

Information about On-line application

This document provides information about the Euro Pubhealth Master application process, including:

- the instructions explaining the different stages of the application as well as the required documents you should enclose to your application
- an example application describing the different sections to fill in
- additional information and advices including linguistic requirements as well as the selection criteria

This document will help you to make sure you fulfil required conditions to apply to the Euro Pubhealth Master. It will also help you to prepare and gather the necessary documents and information to fill in the different sections of your application.

Instructions

Deadline for submitting application forms for the 2010/2012 session:

- For candidates applying for an Erasmus Mundus grant:
 - **Category A grant: 30 November 2009 (per postmark)**
 - **Category B grant: 15 April 2010 (per postmark)**

- For candidates who are not applying for an Erasmus Mundus grant: **15 April 2010 (per postmark)**

An on-line application comprises several stages as follows:

- 1. Creating your account and profile
- 2. Filling out the on-line application form
- 3. Submitting the application on line
- 4. Printing out the complete application form, as well as all the attached documents. Sending it all by post before the deadline.

Your application will only be processed, once you have completed all the above three stages.

1st stage: CREATING AN ACCOUNT

This stage consists in creating an account on our website that is accessible through a Username and a Password of your choice. Thanks to this option, you can return to your on-line application form and fill it out progressively, in several stages.

Your account will be activated once you have completed the below stages:

- 1 - you choose a Username and a Password
- 2 - you fill out the application form thoroughly and you submit your profile
- 3 - you will receive an E-mail containing a link that you should click on to confirm your profile information

Important: The primary E-mail address that you provide in your on-line application will be used for all future correspondence.

Until you have submitted your complete on-line application, you can modify your profile at any moment, as well as all the data in the application form.

2nd stage: FILLING OUT THE APPLICATION ON LINE

Important: the link to this 2nd stage can only be accessed once the 1st stage had been validated ("Submit").

Please note that the entire application procedure takes some time to fill out, however you can return at any moment to add some information or modify your application as long as you have not fully submitted it.

First, you should choose a location for the first year of the Masters course (either Grenade or Sheffield)

Your choice also determines the language of the application form. An applicant who wishes to spend his or her first year of the Masters course in Sheffield should fill out the English version of the application form, whereas an applicant who wishes to spend his or her first year of the Masters course in Granada should fill out the Spanish version of the application form.

The different boxes of the on-line application are:

- Choice of the location for the 1st year of the Masters course (which determines also the language of the application)
- Choice of specialisations with regard to 2nd year of the Masters course
- Formal education
- Continuing education or non-diploma courses
- Work experience
- Reasons for applying and letters of recommendation
- Foreign language proficiency
- Additional information : Erasmus Mundus grant
- Students with special needs

3rd stage: SUBMITTING THE APPLICATION ON LINE

TO BE STUDIED, THE APPLICATION MUST BE SUBMITTED ON-LINE

When the application form is thoroughly filled out, a text on a blue background informs you that you can now fully submit your application form (you submit it before printing it out). After the submission, a number (format: 0000 – 1012) will appear on your application.

4th stage: PRINTING OUT AND POSTING THE APPLICATION

Once you have submitted your on-line application, you should print out the complete application form, stick an ID photo onto the form and sign. You should then post it with all the requested documents to one of the addresses below:

*** For the candidates who wish to attend the first year of their master course in Sheffield:**

University of Sheffield - SchARR - Section of Public Health
Dr Petra Meier
Regent Court - 30 Regent Street - Sheffield S1 4DA
UNITED KINGDOM

*** For the candidates who wish to attend the first year of their master course in Granada:**

Escuela Andaluza De Salud Pública

Herminia Muñoz-Flores
Campus Universitario de Cartuja - C/ Cuesta del Observatorio 4
GRANADA 18011
ESPAÑA

We recommend the use of an express delivery service to post your complete application.

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(per postmark*)

- For candidates who are not applying for an Erasmus Mundus grant: **15 April 2010**
(per postmark*)

*Per postmark means that the documents must be sent by this date.

We remind you the list of required documents you should enclose when returning this application form:

- Copy of your identity card or passport
- Curriculum Vitae (according to the European model)
- Certified true copy of the diplomas (minimum Bachelor) with the Diploma Supplement if available (more details on http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html) and the [official translation in English or Spanish](#)
- Official written original transcripts and mark sheets in English or Spanish (or official written English or Spanish translations from the candidate's native language) from all colleges and universities or any other institution of higher education attended
- Evidence of language proficiency, according to the chosen pathway
- Three letters of recommendation, individually enclosed in envelopes, sealed and signed across the back flap of the envelope by the recommender

IMPORTANT: please note that :

- Your application must include a reference number (format: 0000 - 1012)
- Your application will not be processed without your signature.
- Application forms sent to the Master will not be returned. That is the reason why no original diploma should be sent.

