



Education and Culture DG

ERASMUS MUNDUS

# MASTER ERASMUS MUNDUS MACLANDS MAster of Cultural LANDScapes

## APPLICATION FORM FOR STUDENTS 2010 - 2012

### **Deadline for applications :**

Students Categorie A : 31st December 2009

Students Categorie B : 30th April 2010

### **Further Information:**

<http://www.maclands.fr>

## **EXPLANATION NOTES**

**Please read these instructions carefully before completing this application form.  
Only completed and signed applications will be processed.**

### **This application form consists of the following parts:**

- A - General information
- B - Academic qualifications
- C - Curriculum Vitae
- D - Work experience

E - Language skills  
F - Motivation letter  
G - 4<sup>th</sup> Semester Mobility  
H - Project  
I - Referees  
J - Financial information  
K - Accommodation  
L - Other information  
M - Declaration and signature  
N - Checklist

**How to complete the application form:**

- Applications should be **either in French or in English.**
- Write clearly, using black ink and block (capital) letters.
- Please attach one photo to the form and supply 3 more. Photographs should be passport quality, NOT scanned or copied.
- All personal information should match your certificates, diplomas, passport etc. (e.g. spelling of names).
- Contact two referees and obtain letters of recommendation on official letterhead.
- All official documents, such as degree certificates, translations into French or English of transcripts, birth certificates, language test results, letters of recommendation, etc., **must be originals or officially certified copies.** Photocopies of documents, scanned-in attachments to emails, or emailed references will not be accepted. If you do not comply with these requirements, you run the risk of having your application delayed or even rejected.
- To guarantee that your documents arrive by the deadlines, we strongly recommend that you send them by courier or a traceable postal service. Applications that are sent after the deadlines will be rejected. **Only applications sent by post/courier within the deadlines will be processed.**
- Ensure that you complete the checklist and that you sign the declaration at the end of this form.
- All documents should be submitted in the same envelope.
- We recommend that you keep a copy of your application.

**Please return this form to:**

Master Erasmus Mundus MACLANDS  
Université Jean Monnet  
49 rue de la Montat  
42000 Saint-Etienne  
France.

## A – GENERAL INFORMATION

<p><b>PHOTO</b></p> <p>3,5 X 4,5 cm</p> <p><i>Please write your name+ birth date at the back o fall the photos</i></p>
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**1. Personal details**

**NOTE:** Please also include a birth certificate (+ translation if necessary).

Family name	
First name	
Date of birth (dd/mm/yyyy)	
Place of birth (city, country)	
Nationality (if dual, please state both)	
Gender	<input type="checkbox"/> male <input type="checkbox"/> female
Marital status	
Children	

**2. Current address**

Address: .....

.....

.....

Town/City: .....

Post code: .....

Country: .....

Telephone: .....

Fax: .....

Email: .....

**3. Permanent address** (if different from above. P.O. BOX addresses **cannot** be used)

Address: .....

.....

.....

Town/City: .....

Post code: .....

Country: .....

Telephone: .....

Fax: .....

Email: .....

## B – ACADEMIC QUALIFICATIONS

**Note:**

- All applicants should include **certified copies** of degrees and official transcripts for every higher education institution attended, including a list of courses still in progress. Please forward final grades of courses still in progress as soon as they are available.
- DO NOT include transcripts from secondary education.
- Applicants from third countries have to have **at least** one degree that is equivalent to 180 ECTS credit points in the European system.
- Applicants who are currently undertaking their Bachelor’s degree (equivalent to French Licence) and who have already reached 150 ECTS are allowed to apply, but will be accepted only if they successfully pass their exam before the end of July 2010.

