



# APPLICATION GUIDE

Please read this guide thoroughly before starting your application.

## CAN I APPLY TO THE ASC PROGRAMME?

Before you actually start your application, you need to make sure you are eligible.

- **Academic requirements:** All applicants must hold a Bachelor of Science in Chemistry or equivalent education in the field of Chemistry, Biochemistry, Physical Chemistry or Chemical physics. Students with a BSc in Pharmacy have enrolled and successfully completed the ASC master's course in the past, although they may have had to catch up in some fields of chemistry. The selection board carefully screens the academic background of each applicant (content and level) to ensure all selected students will have all chances of success.
- **Language requirements:** All courses in the ASC programme are taught in English. All applicants are therefore expected to be proficient in English (at least a B2 level according to the Common European Framework of Reference for Languages).

If you fulfill both of the requirements mentioned above, then you can start your application: <https://master-asc.eu/apply-now-2>

## APPLICATION FORM

Please find below all details to help you fill in the application form.

### STEP 1 : ACCOUNT CREATION

This first step (personal information) is definitely validated after submission. So, when creating your account, please make sure:

- To spell your name correctly.
- To use an email address to which you will have easy access throughout the application and selection process and which you will still be able to access even after leaving your current institution. It will serve as your primary email contact with our programme.



# APPLICATION GUIDE

## STEP 2 : INFORMATION & ELIGIBILITY

In the “Admission requirements” section, you will be asked the following questions:

- **Have you already benefited from an Erasmus Mundus Joint Master Degree scholarship or/and Erasmus Mundus Master Course/Joint Doctorate scholarship in the past?**

Students who have already benefited from these scholarships cannot benefit from an Erasmus Mundus scholarship a second time. If you are selected, this will be checked by the EACEA.

- **At the date of application, have you lived, resided or carried out your main activity (work, study, etc.) for more than 12 months over the last five years in one Programme country?**

*The Programme countries include:*

- *the Member States of the European Union (Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden)*
- *some non-EU Programme Countries (United Kingdom, North Macedonia, Turkey, Norway, Iceland, Liechtenstein, Serbia)*

If the answer to this question is yes, you are considered a programme country applicant (even if you have a Partner country citizenship).

- **If you are not selected for an Erasmus scholarship, would you be willing to be a self-paying student?**

If you are not selected for a scholarship and placed on the reserve list, you will have the possibility to join the programme as a self-funded student.



# APPLICATION GUIDE

## STEP 3 : ACADEMIC BACKGROUND

In the “Motivation” section, you must answer the following question:

- **Tell us why you have chosen the ASC Master’s Degree, briefly describe the impact of this academic program on the development of your main activity/education/career, tell us how you think participating in this Master’s Degree will be life-changing and discuss your motivation to study abroad**

Applicants are not required to upload a motivation letter, which means that this questions are very important and **will be read carefully by reviewers**.

Make sure you answer carefully and leave no errors and/or typos.

## MANDATORY DOCUMENTS

Before you submit your application, you will have to upload a few documents. Please note that you can upload your curriculum vitae, if applicable, but this is not a mandatory document.

You will find more details on each document below.

## RECOMMENDATION LETTERS

When you apply, you will be required to provide recommendation letters from 2 referees.

Please select referees that will be able to evaluate your suitability for the “Advanced Spectroscopy in Chemistry” Master’s programme. The referees therefore need to be fully briefed about the programme.

You can upload the recommendation letters yourself on the application platform when applying.

If your professors/referees do not want to provide you with the letters, they can send them to us directly by email to [master-asc@univ-lille.fr](mailto:master-asc@univ-lille.fr) and we will upload them ourselves to your application file.



# APPLICATION GUIDE

The letters have to be written in English and uploaded in a PDF format.

The preferred format for letters is as follows: headed letter from institution, signed by referee with official stamp. If it is not possible, a signature from your referee will suffice.

## PROOF OF RESIDENCE

The purpose of the proof of residence is to determine your personal address at the time of application. It is often required for administrative purposes in France.

To be considered valid, all of the following elements must appear on the document:

- your **name**
- your **full address**
- the **date of issuance of the document**

Please note that the document must have been **issued within 12 months** before the submission deadline. If not, it will not be considered valid.

The address on the document must match the current address you indicated in your application form.

An ID/passport is **not** considered a valid proof of residence since we have no way of knowing if the address is still correct to this day. It will not be accepted, even if you tell us your address has not changed.

Any document can be considered a proof of residence as long as it fulfills the above-mentioned requirements. In France, we often use a utility bill, for example. Any type of bill containing all the information required will be accepted.

You can ask your university for a letter attesting your address or you can ask your town office to provide you a certificate/letter of residence containing all of the information written above.

