



MULTIPHASE
MASTER

Erasmus Mundus

Application Guide

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Version history

- Feb 12, 2024 : possibility to apply to more than three E. Mundus programs (section [3.2.3](#) on page [18](#))
- Feb 11, 2024 : clarification on the need for Certificate Of English (section [3.4.3](#) on page [24](#))
- Feb 2, 2024 : MULTIPHASE open to students with Bachelor of Engineering (section [3.5.1](#) on page [25](#))
- Jan 18, 2024 : clarification on the EMJM scholarship eligibility (section [2.2.2](#) on page [9](#))
- Jan 18, 2024 : clarification on the Acceptance rules (section [2.4.5](#) on page [14](#))
- Jan 18, 2024 : clarification on the Partner and Programme countries (section [2.4.3](#) on page [12](#))
- Jan 12, 2024 : clarification on academic eligibility and scientific background (section [3.5.2](#) on page [25](#))
- Jan 12, 2024 : clarification on health and accident insurance (section [1.2.1](#) on page [2](#))
- Jan 12, 2024 : clarification on eligibility criteria for EMJM scholarship (section [2.2.2](#) on page [9](#))
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1. General description

1.1 Curriculum

The programme is open to all applicants around the world.

The MULTIPHASE programme proposes an Erasmus Mundus master in the booming field of Multiphase Systems, with the ambition of educating a new generation of industrial experts, engineers, and researchers, to bring the Chemical Industry into a new age based on sustainable processes, circular economy and all the potential of digital tools. The consortium of MULTIPHASE is composed of three highly experienced partners in the field of advanced Chemical Engineering both in research and educational aspects: Ecole des Mines de Saint-Etienne (France), Polytechnic University of Turin (Italy) and Technical University of Munich (Germany). It has been designed to integrate their complementary strengths supplemented by numerous associated partners (17 industrial companies, from SMEs to international groups, and 12 universities worldwide).

The programme is based on the established pillars: physico-chemistry of multiphase systems, eco-efficient chemical technologies and modelling (High Performance Computing and Machine Learning) towards innovation. It addresses aspects and applications ranging from basic research in physics and chemistry and beyond to major grand challenges as energy, materials, health and environment, to which multiphase systems bring a lot.

The MULTIPHASE programme will help filling the skill shortage gap via the combination of strong research, excellent teaching, novel didactics concepts, and intersectorality via a strong industrial involvement. High level students with multifaceted qualification will be trained and accompanied so that they can (i) be recruited in private companies active in the field of innovative chemical industry, (ii) embark on a top-class PhD programme to later work in private companies or academia, or (iii) create a start-up.

The curriculum includes lectures, but also two Application Seminars, two Winter Schools, a Green-Line research Project and master thesis internships. More details are available on the MULTIPHASE website by clicking [HERE](#).

On successful completion of the MULTIPHASE programme, students will be awarded three degrees:

- Diplôme National de Master in Chemical and Biochemical Engineering delivered by IMT - Mines Saint-Etienne
- Laurea Magistrale in Chemical and Sustainable Processes Engineering, Chemical Engineering delivered by the Polytechnic University of Turin
- MSc. In Materials Science and Engineering delivered by the Technical University of Munich

1.2 Costs

The following expenses are to be planned:

- Participation fees (see section [1.2.1](#) on page 2)
- Travels (see section [1.2.2](#) on page 3)
- Housing and living expenses (see section [1.2.3](#) on page 3)

Please, note that there is no application fees (it is free to apply).

1.2.1 Participation fees

The participation fees:

- **cover**
 - registration fees at each university
 - participation in all teaching activities of the programme, including lectures, lab courses, visits of industrial sites, application seminars and winter schools (1 per year)
 - access to the university facilities (catering, library, computer laboratories, ...)
 - assessment and degree awarding
 - health and accident insurance
- **do not cover**
 - travels
 - housing and living expenses
 - copies, books and software that are not mandatory
 - installation costs (visa, ...)

The amount of the participation fees paid by a particular student depends on the category he/she belongs to:

- a self-funded student, as for any traditional Master programme, who will pay standard fees
- a self-funded student, who has been awarded a place with reduced fees (see section [1.3.2](#) on page 4)
- a student, who has been awarded an EMJM scholarship (see section [1.3.1](#) on page 4)

The following table gives the participation fees for each student category:

Student category	Participation fees (for 2 years)
Self-funded student (with standard fees)	9000 €
Self-funded student (with reduced fees)	2000 €
EMJM scholarship holder student	0 €

1.2.2 Travels

With a long distance coach, it is possible to travel from Saint-Etienne to Turin and Munich, in any order, for about 30-50 €. For some periods, like Christmas holidays, prices can exceed 120 €.

More details on travel plans are given in the Student Guide that will be provided to admitted students.

1.2.3 Housing and living

More details on housing plans and living costs are given in the Student Guide that will be provided to admitted students.

1.3 Funding plans

Any student may apply and be selected as a self-funded student, as in any master programme. In addition, since MULTIPHASE has been selected as an Erasmus Mundus Joint Master programme, it is financially supported by the European Union and funding opportunities are available:

- EMJM scholarships (see section [1.3.1](#))
- Consortium scholarship (see section [1.3.2](#))
- other scholarships (see section [1.3.3](#))

These funding opportunities are described below. The procedure followed by the Selection Committee to allocate the EMJM scholarships and the Consortium scholarships is detailed in section [2.4](#) on page [11](#).

1.3.1 EMJM scholarship

The EMJM scholarship is a very specific scholarship attributed to the best students selected in the Erasmus Mundus Joint Master programmes funded by the European Union. It consists in:

- a scholarship of 1400 € per month¹
- a free health and accident insurance
- a waiver for the participation fees

The eligibility criteria for the EMJM scholarship are given in section [2.2.2](#) on page [9](#).

1.3.2 Consortium scholarship

A Consortium Scholarship can be awarded by the Selection Committee to self-funded students, that is to say to students who do not benefit from the EMJM scholarship.

The Consortium Scholarship consists in a reduction of the participation fees. These reduced fees are given in section [1.2.1](#) on page [2](#).

1.3.3 Other scholarships

In the annex, on page [42](#), you will find a list of funding organizations, that you may want to contact. This list is obviously non complete. Please, feel free to inform us about funding opportunities specific to your country, that may help other applicants to build a strong financial plan.

Please note that for most of these scholarships, the application shall be made very early (often before or together with the application to MULTIPHASE). In the application form, you can ask a conditional admission depending on whether you get (or not) a scholarship through other funding institutions.

¹To be precise, the scholarship is calculated on a daily basis: roughly 46 € per day in the programme.

1.4 Calendar and deadlines

Two successive application campaigns are organized every year:

- campaign for Erasmus Mundus scholarship holders (autumn/winter)
- campaign for self-funded students (spring/summer)

The provisional calendar of the campaigns, with their respective deadlines, is given below. **All deadlines are strict.** Failing to respect them is a ground for rejecting your application.

Campaign	Start date	Deadline
EMJM Campaign	January 5, 2024	March 15, 2024 @ 11:59 pm, Paris time
Self-funded campaign	March 17, 2024	June 30, 2024 @ 1:00 pm, Paris time

A lot of time (weeks or months) is needed to perform some actions like translating and notarizing the documents², getting the reference letters and getting the certificate of proficiency in English. Therefore, we strongly advise you to start the application as soon as possible. Starting the application process early will avoid you following problems:

- uneligible application because of missing mandatory documents
- low quality application because of lack of time for proof reading
- fatigue and sleepless nights because of high stress level
- no help possible from us if a problem arises at the last minute
- application not fully submitted because of internet issues like poor 3G/4G connectivity, server overload problems, ...

You will be informed regularly on the status of your application and you can check it yourself on the platform.

Early applicants and late applicants receive informations about their ranking / selection at the same time.

²On translation and notarization, please refer to section 3.5.4 on page 27.

