

## EPIC Application Process

### A walkthrough guide to completing an application

This illustrated step-by-step guide has been designed to take applicants through the application process whilst demonstrating various functions of the application database. This guide is designed to accompany the information and instructions on the website, not to replace it. Candidates should carefully read all instructions on [www.em-epic.eu](http://www.em-epic.eu) to ensure successful and problem free completion.

1. Go to > [www.em-epic.eu](http://www.em-epic.eu)
2. Select > **APPLY NOW** from the text as indicated below.

You are in: English > International > EPIC

EPIC

The Project

Partners

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Scholarships

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FAQ

**EPIC**  
EU Partnerships & International Cooperation  
with Jordan, Lebanon, Syria & Palestine

**Erasmus Mundus**

**EPIC**

**The Second Round for Call 1 is now open! The deadline for applications is 31st May 2013 23:59 GMT.**

**Only Undergraduate, Post Doctorate and Staff levels are applicable. Master and Doctorate levels are not applicable for this round.**

**When you are ready please select **APPLY NOW** to begin your EPIC Scholarship Application.**

Visit the [How to Apply](#) page and download the [Guidance Document](#) for step by step instructions on how to apply (please note that Master and Doctorate levels are not applicable for this round).

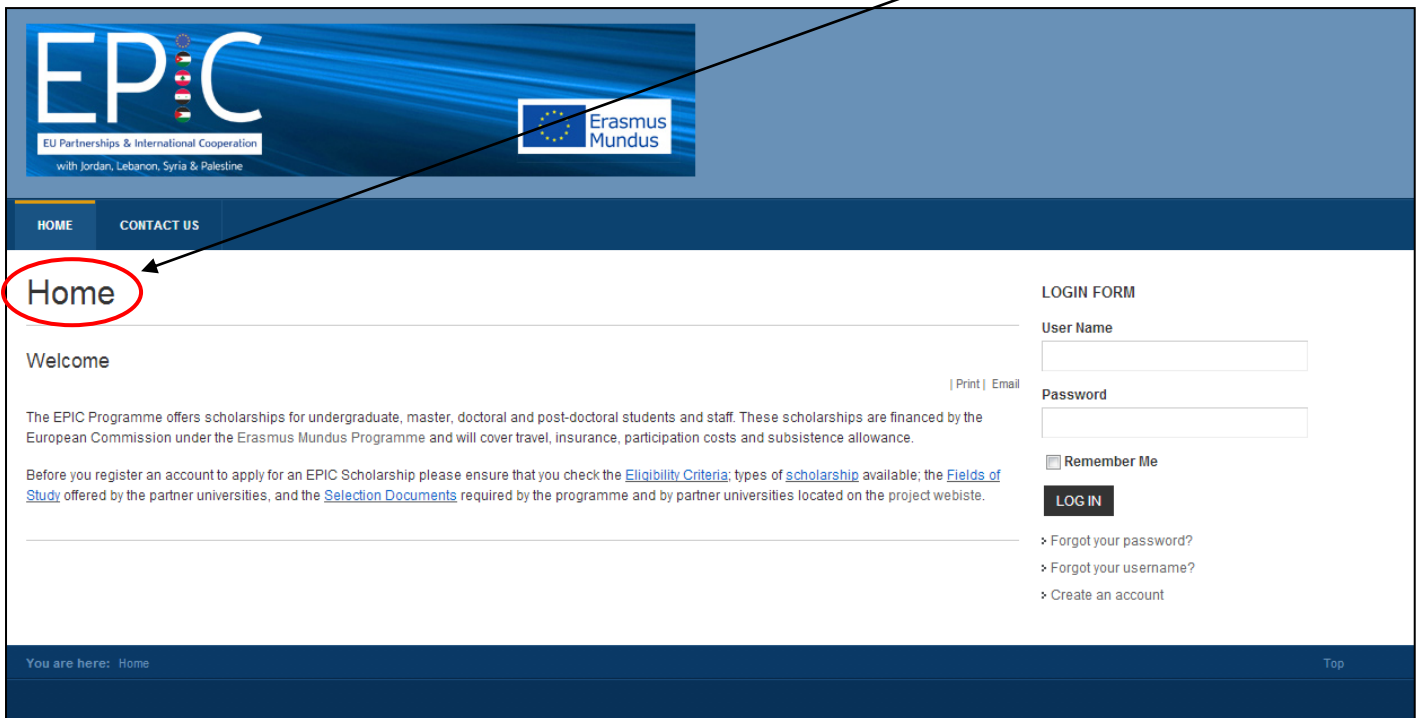
The EPIC Programme offers scholarships for undergraduate, master, doctoral and post-doctoral students and staff. With the support of the [Erasmus Mundus Programme](#) of the European Union these scholarships will cover travel, insurance, participation costs and a monthly subsistence allowance.

