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MARIHE

Guideline for

Applicants

V.1

Valid for student intake in October 2025

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: <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 portal:
<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 \(EMJM\)](#) 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, University of Aveiro/Portugal, 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 <<

2. Costs and Funding

The **participation costs** ("participation fee") for the whole study period of four semesters for both Erasmus Mundus scholarship holders as well as self-funded students/non-scholarship holders amounts to 18 000 €. For a detailed description of what is included and of the estimated living expenses during the programme, please refer to MARIHE website.

Applicants to MARIHE should pay special attention to the minimum mobility requirements of participating in an EMJM:

An EMJM must include **compulsory physical mobility for all enrolled students** (EMJM scholarship-holders or not) consisting of a minimum of two study periods in two countries, of which at least one must be an EU Member State or third country associated to the Erasmus+ programme. These two countries must be different from the country of residence of the student at enrolment stage. Each of the two mandatory study periods must correspond to a workload of at least one academic semester (30 ECTS). **For MARIHE, this means:** Applicants with their country of residence in Austria or Finland cannot choose the specialization at UWK and TAU.

As advertised on MARIHE website, applicants can apply for **Erasmus+ scholarships for participating in an Erasmus Mundus Joint Master programme (EMJM)**. To find out more about the eligibility and the amount of funding through Erasmus Mundus, as well as about other funding and scholarship sources, please refer to MARIHE website. For holders of an Erasmus Mundus scholarship, the participation fee is covered by the scholarship.

NEW for Intake 2025: Self-funded participants do not have to pay the participation fee either, since the Consortium decided to waive this fee, based on the new funding structure.

If you want to apply as an Erasmus Mundus scholarship holder, you can at the same time apply as a self-funded student. Please note: These are two different options of participation in MARIHE programme. The (additional) application as self-funded student does NOT influence the chances of your scholarship application – but it might increase your chances of participating in the programme in intake 2025. We strongly recommend using this option, since MARIHE is a highly selective programme especially for scholarship applicants (due to the limited number of scholarships).

Neither scholarship holders nor self-funded students have to pay the participation fee of EUR 18 000.



- In case your application as a scholarship holder is not successful (i.e. you are not placed on the scholarship main or reserve list) you may still participate as self-funded student (if selected for participation).
- In case you are placed on the scholarship reserve list, your scholarship application remains valid, and you still might be promoted to the main list in case of a drop-out. If the promotion does not happen, you can participate as self-funded student.

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

- **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. 7.

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) or similar documents 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. 8 can be from a supervisor at work.



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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.

Please note: There is only ONE application period for BOTH scholarship and self-funded applicants for intake 2025! To increase your chances of participation, you might apply as both scholarship holder and self-funded student.

4.2 Electronic Application Process

Register in the MARIHE Application Portal

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.

To minimize unconscious biases during the first step of the review process, **please do not upload a personal profile picture (portrait)!**

In the application database, you can enrol yourself into the Moodle course room **MARIHE_Intake_2025_Application**.

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 participation category and specialization fits as on your application form) and do NOT upload a personal profile picture.

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

Step 2: Upload of application documents

Upload your 9 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>
- **There is a 2-step application process** (new for intake 2025):
 1. An eligible (complete) application in the first step consists of **exactly 9 application documents** (application documents no. 1 – 9, see below). These documents have to be uploaded by all applicants.
 2. After the first review, shortlisted applicants are asked to submit **one more application document** (application document no. 10). This document has to be uploaded **by shortlisted candidates only, within 10 days of notice**. This means, selected (shortlisted) candidates will be explicitly asked to upload application document no. 10. **Do not upload the document unless asked to do so!**
- 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**. This means, for each application document, you must upload **only one** PDF 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
1st application step – mandatory for all applicants		
1	Application Form	01_appform_lastname_firstname_2024.pdf *
2	Passport/Personal Identification Card	02_ID_lastname_firstname_2024.pdf
3	Curriculum Vitae / CV	03_CV_lastname_firstname_2024.pdf
4	Letter of Motivation / LoM	04_LoM_lastname_firstname_2024.pdf
5	Final University Diploma from prior university degree(s) OR Statement on expected first university degree	05_degree_lastname_firstname_2024.pdf
6	Transcript of Records	06_transcript_lastname_firstname_2024.pdf
7	Proof of Proficiency in English (test certificate) OR Proof of exemption OR Statement on late submission of English test score	07_englishproof_lastname_firstname_2024.pdf
8	Two Letters of Recommendation	08_recommendation_lastname_firstname_2024.pdf
9	Essay	09_essay_lastname_firstname_2024.pdf
2nd application step – mandatory for shortlisted applicants only		
10	Video, MP4 preferred	10_video_lastname_firstname_2024.XXX **

*) "lastname_firstname" is a placeholder: Please enter your actual last (family) name(s) and your first name(s). Example for no. 1: file name is *01_appform_einstein_alberta_2024.pdf*



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**) “.XXX” is a placeholder: Please enter the ending of the file type. Example for no. 10: file name is
10_video_einstein_alberta_2022.mp4

