

# Erasmus Mundus Master QuanTEEM

## Applicant tutorial

This guidebook is aimed at helping you to submit your application to the Université de Bourgogne via the online application 'eCandidat'.

Application is a 5-step process:

1. Creating your account on eCandidat and your file,
2. Choosing your training program,
3. Transmitting the necessary documents
4. Receiving the answer to your application
5. Completing your administrative registration on the internet site of the 'Université de Bourgogne' if your application is successful

Preliminary remarks:

- The entire creation of an application file requires about 30 minutes.
- You need your INE number (only if you got the French 'baccalauréat' from 1995). You can find it on the transcript of your 'baccalauréat', the certificate of school attendance of previous years, or a University transcript.
- You must fill in a few administrative data: surname, first names, date of birth, etc.
- You will download documents and fill in a few surveys, depending on your application. It is very important to give a valid electronic address because emails will be sent to you. \*
- You must enter data about your 'baccalauréat' (earned or in the process of earning) or your equivalent diploma ('DAEU', 'capacité en droit',..). \*
- You must enter data about your cursus after your 'baccalauréat'. \*

**\* Students who have already registered at the 'Université de Bourgogne' must proceed to their application using their ENT username.**

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## 1. Creating your file

Upon your first connection to the application, you have 2 choices:

- You want to have a look at the training programs first: thus you only review data, you can't create your personal area / file
- You already know in which field you want to study and want to create your personal area / file.

This screen will also allow you to reconnect in order to supplement or modify your file or submit the supporting documents that you have scanned.

Create your account in order to submit your application:

- Enter your personal data
- Add an application
- Enter the training programs for which you apply

Log in in order to follow / modify your application(s):

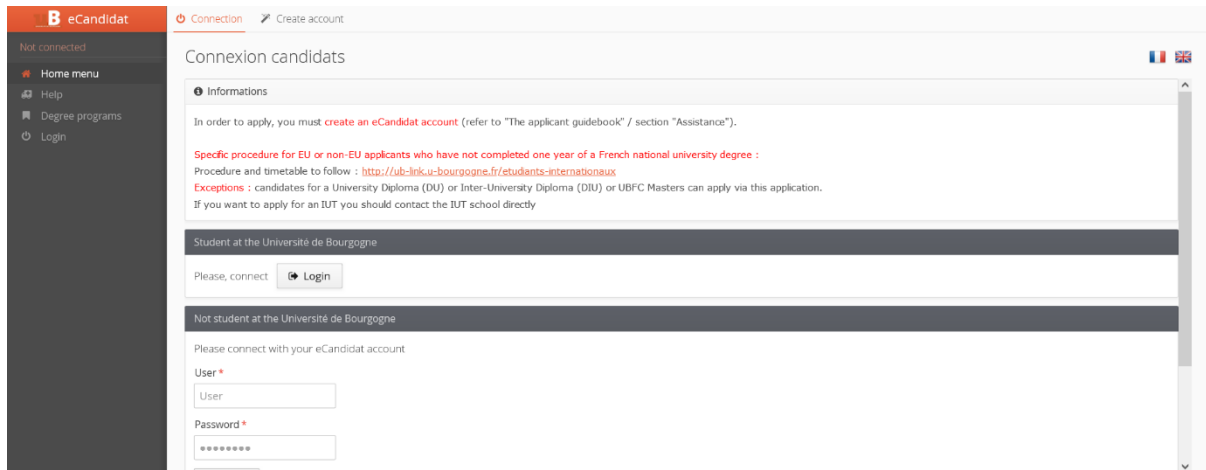
- Modify your personal data
- Add an application
- Follow the processing of your file



