

MASTER IN GLOBAL CHALLENGES FOR SUSTAINABILITY

Rules and regulations

Admissions

(mainly signed in the Addendum of the Consortium
Agreement 19/12/2020)

Version 2.5 April 2021

1. Objective and scope of application

To regulate the admissions process to the Master's degree within the CHARM-EU programme.

2. Recruitment

- 2.1. All relevant information about the programme such as admission requirements and procedures, course catalogue, mobility, fees, examination and assessment procedures will be published on the CHARM-EU website (<https://charm-eu.eu>) among other promotional channels (Twitter, Instagram, etc.). The Joint Virtual Administrative Office will be responsible for maintaining the accuracy of programme information. The partner universities will be responsible for publishing the Master's among their offerings, linking to the information published on the CHARM-EU website.
- 2.2. When applying to the programme, applicants will have to rank the partner universities in which they would like to start studying. Accepted applicants will be given their first choice whenever possible. If this is not possible, they will be admitted to their next choice as necessary, to ensure numerical balance in enrolments between the partners. The final number of registrants per partner university will be approved by the Rectors Assembly.
- 2.3. The Academic Board will monitor the Programme's student recruitment target numbers and diversity.

3. Admission requirements and selection criteria

CHARM-EU is committed to fair, transparent and consistent admissions practices and procedures.

3.1. Requirements for entry into the Master's programme.

The entry requirements comply with the national legislation of the countries of the partner universities and are the following:

- To hold a Bachelor's degree or recognised equivalent to a bachelor's degree from a country in the EEES (*Espacio Europeo de Educación Superior*) which is recognised as a sufficient qualification to apply for admission to a master's degree. All documents submitted should be issued by the relevant official body/bodies. In the case of applicants with a French Licence they will need an additional 30 ECTS for admission. This is subject to French legal changes.
- To hold a bachelor's degree or equivalent obtained in accordance with foreign educational systems which is recognised as a sufficient qualification to apply for admission to a master's degree. This admission does not imply official recognition of the previous qualification or recognition for any purpose other than application to the master's programme. All documents submitted should be issued by the official body or bodies so authorised and should be duly stamped and attested.
- English Language certification (see accepted certificates in Annex I): C1 is the required level, except for an applicant in one of the following cases:
 - Applicants with nationality in an English-speaking country.
 - Applicants coming from education systems of English-speaking countries.

- Applicants with a previous university degree (bachelor, master or doctorate) delivered in English.
- Applicant with previous residence of 5 years or more in an English-speaking country

In these cases, the English level will be assessed by video presentation (see below) and a personal interview, if required.

Applicants with a B2 level will be considered in conjunction with other admission criteria but must provide evidence of attaining C1 Level before confirmation of offer and programme registration.

The Joint Virtual Administrative Office staff will check the requirements against the documents provided for the application.

3.2. Selection criteria and procedure

Admission to the programme is selective. There is a maximum capacity of 100 students in the programme for the first iteration (2021-2022). The candidates will be ranked on a scale of 100 points.

Criteria for ranking the Applicants:

The selection criteria will be assessed based on:

- Academic transcript
- Curriculum vitae
- An essay
- A video presentation answering three/four predetermined questions (this will substitute for a motivation letter).
- Optionally an interview (i.e. if there is any doubt about the assessment of a competence).

If an applicant has inclusivity requirements and cannot provide a video presentation the Admissions Board will advise on an alternative.

Each applicant will be assessed by two different members of the Admissions Board and rankings will be compiled by the Joint Virtual Administrative Office according to the criteria below. Admissions information will provide guidelines and rubrics for the essay and the video, and if possible, some examples will be provided. The criteria include four categories:

Academic Excellence (10 points)

Points for academic excellence are based on the final grade mark of the previous degree. If the applicant provides more than one previous degree, the Admissions Board will consider the highest level or in case of equal level, the first one listed by the applicant.

