



Guide for online application on the Vinifera EuroMaster website

This guide explains how to :
(1) Obtain a password for login
(2) Login successfully
(3) Fill in the forms in pages reserved for applicants

(1) Identification of potential applicants

In the centre of the welcome page of the Vinifera website you will see a red button 'Apply Online'
Click here to sign up as a potential applicant and to give your name, nationality and email address:

The screenshot shows the Vinifera EuroMaster website home page. At the top right, there is a 'Login' button. The main header includes the Vinifera logo and the text 'European Master of Science (M.Sc.) of Viticulture and Enology'. Below the logo, the text 'GATEWAY TO MULTIDISCIPLINARY EXCELLENCE' is displayed. A navigation menu on the left lists various sections: HOME, EMAVE CONSORTIUM, VINIFERA COURSES, TEACHING STAFF, VINIFERA STUDENTS, HOW TO APPLY, STUDENT LIFE, FEES & SCHOLARSHIPS, VINIFERA SUPPORT, and VINIFERA VI. The main content area features three images: a vineyard with red barrels, a vineyard landscape, and a laboratory. Below these images, there is a paragraph describing the program and a 'More' link. A large blue arrow points to a purple 'Apply Online' button. To the right of the main content, there are logos for ERASMUS MUNDUS and CHAIRE UNESCO. At the bottom, there is a Facebook fan page link for 'Vinifera Euromaster (Official Fan page) on Facebook' with 276 likes.

Once you have sent this, you will receive a password sent by email automatically.
This allows you to login. (see next page)

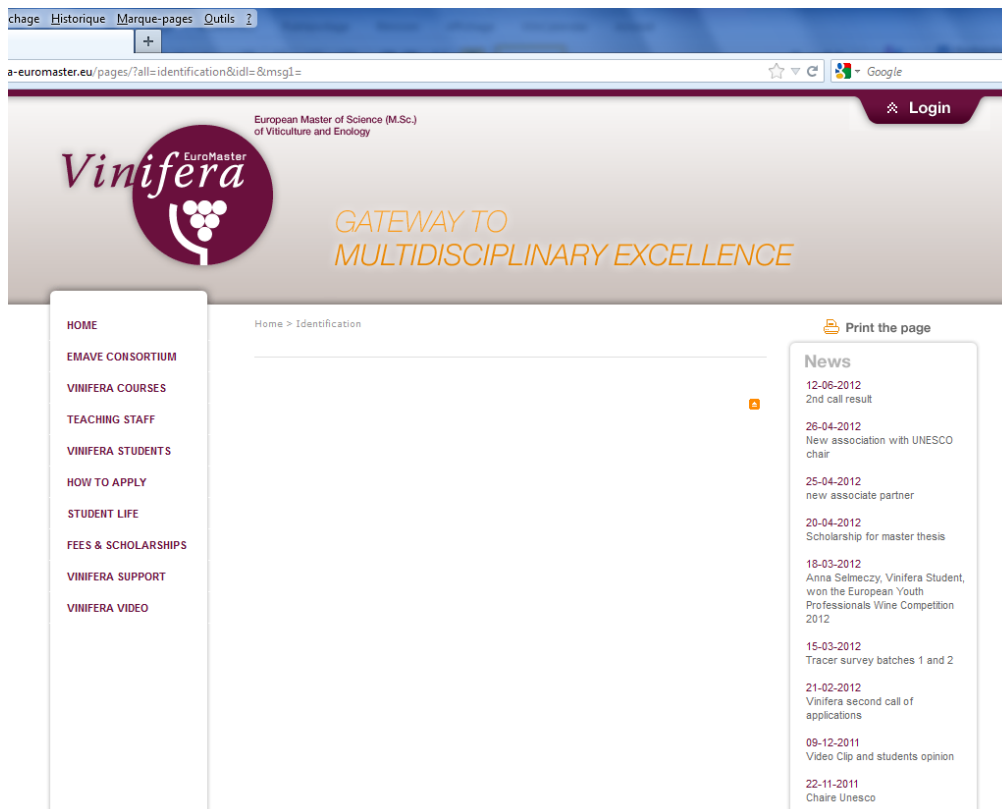
To login to the online application form, click on the Login button on the upper right hand side of the screen (see below).

You will need to enter your email address in the first box, your password in the second box, then click on 'Login'.



(2) If your login fails...

After you click on 'Login', if the page displayed is the homepage, or the following one, it means that the login has failed :



The most frequent reason for login failure is the use of Internet Explorer which blocks cookies.