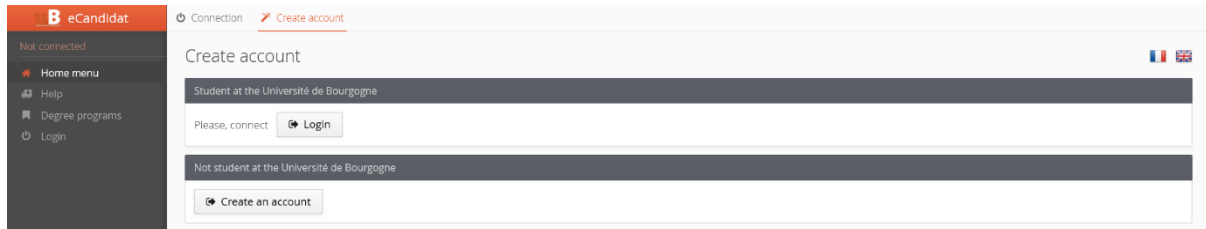
- Submit your documents
- Suppress, replace your documents until the file submitting deadline

## 1.1. Main screen

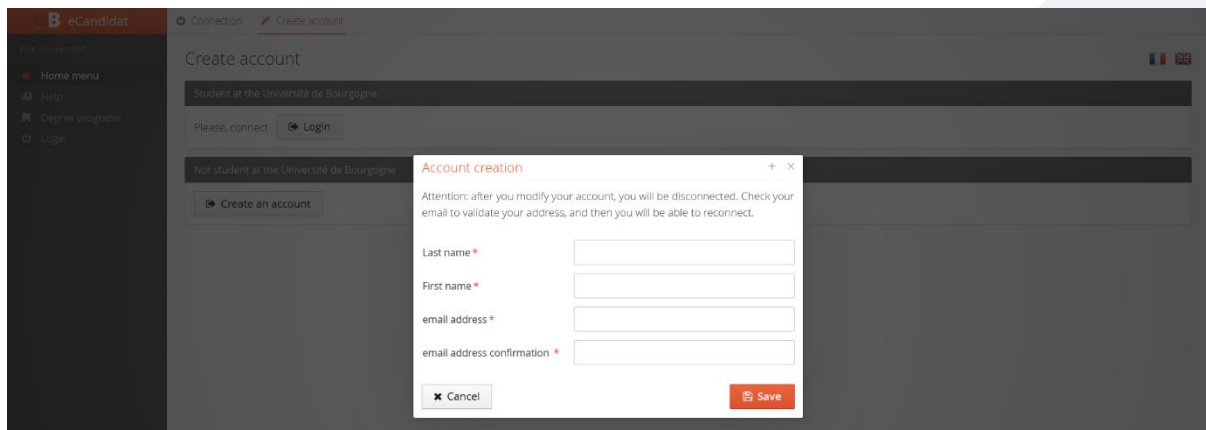
The link to the 'e-candidat' application platform leads to the following page. Note the flags on the top-right corner allowing to switch to english.



