



Guidelines for the Mundus MAPP Admissions Process

These guidelines are provided by the **School of Public Policy of Central European University (CEU)**, the coordinating institution of the Mundus MAPP Consortium.

I) IMPORTANT CONTACTS

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Online application form: <https://apply.embark.com/Grad/CEU/72/>

Online application form technical support: support@embark.com

II) MEANS OF COMMUNICATION

CEU and the Mundus MAPP Consortium communicate with Mundus MAPP applicants through the Embark system and via email during the admissions process. This means that applicants will be able to check their status at certain stages of the admissions process after logging in their individual Embark account. Applicants are expected to check the email address they registered in the Embark system regularly. Applicants should also be aware that some of the on-line email providers may treat incoming emails as

spam and therefore would not deliver them or place them in the spam or junk mail folders automatically. Please make sure that your referees are also aware of this as they will receive an automatic email message from Embark upon their registration. **CEU and the Mundus MAPP Consortium do not take responsibility for emails not received or not delivered on time.**

III) APPLICATION SUBMISSION

Prospective students are requested to submit an on-line application form by **January 11, 2016, 4:00 AM Pacific Standard Time (PST)** in order to be considered for a Erasmus Mundus Joint Master Degree (EMJMD) scholarship. Prospective students who are not applying for scholarships may submit their application until **May 3, 2016, 23:59 Pacific Standard Time (PST)**.

The on-line application form is available at <https://apply.embark.com/Grad/CEU/72/>.

Please note that there is a general university application fee, 40 USD, to be paid on-line through the Embark website. This fee allows you to submit an application to up to two CEU units (department, school or center) and be considered for any number of programs within each unit in one admission cycle. The application fee is non-refundable and will not be waived: all applicants are subject to submit this fee regardless of their nationality or financial circumstances. The fee must be paid when the first application is submitted in an admission cycle. The fee should be paid by **bank card** preferably via the online application system or, alternatively, through **CEU's payment gateway** (both of which are secure.) Those with a US bank account may also pay by **electronic check**. An application will not be processed until payment has been received and processed. You may track the payment status online via your application.

Applicants are advised not to submit their application last minute as the on-line system might be overloaded at the time of the application deadlines. The Mundus MAPP Admissions Team will not be available for queries in the second half of December 2015 until early January 2016 due to the holiday season.

Applicants should regularly check their Embark and email accounts for admissions status updates.

Mundus MAPP requires the following attachments which are part of the application form:

1) Two official letters of recommendation:

Applicants must have two confidential letters of recommendation submitted assessing their ability to conduct graduate-level work, and potential for a successful academic or professional career. The letters of recommendation must be written by faculty members or job supervisors – i.e. people most familiar with the applicant's academic and/or professional abilities and character – in English, and should be sent by the recommenders via Embark's **online recommendation platform**. It is strongly suggested that at least one of the references is from an academic.

In exceptional cases candidates may request permission from the CEU Admissions Office (admissions@ceu.edu) to have their recommenders send the letters of recommendation by regular (postal) mail. If the permissions is granted, the Admissions Office will provide further guidelines. **Emailed or faxed recommendations will not be considered.**

NOTE: Recommendations sent by postal mail are often delayed, misdelivered, or lost in transit. Also, they take longer to process even if received in time. **We therefore strongly encourage the online submission of recommendation letters.**

Please note that it is your responsibility that letters of recommendation reach CEU by the application deadline. Without two letters of recommendation your application will be considered incomplete.

2) Electronic version of all higher education academic records:

Applicants must submit with the online application form a scanned image of:

- an official English version OR translation of their full bachelor's transcript (transcript = an official report supplied by a school on the record of an individual student, listing subjects studied and grades received), including an explanation of the grading system, and
- an official English version OR translation of their bachelor's diploma.

Notes:

- An official English translation bears the stamp and signature of a sworn translator or an authorized official of the institution that has issued the original. It should contain the stamp and signature on each page or over a folded and fastened corner of the document, and include a statement of authenticity in English.
- Candidates who can download a full (though unofficial) transcript from the relevant university website may upload it to the Embark online application in lieu of requesting a hard copy version.
- Applicants in the process of completing a degree program must submit an interim transcript and, in place of the diploma, a certificate of enrollment confirming their student status and, if possible, stating their expected date of graduation. Applicants having completed their degree program and having yet to receive their diploma must submit a certificate of graduation.
- Candidates who have taken courses at more than one institution as part of their degree program need to submit an official transcript from each school, unless the transfer credits are listed in detail (course names, credits, grades) on their final transcript. The official "Diploma Supplement" issued by European institutions is not valid without an official copy (and translation if applicable) of the diploma.

