eCandidat Application Manual



Application to the 2nd intake of the EMJMD¹ in Marine and Maritime Intelligent Robotics from the University of Toulon (UTLN), France:

From October 29th, 2021 to January 16th, 2022 Publication of results in March 2022

For further enquiries not covered in this manual please contact: <u>mir-candidate@univ-tln.fr</u>

Visit the MIR website and social media:

https://www.master-mir.eu/

https://www.facebook.com/mir.mastersdegree

https://twitter.com/MasterMIR EM

https://www.linkedin.com/company/mir-mastersdegree

https://www.instagram.com/mir.mastersdegree/

¹ EMJMD : Erasmus Mundus Joint Master's Degree :

https://erasmus-plus.ec.europa.eu/opportunities/organisations/cooperation-among-organisations-andinstitutions/erasmus-mundus-joint-masters

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1- Introduction

The purpose of this manual is to provide candidates wishing to apply for the EMJMD in Marine and Maritime Intelligent Robotics a step by step guidance on how to use the eCandidat online application platform.

Prerequisites

Access to the application is only possible with a personal account. You will need to register and be able to check your email account during this process. If you are an existing student at the University of Toulon you can use your existing log in details.

Please make sure you have verified your eligibility, prepared your application and all the necessary documents in advance by reading the following webpage: https://www.master-mir.eu/application-procedure/.

MIR – EMJMD IN MARINE AND MARTIIME INTELLIGENT ROBOTICS Erasmus Mundus Joint Master's Degree	€ 2 0 6 0
WHY MIR ~ CONSORTIUM ~ PROGRAM ~ FOR MIR APPLICANTS ~ SERVIC INCOLOTICS WHY MIR ~ CONSORTIUM ~ PROGRAM ~ FOR MIR APPLICANTS ~ SERVIC	TES V NEWS FAQ APPLY Q
APPLY	
EVERYTHING YOU NEED TO KNOW FOR A You want to apply for the MIR master, find on this page all the steps to follow :	APPLICATION
ADMISSION REQUIREMENTS Learn more > Learn more > Learn more >	S AFTER ACCEPTANCE
Access to the eCandidat application pla	atform
IMPORTANT DATES For the 2022-2023 academic year:	
Application opening for the EMJMD MIR: November 2021 (exact date to be announced soon) Application deadline for the EMJMD MIR: January 16th, 2022 Expected publication of results: March 2022	
APPLICATION STEP BY STEP	LANGUAGE POLICY
1. VERIFY YOUR ELIGIBILITY	All courses of the MIR master's degree are
2. PREPARE YOUR APPLICATION	taught in English • English proficiency is an eligibility and
► 3. SELECTION PROCEDURE	selection criteria.
+ 4. ENROLLMENT	 Courses or local languages in each of the main partners institutions are offered to MIR students.

The application phase is a 2-step process. In the first step described in the following section "2- Home page", you need to register and complete your profile information. Once this is complete and you have submitted the information, an automatic email will be sent to you allowing you to complete step 2 of the application process.

Step 1 needs to be completed in one session, whereas step 2 can be saved and you can return to your application as many times as you need to before submitting.

<u>Important</u>: once you have submitted your application in step 1 or 2 you can no longer make modifications.

2- Home Page

In order to get started, you need to connect to the eCandidat online application platform.

You can access the eCandidat platform by pressing on the orange button "Access to the eCandidate application platform" on the following page: <u>https://www.master-mir.eu/application-procedure/</u>

Access to the eCandidat application platform

or directly by following this link: https://callisto.univ-tln.fr/eCandidatWORLD/

eCandidat	♥ Connection
Not connected	Connection
🐔 Home menu	connection
🖨 Help	Already student at the University of TOULON
■ Degree programsŮ Login	Please, connect 🕒 Login
	Not student at the University of TOULON
	Please connect with your eCandidat account
	User *
	User
	Password *
	🕒 Login
	◄ Identification lost
	Llost my activation code.
	Create an account

How to connect to eCandidat?