2. Selection procedure

2.1 Overview

Even though we would be happy to welcome more students, due to logistical limits, pedagogical choices and financial constraints, we have a limited number of places per edition¹. For this reason, the admission process is highly selective and we can only offer a place to the very best applications.

As stated on page 5, two successive application campaigns are organized every year. They are independent, which means that a student can apply to the second campaign, even if his/her application has not been selected during the first campaign. The output of the selection procedure depends on the application campaign:

- first campaign (autumn/winter): successful applicants are being offered a place in the MULTIPHASE programme and an EMJM scholarship
- second campaign (spring/summer): successful applicants are being offered a place in the MULTIPHASE programme as self-funded students. Some Consortium scholarships can be awarded to self-funded students.

The selection procedure starts right after each application deadline (see section 1.4). For your understanding, you will find below the main steps followed by the Selection Committee for each application campaign:

- administrative evaluation: each application is checked for eligibility (see section 2.2)
- academic evaluation: each eligible application receives an academic score (see section 2.3)
- final ranking: based on academic scores and other selection criteria (see section 2.4)
- admission to the master and, possibly, allocation of a scholarship

The Selection Committee is composed of one professor for each full partner institution, a vice-chair, the project manager and two student representatives of the current edition (starting 2024-25).

Throughout the selection procedure, applicants will be regularly informed by email of their application status. Students who are admitted will have to confirm their participation (see section 2.4.5 en page 14) within 3 days (72 hours).

¹Edition is another word for cohort, or intake.

2.2 Administrative evaluation

Following the closure of the application campaign, the Selection Committee, and more particularly the coordinating institution (Mines Saint-Etienne), begins reviewing each application and checks successively if it meets:

- the eligibility criteria for being offered a place in the MULTIPHASE programme
- the eligibility criteria for being offered an EMJM scholarship (only during the first campaign)

Note that students, who are ineligible for an EMJM scholarship can still be eligible for admission to the MULTIPHASE master as self-funded students. They are equally welcome ☺

2.2.1 Eligibility criteria for admission

An application will be declared eligible for admission if the formal check is positive and the admission criteria are met.

The formal check is *negative*, and thus a ground for the application rejection, when one of the following situations is present:

- the application is not submitted on due time² : you need to click on the "Submit" button
- the application is not complete: required information is missing or misfiled, compulsory documents not provided, ...
- the application is incorrectly completed: documents or information provided not in English, illegible documents, unreadable files, ...
- the information or documents are suspected to be fraudulent (see section [3.2.3](#) on page [19](#))

The admission criteria are of yes/no type:

- you have or expect to have a Bachelor of Science degree or an equivalent academic qualification
- your higher education corresponds to at least 180 ECTS
- your degree or diploma is awarded from an accredited university (see section [3.5.3](#) on page [26](#))
- your scientific background is aligned with MULTIPHASE master (see section [3.5.2](#) on page [25](#))
- your CGPA is equal to or better than 75% of the scale maximum (see section [3.5.5.1](#) on page [28](#))
- your proficiency of English is above a minimum level (see section [3.4](#) on page [22](#))

The first criterion to be evaluated is the alignment between the MULTIPHASE programme and your scientific background (see section [3.5.2](#) on page [25](#)). All submitted applications are independently evaluated by three evaluators from three different partner Universities. Applications with an average score below 40 % are rejected and remaining applications are checked for the other admission criteria.

²For deadlines, see section [1.4](#) on page [5](#)

2.2.2 Eligibility criteria for EMJM scholarship

A student applying during the first campaign, and only the first, will be declared eligible for an EMJM scholarship under the following conditions:

- be enrolled in the MULTIPHASE master course
- have - at the date of enrolment - a first higher education degree (or demonstrate a recognised equivalent level of learning according to national legislation and practices in the degree-awarding countries)
- not have already benefited from a previous Erasmus Mundus Joint Masters (EMJM) scholarship in the period 2021-2027
- not benefit from another EU funded scholarship scheme to follow the same (or another) EMJM master course (for the entire period of enrolment in the course)

Students are eligible for an EMJM scholarship even if:

- they have benefited in the past from a scholarship given by any EU Program, including the EU Erasmus+ Program
- they have already benefited from a previous Erasmus Mundus Joint Masters (EMJM) scholarship in the period 2014-2020 or before

2.3 Academic evaluation

The academic evaluation of the eligible applications leads to the Academic Ranking.

2.3.1 Evaluation of the written application

Each application eligible for admission receives a "written application score" based on the following evaluation criteria:

Evaluation criteria for written application		
Scientific background	relevance of previous study	15 %
Academic records	marks, awards, grants, ...	40 %
University quality	ranking	10 %
Practical/research experience	internships, placements, jobs, professional qualifications, ...	15 %
External assessment	recommendation letters, referees, academic potential, ...	10 %
Motivation	personal and professional plans, interests, ...	10 %

The "scientific background" criterion has already been evaluated by three reviewers during the eligibility check (see section 2.2.1 on page 8). The "academic records" and "university quality" criteria are each reviewed by one evaluator, whereas the "practical/research experience", the "external assessment", the "motivation" criteria are each assessed independently by two evaluators from two different partner Universities. If two scores are close, the average value is taken. Otherwise, a discussion is open between all members of the Selection Committee to make a common decision. Based on this single "written application" score, a first ranking is produced, from which the Selection Committee establishes a short list.

2.3.2 Evaluation of the oral interview

Short-listed applicants will be invited to an oral interview in English by video conference³ or phone, with a Jury appointed by the Selection Committee. During this interview, a 10 minutes presentation will be given by the candidate, followed by 15 to 20 minutes of discussion and possible questions to assess scientific knowledge. An "oral interview score" will be given by the Jury according to the following evaluation criteria:

Evaluation criteria for oral interview	
Motivation to participate in MULTIPHASE	30 %
Consistency of the student project with the programme's objectives	20 %
Critical thinking skills	20 %
Scientific background & general knowledge in chemical, computational and mechanical engineering	20 %
English language proficiency	10 %

2.3.3 Academic ranking

For each short-listed candidate, an academic score will be calculated with following weights:

- 50% for the written application score
- 50% for the oral interview score

Based on these academic scores, the Selection Committee establishes an Academic Ranking.

³Please note, use of a VPN may interfere with the connection. We recommend that you log out of any type of VPN prior to starting the oral interview.

2.4 Final selection

2.4.1 Overview

The final selection of the applications for admission is done by the Selection Committee. It is a complex procedure, which could be seen as a constrained optimization problem by mathematicians ☹. Indeed, the Selection Committee has the mission to form editions with the highest possible academic level (highest academic scores), while meeting the following constraints and incentives:

- respect the available number of places in MULTIPHASE programme (see section 2.4.2)
- respect the available EMJM scholarships per country (see section 2.4.3)
- promote inclusiveness and gender balance in case of ex-aequo academic score

2.4.2 Edition size

The number of students per edition is limited to 35. This number has been chosen in consultation with all partners to ensure a high level in pedagogy quality and a smooth integration with other programmes open in Saint-Etienne, Turin or Munich.

2.4.3 EMJM scholarships allocation constraints

The European Union strives to embark students from all over the world into the Erasmus Mundus excellence programmes. In order to promote this goal, the MULTIPHASE Consortium has received a funding in form of scholarships (see section 1.3.1 on page 4). The table below shows the number of available EMJM scholarships for the four editions (2024-26, 2025-27, 2026-28, 2027-29).

Student category	Total EMJM scholarships (for 4 editions)	Average EMJM scholarship (for 1 edition)
Programme countries student	30	7.5
Partner countries student (any)	30	7.5
Partner countries student (NDICI)	27	6.75
Partner countries student (IPA III)	3	0.75

Though every applicant, from every country, is warmly welcome, the table shows that the chance to be selected for an EMJM scholarship is higher if you are national from an IPA III or NDICI country (provided you have excellent academic records ;-). This stems from the European Union international policy and its implementation in the Erasmus+ Programme.

