

Micro-credentials in Smart Urban Coastal Sustainability – How to apply?



Instructions on how to apply for Micro-credentials in Smart Urban Coastal Sustainability

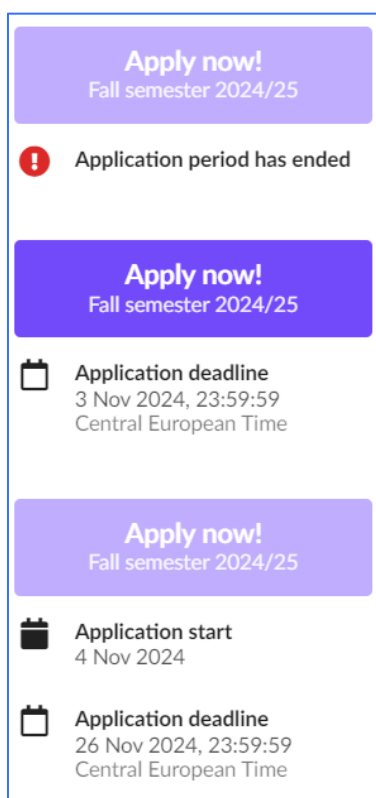
If:

- you meet the programme's requirements – you are a Bachelor student in one of the 9 partner universities of EU-CONEXUS and your English is on B2 level,
- you have already chosen the micro-credentials that you would like to participate in (available on [EU-CONEXUS website](#)),
- you have consulted the timetables of the classes (available at the website of each micro-credential separately),
- you have read the rules of the programme, [Guidelines for students](#),

you are ready to apply! 😊

1 Enter [the EU-CONEXUS application platform](#).

2 Choose the application period that is currently available:



Apply now!
Fall semester 2024/25

! Application period has ended

Apply now!
Fall semester 2024/25

📅 **Application deadline**
3 Nov 2024, 23:59:59
Central European Time

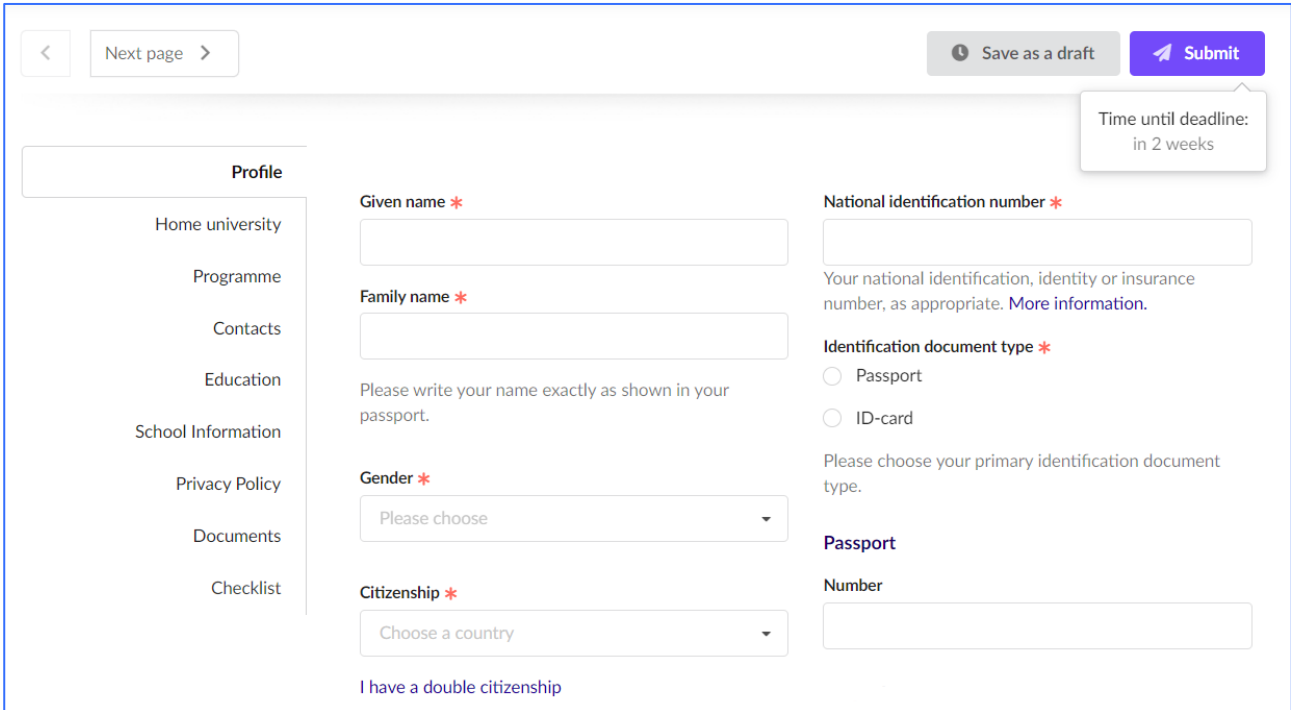
Apply now!
Fall semester 2024/25

📅 **Application start**
4 Nov 2024

📅 **Application deadline**
26 Nov 2024, 23:59:59
Central European Time

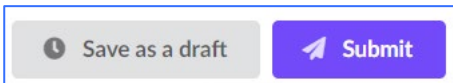
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- 3** The application form will be displayed. Please fill it in, carefully reading the instructions. The form has 9 sections and all of them need to be filled in before submitting.



