



Commission européenne

**ERASMUS
MUNDUS**

MASTER ERASMUS MUNDUS MACLANDS

MAster of Cultural LANDScapes

APPLICATION FORM FOR SCHOLARS

2012 - 2014

Deadline for applications :

30th June 2012

Further Information:

[Http://www.maclands.fr](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 - Choice of host institution
- H - Project
- I - Referees
- J - Accommodation
- K - Other information
- L - Declaration and signature
- M - 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.
- 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 birth certificates, language test results, letters of recommendation, professional status, 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.
- The application form, your C.V., your letter of motivation and your project **must also be sent to the following address : contact@maclands.fr**

Please return this form to:

Master Erasmus Mundus MACLANDS Secretariat
Université Jean Monnet
Site Dalgabio
49 rue de la Montat
42100 Saint-Etienne
France.
Tel : +33 4 77 02 11 36

A – GENERAL INFORMATION

<p>PHOTO</p> <p>3,5 X 4,5 cm</p>

1. Personal details

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

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

2. Mailing 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:

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

Please continue on a separate sheet, if necessary.

3. Please list your last four publications. *(Please enclose a copy of each with your application)*

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

C – CURRICULUM VITAE

All applicants should include an up-to-date and detailed CV.

D – WORK EXPERIENCE

Please list your most recent employment history.

NOTE: A proof of your current employment must be enclosed with your application (+ official translation if necessary).

Current employment :

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	

Please continue on separate sheet, if necessary.

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)

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 teaching 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.)

The level of language skills will help determine the allocation of the host institution.

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 programme.

The letter must highlight the applicant's research, which should be linked to the subject matter of the Masters programme. This research should demonstrate the scholar's excellence in his/her field.

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

G – CHOICE OF THE HOST INSTITUTION

Applicants should indicate an order of preference for the 3 institutions of the consortium.

This choice must be justified by the applicant's research and its relevance with the host research centres of the partner universities. Linguistic skills will also be taken into account.

Please list your choice of institution by order of preference/relevance to your project :

1st choice:

2nd choice:

3rd choice:

H – PROJECT

Please enclose an essay (max. 3000 words, not including annotations, references, bibliography...) describing the research 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 scholar's capacities and of the standard of the scholar's project.

The project should be in line with the specialised field of at least one of the consortium's research centres.

I – REFEREES

Please list the two persons you have asked to write a letter of recommendation for you. At least one of the referees should be your direct manager. 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:

J – ACCOMMODATION

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

yes no

I am 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.

- 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.
- 1 photo attached to the form.
- An original birth certificate - plus a certified translation into French or English if necessary.
- A certified photocopy of your degrees, or equivalent academic achievements - 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.

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:.....