

## Instructions for Applicants

### 2026-28 Intake

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## GENERAL INFORMATION

- Incomplete applications and applications completed not in accordance with the Instructions **will be rejected on the first step of the selection process.**
- Application must be completed **in English.**
- All attached documents must also be **in English.** If the original document was issued in another language, an English official/sworn translation must be also provided.
- All needed documents have to be attached to the application and submitted **before the defined deadline.** It is not possible to add documents or to make any changes to the application after the deadline.
- **You must be able to confirm all your achievements and activities (e.g. work, courses, conference participation etc.) by providing relevant documents when asked** (if you do not have such a document, don't mention it in the application).

You don't have to upload to the application all these documents when applying (further in this Instruction (**Section: "Attachments"**) you can find information which documents are mandatory to upload at this stage of the selection process). However, if you are selected, we will ask you to provide **documents confirming everything you entered in the application form, CV and motivation letter.**

- When filling in the application form, remember to save all information by clicking **"Save & Continue"** button at the bottom of each page.
- Do not use abbreviations, only full names of institutions, universities, projects etc. (e.g. *Federal University of Technology Akure*, not *FUTA*).
- Do not forget to **SUBMIT your application** before the deadline: when you have filled in the application form, attached all mandatory documents (and optional if relevant) and confirmed all mandatory statements, you need to click on the **"Send my application file"** button to submit your application (you will receive an automatic confirmation email – if not, please contact us). Only then your application will be considered by the Selection Committee.
- **We strongly recommend not to wait with an application sending until the last day of application period (the deadline day).** Because the server is under heavy load on this day, interruptions in its operation are possible. It is the candidate's responsibility to submit applications in due time and there is no possibility of the deadline extension in this case.
- **Please note that you may be asked to attend an online interview on 18th February 2026 (slots from 8:00am to 8.00pm CET - Paris time). No changes of date or timeslot will be possible.**
- If you have any questions or if you face any technical problem filling in the form, uploading documents or submitting your application, you may contact the Europubhealth+ Recruitment Team: [europubhealth@uj.edu.pl](mailto:europubhealth@uj.edu.pl).

**Before contacting us please make sure that there is no answer for your question in this Instruction or in the FAQ section of the [Europubhealth+ website](#).**

## Registration on the platform

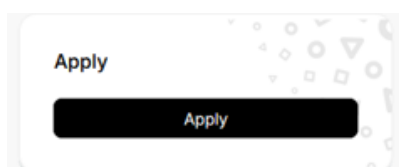
1. To apply for studies, you should have an account on our platform located at <https://emundus.izp.cm-uj.krakow.pl>
  - if you do not have an account, you can create it by clicking „**Register**” in the upper right corner
  - if you already have an account, you can use it to apply
2. After clicking „**Register**” you will be asked to complete basic information: Civility, Family and first name, Email address and Password. Choose the **Campaign**.
3. Please note that the email address that you use for your registration will be used as your username to log in and by the Europubhealth+ Consortium to contact you. Please double check if the email address provided is correct.
4. After registration you will receive an email (at the address you provided during registration) to activate your account. If you don't receive it, please check your spam-box. Once you have activated your account, you will be able to start filling in the application form, attach documents and submit your application.

## Opening the application

1. Log in to the platform.
2. Click on the current application file in **My applications** section (you will see it at the top of the page).

All campaigns    **My applications**

If you use the account created earlier, you need to add the current application file to your account in the section **All campaigns** (at the top of the page), clicking **Apply** button:



The current application file will be added to **My application** section.

3. The column on the right side of the page shows all sections that you need to fill in (**Personal Details, Mobility Track and Language Proficiency, Previous Higher Education, Work Experience, Commitment into Extra Curricular Activities, International Exposure, Referees Data, Additional Questions and Attachments**).

The list of attachments you provide will also appear on this list (**CV, Motivation Letter, English proficiency proof, Passport, University degree(s), Transcript(s), Proof of place of residence, French and Spanish proficiency proof (if relevant), and Other documents**).

## Part 1. Personal Details

Please provide all required personal information.