The 10 points will be distributed as follows (see table of grading equivalence in Annex II. If the country of the candidate is not listed, the Academic Board will decide the conversion.

| | |
|---|-----------|
| A | 10 points |
| B | 8 points |
| C | 4points |
| D | 0 point |

General Academic Competencies (40 points, 10 points by each item)

- Critical thinking
- Analytical writing
- Verbal reasoning
- Visual presentation

Personal Competencies (40 points, 10 points by each item)

- Intercultural competence
- Oral communication
- Civic engagement
- Commitment for programme entry

Inclusion (10 points)

In order to ensure access and inclusion, the applicants of under-represented communities (in terms of age; gender, family status disability; migration status, membership of the Roma and Travelers¹ socio-economic background in all aspects of higher education, among others), that want to be considered for these 10 additional points will be able to declare their situation by providing a relevant rationale and supporting information. The declaration of this possibility will be optional for the applicant.

3.3. Ranking the applicants

As the programme needs to be as diverse, multidisciplinary and interdisciplinary as possible, the list of applicants will balance geographical and disciplinary origins of the applicants. They will be classified according to the discipline of their Bachelor degree and their geographical area of nationality.

Geographical area of nationality. Applicants that have two nationalities, can be ranked with both. If they originate from a State member of the Erasmus+ programme, they will be geographically classified among the 4 European areas of the [EuroVoc Geographical classification](#)² (N - “Northern Europe”, S - “Southern Europe”, W - “Western Europe” and C -

¹ <https://www.coe.int/en/web/roma-and-travellers/about-us>: The term “Roma and Travellers” is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term “Gens du voyage”, as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

² Countries by Europea region: [EuroVoc Geographical classification https://eur-lex.europa.eu/browse/eurovoc.html?params=72,7206#arrow_7206](https://eur-lex.europa.eu/browse/eurovoc.html?params=72,7206#arrow_7206). United Kingdom will be removed from the list from 1st of January 2021. The candidates will be consider as Non-EU.

“Central and Eastern Europe”), otherwise they will be classified under X - “Non-EU” (maximum 10% of the total).

- *Discipline*: Applicants will also be classified in 3 different categories depending on the discipline of their Bachelor degree, according to groups according to groups of the [ISCED Fields of education and training 2013](#)³:
 - “Arts, humanities and education” (AHE - categories 00, 01 and 02)
 - “Social sciences, business and law” (SBL - categories 03, 04 and 10)
 - “Science, technology, health” (STH - categories 05, 06, 07, 08 and 09)

Ranking the applicants: In order to implement these conditions, the final admissions list will be created by adding applicants one by one depending on their score and their geographical and discipline origin, following this algorithm (see an example in Annex III):

- An applicant list is created where all applicants that score above 60 are ranked from the best to the worst score.
- The first element of the applicant list is considered: if the applicant is from a discipline or a geographical area that are less represented than others, they are added to the final list and deleted from the applicant list; otherwise the next applicant in the applicant list is considered.
- Non-EU applicants of the applicant list are added to the admitted list if they don’t represent more than 10% of the total, otherwise they are ignored until the next step.
- At each iteration, the selection for the next in the ranking goes back to the beginning of the applicant list.
- When no applicant from the applicant list can be added (the list is full of applicants from already overrepresented categories), the final list is filled with the remaining applicants of the applicant list in the same order.
- The highest scoring 100 applicants, diversity adjusted, from the list will be admitted while the remaining ones will be placed on the waiting list. At the end of the admitted list, if some applicants have the same score, the Admissions Board can organise interviews in order to reassess and distinguish between these applications.

At the end, at each iteration there is a count of the number of applicants in the final list in each category (geographical area and discipline). Applicants can be moved from the applicant list to the final list if there is a category (e.g. geographical area and/or discipline) with available spaces. A short computer programme will be used to sort applicants following these criteria.

4. Application procedures and deadlines

In order to apply for the programme, CHARM-EU will establish a joint application procedure.

4.1. The Joint Virtual Administrative Office will prepare the documents for the Admissions Board and check the documents and requirements.

