

## **IDOH Online Application Guidelines**

Thank you for your interest in the EMJMD IDOH (Erasmus Mundus Joint Master Degree International Master of Science in Infectious Diseases and One Health)!

If you are interested in this Master of Science Programme and want more information please refer to the website : <http://infectious-diseases-one-health.eu>.

These guidelines will help you make your application via the online application portal. When you are ready to apply please go to the APPLY page of the IDOH website : <http://infectious-diseases-one-health.eu>.

To file an application for the IDOH Master of Science programme:

1. Click the APPLY button on the IDOH website (<http://infectious-diseases-one-health.eu>). This will take you to the dedicated online application portal.
2. Register an account and log in with your username and password
3. Complete the on-line test.
4. Complete the application forms and upload the mandatory attachments (you will be notified by email of the progress of your application)
5. Make sure that your referee(s) uploaded a recommendation letter before the [application deadline](#)
6. Submit your application before the end of the application period (note that you cannot apply to more than three Erasmus Mundus programmes)
7. Make sure you've received an acknowledgment by email confirming your application

### **Before You Start**

Before you start, be sure you have the following documentation at hand. All documents have to be in English and stamped by a public institution certifying that they correspond to the original counterpart in your local language. You will have to upload them in pdf format when you make your application. Short listed candidates will be asked to supply certified copies by regular mail (registered mail or courier service) prior to interview.

1. Cover letter (stating your interest, how you wish to use the Masters to further your career/education and anything you consider relevant for the Selection Committee)
2. Proof of identity (copy of the passport)
3. Photograph (passport size)
4. Proof of place of residence
5. Detailed CV
6. Bachelor certificate (at least 180 ECTS obtained in 3 years) and certified translation. More information about accepted qualifications is given below.
7. Other diploma and certified translations
8. Certified translated transcripts of study results
9. If relevant, copies of contracts of employment (with certified translations)
10. Proof of residence, study, training or work in a Programme Country if you are a national of a Partner Country but wish to claim Programme Country status on the basis of the 12 month residency rule, or if your country of residence is different from your country of nationality at the time of your application, which may affect the level of stipend and travel allowance you can receive (see

[http://eacea.ec.europa.eu/erasmus\\_mundus/beneficiaries/documents/action1/2015/scholarship\\_calculation\\_en.pdf](http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/documents/action1/2015/scholarship_calculation_en.pdf)). You must tell us where you have been resident during the five years preceding your application (for example from February five years ago to February of the year of application) and supply proof of your residency status. Suitable proof includes residence permits, or evidence of employment or study for a specific period. If you believe your country of residence is different from your country of nationality but you do not have complete documentation to support this, please provide a list of the dates and places of your residence in the last five years with any documents you have, and include a declaration of honour that this is a true record.

11. Proof of English proficiency. If you are providing a certificate of English competency, it must be obtained no more than two years before the commencement of your programme (ie no earlier than September two years before you would start your EMJMD programme. Please note that no application can be considered without the proof of English proficiency, and this can take some time to obtain, so we suggest that this should be your priority. More information about accepted certification of English proficiency is given below.
12. Email address of a referee who will have to upload a recommendation letter (on headed paper, dated and signed) for your application. You may provide details of up to three referees.

Kindly use this [application guide](#) and [FAQ](#) to help you throughout the application process or [contact](#) our [email address \(master-emjmd-idoh@univ-tours.fr\)](mailto:master-emjmd-idoh@univ-tours.fr) if your question is not answered by the available information.

All submissions will initially be checked for compliance with the requirements. In case of incorrect mandatory files, you will be notified and would have time to amend your submission before the deadline. We strongly advise you to submit your application in advance of the deadline, if possible.

Please note that your personal data are confidential but will be sent to the EACEA and may be used by other bodies involved in the management of Erasmus Mundus (i.e. European commission, Erasmus Mundus National structures, EU delegations, Erasmus Mundus Student and alumni association) for facilitating the student candidate access to the joint programme.