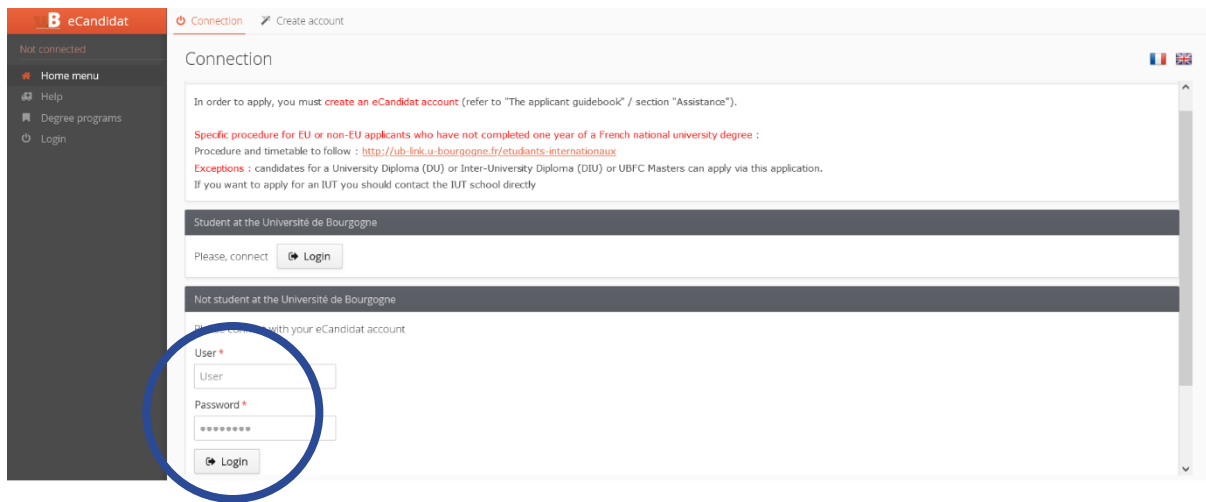
- Click on 'create account' on the top



- Then click on 'Create an account', and fill in the required information

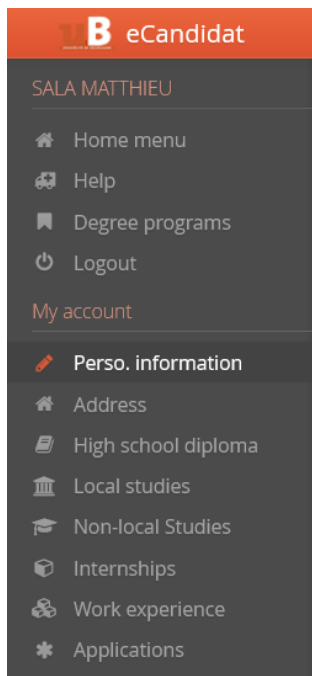


- After saving the information on step 2, you will receive an email with an ID (Identifiant eCandidat) and a password (mot de passe), and a link to follow. Click on it to confirm your email address, and use the information to log in. This link will only be valid for **48 hours**.



## 1.2. Personal information

- Click on 'Perso. information' and enter your nationality. Note that the possible nationalities are proposed in french. The INE number concern only students who studied in France. This field can be left empty.



+ ×

Modification of personal information

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

Nationality \*

INE

✕ Cancel
⌂ Next

- Then fill in the required information (the fields marked by an asterisk must be filled) and click 'save'. Again, note that the 'Country of birth' possibilities are only in french.

Modification of personal information

Title \* M.

Last name \* SALA

Married name

First name \* MATTHIEU

Other first name

Birthdate (yyyy/mm/dd) \* 2002/06/15

Country of birth \* ESPAGNE

City of birth \* BARCELONA

Preferred language \* English

Phone number

Cell phone number

Cancel Save

### 1.3. Address

- Click on address and fill in the required information and click 'Save'.

UB eCandidat

SALA MATTHIEU

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

Edit address

Country \* ESPAGNE

Foreign town \* BARCELONA

Address \* main street 1

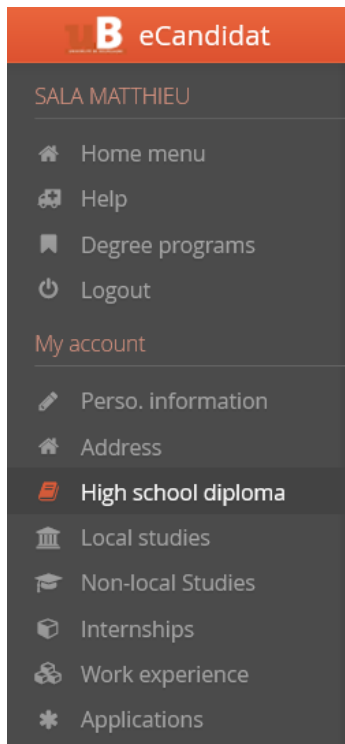
Additional address 1

Additional address 2

Cancel Save

## 1.4. High School diploma

- The high school diploma section proposes a number of options corresponding to the french high school diploma system. International students should enter the option 'titre étranger admis en équivalence'. Honors are given according to the french system.



The screenshot shows a form titled 'Year of high school diploma/baccalaureate'. The form contains the following fields:

- Year of graduation \*: 2020
- Type of high school diploma/baccalaureate or equivalence \*: 0031-titre étranger admis en équival ...
- Honors: Bien
- Country \*: ESPAGNE

Buttons: Cancel, Save

### Honors

**Assez bien** : satisfactory

**Bien** : good

**Très bien** : very good

## 1.5. Non-local studies

In this section, you will provide information regarding your academic background. It is assumed that your previous academic studies were not performed at Université de Bourgogne (uB).