**1. Academic achievements since leaving secondary education.**

Year	Institution <i>(name and address)</i>	Achieved Degree(s)	Result/Award
2009-2010			
2008-2009			
2007-2008			
2006-2007			
2005-2006			
2004-2005			
2003-2004			
2002-2003			
2001-2002			

*Please continue on a separate sheet, if necessary.*

**2. Other academic qualifications - please list.**

<b>Year</b>	<b>Institution</b> <i>(name and address)</i>	<b>Achieved Degree(s)</b>	<b>Result/Award</b>

**3. Research activities - please list research centres/laboratories, institutions, dates, topics...**

**4. Please enter any significant academic information relevant to this application.**

## C – CURRICULUM VITAE

All applicants should include an up-to-date CV, European format, either in French or English. A sample is provided in the following link :

[http://europass.cedefop.europa.eu/img/dynamic/c1346/type.FileContent.file/CVExamples\\_en\\_GB.pdf](http://europass.cedefop.europa.eu/img/dynamic/c1346/type.FileContent.file/CVExamples_en_GB.pdf)

## D – WORK EXPERIENCE

Please list your most recent employment history (if applicable or relevant). ***Please continue on separate sheet, if necessary.***

**Date:**.....

Name of employer	
Type of organisation	
Address	
Position held	
Main activities and responsibilities	
Skills and competences required	

**Date:**.....

Name of employer	
Type of organisation	
Address	
Position held	
Main activities and responsibilities	
Skills and competences required	

**Date:**.....

Name of employer	
Type of organisation	
Address	
Position held	
Main activities and responsibilities	
Skills and competences required	

## E – LANGUAGE SKILLS

### Note:

The scale refers to the ALTE system:

A1 = no competence	B1 = lower intermediate	C1 = advanced
A2 = basic competence	B2 = upper intermediate	C2 = highly advanced

(for further information: [http://www.alte.org/can\\_do/framework/index.php](http://www.alte.org/can_do/framework/index.php))

Non native speakers must demonstrate their proficiency level in all languages of the consortium with a test result. Certified copies of the test result must be included in the application. English is considered as a "support" language. The expected levels for admission are: DALF C1 for French; CELI 3 for Italian; ZD for German; TOEFL 450 for English.

You may also use a separate sheet to list all professional or academic experiences/activities proving your knowledge of any given language (years of study, attendance of specific courses, etc.)

Evaluate your competence in **French:**

A1       A2       B1       B2       C1       C2       native speaker

Evaluate your competence in **Italian:**

A1       A2       B1       B2       C1       C2       native speaker

Evaluate your competence in **German:**

A1       A2       B1       B2       C1       C2       native speaker

Evaluate your competence in **English:**

A1       A2       B1       B2       C1       C2       native speaker

Native language:.....

Other languages:.....

## F – MOTIVATION LETTER

Please enclose a letter (no more than an A4 sheet), explaining your reasons for applying to the MACLANDS Masters degree. Applicants should demonstrate a strong interest and/or experience pertinent to the field of the Masters course – personal reasons, current situation, professional projects, specific skills...

The letter must be written in one of the languages of the consortium, and provided in 2 copies : one hand-written, one typed.

## **G – 4<sup>th</sup> SEMESTER MOBILITY**

Applicants should indicate an order of preference for the 3 institutions for continuing their studies during the 4th semester. This will enable a suitable distribution of students and projects to be devised between the 3 institutions and will guarantee an effective and research-orientated study programme.

At the beginning of Semester 1, the academic team will assign a supervising professor to each student, whose skills and knowledge are applicable to the student's project and list of preferences. This professor will mentor the student during the first three semesters.

The student's initial project may develop in various ways during these three semesters. In this case, the attributed professor will recommend a new orientation. The student will be assigned another supervising professor who will be more experienced in the student's new orientation.

The final decision regarding the location for the 4th semester studies will be made by the consortium at the end of the 3rd semester. This decision will take into consideration the student's project, the course of the student's studies during the first three semesters and the student's ranking amongst his peers.

**Please list your choices of institution for the 4<sup>th</sup> semester by order of preference/relevance to your project :**

1<sup>st</sup> choice: .....

