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

➤ Candidates 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 2023.

➤ Candidates fall under the Partner country category when they are not a Programme Country candidate as defined by the above-mentioned rules.

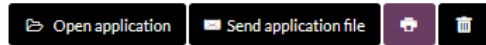
➤ Candidates with a double nationality (of both a Partner and a Programme Country) must specify the nationality under which they submit their application and provide the corresponding passport.

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. Click on **“Open application”**:

Applications for an Erasmus Mundus Scholarship for students from a Programme country

Applicant id: 142



Status: Not sent

To update your application please check each form.

4. The column on the right side of the page shows all the forms that you need to fill in (Personal Details, Mobility Track, Language Proficiency, Previous Higher Education Records, References, Work experience, International Experience, Additional questions) and all documents you need to attach (CV, motivation letter, passport or ID card, university transcripts, English proficiency proof, proof of place of residence, university degrees, French and Spanish proficiency proof if relevant, and other document).

The items appear in green when they are duly complete and in red when something is still missing.

Forms

- ✓ Personal Details
- ✓ Mobility Track
- ✓ Language Proficiency
- ✓ Previous Higher Education Records
- ✓ References
- ✓ Work Experience
- ✓ International experience
- ✓ Additional Questions

Mandatory documents

- ✓ CV
- ✓ Motivation Letter
- ✓ Passport or ID card
- ✗ University transcript
- ✗ English proficiency proof
- ✗ Proof of place of residence
- ✗ University degrees

Start completing your application:

Remember to save all information you provide in each form (click **“Save & Continue”** button at 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 if you are applying for an Erasmus Mundus scholarship (first deadline January 2023), the countries you are choosing must be different from your current country of residence at the time of application - this rule does not apply to candidates applying as self-funded students.

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).

- **Part: Language Proficiency**

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

Please precise the type of document you are providing as English proficiency proof (IELTS/TOEFL, passport as native speaker, relevant previous higher education degree...), the type of test if relevant (IELTS, TOEFL, PTE...), the overall band score and the test date.

If the chosen mobility pathway requires other languages (Spanish or French), please also provide the corresponding proficiency proof in the relevant section(s) below.

Our minimum language requirements and acceptable types of proof are all listed on the [Europubhealth+ website](#).

- **Part: Previous Higher Education Records**

Please list all higher education institutions, regardless of the length of attendance. Begin with the most recent one. If parts of the previous studies were followed online, please indicate it clearly in the **“Title of the degree”** section as follows: *[Title of the degree] – ONLINE / PARTLY ONLINE*.

If the fact that the studies were followed online was due to the Covid-19 situation (ie. if the programme is usually delivered face-to-face but it had to be delivered online as an exceptional measure), please precise it as follows: *“[Title of the degree] - ONLINE / PARTLY ONLINE **DUE TO COVID**”*.

Previous Higher Education Records

Use the "+" symbol to add more degrees.

* Mandatory fields

Please list all institutions, regardless of the length of attendance. Begin with the most recent one

On the "Mandatory documents" section, you will find a space for attaching copies of your previous degrees and university transcripts.

- **Part: References**

Please list **two different referees** who will fill in an online recommendation form for you. Please provide an institutional email address for each of them – no private email addresses. Once you have saved their contact details, click on "**Send request by email to this referent**". Your referent will then receive an automatic email from the platform with instructions on how to fill in the online recommendation form that will be added to your application file. Please note that **you cannot fill in the reference forms yourself.**

At least one form of recommendation should be from an academic or professional contact (lecturer, supervisor, work manager, etc).

If you referees have not received the automatic email, please ask them to check their spam-box. If they still cannot find the email, you may send the automatic email again by clicking on "**Send email again**".

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

!! Remember to click "Save & Continue" at the bottom of the page to make sure all provided information is saved.

- **Part: Work experience**

Please list your **work experience** for each type of employment since undergraduate studies (formal employment, full time/part time, internships, volunteer work, other type of work experience, and work experience outside of public health).

- **Part: International Experience**

Please list **all** international experience using the "+" symbol and indicate both the **city and country** of this activity in the "Location" field.

- **Part: Additional Questions**

Please let us know how did you hear about the Europubhealth+ programme.