Example of Student Application

**This document is NOT an application form.
It is not possible to use it to apply to Europubhealth Master.**

1st stage: Create an account

It is important that you give correct information for each box, especially the "Username" and the "Primary E-mail address" field.

Your account will be activated once you have clicked on the link in the confirmation E-mail that you will receive after submitting the below Application form.

Fields to fill in your profile (Required information is marked with a *):

- Choose a Username *
- Choose a Password *
- Confirm Password *
- Title *
- Last (Family) Name *
- First Name *
- Primary E-mail address *
we will verify this E-mail address (primary), as it is necessary to activate your account.
- Secondary E-mail address
- Identity Card number/Passport number *
- Building name (if applicable)
- Number/Street/Avenue
- Zip/postal code
- PO Box
- City *
- State / Province
- Country of Residence *
- Citizenship *
- If you hold a dual citizenship, please specify
- Phone number 1 * Please indicate the area code
- Phone number 2 Please indicate the area code
- Fax Please indicate the area code
- Date of birth *
- Place of birth *
- Country of birth *
- How did you hear about Europubhealth? *
- Please specify the source

- For which academic year are you applying? *

Example of confirmation E-mail that you will receive after submitting your profile

From: europubhealth.org [contact@europubhealth.org]

Subject: Europubhealth: your connexion data

We have pleasure in informing you that your account in the Europubhealth Master candidate space is now created.

Please find below your username and password.

Username :

Password :

To activate your account, click on the following link

<http://www.europubhealth.org/us/espace-candidat/membres/index.php?Mode=Validate&IdMembre=3395&PassInscription>

If any problems, please contact europubhealth@ehesp.fr or Isabelle.Longeanie@ehesp.fr

Remaining at your disposal for any further information,

Regards,

Europubhealth Team

2nd stage and 3rd stage: FILLING OUT AND SUBMITTING THE APPLICATION ON LINE

Reminder

- Candidates who wish to apply to the first year Masters course in Sheffield should fill in the Europubhealth application form in English.
When you click on Sheffield, the application form will be available in English.
- Candidates who wish to apply to the first year Masters course in Granada should fill in the Europubhealth application form in Spanish.
When you click on Granada, the application form will be available in Spanish.

Signification of the coloured boxes before the titles:

- **Red box:** the heading is not completed.
- **Blue box:** the heading has been completed or is not mandatory.

When all the boxes are blue the application is ready to be on-line submitted. The following text appears then at the end of the application in a blue frame:

Your application is now filled out.

Important: Please check that you have written your reasons for applying in a second language (if the language of the specialisation you have chosen is different from the language of the first year).

Warning: Before you fully submit your entire application, please be sure that all the boxes are filled out as required. Once you have submitted your complete application, it will not be possible to modify it anymore.

To fully submit your application, click on the following link: [Submit your application](#)

● Choice of your first year Masters course

Please indicate the mobility pathway chosen with regard to the first year of the Masters course, in line with the language requirements (tick the appropriate box).

Please validate the choice of the first year. Be careful this is a final choice. It cannot be changed afterwards.

- Sheffield Granada

● Choice of your specialisation for the second year Masters course

Please rank by order of preference a minimum of two specialisations with regards to the second year of the Masters course, in line with the language requirements, and given that the specialisation must necessarily be taken in a location different from the first year (Sheffield or Granada).

Please note that specialisation allocated by the consortium's selection committee to the students will be definitive and that the consortium will not consider any request for change.

Specialisations in year 2

1. "Advanced Public Health methods ", at the University of Copenhagen – Denmark (in English)
2. "Health Management", at the Andalusian School of Public Health – Spain (in Spanish)
3. "Quality improvement ", at the Andalusian School of Public Health - Spain (in Spanish)
4. "Health Economics and Financial Management", at the Jagiellonian University of Krakow – Poland (in English)
5. "Social and health protection", at the Jagiellonian University of Krakow - Poland (in English)
6. "Environmental and occupational health", at the French School of Public Health (EHESP) – France (in English).
7. "Law, health and ethics", at the University of Rennes 1 – France (in French)

Please fill in the information below

Choice 1: *list of specialisations*

Explain the reason for the specialisation chosen :

Choice 2: *list of specialisations*

Explain the reason for the specialisation chosen :

Choice 3: *list of specialisations*

Explain the reason for the specialisation chosen :

● Former higher education

Please indicate here your degrees (Bachelors, Masters, PhD, Engineer). It is imperative to start by the most recent one . To add a degree, click on "add a degree ".