2<sup>nd</sup> choice: .....

3<sup>rd</sup> choice: .....

## **H – PROJECT**

Please enclose an essay (max. 3000 words, not including annotations, references, bibliography...) describing the research/study project or professional project you intend to carry out during the Masters course.

This presentation should be written in one of the consortium's languages and should substantiate the motivation letter. This project should be presented in a scientific manner (annotations, references, bibliography...) to convince the jury of the student's capacities and of the standard of the student's project work.

The project should be in line with the Masters course subject matter and may also be relevant to a specific application in the applicant's country of origin.

# I – REFEREES

## 1. To the applicant:

Please list the two persons you have asked to write a letter of recommendation for you. At least one of the referees should be a teaching professor who was able to observe you during the course of your studies. Referees can also be professional contacts (supervisors, managers, mentors...). The letters are to be printed or hand-written on official letterhead, signed and stamped.

***Under no circumstances should an applicant review or prepare a letter of reference.***

The applicant should receive the letters and/or forms in a sealed envelope, and these should be sent together with the application.

### **Referee 1**

Family name: .....

First name: .....

Title/Position held: .....

Organisation: .....

Address: .....

.....

Town/City: .....

Post code: .....

Country: .....

Telephone: .....

Fax: .....

Email: .....

### **Referee 2**

Family name: .....

First name: .....

Title/Position held: .....

Organisation: .....

Address: .....

.....

Town/City: .....

Post code: .....

Country: .....

Telephone: .....

Fax: .....

Email: .....

**2. To the Referee:** (please copy and give this sheet to your Referees)

Thank your for assisting us in our admission process. We welcome references that provide relevant information that cannot be found elsewhere in the application materials or that can provide an insight into the applicant’s abilities and suitability for the Masters course.

We are interested in learning about the applicant’s suitability for advanced studies, as well as his or her prospect for success. We welcome your thoughts on the applicant’s intellectual strengths and character. Please be as detailed and frank as possible.

You can either write a separate letter of reference (please use your institution’s letterhead stationery) and/or use the reference form provided below.

<p><b>Applicant for Master Erasmus Mundus MACLANDS 2010-2012</b></p> <p>Family name: .....</p> <p>First name: .....</p> <p>Nationality: .....</p>
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How long and in what capacity have you known the applicant ?

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Please indicate whether you would recommend the applicant for the MACLANDS programme and why.

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Please fill in the table below.

	Excellent	Above average	Average	Below average	Unable to rate
<b>Knowledge in area of specialisation</b>					
<b>Ability to plan and carry out research/ independent study</b>					
<b>Analytical ability</b>					
<b>Maturity</b>					
<b>Motivation</b>					
<b>Teamwork skills</b>					
<b>Social skills</b>					
<b>Intercultural skills</b>					
<b>Flexibility</b>					
<b>Creativity</b>					
<b>Oral communication skills</b>					
<b>Written communication skills</b>					

Signature: .....

Date: .....

Name and position:.....  
(in capital letters)

City:.....

.....

Stamp:

Institution: .....

## J – FINANCIAL INFORMATION

### 1. Scholarships

#### Category A students \* :

I wish to apply for an Erasmus Mundus scholarship  
 yes                       no

If not granted an Erasmus Mundus scholarship, I am interested in joining the course as a fee-paying student (€7,500 per year\*)  
 yes                       no                      *(If yes, please see the statement of financial resources section below)*

#### Category B Students\* :

I wish to apply for an Erasmus Mundus scholarship  
 yes                       no

#### *I am a European student :*

If not granted an Erasmus Mundus scholarship, I am interested in joining the course as a fee-paying student (€2,500 per year\*)  
 yes                       no                      *(If yes, please see the statement of financial resources section below)*

#### *I am a Third Country student :*

If not granted an Erasmus Mundus scholarship, I am interested in joining the course as a fee-paying student (€7,500 per year\*)  
 yes                       no                      *(If yes, please see the statement of financial resources section below)*

\* CATEGORY A : Third Countries applicants who are not residents nor have carried out their main activity (studies, works, etc..) for more than a total of 12 months over the last five years in an eligible applicant country.