5.2 The nine Application Documents of the 1st Application Step

All applicants are asked to submit the following mandatory documents:

No. 1) Application Form

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

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

Regarding the specializations in the 3rd/4th semester:

In the first part of the 3rd semester, students chose one **specialization in Asia:**

- Specialisation at BNU (China): Educational Planning
- Specialisation at TIET (India): Social and Commercial Entrepreneurship and Sustainability

In the second part of the 4th semester, students chose one **specialization in Europe:**

- Specialisation at TAU (Finland): Research Management and Digital Transformation
- Specialisation at UASO (Germany): Leadership and Management
- Specialisation at UWK (Austria): Institutional Research
- Specialisation at ELTE (Hungary): Learning and Teaching
- Specialisation at UA (Portugal): Policy Analysis

In the 4th semester, students are writing their **master's thesis** which is possible at all seven partners.

In the application form, applicants are asked to name either one or two 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>).

Please note the **compulsory physical mobility for all enrolled students** as explained under chapter 2 and here: [Curriculum - Marihe - Master in Research and Innovation in Higher Education](#).

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).



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N.B.: The identification document will only be considered during the formal eligibility check, but not during the first step of the review process, to minimize unconscious biases.

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

Download the instructions for an English Europass CV under this link:

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

Create your Europass CV accordingly and upload it as a PDF file. Please only use the English template.

Important: To minimize unconscious biases during the first step of the review process, **please do NOT include a personal photograph (portrait) in your CV!**

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>

Don't forget to fill in the signed AI declaration on the template.

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 **placed 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 27 January 2025**.



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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 27 January 2025, is: marihe@donau-uni.ac.at

Important: Providing us with your conferred first university degree after 27 January 2025 is too late for the current application period (student intake 2025). Provisional certificates, letters of progress or similar documents cannot be accepted due to admission reasons (in case of selection). In this case, we kindly ask you to consider applying next year (for intake 2026).

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 placed 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) 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 27 January 2025** 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. 7 until the regular application deadline. Send the scanned copy of the test certificate after the application period has ended, but latest until 27 January 2025 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 3.4 in this guideline), please upload as application document No. 7 the respective document (adequate degree as described).

N.B.: The English test certificate might contain a personal photograph of the applicant and will, thus, only be considered during the formal eligibility check, but not during the first step of the review process, to minimize unconscious biases.



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No. 8) 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 OR with a digitally 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. 9) Essay

Download the **template** including the topic and the length of the essay here:
<http://www.marihe.eu/insidemarihe/download-section>
Don't forget to fill in the signed AI declaration on the template.

5.3 The one Application Document of the 2nd Application Step

Shortlisted applicants are asked to submit the following additional document **within 10 days of notice**. Do NOT upload the document unless asked to do so.

No. 10) 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 full name, 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.

5.4 Use of Artificial Intelligence (AI)

MARIHE Consortium welcomes the use of AI tools, insofar as this requires a critical awareness of how to use them in line with the university's educational mission. The Consortium wants to support applicants in dealing with them effectively and transparently. The following guidelines have been defined for the use of AI tools in teaching:



- If an AI tool is used when writing texts, this must always be stated. The use of large language models (e.g. ChatGPT) can provide support when checking or formulating texts. However, it is always important to bear in mind that the result must be critically scrutinised and humanely revised in view of the fact that the texts produced by AI may be incorrect, unprovable, incomprehensible and discriminatory and may reproduce stereotypes.
- Commissioning third parties to write texts (ghost-writing), is also not permitted in the case of AI tools. Furthermore, applicants are entirely responsible for the content of the texts they submit. Although large language models are already advanced and can formulate coherent texts, factual errors or even invented sources nevertheless appear in AI-generated texts.

Especially regarding application document no. 4 (letter of motivation) and no. 9 (essay), please indicate the use of AI as outlined on the templates. The name of the tool (and version) as well as the purpose of use and the part in which it was used has to be clearly stated. Failing to declare the use of AI fully or partly will lead to a rejection of the application due to formal reasons.

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.

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.

Since the legalisation process can be very time consuming, especially in the case of a full diplomatic legalization, applicants may check the required form of legalization of their first degree certificate and the required process well in advance.

>> For more information, see the “Info sheet on legalization and translation of foreign documents” provided on the website of University for Continuing Education Krems:

<https://www.donau-uni.ac.at/dam/jcr:6a782605-99ba-4e2a-8d94-e811534fe549/Info-Sheet-Legalization-and-Translation-of-Foreign-Documents-UWK.pdf> <<



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

In addition to legalisation, **selected 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 (in case of selection). We suggest checking dates and deadlines on the website of APS well in advance (Chinese translation available): <https://www.aps.org.cn/internationale-kooperationen/osterreich>

We would like to point out that APS is an established approach among Austrian universities in verifying foreign documents from China, and that the University of Continuing Education Krems is by no means applying a special regulation here. With the APS Certificate Austria, a reliable and by Austrian Federal Ministry of Education, Science and Research recommended possibility of checking the admission requirements was given.

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

Website: www.marihe.eu

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

LinkedIn: <https://www.linkedin.com/company/marihe>

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