It is worth noting that the principle of communicating vessels does not apply. It is not possible to give an EMJM originally allocated for a given group of countries to a student belonging to an other group of countries.

The 10% rule is an other constraint that must be respected by the Selection Committee. In order to ensure geographical diversity among students, no more than 10% of the total number of scholarships awarded during the MULTIPHASE programme implementation should be awarded to candidates from the same nationality (this rule does not apply to scholarships for IPA III and NDICI countries). Beyond this threshold, students can be enrolled without scholarship.

Importantly, note that the 12-months rule, used in some older EMJM programmes, does not apply to the MULTIPHASE programme.

Programme countries students are either:

- nationals of one of the 27 EU Member States : Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden
- nationals of one of the third countries associated to the Programme (also called the non-EU Programme countries): Iceland⁴, Liechtenstein⁴, Norway⁴, Turkey⁵, Former Yugoslav Republic of Macedonia (FY-RoM)⁵ and Serbia⁵

Partner countries students are all other students. Among the Partner countries, we may distinguish the so-called **Targeted Regions**⁶ who are composed of:

- IPA III countries⁷ :
 - **Western Balkans (region 1):** Albania, Bosnia and Herzegovina, Kosovo, Montenegro
- NDICI countries⁸, who are in the following 8 regions:
 - **Neighbourhood South (region 3):** Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
 - **Asia (region 5):** Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam, Brunei, Hong Kong, Japan, Korea, Macao, Singapore, Taiwan
 - **Central Asia (region 6):** Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
 - **Middle East (region 7):** Iran, Iraq, Yemen, Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
 - **Pacific (region 8):** Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu, Australia, New Zealand
 - **Sub-Saharan Africa (region 9):** Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo Democratic Republic of the, Cote d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
 - **Latin America (region 10):** Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela
 - **Caribbean (region 11):** Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname, Trinidad & Tobago

⁴Members of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA)

⁵Acceding countries, candidate countries and potential candidates

⁶Please refer to pages 34-35 and 267 of the Erasmus+ Programme Guide ([LINK](#)).

⁷IPA III stands for the 3rd edition of the Instrument for Pre-accession Assistance.

⁸NDICI stands for Neighbourhood, Development and International Cooperation Instrument.

2.4.4 Result

Based on the Academic Ranking and on the different constraints explained above⁹, each application receives an admission status:

- selected if the Academic Score is above the threshold¹⁰, with two possibilities:
 - admitted (main list)
 - waiting (reserve list)
- not selected if the Academic Score is below the threshold

The Final List, composed of the selected applications, will be published on the MULTIPHASE website on the date specified in section 1.4 on page 5. If everything works fine, every eligible applicant will also receive an email notification of his/her status. An example of Final List is given below.

MULTIPHASE Erasmus Mundus master - Edition 2024-25 (template)						
ID	Rank	Country	Category	Admission status	Scholarship status	
5461	1	Venezuela	Partner	Admitted	Fully-funded	EMJM
10586	2	Spain	Programme	Admitted	Fully-funded	EMJM
⋮	⋮	⋮	⋮	⋮	⋮	⋮
545	24	Nigeria	Partner	Admitted	Self-funded	Consortium
6175	25	USA	Partner	Admitted	Self-funded	Consortium
⋮	⋮	⋮	⋮	⋮	⋮	⋮
8345	70	Poland	Programme	Admitted	Self-funded	-
461	71	Kyrgystan	Partner	Waiting	-	-
6692	72	Pakistan	Partner	Waiting	-	-
9486	73	Argentina	Partner	Admitted	Fully-funded	EMJM

A student being offered a place with an EMJM scholarship has 3 days (72 hours) after the publication of the Final List on the MULTIPHASE website to confirm his/her participation in the MULTIPHASE master. If the offer is accepted, the "admitted" status is confirmed. Otherwise, the place is freed and offered to another applicant from the waiting list (upgrade).

A student in the waiting list (=not yet admitted) will have two choices:

- apply as a self-funded student (i.e. without EMJM scholarship) by sending a request to the Selection Committee. This can be the case if the student wishes to secure a place. The demand will be accepted on a first-come, first-served basis provided that the maximum number of students in the cohort is not reached yet.
- wait and hope for an upgrade to the main list. Upgrades happen when one place is freed by a student withdrawing from the main list. Note that an applicant upgraded from the waiting list to the main list is not necessarily the student with the best rank in the waiting list. Practically, the Selection Committee will upgrade the first student (in descending rank order) who leads to a main list that complies with the rules described in section 2.4.3.

Note on Consortium scholarship. On average, the first 10 self-funded students per edition will be awarded a Consortium scholarship (see section 1.3.2 on page 4).

⁹See sections 2.4.2 and 2.4.3.

¹⁰This threshold is not known in advance, depends on many factors and is likely to change over the application campaigns.

2.4.5 Acceptance

You may apply to as many Erasmus Mundus master programmes as you wish. If you are selected and offered a place by two or more programmes, then you are lucky 😊

In case you have accepted to join a programme A and then you are proposed to join a programme B, which is more interesting for you, keep immediately informed the programme A that you withdraw your application and go for programme B. When you have accepted a place in your most preferred programme, be kind to notify any other programme, where you applied, that your application is not to be considered any more.

Students benefiting from an Erasmus Mundus scholarship cannot benefit from another EU grant while pursuing their Erasmus Mundus Master's studies.

2.5 Appeal procedure

In case of non-selection and if you have grounds to believe that your application file, although complete, was not processed through the selection procedure or that you have been discriminated against unlawfully, you may engage an appeal procedure by filling the form which you can download [HERE](#).

This form should be sent to the Consortium Coordinator (bonnefoy@emse.fr) no later than one week after the decision notification. If the appeal is regarding the Coordinator, the written appeal should be directed to the Steering Board.

Any appeal will be accorded thorough consideration and will normally be addressed within 28 calendar days of receipt.

Please note that the appeal cannot concern the decision of admission/rejection itself, but only an alleged error made in the process that has resulted in the contested decision.

3. Application procedure

3.1 Overview

In order to constitute a complete application file, applicants are invited to go through the following steps:

- register to the online application system (see section [3.2](#) on page [18](#))
- fill in the following forms:
 - Personal details (see section [3.3](#) on page [20](#))
 - Language proficiency (see section [3.4](#) on page [22](#))
 - Academic qualifications (see section [3.5](#) on page [25](#))
 - Professional experience (see section [3.6](#) on page [31](#))
 - Personal presentation (see section [3.7](#) on page [32](#))
 - Scholarships (see section [3.8](#) on page [34](#))
 - References (see section [3.9](#) on page [35](#))
 - Survey (see section [3.10](#) on page [38](#))
- upload electronic documents (see section [3.11](#) on page [39](#))
- submit your online application (see section [3.2.3](#) on page [18](#))
- send paper documents per land mail, when you are selected (see section [3.11.2](#) on page [39](#))

3.2 Application platform

3.2.1 URL and browsers

The application to MULTIPHASE master is exclusively possible on the platform available at www.multiphase-master.eu

Please use Mozilla Firefox or Google Chrome browsers for the full functionality of the application platform.

3.2.2 Help on the application procedure

It is more than recommended to have this Application Guide open alongside the application forms. Since it will be updated regularly, download the latest version at:

www.emse.fr/~bonnefoy/multiphase/download/Application_Guide.pdf

Here are some guidelines and informations:

- all fields with a red star need to be filled in
- each form must be saved before going to the next one; changes are otherwise lost
- it is possible to modify your application before the application deadline (see below)
- all the documents have to be in English
- encrypted PDF files are not allowed. Use online services to unlock them

The use of email may be needed in rare circumstances to exchange informations. Please use as sparingly as possible the address application@multiphase-master.eu indicating your application ID. In case you need to send heavy documents, please give a link to a downloadable file instead of attaching them to the email.