Visit the [How to Apply](#) page and download the [The EPIC Programme offers scholarships for undergraduate, master, doctoral and post-doctoral students and staff. With the support of the of the European Union these scholarships will cover travel, insurance, participation costs and a monthly subsistence allowance.](#)

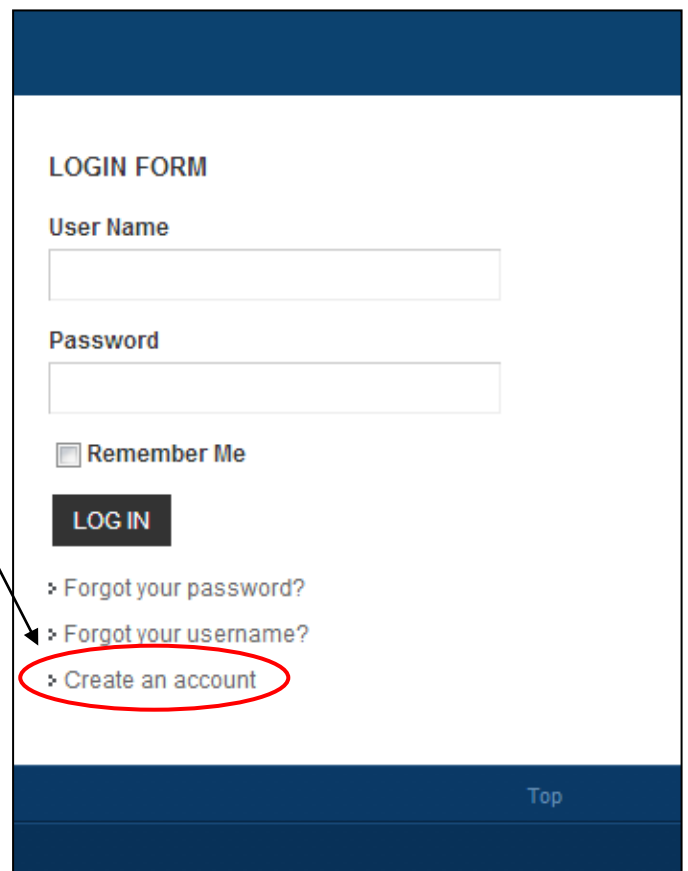
**Co-ordinated by Cardiff Metropolitan University. Funded by the EU Commission.**

Find us on Facebook

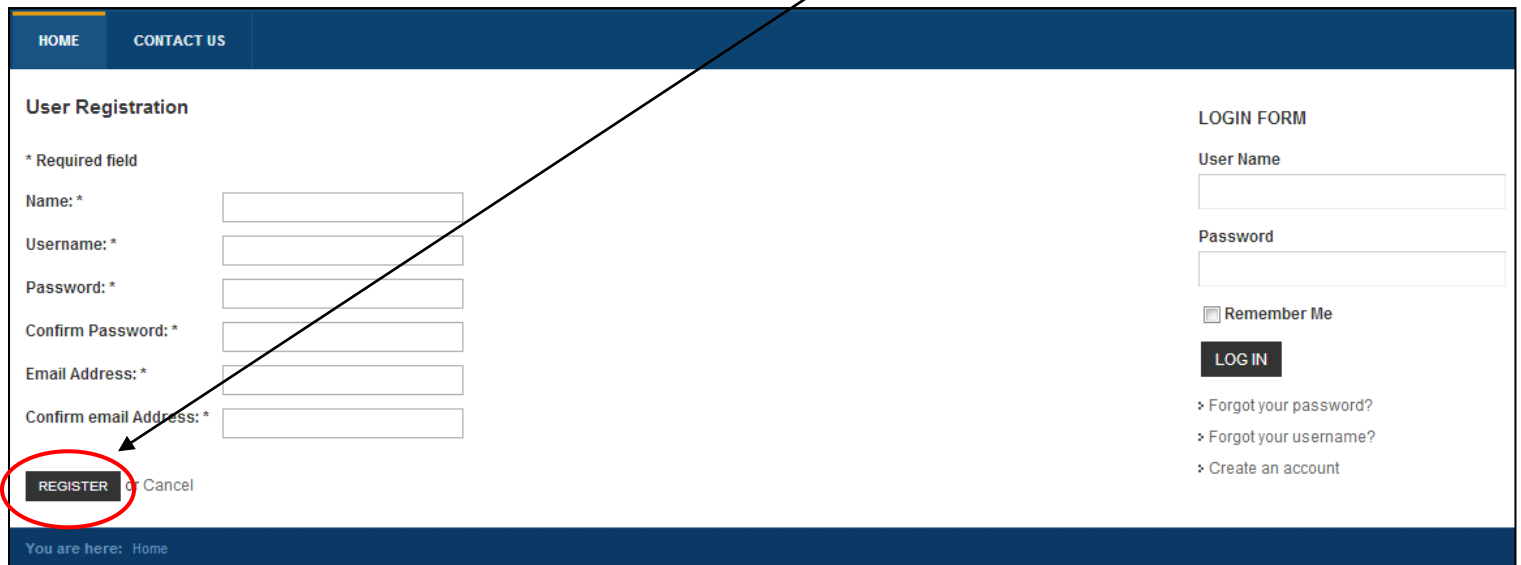
When you select this you will be redirected to the application platform homepage which will look exactly as below:



