

Department of Audio and Visual Arts - Ionian University

Master of Research in Hybrid Arts

Registration Application Platform



<https://avarts.ionio.gr/mares/apply/>

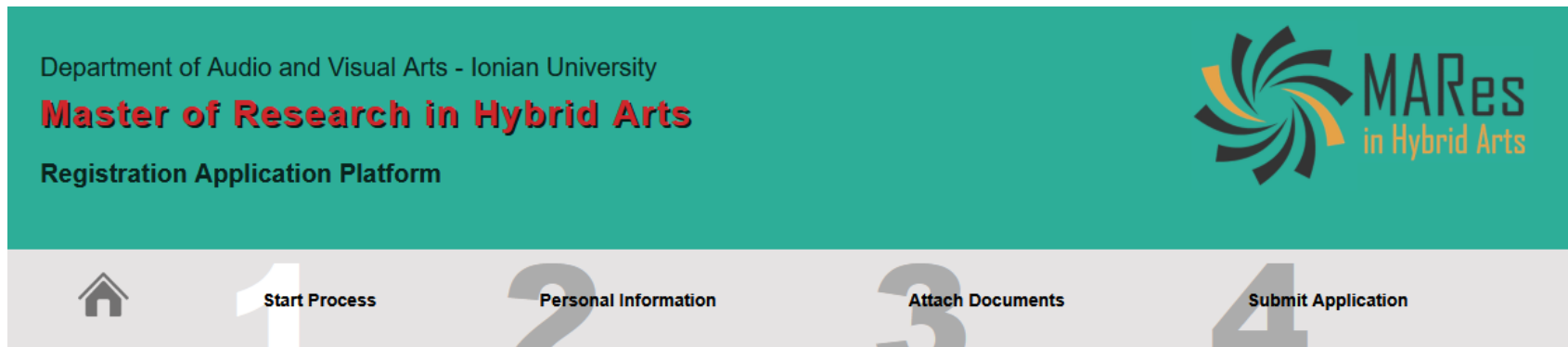
Guide for Submission of Online Applications

for the **Master of Research in Hybrid Arts**

General instructions:

- The submission process consists of four (4) steps:
 1. Start Process
 2. Personal Information
 3. Attach Documents
 4. Submit Application
- To proceed to each subsequent step, you must have completed the previous one. If you do not follow the linear process, the system will not allow you to proceed.
- During the process, you may return to previous steps, except for Step 1.
- In all steps, the information you have entered up to that point is temporarily saved and you can stop the process without risk of losing it. If for any reason you return to Complete Temporary Submission (see page 20 of the Guide), the information will be available as you entered it.

- When Step 1 is completed, you will receive the Registration ID in the email you provided, which is unique and must be kept until the process is finally completed. If you do not finalize your submission on your first visit, you may return and enter the Registration ID in the Registration ID field of the same name on the first screen of the application, along with filling in the corresponding Identity Card or Passport Number after first selecting the COMPLETE TEMPORARY SUBMISSION link to continue the interrupted process.
- In all the steps on the bottom left there is an option to cancel the process which returns you to Step 1 where you have the option, after the appropriate warning (Figure 1), to delete the data you have already entered and restart the process.



1. Start Process

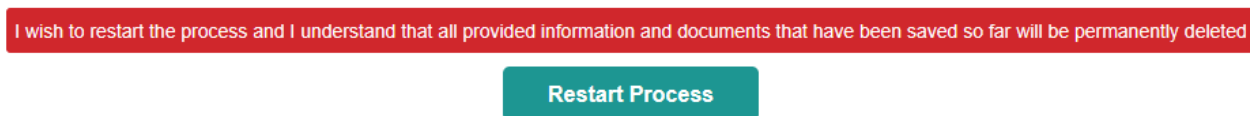


Figure 1

1. Start Process

Selecting “START APPLICATION SUBMISSION” (Figure 2) go to Step 1 Start Process (Figure 3). In this step you are required to fill in your ID or Passport Number, your Email and Captcha Code as shown in the Figure below the Email.