3.2.3 Submitting your application

Applications that are complete (all mandatory fields completed and all mandatory documents uploaded) have to be submitted before the application deadline. They will otherwise not be evaluated at all. It is thus essential that you perform manually this submission by clicking on the "Submit my application" button.

You will be asked to declare the correctness of the provided data by checking the checkbox "Yes" and finalize the submission by pressing the "Submit my form !" button. The text that will be proposed for acceptance is following:

I understand that, if I am selected (proposed for a scholarship, put on the reserve list, or enrolled as a self-funded student) my data may be used for the purposes of evaluating the Erasmus Mundus Programme and will be made available to the European Agency, the Erasmus Mundus national structures, the EU delegations and the Erasmus Mundus Students and Alumni Association, acting as stakeholders of the programme.

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 this form, you are stating that you have completed the application procedure

Checkbox YES + field with title "Declaration and Post" and text "I hereby 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 can check that your submission went properly by checking on your own on the platform. If our automatic email server works well, you will even receive a confirmation email. Since we cannot manually check every particular application, emails asking for submission confirmation will not be answered.

Only one application will be considered per candidate. If more applications are submitted, only the last one will be considered. If the last application submitted is incomplete, it will not be eligible for admission and thus not considered.

About fraud. Any fraud related to the informations provided on the application platform or to the documents uploaded is a ground for immediate application rejection. If the fraud is discovered lately, during the master programme, the student will be referred to the Disciplinary Committee and punished accordingly. Punishment can include immediate exclusion of the master programme and the obligation to pay back the scholarship perceived so far.

Upon submission, we require every student to sign the **Declaration of Honour** that can be downloaded by clicking [HERE](#).

3.2.4 Modifying your application

When the application deadline is reached, the application platform is no longer accessible. Before this deadline, modifications are possible under certain conditions.

If the application is not yet submitted, any field or document of your application can be modified (completed, corrected, updated, removed) at any time before the application deadline. **There is only one notable exception:** once a request for a recommendation letter is sent to a referee, it is not possible to change the referee informations (email, ...). See section [3.9](#) on page [35](#).

After you have submitted your application, in the case you want to upload or change the documents or data you previously provided, you must contact the admission center for further assistance. Your application will be marked as incomplete, so you can go back and make the modifications. Importantly, once you finish modifying your application, you must re-submit the application following the same process as the first time.

3.3 Personal details

3.3.1 Identity

In this section, you will be asked to provide following informations :

- Civility
- First name
- Last name (=family name)
- Maiden name (if applicable)
- Date of birth, exactly as it appears on you ID document that you will later upload
- Country and city of birth

In case you have a middle name, do what makes most sense for you. In the *First name* field, you can either write your first name only or write your first and middle name all in once.

3.3.2 Nationality

Please, give your nationality, as indicated on your ID document.

If you have two nationalities, please indicate your second nationality. Then, you will be asked under which nationality (first or second) you want to submit this application. It has an influence on whether you are a student from a Programme Country or from a Partner Country (see section 1.3.2 on page 4 and section 2.4.3 on page 11).

3.3.3 Correspondence address

The correspondence address is needed to send you all documents relevant to your application, including the offer letter(s). In case you are absent from this address, make sure that a person will take the mail for you, keep you informed and forward it if required. Address contains following informations : Street address, ZIP code, City, State (if relevant) and Country.

For special issues, we may need to have a direct contact with you. That is why we ask you a phone number. A cell phone with SMS capability is recommended.

Whatever your actual location (at the correspondence address or elsewhere), we will need to know your residence time zone (example : GMT+3) so that we can propose you a meaningful timeslot for the interview if you are pre-selected. You can check your GMT/UTC time zone with web based services such as [this one](#).

3.3.4 Identity Document (passport or ID card)

A passport is needed for most people to travel among the three countries involved in the MULTIPHASE master (France, Italy, Germany). For EU-citizens in the Schengen space, an identity card may be sufficient to travel.

As a consequence, non-EU applicants are required to give a copy of their passport and EU-applicants may give either a copy of their passport or a copy of their ID card.

Whatever the document type (passport or identity card), you will be asked to give its number and upload a scanned copy, with a resolution high enough to allow easy reading. For passports, it is only required to scan

the information page. Please, merge all scans (recto, verso,...) into a **single PDF file**.

In case your passport or ID card has expired and you are waiting for a new one, it is enough to upload the scan of the old document before the application deadline. The uploaded ID document can be updated later.

3.3.5 Photograph

A recent photograph will be also asked. It will be used for the class book and to help us recognise you during the first days of the programme ;-)

There are no requirements of any kind on the ID photo (background, size, color, glasses, ...). It can be a photograph for official documents but also a more personal view.

We only ask you to provide the photograph with a jpg, jpeg, gif or png format exclusively.

3.3.6 Special needs

Candidates with any kind of disability or need can shortly describe it. It can sometimes be in line with a positive discrimination policy and enhance your application ranking (provided academic requirements are met). It is also useful to anticipate logistic actions (building access for physically impaired persons, help to find a nursery in case of young children, contact with medical doctors in case of health treatments, ...). These informations are treated as confidential by the consortium and not shared to anybody without prior explicit consent of the applicant.

3.4 Language Proficiency

Since the teaching activities will be conducted in English, it is important to have a good English proficiency.

The level of English is at the same time:

- a requirement : in order to be eligible, it is required to have a minimum level equivalent to a strong B2 in the European CEFR¹ scale (see skills by clicking [HERE](#)). To prove that you have this level, three options are possible and detailed below
- a criterion used by the Selection Committee to rank the eligible applications. If you are declared eligible, your proficiency in English will be evaluated by the reviewers by various means such as the 3-minutes self-introduction video, the cover letter and the interview (if pre-selected).

Your proficiency in English language can be demonstrated in three ways:

- You have successfully passed one of the accepted English test (see section [3.4.1](#))
- You are a native English speaker (see section [3.4.2](#))
- You have followed a Higher Education programme (Bachelor or Master) in English (see section [3.4.3](#))

The first option is recommended since the four abilities (speaking, writing, reading, listening) are tested in a quantitative way thus bringing the guarantee that you will be able to follow the teaching activities without any language obstacle.

Please, note that a certificate of English proficiency delivered by a university will not be accepted. There will be no derogation to this rule.

3.4.1 Certificate of an English Test

3.4.1.1 Accepted tests

Only five tests are accepted :

- IELTS
- TOEFL iBT (internet Based Test)
- Cambridge in Advanced English (CAE)
- Cambridge of English Proficiency (CEP)
- Pearson (PTE academic)

Unfortunately, even if other tests such as Duolingo, TOEIC, TOEFL paper based, TOEFL Home edition, ... may present some advantages (low cost, reduced logistical constraint, more flexible timing, ...), they will definitely not be accepted. This policy is defined at an institutional level among the universities of the consortium and cannot be changed.

¹CEFR = Common European Framework of Reference for Languages

3.4.1.2 Minimum score to be eligible

For the purpose of easy and fair comparison of the applications, the overall test score (usually the average or the sum of the individual sections) will be converted to a 0-100 range. The converted score is labelled "ELMS", for "English Level in Multiphase Scale". Following formulas are used:

- IELTS : $ELMS = 23.07x - 94.82$
- TOEFL iBT : $ELMS = -0.0000030236x^4 + 0.0011977x^3 - 0.15769x^2 + 9.1302x - 156.72$
- CAE and CEP : $ELMS = 1.5873x - 225.4$
- PTE-A : $ELMS = 2.3076x - 85.86$

where x designates the score of one of the accepted tests.