- Case n°1: Candidate external to the University of Toulon

If you are external to the University of Toulon you will need to create an account, following the steps described below:

Click on 🏏	Create an account and fill in the form below:		
	Account creation	+	×

Account creation			
Attention: after you modify your account, you will be disconnected. Check your email to validate your address, and then you will be able to reconnect.			
Last name *			
First name *			
email address *			

× Cancel	🖺 Save

In France we make the distinction between the "last name", meaning the family name, and the "first name", or "given names". Please enter these information as they appear on your passport.

If done successfully, the following message appears: "Your account has been created. Please check your emails to validate it".

In case of this message: "No connection possible. Your account has not been validated. Please check your emails to validate it.", don't forget to check your emails, and click on the validation link (or copy/paste the link in your browser) from your account to activate your eCandidat access account. If you do not see an email from eCandidat, please check your spam or junk folder.

<u>Warning</u>: the following message indicates that you have already created an account with the email address: *"This email account is already in use by another account."*

You must then request a new password by clicking on the link.

- Case n°2: Candidate existing student at the University of Toulon

If you already are a student at the University of Toulon you can access eCandidat using your student account, by clicking on the first connexion button:

Already student at the University of TOULON			
Please, connect	🕒 Login		

Forgotten password?

You can request a new password via the **a lost my activation code**. link. Then enter your registration email address in the window below, you will receive your new login and password by email, at the address provided when creating your account (eCandidat).

I lost my activation code.	+	\times
Type email used to create your account. We will use it to send your login, a new password and the account validation procedure.	l	
email address *		
× Cancel	end	

Need assistance? The menu at the top left of the home page, allows, depending on the terms and conditions of each institution, to consult the Frequently Asked Questions, documentation, or contact the technical team in charge of the eCandidat.

Find the MIR Masters Programme

The menu at the top left of the home page, allows you to consult all the training courses available at the University of Toulon. It provides information such as title of the programmes and application periods (periods during which you can apply on the eCandidat platform).

eCandidat	Degree pro You can find and a	grams	programme by clicking on the drop down menu and subsequently on the title of the program itself.		
 ↔ Home menu ↔ Help Degree programs 	Filter University of TOUL	Q Filter	Filter used: None		
🗢 Login	Title			Key words	Application date
	👻 🏛 ERASMU	IS MUNDUS JOINT	MASTER DEGREES		
	👻 😂 MASTER	R LMD			
	Master	MIR - EMJMD Marine a	nd Maritime Intelligent Robotics		From 28/10/2019 to 09/01/2020

Click on 'Degree Programs' on the left side menu, then on 'ERASMUS MUNDUS JOINT MASTER DEGREES', then on 'MASTER LMD' to see:

'Master MIR - EMJMD Marine and Maritime Intelligent Robotics'

Click on the programme/scholarship you want to apply to (the programme/scholarship will appear only if it is open for application).

In order to apply you need to first log in, meaning that you first need to register and obtain a username and password as described ab7ove in section 2 and complete the steps in section 3 before proceeding to actually apply for the Master MIR following steps in section 4.

3- Apply - Build your profile - My accounts

In order to apply you should press on login on the left-hand menu then fill in the fields user and password with the codes sent to you by the e candidate automated email. Once you have completed the field click on the Login button:

eCandidat	✤ Connection✗ Create account
	Connection
🦂 Home menu	
🖨 Help	Already student at the University of TOULON
Degree programsひ Login	Please, connect 🕞 Login
	Not student at the University of TOULON
	Please connect with your eCandidat account
	User*
	User
	Password *
	🕞 Login
	4 Identification lost
	Llost my activation code.
	Create an account

Once you are logged in, the following screen appears:

	eCandidat	Home menu
	Home menu	Welcome
4 9		You are connected with the login:
ا ا	Degree programs Logout	You have an eCandidat account, choose an option from the left menu
	Personal info	
	High school diploma	
盦	Local studies	
	Non-local Studies	
Ø		
8	Work experience	
*	Applications	

You then need to fill in all the forms listed in the left side menu under "my account" before being able to access your applications. Complete the information in the following order:

IMPORTANT: in each step, you can go back by clicking on the Previous button.