(3) Page reserved for Applicants = online application form

If the email address and the password received for login are accurate, when you log in you will see a page reserved for applicants, which is an application form to be filled in. (See next figure)

Please use the dialog box on this application form instead of sending emails directly to the secretariat. We will still receive them from the site. In this way all your questions and our responses will be attached to the application form and tracked (a requirement for our quality control procedures).

HOME

EMAVE CONSORTIUM

VINIFERA COURSES

TEACHING STAFF

VINIFERA STUDENTS

• HOW TO APPLY

- Application procedure
- Selection procedure

STUDENT LIFE

FEES & SCHOLARSHIPS

VINIFERA SUPPORT

VINIFERA VIDEO

Home > How to apply

Apply online : Access reserved to applicant

Application status

Referees
Recomandation letter 1 : Ref. Unknown
Recomandation letter 2 : Ref. Unknown

Application
Identification on 16-10-2011

Dialog box
You may write here any comment, or ask questions to secretariat. The response will be given through this display message history.
[Messages history \(display/hide\)](#)

New message

Send message

Referees
You have to choose two referees who will have to provide a "Recommendation letter" to be filled in online. A password will be sent to them at the e-mail address indicated. You have to give their address as soon as possible in order that they can send their letter before deadline.

Email of Referee 1 * :

Family name * :

Print the page

News

- 12-06-2012
2nd call result
- 26-04-2012
New association with UNESCO chair
- 25-04-2012
new associate partner
- 20-04-2012
Scholarship for master thesis
- 18-03-2012
Anna Selmeczy, Vinifera Student, won the European Youth Professionals Wine Competition 2012
- 15-03-2012
Tracer survey batches 1 and 2
- 21-02-2012
Vinifera second call of applications
- 09-12-2011
Video Clip and students opinion
- 22-11-2011
Chaire Unesco

View all news

Please note: your documents can only be uploaded in the following formats:

*.doc, *.pdf, *.jpg. The pdf format is our preferred format. If your pdf file refuses to be attached, try reducing its size.

The application form can be saved at any moment while you work on it (see button **Save** in figure below). **Please double check** that you have entered all your details, and attached all the documents.

NOTE: If you do not press 'Save' before 'Submit', you may lose your information. This button is right at the bottom of the page.

Payment of Admin Fee (STEP ONE after finishing your form – See image below)

With the increasing numbers of applications to Vinifera, we are keen to ensure the efficiency and quality of the selection process, and this involves a cost. The amount requested from candidates is just a small contribution and not the total of the real cost. We regret the inconvenience it may cause to some, but it is necessary.

Once you submit your form you will be able to see it but not make any changes. **So it is important to carry out your payment of the admin fee before submitting.** The button for this is just above the button for Submitting your application. You will need a bank card for this, the cost is 30€ If you don't have a bank card, please contact us and we will send you our bank details so you can arrange a bank transfer or draft. If you are using a friend's card please email us to let us know the name of the person is paying for you so we can identify the payment.

STEP TWO

When completed please press Submit (see button **Submit** in figure below). NOTE: if you do this before the form is complete you will not be able to return to add anything and will need to contact the Secretariat to have your form unblocked. This can also be done if you need to change your referee.

6.Certified translation in English of diploma except
diplomas written in English, French, German, Italian,
Portuguese, Spanish :

Parcourir... Aucun fichier sélectionné.

At this stage, we require you to pay an administration fee (30 euros) before submitting your application.

Please do not submit your application form until you have paid the admin fee, as your access will be blocked after submission

Payment

← STEP ONE

When your application form is complete you send it electronically

Submit

← STEP TWO

Fields with * are compulsory.

If your application form is not complete, you can save a draft.

Save

Please do not send your original documents.

According to computer science and freedom law of 6 January 1978, you are entitled to access and correct your personal details.

(4) Page reserved for Referees = online recommendation letter

The Vinifera secretariat will send a password by email to the 2 referees indicated by you. **NOTE:** *Please provide the two emails at the beginning of your application process if possible, to allow the referees plenty of time to respond.*

When the referee logs in, he/she will see a recommendation letter template on the screen. The referee will fill in the required information and submit this online version by the same deadline as yours. The referee will be asked to submit a **signed copy** of this form and email it to the Secretariat. The signature is to authenticate it. He/she will receive clear instructions separately.

You do not need to send us a paper copy of your application form or your attached documents.

You will be asked to bring your original Diploma with you for the registration in Montpellier.

If you have arranged an English test after the deadline, you must send us a copy of the results by email, and if you have been offered a place we will request a scan of your certificate.

Thank you for your co-operation.

In case of problems, please don't hesitate to send a message to vinifera@supagro.fr. **Please enter your SURNAME in the subject of your email for ease of tracking. (e.g. PELLIER – Application Enquiry/Application Problem)**