To be eligible to MULTIPHASE, it is required that the English score ELMS is above 50. With the formulas, we can show that this eligibility criterion is met under following conditions:

- IELTS : score equal to or above 6.5
- TOEFL iBT : score equal to or above 73
- CAE and CEP : score equal to or above 173
- PTE-A : score equal to or above 59

For some tests, you can have a "best score section" if you passed the exam more than one time. This section takes your best results from each time you have made the test. It is allowed to use it, as long as you can provide an official certificate.

3.4.1.3 Date of expiration

It is worth noting that the certificate expiration date is not taken into account. We consider and hope that your level of English is at least as good as when you successfully passed the test 😊

3.4.1.4 Deadline for uploading the certificate

Before the deadline specific for this certificate (see website), it is required to either:

- upload a scan of the official certificate (ideal situation) or
- upload a screenshot of the online result (deteriorated situation)

Please, keep in mind that a screenshot is only a temporary solution since the final selection will be confirmed only upon reception of the official certificate. Failing to provide this certificate in due time will automatically lead to the application rejection.

3.4.2 Native English speaker

In case you are a native English speaker, you should demonstrate that you were grown up in an English-speaking country. For that, you will be asked to :

- select your country in a drop-down list containing 119 English-speaking countries. If your country does not appear in this list, please send us an email (see website)
- upload an official certificate proving that you are a native English speaker. A high school certificate is a good option. A birth certificate is of no use because you may have changed your residence country after birth. In the worst case, you can write yourself a sworn statement explaining your linguistic experience.

3.4.3 Studies in English

You will be considered eligible (*i.e.* exempt from providing a Certificate Of English) if :

- the tuition of at least one of your bachelors or masters provided in the "Academic qualification" form was delivered in English
and simultaneously
- these courses have been delivered in one of the countries listed below.

You will need to give a official document proving your studies in English. We recommend that you ask your university to certify that you followed your Bachelor or Master programme with teachings and evaluations given in English language.

Africa

Botswana
Cameroon
Gambia, The
Ghana
Kenya
Kingdom of Eswatini
Lesotho
Malawi
Mauritius
Mozambique
Namibia
Nigeria
Rwanda
Seychelles
Sierra Leone
South Africa
Uganda
United Republic of Tanzania
Zambia

Caribbean and Americas

Antigua and Barbuda
Bahamas, The
Barbados
Belize
Canada
Dominica
Grenada
Guyana
Jamaica
Saint Lucia
St Kitts and Nevis
St Vincent and The Grenadines
Trinidad and Tobago
Europe
Cyprus
Malta
United Kingdom
Ireland
America
USA

Asia

Bangladesh
Brunei Darussalam
India
Malaysia
Maldives
Pakistan
Singapore
Sri Lanka
Pacific
Australia
Fiji
Kiribati
Nauru
New Zealand
Papua New Guinea
Samoa
Solomon Islands
Tonga
Tuvalu
Vanuatu

3.5 Academic qualifications and Marks

3.5.1 Requirements on the type of degree

To be eligible, it is necessary to have a Bachelor degree, that is to say at least 3 years full time in an Higher Education Institution. In European standards, it is equivalent to 180 ECTS (1 ECTS = 1 point in the European Credit Transfer System).

More specifically, it is required to have at least a Bachelor of Science degree or a Bachelor of Engineering.

Degrees of Bachelor of Technology are not accepted. However, if you have a Bachelor of Technology, and, in addition, a Master of Science or an Engineer degree, then you are eligible. In this case, once declared eligible, both degrees (undergraduate and graduate) will be evaluated at the same level, that is to say with the same importance.

If you are currently studying in a Bachelor of Science programme and do not have yet a degree, you can still apply. In this case, before the application deadline, you must provide the following documents:

- an official document proving that you are actually enrolled in an education programme. A certificate of registration is most recommended.
- an official certificate stating your expected graduation date or, if not possible, an estimation of this graduation date
- an official student record book (provisional academic transcript)

These documents need to be translated into English but not necessarily notarized (see section 3.5.4 on page 27).

3.5.2 Scientific background

Your scientific background must be aligned with the MULTIPHASE master so that you can follow smoothly the lectures. This alignment is an eligibility criterion (see section 2.2.1 on page 8) as well as an evaluation criterion (see section 2.3.1 on page 10).

Most of the time, your scientific background is well adapted if your degree is in Chemical Engineering.

However, since the MULTIPHASE content is interdisciplinary by nature, students having different backgrounds may also apply. In particular, the three following degrees are likely to be accepted: Mechanical Engineering, Physics and Civil Engineering.

You will be asked to fill in a PDF-form with Acrobat Reader to demonstrate that the courses that you have followed so far put you in a position to follow the MULTIPHASE courses with major difficulties. You can download this document by clicking [HERE](#). Five categories of courses are distinguished:

- Mathematics
- Fluid and Solid Mechanics
- Chemistry, thermodynamics, heat- and mass-transfer
- Programming
- Other courses

For each category, up to three courses can be detailed so, please, focus on the courses that are most able to show your alignment with the MULTIPHASE programme. For each course, it is needed to give:

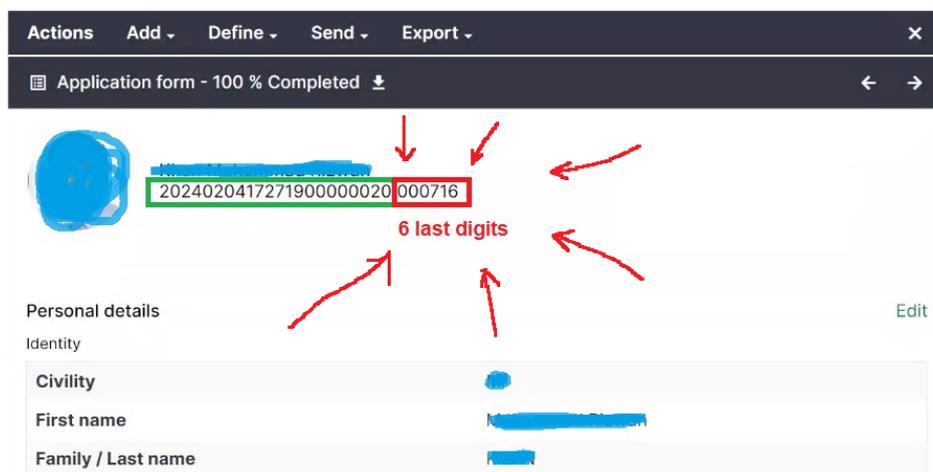
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- the course name as specified on the record of transcripts. Here, "course" means a module, a teaching unit, ... not the whole program. Example : Algebra I
- the content (up to 300 characters), as keywords
- the hours : estimated total number of hours (e.g., 45 hours corresponding to 3 hours/week in a 15-week semester)

If you are unsure, whether your scientific background is suited, please, check basic literature on the concepts and fields listed above and compare them to the MULTIPHASE programme.

The question whether you are eligible, from a scientific background perspective, will be answered by the Selection Committee, at the end of the application campaign. During the application campaign, no definitive answer can be given. You can only rely on statistics: the more courses you have in the four first categories described above (Mathematics, ...), the more chances you have to be eligible.

It is important that the PDF file that you upload has the name "SB-123456.pdf", where the last 6 digits number is your Application ID. To know this number, simply open your application.



3.5.3 Accredited university

Your Bachelor degree must have been awarded by a University listed in:

- the IAU's List of Universities of the World
<https://www.whed.net/home.php>
- the International Handbook of Universities published by the International association of Universities
<http://www.iau-aiu.net/content/list-heis>

or by a University ranked in:

- the Shanghai ranking
<https://www.shanghairanking.com/rankings/arwu/2023>
- the QS World University ranking
<https://www.topuniversities.com/world-university-rankings/2023>

- the Times Higher Education ranking
<https://www.timeshighereducation.com/world-university-rankings/2023/world-ranking>
- the Academic Ranking of World Universities
<http://www.arwu.org>

In the case your university is not in the drop-down list of the application form, you should select "My university is not listed here" and upload a proof of quality about your university. Such a quality proof might be an educational agreement with one of the universities in the consortium, an external ranking (not elaborated by your university and of undoubtedly reliability), an URL, The consortium will evaluate each case and communicate as soon as possible if the university is accepted in the list. Without such positive feedback from the consortium, students whose university is not in the list are not eligible to apply. Finally, the score attributed to each accredited university in the database developed at Mines Saint-Etienne is used for the evaluation (see section 2.3.1 on page 10).