The screenshot shows the 'Non-local Studies' section in the eCandidat application portal for user SALA MATTHIEU (23X4AS81). The page title is 'SALA MATTHIEU (23X4AS81) - Non-local Studies'. The page contains a table with the following columns: Year obtained, Country, Department, Town, Establishment, Training, Description of training, Obtained, Honors. The table is currently empty. There are buttons for '+ New non-local degree program', 'Modify', and 'Delete'.

- Click on 'Non-local Studies' on the left menu and on 'New non-local degree program' in order to enter information about your academic experience. Then fill in the required information. The possibilities in the 'Training' field correspond to the french system. International students should choose the 'Dip. Etablissmt étranger' (Diploma from a foreign Higher Education Institution) option. Again, the 'Honors' list corresponds to the french system. In the 'Description of training' section, provide the full name, discipline and institution corresponding to the degree program followed.

Enter a new post-high school degree program

Country \* ESPAGNE

Year obtained \* 2023

Training \* Dip. établissmt étranger

Description of training \* Full name of the diploma, discipline, institution, ...

Obtained \* Yes

Honors Bien

**Information**

For the title and level of studies, indicate the title and program respecting the following model : Level, Mention, Specialty (if applicable),  
BTS : DUT1, Information-Communication or BTS1, Information-Communication

Cancel Save

## 1.6. Internships

- Under the 'Internships' section of the left menu, click on 'New internship'. Complete the required information and click 'save'.

SALA MATTHIEU (23X4AS81) - Internships

Please indicate below all of your internships. Specify duties performed.

+ New internship Modify Delete

Year	Duration	Hours/week	Employer/organization	Description

Update an internship + ×

Year \* 2023

Duration \* 2 months

Hours/week

Employer/organization \* Quantum start-up

Description \* Short description of the Internship

× Cancel Save

## 1.7. Work experience

- Under the 'Work experience' section of the left menu, click on 'New work experience'. Complete the required information and click 'save'.

eCandidat

SALA MATTHIEU (23X4AS81) - Work experience Previous Next

Please Indicate below all your professional experience. Specify duties performed and your position.

+ New work experience Modify Delete

Year	Title	Duration	Employer/organization	Goal

Enter a new work experience + ×

Year \* 2021

Title \* Lab assistant

Duration \* 2 months

Employer/organization \* Research Lab

Goal Assist set-up an experiment

× Cancel Save

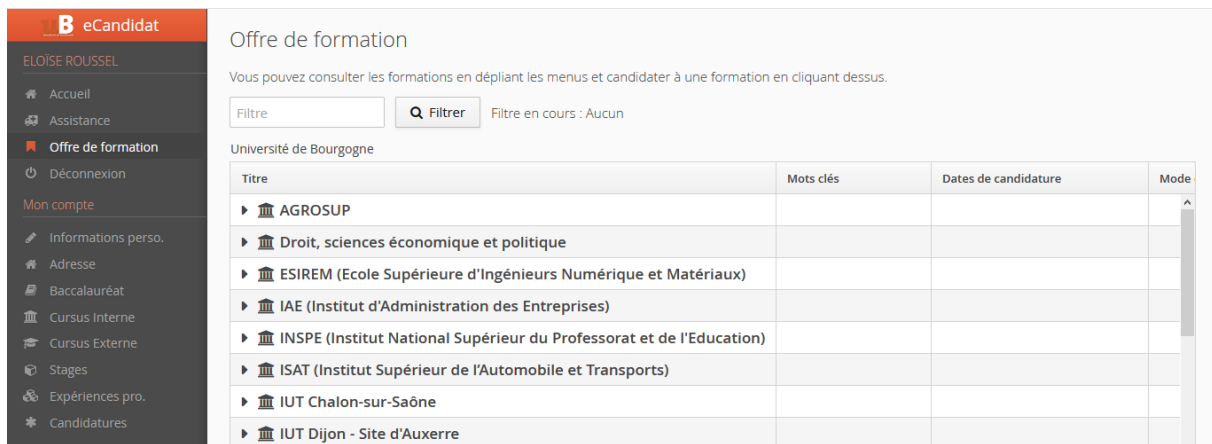




## 2. Choosing your training program

Once your file has been created and completed, you can select a training program for which you want to apply. Click on 'Applications' on the left menu, and then on 'New application'.