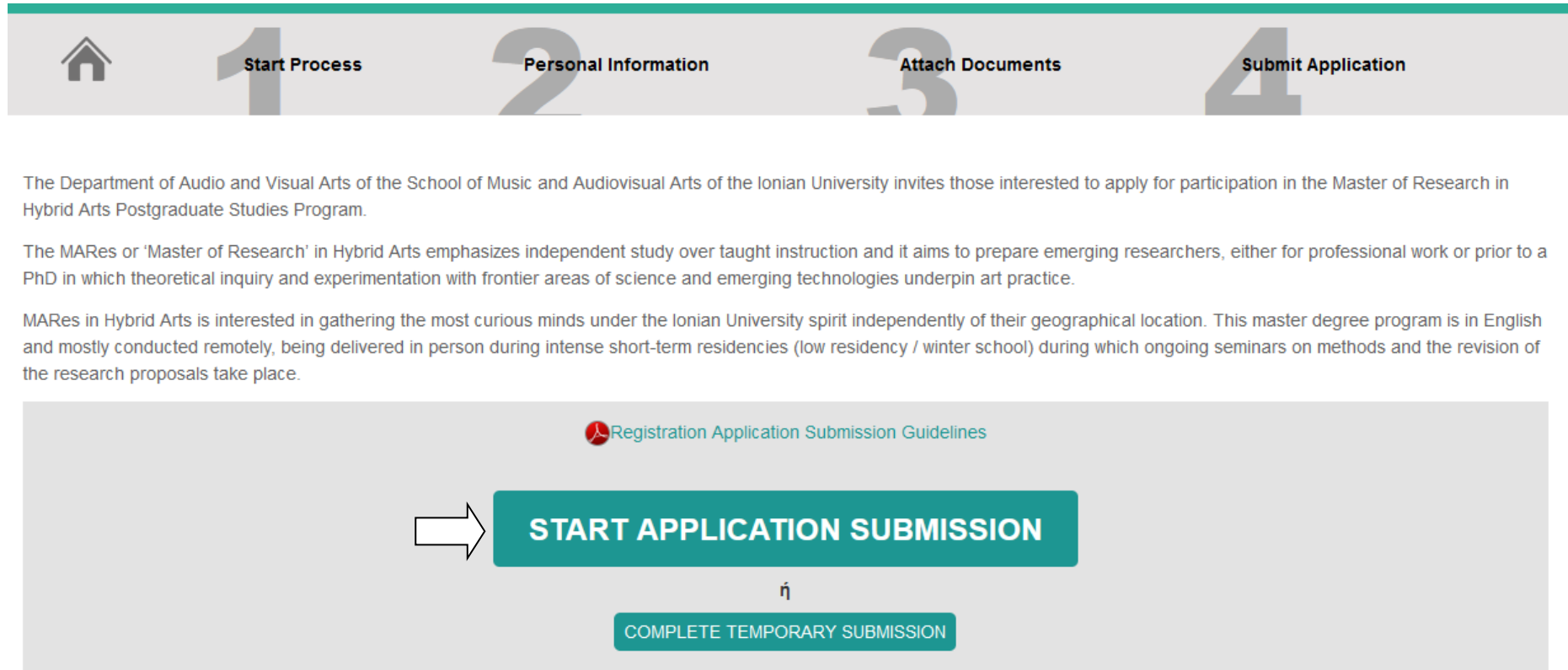
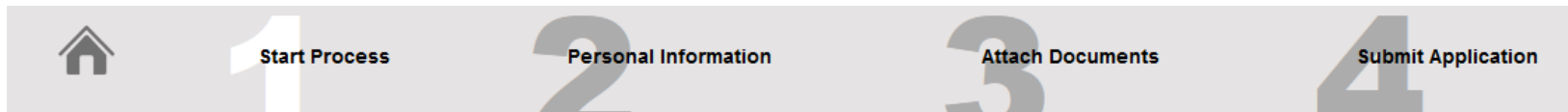


Figure 2




1. Start Process

All fields are mandatory

ID or Passport Number
(only letters and numbers without spaces)

Email



[\[Get New Code\]](#)

* Code: Fill in the code as it appears in the image

Figure 3

After making sure that you have filled in all the fields and the information is correct (Figure 4), clicking *Save and continue to step 2* will take you to Step 2 Personal Information. Clicking *Cancel* will "clear" the data you entered in the fields and you will need to re-enter it. If you have forgotten a field, the system will not allow you to proceed with the process by displaying the message shown in Figure 5.