3. Select > **Create an Account** on the bottom right hand corner of the homepage.

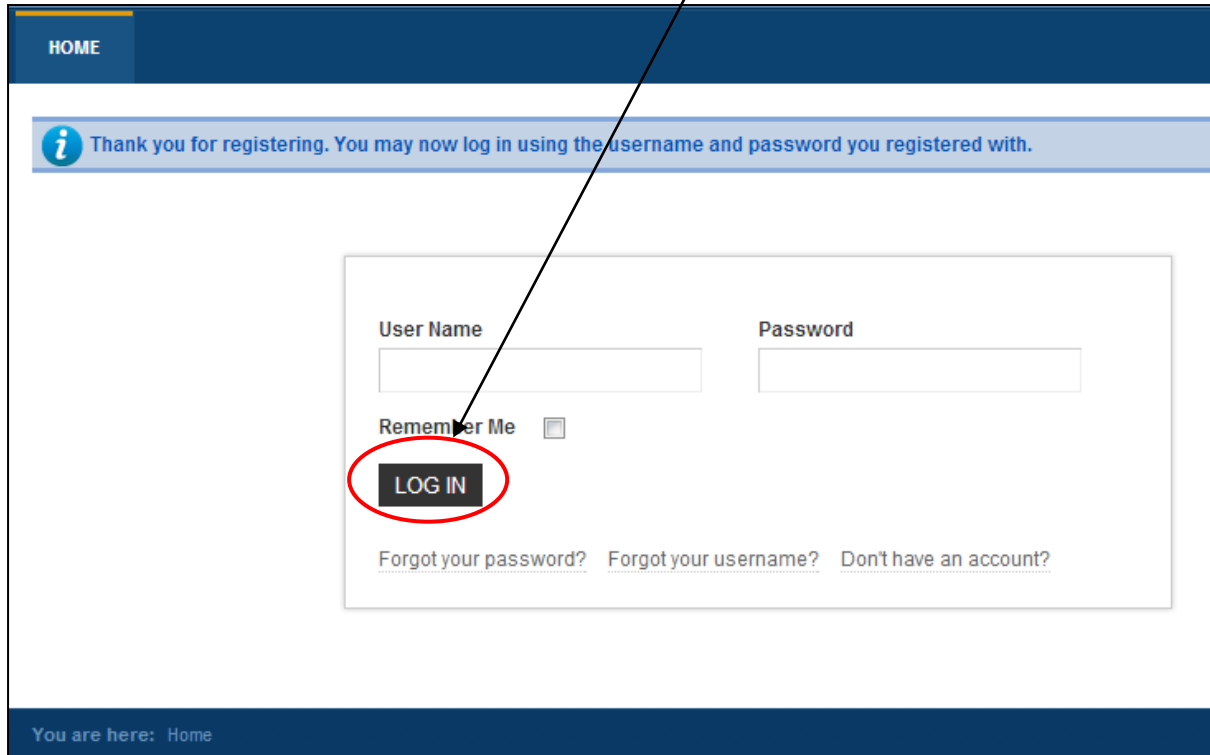


- When you select this you will be prompted to complete a series of information fields including a **Username** and **Password**. Complete the information ensuring that you enter a **valid email address**. Once completed, select **Register**



The screenshot shows a web application interface with a dark blue header containing 'HOME' and 'CONTACT US' links. The main content area is divided into two sections: 'User Registration' on the left and 'LOGIN FORM' on the right. The 'User Registration' section includes a legend for required fields, followed by input fields for Name, Username, Password, Confirm Password, Email Address, and Confirm email Address. A 'REGISTER' button is circled in red, and a 'Cancel' link is positioned next to it. The 'LOGIN FORM' section includes input fields for User Name and Password, a 'Remember Me' checkbox, a 'LOG IN' button, and three links: 'Forgot your password?', 'Forgot your username?', and 'Create an account'. A breadcrumb trail at the bottom left reads 'You are here: Home'.

