



ERASMUS MUNDUS MACLAND MASTER Management of Cultural Landscapes

APPLICATION FORM FOR STUDENTS 2014 - 2016

Deadline for applications :

31th May 2014 for Consortium Macland Scholarship (only)

18th April 2014 for Consortium Scholarship and Jean Monnet University Foundation
Scholarship

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 - Project
- H - Referees
- I - Financial information
- J - Accommodation
- K - Other information
- L - Declaration and signature
- M - Checklist

How to complete the application form:

- **The file sent by email must weigh less than 5MO**
- 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, 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.
- ***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.
- We recommend that you keep a copy of your application.

Please return this application form by email to: contact@maclands.fr

Please return this application form with original documents and officially certified copies by post mail if you are selected by the jury (june 2014):

Master Erasmus Mundus MACLAND
Université Jean Monnet
Unité d'habitation Le Corbusier
Ecole maternelle
42700 Firminy
France.
Tel : +33 4 77 02 11 36

A – GENERAL INFORMATION

<p style="text-align: center;">PHOTO</p> <p style="text-align: center;">3,5 X 4,5 cm</p> <p style="text-align: center;"><i>Please write your name+ birth date at the back o fall the photos</i></p>
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1. Personal details

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 2014.

1. Academic achievements since leaving secondary education.

Year	Institution <i>(name and address)</i>	Achieved Degree(s)
2013-2014		
2012-2013		
2011-2012		
2010-2011		
2009-2010		
2008-2009		
2007-2008		
2006-2007		
2004-2005		

Please continue on a separate sheet, if necessary.

2. Other academic qualifications - please list.

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

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

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/attachments/files/alte_cando.pdf)

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. The expected levels for admission are: DALF C1 for French; TOEFL (CB) at least 177, TOEFL (PB) at least 503, TOEFL (IB) at least 62, TOEIC at least 541, IELTS 5.0-6.0 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 **English:**

A1 A2 B1 B2 C1 C2 native speaker

Native language:.....

Competence in Italian:.....

Competence in Portuguese:.....

Other languages:.....

F – MOTIVATION LETTER

Please enclose a letter (no more than an A4 sheet), explaining your reasons for applying to the MACLAND 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 French or English, and provided in 2 copies : one hand-written, one typed.

G – 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 French or English 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.

H – 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.

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>Applicant for Master Erasmus Mundus MACLAND 2014-2016</p> <p>Family name:</p> <p>First name:</p> <p>Nationality:</p>
--

How long and in what capacity have you known the applicant ?

--

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

--

Please fill in the table below.

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

Signature:

Date:

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

City:.....

Stamp:

Institution:

I – FINANCIAL INFORMATION

1. Financial helps

I candidate for MacLand Consortium Scholarship 2014-2016 and Jean Monnet University Foundation scholarship?

yes no (If yes, please see the statement of financial resources section below)

Remark:

- **'Consortium Scholarships'** are monthly financial aids allocated by the jury based on the merits of the candidates. Consortium Scholarships are allocated depending on the candidate ranking. This is: 400 euros /month during 10 month for the best file; 300 euros/month during 10 month for the 3 next files and 200 euros /month during 10 month for the 6 next files. **Please send by email your application form before the 31th may 2014.**
- Jean Monnet University Foundation Scholarship are financial aids allocated by the jury based on the merits of the candidates. This is a financial aid of 10 000 euros only for the first year. **Please send by email your application form before the 18th april 2014.**
- 'Scholarships for registration fees' (3900 euros for non-European students and 1900 euros for European students) are automatically deducted from the registration fees.

2. Personal financial statement

By checking this box I certify that :

- I apply to MacLand ;
- I am aware of the registration fees of 3600 euros per year for non- EU student (after deduction of 3900 euros) and 2100 euros for European students (after deduction of 1900 euros) ;
- I am able to pay these registration fees in the first week of September 2014 for the first year and in the first week of September 2015 for the second year.

I made requests for financial assistance from organizations :

yes no

If yes, please specify the scholarship and financial aid applications:

.....
.....
.....

3. 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 must send a proof of sufficient financial resources, by example a statement from a sponsor or a bank, demonstrating the ability to pay the registration fees and to support themselves during the course of their studies.

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

J – 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 your relationship with the people who will accompany you:

.....

K – OTHER INFORMATION

MACLAND 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:

.....

L – 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.

M – APPLICATION CHECKLIST

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

- The application form, completed and signed.
- 2 photos with 1 attached to the form.
- 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 French or English.
- A written project presentation in French or English.
- Two letters of recommendation, in French or English.
- A proof of sufficient financial resources, by example a statement from a bank or a sponsor, demonstrating the ability to pay the registration fees and to support oneself during the studies.
- 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 MACLAND Masters course:

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