1. Start Process

All fields are mandatory

ID or Passport Number
(only letters and numbers without spaces)

Email



[\[Get New Code\]](#)

* Code: Fill in the code as it appears in the image

Save and continue to step 2

Cancel

Figure 4

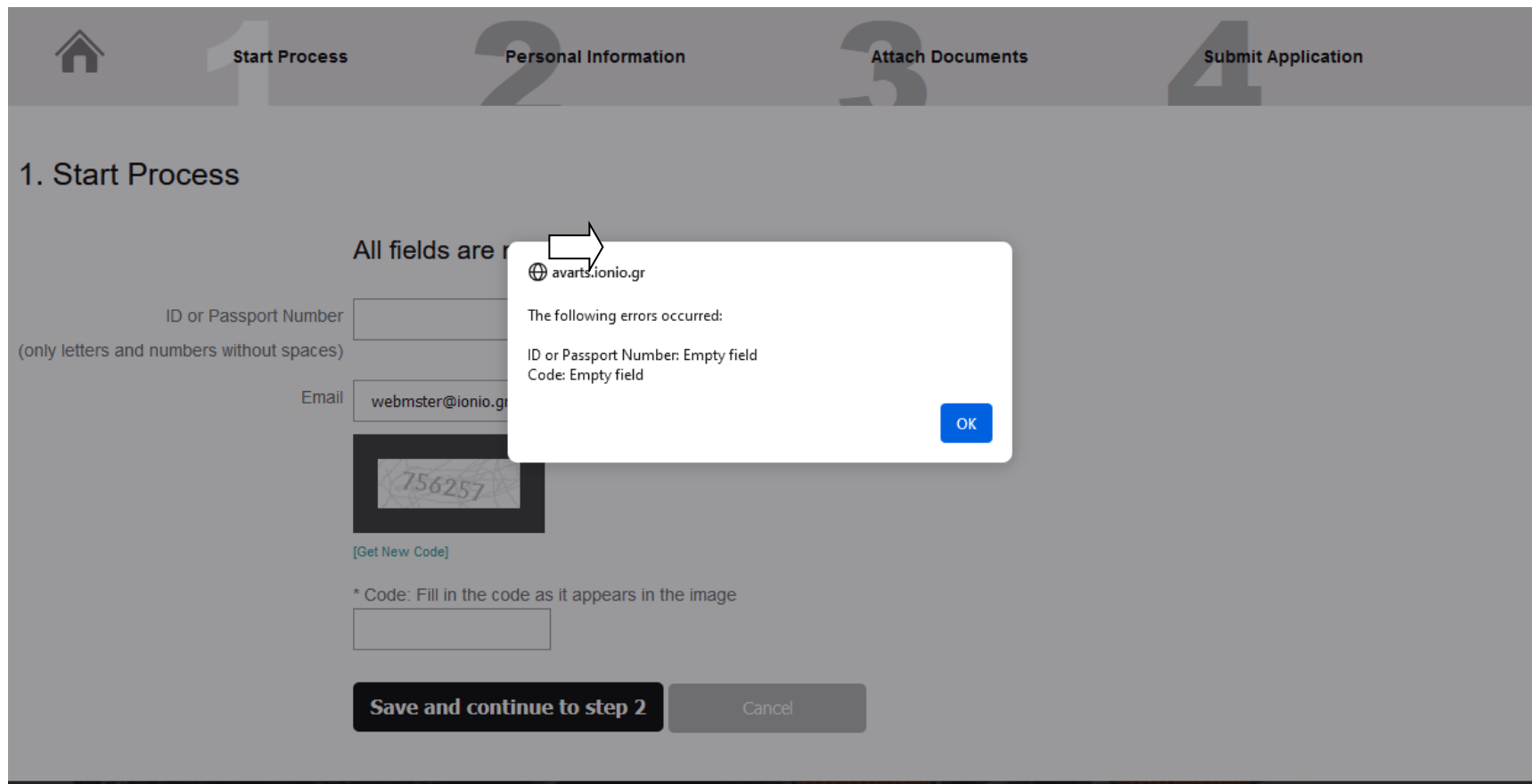


Figure 5

At the same time, you will receive an e-mail to the e-mail address you provided with the subject AVARTS MAREs - Apply Temporary Registration (Figure 6). This e-mail will include the Registration ID you will need if you do not complete your submission on your first visit and instructions.