- Upon successful registration, you will see the following message and screen.
- Before you start your application you will need to log in from the above screen by entering your username and password and selecting the **Log In** button.



The screenshot shows the login screen of the web application. It features a dark blue header with 'HOME' and a light blue banner with an information icon and the message: 'Thank you for registering. You may now log in using the username and password you registered with.' Below the banner is a login form with input fields for 'User Name' and 'Password', a 'Remember Me' checkbox, and a 'LOG IN' button circled in red. At the bottom of the form are three links: 'Forgot your password?', 'Forgot your username?', and 'Don't have an account?'. A breadcrumb trail at the bottom left reads 'You are here: Home'.

7. Once you have logged in, you will have to complete Steps 1 - 4.

The screenshot shows a navigation menu with 'HOME' and 'MY APPLICATION'. Under 'MY APPLICATION', there are four steps listed: Step 1: Basic Information, Step 2: Search and apply for courses, Step 3: Upload Documents, and Step 4: Submit Courses. Red boxes highlight each step name, and red 'X' marks are placed to the right of Step 1 and Step 3. Arrows from a text box on the right point to each step name.

**Step 1: Basic Information**  
Allows you to input general data

**Step 2: Search and Apply for Courses**  
Allows you to select apply for up to a maximum of 2 courses and *directs you to the link for uploading any documents that are specific to the course* you have selected such as learning agreement for undergraduate and master level, research proposal etc.

**Step 3: Upload Documents**  
Allows you to *upload documents that are common* to all your course choices such as passport, CV etc.

**Step 4: Submit Course**  
Gives you an overview of your applications. Also allows you to check the status of your applications, preview your application and submit or remove any courses.

8. Do this by clicking on the **Basic Information** option under the Step 1 for the first stage.

The screenshot shows the 'MY APPLICATION' section with a 'HOME' button. The steps are listed as follows: Step 1: Basic Information (circled in red), Step 2: Search and apply for courses, Step 3: Upload Documents, and Step 4: Submit Courses. Red 'X' marks are placed to the right of Step 1 and Step 3. An arrow from the text above points to the 'Step 1: Basic Information' text.

**Step 1: Basic Information**

**Step 2:**  
Search and apply for courses

**Step 3:**  
Upload Documents

**Step 4:**  
Submit Courses

**COURSE FAVORITES**  
No courses added to your favorites list.

9. On selecting **Basic Information**, you will see the below screen. Please read the information provided carefully and **select which Target Group you want to apply as by selecting the your option from the drop down menu** at the bottom left hand corner of the page and then select **Next**.

## Basic Information

### Target Group

Please select which Target Group you are applying under before saving and proceeding to the next stage of the application:

- Target Group 1: Applicants who are currently registered / employed at one of the EU or third-country partner universities.

- Target Group 2:

Applicants who are registered at another European, Jordanian, Lebanese, Syrian or Palestinian Higher Education Institution that is not a partner in the EPIC project;



OR


Applicants who have obtained a university degree or equivalent from a European, Jordanian, Lebanese, Syrian or Palestinian Higher Education Institution (students only).

- Target Group 3: Nationals of the third-countries concerned by the geographical lot who are in particularly vulnerable situations, for social and political reasons. For example:
  - having a refugee status or asylum beneficiaries;
  - it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination;
  - they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)

If you are a Target Group 3 Applicant, please check this box. Please note that you will need to upload document(s) certifying your state.

For further information about the Target Groups, please refer to "Who Can Apply" Page on the project website.

Target Group  

Target Group 1 

Save

Next

Previous

10. You will then be presented with a series of fields that you will need to complete regarding personal information (General Data), contact details and education background.