³ <http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-fields-of-education-and-training-2013-detailed-field-descriptions-2015-en.pdf>

- 4.2. The Admissions Board will analyse the documents submitted by the applicant and will assess them, resulting in a total of points for each candidate between 0 and 100, following the criteria described above. They will make decisions in two periods (April and June) and they will publish an anonymised admission list for transparency. If in April the admitted applicants are at 100 in number, and diverse enough and there is a waiting list, the second period will not be opened for admissions.
- 4.3. The applicant will receive an email notification with one of the following options:
- Admitted: meets requirements of degree and English level, the assessment is over 60 points, and a position between 1 and 100 in the admission list.
 - Non-admitted: does not meet requirements or is assessed below 60 points
 - Waiting list: meets requirements over 60 points, position at 101 or higher
- 4.5. The applicant must accept the offer of admission within three weeks. A notification of admission that has not been accepted within the prescribed time will expire.
- 4.6. For any aspect of admissions not regulated in this document, the Academic Board will be responsible for establishing any provision needed.
- 4.7. The Admissions Board will oversee the analysis of the applicants and the admission process.
- 4.8. The Academic Board will agree the closing date for receipt of applications to the joint master's programme. Applications submitted after this closing date will not be considered unless under exceptional circumstances as defined by the Academic Board.
- 4.9. Unadmitted applicants will have the opportunity to make an appeal to the Appeals Board within 20 natural days from the publication of the admission list. Information on a possible appeal to the Appeals Board will be provided in the notification (as described in 4.5 above) and with the publication of the admission list.

ANNEX I: ENGLISH ACCEPTED CERTIFICATES

| B2 | C1 |
|---|---|
| <ul style="list-style-type: none"> • Aptis B2 • American & British Academy B2 • Aim Awards Anglia ESOL Advanced Level • BEC 2 • <u>First Certificate in English (FCE)</u> • <u>BULATS 60-74</u> • <u>ESOL 7-9</u> • <u>IELTS 5.5-6.0</u> • <u>ITACE B2</u> • <u>Linguaskill by Cambridge 160–179</u> • <u>TrackTest B2</u> • <u>TOEFL iBT 72-94</u> • <u>TOEIC 785 - 940 (L&R) y 160 - 180 (speaking) y 150-180 (writing)</u> • Trinity Grades 7,8,9 • Trinity ISE II • Leveltest 79-95 • Path International Examinations: Competency level • CLES B2 | <ul style="list-style-type: none"> • Aptis C • American & British Academy C1 • Ascentis Anglia Proficiency Level¹ • BEC 3 • <u>Certificate in Advanced English (CAE)</u> • <u>BULATS 75-89</u> • <u>ESOL 10-11</u> • <u>IELTS 6.5-7</u> • <u>ITACE C1</u> • <u>Linguaskill by Cambridge 180+</u> • <u>TrackTest C1</u> • <u>TOEFL iBT 95-120</u> • <u>TOEIC 945 - 990 (L& R) y 200 (speaking) y 200 (writing)</u> • Trinity Grades 10,11 • Trinity ISE III⁴ • Leveltest 96-100 • Path International Examinations: First Class level • CLES C1 |

ANNEX II: TABLE OF GRADING EQUIVALENCE

All the grades will be converted to the Spanish classification that has four categories (following the tables of the Spanish Ministry <http://www.educacionyfp.gob.es/eu/servicios-al-ciudadano/catalogo/gestion-titulos/estudios-universitarios/titulos-extranjeros/equivalencia-notas-medias.html>):

A= MATRICULA DE HONOR (similar of Cum Laude)

B= EXCELENTE (Excellent)

C= NOTABLE (Good)

D= SUFICIENTE (Sufficient, satisfactory)

See tables for each country

<http://www.educacionyfp.gob.es/eu/dam/jcr:269e23ac-8940-42b6-b455-35df18c753a3/anexo-i-escalas.pdf>

ANNEX III: EXAMPLES OF THE RANKING

Step 0: ranking

| Applicant list | | | |
|----------------|-------|-------------------|------------|
| Applicant | Score | Geographical area | Discipline |
| Applicant 1 | 92 | C | STH |
| Applicant 2 | 90 | C | STH |
| Applicant 3 | 90 | N | LEM |
| Applicant 4 | 89 | W | STH |
| Applicant 5 | 70 | N | STH |
| Applicant 6 | 65 | X | SSH |
| Applicant 7 | 61 | N | STH |

Step 1

| Applicant list | | | Admitted list | | |
|----------------|-------------------|------------|---------------|-------------------|------------|
| Applicant | Geographical area | Discipline | Applicant | Geographical area | Discipline |
| Applicant 1 | C | STH | | | |
| Applicant 2 | C | STH | | | |
| Applicant 3 | N | LEM | | | |
| Applicant 4 | W | STH | | | |
| Applicant 5 | N | STH | | | |
| Applicant 6 | X | SSH | | | |
| Applicant 7 | N | STH | | | |

