

FAQ ME3 WEBSITE : <http://www.mastereurope-me3.org>

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APPLICATION PROCEDURE

When can I apply for the 2011-2013 ME3 Master Course (from September 2011 until July 2013)?

You can apply for the 2011-2013 ME3 Master Course from October 15th 2010.

What is the deadline to apply for the ME3 Master Course with an Erasmus Mundus scholarship?

For applying as an Erasmus Mundus student in the next ME3 session to start in September 2011, the deadlines for submission of the application file are:

- **For Erasmus Mundus Category A applicants** (see below for the eligibility conditions):
 - **ONLINE application: December 22nd 2010;**
 - **PAPER application: December 15th 2010** (deadline for the **reception** of your application package sent by post mail).

After this date, applications for admission in the next 2011-2013 ME3 master course will still be considered but without Erasmus Mundus scholarship (as self-financed applicants).

- **For Erasmus Mundus Category B applicants** (see below for the eligibility conditions):
 - **ONLINE application: December 22nd 2010;**
 - **PAPER application: December 15th 2010** (deadline for the **reception** of your application package sent by post mail).

After this date, applications for admission in the next 2011-2013 ME3 master course will still be considered but without Erasmus Mundus scholarship (as self-financed applicants).

For online application, you will receive automatically a receipt of your application, dated on the day you validate your application on the application website (<https://campus.mines-nantes.fr/emundus>).

For **paper application, you have to be sure that your application package will be received by EMN on time.**

(Postal address:

Ecole des Mines de Nantes
DSEE / ME3
4, rue Alfred Kastler, B.P. 20722
44307 NANTES Cedex 03
FRANCE)

Be aware that **online applications are preferred** (as missing pieces can be checked automatically by the website). But of course, paper and online applications will be evaluated using the same criteria and grading.

What is the deadline to apply for the ME3 Master Course without Erasmus Mundus scholarship?

Candidates who do not apply for an Erasmus Mundus scholarship can submit their application file online or by post mail until **May 15th 2011**.

After this date, none application file will be considered.

For online application, you will receive automatically a receipt of your application, dated on the day you validate your application on the application website (<https://campus.mines-nantes.fr/emundus>).

For **paper application, you have to be sure that your application package will be received by EMN on time.**

What documents do I have to submit to apply?

For online applications, all the documents have to be uploaded as pdf files (see the online application FAQ: http://www.emn.fr/z-de/m-europe-me3/IMG/pdf/ME3_online_application_FAQ_November_2010_.pdf)

All the documents to be submitted for application must be in English:

1. Complete Application form in English (**for paper applications only** ; this form is created automatically for online applications).
2. Erasmus Mundus Scholarship application form if you apply for it (see <http://www.emn.fr/z-de/m-europe-me3/spip.php?article36>).
3. A full Curriculum Vitae in English, according to the **Europass template**:
http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en_GB
4. Copy of your transcripts, with translation in English, for the last 4 years of your higher education (done by your educational institution or by an official institution).
5. Copy of your degrees, with translation in English (done by your educational institution or by an official institution).
6. 2 letters of recommendation in English (at least one from an academic referee).
7. A motivation statement in English to present your career project and motivate your application (2000 words max., yes the limit is 2000 words ;-)).
8. English certificate (i.e. TOEFL, IELTS). Not required if you are a Native English speaker or if you did your studies in English (in that case, you must provide an official statement issued by your university confirming that the medium of instruction was English).
9. Copy of passport information page (should include the passport number, your name, and your photo) or copy of your identity card and a proof of request for a new passport.
10. 2 recent passport photos (for paper applications ; 1 is sufficient for online applications).
11. Publication list and Patents in English if research experience.

Please follow strictly the list provided; all documents have to be placed according to the order provided in the list (for paper applications ; for online applications, be careful to select the right file type when uploading the files, see online application FAQ:

http://www.emn.fr/z-de/m-europe-me3/IMG/pdf/ME3_online_application_FAQ_November_2010_.pdf)

All extra documents (i.e. high school academic records, training certificates) will not be considered and can even lead to the rejection of your application.

For paper applications, please as much as possible avoid the use of staples, eyelets, paper clips or envelopes.

For online applications, you don't have to send paper copies of the documents.

They will asked for only once the evaluations of the applications will be done, for the applicants who will be accepted to the program.

Am I eligible for the ME3 program if my background does not fit the preferred degrees?