General Data			
Full Name★	<input type="text" value="Mark"/>	Family Name★	<input type="text" value="Smith"/>
Email	<input type="text"/>	Gender★	Male <input checked="" type="radio"/> Female <input type="radio"/>
Home Country★	<input type="text" value="Please select"/>	Marital Status★	Single <input checked="" type="radio"/> Married <input type="radio"/> Engaged <input type="radio"/> Divorced <input type="radio"/>
Nationality★	<input type="text" value="United Kingdom"/>	National ID	<input type="text"/>
Passport No.	<input type="text"/>	Passport Expiry Date	DAY <input type="text"/> / MONTH <input type="text"/> / YEAR <input type="text"/>
Passport Issue Date	DAY <input type="text"/> / MONTH <input type="text"/> / YEAR <input type="text"/>	Special need/care at the host institution in case of granting	<input type="text"/>
passport warning	You can save your data without providing passport details, but you must provide details of your National ID and upload this document as part of your application so that your nationality is evidenced. Please remember that if you are not currently in possession of a passport, you are still able to apply, but you will not be able participate in any mobility until you have a passport.	Date of birth★	11 <input type="text"/> / September <input type="text"/> / 1994 <input type="text"/>
Personal Photo★	<input type="button" value="Choose File"/> No file chosen		

Be sure to tick the **Terms and Conditions** and click **Save**. If you have forgotten to fill in any of the required fields, you will not be able to proceed.

Once you have **completed the information** accurately a **confirmation message** will appear.

The screenshot shows a user interface for an application portal. At the top, there is a dark blue header with the word "HOME" on the left. Below the header, the page is divided into two main sections: "MY APPLICATION" on the left and "COURSE FAVORITES" on the right. The "MY APPLICATION" section features the EPC logo (with the text "EPC with Jordan, Lebanon, Syria & Palestine") and the user's ID "464" and name "Smith, Mark". A progress bar follows, listing four steps: "Step 1: Basic Information" (marked with a green checkmark), "Step 2: Search and apply for courses", "Step 3: Upload Documents" (marked with a red X), and "Step 4: Submit Applications". A curved arrow points from the text above to the green checkmark. At the bottom of the page, a blue banner contains a message "Record added/updated" with an information icon, which is circled in red. A "LOG OUT" button is located in the bottom left corner. The "COURSE FAVORITES" section on the right states "No courses added to your favorites list."

11. To continue with your application, proceed in clicking **Search and Apply for Courses (Step 2)** under the Candidates Area section.

This screenshot is similar to the one above, showing the "MY APPLICATION" section. The progress bar now has a green checkmark next to "Step 1: Basic Information" and a red X next to "Step 3: Upload Documents". "Step 2: Search and apply for courses" is circled in red, and a black arrow points from the text above to this step. The "Record added/updated" message is no longer visible. The "LOG OUT" button remains in the bottom left corner.

12. You will be able to search through the courses available to you using the filters on the page.

Jump to page

Keyword

Mobility Level

Mobility Type

Language of Instruction

Host University

Classification

Number of programs matches your criteria is 463  
Current page viewing is Page No.1

Program Title	Mobility Type	Mobility Level	Course Classification	Start Date	Duration (months)	Host University	Language of instruction	
<a href="#">Bachelor in Electronics Engineering</a>	Exchange Mobility	Undergraduate	Electronic Engineering-Telecommunications	2013-09-29 00:00:00	10	Princess Sumaya University of Technology	English	<a href="#">Apply Now</a> <input type="button" value="Bookmark"/>
<a href="#">Post Doctorate in Electronics Engineering</a>	Exchange Mobility	Post-Doctorate	Electronic Engineering-Telecommunications	2013-12-31 00:00:00	6	Princess Sumaya University of Technology	English	<a href="#">Apply Now</a> <input type="button" value="Bookmark"/>

13. Note that not all results may appear on the first screen, so please use the **Jump to page** function to see all the courses that were produced by your search.

Jump to page

14. You can filter your search based on Mobility Level, Mobility Type, Language of Instruction, Host University, and Classification or simply by searching for a keyword. Please note that the Host University list will automatically be limited by the **User Profile** information. In the example below you will see that because the applicant is British, only Jordanian, Lebanese, Syrian and Palestinian Universities are available.

Host University

Classification

a is 463

ty Level Course Classification

- Yarmouk University
- Princess Sumaya University of Technology
- German-Jordanian University
- University of Jordan
- Lebanese University
- Modern University of Business and Science
- University of Saint Joseph
- Damascus University
- Arab International University
- An-Najah University



If you cannot access courses at a particular university, it is because you are not an eligible candidate based on your **User Profile** information.