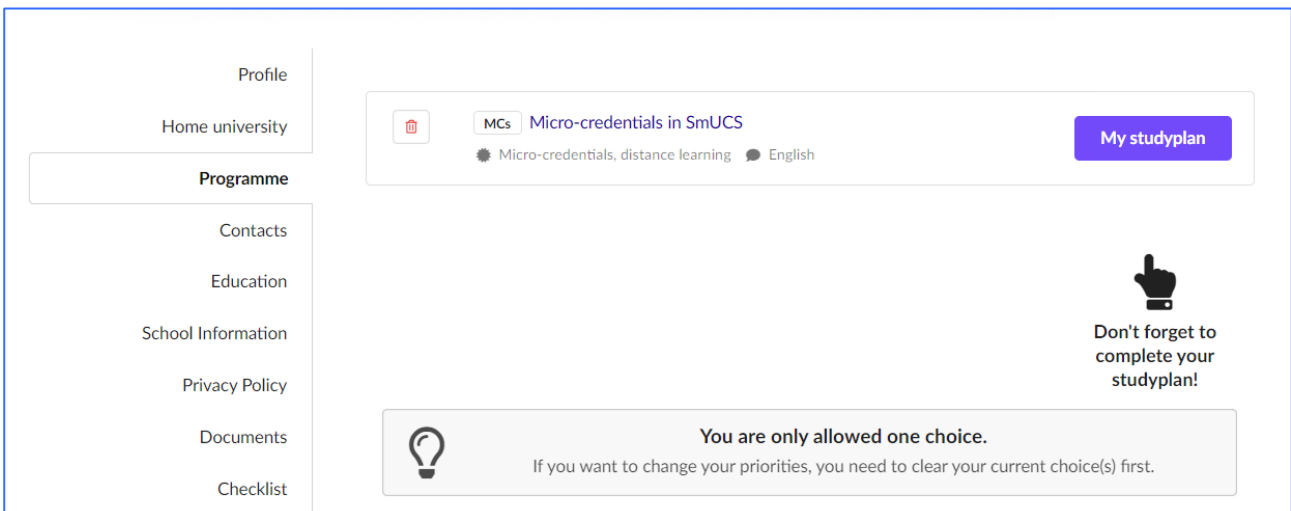
The screenshot shows a web application form for a micro-credential. At the top, there are navigation buttons: a left arrow, a "Next page" button with a right arrow, a "Save as a draft" button, and a "Submit" button. A timer in the top right corner indicates "Time until deadline: in 2 weeks". On the left, a sidebar menu lists sections: Profile, Home university, Programme, Contacts, Education, School Information, Privacy Policy, Documents, and Checklist. The "Profile" section is active. The main form area contains several fields: "Given name" and "Family name" (both with red asterisks and empty text boxes), "National identification number" (with a red asterisk and an empty text box), "Identification document type" (with radio buttons for "Passport" and "ID-card"), "Gender" (with a dropdown menu showing "Please choose"), and "Citizenship" (with a dropdown menu showing "Choose a country"). Below the citizenship field is a checkbox labeled "I have a double citizenship". A note below the national identification number field reads: "Your national identification, identity or insurance number, as appropriate. [More information.](#)"

- 4** You can save the draft of the application at any stage and come back to the application anytime, before the application deadline.



The screenshot shows two buttons: "Save as a draft" with a clock icon and "Submit" with a right-pointing arrow icon.

