

# Admission procedure and calendar

INTAKE 2022

Approved by the EU-CONEXUS Academic Council  
24/01/2022

## Student admission procedure for intake 2022

### Article 1. General provisions

The student admission includes the procedures and rules for application, selection, enrolment and registration of the students in the joint Master programme in Marine Biotechnology.

The Partners agree to apply a joint application, selection, enrolment and registration procedures for JMPMB students.

This Students admission procedure is approved by the EU-CONEXUS Academic Council.

### Article 2. Admission calendar

Procedure	Timeline		Responsible
Publishing of application, selection and admission procedure for intake of 2022	01/02/2022		Programme Coordinating University
	<b>1<sup>st</sup> round: EMJM Scholarships and Self-funded</b>	<b>2<sup>nd</sup> round: Self-funded</b>	
<b>Call for application</b>	01/01/2022– 31/03/2022	01/04/2022 31/05/2022	Applications shall be submitted <a href="#">online</a>
Confirmation of the Selection Committee	30/11/2021		Programme Board
Eligibility and assessment of applications	31/03/2022*	8/06/2022	Selection Committee
<b>Interviews</b>	04-14/04/2022	13-22/06/2022	Selection Committee
Pre-nomination and final list of nominated and pending students confirmation	20/04/2022*	23/06/2022	Programme Board
<b>Publishing the list of nominated students</b>	22/04/2022	27/06/2022	Programme Board
Sending the admission offers	25-26/04/2022	28/06/2022	EU-CONEXUS Master Officer
<b>Signing the Student agreement</b>	16/05/2022	8/07/2022	
Revision of accepted/refused admission offers and	18/05/2022*	19-20/07/2022	Programme Board

invitation of students from the pending list. 2 round			
<b>Signing the Student agreement. 2 round</b>	19-25/05/2022	21-29/07/2022	
Registration of students	3/09/2022		EU-CONEXUS Master Officer
<b>Start of classes</b>	15/09/2022		

### Article 3. Admission requirements

The programme is open to the **holders of a first cycle higher education degree** (Bachelor degree, or equivalent) in **Natural Sciences, Mathematics and Statistics (ISCED 05), Engineering, Manufacturing and Construction (ISCED 07), Agriculture, Forestry, Fisheries and Veterinary (ISCED 08) and other similar fields of study as JMPMB from all countries**. The qualification must give access to the Master studies and be recognised by the NARICs (National Academic Recognition Information Centres) of the Partners (see Article 5.1.).

The minimum **eligibility requirements** to study joint Master programme in Marine Biotechnology are:

- University Bachelor's degree (min 180 ECTS) or equivalent providing the access to Master cycle,
- English language proficiency: at least CEFR B2, IELTS 6.5 (at least 6 in any skill overall speaking, writing, listening and reading) or equivalent), if English is not a native language or language of previous Bachelor or Master studies,
- Motivation.

The Partners agree to aim at selecting the best students in the JMPMB. The Consortium will select the students in **three selection rounds**:

- (1) eligibility evaluation,
- (2) assessment of applications and
- (3) interview.

The final list of nominated and pending students will be announced by the Programme Committee.

### Article 4. Application documents

An applicant to the joint Master programme in Marine Biotechnology shall fill in the application form and upload the following scanned documents through the EU-CONEXUS application system <https://apply.eu-conexus.eu/>:

- Diploma of Bachelor degree, or equivalent.
  - *If the diploma is not received yet, the applicant shall indicate when it is expected to be received or provide the confirmation from university about the completion of Bachelor studies\*.*
- Diploma Supplement or Transcript of records, showing full details of courses studied and grades/marks obtained:

- *If at the moment of application, the Bachelor studies (or equivalent) are not completed yet, the Transcript of records with the courses and grades to date is accepted\*.*
- Certificate to proof of English language proficiency (see requirements), if English is not a native language.
  - *If at the moment of application, it is not possible to provide proof of language qualification, applications will still be accepted but any offer of a place on the programme or of a scholarship will be conditional until the test result is received & verified by Selection Committee.*
- Statement of purpose completed with comments/justification about the preference for the track (specialisation) in JMPMB.
- CV with the emphasis on professional/research experience in the related subject and extracurricular activities ([Europass CV format](#) is highly recommended).
- 2 academic recommendation letters (the letters must be signed, they must contain a date and they must be on letter headed paper, and include the referees signature or official stamp).
- Copy of the photo page of passport or ID (for the EU citizens only).

