Guidelines for the Mundus MAPP Admissions Process
2020-2022 cohort

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

The information here supplements information on the Mundus MAPP website, therefore applicants are strongly advised to check all the information available on our website.

I) IMPORTANT CONTACTS

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Email: mundusmapp@ceu.edu
Website: www.mundusmapp.org
Facebook group: https://www.facebook.com/groups/mundusmappgroup/
Application form: https://sits.ceu.edu/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app_crs
Application form technical support: Helprequest@ceu.edu
II) ONLINE APPLICATION FORM

Link to the online application form:
https://sits.ceu.edu/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app_crs

Please submit an application for one of the mobility tracks of Mundus MAPP. Be careful about choosing the relevant track:

- CEU-IBEI track: Global Public Policy
- CEU-YORK track: European Public Policy
- ISS-IBEI track: Political Economy and Development
- ISS-YORK track: Governance and Development

Online application form technical support: helprequest@ceu.edu

III) MEANS OF COMMUNICATION

CEU and the Mundus MAPP Consortium communicate with Mundus MAPP applicants through the CEU e:Vision applicant portal and via email during the admissions process.

Once your application and the application fee are received, you are granted access to the Applicant Portal. Applicants receive an automated message informing them about portal access details. The Applicant Portal can be accessed with the same login and password used for the application. The Applicant Portal shows a summary of your submitted application, and will display the outcome of your application once the admissions committee has reached a decision. It is also a tool for you to update personal details, and allows the CEU Admissions Office to request additional documents from you.

In addition, applicants are expected to check the email address they registered in the online application form regularly. Applicants should also be aware that some of the 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 the application portal once your application has been submitted and the application fee has been paid. 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 their 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 the Consortium institutions close for the Winter break, therefore we advise you to start your application earlier and for urgent questions contact our office well before the holiday season starts.

**IV) APPLICATION SUBMISSION**

Prospective students are advised to submit their application by one of the following application deadlines depending on whether they wish to be considered for financial aid.

Applicants from outside the EU wishing to be considered for one of the CEU tracks are encouraged to submit their application as early as possible, taking into account the lengthy visa application process in Austria.

1) **EARLY BIRD APPLICATION DEADLINE FOR APPLICANTS WHO WISH TO RECEIVE AN ADMISSIONS DECISION BEFORE THE WINTER BREAK:**
   **November 25, 2019, 23:59 Central European Time (CET)**

   Applicants submitting their application by this date will NOT be considered for financial aid.

2) **APPLICATION DEADLINE FOR APPLICANTS WHO WISH TO BE CONSIDERED FOR FINANCIAL AID:**
   **January 30, 2020, 23:59 Central European Time (CET)**

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

3) **APPLICATION DEADLINE FOR SELF-FUNDED APPLICANTS, NON-EU/EEA RESIDENTS:**
   **April 15, 2020 23:59 Central European Time (CET)**

   Applicants submitting their application by this date will NOT be considered for financial aid.

4) **APPLICATION DEADLINE FOR SELF-FUNDED APPLICANTS, EU/EEA RESIDENTS:**
   **July 1, 2020, 23:59 Central European Time (CET)**

   Applicants submitting their application by this date will NOT be considered for financial aid.

Candidates are required to fill in an on-line application form. Applicants may apply for one mobility track only.

Please note that there is a general university application fee, 30 EUR, to be paid through the online application form. An application is only considered submitted once this fee is paid. The fee allows you to submit an application to up to five CEU degree 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 online through the online application form. 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 the applicant portal and their email accounts for admissions status updates.**

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

1) **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** will be required to 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 required preliminary degrees please check our website at http://www.mundusmap.org/prospective-students/admissions-requirements.

2) Full curriculum vitae or resume

3) Statement of purpose - part of the on-line application form:
A 500-word-long essay 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.

4) 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 within two years of the application deadline) 580 or above;

TOEFL (Internet version; taken within two years of the application deadline) 92 or above;

IELTS - Academic (taken within two years of the application deadline) 6.5 or above;

Cambridge Proficiency Examination (taken within 5 years of the application deadline) C or above;

Cambridge Advanced English Test (taken within 5 years of the application deadline) 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.

5) 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 online recommendation platform. It is strongly suggested that at least one of the references is from an academic.

Applicants are required to register their referees in the online application form. 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 7 days to submit their reference after they received the notification from the online platform.