For example:

- 1) If you are applying as a national of an EU country, you will only be able to see courses at Jordanian, Lebanese, Syrian and Palestinian partner universities.
- 2) If you are applying as a Jordanian, Lebanese, Syrian or Palestinian national, you will only be able to view courses at EU partner universities.
- 3) If you apply as a national of a country other than Jordan, Lebanon, Syria Palestine or any EU country, you will not be able to view any courses as you will not be eligible to apply. Please check the 'Who can Apply' section on the website for the full eligibility criteria.

15. Once you have carried out a search you will be presented with results similar to those shown below:

<a href="#">Post Doctorate in Electronics Engineering</a>	Exchange Mobility	Post-Doctorate	Electronic Engineering- Telecommunications	2013-12-31 00:00:00	6	Princess Sumaya University of Technology	English	<a href="#">Apply Now</a>	<a href="#">Bookmark</a>
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Here you have a row of information some of which is interactive. If you click on the name of the course (circled above) you will be presented with the Course Profile.

### Available Courses

Available Courses

[Back to available courses](#)

Program Title	Post Doctorate in Electronics Engineering
Mobility Type	Exchange Mobility
Mobility Level	Undergraduate
Classification	
Description	
Start Date	2013-12-31 00:00:00
Duration (months)	6
Prerequisites	none
Program Contact Person	Dr. Mahmoud Hassan
program website	<a href="http://www.psut.jo/site/en/departments-ee/electrical-engineering.html">http://www.psut.jo/site/en/departments-ee/electrical-engineering.html</a>
Required Documents	Passport CV Transcript Last Qualification Certificate Evidence of Language Proficiency Learning Agreement
Contact Person Email	m.hassan@psut.edu.jo
Department	Electrical Engineering
Language	English

[Apply to this course](#)

LOGIN FORM

Hi Mark,

[LOG OUT](#)

16. You can also use the **Bookmark** function. This function allows you to gather several courses of interest and compare and contrast them to suit your academic strengths prior to applying. You can review the courses that you have added to your bookmarks by clicking on the **Course Favourites** option under the Candidates Area.

Post Doctorate in Electronics Engineering	Exchange Mobility	Post-Doctorate	Electronic Engineering-Telecommunications	2013-12-31 00:00:00	6	Princess Sumaya University of Technology	English	Apply Now	<b>Bookmark</b>
---	-------------------	----------------	---	---------------------	---	--	---------	-----------	-----------------

COURSE FAVORITES			
Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Apply Now	✘
Mechanical Engineering	University of Jordan	Apply Now	✘

17. When you wish to proceed in applying for a programme, you can do so by clicking **Apply Now** under course favourites if you have bookmarked your course. When you click on **Apply Now** the following information will appear. You can also click on **Apply to this course** in the course profile.

## Apply to course

Apply to course

Course Title	Post Doctorate in Electronics Engineering
Required Documents	Passport CV Transcript Last Qualification Certificate Evidence of Language Proficiency <a href="#">Click Here to Upload Missing Documents</a>
Required Documents for this course	Learning Agreement <a href="#">Click Here to Upload Required Document</a>
Host University	Princess Sumaya University of Technology
Mobility Type	Undergraduate
Mobility Level	
Priority★	<input type="button" value="1"/> <input checked="" type="button" value="1"/> <input type="button" value="2"/>

You are here: [Home](#) ▶ [Basic info](#)

Check that the data is correct and select whether the course is your 1<sup>st</sup> or 2<sup>nd</sup> Priority. (Please note that 2 courses is the maximum that you can apply for but not the minimum.)

Please click the **Save Application** button after your have made your selection.

18. Upon clicking the save application button (as indicated above), you will be redirected to the 'My Courses' page and the following message will appear on the top.

Record added/updated

### My Courses

Preview your applications

ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status	
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Missing Basic/Documents	<input type="button" value="Submit"/> <input type="button" value="Remove"/>


Preview your applications

19. The **Application Status** column on this page will tell you whether your application is in progress or submitted.

20. You must then click on **Step 3: Upload Documents** (top of the page) in order to upload the missing Basic Documents so that you may complete your application.

HOME

### MY APPLICATION

 ID : 464  
Smith, Mark

**Step 1:**  
Basic Information ✓

**Step 2:**  
Search and apply for courses

**Step 3:**  
Upload Documents ✗

**Step 4:**  
Submit Applications


21. Upon selecting this option, you will be redirected to the 'Upload Documents' page as shown below:

## Upload Documents


**Back to Course Details to submit/save the course**

The below table display the status of required documents.