## Part 2. Mobility Track and Language Proficiency

1. You need to choose which university you wish to attend in the 1st year of study and which specialisation you wish to follow during the 2nd year of study.
2. The countries you are choosing for your study **must be different from your country of residence** at the time of enrolment.
3. You are **not allowed to choose the same institution** for the first and the second year of the course (NOT: year 1: Granada, year 2: Granada).
4. After choosing the places for the first and the second year of the study you will see below information about the language requirements you must fulfil to be eligible for chosen path. Please read it carefully. *In the case of any discrepancy between the information given on the application form and the Europubhealth+ website, the website shall prevail.*
5. You are then asked (1) to confirm that you meet the language proficiency requirements corresponding to the selected path and (2) to precise the type of document you are providing as the language proficiency proof(s). **Please note that without confirmations of meeting the language proficiency requirements the application submission is not possible.**

☐ I confirm that I meet the language requirements for the chosen mobility track and will provide the corresponding MANDATORY proofs as follows:

Indicate the document provided in attachment as an English language proficiency proof \*

-- Please select --

Indicate the document provided in attachment as a Spanish language proficiency proof \*

-- Please select --

[< Go back](#)[Save & Continue](#)

6. You must provide the English language proficiency proof **regardless of the path you choose**, however the minimal requirements depend on the path (*you can check the specific requirements on the [Europubhealth website](#)*).
7. If the chosen mobility path requires language(s) other than English, **you must provide also language proficiency proof for:**
  - **French** – if you have chosen the study in **Liege** or the specialisation **Promotion de la Sante et Prevention (Health Promotion and Prevention) in Rennes**
  - **Spanish** – if you have chosen the study in **Granada**
8. As a language proficiency proof, you have to provide one of the following documents:
  - **language test results** (*please check which kind of tests we accept and what is a needed minimal score on the [Europubhealth website](#)*)
  - **passport** (*please check the list of countries whose citizenship we accept as a language proficiency proof on the [Europubhealth website](#). **Non-listed citizenship cannot be accepted in any case***)

- **degree diploma** (we accept a previous higher education degree fully taught in a corresponding language (English, Spanish or French), in one of the countries listed in our requirements – please check the detailed rules on the [Europubhealth website](#))
  - **secondary education diploma** (**ONLY IN A CASE OF FRENCH OR SPANISH LANGUAGE** – please check the detailed rules on the [Europubhealth website](#))
9. A copy/copies of the proof(s) you referred to in this section have to be uploaded in the corresponding place(s) („English proficiency proof”; „French proficiency proof”; „Spanish proficiency proof”) in the **“Attachments” section**.

### Part 3. Previous Higher Education

Please note that only degrees completed at the date of application will be considered.

1. List in this section **all degree study programmes**.
2. If your previous studies in total or parts of the previous studies were followed online, **indicate it clearly** in the “Title of the degree” section as follows: *[Title of the degree] – ONLINE / PARTLY ONLINE*.
3. If the fact that the studies were followed online was due to the Covid-19 situation (i.e. if the programme is usually delivered face-to-face but it had to be delivered online as an exceptional measure), please precise it as follows: *“[Title of the degree] - ONLINE / PARTLY ONLINE **DUE TO COVID**”*.
4. You are asked to provide following information:
  - **University** name (full name, do not use abbreviations!),
  - **City** and **Country** where the university is located,
  - **Type of degree** (Bachelor/Master/Other),
  - **Title of the degree** (enter full title you have received, e.g. *Bachelor of medicine and surgery*),
  - **Area of education** (select from the dropdown list).
5. **To be eligible, candidates must have obtained a bachelor’s degree prior to the application deadline.**
6. Use **“+ Add”** (located at the bottom right) to open a next record, to enter information about a next degree.
7. In the **“Attachments” section**, you will find a space for attaching copies of your previous degrees (diplomas) and official university transcripts.

## Part 4. Work Experience

1. Please list your work experience for each type of employment, which **lasted at least one month**.
2. You are asked to provide following information:
  - **Institution:** full name of the institution you work(ed) for (do not use abbreviations!),
  - **Area of work experience:** you choose an area from the dropdown list (*Core public health, Organization of health system, Provision of health services, Social work, Public administration or Other (please specify)*)
  - **Type of work experience:** you choose a type from the dropdown list (*Paid full time employment, Paid part time employment, Practical placement/internship or Volunteering*)
  - **Country of the experience**
  - **Length of the experience** in full months (*if your employment lasted for example 3,5 months, please enter 3*).
3. Use „+ Add” (located at the bottom right) to open a next record, to enter information about a next work experience.

