

MARIHE

Guideline for

Applicants

V.1

Valid for student intake in 2020

The intention of this Guideline is to provide information regarding the application requirements and application process for MARIHE programme. Where applicable, the Guideline **refers to coactive information presented on MARIHE website: www.marihe.eu**.

We kindly advise applicants to make themselves familiar with the information provided on MARIHE website, especially **the information about the programme, the admission requirements and application process and the FAQ section**.

The website further includes a **Download section offering the templates and additional information for application documents** (including this guideline).

MARIHE programme **only accepts electronic applications** submitted through our MARIHE application database:
<https://mdl.donau-uni.ac.at/marihe/>



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Part 1: Application Requirements

1. About MARIHE

MARIHE – Master in Research and Innovation in Higher Education – programme is [an Erasmus Mundus Joint Master Degree \(EMJMD\)](#) supported by the Erasmus+ Programme of the European Union. The programme has a duration of four semesters (two years). The language of tuition is English.

MARIHE is jointly conducted by: Danube University Krems/Austria (coordinator), University of Tampere/Finland, Beijing Normal University/China, Osnabrück University of Applied Sciences/Germany, Eötvös Loránd University/Hungary, and Thapar Institute of Engineering and Technology (deemed to be University)/India.

More information: www.marihe.eu

2. Costs and Funding

The participation costs ("tuition fees") for the whole study period of four semesters for non-scholarship holders amounts to 12 000 €. For a detailed description of what is included and of the estimated living expenses during the programme, please refer to MARIHE website.

As advertised on MARIHE website, applicants can apply for **Erasmus+ scholarships for participating in an Erasmus Mundus Joint Master Degree programme (EMJMD)**. There are two different categories of these "Erasmus Mundus scholarships":

- Erasmus Mundus Scholarships for applicants from **Erasmus+ partner countries**
- Erasmus Mundus Scholarships for applicants from **Erasmus+ programme countries**.

To find out for which category you may apply and about the amount of funding through Erasmus Mundus, as well as about other funding and scholarship sources, please refer to www.marihe.eu.

3. About Admission Requirements

3.1 The Three Admission Requirements

To apply to the MARIHE programme, applicants have to show that they fulfil the following admission requirements.

- **Applicants must hold a first university degree.** This should be at least a Bachelor Degree issued by a university, quantified as three years of studies corresponding to 180 [ECTS](#).

If ECTS is not used in the country where the first degree was acquired: proof of a successfully completed period of study at higher education level considered comparable with a Bachelor Degree. The decision on this will be made by the MARIHE Consortium.

We do not require the first university degree to be from a specific discipline, with **one exception:**

If an applicant would like to choose the specialization "Learning and Teaching" this requires minimum 50 ECTS from previous studies in any of the following study areas: pedagogy,

psychology, andragogy, sociology, law, social sciences, economic sciences or health sciences. For more information, applicants may contact consortium partner Eötvös Loránd University/ELTE: Mrs Eszter Hámori-Szabó, admission@ppk.elte.hu

- **Applicants shall show a strong motivation and interest** to learn and work in the field of development and management of research and innovation in higher education.
- **Applicants shall have sufficient knowledge of English for academic purposes.** This is to be proved by an English language test certificate accepted by MARIHE programme (see below).

Sufficient knowledge of English for academic purposes is vital for student success in MARIHE. The requirements explained here follow the different institutional and national regulations of the consortium partners. **MARIHE consortium can only accept the five English language test certificates listed in this guideline, and can only grant exemptions on basis of the three cases explained in this guideline.**

3.2 English Language Test Certificates accepted by MARIHE Programme

MARIHE programme only accepts the following five English language test certificates as proof of proficiency in English:

- 1) **TOEFL (Test of English as a Foreign Language)** with a minimum score of 92 (Internet-based test) or of 580 (paper-based test);
Note: scores from TOEFL ITP/institutional testing programme are not accepted.
- 2) **IELTS (Academic)**, ([International English Language Testing System](#)); with a minimum band score of 6.5 with no individual score below 5.5.
- 3) **PTE (Academic)** ([Pearson's Test of Academic English](#)) with a minimum score of 62.
- 4) **C1 Advanced**, formerly known as Cambridge English: Advanced/**CAE** (test offered by Cambridge Assessment English), with a minimum result of grade C.
- 5) **C2 Proficiency**, formerly known as Cambridge English: Proficiency/**CPE** (test offered by Cambridge Assessment English), with a minimum result of Level C1.

3.3 Expiry and Validation of English Test Results

An English language test certificate may expire after a certain time (usually after two years – we kindly advise you to check on your certificate). English test certificates received by MARIHE Secretariat are **validated** by checking with the test providing organisations.