1) Click on "Personal info" in the left column

	DRIVERSITÉ eCandidat	- Personal information
ñ	Home menu	Enter/Modify information
4	Help	Contact address
■ ©	Degree programs Logout	You have not provided your personal information
My	account	
ø	Perso. information	
ñ	Address	
	High school diploma	
盦	Local studies	
1	Non-local Studies	
Ø	Internships	
æ	Work experience	
*	Applications	

Click on « enter/modify information », a window will appear:

Modification of	personal information	+ ×
The INE number co	prresponds to the INE code and its key (all attached: without space, no da	ash, etc.)
Nationality *	FRANCAIS(E)	~
INE		
X Cancel		Э Next

Enter your nationality and click on « Next » (you are not concerned by the n°INE). The next page is about your civil status:

Modification of persona	al information	+ ×
Title *		~
Last name *		
Married name		
First name *		
Other first name		
Birthdate (mm/dd/yy) *		
Country of birth *	FRANCE	~
Department of birth *	Select a department	~
City of birth *		
Preferred language *	Français	~
Phone number		
Cell phone number		
X Cancel		3 Save

- Title: M. (men) or Mme (women)
- Last name: surname/family name
- First name
- Other first name

In France we make the distinction between the "last name", meaning the family name, and the "first name", or "given names". Please enter these information as they appear on your passport.

- Birthdate: Date of birth
- Country of birth
- City of birth

Then, click on Save

🖺 Save

2) Click on "Address" and on « Enter/Modify address » and a window will appear:

	ndidat	- Address
 ↔ Home menu ↔ Help ■ Degree program ↔ Logout My account 	You have not entered	ddress I your address
Edit addr	ess	+ ×
Country *	VIETNAM	~
Foreign tow	n *	
Address *		
Additional a	iddress 1	
Additional a	iddress 2	
× Cance	1	🖺 Save
Enter your address, then	click on	

3) Click on "High school diploma":

Type of high school diploma: if you did not complete your high school studies in France please select '0031'.

The information entered in the "Honors" section won't be considered.

Year of high school diploma/baccalaureate	+ ×
The list of high school diplomas/baccalaureates is updated acco	rding to the year
Year of graduation *	2016
Type of high school diploma/baccalaureate or equivalence *	0031-titre 🗸
Honors	0000-sans bac 0002-Bac Européen
Country*	0021-bacs professionnels industriels 0022-bacs professionnels tertiaires
¥ Cancel	0023-bacs professionnels agricoles 0030-capacité de droit
	0031-titre étranger admis en équivalence 0032-titre français admis en dispense
	0035-promotion sociale
	0037-autres cas de non bacheliers

4) Click on "Local studies": this page only concerns student who have already studied in the University of Toulon. If it is not your case, you should leave this form blank and press next.

🖀 Home menu	Below, the curriculum comp have not completed any stu	leted at 'Unive dies at 'Unive	ersity of TOULO	ON. This information is autom IN, this form will be empty. In	atically provided from the case of error, please go t	scolarity software of 'Un to our registrars office.	iversity of TOULON. If you
🞜 Help	Your years of study can be ir	ndicated in th	e "Non-local St	tudies" menu.			
■ Degree programs ひ Logout	University year	•	Code	Description	Result	Honors	Mark
My account							
Personal info							
Address							
High school diploma							
Local studies							

5) Click on "Non-local studies":

		- 1	Non-local Studies		
希 Home menu <i>G</i> Help	Please indicate below the course	gram	:he Université Esup, includii	ng the current year.	
■ Degree programs ひ Logout	Year obtained	Country	Department	Town	Establishr

In this form you have to register all your higher education degrees.

In the drop-down menu of "study program", please select "Université" or "Etablissement étranger d'Enseignement Supérieur" (University or Foreign Higher Education Institution).

eCandidat	Enter a new post-high school degre	e program +	Η×
RED KALLIOPI IS TIRED			
I Home menu	Country *	AFRIQUE DU SUD	~
a Help 🕇	Year obtained *	2009	
Degree programs	r Study program *		~
y account	Title and level of studies *	Aucun diplôme (bac)	
Personal info		Autres Ecoles ou Cursus Brevet de technicien sun	
Address		CPGE ou Formation Intégré	
P High school diploma		Ecole d'architecture	
Local studies	Obtained *	Ecole d'Ingénieurs	
Non-local Studies	Honors (Not applicable to MIR candidates)	Ecole de Commerce, gestion, comptabilité (hors prepa) Ecole Normale Supérieure Enseignement par Correspondance	
Work experience Applications	Information	Etab. Privé d'ensignement supérieur Universitaire Etablissement d'Enseignement Sup. Artistique ou Culturel	
	For Title and level of studies, indicate the title and pi applicable). Example: BSc in Computer science fro	Etablissement de formations Paramédicales ou Sociales Etablissement Etranger d'Enseignement Supérieur	
	X Cancel	Universite	/e

The next two forms are optional: "Internships" and "Work experience".