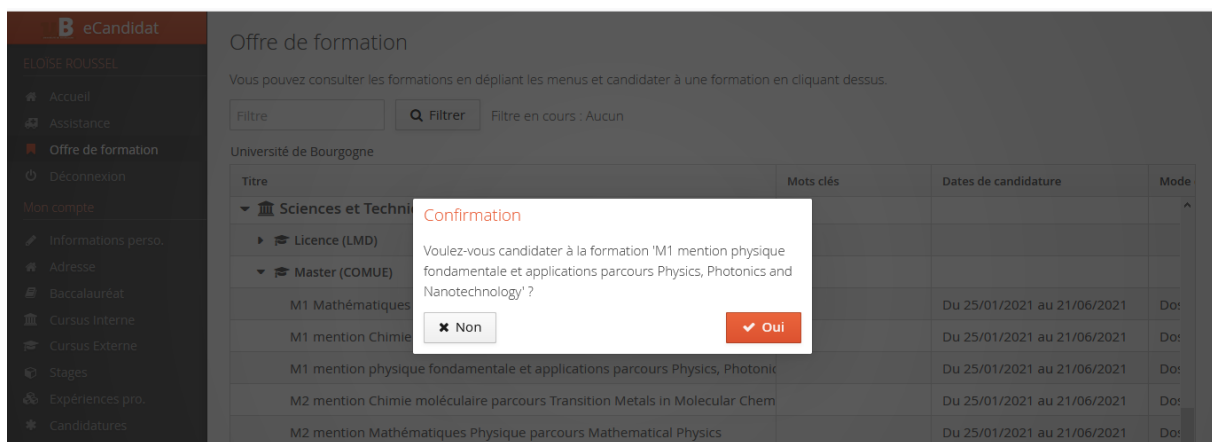
You can search for a training program using keywords in the 'filter' field. Or you can roll up the training offer by establishment using the arrow on the left of the name.



The screenshot shows the 'Offre de formation' page on the eCandidat portal. The user is identified as ELOISE ROUSSEL. The left sidebar contains navigation options: Accueil, Assistance, Offre de formation (selected), Déconnexion, Mon compte, Informations perso., Adresse, Baccalauréat, Cursus Interne, Cursus Externe, Stages, Expériences pro., and Candidatures. The main content area displays a search filter and a table of training offers from the 'Université de Bourgogne'. The table has columns for 'Titre', 'Mots clés', 'Dates de candidature', and 'Mode'. The offers listed are:

Titre	Mots clés	Dates de candidature	Mode
AGROSUP			
Droit, sciences économique et politique			
ESIREM (Ecole Supérieure d'Ingénieurs Numérique et Matériaux)			
IAE (Institut d'Administration des Entreprises)			
INSPE (Institut National Supérieur du Professorat et de l'Education)			
ISAT (Institut Supérieur de l'Automobile et Transports)			
IUT Chalon-sur-Saône			
IUT Dijon - Site d'Auxerre			

Once you click on the correct training, you will get a message asking if you want to apply. Clicking on 'yes', you will be automatically directed to an application file and you will get an application email.