CATEGORY B : Applicants who do not fulfil Category A criteria (European students or non Europeans who do not fulfil category A requirements)

### 2. Statement of financial resources

Students must be able to finance their study and living expenses. This is one of the requirements for being granted a residence permit. Applicants who intend to apply even if they are not granted an Erasmus Mundus scholarship or other financial aid must send proof of enough financial resources from a sponsor or a bank, demonstrating the ability to pay the tuition fee and to support themselves during the course of their studies.

This proof must be translated into French or English and certified true.

## K – ACCOMMODATION

Would you like the university's International Services to help you find accommodation?

yes  no

I will come on my own

I intend to bring ..... person(s) with me.

*Please state the relationship of the people who will accompany you :*

.....  
.....

## L – OTHER INFORMATION

MACLANDS applies a policy of equal opportunities for people with special needs.

Do you have any disability?

yes  no      If yes, please specify: .....

Do you have a pre-existing or chronic illness? (diabetes, asthma, severe allergies...)

yes  no      If yes, please specify: .....

If there is any other information about yourself that you feel relevant to share, please let us know:

.....

## M – DECLARATION AND SIGNATURE

***Please read the following statements carefully and sign the application.***

### **Category A students**

- I am NOT a resident of one of the 27 Member States or the 3 EEA-EFTA states (Iceland, Liechtenstein and Norway), nor from Turkey, Western Balkan countries or Switzerland.
- I have NOT carried out my main activities (studies, work, tourism, etc.) for more than a total of 12 months over the last 5 years (reference date : 28 February 2010) in any of the above-mentioned countries.
- I have NOT applied to more than 3 Erasmus Mundus Masters, including this application.
- I declare that the information provided by me in this application form is correct and complete.
- I understand that incomplete information will delay the application process and I accept that incorrect information will render my application invalid.

Date (dd/mm/yyyy): .....

City, country: .....

Name of applicant: .....  
(in capital letters)

Signature: .....

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### **Category B students**

- I have NOT applied to more than 3 Erasmus Mundus Masters, including this application.
- I declare that the information provided by me in this application form is correct and complete.
- I understand that incomplete information will delay the application process and I accept that incorrect information will render my application invalid.

Date (dd/mm/yyyy): .....

City, country: .....

Name of applicant: .....  
(in capital letters)

Signature: .....

**NOTE:** This application, inclusive of attachments, will only be used for MACLANDS purposes and will not be passed on to third parties. Submitted materials will not be returned.

## N – APPLICATION CHECKLIST

**Documents included in this application:** *(please tick the boxes and return this sheet with your application)*

- The application form, completed and signed.
- 3 photos + 1 attached to the form.
- A birth certificate original - plus a certified translation into French or English if necessary.
- A certified photocopy of your degrees, or equivalent academic achievements, and notes transcripts - plus a certified translation into French or English if necessary.
- An up-to-date and detailed CV in French or English.
- Certified copies of the language tests or certificates.
- A motivation letter (typed + handwritten) in one of the consortium's languages.
- A written project presentation.
- Two letters of recommendation, in one of the consortium's languages.
- Copy of passport

**Please provide an explanation if you did NOT provide the required information with this application. Use a separate sheet if necessary.**

**Please let us know how you learnt about the MACLANDS Masters course:**

- Via the MACLANDS website.
- Via one of the partner institutions. Which one? .... Saint-Etienne  
..... Napoli  
..... Stuttgart
- Via our brochure or flyers.
- Via advertisements in magazines/newspapers.
- Via educational exhibitions/student fairs.
- Other. Please specify:.....