

## The Mundus MAPP Admissions Process

### I) APPLICATION SUBMISSION

Prospective students are requested to submit an on-line application form by **January 4, 2012, 24:00 Pacific Standard Time (PST)** in order to be considered for an Erasmus Mundus Category A or B scholarship. Prospective students who are **not applying for Erasmus Mundus scholarships** may submit their application until **May 4, 2012, 24:00 Pacific Standard Time (PST)**.

The on-line application form is available at <https://apply.embark.com/Grad/CEU/68/>.

We advise that you do not submit your application last minute, as the on-line system might be overloaded at the time of the application deadlines.

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

#### 1) Two official letters of recommendation:

Applicants must have two 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 form**. It is strongly suggested that at least one of the references is from an academic institution.

Alternatively, letters of recommendation may be sent by regular (postal) mail also. These should be put in a sealed envelope, signed across the seal, and mailed to the CEU Admissions Office. **Emailed or faxed recommendations are not considered.**

Mailing address:  
Central European University  
Admissions Office  
Nador u. 9  
1051 Budapest, Hungary

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:

1. (An official English translation\* of) their **Bachelor's** (and, for doctoral programs, **Master's**) **transcript** (*transcript = an official report supplied by a school on the record of an individual student, listing subjects studied and grades received*);
2. (An official English translation\* of) their **Bachelor's** (and, for doctoral programs, **Master's**) **diploma**.

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

1. 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;
2. 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.

Notes:

1. 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.
2. Enrolled students must submit a hard copy of their full official transcript (with an official translation if applicable) listing all courses studied, including any transfer credits with the relevant grades, while completing their degree program.
3. Applicants to Master's programs must submit academic records of their first (Bachelor's) degree as well as for any other degree they want the selection committee to take into account.
4. For students holding an official "Diploma Supplement," which is an additional document given with a diploma: according to EU rules, this document cannot be accepted in place of the diploma. Therefore, students holding a "Diploma Supplement" are still required to submit an official copy of the diploma in the original language with an ink stamp and signature of a notary public or an authorized university official and an official English language translation\* of the diploma.
5. Academic records will not be returned by CEU.

**\*An official translation**

- bears the ink stamp and signature of a sworn translator or an authorized official of the institution that issued the original;
- contains the stamp and signature on each page or over a folded and fastened corner of the document;
- includes a statement of authenticity in English.

**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 (IBEI 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 following countries, provided that they have received a Bachelor's or Master's degree taught exclusively in English:

Australia, Botswana, Canada, Gambia, Ghana, Ireland, Kenya, Liberia, Malawi, Namibia, New Zealand, Nigeria, Philippines, Rwanda (English-speaking region), South Africa, Tanzania, Uganda, UK, USA and Zambia.

Citizens of countries other than these may request a waiver from the English language admissions requirement if they hold a Bachelor's or Master's degree taught exclusively in English from a university or college in Australia, Canada, New Zealand, USA, 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 be automatically rejected.**

All other applicants will need to provide evidence of their English language skills with any one of the following test scores:

TOEFL (Computer-based; taken on/after February 11, 2010) 237 or above;

OR

TOEFL (Paper version; taken on/after February 11, 2010) 580 or above;

OR

TOEFL (Internet version; taken on/after February 11, 2010) 92 or above;

OR

International English Language Test (IELTS; taken on/after February 11, 2010) 6.5 or above;

OR

Cambridge Proficiency Examination (taken on/after February 11, 2007) C or above;

OR

Cambridge Advanced English Test (taken on/after February 11, 2007) B or above.

Your complete application has to be submitted by January 4, 2012, 24:00 Pacific Standard Time (PST) in order for consideration for an Erasmus Mundus Category A or B 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 incomplete, and not considered.

If the missing documents arrive after January 4 (and thus the application becomes complete) then the application will be considered for a self-financing place in the program in case the applicant indicated in the on-line application form that they are interested in this option. In other cases the application will be rejected.

Prospective students who are willing to finance their studies on their own may submit their application until **May 4, 2012, 24:00 Pacific Standard Time (PST)**. Late or incomplete applications will not be considered after this deadline.

Decisions on applications received between January 5 and May 4 will be communicated to the applicants by late June through the Embark system.

Candidates who experience technical difficulties with the on-line submission of their documents should contact the Embark technical support team at support@embark.com.

## **II) SELECTION PROCESS**

After an application has been submitted there is an initial check of whether the documents are complete and the applicant meets the minimum academic requirements. Applicants will be able to check the results of this pre-screening through the Embark application system. For those applying for Erasmus Mundus scholarships by January 4, this information will be posted in Embark by January 31, 2012.

Reasons for rejection in this first round of selection include failure to meet the deadline, failure to submit all required supporting documentation; submitting unofficial academic documents or recommendation letters; failure to meet the language requirement; absence of BA degree, transcripts or absence of statement from university registrar in case the applicant is expecting their degree by August 2012; weak grades; misrepresentation of information in the application materials. Applicants rejected in this round may request a review within 5 days from CEU posting the information in Embark. Please note that the rejection decision will only be overturned on procedural grounds.

The pre-selected applications are evaluated by representatives 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

Candidates selected for scholarships and placed on the reserve list will receive an informal note of their admission by April 1, 2012.

Candidates not selected will be communicated the result by April 10, 2012. Applicants who wish to contest this decision may ask for a review within 5 days from CEU posting the information in Embark, 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.

Official Enrollment Confirmation Forms to those offered a place in the program will be sent once the European Commission has approved the selection, which is expected by June, 2012.

Data of selected candidates (proposed for a scholarship, put on the reserve list, or enrolled on a self paying basis) may be used for the purposes of evaluating the Erasmus Mundus Programme and will be made available to the Education, Audiovisual and Culture Executive Agency of the European Commission, the EM National Structures, 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.

### **III) ERASMUS MUNDUS SCHOLARSHIPS**

Students are requested to indicate in the on-line application form if they would like to be considered for an Erasmus Mundus Category A or a Category B scholarship, and they should also indicate their eligibility for these scholarships.

Eligibility 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 3 Erasmus Mundus 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 an Erasmus Mundus scholarship. Other accepted applicants will be placed on the reserve list for Erasmus Mundus scholarships. Candidates are strongly encouraged to seek other sources of funding.