Ionian University - Department of Audio and Visual Arts
Master of Research in Hybrid Arts
<https://avarts.ionio.gr/mares>



Master of Arts and Research | MAREs grants a Diploma of Postgraduate Studies specialized in Hybrid Arts.

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avarts.ionio.gr

Thank you for your registration on the online application platform.
Registration Identifier: 58wwd044

Your registration identifier along with your ID or passport number may be used in case your submission has not been finalized at the fourth step of the submission process.

In order to finalize the submission of your information at a later stage choose COMPLETE TEMPORARY SUBMISSION. You will need to input your the above identifier (Registration identifier) and your ID or passport number. After you input these data in their respective fields choose Submit directly below, in order to proceed with the finalization of your submission and to successfully conclude the application process.

Automated Message.
Communication regarding the program: av-mares@ionio.gr
Communication regarding technical issues: webmaster@ionio.gr

Figure 6

2. Personal Information

** From the information you provide in this section, your online application is automatically created. **

After completing Step 1, proceed to Step 2 and you will see the following screen (Figure 7) where you are required to enter all the personal information required.

2. Personal Information

All the information submitted up to this step has been temporarily stored and will be available should you wish to continue the process at another time. The registration identifier for logging in and recovering your information is **34iir610** and has already been sent to the email you provided. [Logout](#)

All fields are mandatory

Last Name

First Name

Date of birth

Address of residence

Postal Code

Country of residence

Phone

Email

ID or Passport Number

Country of issue

[Save and continue to step 3](#) [Cancel](#)

[CANCEL PROCESS](#)

Figure 7

The system will have already filled in your e-mail address based on the one you provided in Step 1, but you have the option to change it. As for the date of birth, by selecting the calendar next to this field, you can select it (Figure 8).

2. Personal Information

All the information submitted up to this step has been temporarily stored and will be available should you wish to continue the process at another time. The registration identifier for logging in and recovering your information is **34iir610** and has already been sent to the email you provided. [\[Logout\]](#)

All fields are mandatory

Last Name	<input type="text" value="Papadopoulou"/>
First Name	<input type="text" value="Maria"/>
Date of birth	<input type="text" value="11-01-1990"/>
Address of residence	<input type="text"/>
Postal Code	<input type="text"/>
Country of residence	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
ID or Passport Number	<input type="text"/>
Country of issue	<input type="text"/>

<< < January 1990 > >>

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

CANCEL PROCESS

Figure 8

Having filled in all the fields with your personal details and clicking Save and continue to step 3, your choices are saved, and you proceed to Step 3.

3. Attach Documents

In Step 3 you are asked to attach the necessary documents for your submission. Clicking Select File will open a new screen where you will see the files on your computer, and you can select the file you want (Figure 9). Each time you select a file it is transferred directly to the server.

3. Attach Documents

All the information submitted up to this step has been temporarily stored and will be available should you wish to continue the process at another time. The registration identifier for logging in and recovering your information is **34iir610** and has already been sent to the email you provided. [\[Logout\]](#)

Only PDF files are acceptable (or JPG for photos). Maximum file size is 6MB.

Fields marked with a * are required and each file is saved upon upload

* Proof of Identity:
Upload a scanned copy of your ID or Passport
 No file selected.

* Recent photograph (jpg file):
Upload recent photograph, the filename should contain the applicants fullname
 No file selected.

Figure 9

Only PDF files for the documents and JPG files for the photo are accepted. Maximum size of each file 6MB.

In case the file does not comply with the rules - only .pdf files and only .jpg for the photo up to 6MB each) - you will receive an error message (Figure 10).

This file should be corrected and added again.



Figure 10

When the file is successfully uploaded and no error message is displayed, you can continue the process. As shown in the Figure below (Figure 11), when your file is successfully uploaded, you can delete it by selecting *Delete* (Figure 11).