File Type	Maximum Allowed Files	Status
Passport	2	X
CV	5	X
Transcript	4	X
Last Qualification Certificate	1	X
Evidence of Language Proficiency	2	X

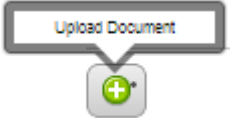


Id	user Id	Select File	Document Type	<input type="checkbox"/>
<b>No records</b>				

Display #  

*These are documents that are common and mandatory for all programmes that you apply for.*

22. Notice that the status is marked with  ; this will change to  once you have

successfully uploaded a file using the  button.

You will also see a message displayed on the top of your screen that reads:

 Record added/updated

Clicking on the **upload document** button will take you to the upload documents page as displayed below.

## Upload Documents

Upload Documents

IMPORTANT: Please note that ONLY JPEG and .GIF, files can be uploaded.

Select File★

Choose File No file chosen

Document Type★

Please select

Save

23. From the **Documents Type** drop-down menu, select the document that you are uploading and select your corresponding file using the **Choose File** option.

**\*Please note that the file must be in PICTURE formats only e.g .JPEG, .PNG, .GIF, .BMP. \***

To upload click  .

## Upload Documents

Upload Documents

IMPORTANT:

Please note that ONLY JPEG and .GIF, files can be uploaded.

Select File★

Choose File No file chosen

Document Type★

Please select

Please select

CV

Evidence of Language Proficiency

Last Qualification Certificate

Other (Optional) 5 Documents Maximum

Passport

Transcript

Save

24. Repeat this procedure until you have selected and chosen all your required documents.

25. Once you have uploaded all the required files, you should be presented with the following:

## Upload Documents

### Back to Course Details to submit/save the course

The below table display the status of required documents.

File Type	Maximum Allowed Files	Status
Passport	2	✓
CV	5	✓
Transcript	4	✓
Last Qualification Certificate	1	✓
Evidence of Language Proficiency	2	✓



Id	user id	Select File	Document Type	<input type="checkbox"/>
37358	464			<input type="checkbox"/>
37359	464			<input type="checkbox"/>
37360	464			<input type="checkbox"/>
37361	464			<input type="checkbox"/>
37362	464			<input type="checkbox"/>
37363	464			<input type="checkbox"/>

Display # 10

26. To return to the main course page click on:

**Move to submit application step-->>**

*\*Please be sure to **save** your application from the course profile page as you go along to ensure you do not have to repeat any steps*

27. Upon clicking this option, you will be redirected to the below page:

My Courses							
Preview your applications							
ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Missing Basic/Documents <input type="button" value="Submit"/> <input type="button" value="Remove"/>
Preview your applications							

28. If your Application Status still shows Missing Documents, this is because of one of the following:

- 1) You may not have uploaded all the required **basic documents**.

In this case, please go back to Step 3 and upload any documents that you may have missed.

- 2) You may not have uploaded **documents that are specific to this particular course**.

In order to upload documents that are specific to the course, click on the programme title.

My Courses							
Preview your applications							
ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Missing Basic/Documents <input type="button" value="Submit"/> <input type="button" value="Remove"/>

This will redirect you back to the course profile.

29. Here you will see a link to upload documents that are specific to that course. You must click on this link and upload the required specific documents.

## Apply to course

Apply to course	
Course Title	Post Doctorate in Electronics Engineering
Required Documents	You have uploaded all common documents
Required Documents for this course	Training / Teaching / Research Plan Recommendation Letter <a href="#">Click Here to Upload Required Document</a>
Host University	Princess Sumaya University of Technology
Mobility Type	Exchange Mobility
Mobility Level	Post-Doctorate
Priority★	1 ▾




30. this link will take you to the Upload Documents page with the option for uploading the specific documents for this course





## Upload Documents

Move to submit application step-->>

The below table display the status of required documents for the current course.

File Type	Maximum Allowed Files	Status
Training / Teaching / Research Plan	2	X
Recommendation Letter	3	X



Course Title	Select File	Document Type	<input type="checkbox"/>
		CV	<input type="checkbox"/>
		Evidence of Language Proficiency	<input type="checkbox"/>
		Last Qualification Certificate	<input type="checkbox"/>
			

You will need to follow the same uploading procedure as described above in order to upload these documents.