In summary:
Besides the on-line application form and supporting documentation to be uploaded, a complete application also includes two letters of reference and, if the applicant is not eligible for a waiver from the English requirement, a language test score report that meets the minimum requirement for the program. 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 arrive after the deadline of January 30, 2020, (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 April 15, 2020, 23:59 CET (non-EU/EEA residents) or July 1, 2020, 23:59 CET (EU/EEA residents).

A complete application must be submitted by one of the two deadlines. Reference letters may be submitted by referees within 7 days of receipt of the email sent from the online portal with instructions on how to submit their recommendation. References must be received within a week after each application deadline.

For Frequently Asked Questions regarding the On-line Application Form please check the CEU Admissions FAQ on How to Apply. 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 via email. The Mundus MAPP team is unable to answer queries related to technical problems.
V) SELECTION PROCESS

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

Completion check: an initial check of whether the documents are complete.

Reasons for rejection in the completion check include: preliminary degrees are not eligible; 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 2020. In the first place applicants will be requested to submit the missing documents through a clearance check in the CEU e:Vision applicant portal, however, if they fail to add the missing documents they will be rejected in this round.

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, not eligible preliminary degrees; quality of grades and relevance of degree; weak motivation letter; inadequate English; misrepresentation of or contradictory information in the application materials.

Applicants will be notified of the results of the first academic review.

Academic evaluation:
Applications that have passed the above review rounds are evaluated by faculty of the Mundus MAPP Consortium universities according to the following criteria:
- educational background (quality and relevance of degrees earned)
- relevant previous work/research experience
- motivation and leadership potential
- letters of recommendation

Applications will be considered within the context of the whole pool of applications, and ranked by the consortium institutions. Applicants will need to be ranked relatively high by both their selected institution in order to be offered admission.

Final decision:
Final decisions are made by the Academic Board of the Mundus MAPP Consortium. Informal admissions results (admission, rejection, financial aid offer) will be communicated via email and posted in the CEU e:Vision applicant portal.

Applicants may file an appeal following the procedure on our website. 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 securing a place in the program. 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 mid-May (non-EU/EEA residents) and in mid-August (EA/EEA residents).

**VI) INSTITUTIONAL SCHOLARSHIPS**

1) For one person in the CEU-IBEI track:
A CEU Master’s Scholarship for year 1 at CEU combined with a 50% tuition waiver for year 2 at IBEI.

The [CEU Master’s Scholarship](#) covers the full cost of tuition and medical insurance. In addition, scholarship recipients are awarded a monthly stipend of 96,000 HUF and housing in the CEU Residence Center for students who are not residents of Budapest.

The scholarship recipient will be expected to pay the following amount for tuition fees: 5,500 EUR for year 2 at IBEI.

2) For one person in the CEU-YORK track:
A CEU Master’s Scholarship for year 1 at CEU combined with a full tuition waiver for year 2 at YORK.

The [CEU Master’s Scholarship](#) covers the full cost of tuition and medical insurance. In addition, scholarship recipients are awarded a monthly stipend of 96,000 HUF and housing in the CEU Residence Center for students who are not residents of Budapest.

3) For one person in the ISS-IBEI track:
A 50% tuition waiver for both academic years.

The scholarship recipient will be expected to pay the following amount for tuition fees: 5,500 EUR/academic year, i.e. 11,000 EUR in total.

4) For one person in the ISS-YORK track:
A 50% tuition waiver for year 1 at ISS combined with a full tuition waiver for year 2 at YORK.

The scholarship recipient will be expected to pay the following amount for tuition fees: 5,500 EUR for year 1 at ISS.

**VII) PROSPECTIVE STUDENTS FOR SELF-FINANCING PLACES**

Final decisions regarding all applications for self-financing places will be available in CEU e:Vision and will be communicated via email by the deadlines listed in the table below:
<table>
<thead>
<tr>
<th>Application deadline</th>
<th>Deadline of communicating decision via email</th>
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<tbody>
<tr>
<td>November 25, 2019</td>
<td>December 16, 2019</td>
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<tr>
<td>April 15, 2020</td>
<td>May 6, 2020</td>
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<tr>
<td>July 1, 2020</td>
<td>July 22, 2020</td>
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Applicants are encouraged to secure their funding to support the two years of their studies in Mundus MAPP by the dates above.

**VIII) 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.

**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.