## Part 5. Commitment into Extra Curricular Activities

1. List in this section all activities not related to your work or learning, which you consider important. These can be for example your activity in students’ organizations, sport teams, etc.)
2. You are asked to provide following information:
  - **Type of activity** (e.g. activities in the students’ organization)
  - **Place of activity** (include also city and country)
  - **Short description** of activity (no longer than 100 words): in this description inform us also how long this activity lasted.
3. Please remember that in this section we are only interested in activities that **go beyond your academic program and/or professional work**, and that can be verified with appropriate documentation. Do not include voluntary work if it is of the same nature as your primary professional occupation (*for example, if you work as a doctor or nurse in a hospital, do not list here that you voluntarily care for patients outside your workplace as part of additional initiatives*). Such voluntary work should be included in the “Work Experience” section.
4. Do not include here your hobbies like cooking for friends, reading, long walks etc. This section of the application is your opportunity to demonstrate that you are an active person who takes initiative, collaborates effectively in teams, possesses strong organizational skills. Please remember that you may be asked to provide documents confirming the activities you mentioned.
5. Use „+ Add” (located at the bottom right) to open a next record, to enter information about a next activity.

## Part 6. Intercultural Exposure

1. In this section provide information regarding your experiences in an intercultural environment which you consider important:
  - **Education abroad, lasting at least one month**
  - **Experience abroad, lasting at least one month (except educational, tourist or private visits)**
  - **International projects realised in the country of residence, lasting at least one month**
  - **Other experience:** you can enter here information about experiences you have gained in an intercultural environment (abroad or in a country of residence), which lasted less than a month (e.g. conferences, short professional visits, but except tourist or private visits). In the description of the activity include information how long it lasted.
2. Under each category there are options **YES** and **NO**. After choosing YES, the corresponding record will open for entering data.
3. Use „+ Add” (located at the bottom right) to open a next record, to enter information about a next experience.

## Part 7. Referees Data

1. In this section, please list **two different referees** who will fill in the online recommendation form for you.
2. Provide **an institutional email address** for each of them – **no private email addresses allowed**.  
*If your referee does not use an institutional email address, please contact us by email at the address [europubhealth@uj.edu.pl](mailto:europubhealth@uj.edu.pl), to obtain permission to use his/her private address. Title your email message „Email address of a referee – request” and provide all data of your referee and a reason why using an institutional address is not possible.*
3. At least one form of recommendation should be from an academic or professional contact (lecturer, supervisor, work manager, etc).
4. Once you have saved their contact details, click on **“Send the request to referee”**. You will see the message **“Email sent to the referent”**. Your referee will then receive an automatic email from the platform with instructions on how to fill in the online recommendation form that will be added to your application file.
5. If your referees have not received the automatic email with the instruction how to fill in a recommendation form, please ask them to check their spam-box. If they still cannot find the email, you may send the automatic email again by clicking on **“Send the request to referee”**.

Number of requests sent to referee

2

**SEND THE REQUEST TO REFEREE**

The number above the button indicates how many times an email with the request was sent to your referee.

6. Please note that **you cannot fill in the recommendation forms by yourself.**
7. There are no other ways to add recommendations to your application – they cannot be sent to us by email, uploaded by you to the platform as an attachment etc.
8. **IMPORTANT !!! Remember to click “Save & Continue” at the bottom of the page to make sure all provided information is saved.**
9. If you cannot submit your application even though you have uploaded all required documents and provide all required information, it may be because your referees have not completed their recommendation forms yet. **Please note that your application cannot be submitted without both recommendation forms completed. This means that your two referees must fill in a recommendation form – if not, sending application is not possible.**

## Part 8. Additional Questions

You are asked two additional questions:

1. **When did you hear about the programme for the first time?**
2. **How did you hear about the programme?** Select all sources from which you heard about the programme. You can also indicate another source you don't find on the list (other – please specify).