4- Applications - Apply for the MIR masters

Once arrived at the Applications screen, you can start to apply by clicking on the New Application button:

eCandidat		Applications		• Previous
希 Home menu	+ New application]		🖋 Open
🖨 Help	Study program	Application submission deadline	Application status	Decision
Degree programs				
് Logout				
My account				
🖉 Personal info				
希 Address				
High school diploma				
🏛 Local studies				
🞓 Non-local Studies				
🗊 Internships				
👶 Work experience				
* Applications				

Then click on **ERASMUS MUNDUS JOINT MASTER DEGREES then MASTER LMD** then **MASTER MIR – EMJMD Marine and Maritime Intelligent Robotics**.

eCandidat	Degree program You can find and apply for	S your selected	programme by clicking	on the drop down r	nenu and subsequently on the title of the p	program itself.
Help	Filter	Q Filter	Filter used: None			
Degree programs	University of TOULON		<i></i>			
് Logout	Title			Key words	Application date	Application mo
My account	▼	NDUS JOINT	MASTER DEGREES			
🖋 Personal info	➡ MASTER LMD					
AddressHigh school diploma	Master MIR - EN	/JMD Marine a	and Maritime Intelliger		From 28/10/2019 to 09/01/2020	Online applica
🟛 Local studies						
🞓 Non-local Studies						
😧 Internships						
🚳 Work experience						
* Applications						

The following screen appears, click on "Yes" and follow the instructions.



Clicking on the YES button triggers the sending of a message to your email account indicating that you have completed the first step of your application form and that you can now proceed to apply to the program entitled "MSc in Marine and Maritime Intelligent Robotics".

🖋 Open

Open your application by clicking on

The application opens and the list of documents appears

Summary of your a	application	-			,				×
Detailed information					Useful dates			Contact address	
Study program	Master MIR Intelligent R	- EMJMD Marine and I obotics	Maritime		Application subm Date of jury	ission deadline	09/01/2020 24/02/2020	Avenue de l'Unive 83130 LA GARDE Email: candidate-r	mir@univ-tln.fr
Decision	En attente Waiting								
Do not forget to con	sult the 'Addit cuments	ional Forms' and 'Addit Additional for	tional Infori rms i	mation' Additi	tabs. onal information				
Online procedure, pl Justifying documents	ease submit	your documents and	l your appli	ication	via the controls in the	e table before th	ne 09/01/2020 File	D. Status	Comment 🌣
Copy of Internationa	al Passport						+	En attente	
Copy of official diplo	omas						+	En attente	
Official translation o	f diplomas ir	n english					+	En attente	
Offical diploma supp	plement tran	slation in english					+	En attente	
X Close		B	 Cancel a 	pplicati	on	🔺 Submit m	y application		🕰 Download my file

- Maximum file size 6Mo
- Types of file accepted by eCandidat are PDF, JPG or PNG
- For each document, you must scan all documents together to create a single file in PDF format



A window appears, to pick the document you need to add, click on « Choose file » :

Upload a file
Please choose a file (maximum = 2Mo) of PDF or JPG type. Choose file
X Close
+ waiting

Then you must fill **the additional forms** whose link appears in the screen below (click on the **Additional forms tab**):

Detailed informat	ion		Useful dates Co	ntact address
Study program Application sta	Master MIR - Intelligent Rol itus En attente	EMJMD Marine and Maritin botics	Application submission deadline 09/01/2020 Aw B3 Date of jury 24/02/2020 En	enue de l'Université 1130 LA GARDE nail: candidate-mir@univ-tln.fr
Decision	Waiting			
Do not forget to	consult the 'Additic	onal Forms' and 'Additional I	ormation' tabs.	
Supporting	documents	Additional forms	i Additional information	
The status form i	is updated each ni	ght		Q See the answers
Form 🔺	Urls			Status
MUNDUS_MIR	http://cache	.univ-tln.fr:2048/login?url	ttps://enquetes3.univ-tln.fr/index.php/964667/newtest/Y?numDo	ossier=QPWCVP0M⟨=en En attente

IMPORTANT: your application will not be considered unless **you have completed all the required forms and field in the next part of the application, uploaded all the required documents and pressed the submission button**. At this point a second confirmation email will be sent to you.