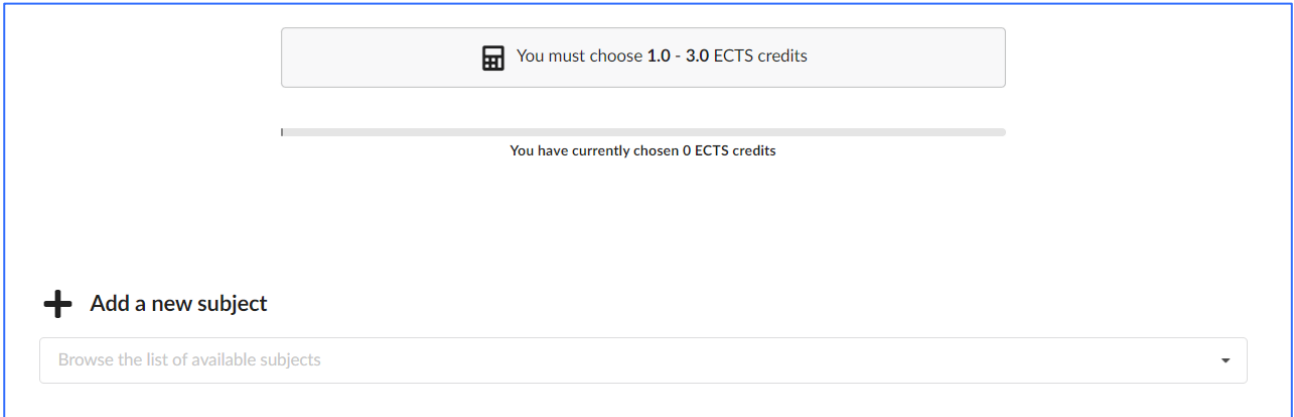
- 5** How to fill in the *Programme* section:



The screenshot shows the "Programme" section of the application form. The sidebar menu on the left has "Programme" selected. The main content area shows a card for "MCs Micro-credentials in SmUCS" with a trash icon, a gear icon for "Micro-credentials, distance learning", and a speech bubble icon for "English". A "My studyplan" button is in the top right of the card. Below the card, there is a hand icon pointing to a message: "Don't forget to complete your studyplan!". At the bottom, a lightbulb icon is next to a warning box: "You are only allowed one choice. If you want to change your priorities, you need to clear your current choice(s) first."

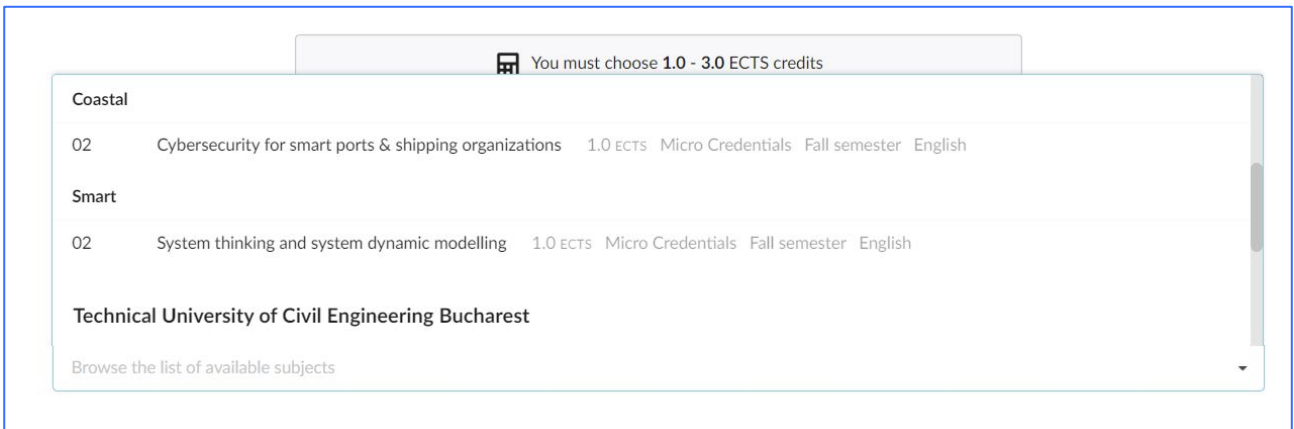
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To be able to choose the micro-credentials you want to participate in, you need to complete your study plan. After clicking on "My study plan", you get redirected to the website where you can choose the micro-credentials from the dropdown list:



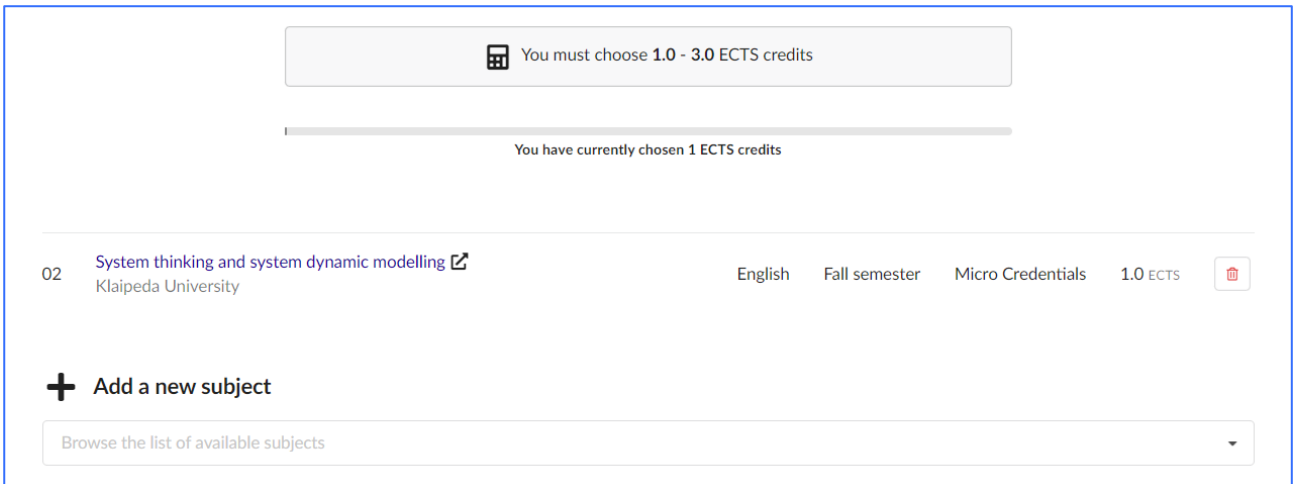
The screenshot shows a web interface for selecting micro-credentials. At the top, a grey box contains a calendar icon and the text "You must choose 1.0 - 3.0 ECTS credits". Below this is a progress bar that is currently empty, with the text "You have currently chosen 0 ECTS credits" centered underneath. On the left side, there is a plus sign icon followed by the text "Add a new subject". Below this is a dropdown menu with the placeholder text "Browse the list of available subjects" and a downward-pointing arrow on the right.

6 Once you click on the arrow on the dropdown list, a list of the micro-credentials gets displayed. They are all visible once you scroll up and down.



The screenshot shows the dropdown menu open, displaying a list of micro-credentials. At the top of the dropdown, there is a grey box with a calendar icon and the text "You must choose 1.0 - 3.0 ECTS credits". The list is organized into three sections: "Coastal", "Smart", and "Technical University of Civil Engineering Bucharest". Under "Coastal", there is one item: "02 Cybersecurity for smart ports & shipping organizations 1.0 ECTS Micro Credentials Fall semester English". Under "Smart", there is one item: "02 System thinking and system dynamic modelling 1.0 ECTS Micro Credentials Fall semester English". At the bottom of the dropdown, there is a search bar with the placeholder text "Browse the list of available subjects" and a downward-pointing arrow on the right.

Each time you click on the chosen micro-credential, it gets added to your study plan.



The screenshot shows the web interface after one micro-credential has been added to the study plan. At the top, the grey box still says "You must choose 1.0 - 3.0 ECTS credits". The progress bar is now partially filled, and the text below it says "You have currently chosen 1 ECTS credits". Below the progress bar, the chosen micro-credential is displayed in a row: "02 System thinking and system dynamic modelling" with a link icon, "Klaipeda University", "English", "Fall semester", "Micro Credentials", "1.0 ECTS", and a red trash icon. Below this row, there is a plus sign icon followed by the text "Add a new subject". At the bottom, there is a dropdown menu with the placeholder text "Browse the list of available subjects" and a downward-pointing arrow on the right.

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You can add and delete the micro-credentials to your study plan until you submit your application. You can choose minimum 1 micro-credential and maximum 3 of them per each semester.

Once you finish choosing the micro-credentials you need to save your study plan on the upper part of the same website (without coming back):

Study plan

MCS Micro-credentials in SmUCS

Please compose your proposed study plan by adding all of the subjects/courses that you want to take. Please note that there is a limit on how many ECTS points worth of courses you can select. There may be additional limits and restrictions imposed on individual courses.

[Save changes](#)

After coming back to the application form, you continue filling in the information about yourself:

- Profile
- Home university
- Programme**
- Contacts
- Education
- School Information
- Privacy Policy
- Documents
- Checklist

MCS Micro-credentials in SmUCS

Micro-credentials, distance learning English

[My studyplan](#)

Don't forget to complete your studyplan!

You are only allowed one choice.
If you want to change your priorities, you need to clear your current choice(s) first.

7 Once you get to the *Checklist*, you need to click on the task “MCs Proof of English language proficiency”:

- Profile
- Home university
- Programme
- Contacts
- Education
- School Information
- Privacy Policy
- Documents
- Checklist**

MCs Proof of English language proficiency
I have NOT uploaded language certificate yet

blocks application

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There are 4 options and one to be chosen out of them:

MCs Proof of English language proficiency

To be eligible, you need to have English level B2.
Please **attach relevant proof of your English language proficiency**. If you want to attached more than one file, please merge them together into one PDF.

If you do not have any certificate or proof of English, please check your level by completing **online English Placement Test** (max. 25 min: academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test) and attach the certificate provided in PDF.