At the moment of application, the applicant is requested to select the track and preferred university,-ies for the 3<sup>rd</sup> semester of JMPMB (you can select up to 3 priority choices).

All documents, if not in English or bilingual, when English is one of the languages, shall be duly translated and notary verified.

Applications shall be submitted until the end of Call for applications. If any of the required documents are missing, the application will not be considered.

#### *\* Conditional offers*

An applicant who is completing the final year of his/her first degree or who has yet to provide the required evidence of proficiency in English will be considered for entry to the JMPMB but will not receive an unconditional offer of a place on the programme until it is received his/her final degree and/or English language test results. In such cases the applicant may be offered a conditional admission on finishing Bachelor's degree at the required grade and/or obtaining the required English language test results. This documentation must be submitted to the EU-CONEXUS Master Officer.

EU-CONEXUS Minor Officer is responsible to communicate and consult potential applicants and assist them in the application procedure.

After the applications are submitted, the EMO prepares the applicants lists and their documentation to the Selection Committee.

## Article 5. Selection

The selection process, performed by the Selection Committee, consists of three steps to ensure the involvement of every Partner institution in the selection of potential students:

- (1) eligibility evaluation,
- (2) assessment of applications and
- (3) interview.

These steps include the assessment of applications in a gradual flow of choosing the best applicants.

The selection is based on criteria guaranteeing a fair evaluation of the applications and does not give priority to any applicant depending on his/her nationality, race, religion or gender.

### Article 5.1 Eligibility evaluation

The submitted applications shall be thoroughly reviewed:

- 1) first the formal aspects to be checked (required documents, documents in English, etc.),
- 2) and then the eligibility requirements to be reviewed.

The relevance of the Bachelor's degree (or equivalent) of the applicant in respect to the access to the second cycle studies and the JMPMB programme will be assessed:

- The degree issuing higher education institution must be an accredited institution in the country where the studies are conducted/registration of HEI and to have a right to issue the degree which is submitted.
- The programme must be accredited for the period when the applicant has studied there.
- The qualification must provide the access to Master's studies.
- The qualification must be recognised by the NARICs (National Academic Recognition Information Centres) of the Partners.
- The qualification (or together with additional formal and non-formal qualifications) shall meet specific requirements to study JMPMB.

In case of doubt regarding the quality of the issuing institution, external advisors will be consulted, in order to establish the status and quality of the institution concerned.

The recognition of the learning outcomes gained through non-formal and informal learning may be used for (1) admission purposes (under the responsibility of the Selection Committee), (2) recognition and transfer of (part of) credits in the JMPMB (under the responsibility of the course coordinating Partner in collaboration with the Programme Committee).

If applications are found to be incomplete and/or non-eligible, the applicants will be informed about this per email.

### Article 5.2 Assessment of applications

Eligible applications are then evaluated and ranked by the Selection Committee according to the following selection criteria and point system:

Selection criteria	Points
Grade (GPA – grade point average) of Bachelor (or equivalent) study	0 (not satisfying) to 50 (excellent)
Statement of purpose	0 (not satisfying) to 30 (excellent)
Professional/research experience in the related subject	0 (no experience) to 10 (very high)
Extracurricular merits (entrepreneurship, publications, conference papers, volunteer work, social activity, etc.)	0 (no merits) to 10 (very high)
<b>Total:</b>	<b>0 to 100</b>

The applicants will be informed about the ranking points by the EMO.

### Article 5.3 Interview

Applicants with at least 60 points will be interviewed to evaluate the motivation and personal skills by the Selection Committee.