If your document is not in English, you must provide us with a translation from an official translator. In that case, please upload both the original and the translation.



# APPLICATION GUIDE

## Copies of language test scores and language certificates

All applicants (except native English speakers) must provide **recent** evidence of their proficiency in English.

All of the following documents are accepted:

- TOEFL: minimum score: 570 points (paper) or 87 points (internet)
- 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 (they must specify the CEF-level / applicant must have at least a CEF-level B2)

If you do not have a language test, you may provide a letter from your University attesting that the **medium of instruction** during your studies was English.

However, keep in mind that **it is better to provide a document stating your level**.

## Copies of transcripts of records

In this section, you must include a document containing:

- **all of the courses** followed
- **the scores obtained for each course**
- **a grading scale**

The transcripts have to be **certified copies**, meaning they must be signed and/or stamped by your University. We do not accept student copies.

If you have trouble providing certified copies, it is best to contact us ahead of time at [master-asc@univ-lille.fr](mailto:master-asc@univ-lille.fr)

If your document is not in English, you must provide us with a translation from an official translator. In that case, please upload both the original and the translation.



# APPLICATION GUIDE

## LEGAL COPIES OF DIPLOMAS AND AN OFFICIAL TRANSLATION IN ENGLISH

In this section, you are required to upload a copy of your diplomas/degrees (or your provisional certificate).

If you are still a student at the time of application and/or haven't received your diploma yet, you can provide us with a **certificate of enrollment** from your University, attesting that you have completed (or are on your way to complete) your diploma/degree. The letter has to specify **your name, the type of degree/diploma and the month in which you are expected to graduate**.

If you have graduated more than 3 years ago, provisional graduation certificates won't be accepted and you will be required to provide a copy of your diploma/degree. If you are unable to provide a copy of your diploma/degree, contact us at [master-qsc@univ-lille.fr](mailto:master-qsc@univ-lille.fr) ahead of time to explain your situation.

If you already have a Master's degree, please upload both your Bachelor's and your Master's degree/diploma.

If your document is not in English, you must provide us with a translation from an official translator. In that case, please upload both the original and the translation.

## A COPY OF THE INTERNATIONAL PASSPORT

In this section, you are required to upload a copy of your passport. National ID cards are only accepted **for European applicants**.

The passport must still be **valid** at the time of application. A proof of renewal can be accepted.

We recommend to already have a passport that is valid for the whole duration of the programme (i.e. more than 24 months).



# APPLICATION GUIDE

## ADDITIONAL DOCUMENTS

You can add up to 3 documents that you think are relevant to your application.

Please upload documents separately, don't upload all of your additional documents in the same slot. Each slot should be dedicated to one document (or one type of document).

Example of additional documents: motivation letter, abstracts to research papers you've written, internship certificates, documents related to projects, etc.

## YOU'VE UPLOADED EVERYTHING?

Before you submit your application, make sure you have completed the form and have uploaded all of the following documents:

- proof of residence
- copies of language test scores and/or language certificate
- copies of transcripts/diploma supplements stating courses followed and scores obtained per course (and an official translation in English, if applicable)
- legal copies of diploma (and an official translation in English, if applicable)
- copy of your international passport
- Two recommendation letters

Before you submit your application, make sure all of your documents are valid.

The ASC Consortium reserves the right to reject any incomplete application due to a missing or invalid document. Therefore, incomplete applications will not be taken into account.



# APPLICATION GUIDE

## A bit of advice...

The amount of care you put in your application reflects on your motivation to participate in the programme. If your application is sloppy (documents uploaded in wrong sections, invalid or barely legible documents, errors and typos in your texts, etc.), it will reflect badly on you as an applicant.

Please keep in mind that all of your documents will be looked at by the administrative staff and the reviewers. A good first impression can make a difference in a highly selective programme such as ASC.

Do not wait until the very last day to submit your application. To be eligible for assessment, your application must be complete and submitted before the deadline.

## AFTER THE APPLICATION

Once you've submitted your application, your documents will be checked by the administrative staff. If your application is complete and validated, it will be sent to the reviewers shortly after the application deadline.

Each application will be reviewed by the members of the ASC selection committee (from all the institutions of the ASC Consortium).

Selected applicants will be contacted by email and the results will be published on the website. Non-selected students will also be notified.

Applicants on the reserve list will have the possibility to participate to the ASC programme as self-funded students, if they wish to do so.

## STILL HAVE QUESTIONS?

If you haven't found answers to your questions in this document or on the website, you are free to contact the ASC office for more information at:

[master-asc@univ-lille.fr](mailto:master-asc@univ-lille.fr)