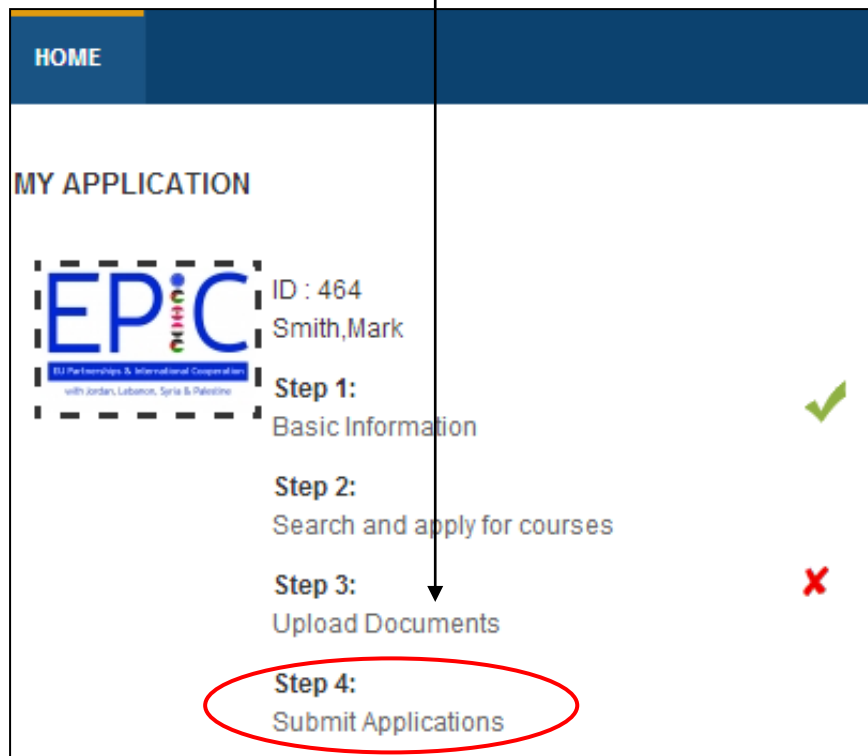
31. Once you have uploaded these documents the course profile will change to reflect the below:

Apply to course

Course Title	Post Doctorate in Electronics Engineering
Required Documents	<u>You have uploaded all common documents</u>
Required Documents for this course	<u>You have uploaded all required documents for this course.</u>
Host University	Princess Sumaya University of Technology
Mobility Type	Undergraduate
Mobility Level	
Priority★	1 <input type="button" value="v"/>

32. Please ensure that you save your application after uploading any new documents.

33. You may now progress to **Step 4: Submit Applications**.



33. When you select Step 4 and return to **My Courses** you will see that the application status of the course is complete though *not submitted*. To finally submit your application, click

**My Courses**

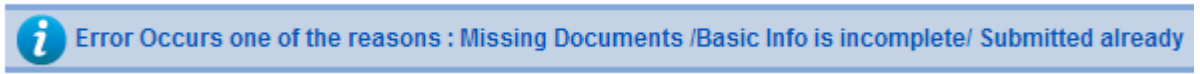
Preview your applications

ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status		
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Completed , not submitted yet	<input type="button" value="Submit"/>	<input type="button" value="Remove"/>
173	Mechanical Engineering	University of Jordan	Exchange Mobility	Post-Doctorate	10	2	Missing Basic/Documents	<input type="button" value="Submit"/>	<input type="button" value="Remove"/>

Preview your applications

**\*Once an application has been submitted, the information cannot be amended and no further documents can be added at any stage\***

34. Please note that if you try submitting your application without uploading all the documents, the database will prevent you from submitting the application. If you try to submit an incomplete application you will be presented with the error message below.



35. When you have successfully submitted an application to a programme you will receive notification on the screen:



36. When you enter **My Courses** you should see that the application status confirms that an application has been submitted and the corresponding **Submit** and **Remove** buttons are greyed out.

### My Courses

Preview your applications

ID	Program Title	Host University	Mobility Type	Mobility Level	Duration (months)	Priority	Application Status
3	Post Doctorate in Electronics Engineering	Princess Sumaya University of Technology	Exchange Mobility	Post-Doctorate	6	1	Submitted on 2012-11-08 <input type="button" value="Submit"/> <input type="button" value="Remove"/>
173	Mechanical Engineering	University of Jordan	Exchange Mobility	Post-Doctorate	10	2	Missing Basic/Documents <input type="button" value="Submit"/> <input type="button" value="Remove"/>

Preview your applications

34. If applying for a 2<sup>nd</sup> programme, you will notice that this programme is still visible as an incomplete application on the My Courses page.

35. You will need to follow the aforementioned steps to upload the specific documents for this course and then submit the application separately.

**[For any technical problems or queries, please contact the dedicated Help Desk.](#)**

We wish you the best of luck with your application!

**The EPIC Project Team**

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Cardiff Metropolitan University

Prifysgol Metropolitan Caerdydd



Erasmus Mundus