Interview evaluation criteria	Points
Motivation	1 (extremely low) to 5 (very high)
Strength	1 (extremely low) to 5 (very high)
Disagreement	1 (extremely low) to 5 (very high)
Aspirations	1 (extremely low) to 5 (very high)
Cultural knowledge	1 (extremely low) to 5 (very high)
<b>Total:</b>	<b>5 to 25</b>

N.B. The applicants ranking points are given under joint agreement. In case of disagreement, each Selection Committee member gives personal points, and the final points are calculated as the average.

The Selection Committee decides whether the applicant is nominated for the programme. There should be a shared understanding and agreement on the profile of students accepted into the programme. In case, that one member of the Selection Committee is not willing to admit an applicant; the (non)acceptance will be decided by a simple majority of SC members.

### Article 6. Final nomination list

The final ranking will consist of the total points collected from the selection criteria evaluation (60 to 100) and interview evaluation (5-25). In case of high competition, the priority will be given to the applicants based on their indicated priorities for the track and university in the 3<sup>rd</sup> semester to ensure the homogenous distribution of students among the tracks and universities.

The Selection Committee approves the pre-nomination list and submits to the Programme Board for the final approval.

The list of nominated students and pending applicants is announced on the EU-CONEXUS website and all applicants are informed by the EU-CONEXUS Master Officer by the email within the admission timeline.

About 20 best ranked students will be offered Erasmus Mundus Joint Masters scholarships.

If the nominated student is still due to present his/her final documents, the conditional offer is issued until the pending documents are received.

If a nominated student withdraws his/her application or refuses the offer to study JMPMB, the next person from the pending students list moves up to take the study place.

### Article 7. Enrolment and registration

The EU-CONEXUS Master Officer is in charge of communication with nominated students. Once the nominations list is approved by the Programme Board, EMO has to send the following documents to the invited students:

- (Conditional) acceptance letter, where the start of studies, duration, chosen track and university for the 3<sup>rd</sup> semester, language of studies, tuition fees will be notified.

- Individualised explanatory letter, where the nominated student will be informed about the next steps to take, what documents to present, how to obtain a health insurance, and, how and where to apply for visa, if needed.
- Student agreement.

When the nominated applicant returns the signed Student agreement, it is considered the student accepted the invitation to study.

As a next step, EMO sends out

- Tuition fees invoice (not applicable for Erasmus Mundus scholarship holders);
- Student toolkit (with travelling, migration procedures, accommodation, health insurance, academic regulation information, etc.) and contacts;
- Connection to social media networks;
- Information about the webinar 'Before arrival' and Welcome Week.

Any other documents, requested by the student for personal reasons (for scholarship, bank loan, visa application, military service, etc.) shall be provided by EMO.

The student who signed the Student agreement and paid the tuition fees (or the latter were paid by third parties) is registered as a full-time student of the joint Master programme in Marine Biotechnology at all six universities of the Consortium for the whole period of the studies.

Programme Board members at each Partner are in charge to provide all required information to the institutional administrative departments to finalise these procedures.

When the student arrives at the first university (UCV) of the JMPMB, he/she shall present original Bachelor (or equivalent) diploma, diploma supplement or transcript of records and notary verified copies. These documents are stored at the Programme Coordinator University, and the copies of all students' documents to be sent to Partners. The Partners store student data according to the respective rules of each institution.

## Article 8. Appeals

The Selection Committee and Programme Board guarantee an absence of any conflict of interest as well as transparency and equal treatment for all applicants.

In case of any objection in any stage of the application, selection and admission process, the applicant may file his/her appeal to the Academic Coordinator at the Programme Coordinator University at [MBacademic.coordinator@eu-conexus.eu](mailto:MBacademic.coordinator@eu-conexus.eu).

The appeal shall be dealt by the Programme Committee within 5 working days, or if the complaint requires more time to verify the facts and/or documents, to notify the person about possible time to answer.