

eCandidat Application Manual



Application to the 3rd intake of the EMJMD¹ in Marine and Maritime Intelligent Robotics from the University of Toulon (UTLN), France for the 2023-2024 academic year:

From October 24th, 2022 to January 15th, 2023
Publication of results in March 2023

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

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>

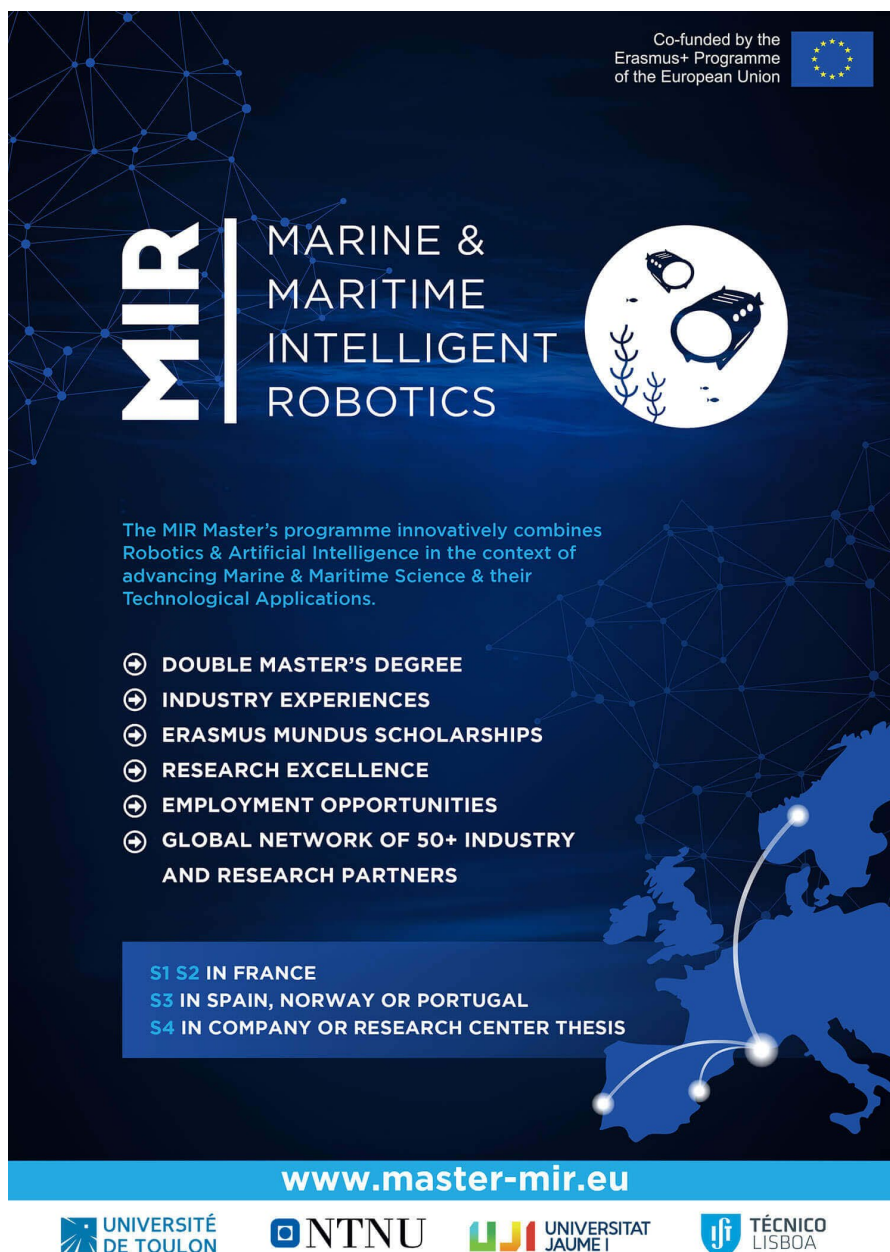
<https://www.instagram.com/mir.mastersdegree/>

¹ EMJMD : Erasmus Mundus Joint Master's Degree :

<https://erasmus-plus.ec.europa.eu/opportunities/organisations/cooperation-among-organisations-and-institutions/erasmus-mundus-joint-masters>

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Co-funded by the Erasmus+ Programme of the European Union

MIR | MARINE & MARITIME INTELLIGENT ROBOTICS

The MIR Master's programme innovatively combines Robotics & Artificial Intelligence in the context of advancing Marine & Maritime Science & their Technological Applications.