3.5.4 Translation and Notarization

The Selection Committee, mostly composed of French, Italian and German persons, is obviously not able to understand every language of the world ☹. For this reason, it is required that some documents are translated into English to be considered for the application.

The highest possible degree of fairness is aimed at in the selection process. Recognizing the fact that some applications are artificially good (*i.e.* fraudulent) and may be selected in place of truly excellent applications, we require that some documents of your application have to undergo a notarization process. Despite the burden that it can cause, it is the only mean available to us to have confidence in the informations and documents that you provide. This guarantees you that a place offered in the MULTIPHASE master is well deserved.

Overall, the documents listed below have to be both translated into English AND notarized. In other words, official documents natively written in English must still be notarized. The documents concerned by (translation and) notarization are:

- the obtained diploma and degrees (BSc, MSc, ...)
- the academic transcript of records of your whole Degree (lectures, credits, marks, rankings, ...), also known as Graduate Report, along with the grading scale used

You are requested to upload two versions of each document on the application platform (ie two PDF files):

- the original version: a scanned copy of the document, as given by your university, in the original language
- the notarized English version: a scanned copy of the notarized English version of the above document

Failing to provide the two versions of these documents in due time will automatically cancel your application.

Notarization is the official fraud-deterrent process that assures the parties of a transaction that a document is authentic, and can be trusted². In practice, the usual procedure is:

1. make photocopies of the original document delivered by your university or print it if is in digital format. Whether the copy is in color or black-and-white does not matter.
2. go to the appropriate third body:
 - if the language of the original document is English, go to any Notarization body

²Definition given <https://www.nationalnotary.org/knowledge-center/about-notaries/what-is-notarization>.

- otherwise, you have two options:
 - directly go to a sworn translator, who will do both translation and notarization
 - go to any translator (sworn or not) and then to a notarization body. It is presumably more expensive and time-consuming
- 3. give the original document and its copy
- 4. ask to certify that the original document is authentic. He will then apply a stamp on the copy and sign it. The stamp is generally from the central government of the country
- 5. scan this notarized document as a PDF file
- 6. upload it together with the scan of the original document

Again, we strongly advise you to bring modifications (ink signature, seal, stamp) only on the copy. Try to **not** alter the original document.

The notarization body is a third body accredited by a government authority. A **third** body is by definition a body **separate** from your university. In other words, even if the document is attested, stamped, signed, certified, ... by your university's topmost officials, it is not considered as notarized. A notarization body, or person, is typically:

- a notary public
- a sworn translator
- a sworn lawyer
- a sworn officer from the Ministry of Foreign Affairs
- a sworn officer from the Higher Education Commission of the Ministry of Education

Since the translation and notarization process takes quite a long time, we strongly advise you to start it as soon as possible.

3.5.5 Mark declaration

Two sets of information are useful to the Selection Committee to make a sound ranking:

- a global view, to assess the general knowledge
- a precise view on scientific knowledge

3.5.5.1 Global knowledge

The global knowledge is based on the Cumulative Grade Point Average (CGPA), your ranking and possible distinctions.

The CGPA, as an eligibility criterion (see section 2.2.1 on page 8), needs to be equal to or better than 75% of the scale maximum. Here, it is worth noting that a "low" CGPA can be balanced by an interesting profile. As a selection criterion, the CGPA is the main component of the "academic records" criterion, which accounts for 40 % of the score attributed to the written application (see section 2.3.1 on page 10). We ask you to convert your CGPA on a 0-4 scale with two numbers after the decimal point (e.g. 3.79) and 4.00 the best possible score. When a CGPA is not mentioned explicitly on your transcripts, please estimate honestly a CGPA based on the grades and the weights of the different courses or your programme. You can upload any document

explaining the rules used in your university to reach a global score and ranking.

Your ranking within the graduating class comprises two elements: the total number of students in the graduating class and your rank. The rank can be given in absolute value (1st position) or relative value (Top-X %). If these information do not appear on the transcript of records, a letter of your university giving them is required.

Additionally, you may specify, whether you have obtained one or more distinction(s) such as first class degree, prize, highest distinction, highest honors, summa cum laude, ... in a semester or yearly basis. This has to be substantiated by uploading an official document.

3.5.5.2 Scientific knowledge

With this criterion, we would like to understand better your level in the disciplines directly related to MULTIPHASE core programme. In the application form, you are proposed to fill in **between 10 and 20** lectures. We ask you to select in your Curriculum the **scientific courses** that are most aligned with the MULTIPHASE programme. In this evaluation, non scientific courses like language courses, cultural courses, economy courses, ... are not considered.

Please, provide the following informations for each course:

- course name in English
- semester, when the course was delivered. For example : 1 for the first semester of Higher Education Studies, 5 for the fifth semester (=first semester of year 3)
- professor(s) : the name of the main professor(s) that delivered the course
- number of credits in your local grading system, as stated in your transcript of records. It will later be automatically converted in ECTS. If you do not have this information, please use the rule 1 ECTS = 10 hours of class time (which comes in addition to personal home work) consistently in your application
- your grading system. The drop-down list contains quite a lot of scales, like 0-4 or 0-5 or German system, or 0-100. If your system does not appear, choose "Other" and specify:
 - the minimum grade
 - the maximum grade
- your original mark. This is your grade in your local grading scale, as written on the official transcript of record. The grade you obtained for each of your courses will be automatically converted to a 0-100 scale.

3.5.5.3 Transcripts of academic records

It is required to upload scanned copies of all higher education academic records in their **original version**: academic transcripts to the mentioned diplomas, including all completed courses at the time of application, not only those of the current year.

If your transcripts are not issued in English, **a translation in English is needed**. If you do not have an official translation, you can upload a non-official translation along with the original diploma. If you are pre-selected for the course, an official translation will be required.

Documents should be accompanied by a (possibly certified/official) translation in English. Please note that all selected students will have to provide a certified (legally attested) translation in the English language.

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Applicants are also encouraged to provide their diploma supplement, if they have one.

All available grades should be provided as soon as available. Transcripts must be added through the platform up to the application deadline. Then, only the grades received after the application deadline can be accepted. They shall be sent to application@multiphase-master.eu with, as subject of the email, "LAST AVAILABLE TRANSCRIPTS - JUST RECEIVED - YOUR NAME".

3.6 Professional experience

You are invited to detail any work experience fulfilling the following criteria:

- the experience is somehow related to the MULTIPHASE master
- the experience duration is at least 2 months

The professional experience may be of various type:

- internship in the academic world
- placement in a company
- creation of a start-up
- consultancy activity
- regular employee
- ...

For each experience, you are kindly asked to provide following informations on the organization :

- Name of the organization (company, university, ...)
- Size of your organization (order of magnitude of the number of employees)
- Country where you worked for the organization
- URL of the company, to let us know the economic sector

We are also keen to know the missions you fulfilled :

- Position occupied (employee, intern, ...) and working time (full time, part time)
- Work description (tasks and responsibilities)
- Duration (in months) and start date
- Name and email of your direct supervisor

In the upload zone, it is required that you share a document proving your work experience. Failing to provide such a proof is equivalent to no-work-experience. Accepted proofs of experience include:

- experience letter from the employer (most recommended)
- relevant parts of the legal contract binding you with your employer
- internship certificate, proof of salary, offer letter, engagement letter or work ID card (in worst case)
- certificate of Incorporation, certificate to Commence Business, company Code together with a clear explanation in your cover letter (only in case of self-employment)

An English translation of relevant parts of the proof document, like dates (i.e. duration), tasks, staff category, etc... is required. To make it simple, we advise you to merge the translated part (first position) and the official document (second position) in a single PDF and upload the latter. Note that it is not necessary to notarize this document.