The screenshot shows the same 'Offre de formation' page, but with a confirmation dialog box overlaid. The dialog box is titled 'Confirmation' and asks: 'Voulez-vous candidater à la formation 'M1 mention physique fondamentale et applications parcours Physics, Photonics and Nanotechnology' ?'. It has two buttons: 'Non' and 'Oui'. The background table shows the following offers:

Titre	Mots clés	Dates de candidature	Mode
Sciences et Techni			
Licence (LMD)			
Master (COMUE)			
M1 Mathématiques		Du 25/01/2021 au 21/06/2021	Do:
M1 mention Chimie		Du 25/01/2021 au 21/06/2021	Do:
M1 mention physique fondamentale et applications parcours Physics, Photonics and Nanotechnology		Du 25/01/2021 au 21/06/2021	Do:
M2 mention Chimie moléculaire parcours Transition Metals in Molecular Chem		Du 25/01/2021 au 21/06/2021	Do:
M2 mention Mathématiques Physique parcours Mathematical Physics		Du 25/01/2021 au 21/06/2021	Do:

## 3. Transmitting your documents

### 3.1. Apply to a training

The application screen is made of 4 zones and 4 buttons.

Récapitulatif de votre candidature - ROUSSEL ELOÏSE (21V3ITFP)

Informations détaillées

Formation **ZONE 1** mentale et applications and Nanotechnology

Statut du dossier En attente

Décision En attente

Dates utiles

Date limite **ZONE 2**

Adresse de contact

UFR SCIENC  
Master PPN  
9 avenue Al  
21078 DIJON 21078 DIJON  
Tél. : 03 80 39 59 80

**ZONE 3**

⚠ N'oubliez pas de consulter l'onglet 'Informations complémentaires'

📎 Pièces justificatives ⓘ Informations complémentaires

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 21/06/2021. Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fich	Statut	Commentaire
Une copie numérisée de votre passeport ou de votre carte d'identité	+ <b>ZONE 4</b>	En attente	
Une copie numérisée de vos relevés de notes	+	En attente	
Un CV	+	En attente	
Une lettre de motivation	+	En attente	

✕ Fermer    ✎ Annuler la candidature    ↗ Transmettre ma candidature    📄 Télécharger mon dossier

**Button 1**                      **Button 2**                      **Button 3**                      **Button 4**

**Zone 1.** Data concerning your application and its status

**Zone 2.** Useful dates concerning this training program and the application campaign

**Zone 3.** The address of the department which will follow your file

**Zone 4.** The list of the required documents and some additional information (to read).

**Button 1:** Close the window. You will be able to go back to your application. Your file and the documents you have already submitted are saved. To come back and end your application, click on the button 'ouvrir' in the menu 'Candidatures' of your personal area.

**Button 2:** Cancel your application. Cancellation is an irreversible operation.

**Button 3:** Transmit your application (electronical procedure)

**Button 4:** Download your file.

If you didn't select the right training program, you can cancel your application (button 2). **IMPORTANT: this action is irreversible and is not possible anymore if you have already transmitted your application.**

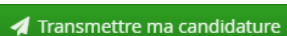
Zone 4 is made of four columns. Column 1 is the list of documents you need to submit, column 2 is where you upload your documents, column 3 shows the status of your document, and column 4 refers to remarks.

Below is the list of documents required:

Une copie numérisée de votre passeport ou de votre carte d'identité	A scanned copy of your passport or ID
Une copie numérisée de vos relevés de notes	A scanned copy of your transcripts (translated in French or English)
Un CV	A CV
Une lettre de motivation	A cover letter
Une copie numérisée de votre diplôme	A scanned copy of your diploma translated in French or English
Un certificat attestant de votre niveau d'anglais, si vous en avez un	An attestation certifying your level of English, if you have one
Vous pouvez ajouter tout autre document lié à votre projet d'études afin d'améliorer votre candidature (lettre(s) de recommandation, attestations d'expérience professionnelle...)	You can upload any other document linked to your study project to support your application (letter of recommendation, attestation of professional experience...)

Click on + to upload the document. It can be PDF, JPG or PNG. The maximum size per document is 2Mo.

Once all the documents have been submitted, you can transmit your application by clicking on

 Transmettre ma candidature

**Beware:** as long as the button isn't green, you can't transmit your file. You will get an automatic email acknowledging receipt of your file. Then you will have to wait till your file is looked into.

You can apply for another training program without having to wait for the examination and/or the decision of/upon your 1<sup>st</sup> application for admission.

