

# MARIHE

# Guideline for

# Applicants

V.1

Valid for student intake in August 2023

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](http://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/>



Co-funded by the  
Erasmus+ Programme  
of the European Union

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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: University for Continuing Education Krems (Danube University Krems)/Austria (coordinator), Tampere University/Finland, Osnabrück University of Applied Sciences/Germany, Eötvös Loránd University (ELTE)/Hungary, Beijing Normal University/China, and Thapar Institute of Engineering and Technology (deemed to be University)/India.

Find more information on our MARIHE website: [www.marihe.eu](http://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 MARIHE website.

### 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's 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: The proof of a successfully completed period of study at higher education level considered comparable with a Bachelor's Degree is required. The decision on this will be made by MARIHE Consortium. N.B.: A cumulative recognition (e.g. 2-year Bachelor + 2-year Master) for admission is not possible.

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: [admission@ppk.elte.hu](mailto: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. All applicants must provide an accepted proof of proficiency in the English language. Otherwise, their application will not be considered for student selection (and rejected due to formal reasons).

### 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 iBT** ([Test of English as a Foreign Language](#), internet based test) with a minimum score of 92 (out of 120); Note: scores from TOEFL ITP (institutional testing programme) are not accepted;
- 2) **IELTS Academic** ([International English Language Testing System](#)) with a minimum overall score of 6.5 (out of 9) and no individual score below 5.5;
- 3) **PTE Academic** ([Pearson's Test of Academic English](#)) with a minimum score of 62 (out of 90);
- 4) **Cambridge C1 Advanced** (formerly known as CAE) with a minimum result of grade C;
- 5) **Cambridge C2 Proficiency** (formerly known as CPE) with a minimum result of level C1.

All editions of the above-mentioned tests (test center, paper edition, home/online edition) are accepted.

Please note to book a language test well in advance. There might not be many test dates available, or they may get fully booked early.

### 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. (N.B.: This verification will be done by MARIHE Secretariat, not the applicant!) The validation may take up to six weeks after the 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) Full secondary education completed in English in **Australia, Canada, Ireland, New Zealand, the United Kingdom, or the United States.** (N.B.: A student exchange year is no case for exemption.)

In addition to submitting the proof of an adequate degree, applicants may also be interviewed before being exempted.

**Please note that MARIHE consortium**

- will only accept the five English language test certificates listed in this guideline, and
- will only grant exemptions on basis of the three cases explained (see above).
- Letters issued by universities stating the proficiency in English (e.g. due to English as medium of instruction) are not accepted.

Because of national and institutional requirements of the MARIHE consortium partners, **we cannot make any other exceptions from the English language test 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 MARIHE website.

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.

**Please note:** For intake 2023, an early scholarship application period is announced:  
<http://www.marihe.eu/insidemarihe/news/146-early-scholarship-application-period-for-intake-2023>

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 MARIHE Moodle <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 it afterwards. E.g. make sure that you enter your first and last name with correct spelling and as written in your passport. To finish the 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\_2023\_Application\_Scholarship** (direct link: <https://mdl.donau-uni.ac.at/marihe/course/view.php?id=268>).

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

Please enter your personal data and some basic information regarding your application. Please be accurate when entering your data (e.g. make sure that you chose the same scholarship category and specialization fits as on your application form).

Before completing Step 2, you have to complete Step 1.

## Step 2: Upload of application documents

Upload your 11 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 an adequate document as 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_2022.pdf *
2	Passport/Personal Identification Card	02_ID_surname_firstname_2022.pdf
3	Curriculum Vitae / CV	03_CV_surname_firstname_2022.pdf
4	Letter of Motivation / LoM	04_LoM_surname_firstname_2022.pdf
5	Final University Diploma from prior university degree(s)	05_universitydegree_surname_firstname_2022.pdf
6	Transcript of Records	06_transcript_surname_firstname_2022.pdf
7	Photograph (portrait), JPG preferred	07_photograph_surname_firstname_2022.XXX **
8	Proof of Proficiency in English	08_englishtest_surname_firstname_2022.pdf
9	Two Letters of Recommendation	09_recommendation_surname_firstname_2022.pdf
10	Essay	10_essay_surname_firstname_2022.pdf
11	Video, MP4 preferred	11_video_surname_firstname_2022.XXX

\*) "surname\_firstname" is a placeholder: Please enter your surname(s) and your first name(s). Example for no. 1: file name is *01\_appform\_einstein\_alberta\_2022.pdf*

\*\*) ".XXX" is a placeholder: Please enter the ending of the file type. Example for no. 7: file name is *07\_photograph\_einstein\_alberta\_2022.jpg*

## 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>

#### Regarding the specialization in the 3<sup>rd</sup>/4<sup>th</sup> semester:

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

- Research and Innovation (at Tampere University/Finland)
- Leadership and Management (at Osnabrück University of Applied Sciences/Germany)
- Institutional Research (at University for Continuing Education Krems/Austria)
- Learning and Teaching (at Eötvös Loránd University/Hungary)

In the application form, applicants are asked to name either two or three specializations which they think fit them best. For a detailed description of the specializations, please refer to MARIHE website (<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 and 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 with instructions 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/180 ECTS (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 other 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 (together with your CV/application document no. 3) 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 19 February 2023**.

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 19 February 2023, is: [marihe@donau-uni.ac.at](mailto: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/180 ECTS (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 other 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.

#### *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 8 January 2023** 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 8 January 2023 to: [marihe@donau-uni.ac.at](mailto: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 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. It is not possible that the referees send the letters directly to MARIHE Secretariat. **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 produce a **short video** with a maximum duration of **two minutes**. It should be preferably in MP4 format. In the video you should talk about the following:

- a) introduce yourself, especially mention your educational background and your work experience (if applicable)
- b) explain your motivation (why you want to participate in MARIHE)
- c) answer the following question: Imagine you are the reviewer assessing your own application – why would you select the applicant (yourself)? Please highlight maximum three aspects.

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 if you are well visible and audible.

## 6. Translation and Legalisation of Documents

### 6.1 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.

### 6.2 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 University for Continuing Education 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 University for Continuing Education Krems: <https://www.donau-uni.ac.at/en/studies/study-organisation/admission.html>, section “Legalization of foreign documents”.

### 6.3 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 checking 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 University for Continuing Education Krems (Danube University Krems)  
Department for Higher Education Research

#### *Postal Address:*

University for Continuing Education Krems  
Department for Higher Education Research (DHF)  
To: Katrin Alberts/MARIHE Secretariat  
Dr.-Karl-Dorrek-Straße 30  
3500 Krems  
Austria

E-Mail: [marihe@donau-uni.ac.at](mailto:marihe@donau-uni.ac.at)

Website: [www.marihe.eu](http://www.marihe.eu)

Facebook: <https://www.facebook.com/marihe.MSc.Erasmus.Mundus/>

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