Enrolling students must supply official **hard copies** of the above documents, as well as

- An official copy of their diploma in the original language, if other than English, with the ink stamp and signature of a notary public or an authorized university official;
- An official copy of their full transcript in the original language, if other than English, with the ink stamp and signature of a notary public or an authorized university official.

3) Full curriculum vitae or resume

4) Statement of purpose - part of the on-line application form:

No more than **500 words** highlighting the candidate's reasons for applying to Mundus MAPP, research interests, any relevant academic and work experience, and future career plans; AND indicating the university in which they wish to start their studies (CEU or ISS) and a preference for a second-year institution (IBEL or YORK). Please note that given the high number of applications longer statements will not be considered.

5) Proof of English proficiency:

Mundus MAPP does not require a language certificate from citizens from the countries listed below, provided that they have received a Bachelor's or Master's degree taught exclusively in English from a university located in one of the countries listed below:

Australia, Botswana, Canada, Gambia, Ghana, Ireland, Jamaica, Kenya, Liberia, Malawi, Namibia, New Zealand, Nigeria, Philippines, Rwanda (English-speaking region), South Africa, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America and Zambia.

Applicants from countries other than these may request a waiver from the English language admissions requirement if they completed a Bachelor's or Master's degree taught exclusively in English in Australia, Canada, New Zealand, United States of America, the European Union, Iceland, Liechtenstein, Norway or Switzerland.

Applicants who request a language test waiver must also attach a statement from their university indicating that the language of instruction is English at that university.

Please note that requests for an exemption from the English language proficiency requirement will be granted only to applicants who apply based on the above criteria. Language waiver requests not fulfilling the above criteria will not be granted, therefore, all other applicants will need to provide evidence of their English language skills with any one of the following test scores by the application deadline, January 11, 2016:

TOEFL¹ (Paper version; taken on/after January 11, 2014) 580 or above;

¹ For TOEFL exams CEU's institution code is 0069. No department code needs to be stated.

OR

TOEFL (Internet version; taken on/after January 11, 2014) 92 or above;

OR

International English Language Test - Academic (IELTS; taken on/after January 11, 2014) 6.5 or above;

OR

Cambridge Proficiency Examination (taken on/after January 11, 2011) C or above;

OR

Cambridge Advanced English Test (taken on/after January 11, 2011) B or above.

Please note that only the above mentioned tests will be accepted. Test scores not meeting the minimum requirements or other tests will not be accepted for admission.

Language test score reports should be uploaded as part of the on-line application form at the time of application, or if they are not available at the time of application, they must reach the Mundus MAPP Admissions Team either in hard copy or via email by the January 11, 2016 application deadline.

Your complete application has to be submitted by **January 11, 2016, 4:00 AM Pacific Standard Time (PST)** in order for consideration for an EMJMD scholarship.

Besides the on-line application form and supporting documentation to be uploaded, a complete application also includes letters of reference and language test score reports. If any of the supporting documentation, letters of recommendation, or test score reports do not arrive by the deadline, the application will be regarded as incomplete, and will not be considered.

If the missing documents (such as recommendation letters or language test score reports) arrive after January 11, 2016, (and thus the application finally is complete) the application may be considered only for a self-financing place in the program.

Prospective students who are willing to finance their studies on their own may submit their application until **May 3, 2016, 23:59 Pacific Standard Time (PST)**. Late or incomplete applications will not be considered after this deadline.

For *Frequently Asked Questions* regarding the On-line Application Form please check <http://www.ceu.edu/admissions/how-to-apply/faq>. Candidates who experience technical difficulties with the

on-line submission of their documents should contact the Embark technical support team at support@embark.com. The Admissions Team at Central European University is unable to answer queries related to technical problems.

6) Certificate of residence:

Erasmus Mundus scholarships include a contribution to installation and travel costs based on the scholarship recipients' place of residence at the time of submitting their application. Therefore, you will need to provide information on this in the on-line application form and also upload an electronic copy of a document that certifies your residence. The residence certificate needs to be issued in accordance with your municipality's normal registration rules. The document must be an officially notarized copy in English or an official English translation of the original document.

IV) SELECTION PROCESS

After an application has been submitted it will go through the following evaluation rounds:

Formal review: an initial check of whether the documents are complete, meet formal requirements and the applicant is eligible.

Reasons for rejection in the first formal review include: failure to submit all required documentation; submitting unofficial academic documents or recommendation letters; failure to meet the language requirement; absence of Bachelor's degree, transcripts or absence of statement from university registrar in case the applicant is expecting their degree by August 2016.

For those applying for financial aid by January 11, 2016, the results of this formal review will be available in Embark by January 18, 2016 at the latest.

Applicants rejected in the formal review may request a review until January 20, 2016. Please note that rejection decisions will be overturned only on procedural grounds.