Your home university will check your document and will contact you in case an additional verification of your English level is necessary.

Special case: If you are SETU/WIT student with English as your first language, choose this option and upload your identity document. For SETU/WIT students only.

Please choose one of the options below to best reflect your preference or current situation.

- I have NOT uploaded language certificate yet
- I am SETU/WIT student with English as my first language. I am uploading my ID/passport/driving licence (one of them).
- I am attaching my English certificate - sufficient proof of min. B2 level
- I have completed online English Placement Test test and I am attaching the certificate
If you do not have any certificate or proof of English, please check your level by completing online English Placement Test. It will take you maximum 25 minutes to complete it. Later on, attach a PDF file with the certificate provided.
academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test

If the above statuses don't fully reflect your current situation, please add additional comments below:


Additional comments

If you choose the 1st option, “I have NOT uploaded language certificate yet”, your application will be put on hold. Remember to save the draft, so that the application is prepared for when you are ready to continue with it. The system will send you reminders to complete this task every 3 days.

If you choose the 2nd option, “I am SETU/WIT student with English as my first language. I am uploading my ID/passport/driving licence (one of them).”, being a student of South East Technological University or Waterford Institute of Technology in Ireland, and English native speaker, you just need to upload a photo/scan of your ID, passport or driving licence. No need for English level proof here. This refers only to students with English as the first language. If you are a foreign student studying at SETU/WIT, you are still required to upload a certificate or take a test.

If you scroll down, below the text, on the right-hand side, you can find the window that allows you to submit the document:

If you have been instructed to attach documents to this task you can do so below:

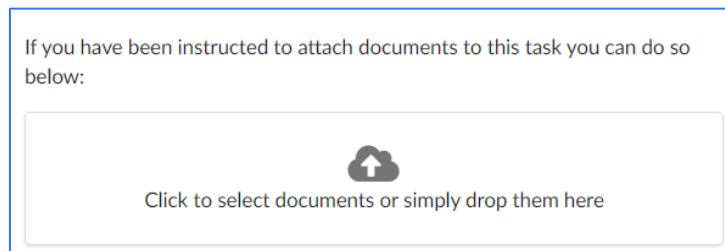


Click to select documents or simply drop them here

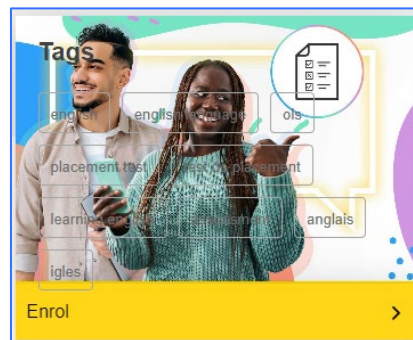
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If you choose the 3rd option, “I am attaching my English certificate – sufficient proof of min. B2 level”, you should upload an official certificate that demonstrates your level of English (B2 is the minimum English level required for this programme). It can be any official certificate (IELTS, TOEFL, CEFR, Cambridge or equivalent) or exam you have taken at your university.

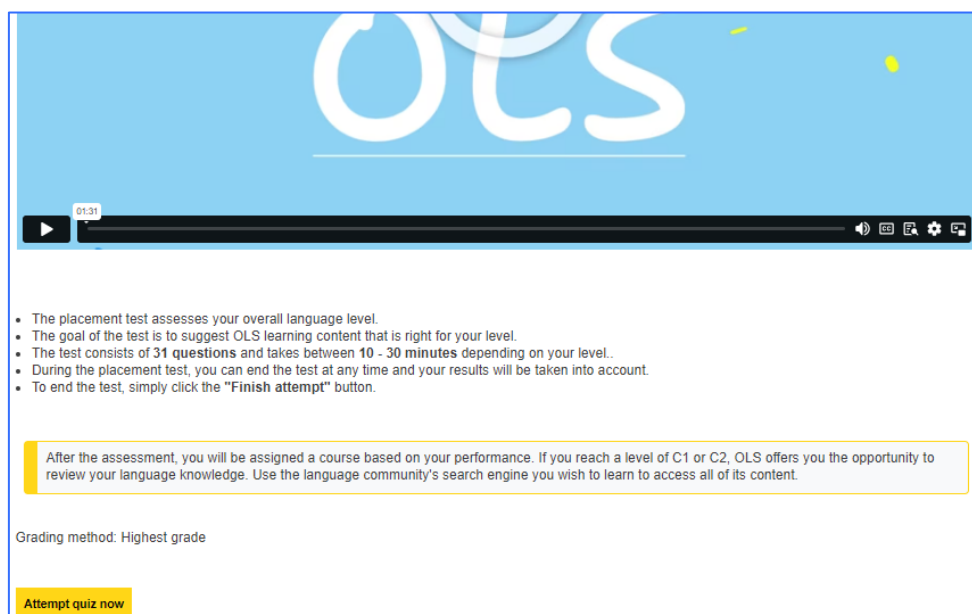
If you scroll down, below the text, on the right-hand side, you can find the window that allows you to submit the certificate:



If you choose the 4th option, “I have completed online English Placement Test and I am attaching the certificate”, you need to enter the website indicated (official website of EU Academy) and log in/register to be able to take the test:



After clicking on “Enrol”, you will be redirected to the starting website. Scroll down until “Attempt quiz now” yellow button and click on it:




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English Placement Test will start then. It should take you around 20-25 minutes to complete it. Once the test is finished, you get the results of your English level in a form of a certificate.

