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## Guidelines for the Mundus MAPP Admissions Process

**Version: October 30, 2017**

These guidelines are provided by the **School of Public Policy of Central European University (CEU)**, the coordinating institution of the Mundus MAPP Consortium. This document is mainly about procedures. Applicants are advised to check all menu items under “Prospective students” on our website, [mundusmapp.org](http://mundusmapp.org).

### I) IMPORTANT CONTACTS

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Email: [mundusmapp@ceu.edu](mailto:mundusmapp@ceu.edu)

Website: [www.mundusmapp.org](http://www.mundusmapp.org)

Facebook group for prospective students: <https://www.facebook.com/groups/mundusmappgroup/>

Online application form:

[https://sits.ceu.edu/urd/sits.urd/run/siw\\_ipp\\_lgn.login?process=siw\\_ipp\\_app\\_crs](https://sits.ceu.edu/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app_crs)

Online application form technical support: [helprequest@ceu.edu](mailto:helprequest@ceu.edu)

## II) MEANS OF COMMUNICATION

CEU and the Mundus MAPP Consortium communicate with Mundus MAPP applicants through the SITS applicant portal 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 SITS account. Applicants are expected to check the email address they registered in SITS 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 SITS upon the submission of your application and payment of the fee. **CEU and the Mundus MAPP Consortium do not take responsibility for emails not received or not delivered on time.**

The Consortium also communicates more informally through its facebook group: <https://www.facebook.com/groups/mundusmappgroup/> Prospective students are welcome to join the group, post less their less personal queries on the facebook wall, interact with other applicants and former students of the program as well as join the live chats that the coordinators will organize several times during the admission period. We do not reply to private messages received through facebook.

Please note that Mundus MAPP Admissions Team will answer admission-related queries in the second half of December 2017 until January 2, 2018 with breaks, therefore we advise you to start your application earlier and for urgent questions contact our office before the holiday season starts.

## III) APPLICATION SUBMISSION

Prospective students are requested to submit an on-line application form by one of the following application deadlines depending on whether they wish to be considered for financial aid from the Consortium of universities offering Mundus MAPP.

### 1) FIRST ADMISSION DEADLINE AND EVALUATION PERIOD FOR SELF-FUNDED APPLICANTS:

#### **November 12, 2017, 23:59 Central European Time (CET)**

Application deadline for candidates who request an early decision and do not wish to be considered for financial aid.

2) ADMISSION DEADLINE AND EVALUATION PERIOD FOR APPLICANTS WHO WISH TO BE CONSIDERED FOR FINANCIAL AID:

**January 15, 2018, 23:59 Central European Time (CET)**

Applicants submitting their application by this date will be considered for financial aid.

3) FINAL ADMISSION DEADLINE AND EVALUATION PERIOD FOR SELF-FUNDED APPLICANTS:

**May 3, 2018, 23:59 Central European Time (CET)**

Final application deadline for applicants who do not wish to be considered for financial aid.

Candidates are required to fill in an on-line application form. There are four different application forms for the four mobility tracks. Applicants may apply for one track only, however, if someone accidentally submits more than one application form to several tracks only the application that was submitted first will be evaluated, and the candidate will be considered for that track.

Please note that there is a general university application fee, 30 EUR, to be paid on-line through the SITS website. An application is only considered submitted once this fee is paid. The fee allows you to submit an application to up to five CEU programs in this academic year. 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. 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.

**Applicants should regularly check their SITS 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 the SITS **online recommendation platform**. It is strongly suggested that at least one of the references is from an academic.

Referees will receive a notification with instructions on the online recommendation after the submission of the online application form and the payment of the application fee. Referees will have 21 days to submit their reference after they received the notification from the SITS system, however, the latest

submission deadline for all references are always 7 days after the application deadline. Applicants who submit their applications one or two weeks before one of our application deadlines are advised to remind their referees that references are due by 7 days after the application deadlines.

To be specific, recommendation letters are to be received by Mundus MAPP by the following dates at the latest:

November 19, 2017	for applicants who apply by the November 12, 2017 deadline
January 22, 2018	for applicants who apply by the January 15, 2018 deadline
May 10, 2018	for applicants who apply by the May 3, 2018 deadline

## **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.
- 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.

For a detailed list of acceptable degrees please check our website at <http://www.mundusmapp.org/prospective-students/admissions-requirements>.