3.7 Personal presentation

We would be very happy to know more from you 😊

It will help us to better anticipate the fit between your project and personality and MULTIPHASE.

You are welcome to describe any valuable experience related to the MULTIPHASE field or because it gave you the opportunity to develop or polish your skills, be it technical or linked to communication, leadership, management, etc. It can be mentioned, together with your career project, in the video or in the motivation letter, and you can join documents to your application.

3.7.1 Curriculum Vitae

Very classically, we would like you to prepare an up-to-date Curriculum Vitae.

Since every year, the reviewers read 100+ CVs, it is important for them to find rapidly the pieces of information that matter. For this reason, it is compulsory to use the Europass format. Using other formats (Microsoft Word template, ...) will make the reviewers angry and you definitely do not want that.

Europass CV service is accessible online at <https://europa.eu/europass/en/create-europass-cv>

A few guidelines:

- there is no maximum number of pages
- keep it pleasant to read by putting what is relevant and discard unnecessary details
- you can keep the Europass logo or remove it to gain place, at your convenience
- there is no need to list your recommendations in the CV since they will be uploaded on the application platform

Other guidelines:

- Education and Qualifications: please complete this section as fully as possible indicating any relevant Higher Education qualifications starting with the most recent. Complete the name of the Institution(s) as it appears on the degree certificate or transcript
- Employment and Experience: please complete this section as fully as possible with all employments relevant to your course.
- You should highlight your participation in conferences, internships, non-governmental organisations, summer schools, and other socially sensitive or political activity; as well as any prizes/awards received even if these activities are not specially connected to the area of MULTIPHASE

3.7.2 Cover letter

Whatever its name (Cover Letter, Letter of Intent, Letter of Motivation or Statement Of Purpose), you are asked to express in this document your motivations to join the MULTIPHASE programme but also the reasons why the Selection Committee should select your application.

A few formal requirements:

- one full page is far enough to explain your motivation. Do not repeat the details that can be found elsewhere (CV, degree, ...). This is an exercise of synthesis and decision-making: what is important ? what is less important ? Stick to 1-page strictly ! Additional pages will not be evaluated.
- addressed : to the Selection Committee
- font size : 11 or 12 points
- font type : free, as long as it is easy to read
- otherwise, no particular format. Do not play abusively with the margins since a text that is too dense is unpleasant to read
- avoid 1-paragraph fully-packed page
- the cover letter must be signed, either with an ink-pen-on-paper or with a scan of your signature embedded in the PDF file

3.7.3 Self-introduction video

You are asked to prepare a short video to introduce yourself, your background and your motivation to join MULTIPHASE. Do not hesitate to be creative and do not worry if there are redundancies with the Curriculum Vitae or the Cover Letter. This exercise is not formal and just meant to let us know you better, as a person.

A few formal requirements:

- duration: strictly between 3 and 4 minutes (180 - 240 seconds). Keeping it short proves you have an ability to express synthetic ideas
- sound quality: make sure the reviewers can hear you properly (too low speech, interference noise or too loud music can be really disturbing)
- background: your choice (but messy student bedrooms will give a strange feeling ;-)
- file format: MP4 only. No other formats are accepted
- slides: they are possible but we want to see you and hear your voice

It is not possible to upload all the applicants' videos on the MULTIPHASE servers because this would require too much storage capacity. For this reason, we kindly ask you to upload your video file on some platform of your choice (Dropbox, YouTube channel, Google Drive...) and to share with us the URL in the dedicated field of the application form.

Mind the access rights !! The file has to be available without any authorization or password *up to the end of August*. The reviewers will have neither time nor disk storage capacity to download video files and open them locally on their computer. So, a single click on the URL should be enough to start viewing the video on a standard web browser (Mozilla Firefox or Google Chrome).

3.8 Scholarship

Extensive information about scholarships is given on page [4](#) and on page [11](#).

During the second application period (for self-funded students), candidates are asked to provide information about their provisional funding plan. If a candidate plans to use an external scholarship for studying in the MULTIPHASE programme, then further information about the scholarship must be provided (at least the funding organization and the application deadline for a scholarship).

3.9 References

To be eligible, your application must contain at least one recommendation from an academic staff. Two additional recommendations are possible.

The general procedure is as follows:

- you choose a referee (see section [3.9.1](#))
- you ask for a recommendation letter to support your application to MULTIPHASE
- you enter his/her details on the application platform, including the email address (see section [3.9.2](#))
- you click on the "Send Request for individual assessment" button
- the referee receives an automatic email from MULTIPHASE. This email contains:
 - an invitation to fill in a short form and write a free-text recommendation letter
 - an hyperlink, where the letter should be uploaded
 - a deadline (see section [1.4](#) on page 5)
- the referee uploads the document as a PDF file on the MULTIPHASE website, with a link provided in the email.
- you regularly check on the application platform if the referee has uploaded the letter of reference

Importantly, it is good to know that, for eligible students, the referee will be contacted a second time to confirm that the reference letter received by MULTIPHASE has been effectively written by him/her.

Again, only applications with at least one uploaded academic letter will be taken into account by the Selection Committee. So, please bear in mind that it is your responsibility to make sure that the referees you have chosen upload their letters before the application deadline. We recommend a close contact with your referees to ensure a smooth and timely process.

3.9.1 Choosing a referee

Think carefully about who you want to ask for these letters of reference. Your referees have to know you personally and devote some time to understand the MULTIPHASE programme. They have to convince us that you are a good choice for this particular programme. Typical examples of referees are:

- a professor that lectured you in some course
- a professor that supervised a long enough project
- a work manager/employer

It is strictly required that at least one reference letter is written by an academic staff. If this condition is not met, the application will be not eligible.

As stated in section [3.2.4](#) on page 19, once a request for a recommendation letter is sent to a referee, it is not possible to change the referee's information (email, ...).

3.9.2 Referees details

Please fill this form on the application platform only after making sure that the chosen referee will be able and willing to write a reference letter for you. There will be no change possible after you have submitted your application.

3.9.2.1 General informations

For each referee, please indicate:

- Details on the referee as a person:
 - First and Last names
 - Phone number with country code
 - Institutional email address (see section [3.9.2.2](#))
- Details on the referee:
 - Position and title
 - URL address of a web page containing professional informations (personal web page, ResearchGate, Google Scholar CV, LinkedIn, ...)
 - URL of web page proving membership in the organization (e.g. directory of university staff)
 - H-index (only if academic staff)
 - URL of a webpage showing this H-index (only if academic staff)
- Details on the referee's organization (university, company, ...)
 - Organization name
 - Country
 - Address

Please double check the above information (especially the referee's email address) to avoid delay in notifying your referee and obtaining your letter of recommendation.

3.9.2.2 Institutional email address

Referees cannot use their personal email address such as Gmail, Yahoo, ... Instead, they must use their institutional (university or company) email address.

The only exception is when the person you want to get your recommendation letter from has retired or resigned from his organization so he/she does not have an official/institutional email ID any longer. In this case, personal emails can be used but the referee must clearly explain in the recommendation letter in what position and when he has known you.

The email is sent by our platform to the referee may not be delivered properly. So, please ask him/her check in the spam folder. Those letters are one of the main "last-minute issue" encountered by the applicants.

Whatever the status of your online application (submitted or not), the referee can upload a reference letter at anytime before the application deadline.

3.9.2.3 Informations about academic referees

For academic referees, it is required to give the H-index (also called H-factor or Hirsch-index). This index is "an attempt to measure both the productivity and impact of the published work of a scientist or scholar". Various websites and tools are available to get this number. With Google Scholar ([LINK](#)), simply type the name of the referee in the text box and choose the right one among those proposed, if more than one. The H-index is given in the "All" column" (see figure 3.1 on page 37).