Figure 11

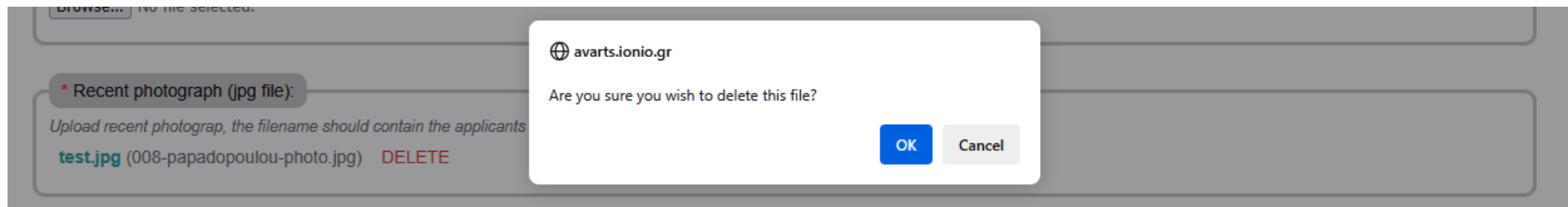


Figure 12

After deleting the file, you will need to upload a new one before continuing to step 4.

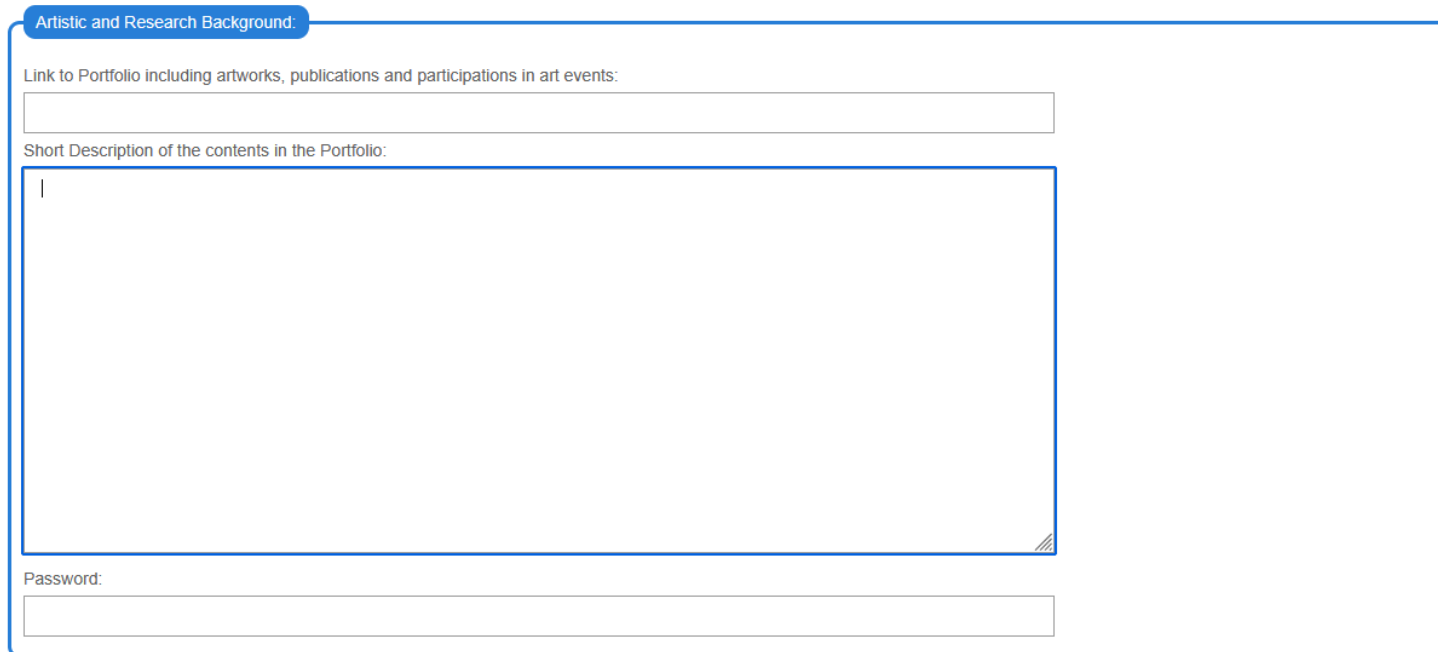
Required documents:

- Copy of ID or passport
- Recent photograph
- CV with proof of artistic work.
- Research proposal
- Two Letters of Recommendation
- Certificate of proficiency in English
- Academic transcripts of degrees

You should also add other elements that document the candidacy such as a portfolio of artworks, publications and participation in art events.

Artistic and Research Portfolio

In the Portfolio section (Figure 13) you fill in information about your portfolio of artworks, publications and participation in art events. In the *Link* field you should enter an address (url) in a cloud service (e.g. google drive, dropbox) where your portfolio files are located, which should be accessible until the end of the evaluation process. In the *Short Description* field enter a brief description of the contents of your portfolio and finally enter your password (if required).