### 3.2. Follow up of your application

Your file will be looked into by an ad hoc department and you will get by email the following information which will be the one or the other:

- Incomplete file
- Complete file.



You will have to visit your eCandidat personal area in order to have more information (namely about the refused documents).

In your personal area and in each application file (Zone 1 of the screen) you will see the status of your file:

- 'En attente' (file on hold): the deadline for submitting applications hasn't expired
- 'Enregistré non vérifié' (Saved but not verified): the file has been received but not yet verified
- 'Enregistré complet' (saved and complete): the file has been received, verified and is complete.
- 'Enregistré incomplet' (saved and incomplete): the file has been received, verified and it is not complete.

Result of your application to a training program:

- '**Convoqué aux entretiens**' (Called to interviews): certain training programs organize interviews as selection tests, you are admitted to go further in the application process.
- '**Convoqué aux épreuves écrites**' (Called to written tests): certain training programs organize written tests (written exercises or MCQ) as selection tests, you are admitted to go further in the application process.
- '**Admis sur liste principale**' (Admitted on the final list): your application to the training program has been accepted. You must **confirm** your application.
- '**Admis sur liste complémentaire ou liste d'attente**' (Admitted on the reserve list or waiting list) you are on the reserve or waiting list. You will be informed in case of the withdrawal of candidates from the final list and your admission on the final list.
- '**Avis défavorable**' (Rejected): your application has not been selected.

### 3.3. Your file is incomplete

If you receive an email called 'Candidature – dossier incomplet' you have to log in to your personal area and verify which document has been rejected.

In the menu 'candidatures' select the training program for which you have received the email and click on 'Ouvrir' (Open).

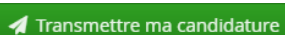
You can see the status of the document (there might be an observation with explanations). Delete the document by clicking on the button '–'.

Pièces justificatives Informations complémentaires

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le [ ] Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fichier	Statut	Commentaire
Copie du dernier diplôme obtenu	  HM16_IN_11_fiche_candidature.pdf	Refusée	Scan illisible
Copie du dernier relevé de notes	  HM16_IN_11_fiche_candidature.pdf	Refusée	Ce n'est pas la pièce demandée
Curriculum vitae détaillé (CV)	 HM16_IN_11_fiche_candidature.pdf	Validée	
Lettre de motivation dactylographiée	 HM16_IN_11_fiche_candidature.pdf	Validée	

Afterwards you can download a new document. Transmit your file by clicking on

 Transmettre ma candidature

**A file which has not been transmitted, although all the documents display a status 'transmitted', is not considered as a complete application.**

## 4. Answer to your application for admission

### 4.1. Avis favorable (accepted)


If your application is accepted ('avis favorable') you receive an email which asks you to confirm your application to the concerned training program or to withdraw it.


To access to the 'confirmation ou désistement' (confirmation or withdrawal), visit the menu 'Candidatures', select the concerned training program, then click on the button 'Ouvrir' (Open).

On the displayed screen, you can confirm ('confirmation candidature') or withdraw your application ('désistement candidature'). **Beware, withdrawing your application is irreversible.**

Pièces justificatives Informations complémentaires

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 02/03/2016. Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fichier	Statut
Copie du dernier diplôme obtenu	 HM16_IN_11_fiche_candidature.pdf	Validée
Copie du dernier relevé de notes	 HM16_IN_11_fiche_candidature.pdf	Validée
Curriculum vitae détaillé (CV)	 HM16_IN_11_fiche_candidature.pdf	Validée
Lettre de motivation dactylographiée	 HM16_IN_11_fiche_candidature.pdf	Validée

 Fermer  Confirmation candidature  Désistement candidature

### 4.2. Avis défavorable (rejected)

When you receive an 'avis défavorable', it means that your application is rejected. You won't be able to apply for this training program for the next academic year.

## 5. Administrative registration

If the commission has accepted your application and you have confirmed this answer, you have to proceed to your administrative registration. Without this step, you won't be admitted in the training program. We advise you to register as soon as possible. The registration server will open around July 7th every year.