## **Registration**

All fields are required. You will be asked to fill in some personal details and create a username and password for your account with the online application portal.

After submitting the form for registration, you will receive an email confirming your submitted personal data, along with the necessary login information and link for the confirmation of your email address

## **Completing the on-line test**

You are required to complete this test which is designed to assess your basic knowledge of key biological concepts, infectious diseases and data interpretation. The test consists of 36 questions chosen from a random pool of questions. All questions are multiple choice. Please choose **the most correct answer** from the four possible answers presented.

Note that you **must** complete the test in one session; you cannot save your answers and come back to the test later. Please ensure that you have adequate time available (up to 60 minutes) before you start the test.

After completing the test you will receive a message concerning the result of the test. This message will indicate whether your background knowledge is appropriate for the IDOH programme. You may proceed with an application regardless of the results of the test but please note that if the test indicates your background is inadequate it will be taken into account in assessing your suitability for the programme.

### **Filling in the application form**

All fields are mandatory. You will be asked for further personal details which are important in establishing your student status and contact information.

You must supply information on your nationality and country of residence as this determines whether you are a Programme Country or Partner Country student. Scholarships and fees differ depending on student category. See the Partner Country/Programme Country and Finance pages of the IDOH website (<http://www.infectious-diseases-one-health.eu>). We also accept self-funded students and those with scholarships from other sources, up to our quota of available places on the IDOH programme.

You will also be asked whether you have a physical disability or special needs. It is important for us to know this so we can plan for you to have the most valuable experience during your studies.

We would also like to know how you found out about the IDOH programme.

### **Academic qualifications**

You must supply details of your Bachelor degree, so please make sure you have these available. Required information includes the name of the degree, a link to any web-based information about the degree, the country and university awarding the degree, the date of your graduation, the major areas of study and your final result (1st or 2nd class honours and division, distinction or merit etc).

For the IDOH programme you must have achieved at least upper 2nd class honours (Honours 2.1; 2nd class honours upper division; Honours 2A etc) or equivalent. See the APPLY page of the IDOH website (<http://www.infectious-diseases-one-health.eu>) for a list of equivalent qualifications. The University of Edinburgh has information on the minimum requirements for postgraduate study for different countries (<http://www.ed.ac.uk/studying/international/postgraduate-entry>). You must have achieved at least this level for your application to be considered.

You will also be asked to provide the same information about any other degree or tertiary level qualification you have obtained.

### References (One mandatory. Maximum of 3)

You must supply details of at least one professional referee (maximum of 3). For each reference you should provide the name, URL of the referee's home page (if available or the homepage of the institution they belong to), their current position, their email address and telephone number with country dialling code and their country. If you wish you can supply the referee's H-factor value.

Your referee(s) will receive an automatic email asking for a brief report about your achievements. The report must be uploaded to the website before the application closing date, so please make sure that the people you ask will be able to do this in time. Once the reference has been uploaded you will be notified.

### Work experience

This part of the application seeks to establish more about your professional background. You will be asked to provide details of the organisation, country and homepage, the type of employment, (position and area), the start date and duration. You must provide documented proof of your work experience, uploaded to the application portal.

### Language skills

The IDOH programme will be taught in English, apart from the courses in French and Spanish language that will help you enjoy your mobilities in Tours and Barcelona. It is important to demonstrate your competence in English.

All applicants must have one of the following qualifications as evidence of their English language ability. Please read this information and the linked websites carefully and make sure that you have the appropriate evidence as your application will not be considered otherwise.

- Nationality of one of the exempt countries as defined by [UK Visas and Immigration](#). Please read this list carefully as many English speaking countries are NOT on the list and nationals of those countries will have to provide other evidence of English competency.