Use the "+" symbol to add more

5. The items **Mandatory documents** and **Optional documents** is meant for you to upload all relevant documents (as attachments).

All attachments need to be uploaded to 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:** Please provide a Curriculum Vitae ([Europass format preferred](#)).
For each experience listed on your CV, please clearly indicate the **city and country** where it took place.
- ✓ **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 and this particular double-degree programme, how are your career plans connected with this programme, what will be the **added value for you** to graduate from this course.
 - 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 motivation letter 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(s) of public health you would like to work on during your studies or/and after. The letter should also include a perspective on public health beyond the individual.
- ✓ **Passport or ID card:**
 - **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).
- ✓ **University transcripts** (scan copy of both original university transcripts and official or sworn English translation, if the original transcripts are not in English; 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.** Please provide the descriptors of how the GPA is combined in the country of your university of origin (if available). Do not try to interpret grading scales by converting your country's system into another 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).
- ✓ **English proficiency proof** to confirm your English language level – more details on our minimum language requirements and exemptions are available on the [Europubhealth+ website](#). Please upload a copy of the proof you referred to in the section called “Language Proficiency” of the application form.
- ✓ **Proof of place 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/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.

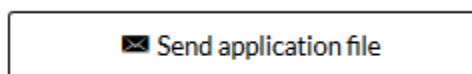
- ✓ **University degrees** (scan copy of both the original university degree and official or sworn English translation, if the original degree is not in English; you may attach more than one file).
If you are finishing Bachelor studies in 2022-2023, you may still submit an application. In that case, 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 2023 intake, it will be under the condition that you provide a proof that you obtained your degree prior to the beginning of the programme.

Additional documents (to be attached depending on your situation)

- ✓ **French proficiency proof** to confirm your French language level if you applied for a French-taught course (Liège and/or Rennes). Details on our minimum language requirements and exemptions are available on the [Europubhealth+ website](#). Please upload a copy of the proof you referred to in the section called “Language Proficiency” of the application form. Your certificate may be uploaded in its original version (No English translation required).
- ✓ **Spanish proficiency proof** to confirm your Spanish language level if you applied for a Spanish-taught course (Year 1 or Year 2 in Granada). Details on our minimum language requirements and exemptions are available on the [Europubhealth+ website](#). Please upload a copy of the proof you referred to in the section called “Language Proficiency” of the application form. Your certificate may be uploaded in its original version (No English translation required).
- ✓ **Other document**
If you are applying for the 1st year foundation course at the **University of Liege (Belgium)**, you need to attach to this section:
 - **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. The documents must be in French or in English language or translated in French or in English.For other candidates, the “Other document” section may be used to upload **any additional document you find relevant** to the Selection Committee.

The column on the right of the page shows which documents have been uploaded or are still missing and which forms you have filled in already (it will help you identify what is left for you to do in order to successfully submit your application).

6. Do not forget to **SUBMIT your application**: when you have filled in the form and attached all mandatory documents (and optional if relevant), you need to click on the “[Send application file](#)” button to submit your application (you will receive an automatic confirmation email). Only then your application will be considered by the Selection Committee.



BEFORE SUBMITTING YOUR APPLICATION, PLEASE CAREFULLY CHECK WHETHER ALL REQUIRED INFORMATION IS DULY INCLUDED AND ALL MANDATORY DOCUMENTS ARE UPLOADED IN THE RIGHT FORMAT. ANY MISSING INFORMATION/DOCUMENTS OR WRONG FORMAT OF DOCUMENTS (e.g. lack of documents translation, etc.) WILL RESULT IN CONSIDERING YOUR APPLICATION AS NON-ELIGIBLE.

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: europubhealth@uj.edu.pl.

EUROPUBHEALTH+ Recruitment Team

Institute of Public Health, Jagiellonian University Medical College
8 Skawinska Street, 31-066 Krakow, Poland

IMPORTANT NOTICE:

ADDITIONAL REQUIREMENTS FOR SELECTED STUDENTS

If you are selected to join the Europubhealth+ programme for 2023-2025 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/masteres_oficiales/tramites_admin_alumnos_master/modificacion_matricula

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.