## Part 9. Attachments

In this section you should upload all documents needed for applying. Some of the documents are **Mandatory** and some documents are **Optional** to upload. If a document is classified as mandatory, a submission of application will not be possible without uploading this document.

Please remember, that if you choose to study in French and/or in Spanish, the proof(s) of French/Spanish proficiency are considered **Mandatory**. Without these proofs, your application will not be considered.

*All attachments need to be uploaded to the application form in the dedicated fields. **Files' maximum size is 10MB, format pdf, jpg** (if the size or format is not correct, you will not be able to upload the document).*



You can find below a detailed description of the documents that must be/can be uploaded as attachments.

## Mandatory documents

### 1. CV:

- Any format of the Curriculum Vitae (CV) is accepted, however, [Europass format](#) is strongly recommended.
- For each experience listed on your CV, please clearly indicate the **city** and **country** where it took place.
- Do not use abbreviations, only full names of institutions, universities, projects etc. (e.g. *Federal University of Technology Akure*, not *FUTA*).

### 2. Motivation letter:

- Your motivation letter should not exceed **600 words**.
- The Motivation Letter should explain your motivations for the course and career plans.
- Write about your motivations for the course: why would you like to study public health and this particular double-degree programme, how are your career plans connected with this programme, what may be the added value for you to graduate from this course. Explain how your presence in the programme may boost your skills and experience.
- In addition, the letter should include strong justification for your second year' specialisation choice.
- Do not repeat information already provided in your CV, however you may develop it. For example, if you mention some facts in your CV (voluntary work, internships, other activities etc.), in your motivation letter you may emphasise aspects of this experience that in your opinion are important to justify your predispositions for a public health programme and/or a given specialisation.
- **This motivation letter should not be a literary work.** It should provide a concrete justification of (1) why this is a good programme for you, and (2) why you are a good candidate for the Europubhealth+ programme.
- It is recommended to mention the specific interest in the area(s) of public health you would like to work on during your studies or/and after. The letter should also include a perspective on public health beyond the individual.

### 3. English proficiency proof:

- Please upload a copy of the proof you indicate as a **Type of document provided in attachment as an English language proficiency proof** in the section **Mobility Track and Language Proficiency**, that is:
  - **language test results:** please check what kind of tests we accept and what is a needed minimal score on the [Europubhealth+ website](#)
  - OR
  - **copy of passport:** please check the list of countries whose citizenship we accept as a language proficiency proof on the [Europubhealth+ website](#). **Citizenship not-listed there cannot be accepted as an English language proficiency proof in any case**
  - OR
  - **degree / diploma:** the detailed rules in which case your degree can be accepted as an English language proficiency proof may be checked here: [Europubhealth+ website](#). In addition, **you have to demonstrate that the whole study was conducted in English**. If this is not clearly stated in a degree diploma, please attach additionally a document proving it.

#### 4. Passport:

- **For Non-European applicants: valid passport** (scanned copy of the page with the photo)
- **For European applicants: valid passport** (scanned copy of the page with the photo) or national **ID** (front and back copy)

#### 5. University degree(s):

- Upload a scanned copy of both the original university degree and the English translation (if the original degree is not in English). Do not translate your official academic documents yourself (it has to be either an official document in English issued by your university, or a copy of the original document translated by a sworn translator).
- Provide **all university degrees** you have obtained, e.g. if you are a holder of a bachelor's and a master's degree, you must upload documents related to both degrees.

#### 6. University transcript(s):

- Upload a scanned copy of both original university transcripts (statement of results) and the English translation (if the original transcripts are not in English). Do not translate your official academic documents yourself - it has to be either an official document in English issued by your university, or a copy of the original document translated by a sworn translator.
- Provide transcripts related to **all university degrees** you have obtained, e.g. if you are a holder of a bachelor's and a master's degree, you must upload documents related to both degrees.
- Please note that a percentage interpretation of grades used at your university should appear. If your university uses a grading scale other than the percentage one, the percentage-based interpretation of grades used at your university should be included on the transcript of grades or provided on a separate official document.
- Provide the descriptors of how the GPA is calculated in the country of your university (if available).
- Do not interpret grading scales by converting your country's system into another scale.