The image shows a web form titled "Artistic and Research Background" enclosed in a blue border. At the top left, the title is in a blue rounded rectangle. Below it, there are three input fields: a text box for a link, a large text area for a short description, and a password field. The text area contains a single vertical bar character.

Artistic and Research Background:

Link to Portfolio including artworks, publications and participations in art events:

Short Description of the contents in the Portfolio:

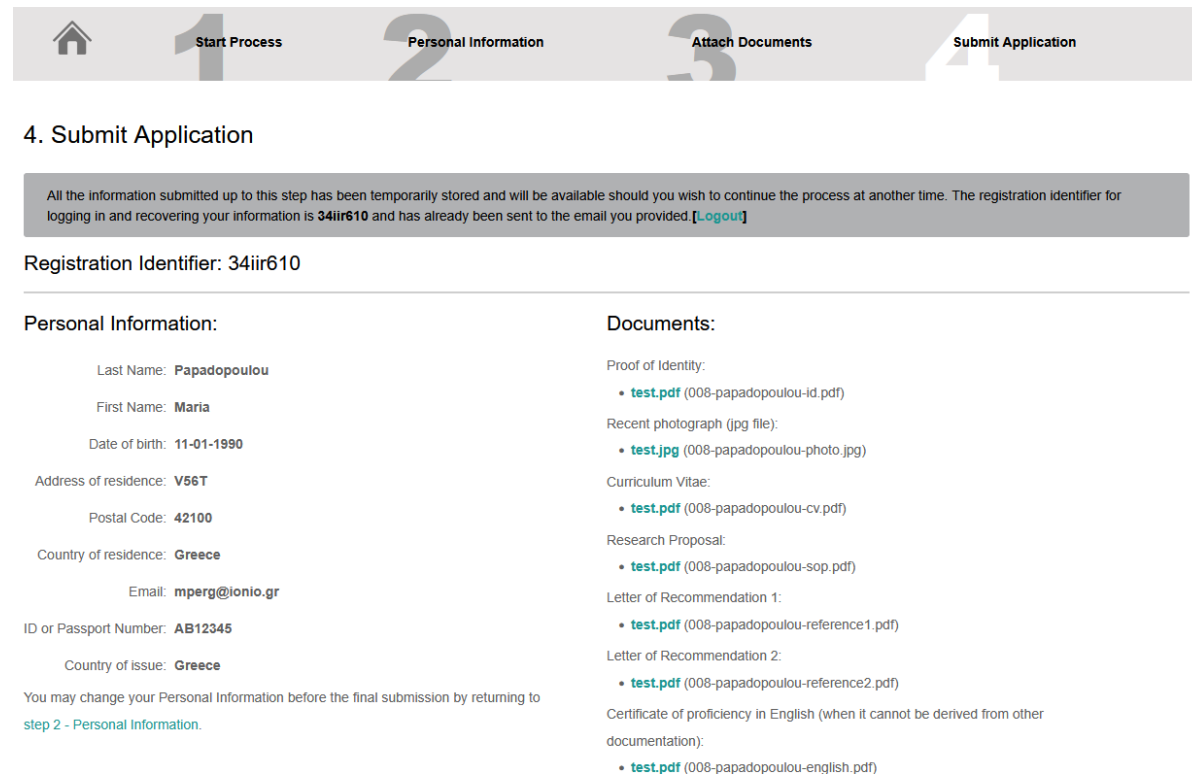
Password:


Figure 13

Once you have added the necessary documents, click “Save and continue to step 4” and you will be taken to Step 4, Submit Application.

4. Submit Application

Step 4 shows you all the data you have submitted in the previous steps, registration ID, personal information and documents (Figure 14). These data are now saved. In this step there are links to check the files you have uploaded. Should you wish to make changes to the attached files, you can return to Step 3 Attach Documents. In case you want to make changes to your personal information, you can return to Step 2 Personal Information (Figure 15).