Fields to fill in for each degree:

- Name of the institution *
- Town *

- Country
- Start date * (month/year)
- End date * (month/year)
- Field of study *
- Degree obtained/ expected *
- Date of degree* (month/year)
- Teaching language *

● Other courses

Please indicate here other courses (training course, short course, non academic training...) by choosing the 3 most relevant. If you wish, you may mention all taken courses in your curriculum vitae.

To add a course, click on " add a course "

Fields to fill in for each course:

- Name of the institution *
- Town *
- Country
- Start date * (month/year)
- End date * (month/year)
- Field of study *
- Attestation / Certificate *
- Date of attestation / certificate (month/year)
- Teaching language *

● Work experience

Please indicate your significant work experience (maximum of 3) starting by your current or most recent position.

The students are invited to describe any field experience linked to health or international projects (training period, voluntary work, summer jobs).

Your enclosed curriculum vitae should give a detailed view of your experience.

To add an experience, click on "add an experience"

- Number of professional experience years since the end of your studies:

Fields to fill in for each work experience:

- Sector of activity
- Working language *
- Town *

- Country *
- Start date * (month/year)
- End date (month/year)
- Position / Responsibilities *
- Number of hours per week *

● Reasons for applying / Letters of recommendation

Reasons for applying

Please state emphasising your motives for applying to the Europubhealth Masters course :

- 1. Your reasons for applying to EUROPUBHEALTH Masters course
- 2. Your personal skills and abilities for such a programme and your possible preparation to undertake this Masters course
- 3. Your focused interest within the field of public health, if any
- 4. Your career plans upon completion of the programme

This statement is very meaningful for the Selection Committee in order to appreciate the strengths or weaknesses in your background, in your motivation, and in your ability to carry out the European Masters course, as well as future responsibilities in the field of public health. Your letter should be written in 500 to 600 words in 1 or 2 languages:

- Letter 1 : in the language of year 1
- Letter 2 : translation of letter 1 in the language of the specialisation you have selected in first position.

Recommendations: my contacts

Please list the name and the contact details (to contact them quickly) of three persons who will provide written recommendations on your behalf.

Fields to fill in for each contact:

- Last name *
- First name *
- Email
- Telephone with country code *
- Fax
- Firm *
- Position *
- Sector of activity *
- Country *

● Language requirements

Chosen language combinations *

A certain mastery of one, two or three languages is required for attendance on the EUROPUBHEALTH Masters course, depending on the training pathways. Please tick the appropriate combination(s) in line with the training pathways fixed by the specialisations you have chosen.

- English Spanish + French + English* Spanish + English
 English + French

At least a B2 level on the Common European Framework of reference scale (CEF) is required for all languages except in year 1 at Sheffield where candidates will be required to have a C1 level. Students with higher levels in languages will be preferred in the final selection process.

With regard to the level in English required to take the "Global Dimensions of Public Health" module at the EHESP:

A minimum level in English equivalent to a B2 level on the Common European Framework of reference scale (CEF) is required at the start of the module in June/July of the academic year. Students who choose to follow the course at Granada in the first year and at Rennes in the second year will be entitled to supplementary English lessons during the first year.

It is essential for all non-native speakers to provide appropriate certificates giving evidence of the required language proficiency:

- English : TOEFL (computer based or paper based) or IELTS
- Spanish : DELE
- French : DELF, DALF, TEC, TFC

To check your level, see more explanations by clicking [here](#).

Work experience or long courses in the required languages can be examined and should be backed-up with evidences.

To assess your application form, it is crucial that all your language certificates and diplomas reach us before the deadline for applying to an Erasmus Mundus grant (30 November 2009 or 15 April 2010)

Your mother tongue

Native language:

English

TOEFL Score:

indicate TOEFL test type: Paper-based Computer-based Internet-based-test

IELTS Score:

Number of years of studies or work where English was the main language (give explanations):

Spanish

DELE level: Inicial Intermedio Superior

Number of years of studies or work where Spanish was the main language (give explanations)

French

TEF score

TFC score

DELF-DALF certificates

Number of years of studies or work where French was the main language (give explanations)

Other languages

Other languages:

Any comment?