- ➔ DOUBLE MASTER'S DEGREE
- ➔ INDUSTRY EXPERIENCES
- ➔ ERASMUS MUNDUS SCHOLARSHIPS
- ➔ RESEARCH EXCELLENCE
- ➔ EMPLOYMENT OPPORTUNITIES
- ➔ GLOBAL NETWORK OF 50+ INDUSTRY AND RESEARCH PARTNERS

S1 S2 IN FRANCE
S3 IN SPAIN, NORWAY OR PORTUGAL
S4 IN COMPANY OR RESEARCH CENTER THESIS

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UNIVERSITÉ DE TOULON NTNU UNIVERSITAT JAUME I TÉCNICO LISBOA

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/>.

The screenshot displays the MIR website interface. At the top, there is a navigation bar with links for 'WHY MIR', 'CONSORTIUM', 'PROGRAM', 'FOR MIR APPLICANTS', 'SERVICES', 'NEWS', and 'FAQ'. A prominent 'APPLY' button is visible in the top right corner. Below the navigation bar, a large 'APPLY' button is centered on a dark blue background. Underneath, a section titled 'EVERYTHING YOU NEED TO KNOW FOR APPLICATION' provides a guide for applicants. It includes four boxes: 'ADMISSION REQUIREMENTS', 'SELECTION PROCEDURE', 'TUITION FEES', and 'AFTER ACCEPTANCE', each with a 'Learn more' link. An orange button labeled 'Access to the eCandidat application platform' is positioned below these boxes. The 'IMPORTANT DATES' section for the 2022-2023 academic year lists the application opening (November 2021), the deadline (January 16th, 2022), and the expected publication of results (March 2022). At the bottom, there are two sections: 'APPLICATION STEP BY STEP' with a list of four steps (1. VERIFY YOUR ELIGIBILITY, 2. PREPARE YOUR APPLICATION, 3. SELECTION PROCEDURE, 4. ENROLLMENT) and 'LANGUAGE POLICY' which states that all courses are taught in English and that English proficiency is an eligibility criterion.

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.

Important: 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: <https://www.master-mir.eu/application-procedure/>

Access to the eCandidat application platform

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

eCandidat

Not connected

- Home menu
- Help
- Degree programs
- Login

Connection **Create account**

Connection

Already student at the University of TOULON

Please, connect **Login**

Not student at the University of TOULON

Please connect with your eCandidat account

User *

User

Password *

Login

[Identification lost](#)

[I lost 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

+

×

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 *

email address confirmation *

✕ 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.

Warning: 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  [Identification lost](#) 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 [I 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.

Type email used to create your account. We will use it to send your login, a new password and the account validation procedure.

email address *

✕ Cancel Send

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

Not connected

- Home menu
- Help
- Degree programs**
- Login

Degree programs

You can find and apply for your selected programme by clicking on the drop down menu and subsequently on the title of the program itself.

Filter Filter used: None

University of TOULON

Title	Key words	Application date
ERASMUS MUNDUS JOINT MASTER DEGREES		
MASTER LMD		
Master MIR - EMJMD Marine and 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 above 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:

Once you are logged in, the following screen appears:

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

UNIVERSITÉ DE TOULON eCandidat - Personal information

Home menu
Help
Degree programs
Logout
My account
Perso. information
Address
High school diploma
Local studies
Non-local Studies
Internships
Work experience
Applications

Enter/Modify information

Contact address [redacted] [To modify email address](#)

You have not provided your personal information

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

Modification of personal information

The INE number corresponds to the INE code and its key (all attached: without space, no dash, etc.)

Nationality* FRANCAIS(E)

INE

Cancel 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 personal information
+
x

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

Cancel

Save

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

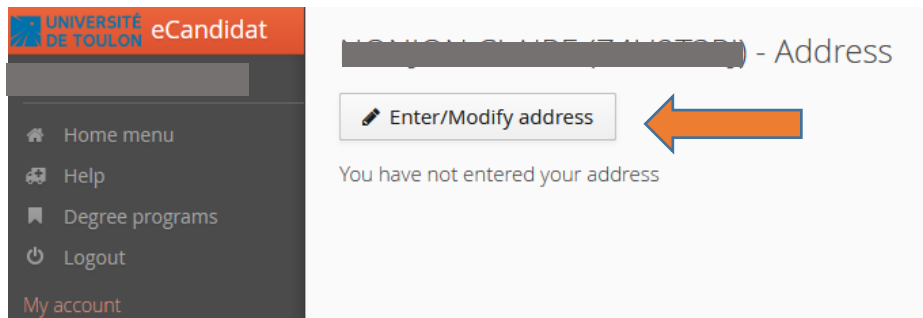
In France we make the distinction between the “last name”, meaning the family name, and the “first name”, or “given names”. Please enter these information as they appear on your passport.