The system will not let you submit your application unless you have uploaded all the requested documents. However, the content of the documents is not validated automatically at this point. If the wrong documents are uploaded your application will be disqualified by the MIR Selection Working Group.

To submit your application, click o Submit my application

BE CAREFUL: if some information is missing, the following message will appear: *"The document was not submitted. You cannot submit your application."*

This means that you must fill the missing information, and submit again. If the application has been submitted successfully, you will receive a confirmation message.

Application not finished: If your application is not finished, you can leave it for a while and log out, and go back to it later at any time before the deadline.

To resume your application, just log in, click on the "Applications" item of the left sidebar of the screen below, and click on the study program named 'Master MIR – EMJMD Marine and Maritime Intelligent Robotics' or 'Bourse ECA - M1 Engineering of Complex Systems parcours MIR' (depending on the scholarship you are applying to) to select it, then click on the **OPEN button** in the upper right corner to complete your application.

Do not forget to submit it after all the information has been entered.

ceandidat	- Applications	5		• Previous
Home menu	+ New application			🖋 Open
🛱 Help	Study program	Application submission deadline	Application status	Decisio
Degree programs	Master MIR - FMIMD Marine and Maritime Intelligent Robotics	09/01/2020	En attente	Waiting
ບ Logout	Waster with English Marine and Martine intelligent Robotes	05/01/2020	Linducine	Watting
My account				
🖋 Personal info				
🖀 Address				
High school diploma				
🏛 Local studies				
🞓 Non-local Studies				
🕅 Internships				
🗞 Work experience				
Applications				
eCandidat	Applications			Previous
🖨 Home menu	New application			🖋 Open
希 Home menu <i>続</i> Help	New application Study program	Application submission deadline	Application status	Ø Open
 ✤ Home menu ♣ Help ➡ Degree programs 	New application Study program Master MIR - EMIMD Marine and Maritime Intelligent Robotics	Application submission deadline	Application status	Open Decisio Waiting
 ↔ Home menu ↔ Help Degree programs ↔ Logout 	New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics	Application submission deadline 09/01/2020	Application status En attente	Open Decisio Waiting
 Home menu Help Degree programs Logout My account 	New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics	Application submission deadline 09/01/2020	Application status En attente	Open Decision Waiting
 Home menu Help Degree programs Logout My account Personal info 	 New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics 	Application submission deadline 09/01/2020	Application status En attente	Open Decisio Waiting
 Home menu Help Degree programs Logout My account Personal info Address 	 New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics 	Application submission deadline 09/01/2020	Application status En attente	Open Decisio Waiting
 Home menu Help Degree programs Logout My account Personal info Address High school diploma 	New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics	Application submission deadline 09/01/2020	Application status En attente	Open Decisio Waiting
 Home menu Help Degree programs Logout My account Personal info Address High school diploma Local studies 	 New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics 	Application submission deadline 09/01/2020	Application status En attente	Open Decisio Waiting
 Home menu Help Degree programs Logout My account Personal info Address High school diploma Local studies Non-local Studies 	 New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics 	Application submission deadline 09/01/2020	Application status En attente	Open Decisio Waiting
 Home menu Help Degree programs Logout My account Personal info Address High school diploma Local studies Non-local Studies Internships 	 New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics 	Application submission deadline 09/01/2020	Application status En attente	Open Decisio Waiting
 Home menu Help Degree programs Logout My account Personal info Address High school diploma Local studies Non-local Studies Internships Work experience 	New application Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics	Application submission deadline 09/01/2020	Application status En attente	Open Decisio Waiting

We wish you good luck with your application.

For further enquiries not covered in this manual please contact:

mir-candidate@univ-tln.fr