● Information on withdrawal, termination, or disciplinary action

Have you ever withdrawn from, been dismissed from, asked to withdraw from, or been denied readmission to any academic programme or institution? If so, please give all explanations.

Yes No

Have you ever been subject of a disciplinary action by an academic institution, clinical training site, or within your profession? If so, please give all explanations.

Yes No

● Erasmus Mundus Grant / Additional information

You apply for the first time at the Europubhealth Master course. If not, mention the year of your previous application

Erasmus Mundus Grant

Europubhealth Masters course is supported by the Erasmus Mundus programme launched by the European Commission early 2004.

Erasmus Mundus offers grants to Europubhealth students.

From 2010, there are two categories of grants for both European and non European students.

Eligibility criteria for category A grants

- to be a citizen of a "third-country", meaning all country other than :

- a EU Member State,
- a EEA-EFTA state (Iceland, Liechtenstein and Norway)
- Switzerland, Turkey, Western Balkan country (Albania, Bosnia-Herzegovina, Croatia, Kosovo, Former Yugoslav Republic of Macedonia, Montenegro, Serbia);

- not residing in any above mentioned country

- to have not carried out his/her main activity (studies, work, etc.) in any of the above mentioned country for more than a total of 12 months over the last five years (from the 28/02/2005 to the 28/02/2010).

Warning: The number of applications to Erasmus Mundus scholarships is limited to three Erasmus Mundus Master Courses per student. In case of a candidate applying to more than three Erasmus Mundus grants he/she will be excluded by the European Agency from all Erasmus Mundus Scholarships.

Eligibility criteria for category B grants

Category B grants can be awarded to any students selected by Europubhealth consortium and do not fulfil the Category A criteria defined above.

For the 2010 edition, Turkey and some western Balkan countries will have access to extra and specific category A grants.

Apply for an Erasmus Mundus

I wish to apply to an Erasmus Mundus category A grant, awarded by the European Commission

Therefore I certify that (please check the following conditions):

I am citizen of a third-country (check in eligibility criteria here-above);

I am not a resident in any UE Member State, EEA-EFTA state (Iceland, Liechtenstein and Norway), Switzerland, Turkey, Western Balkan country (Albania, Bosnia-Herzegovina, Croatia, Kosovo, Former Yugoslav Republic of Macedonia, Montenegro, Serbia);

I have not carried out my main activity (studies, work, etc.) in any of the UE Member States for more than a total of 12 months over the last five years (from the 28/02/2005 to the 28/02/2010).

I wish to apply to an Erasmus Mundus category B grant, awarded by the European Commission

Other questions

The consortium is very keen to welcome the students in the best conditions and take specific needs into consideration. Do not hesitate to inform us about this:

I plan to come with a member (s) of my family:

- Partner Children Other person Partner and children
 Children and other person

I have the following special needs:

Additional information and advice

This document is complementary to the instructions of the welcome page of the “candidate space”. It will help you to prepare information and get some extra and useful advice. It includes:

- the selection criteria used for assessing the eligible application forms,
- some pieces of advice,
- a reminder of the mobility pathways and the specialisations,
- the language certificates required.

Selection criteria

CRITERION	SUB-CRITERION	WEIGHTING	
Education	Marks, classification, grades and distinctions obtained	8	SUM = 16
	Autonomy and initiative; willingness and suitability for working in a team (based on the letters of recommendation)	8	
Professional experience		4	SUM = 04
Reason for choosing the European Master	As part of a career plan	5	SUM = 10
	Relevance of the specialisations ranked with respect to previous training and career prospects	5	
Cultural adaptability	Language skills	5	SUM = 10
	International projects or prospects	5	
		OVERALL SUM = 40	

Advice

First of all, it is important to check that you respect all the requirements and more particularly in terms of diploma and language skills. The website with its FAQ provides you all necessary information. In the case of any doubt, do not hesitate to contact us via the contact section on the website.

Here is some advice related to different sections of the application form :

Education

You are invited to describe your education distinguishing “**formal higher education**” (leading to an academic diploma) and “**other education**”.

If you wish, you may add any extra documentation showing your excellence (awards, ranks...) to the paper application you will send.

Professional experience

Under professional experience, we mean all field experience. Students are invited to mention placements, missions as a volunteer in NGO or in the organisation of an event. Of course the more this experience is linked to public health, the better.