Preferred first degree fields are mostly Chemical Engineering, Mechanical Engineering, Civil Engineering, Environmental Engineering, Process Engineering and similar subjects closely related to the objectives of the formation. You may apply even if your background is different. But be aware that the following information is important in the evaluation of your application:

- whatever your degrees, did you attend courses about the basis of the following fields: heat & mass transfer, chemical engineering, fluid mechanics, thermodynamics, process engineering, command & control (having attended all these courses is not required to be eligible to the ME3 program, but the more you have attended, the higher your chances to be admitted);
- do you have professional or research experiences in fields directly related to energy or environmental (i.e. air, water and/or waste treatment) issues? (again, this is not required to be eligible to the ME3 program, but the more such experience you have, the higher your chances to be admitted).

What are the main criteria used to evaluate and rank the applications?

Below are the main criteria used (with their relative weighting in the evaluation) and their sub-criteria:

- Academic excellence (30%) :
 - Education background
 - Bachelor grades & ranking
 - Quality of the university of origin
- Professional/academic experience, extra scholar activities (20%)
 - Professional experience in the ME3 field (e.g. energy/environment) in industry or in research
 - Professional experiences not related to the domain, social or extra-scholar activities
- Professional objectives and career project (15%)
 - Targetted jobs and career project presented in the motivation letter
 - Objectives of learning or acquisition of complementary skills thanks to the Master
- Motivation for intercultural experience, interest in European countries and cultures (10%)
 - Intercultural experience and international mobility

- Particular interest for Europe or ME3 country
- Language skills (15%)
 - English
 - Spanish, French, Swedish or Hungarian
 - Other European language
- Recommendation letters, quality of the referees (10%)
 - Quality of the referees
 - Quality of the letters
 - Content well related to the ME3 Master

Do the copies of my degrees or transcripts need to be certified?

You are no longer requested to have your copies certified. Nevertheless, the certifications are obviously accepted. In addition, in case of any doubt the ME3 Academic Steering Board reserves the right to check the authenticity of the copies.

English certificates: what are the types of certificates accepted and what are the minimum scores?

- IELTS : 6.5
- TOEFL (paper based : 550, computer based : 200, internet based : 80)
- Cambridge English Test : B
- TOEIC : minimum score required will be added soon in an update of this FAQ

Warning: the GRE test is considered neither as an English proficiency nor as a plus for your application.

In case you passed another type of English certificate (at least nationally recognised), you may use it instead of the preferred ones (IELTS, TOEFL, Cambridge and TOEIC). They will be considered, but be aware that you will probably get less points for your English proficiency than if you had given a score for one of the preferred certificates.

Can I submit my TOEFL or IELTS score report after the application deadline?

The only case for which you are allowed to post your official TOEFL or IELTS score report separately from your application is if the score report is directly sent to Ecole des Mines de Nantes by the test centre. **Ecole des Mines' institution code is 0581.**

In that case, you have to respect the deadline specified:

- for Erasmus Mundus Category A applicants: no later than January 15th 2011
- for Erasmus Mundus Category B and non scholarship applicants: no later than May 15th 2011

If you are in this special situation:

- for paper application: please mention this in your cover letter;
- for online application: please upload as English certificate a pdf file mentioning the date you will pass the test and when you expect the results to be transmitted to Ecole des Mines.

I am a native English speaker, do I have to present any language skills proof or certificate?

Native English speakers do not have to send proof of language proficiency.

For online applications, as English certificate, please provide a pdf file with only written "English native speaker: English certificate not needed".

I am not a native English speaker but I have completed my studies in English language. Do I still have to present a TOEFL or IELTS certificate?

If you have done your studies in English, you do not need to send an English certificate as long as you submit an official statement issued by your University confirming that the medium of instruction was English.

Does ME3 program have a template for the letters of recommendation or the letters of motivation?

There is no specific template for the recommendation letters. However they have to be typewritten, be printed on a letterhead, and contain a signature and an official stamp (in case it is not possible to have an official stamp/seal on the letter, please ensure the email and phone contacts of your referee is clearly mentioned in the letter).

Your application package has to include two letters of recommendations with at least one from an academic referee.

For paper applications, recommendations letters sent in sealed envelope are accepted but are not mandatory.

For online applications, two options are possible to submit your reference letters:

1. your referent gave you her/his letter of recommendation, then you can upload it directly yourself in the section "My profile & documents" of the application website ;

2. your referent wants the letter to remain confidential: an email will be sent to her/him directly once you have saved the corresponding page (to the email address you indicated for your referent); in this email, your referent will receive the confidential link where she/he will be able to upload directly the reference letter (as this is the “confidential option”, you will not be allowed to see this document, but you will receive an email confirming the reference letter has been uploaded in your application file, as soon as your referent will have uploaded it).