Step 2

| Applicant list | | | Admitted list | | |
|----------------|-------------------|------------|---------------|-------------------|------------|
| Applicant | Geographical area | Discipline | Applicant | Geographical area | Discipline |
| Applicant 2 | C | STH | Applicant 1 | C | STH |
| Applicant 3 | N | LEM | | | |
| Applicant 4 | W | STH | | | |
| Applicant 5 | N | STH | | | |
| Applicant 6 | X | SSH | | | |
| Applicant 7 | N | STH | | | |

Step 3

| Applicant list | | | Admitted list | | |
|----------------|-------------------|------------|---------------|-------------------|------------|
| Applicant | Geographical area | Discipline | Applicant | Geographical area | Discipline |
| Applicant 2 | C | STH | Applicant 1 | C | STH |
| Applicant 4 | W | STH | 1 | N | LEM |
| Applicant 5 | N | STH | Applicant 3 | | |
| Applicant 6 | X | SSH | | | |
| Applicant 7 | N | STH | | | |

Applicant 2 is ignored because both C and STH are more represented than other categories

Step 4

| Applicant list | | | Admitted list | | |
|----------------|-------------------|------------|---------------|-------------------|------------|
| Applicant | Geographical area | Discipline | Applicant | Geographical area | Discipline |
| Applicant 2 | C | STH | Applicant 1 | C | STH |
| Applicant 5 | N | STH | Applicant 3 | N | LEM |
| Applicant 6 | X | SSH | Applicant 4 | W | STH |
| Applicant 7 | S | STH | | | |

Applicant 2 is ignored because C is more represented than S, W, X and STH is more represented than SSH

Step 5

| Applicant list | | | Admitted list | | |
|----------------|-------------------|------------|---------------|-------------------|------------|
| Applicant | Geographical area | Discipline | Applicant | Geographical area | Discipline |
| Applicant 2 | C | STH | Applicant 1 | C | STH |
| Applicant 5 | N | STH | Applicant 3 | N | LEM |
| Applicant 7 | N | STH | Applicant 4 | W | STH |
| | | | Applicant 6 | X | SSH |

Applicant 2 is ignored because C is more represented than S, X and STH is more represented than SSH

Applicant 5 is ignored because N is more represented than S, X and STH is more represented than SSH

Step 6

| Applicant list | | | Admitted list | | |
|----------------|-------------------|------------|---------------|-------------------|------------|
| Applicant | Geographical area | Discipline | Applicant | Geographical area | Discipline |
| Applicant 5 | N | STH | Applicant 1 | C | STH |
| Applicant 7 | N | STH | Applicant 3 | N | LEM |
| | | | Applicant 4 | W | STH |
| | | | Applicant 6 | X | SSH |
| | | | Applicant 2 | C | STH |

Step7

| Applicant list | | | Admitted list | | |
|----------------|-------------------|------------|---------------|-------------------|------------|
| Applicant | Geographical area | Discipline | Applicant | Geographical area | Discipline |
| Applicant 7 | N | STH | Applicant 1 | C | STH |
| | | | Applicant 3 | N | LEM |
| | | | Applicant 4 | W | STH |
| | | | Applicant 6 | X | SSH |
| | | | Applicant 2 | C | STH |
| | | | Applicant 5 | N | STH |

Step 8

| Applicant list | | | Admitted list | | |
|----------------|-------------------|------------|---------------|-------------------|------------|
| Applicant | Geographical area | Discipline | Applicant | Geographical area | Discipline |
| | | | Applicant 1 | C | STH |
| | | | Applicant 3 | N | LEM |
| | | | Applicant 4 | W | STH |
| | | | Applicant 6 | X | SSH |
| | | | Applicant 2 | C | STH |
| | | | Applicant 5 | N | STH |
| | | | Applicant 7 | N | STH |

Applicant 7 would normally be ignored because N is more represented than S, W, X and STH is more represented than LEM, SSH, but it is added automatically if there is no other element in the Applicant list acceptable.