Language skills

Only listed (see section hereafter) certificates or diplomas enclosed with your application will be considered. Long working or studying experience in the language might be considered but should be supported by evidence.

Reasons for applying

Your motivation in doing the master course is a very important issue in the assessment of your application. So we suggest you to pay a specific attention in writing the letter that should comprise between 500 to 600 words and describe:

- 1. Your reasons for applying to EUROPUBHEALTH Masters course
- 2. Your personal skills and abilities for such a programme and your possible preparation to undertake this Masters course
- 3. Your focused interest within the field of public health, if any
- 4. Your career plans upon completion of the programme

With the on-line application, you can prepare the letter while off-line and then copy it in the answer box.

Specialisation

Assessors will pay attention to the coherence between your motivation, career plan and the choice of specialisation. Though language might be an important criterion, it should not be the only one. On the other hand, you should mention only the specialisations for which you have the language level required. You can therefore present only 2 choices.

Letters of recommendation (3)

The letters should talk about your character and attitude to team work as well as your autonomy, commitment and initiative. They may also state why you should undertake the Europubhealth course. So do not hesitate to inform the referees of this aspect.

Referees may be teachers, tutors, (former) employers...

CV

If the application form does not enable you to write interesting information, you can use the CV to provide exhaustive information and specify your experience and education.

Try to limit the CV to 3 pages.

Mobility combinations

Mobility combinations	Foundations of Public Health 55 ECTS Duration 34 ^{1/2} weeks	Global Dimensions of Public health 5 ECTS Duration 4 weeks	Specialisation (choice of 7) 30 ECTS Duration 20 weeks	Thesis / practical placement 28 ECTS Duration 17 weeks	Inter-specialisation 2 ECTS Duration 2 weeks
1	Sheffield	Rennes	Granada	Granada	Rennes (EHESP)
2	Sheffield	Rennes	Cracow	Cracow	Rennes (EHESP)
3	Sheffield	Rennes	Paris (EHESP)	Paris (EHESP)	Rennes (EHESP)
4	Sheffield	Rennes	Rennes (Univ.)	Rennes (Univ.)	Rennes (EHESP)
5	Sheffield	Rennes	Copenhagen	Copenhagen	Rennes (EHESP)
6	Granada	Rennes	Cracow	Cracow	Rennes (EHESP)
7	Granada	Rennes	Copenhagen	Copenhagen	Rennes (EHESP)
8	Granada	Rennes	Paris (EHESP)	Paris (EHESP)	Rennes (EHESP)
9	Granada	Rennes	Rennes (Univ.)	Rennes (Univ.)	Rennes (EHESP)

Language proficiency minimum requirements

Depending on your pathway, your language proficiency should be proven by the following examinations.

Year 1

Language tested	Minimum required level on the Common European Framework of reference scale	Examination	Minimum Score Required
English At the University of Sheffield	C 1	Paper based TOEFL Computer based TOEFL Internet based TOEFL IELTS	600 250 100 7
Spanish At the Andalusian School of Public Health	B 2	DELE	Intermediate level
English (Module: Global Dimensions of Public health) At the EHESP	B 2 (at the start of the module in June/July of the academic year)	Paper based TOEFL Computer based TOEFL Internet based TOEFL IELTS	550 213 79/80 6

Year 2

Language tested	Minimum required level on the Common European Framework of reference scale	Examination	Minimum Score Required
English At the University of Copenhagen, at the University of Cracow and at the EHESP	B2	Test papier TOEFL Test informatique TOEFL Internet based TOEFL IELTS	550 213 79/80 6
French At the University of Rennes 1	B2	DELF TCF TEF	B2 (new grid) or second level (A5+ A6) 450 585
Spanish At the Andalusian School of Public Health	B2	DELE	Intermediate level

Language requirements

Common European Framework of Reference for Languages (CEF)

Proficient User	C2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him / herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
Kompetente Sprachverwendung		
Utilisateur expérimenté	C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him / herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
Uso competente della lingua		
Independent User	B2	Can understand the main ideas of complex texts on both concrete and abstract topics, including technical discussions in his / her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
Selbstständige Sprachverwendung		
Utilisateur indépendant	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise while travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
Uso indipendente della lingua		
Basic User	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his / her background, immediate environment and matters in areas of immediate need.
Elementare Sprachverwendung		
Utilisateur élémentaire	A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him / herself and others and can ask and answer questions about personal details such as where he / she lives, people he / she knows and things he / she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
Uso elementare della lingua		