If the referee is not from academic world, just leave both fields empty.

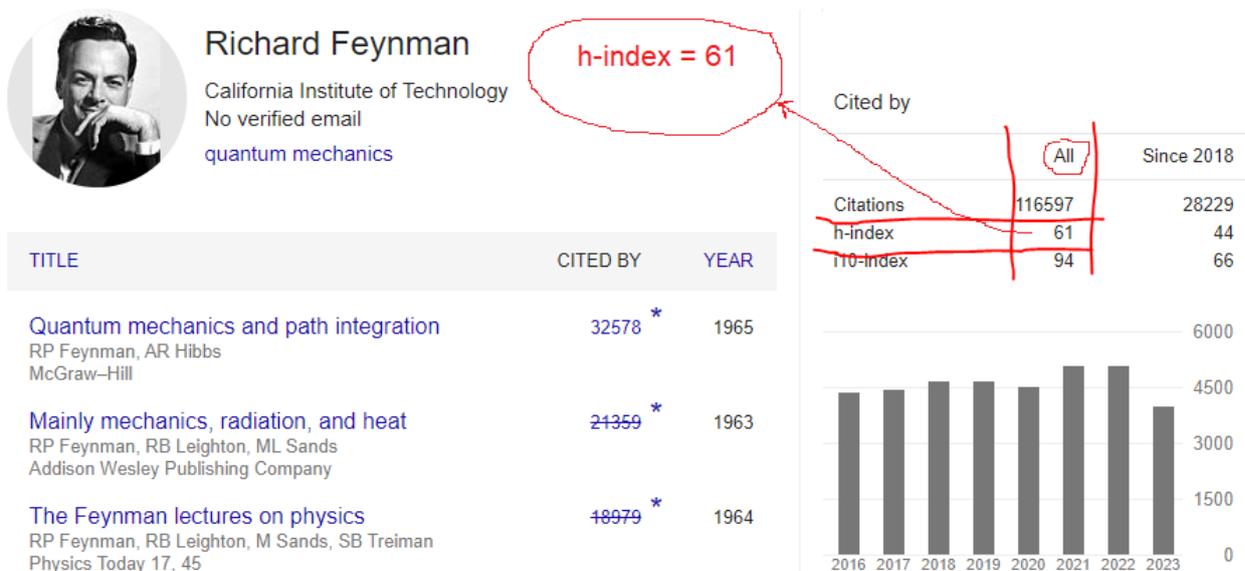


Figure 3.1: Finding the H-index of an academic referee with Google Scholar.

3.9.3 What is asked to referees

The email automatically sent by the Selection Committee (contact@multiphase-master.eu) invites the referee to fill in a template available [HERE](#) and, if he/she feels appropriate to write a standard recommendation letter on institutional letterhead. It is up to you to convince him/her to do so ☺ Finally, the referee will upload a unique PDF file (after merging the form and the standard letter, if applicable) on the MULTIPHASE website.

3.10 Survey

You can help us a lot to improve our recruitment campaign by answering the following questions :

- How did you hear about this Master programme ? (our website, social networks, your institution like a professor or the international department, Campus France catalogue, EduFrance office, French embassy, EACEA catalogue of EMJMD masters, our brochures and flyers, advertisement in newspapers and magazines, alumni or academic staff of the master, educational / student fair, ...)
- In case your application is not selected for the MULTIPHASE programme, do you wish that your file is transmitted to the full partners of the consortium, for potential application to other Master programmes ?
- Do you apply for other programmes ? The answer to this question has absolutely no effect on your application success rate. It is only meant as an indicator of the "competitors" of the MULTIPHASE programme ;-)

3.11 Documents required

All documents must be in English. Some of them must be given in the original version and in the notarized version (see requirements in each section).

3.11.1 Electronic documents for the application period

This part is just for information purposes and does not replace what is asked on the application platform :

- a copy of your identity document (section 3.3.4 on page 20)
- a photograph of you (section 3.3.5 on page 21)
- a proof of your proficiency in English (section 3.4 on page 22)
- documents on your academic curriculum (section 3.5 on page 25)
- a proof of your work experience, if any (section 3.6 on page 31)
- a Curriculum Vitae in Europass format (section 3.7.1 on page 32)
- a Cover Letter (section 3.7.2 on page 32)
- a self-introduction video (section 3.7.3 on page 33)
- at least one academic reference letter (section 3.9 on page 35)
- your Declaration of Honour (section 3.2.3 on page 18)

3.11.2 Paper documents for final selection

If you are selected, we will send you the instructions so as to send some of the above documents for ultimate checking in a paper format, per land mail, at the following address:

MULTIPHASE Erasmus Mundus master
Ecole des Mines de Saint-Etienne
158 cours Fauriel
42100 Saint-Etienne, France

Anticipating the fact that your application will be selected, we strongly advise you to gather the paper versions of the electronic documents uploaded during the application period. If the MULTIPHASE Consortium does not receive them on time (see section 1.4 on page 5), the application will be automatically rejected. Please, note that the MULTIPHASE consortium is not responsible for late deliveries.

As a minimum, the following documents will be asked in an English, notarized, paper format:

- information page of the passport
- Bachelor of Science degree or Master of Science degree
- official academic transcripts
- proof of English proficiency

If your English proficiency test is organized by ETS, you may ask them to send your results directly to code "C01000 0972" of "ECOLE DES MINES ST ETIENNE" instead of sending them by regular mail. The same applies if it is organized by the British Council. In this case, just give our exact address: Ecole des Mines de Saint-Etienne, MULTIPHASE Erasmus Mundus Master, 158 cours Fauriel, 42100 Saint-Etienne, France.

4. Annexes

4.1 ECTS

The European Credit Transfer and Accumulation System (ECTS) is a student-centred system based on the student workload required to achieve the objectives of a programme of study. Its aim is to facilitate the recognition of study periods undertaken by mobile students through the transfer of credits. The ECTS is based on the principle that 60 credits are equivalent to the workload of full-time student during one academic year (30 ECTS per semester).

If you come from outside of the European Union, please inform us on how to convert your course credits into ECTS and how to convert/read your academic grades. For this purpose, use the "Optional Attachments" section of the online application form. This information should mainly rely on official arguments and texts. However, if such official documents are not available, consider that a full year (studying full time) at university corresponds more or less to 60 ECTS. If a full year in your institutions to 40 local credits, for instance, a reasonable conversion is 1 local credit equal 1.5 ECTS. If a full year corresponds to 120 local credits, the reasonable conversion would be 1 local credit equal 0.5 ECTS... In some country, a full-time year of study is composed of 15 modules each year (4 ECTS each on average). In other countries, the modules can be only 6 with a lot of homework (each module corresponding to 10 ECTS...). You should thus make your own assumptions and explain them.

For specific country information, you can refer to the [ENIC-NARIC website](#).

4.2 Other scholarships

4.2.1 Overview

Country	Funding org.	Amount	URL	Comment
All countries	Multiple institutions	Multiple amounts	LINK	European web site
All countries	Erasmus+	300 €/per month		"Erasmus+ mobility scholarships" are only available for students without an EMJM scholarship
All countries	Eiffel scholarship		LINK	
All countries	Campus France		LINK	
All countries	German DAAD		LINK	
All countries	TU Munich		LINK	
All countries	EU Scholarship portal		LINK	
All countries	Studienstiftung		LINK	
All countries	Stipendium+		LINK	
All countries	HSS		LINK	
Colombia	French embassy	700 €/month + tuition fees for the first year	LINK	
India	French embassy	700 €/month + tuition fees for the first year	LINK	Charpak programme
Indonesia	French embassy	860 €/month + travel fees For the first year	LINK	
Kosovo	Government of Kosovo	?? €/month + Participation fees	LINK	Young Cell Scheme