This validation may take up to six weeks after application deadline. If an English language test certificate has expired before, we may not be able to validate it and the application may be rejected due to formal reasons.

If you hold an English test certificate with an expiry date close to the application deadline, you may contact MARIHE Secretariat a few weeks before the expiry date and ask to have your scores validated before the application deadline. You will be informed on the outcome of validation by e-mail. For application, please include this e-mail communication together with your English test certificate as application document No. 8.

3.4 Exemption from English Language Test Requirement

Applicants may **only** ask for being exempted from the English language test requirement, **if they have successfully completed one of the following:**

- a) A Bachelor's degree completed in English in a university or university of applied sciences in any country of the [European Union](#) (EU) or the [European Economic Area](#) (EEA), or in Switzerland, Australia, Canada, New Zealand, the United Kingdom, or the United States. You must have resided in the country while studying.
- b) A two-year Master's degree completed in English in a university or university of applied sciences in any country of the European Union (EU) or in the European Economic Area (EEA), or in Switzerland, Australia, Canada, New Zealand, the United Kingdom, or the United States. You must have resided in the country while studying.
- c) Secondary education completed in English in Australia, Canada, Ireland, New Zealand, the United Kingdom, or the United States.

In addition to submitting proof of an adequate degree or secondary education as described, applicants may also be interviewed before being exempted.

Please note that MARIHE consortium can only accept the five English language test certificates listed in this guideline, and can only grant exemptions on basis of the three cases explained.

Because of national and institutional requirements of the MARIHE consortium partners, we cannot make any other exceptions from this requirement.

3.5 Work Experience

Work experience is **not** an admission requirement.

However, work experience can be a strong advantage for an application, especially if it has been acquired working for (higher) education institutions. To have work experience acknowledged, applicants should clearly **state it in their CV** (employer, duration, function, tasks and responsibilities) and may attach a confirmation of their employer to the CV. Furthermore, recommendation letters to be submitted as application document No. 9 can be from a supervisor at work.

Part 2: Technical Process

4. Application Period and Process

Please note:
*MARIHE only accepts electronic applications submitted through our
MARIHE application database:*
<https://mdl.donau-uni.ac.at/marihe/>

4.1 Application Periods

For exact deadlines, as well as for more information on the application process, review (assessment criteria), student selection and admission process, please refer to www.marihe.eu

The application period for the participation in MARIHE with an Erasmus Mundus scholarship is approximately open from September to November in the year before student intake.

The application period for the participation in MARIHE without Erasmus Mundus scholarship (i.e. participation as a self-funded student) is approximately open from February to May in the year of student intake.

The list of application documents and their requirements are mainly the same for both application periods, only the application form (application document No. 1) is different.

4.2 Electronic Application Process

Register in the MARIHE Application database.

Go to <https://mdl.donau-uni.ac.at/marihe/> and follow “**Create new account**”. If you have an account from a past application period of MARIHE, this account can be used again.

Please be accurate when entering data to create an account, as you cannot change afterwards. E.g. make sure that you enter first name and last name with correct spelling and as written in your passport. To finish account creation, an e-mail with a validation link will be sent to the e-mail address you have provided.

In the application database, you can enrol yourself into the Moodle course room MARIHE_Intake_2020_Application_Scholarship (direct link: <https://mdl.donau-uni.ac.at/marihe/course/view.php?id=177>).

Step 1: Complete your profile – Personal data and basic information

Please enter your personal data and some basic information regarding your application. Please make sure you have completed Step 1 before completing Step 2.

Step 2: Upload of application documents

Upload your application documents (see chapter 5. *Required Application Documents* below).

After completing step 2, submit your application. You will receive an acknowledgement of receipt, sent to the e-mail-address with which you have registered in the MARIHE application database. For technical reasons, this acknowledgement of receipt may take some time.

5. Required Application Documents

5.1 Technical Specifications for application documents

- Download all templates and accompanying information from <http://www.marihe.eu/insidemarihe/download-section>
- An eligible (complete) application consists of **exactly 11 application documents**.
Special Note: If you think you meet one of the exemption requirements for the English language Test (cf. point 3.4 in this guideline), you have to upload a document as a proof as application document No. 8.
- All application documents should be prepared in the **English language**, or, if they are originals in other languages, should be translated into English according to our translation requirements specified below.
- Submit **each application document as a single PDF file** (apart from the photograph/document no. 7 and the video/document no. 11, see information below). This means, for each application document, you must upload only one PDF file (for the photograph and video: other file). If a document has several pages (e.g. scanned copies) they have to be merged into one PDF document.
- The maximum file size per file/application document is **10 MB**.
- Please **name the files** of your application documents as follows:

No.	Type of application document	File name
1	Application Form	01_appform_surname_firstname_2019.pdf*
2	Passport/Personal Identification Card	02_ID_surname_firstname_2019.pdf
3	Curriculum Vitae / CV	03_CV_surname_firstname_2019.pdf
4	Letter of Motivation / LoM	04_LoM_surname_firstname_2019.pdf
5	Final University Diploma from prior university degree(s)	05_universitydegree_surname_firstname_2019.pdf
6	Transcript of Records	06_transcript_surname_firstname_2019.pdf
7	Photograph (portrait), JPG preferred	07_photograph_surname_firstname_2019.XXX
8	Proof of Proficiency in English (or document proofing that you meet one of the exemption requirements)	08_englishtest_surname_firstname_2019.pdf
9	Two Letters of Recommendation	09_recommendation_surname_firstname_2019.pdf
10	Essay	10_essay_surname_firstname_2019.pdf
11	Video	11_video_surname_firstname_2019.XXX

* Example for No. 1: file name is *01_appform_einstein_alberta_2019.pdf*

5.2 The eleven mandatory Application Documents

No. 1) Application Form

Download the **MARIHE Application Form (Word format)** under this link:

<http://www.marihe.eu/insidemarihe/download-section>

For students with special needs:

“Special needs” in this context means for instance physical disabilities. It does not relate to e.g. an applicant's family situation or to the fact that an applicant has a financially difficult background. All applicants are asked for this information so that MARIHE consortium may assist students with special needs in the best possible way. Like all your personal data, the information you provide on this issue is protected, and it will in no way affect the chances of your application.

Regarding the preference for specialization in the 3rd/4th semester:

Students can choose from four different specialization tracks, which comprise the 2nd part of the 3rd and 4th semester:

- Research and Innovation (at University of Tampere)
- Leadership and Management (at Osnabrück University of Applied Sciences)
- Institutional Research (at Danube University Krems)
- Learning and Teaching (at Eötvös Loránd University)

For a detailed description of the specializations, please visit

<http://www.marihe.eu/programs/mobility-specialisations-degrees>

No. 2) Scanned copy of passport / personal ID card

This should be a scanned copy of an **official identification document (either a passport or a personal identification card issued by the authorities of a country)**, including a photograph and personal data like first name, surname and date and place of birth. This data should be described in English (like in passports). We do **not accept** scanned copies of e.g. a driving license or an employee ID (no matter if the holder of the ID works for a public institution).

If the data on the official identification document is not described in English language or if the document does not use the Latin alphabet at all, an officially certified translation into English has to be provided as well (see information on translations of documents below).

No. 3) Curriculum Vitae (CV) in Europass format (in English language)

Download the **template for Europass CV (Word format)** and the **Europass CV instructions (PDF)** under this link: <http://www.marihe.eu/insidemarihe/download-section>

Instead of using the template, you may also compose your CV online on the Europass website:

<https://europass.cedefop.europa.eu/editors/en/cv/compose>.

In any case, upload your CV as a PDF file.

No. 4) Letter of Motivation (LoM)

Download the template for the LoM (Word format) under this link:

<http://www.marihe.eu/insidemarihe/download-section>

No. 5) University diplomas/degree certificates from prior university studies

A university diploma/degree certificate is an official document issued by a university which confirms that a university degree has been conferred to a graduate. If the original of this document is not in English, please provide the original plus a translation (cf. information on translation of documents below). This application document No. 5:

- must include at least the diploma/degree certificate from a university degree of at least three years in duration (in most cases a Bachelor), in order to meet the admission requirements. This diploma/degree certificate should be **the first in the file** (if you hold more than one degree).

AND (if applicable)

- must include diplomas/degree certificates from all prior university studies (this applies to applicants that hold more than one degree).

If your name has changed since graduation (e.g. due to marriage) and as a result your university degree documents and your passport display different names, please provide a document as explanation for the change of name (e.g. a marriage certificate). If this document is not in English language, please provide the original plus a translation (cf. information on translation of documents below).

Instructions for applicants who will obtain their first degree after the application deadline:

If you receive your final university diploma (of your first university degree) after the application deadline, you may submit it to MARIHE secretariat **until 28 February 2020**.

Please fill in the signed "Statement on expected first university degree" (download the template under this link: <http://www.marihe.eu/insidemarihe/download-section>).

Submit the signed statement as application document No. 5 until the regular application deadline, together with your other application documents. The address for sending a scanned copy of the university diploma after the application period has ended, but latest until 28 February 2020, is: marihe@donau-uni.ac.at

No. 6) Transcripts of Records from all prior university studies

If the original is not in English, please provide the original plus a translation (cf. information on translation of documents below). This application document:

- must include at least a transcript from a university degree of at least three years in duration (in most cases a Bachelor), in order to meet the admission requirements. This transcript should be the first in the file (if there is more than one transcript).