### **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 and the choice for mobility track, and indicating the candidate's research interests, any relevant academic and work experience, and future career plans.

#### **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:**

TOEFL (Paper version; taken on/after January 15, 2016) 580 or above;

TOEFL (Internet version; taken on/after January 15, 2016) 92 or above;

IELTS - Academic (taken on/after January 15, 2016) 6.5 or above;

Cambridge Proficiency Examination (taken on/after January 15, 2013) C or above;

Cambridge Advanced English Test (taken on/after January 15, 2013) 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.

#### **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. In order for us to determine the type of scholarship applicants are eligible for applicants will be required to upload two additional documents:

- A Declaration Form for EMJMD Applicants
- 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 within the last 12 months prior to the application. The document must be an officially notarized copy in English or an official English translation of the original document.

#### **In summary:**

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 the deadline of January 15, 2018, (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 in their own way may submit their application by two different deadlines:

- November 12, 2017, 23:59 CET, in which case they will receive a decision on their application before December 13, 2017
- May 3, 2018, 23:59 CET

A complete application must be submitted by any of the given deadlines, including language test score reports. Reference letters may be submitted by referees within 21 days of receipt of the email sent from SITS with instructions on how to submit their recommendation, but by 7 days after the application deadline the candidate has applied by at the latest.

The final deadline to be considered for the program on self-funded basis is May 3, 2018.

If any of the supporting documentation, letters of recommendation, or test score reports do not arrive by any of the deadlines, the application will be regarded as incomplete, and will not be considered.

For Frequently Asked Questions regarding the On-line Application Form please check <https://www.ceu.edu/admissions/how-to-apply/faq>. Candidates who experience technical difficulties with the on-line submission of their documents should contact the CEU IT Department Help Desk at [helprequest@ceu.edu](mailto:helprequest@ceu.edu) via email. The Mundus MAPP team is unable to answer queries related to technical problems.

#### **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 an acceptable Bachelor's degree, transcripts or absence of statement from university registrar in case the applicant is expecting their degree by August 2018. In the first place applicants will be requested to submit the missing documents through a clearance check in the SITS system, however, if they fail to add the missing documents they will be rejected in this round.

Applicants rejected in the formal review may request a review from the Admissions Office directly by sending an email to [mundusmapp@ceu.edu](mailto:mundusmapp@ceu.edu) within 3 days upon the decision has been posted in SITS. 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 SITS application system and will be notified via email.

Applicants rejected in the first academic review may request a review following an appeals procedure<sup>1</sup>. Please note that rejection decisions will only be overturned on procedural grounds.

Academic evaluation:

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<sup>1</sup> Information on the appeals procedure will be available on the Mundus MAPP website at [www.mundusmapp.org](http://www.mundusmapp.org) in December 2018 at the latest.

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 who applied by the scholarship deadline are made by the Academic Board of the Mundus MAPP Consortium. Informal admissions results (admission, rejection, financial aid offer) will be posted in SITS.

Applicants rejected in the first academic review may request a review following an appeals procedure<sup>2</sup>. Please note that rejection decisions and scholarship non-selection decisions will be overturned only on procedural grounds.

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 in April/May.

**V) ERASMUS MUNDUS JOINT MASTER DEGREE (EMJMD) SCHOLARSHIPS**

All applicants whose applications are received by the January 15, 2018 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.

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<sup>2</sup> Information on the appeals procedure will be available on the Mundus MAPP website at [www.mundusmapp.org](http://www.mundusmapp.org) in December 2018 at the latest.



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 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) FURTHER INFORMATION**

Admissions requirements:

<http://www.mundusmapp.org/prospective-students/admissions-requirements>

Detailed admissions calendar:

<http://www.mundusmapp.org/prospective-students/admissions-calendar>

Mundus MAPP Consortium Privacy Statement:

<http://www.mundusmapp.org/consortium-privacy-statement>

Applicants who applied to and have been admitted to more than one program at CEU and confirm their enrollment for one program will be automatically removed from the list of admitted applicants of all other programs they have been admitted for, including the main or reserve list for EMJMD scholarships.

### **DISCLAIMER**

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.