#### 7. Proof of place of residence:

- As applicants cannot choose a study pathway comprising a first or second year in their country of residence at the time of enrolment, **you must provide proof of your current place of residence** at the time of enrolment, by providing:
  - A residence certificate issued in accordance with your normal municipality registration rules, or
  - A certificate from your place of work, study or training issued by the employer or institution in question, or
  - A telephone, internet, electricity bill, or housing invoice.
- Provided documents must be in English (or with English translation) and show **both your CITY and COUNTRY of residence**. They must have been issued within a period of 12 months before the deadline of applications. If you are selected, we will ask you to provide a proof of residence dated of 2026

## Optional documents

### 1. French proficiency proof:

- If you choose a mobility track that includes classes conducted in French (the first year' study in **Liege** or the specialisation **Promotion de la Sante et Prevention/Health Promotion and Prevention in Rennes**) this attachment is **not optional, but mandatory** for you.
- Please upload a copy of the proof you indicate as a **Type of document provided in attachment as a French language proficiency proof** in the section **Mobility Track and Language Proficiency**, that is:
  - **language test results** (please check what kind of tests we accept and what is a needed minimal score on the [Europubhealth+ website](#))  
**OR**
  - **copy of passport:** please check the list of countries whose citizenship we accept as a language proficiency proof on the [Europubhealth+ website](#). **Citizenship not-listed there cannot be accepted as a French language proficiency proof in any case**  
**OR**
  - **degree diploma:** if your higher education was conducted in French in any country, you can attach the degree diploma as a French language proficiency proof. **You have to demonstrate that the whole study was conducted in French.** If this is not clearly stated in a degree diploma, please attach additionally a document proving it  
**OR**
  - **secondary education diploma:** if your secondary education was conducted in French in any country, you can attach a secondary education diploma as a French language proficiency proof. **You have to demonstrate that your secondary education was conducted in French.** If this is not clearly stated in a diploma, please attach additionally a document proving it.

### 2. Spanish proficiency proof:

- If you choose a mobility track that includes classes conducted in Spanish (the first year' study or the second year' specialisation in **Granada**) this attachment is **not optional, but mandatory** for you.
- Please upload a copy of the proof you indicate as a **Type of document provided in attachment as a Spanish language proficiency proof** in the section **Mobility Track and Language Proficiency**, that is:
  - **language test results** (please check what kind of tests we accept and what is a needed minimal score on the [Europubhealth+ website](#))  
**OR**
  - **copy of passport:** please check the list of countries whose citizenship we accept as a language proficiency proof on the [Europubhealth+ website](#). **Citizenship not-listed there cannot be accepted as a French language proficiency proof in any case**  
**OR**
  - **degree diploma:** if your higher education was conducted in Spanish in any country, you can attach the degree diploma as a Spanish language proficiency proof. **You have to demonstrate that the whole study was conducted in Spanish.** If this is not clearly stated in a degree diploma, please attach additionally a document proving it.  
**OR**
  - **secondary education diploma:** if your secondary education was conducted in Spanish in any country, you can attach a secondary education diploma as a Spanish language proficiency proof. **You have to demonstrate that your secondary education was conducted in Spanish.** If this is not clearly stated in a diploma, please attach additionally a document proving it.

### 3. Other documents:

If you are applying for the 1st year foundation course at the **University of Liege (Belgium)**, you need to attach to this section:

- **High school certificate** (diploma) with a copy translated in French or in English by a sworn translator, or an official copy in French or English.
- **Year by year official documents for the past 5 years**, if they are not covered by the last diploma (studies, (un)employment certificate...). The activities having lasted at least 3 months only must be justified. You don't need to justify sabbatical periods. The documents must be in French or in English language or translated in French or in English.

For all candidates, the “Other documents” section may be used to upload **any additional document you find relevant** to the Selection Committee.

## Sending the application

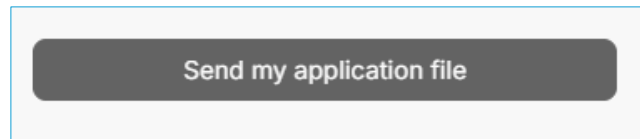
1. The column on the right of the page shows sections you have to fill in and which documents have been uploaded. It will help you identify what is left for you to do in order to successfully submit your application.