AND (if applicable)

- must include transcripts from all prior university studies, including ongoing or unfinished studies (this applies e.g. to applicants that hold more than one degree, or that are still studying for a second degree at the time of application).

No. 7) Recent photograph

This should be a portrait photo and should be preferably in JPG format.

No. 8) Proof of proficiency in English language

For the accepted ways to prove your proficiency in English, please see chapter on *Admission Requirements* above. The result of the English test has to be included as a scanned copy.

If you choose to submit a TOEFL test: In addition to the scanned copy, you might let your score be submitted directly from TOEFL to the MARIHE coordinating institution, Danube University Krems. The institutional code for this direct submission of TOEFL results is 8773 (please choose the option "graduate schools of management").

Instructions for applicants who are unable to present the English language test certificate until the application deadline:

You can ask to be granted an extension for this document **until 10 January 2020** by filling in the signed "*Statement on late submission of English test score*" (download the template under this link: <http://www.marihe.eu/insidemarihe/download-section>). The signed statement has to be submitted as application document No. 8 until the regular application deadline. Send the scanned copy of the test certificate after the application period has ended, but latest until 10 January 2020 to: marihe@donau-uni.ac.at

If you meet one of the criteria for being exempted from submitting an English language test certificate (cf. point 3.3 in this guideline), please upload as application document No. 8 the respective document (adequate degree or secondary education as described).

No. 9) Two Letters of Recommendation

Download the *information sheet to give to the referees* here: <http://www.marihe.eu/insidemarihe/download-section>

The letters of recommendation should be submitted as scanned copies of the original typed and signed paper letters. They have to include the signature and the contact details of the referee, and (if possible) should be on headed paper of the institution and bear a stamp of the institution.

Please submit **exactly two letters** of reference. If you have more, please select only two.

Applicants should ask the referees to provide them either with the original signed letter or with a scanned copy of the original signed letter. **Letters, where the signature has been integrated as a graphic item into the PDF will NOT be accepted.**

No. 10) Essay

Download the *template* including the topic and the length of the essay here: <http://www.marihe.eu/insidemarihe/download-section>

No. 11) Video

Please make a **short video** in which you introduce yourself to MARIHE consortium. The video should have a maximum duration of **two minutes**. It should be preferably in MP4 format. In the video you should talk about the following:

- introduce yourself, especially mention your educational background and your work experience (if applicable)
- explain your motivation (why you want to participate in MARIHE).

We do not expect you to produce a professional high-quality video. A video made with a mobile phone or laptop camera (webcam) is fully sufficient, as long as you are well visible and audible.

6. Translation and Legalisation of Documents

Translation of Documents

If an applicant would like to submit original documents which are not in English, **officially certified translations into English** have to be provided **in addition to the original**. This is likely to apply to official documents and to university diplomas and transcripts (documents no. 2, 5 and 6 in the list of application documents).

Officially certified translation means that the translation has been done by a **sworn and officially accredited translator**, and that the document has to bear the translator's stamp of accreditation. For countries where accredited translators do not hold such a stamp of accreditation, in most cases a public notary can confirm the translator's accreditation.

For university documents, it is also possible to ask the issuing university to provide a certified translation into English. In this case, the university should apply its stamp on the translated document.

Legalisation of Documents

For the application process, university documents do not require legalisation; but they may have to be translated into English (see above). Legalisation may be necessary after a student has been selected for participation and is asked to submit university documents from the first university degree for the admission process at Danube University Krems (as coordinating institution of MARIHE programme). The specific **legalisation requirements depend on the country where the university documents have been issued**. For more information, see the website of Danube University Krems: <https://www.donau-uni.ac.at/en/studium/zulassung/index.php>, section "Legalization of foreign documents".

Special information for applicants with a degree from a university in China

In addition to legalisation, **applicants with university documents from China** must provide a certificate from the Academic Evaluation Center ("Akademische Prüfstelle" - APS) in China. **This requirement does not apply to the application process**, but only to the admission process

thereafter. We suggest to check for dates and deadlines on the website of APS (Chinese translation available):

<https://www.aps.org.cn/internationale-kooperationen/osterreich>

7. Contact

MARIHE secretariat

c/o Danube University Krems

Department for Continuing Education Research and Educational Management

Center for Educational Management and Higher Education Development

Postal Address:

Danube University Krems /Donau-Universität Krems

Department for Continuing Education Research and Educational Technologies (DWB)

To: Ms. Katrin Alberts

Dr.-Karl-Dorrek-Straße 30

3500 Krems

Austria

E-Mail: marihe@donau-uni.ac.at

Website: www.marihe.eu

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