To download the certificate, click on the 3 dots on the right-hand side and then on the “Download” button:

English Placement Test



Congratulations, Your result:

Based on your result, you will be granted access to "English Learning Community and Resources".

[Go to dashboard](#) [Retake assessment](#)

english-placement-test

English Placement Test Certificate

Download

Share

Tip: You can find this certificate on your dashboard in the section "My achievements".

The certificate looks like this:

ONLINE LANGUAGE SUPPORT

Erasmus+ | European Solidarity Corps


Brussels

THIS IS TO CERTIFY THAT

HAS SUCCESSFULLY COMPLETED THE

English Placement Test

AND HAS BEEN RECOMMENDED TO ENROL IN THE COURSE AT LEVEL:

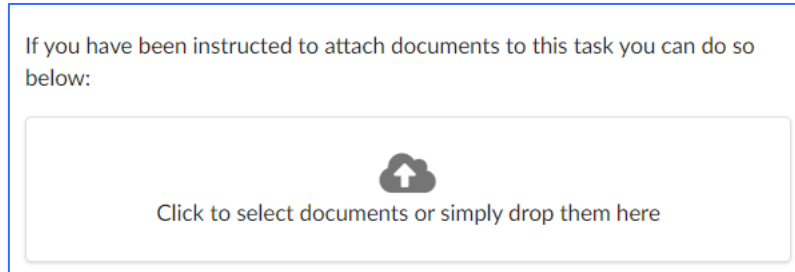


This certificate can not be used as an official assessment and/or completion certification of a CEFR level. The purpose of the certificate is to propose the most suitable course on OLS for the learner.