Sections 10/10

- 1 Personal Details
- 2 Mobility Track and Language Proficiency
- 3 Previous Higher Education
- 4 Work Experience
- 5 Commitment into Extra Curricular Activities
- 6 Intercultural Exposure
- 7 Referees Data
- 8 Additional Questions
- 9 Fee Waiver
- 10 Attachments
  - ✓ CV 3 Mb
  - ✓ Motivation Letter 181 Kb
  - ✓ English proficiency proof 644 Kb
  - ✓ Passport 181 Kb
  - ✓ University degrees 181 Kb
  - ✓ University transcript 570 Kb
  - ✓ French proficiency proof 336 Kb

2. Please be sure that **both recommendation forms are completed by your referees**, as without this the sending of application is not possible. When your referee submits a recommendation, you receive an automatic email with information about it.

3. When you have filled in the application form completely, attached all mandatory documents (and optional if relevant) and **both of your referees** have filled in recommendation forms, you can send the application. To do it, you need to click on the **“Send my application file”** button.



4. After the application is sent, you receive an automatic confirmation email. If you do not receive this email (please check also your spam-box), please contact the Europubhealth+ Recruitment Team: [europubhealth@uj.edu.pl](mailto:europubhealth@uj.edu.pl).
5. Please be sure that your application was sent. **Only then your application will be taken into consideration by the Selection Committee.**

## Additional Requirements for Selected Students

If you are selected to join the Europubhealth+ programme for 2026-2028 session, your first year' university will ask you to **complete a local registration process online**, and to **provide some additional mandatory documents** listed below. If you do not provide these documents, you won't be able to start the programme at all. **Therefore, we invite you to start preparing these documents as of now.**

**Regardless of the university attended, all students will have to show the original versions of their application and registration documents in order to have them verified on site** and get fully registered.

### **For students selected for the 1<sup>st</sup> year foundation course at the University of Granada (Spain):**

Once you have confirmed your enrollment in the Europubhealth+ programme, the University of Granada will ask you to provide:

- ✓ If you are a Non-European student: A Copy and the Original of your University **Degree legalized either by the Hague Apostille or by the Spanish Embassy in your home country**. If the Degree is issued in a language different from English, French, Spanish, Italian or Portuguese, you will also have to provide an official/sworn translation into English.

More

information:

[https://escuelaposgrado.ugr.es/pages/masteres\\_oficiales/tramites\\_admin\\_alumnos\\_master/modificacion\\_matricula](https://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/modificacion_matricula)

### **For students selected for the 1<sup>st</sup> year foundation course at the University of Liège (Belgium):**

Once you have confirmed your enrollment in the Europubhealth+ programme, the University of Liège will ask you to provide:

- ✓ An **ID photo** to issue your student card
- ✓ If you are a Non-European student: A **funding plan** to show your financial capability (10.000 EUR / year). It can be shown via a scholarship certificate or another means of financial capability.
- ✓ More information: [https://www.enseignement.uliege.be/cms/c\\_9780514/fr/s-inscrire](https://www.enseignement.uliege.be/cms/c_9780514/fr/s-inscrire)

### **For students selected for the 1<sup>st</sup> year foundation course at the University College Dublin (Ireland):**

Once you have confirmed your enrollment in the Europubhealth+ programme, the University College Dublin will ask you to provide:

- ✓ An **ID photo** to issue your student card

More information: <http://www.ucd.ie/students/guides.html>

### **For students selected for the 1<sup>st</sup> year foundation course at the University of Sheffield (United Kingdom):**

Once you have confirmed your enrollment in the Europubhealth+ programme, the University of Sheffield will ask you to provide:

- ✓ Possibly copies of **previous visas** if you have previously studied in the UK.
- ✓ Additional information on **English Language Qualification** if necessary for visa purposes

More information: <http://www.sheffield.ac.uk/registration/newstudents>

*Please note that the applicants' personal data is collected and processed of by the consortium and the European Agency EACEA in accordance with the following Privacy Statement:*

[https://eacea.ec.europa.eu/mobility/docs/privacy\\_statement\\_emt.pdf](https://eacea.ec.europa.eu/mobility/docs/privacy_statement_emt.pdf)