

Erasmus Mundus Master QuanTEEM

Information for Applicants

- Candidates **from all over the world** are welcome to apply for admission in the Erasmus Mundus Master QuanTEEM.
- **All applications received before a specified deadline** (check the website) are automatically considered for an Erasmus Mundus scholarship award.
- Both scholarship and self-funded applicants must submit their application through the **same online application platform** and **follow the same procedure** (click the link under 'How to apply' on the QuanTEEM website).

Prospective applicants are invited to follow the 3-step application process described below:

1. Test your eligibility

To apply for QuanTEEM, applicants must meet the requirements below:

- **Academic requirements:** All applicants must hold a Bachelor of Science (equivalent to at least 180 ECTS) or an equivalent degree in science.
- **Language proficiency:** All applicants, except native English speakers, must provide recent evidence of their proficiency in English through one of the following documents:
 - TOEFL: minimum score: 600 points (paper) or 95 points (internet) or 250 (computer-based)
 - IELTS: minimum score: 6.5
 - Cambridge English First (FCE) - Grade A or B
 - Certificate of a University Language Centre testifying that the student masters the necessary knowledge of English to function academically (specify CEF-level / minimum CEF-level B2)
- **Previous scholarship(s):** A candidate who benefits or benefited from an Erasmus Mundus scholarship can not be awarded an Erasmus Mundus scholarship to attend the QuanTEEM master's program.
- **Mobility rule:** The QuanTEEM master's programme includes compulsory physical mobility for all enrolled students (EMJM scholarship holders or not) consisting of a minimum of two study periods in two countries. **These two countries must be different from the country of residence of the student at enrollment stage.** Each of the two mandatory study periods must correspond to a workload of at least one academic semester (30 ECTS credits or equivalent) and must take place in full partner Higher Education Institutions, or under their direct supervision. Compulsory mobility periods cannot be replaced by virtual mobility (distance learning).

2. Prepare the documents required for your application

The following list of documents will have to be attached to the application in PDF format:

- A scanned copy of your passport or identity card (check the expiration date on your passport: for a regular long stay visa (more than 90 days), the expiration date must be 15 months after the day you plan to leave your country of origin).
- A Curriculum Vitae.
- A letter of motivation.
- Copy of transcript of records for your whole degree and a grading scale.
- Certified copy of your diploma(s) / degree(s) certificate(s).
- Copy of official language certificate attesting language skills in English.
- Certificate(s) of relevant professional experience (if applicable).
- Other document you consider relevant to enhance your application. Recommendation letter(s) are appreciated but not mandatory.

All application documents are to be **translated in English** (certified translations). Translations of official diplomas and transcripts must be issued by your home university or certified by an authorized translator.

You must upload all the required documents when you send your application.

3. Apply online

- Your application must be submitted online through our application portal.
- The application is divided into different steps during which you enter (see the tutorial available on the QuanTEEM website for details):
 - your personal information ;
 - your educational background ;
 - your desired Master's program(s) ;
 - other relevant information.
- Each step can be saved after full completion. All registration steps can be modified prior to final submission of the application (final step). The first step (personal information) is definitively validated after submission. An account will be created for you to be able to resume this application later. Your account details will be sent to you by email to the address you provided (check your spam box if necessary). Please, keep your details (username and password) as you will need them to resume your application before final submission.
- A special attention must be paid to the right spelling of your last name, first name, date of birth and place of residence since all information given will be used to issue your letter of admission.
- The "place of birth", "date of birth", must be filled in strict accordance with the passport information.
- Fully completed application must be submitted online before the deadline of the call. The deadline will be announced on the website.
- Incomplete and/or invalid applications will not be considered by the consortium.
- When all the required application documents have been uploaded, the application can be submitted. Documents will first be checked for eligibility. If all documents are valid, the application is approved and will be examined by the selection committee.



4. Appeal procedure

4.1 Appeal following rejection of your application

You are applying for admission in the Erasmus Mundus Master QuanTEEM at Université Bourgogne Franche-Comté. You have been notified of the rejection of your application and you wish to appeal this decision and request a reassessment of your application by the pedagogical committee.

4.2 What should the appeal contain ?

- Your surname, first name, address and contact information (phone number and email address);
- The name of the degree (Erasmus Mundus Master in Quantum Technology and Engineering – QuanTEEM);
- Your application number;
- A clear explanation of the reasons which motivate you to appeal against the rejection decision.

Your application documents have already been thoroughly assessed by the pedagogical committee of QuanTEEM. It is therefore advised to phrase your appeal in a relevant and reasoned way, clearly referring to specific documents of your application (e.g. transcripts, recommendation letter, ...). Additional documents will not be accepted.

The appeal must be sent by email to the following address: quanteem@ubfc.fr.

4.3 Timeline

Appeal must be sent **within two months after the date of notification of rejection of your application**.

From the date of receipt of the appeal, **the University has two months to answer**. A lack of response from the University within this period means that your appeal is rejected (implicit rejection decision).

4.4 Your appeal has been rejected, what can you do ?

You have several possibilities:

- Apply in other higher education institutions which could accept your application.
- From the date of rejection of your appeal by the University, explicit or implicit, you can file a legal recourse before the Administrative Court of Besançon (tribunal administratif de Besançon), 30 Rue Charles Nodier, 25000 Besançon, within two months.