For more details, see the online application FAQ:

http://www.emn.fr/z-de/m-europe-me3/IMG/pdf/ME3_online_application_FAQ_November_2010_.pdf

Does ME3 program have a template for letters of motivation?

There is no specific template for the motivation letters. But yes, there is a limit for the length (2000 words maximum; YES the limit is 2000 words, there is no mistake here!).

So be sharp and concise, and focus on the key information!

For paper application, to whom do I have to post mail my application file?

Your complete application file has to be sent to the following postal address:

**Ecole des Mines de Nantes
DSEE / ME3
4, rue Alfred Kastler, B.P. 20722
44307 NANTES Cedex 03
FRANCE**

All the application files submitted must be complete. **Incomplete applications will not be considered.**

For online application, how to be sure that my application will be taken into account?

The application website automatically checks whether your application package is complete or not.

Once it is complete, then you can finalize your application.

Once you have finalized your application, it is directly saved in our application database, and you will receive an email confirming you your application will be evaluated.

For more details, see the online application FAQ:

http://www.emn.fr/z-de/m-europe-me3/IMG/pdf/ME3_online_application_FAQ_November_2010_.pdf

Can I submit my application by email?

NO, applications, files, etc. received by email will not be taken into account.

If you want to submit your application electronically, please use the application website:

<https://campus.mines-nantes.fr/emundus/>

I am currently finishing my Bachelor studies but I will not get my degree until after the application period ends.

May I still apply?

YES, you can if you expect to graduate before July 31st 2011. In that case, you must submit an official letter signed by a responsible of your university (e.g., Head of the Department). And this letter should state the expected graduation date.

The final admission will be dependent on the achievement of your degree.

I already applied for the ME3 program last year, do I have to submit again my application package?

YES, we are not allowed to transfer applications from one year to the other, even if you were admitted last year and you finally couldn't come. In any case, if you want to apply for the 2011-2013 edition of the ME3 program, you have to submit again your whole application package, either online or by post-mail.

I also apply for another Erasmus Mundus Master course, may I apply for the ME3 as well?

According to the latest EACEA's Call for Proposals, applications by students asking for an Erasmus Mundus scholarship (Category A and B) must be limited to three Erasmus Mundus Masters Courses maximum.

Is it possible/allowed to also apply to other master programs of the ME3 partner institutions (e.g. PM3E at EMN)?

YES, you are free to apply to these other programmes. But then, you need to follow their own application process.

Just check whether these programs are Erasmus Mundus programs. If so, remind the EACEA rule that you can not apply for more than 3 Erasmus Mundus Masters Courses.

How the ME3 mobility scheme (options A, B or C) is assigned?

Filling out the application form, you have to indicate your preference for option. The ME3 academic steering board will decide the final option for each accepted applicants which will be informed in their acceptance letter.

The preferences you indicate in your application will be taken into account but we cannot guarantee the first choice for all the applicants.

For more details about the options, see: <http://www.emn.fr/z-de/m-europe-me3/spip.php?article9>

ERASMUS MUNDUS SCHOLARSHIPS

Who can benefit from an Erasmus Mundus scholarship?

▪ **Erasmus Mundus Scholarship Category A:**

An Erasmus Mundus scholarship Category A can be allocated to a "Third country student". "Third-country students" are defined as nationals coming from all countries other than:

- the 27 EU Member states: Germany, Austria, Belgium, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, the UK, Sweden, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Czech Republic, Slovakia, Slovenia, Bulgaria, Romania;
- the EEA-EFTA states: Island, Liechtenstein and Norway.

In addition, to be eligible for an Erasmus Mundus scholarship Category A, candidates must **not be residents of any of the 27 EU Member states and EEA-EFTA states**; and have **not carried out their main activities** (studies, work, etc.) **for more than a total of 12 months over the last five years in any of these countries.**

▪ **Erasmus Mundus Scholarship Category B:**

An Erasmus Mundus scholarship Category B can be allocated to any students who do not fulfil the Category A criteria defined above.

- Besides, Erasmus Mundus scholarships are also available for academics invited to participate in the teaching and research activities of one of the ME3 institutions.

For further information, please visit the website: http://ec.europa.eu/education/programmes/mundus/index_en.html

How many Erasmus Mundus scholarships are available for the 2011-2013 edition of the ME3 program?