 **1** Start Process **2** Personal Information **3** Attach Documents **4** Submit Application

4. Submit Application

All the information submitted up to this step has been temporarily stored and will be available should you wish to continue the process at another time. The registration identifier for logging in and recovering your information is **34iir610** and has already been sent to the email you provided. [\[Logout\]](#)

Registration Identifier: **34iir610**

Personal Information:

Last Name: **Papadopoulou**

First Name: **Maria**

Date of birth: **11-01-1990**

Address of residence: **V56T**

Postal Code: **42100**

Country of residence: **Greece**

Email: **mperg@ionio.gr**

ID or Passport Number: **AB12345**

Country of issue: **Greece**

You may change your Personal Information before the final submission by returning to [step 2 - Personal Information](#).

Documents:

Proof of Identity:

- **test.pdf** (008-papadopoulou-id.pdf)

Recent photograph (jpg file):

- **test.jpg** (008-papadopoulou-photo.jpg)

Curriculum Vitae:

- **test.pdf** (008-papadopoulou-cv.pdf)

Research Proposal:

- **test.pdf** (008-papadopoulou-sop.pdf)

Letter of Recommendation 1:

- **test.pdf** (008-papadopoulou-reference1.pdf)

Letter of Recommendation 2:

- **test.pdf** (008-papadopoulou-reference2.pdf)

Certificate of proficiency in English (when it cannot be derived from other documentation):

- **test.pdf** (008-papadopoulou-english.pdf)

Figure 14

ID or Passport Number: **AB12345**

Country of issue: **Greece**

You may change your Personal Information before the final submission by returning to [step 2 - Personal Information](#). ←

- [test.pdf](#) (008-papadopoulou-reference1.pdf)

Letter of Recommendation 2:

- [test.pdf](#) (008-papadopoulou-reference2.pdf)

Certificate of proficiency in English (when it cannot be derived from other documentation):

- [test.pdf](#) (008-papadopoulou-english.pdf)

Academic Transcripts of Degrees:

- Academic Transcripts of Degrees [1]
[test.pdf](#) (008-papadopoulou-dc-1.pdf)
- Academic Transcripts of Degrees [2]
[test.pdf](#) (008-papadopoulou-dc-2.pdf)

Artistic and Research Background:

Link to Portfolio including artworks, publications and participations in art events:

<https://avarts.ionio.gr>

Short Description of the contents in the Portfolio:

Disc

Password: 123

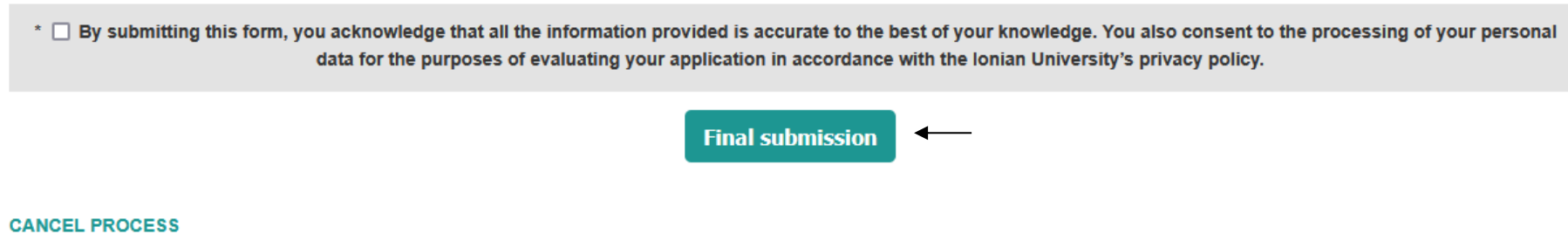
You may change your Documents before the final submission by returning to [step 3 - Attach Documents](#). ←

* By submitting this form, you acknowledge that all the information provided is accurate to the best of your knowledge. You also consent to the processing of your personal data for the purposes of evaluating your application in accordance with the Ionian University's privacy policy.

Final submission

Figure 15

Then, once you are sure of the truth and correctness of the information and documents you have submitted, check the acknowledgment of the terms at the bottom and then click *Final submission* (Figure 16).



* By submitting this form, you acknowledge that all the information provided is accurate to the best of your knowledge. You also consent to the processing of your personal data for the purposes of evaluating your application in accordance with the Ionian University's privacy policy.

Final submission ←

CANCEL PROCESS

Figure 16

FINAL SUBMISSION

Completing the process will display the following message in a green box (Figure 17): “Your application has been successfully submitted. Thank you.”