- 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:



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.

- 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.**

- 5) Click on “Non-local studies”:

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).

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:

The screenshot shows the 'eCandidat' interface. On the left, a sidebar contains a menu with items like 'Home menu', 'Help', 'Degree programs', 'Logout', 'My account', 'Personal info', 'Address', 'High school diploma', 'Local studies', 'Non-local Studies', 'Internships', 'Work experience', and 'Applications' (which is highlighted). The main content area is titled 'Applications'. It features a '+ New application' button. Below this is a table with four columns: 'Study program', 'Application submission deadline', 'Application status', and 'Decision'. The table is currently empty. In the top right corner, there are two buttons: 'Previous' and 'Open'.

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

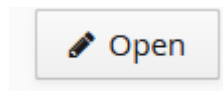
The screenshot shows the 'eCandidat' interface for 'Degree programs'. The left sidebar has 'Degree programs' highlighted. The main area has a title 'Degree programs' and a subtitle 'You can find and apply for your selected programme by clicking on the drop down menu and subsequently on the title of the program itself.' Below this is a search filter with a 'Filter' input and a 'Filter' button. The results are for the 'University of TOULON'. A table lists the programs:

Title	Key words	Application date	Application mo
ERASMUS MUNDUS JOINT MASTER DEGREES			
MASTER LMD			
Master MIR - EMJMD Marine and Maritime Intelligent Robotics		From 28/10/2019 to 09/01/2020	Online applica

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

A confirmation dialog box with the title 'Confirmation'. The text inside asks: 'Do you want to apply to 'Master MIR - EMJMD Marine and Maritime Intelligent Robotics'?'. At the bottom, there are two buttons: 'No' (with a red 'x' icon) and 'Yes' (with a green checkmark icon).

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 your application by clicking on

The application opens and the list of documents appears

Summary of your application - [redacted]

Detailed information	Useful dates	Contact address
Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics Application status En attente Decision Waiting	Application submission deadline 09/01/2020 Date of jury 24/02/2020	Avenue de l'Université 83130 LA GARDE Email: candidate-mir@univ-tln.fr

⚠ Do not forget to consult the 'Additional Forms' and 'Additional Information' tabs.

[Supporting documents](#)
[Additional forms](#)
[Additional information](#)

Online procedure, please submit your documents and your application via the controls in the table before the 09/01/2020.

Justifying documents	File	Status	Comment
Copy of International Passport	+	En attente	
Copy of official diplomas	+	En attente	
Official translation of diplomas in english	+	En attente	
Official diploma supplement translation in english	+	En attente	

[Close](#)
[Cancel application](#)
[Submit my 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**



To add a document, click on

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](#)

[Close](#)

waiting

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

Summary of your application - [redacted]

Detailed information	Useful dates	Contact address
Study program Master MIR - EMJMD Marine and Maritime Intelligent Robotics Application status En attente Decision Waiting	Application submission deadline 09/01/2020 Date of jury 24/02/2020	Avenue de l'Université 83130 LA GARDE Email: candidate-mir@univ-tln.fr

⚠ Do not forget to consult the 'Additional Forms' and 'Additional Information' tabs.

The status form is updated each night 🔍 See the answers

Form	Urls	Status
MUNDUS_MIR	http://cache.univ-tln.fr:2048/login?url=https://enquetes3.univ-tln.fr/index.php/964667/newtest/Y?numDossier=QPWCVP0M&lang=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 on:

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.

eCandidat

Home menu

Help

Degree programs

Logout

My account

Personal info

Address

High school diploma

Local studies

Non-local Studies

Internships

Work experience

Applications

Applications

Previous

Open

New application

Study program	Application submission deadline	Application status	Decision
Master MIR - EMJMD Marine and Maritime Intelligent Robotics	09/01/2020	En attente	Waiting

eCandidat

Home menu

Help

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My account

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Non-local Studies

Internships

Work experience

Applications

Applications

Previous

Open

New application

Study program	Application submission deadline	Application status	Decision
Master MIR - EMJMD Marine and Maritime Intelligent Robotics	09/01/2020	En attente	Waiting

We wish you good luck with your application.

For further enquiries not covered in this manual please contact:

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