First academic review: a check of whether the applicant meets the minimum academic requirements.

Rejection in the first academic review may be due to, including but not limited to, quality of grades and relevance of degree; weak motivation letter; bad English; misrepresentation of or contradictory information in the application materials.

Applicants will be able to check the results of the first academic review through the Embark application system, and the results will be available by January 25, 2016 at the latest.

Applicants rejected in the first academic review may request a review until January 27, 2016. Please note that rejection decisions will only be overturned on procedural grounds.

Academic evaluation:

Applications that have passed the formal and first academic reviews are evaluated by faculty of the Mundus MAPP Consortium universities according to the following criteria:

- educational background (quality and relevance of degrees earned)
- work experience
- motivation
- letters of recommendation

Final decision:

Final decisions and ranking of candidates are made by the Academic Board of the Mundus MAPP Consortium. Informal admissions results (admission, rejection, financial aid offer) will be posted in Embark by February 18, 2016 at the latest.

Applicants who wish to contest this decision may ask for a review until February 21, 2016, stating the reasons for their request.

Please note that Mundus MAPP is extremely competitive: fulfilling the eligibility criteria alone is not sufficient for a scholarship offer. All material included in the application package is taken into account when admissions decisions are made, therefore simply re-stating information that had been supplied at the time of application will not be accepted as grounds for an appeal. Legitimate appeals will be answered within 10 working days upon receipt.

Official Enrollment Confirmation Forms to those who confirm their interest in enrolling in the program will be sent once the European Commission has approved the selection, which is expected by June, 2016 at the latest.

Data of selected candidates (proposed for a scholarship, put on the reserve list, or enrolled on a self-financing basis) may be used for the purposes of evaluating the Erasmus+: Erasmus Mundus Programme and will be made available to the Education, Audiovisual and Culture Executive Agency of the European Commission, the Erasmus+ National Agencies, the EU Delegations and the Erasmus Mundus Student and Alumni Association, acting as stakeholders of the program.

Mundus MAPP does not return application documents, or copies thereof under any circumstances. Mundus MAPP also does not disclose the final ranking order of applicants.

V) ERASMUS MUNDUS JOINT MASTER DEGREE (EMJMD) SCHOLARSHIPS

All applicants whose applications are received by the January 11, 2016 deadline will be considered for an EMJMD scholarship.

Eligibility for EMJMD scholarships is checked based upon the questions of the on-line application form (citizenship information and information on the countries where the applicant has spent the past five years) as well as the academic records and the cv. Misrepresentation of this information may result in the cancellation of scholarships.

According to the European Commission's rules, candidates are not allowed to apply to more than three Joint Master Degree Programs during one admissions cycle.

Please note that Mundus MAPP is very competitive: it receives several hundred applications each year, and only the highest ranked of the selected applicants will be offered a EMJMD scholarship. Other accepted applicants will be placed on the reserve list for EMJMD scholarships. Candidates are strongly encouraged to seek other sources of funding well in advance.

VI) PROSPECTIVE STUDENTS FOR SELF-FINANCING PLACES

Prospective students who are **not applying for scholarships** may submit their application until **May 3, 2016, 23:59 Pacific Standard Time (PST)**.

Applicants who submit an application by the January 11, 2016 deadline, but for some reason their application is not complete, may be considered for a self-financing place in the program if the missing documents arrive after January 11 (so the application is finally complete).

Applicants will be asked to confirm whether they are interested in this option.

Final decisions regarding all applications for self-financing places will be available in Embark by June 30, 2016 at the latest. Applicants are encouraged to secure their funding to support the two years of their studies in Mundus MAPP by this date.

VII) ADMISSIONS CALENDAR SUMMARY

January 11, 2016, 4:00 AM Pacific Standard Time (PST)

Application deadline for applicants who wish to be considered for financial aid

January 18, 2016

Results of formal review available via e-mail, Embark messaging or in Embark, latest by this date

January 20, 2016

Appeals for formal review may be submitted until this date

January 25, 2016

Results of academic review available via e-mail, Embark messaging or in Embark, latest by this date

January 27, 2016

Appeals for academic review may be submitted until this date

February 18, 2016

Unofficial admissions (acceptance, rejections, financial aid status) results available via e-mail, Embark messaging or in Embark

February 21, 2016

Appeals for final decisions may be submitted until this date

May 3, 2016, 23:59 Pacific Standard Time (PST)

Application deadline for applicants who do not wish to be considered for financial aid

May-June, 2016

Enrollment Confirmation Forms are sent out to all admitted candidates, with or without scholarships, who confirm their intention to enroll in the program

Accepted students are expected to return their signed Enrollment Confirmation Forms, pay their deposit and provide their full academic records within two weeks of official notification