You will also receive an email, in the e-mail address you provided, regarding the successful submission of your application (subject: AVARTS MAREs - Apply Completed Registration). At this point you have definitively and successfully completed the application process, and your details cannot be changed.

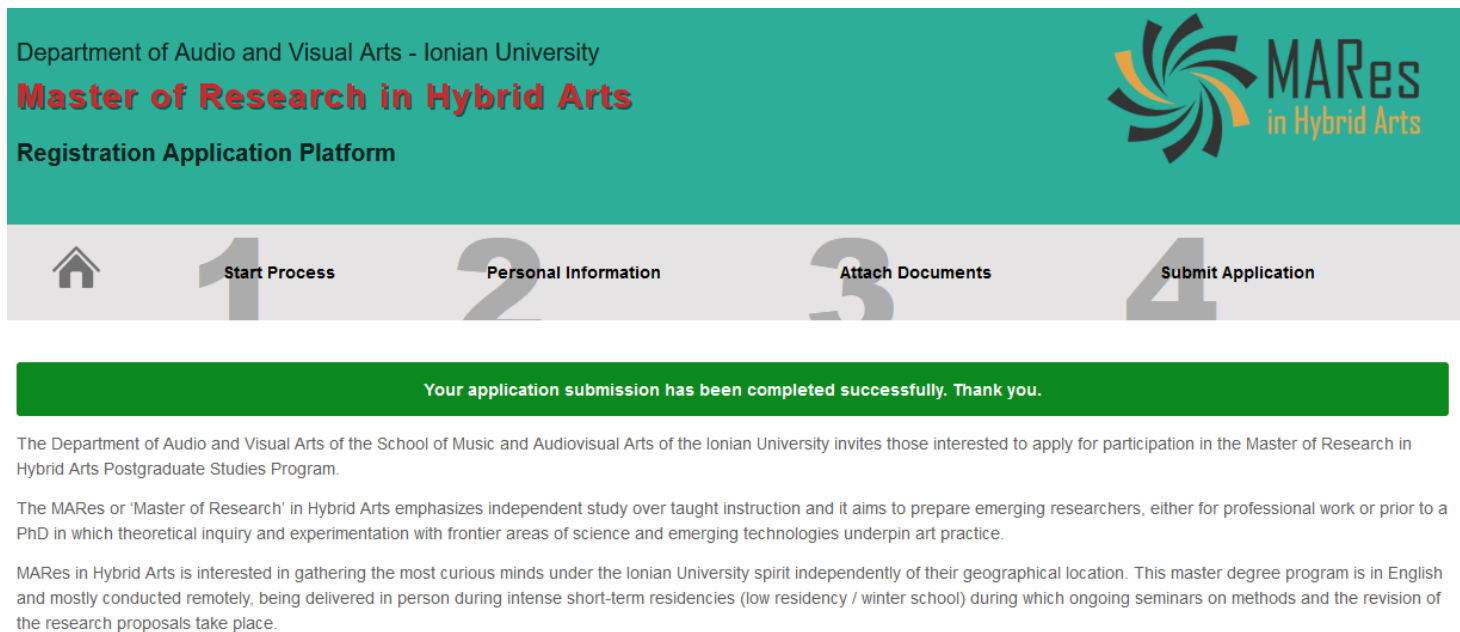


Figure 17

ATTENTION: If you do not select Final Submission, the data and documents you have submitted will be saved and you can return with the Registration Identifier you received in your e-mail and your ID or Passport Number for changes. The process is not yet completed.

COMPLETE TEMPORARY SUBMISSION

To complete the Temporary Submission, after visiting the website <https://avarts.ionio.gr/mares/enroll/>, select *COMPLETE TEMPORARY SUBMISSION* and after filling in the Registration Identifier AND the Identity Card or Passport Number, click *Submit* (Figure 18) and proceed to Step 2. At this point you can make changes and proceed to Final Submission.

The image shows a web form interface for starting an application submission. At the top, there is a teal button with the text "START APPLICATION SUBMISSION". Below this button is a small icon of a person. Underneath the icon is another teal button labeled "COMPLETE TEMPORARY SUBMISSION". Below this button are two input fields. The first input field is preceded by the text "* ID or Passport Number:". The second input field is preceded by the text "* Registration Identifier:". At the bottom of the form is a teal button labeled "Submit".

Figure 18