- 8 Category A Erasmus Mundus Scholarships (whose 1 is reserved for students from Turkey or West-Balkan Countries)
- 7 Category B Erasmus Mundus Scholarships

Be aware that the number of applications for the Erasmus Mundus scholarships is very big (e.g. around 800 applicants for the Erasmus Mundus cat. A scholarships for the edition 2010-2012), while the number of scholarships is unfortunately limited.

So we also strongly recommend you to look for possible alternate funding from now !

see more information here: <http://www.emn.fr/z-de/m-europe-me3/spip.php?article16>

When will the Erasmus Mundus selection results be released (for the scholarships)?

▪ **Erasmus Mundus Scholarship Category A:**

All the selected applicants should receive at the latest in late Spring 2011 a notification letter informing them about their admission in the ME3 program.

▪ **Erasmus Mundus Scholarship Category B:**

All the selected applicants should receive at the latest in late Spring 2011 a notification letter informing them about their admission in the ME3 program.

For each category of Erasmus Mundus scholarships (A and B), students awarded the scholarship will be included in the **main list**. Students ranked in the **reserve list** are admitted to enter the program, but could benefit from an Erasmus Mundus scholarship only in case of withdrawals of the applicants selected in the main list or at a higher rank in the reserve list.

I am on the reserve list, what are my chances to be actually awarded an Erasmus Mundus scholarship?

Students in the reserve list may be awarded an Erasmus Mundus scholarship only in replacement of a student in the main list (upgrades from reserve to main list are notified by e-mail, as soon as we receive information and confirmation about withdrawals). Actually students who are on the top of the reserve list (rank 1 to 15) have better chance to be upgraded to the main list.

For the others, chances to be upgraded on the main list are very low, almost none.

Be aware that the number of applications for the Erasmus Mundus scholarships is very big (e.g. around 800 applicants for the Erasmus Mundus cat. A scholarships for the edition 2010-2012), while the number of scholarships is unfortunately limited (e.g. 12 cat. A scholarships for the edition 2010-2012).

So we also strongly recommend you to look for possible alternate funding from now !

see more information here: <http://www.emn.fr/z-de/m-europe-me3/spip.php?article16>

Until when can I wait for a possible upgrade from the reserve list to the main list?

Your scholarship status may be upgraded from reserve to main list at any time until mid September (start of the academic year), or never be. We can not be more accurate about that. Again, upgrades from reserve to main list are notified by e-mail, as soon as we receive information and confirmation about withdrawals.

What does Erasmus Mundus scholarship cover?

The Erasmus Mundus scholarship covers tuition fees, accommodation, living costs, books, etc...

Does Erasmus Mundus scholarship cover the plane ticket and the visa cost?

No, the scholarship will be paid by bank transfer monthly once you start the first academic year of the ME3 program.

TUITION FEES

What is the amount of the tuition fees to participate in the ME3 Masters course?

- The amount of the Erasmus Mundus (EM) category A student scholarship (third country) is 48,000 € for the 2-year duration of the ME3 program.
- The amount of the category B EM student scholarship (third country or European) is 20,000 € for the 2-year duration of the ME3 program.
- The amount of the tuition fees for EM scholarship (Cat. A or Cat. B) third country holders is 16,000 € (insurance included) for the 2-year duration of the ME3 program.
- The amount of the tuition fees for EM scholarship European holders is 8,000 € (insurance included) for the 2-year duration of the ME3 program.
- The amount of the tuition fees for third country non-scholarship holders is 18,000 € for the 2-year duration of the ME3 program.
- The amount of the tuition fees for European non-scholarship holders is 9,000 € for the 2-year duration of the ME3 program.

How will the tuition fees payment be made?

Students who have a scholarship from the European Commission under the Erasmus Mundus programme must pay the tuition by authorising the consortium coordinator institute (Ecole des Mines de Nantes) to debit the tuition from the scholarship. The scholarship instalment payment schedule will be determined based on the tuition fees debited at the beginning of the programme.

Students who are not granted an Erasmus Mundus scholarship are required to pay the tuition fees in two instalments:

- First instalment : 50% one month after the start of the academic year at the latest (mid October)
- Second instalment : 50% during the second semester at EMNantes (mid April)

Moreover, once accepted to the programme, participants will be charged a **non-refundable placement fee to confirm participation** in the programme. This deposit will be deducted from the tuition fee. More details will be given to the future ME3 students when they receive their acceptance letter.

The tuition fees cover registration, examination and administrative services provided by each academic institution. No living expenses or course literature, travels or accommodation are included.

In case the answer to your question is not given in this FAQ please send an e-mail to: me3@emn.fr
However, keep in mind that **no guidance regarding either your eligibility for the program or the content of your application will be given by any member of the ME3 consortium.**