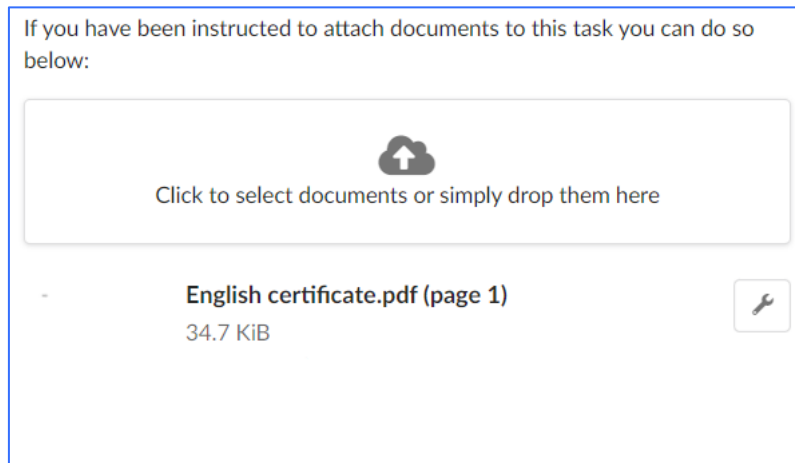
eu | academy

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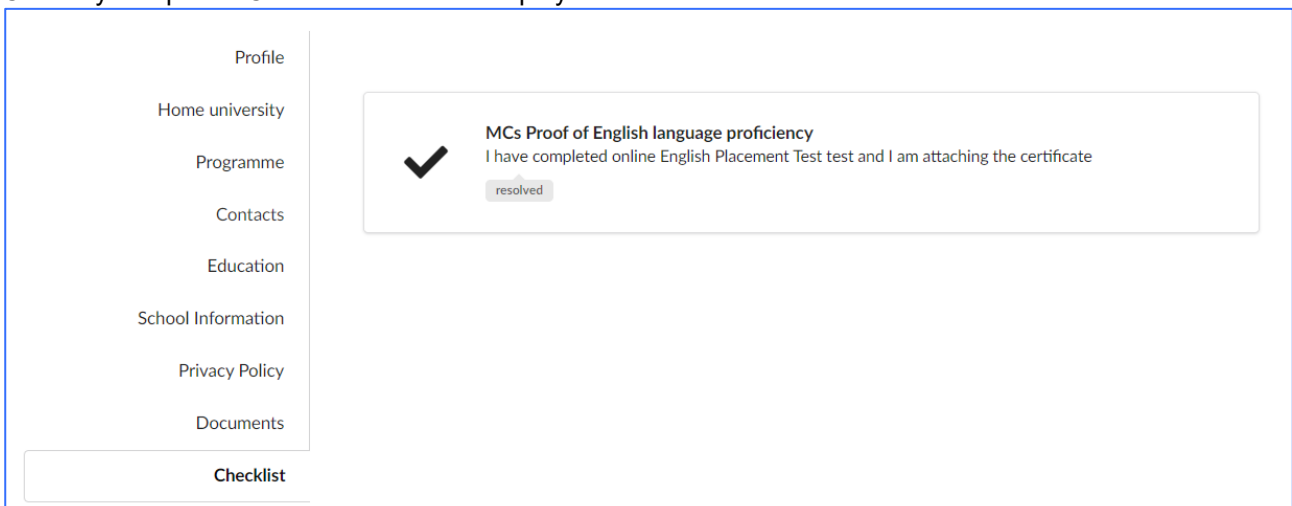
Coming back to the application form for micro-credentials, where you left it: if you scroll down, below the text, on the right-hand side, you can find the window that allows you to submit the certificate:



Correctly updated document should be displayed like this:

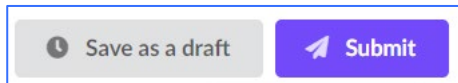


Correctly completed Checklist should be displayed like this:

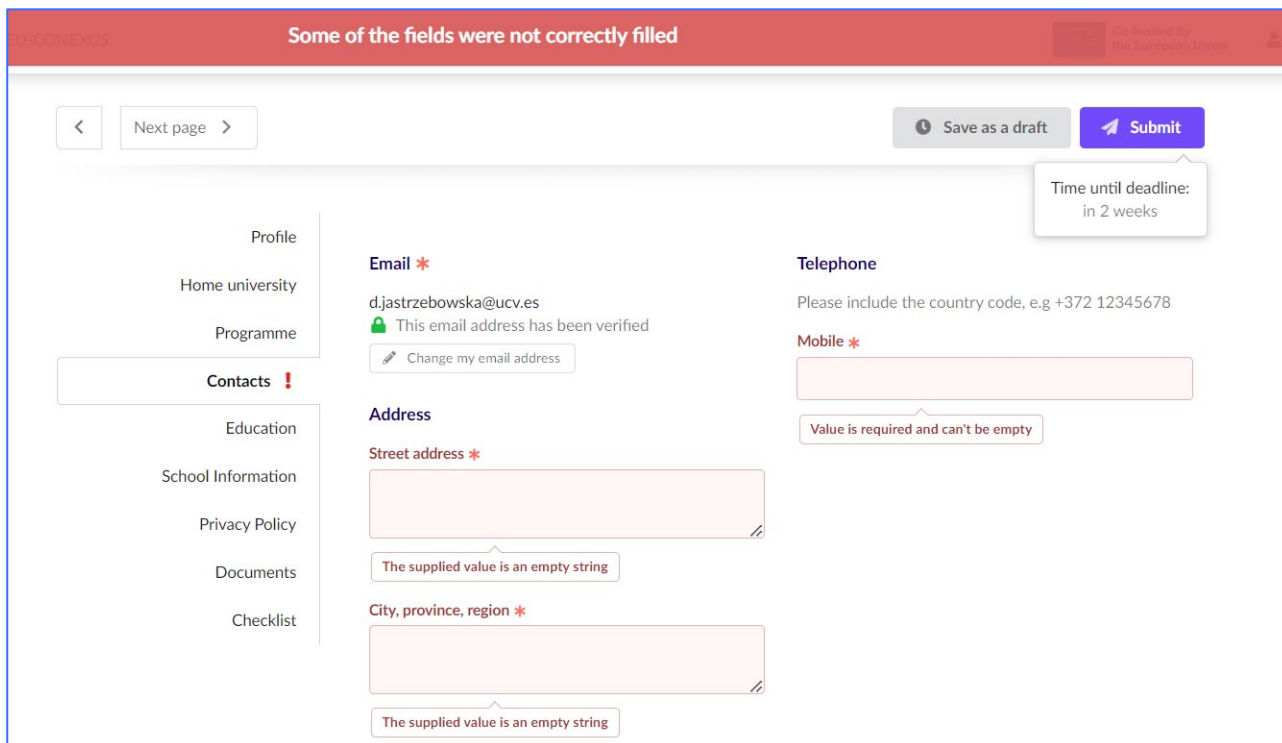


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8 Once your application is completed, you need to submit it:



If there are some mistakes in the application, the platform will let you know about it:



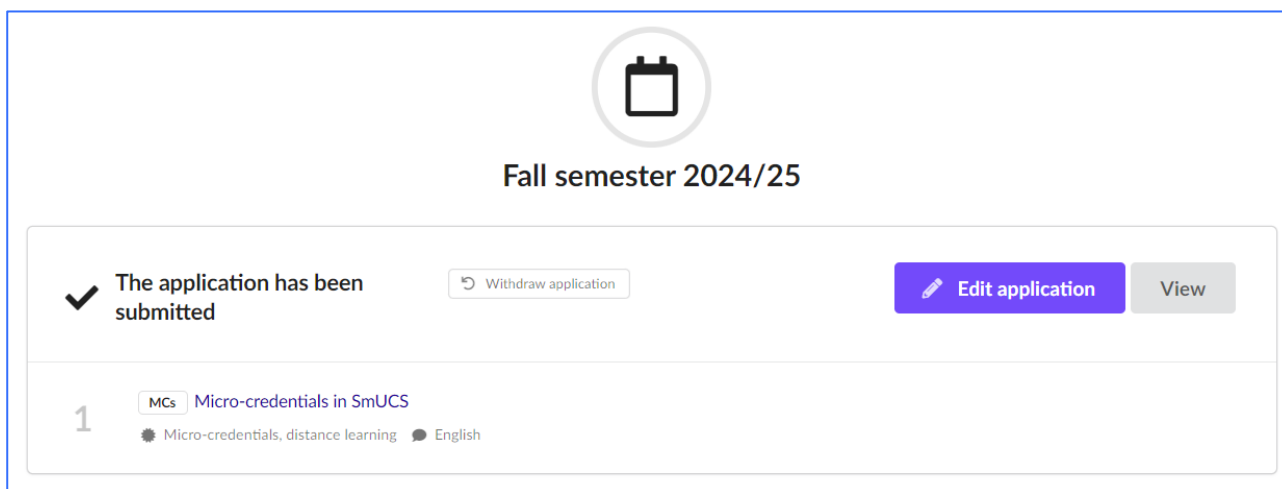
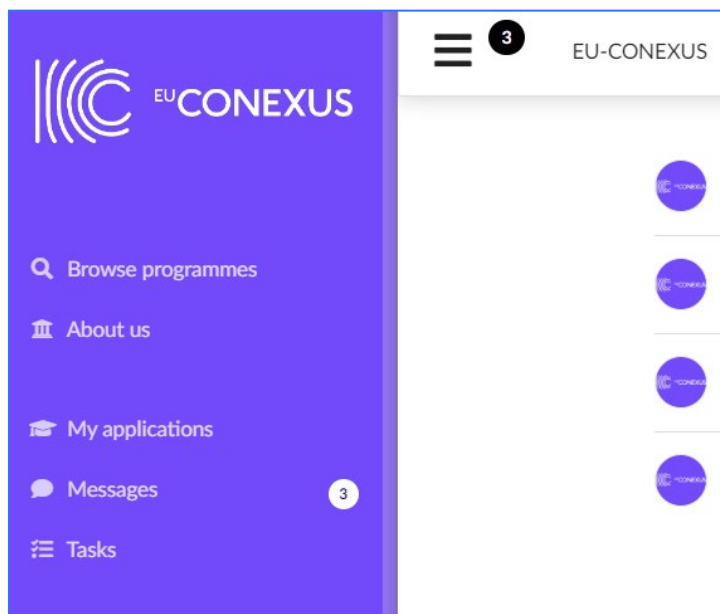
The screenshot shows a web interface with a red header bar that reads "Some of the fields were not correctly filled". On the left is a navigation menu with items: Profile, Home university, Programme, **Contacts !**, Education, School Information, Privacy Policy, Documents, and Checklist. The main content area contains several form fields:

- Email ***: Contains "djastrzebowska@ucv.es" with a green lock icon and the text "This email address has been verified". Below it is a "Change my email address" button.
- Address**:
 - Street address ***: An empty text input field with a red error message below it: "The supplied value is an empty string".
 - City, province, region ***: An empty text input field with a red error message below it: "The supplied value is an empty string".
- Telephone**: A section with the instruction "Please include the country code, e.g +372 12345678". It contains an empty text input field for "Mobile *" with a red error message below it: "Value is required and can't be empty".

At the top right of the form area, there is a "Time until deadline: in 2 weeks" notification. Navigation buttons include "Next page" and "Save as a draft" / "Submit".

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9 After submitting the application, you can take a look at it at the menu on the left-hand side of the platform, at “My applications”:



And that is all 😊 If you need more specific help with your application, send an e-mail to the Micro-credentials Officer of your university. List of the Officers might be found [on our website](#) in “Contacts” section.

Thank you for your attention and for applying for Micro-credentials programme!

Regards,
EU-CONEXUS Team