OR

- An undergraduate or higher degree, that was taught and assessed in English in a majority English speaking country **as defined by UK Visas and Immigration** (<https://www.gov.uk/tier-4-general-visa/knowledge-of-english>). Please read the list carefully as many countries where all teaching is in English are NOT included on the list. Students who have degrees from these countries will have to provide other evidence of English competency. Please note that a statement from your university that you were taught in English is NOT acceptable evidence.

OR

- An undergraduate or masters degree from a university on the list of approved universities in non-majority English speaking countries ([http://www.ed.ac.uk/files/atoms/files/universities\\_for\\_el\\_acceptance\\_201718.pdf](http://www.ed.ac.uk/files/atoms/files/universities_for_el_acceptance_201718.pdf)). This list contains a small number of universities. Institutions that are not on this list will not be considered.

OR

- A certificate of English competency from one of the following agencies, at the standard indicated:
  - IELTS Academic: total 6.5 (at least 6.0 in each module)
  - TOEFL-iBT: total 92 (at least 20 in each module)
  - PTE(A): total 61 (at least 56 in each of the "Communicative Skills" sections; the "Enabling Skills" sections are not considered)
  - CAE and CPE: total 176 (at least 169 in each module)
  - Trinity ISE: ISE II with distinctions in all four components

Degrees taught and assessed in English must be no more than two and a half years old at the beginning of your degree programme. **Language tests must be no more than two years old at the beginning of your degree programme.**

IMPORTANT NOTE : Many countries where courses are taught in English are **not** on the UK Visas and Immigration list (<https://www.gov.uk/tier-4-general-visa/knowledge-of-english>). This included African countries such as Ethiopia, Nigeria, Kenya and Ghana. Applicants from these countries therefore must demonstrate English competency by obtaining an approved certificate of English competency.

## Attachments

Once you have completed the application form you must upload the mandatory attachments.

- a) Photo (a recent, personal photo in passport size and style. jpeg, jpg, png or gif formats only )
- b) Motivation/Cover letter: A letter written in English explaining your motivation and interest in IDOH. pdf only
- c) Passport : scanned copy of the personal information page. pdf only
- d) Proof of current place of residence (that is, the country from which you are making this application) (see also (m) below)
- e) CV. pdf only
- f) Main bachelor certificate
- g) Official transcripts for the main bachelor degree
- h) Other Bachelor/Master certificate
- i) Other Bachelor/Master transcript
- j) Other official transcript/certifications
- k) Certificate or proof of English proficiency
- l) Proof document(s) of work experience
- m) If necessary to prove your place of residence is different from your country of nationality : a list of the dates and places of your residence in the last five years with any supporting documents you have, and a declaration of honour that this is a true record.

## Submitting application forms

When you have completed all pages of the application form and uploaded all the required documents, you can submit your application by clicking **Send your application**. You will then be required to indicate that you make a mandatory declaration:

### Statement of Understanding

*I understand that if I am selected (proposed for a scholarship, put on the reserve list or enrolled on a self paying basis) my data may be used for the purposes of evaluating the Erasmus Mundus Programme and will be made available to the Agency, the EM National Structures, the EU delegations and the Erasmus Mundus Student and Alumni Association, acting as stakeholders of the programme.*

*I declare that I have not applied to more than 3 Erasmus Mundus programmes (including this one).*

*I declare that I have never been the recipient of a scholarship from previous EMJMD or EMM programmes.*

*I declare that all the information in this application is true, accurate and complete to the best of my knowledge and I understand that withholding, misrepresenting, or giving false information will invalidate my application and make me ineligible for admission.*

By submitting the form, you are stating that you have completed the application procedure. You will then have to make the following declaration:

*I hereby declare that the above information is, to the best of my knowledge, correct. I am aware that penalties may be applied in the case of a false declaration.*

You will then be able to submit your application form.

You will receive an email message indicating that your form has been received and is being processed.

After the closing date for applications you will be notified about the outcome of your application.

We look forward to receiving your application for the IDOH programme.