

# MASTER IN GLOBAL CHALLENGES FOR SUSTAINABILITY

## Rules and regulations

Admissions

Version 4.1 January 2024

## SECTION 1: General provisions

### Objective and scope

These regulations apply to all applicants for the joint degree Master's programme in Global Challenges for Sustainability offered by CHARM-EU (Challenge-driven, Accessible, Research-based, Mobile European University).

To regulate the admissions process to the aforesaid joint degree master's programme "Global Challenges for Sustainability", hereafter called the Master's programme.

## SECTION 2: Recruitment

### 2.1. Recruitment

2.1.1. All relevant information about the Master's programme such as admission requirements, admission's assessment procedures, programme structure, incl. mobility and modules and fees are published on the CHARM-EU website (<https://www.charm-eu.eu/masters/globalchallenges>). The Joint Virtual Administrative Office (JVAO) is responsible for maintaining the accuracy of the programme information.

2.1.2. The partner universities are responsible for publishing the Master's programme among their academic offerings, linking to the information published on the CHARM-EU website.

### 2.2. Location of teaching

2.2.1. Both the location and the number of locations which open for teaching is decided by the Executive Board.

2.2.2. The maximum capacity per cohort is set by the Executive Board each year before the start of the admissions process and will be published on the website.

2.2.3. The final number per partner university and phase will be approved by the CHARM-EU Executive Board.

2.2.4. Applicants are asked to rank the partner universities according to their preferred starting location for the Master's. Accepted applicants will be given their first choice whenever possible. Furthermore, allocations are made according to various criteria to ensure numerical balance between the partners universities and a diversity in the classroom. Therefore, it may not always be possible to grant applicants their first choice.

2.2.5. The Programme Board will monitor the Programme's student recruitment target numbers and diversity.

### 2.3. Application rounds

2.3.1. The Programme Board will set the open and closing date of application rounds.

2.3.2. Applications submitted after the closing date will not be considered unless the applicant demonstrates that they were prevented from submitting the application in time for reasons of force majeure<sup>1</sup> as to be determined by the Programme Board.

## SECTION 3: Selection and Ranking

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

### 3.1. Admission requirements and document languages

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

3.1.2. For admission purposes, all documents must be submitted in English with the exception of the bachelor's degree or equivalent and the academic transcript. Both documents can be submitted in any of the official languages of the CHARM-EU Alliance institutions that provide the Master (Catalan, Spanish, English, Dutch, Hungarian or French). For enrolment purposes, all documents which are not in one of above languages must be translated into English by a sworn translator.

3.1.3 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 recognized equivalent** to a bachelor's degree from a country in the EHEA (European Higher Education Area) and which is recognized as a sufficient qualification for admission to a master's degree (EQF level 6 or higher).
  - To comply with French legal requirements applicants with a French Licence (bac +3/ EQF 6) will need an additional 30 ECTS for admission.
- To hold a bachelor's degree or equivalent obtained outside of the EHEA (European Higher Education Area), which is a recognized degree in the relevant foreign educational system and which is recognized as a sufficient qualification for admissions to a master's degree. The recognition of the degree only serves the admissions to this Master's programme and does not imply official recognition of the previous qualification or recognition for any other purpose.
- **The language requirements** for the Master programme Global Challenges for Sustainability are as follows: English level C1 or higher (CEFR) in all 4 linguistic competences (reading, writing,

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<sup>1</sup> Typical force majeure events include natural disasters (fire, storms, floods), governmental or societal actions (war, invasion, civil unrest, labor strikes), and infrastructure failures (transportation, energy).

listening and speaking) is required for admission to the Master's programme. Applicants will have to submit proof in form of an official language certificate<sup>2</sup>.

With the exception for applicants in one of the following categories:

- a) Applicants with a previous degree (EQF level 6 or higher) of which the official language of instruction is English.
- b) Applicants who followed their secondary education in English in a country in which English is an official language
- c) Applicants who followed their secondary education in an institution at which English is the official language of instruction.
- d) Applicants with previous residence of 5 years or more in an English-speaking country directly prior to entering the Master's.

In any of the abovementioned cases support documents must be submitted<sup>3</sup>.

Applicants with a language test certificate<sup>4</sup> on B2 level will be considered for conditional admission but must provide a language test certificate on C1 level<sup>5</sup> before receiving the final confirmation of offer and permission to enrol for the Master's programme.

### 3.2. Selection documents

Admission to the programme is selective. Applications are scored and can obtain a maximum of 100 points. Only complete applications and applications which fulfilled the entry requirements are considered for the selection procedure.

3.2.1. Candidates will be assessed based on:

- a) Academic transcript with the GPA.
- b) Curriculum vitae.
- c) A product: e.g. essay, poster, video, booklet, podcast, mind map etc.
- d) A video or audio presentation answering a number of predetermined questions.
- e) Optionally an interview can be conducted (i.e. if there is any doubt about the assessment of a competence).

The admissions information on the website provides guidelines for these admissions documents,

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<sup>2</sup> See Annex 1

<sup>3</sup> For example certificates from the educational institute with the language of teaching, language of instruction on the transcript or diploma supplement, official proof of residence, etc.

<sup>4</sup> See Annex 1

<sup>5</sup> See Annex 1

especially the product (c) and presentation (d).

3.2.2. The assessment is based on the admissions documents which the applicant has submitted. These documents need to be produced by the applicant and need to be free from fraud and plagiarism as outlined in the CHARM-EU Rules and Regulation, including specification on the use of Artificial Intelligence.

### 3.3. Selection criteria and procedure

Each application will be assessed by a member of the academic staff of CHARM-EU appointed by the Programme Board and scored according to the criteria below. Candidates with an overall score of 55 and below 60 will be assessed by a second admission's assessor.

#### The selection criteria:

*A. Academic Excellence (10 points)*

Points for academic excellence are based on the final grade mark (GPA) of the transcript. The 10 points are distributed as follows:

GRADE	POINTS
A	10 points
B	8 points
C	4 points
D	0 points

The table of grading equivalence is in Annex II. If the country of the candidate is not listed, the Admission's assessor will decide the conversion.

*B. General Academic Competencies (40 points, 10 points for each item)*

Points for general academic competency are based on the submitted application documents, more specific the product.

- Critical thinking
- Analytical skills
- Knowledge SDGs
- Personal reflection

*C. Personal Competencies (40 points, 10 points for each item)*

Points for personal competency are based on the submitted application documents, more specific the curriculum vitae and the presentation.

- Intercultural competence

- Oral communication
- Civic engagement
- Commitment to the Master's programme

*D. Inclusion (optional - 10 points)*

In order to promote inclusivity, applicants of under-represented communities (in terms of age, gender, family status, disability, sexual orientation, race and ethnic origin, religion, migration status, membership of the Roma and Traveller<sup>6</sup> communities, and socio-economic background in all aspects of higher education, among others), who want to be considered for these points, are asked to indicate this on their application. Those applicants will then be contacted by members of the Diversity, Equality and Inclusion Office (DEI) to provide a relevant rationale and supporting information, as appropriate. These documents will be handled with the utmost sensitivity and solely by the DEI Team for the purposes of the application process only.

### 3.4. Ranking of applicants

3.4.1. The Master's programme needs to be as **diverse, multidisciplinary, and interdisciplinary** as possible. In addition to the applicants scores, the admission procedure also considers geographical and disciplinary origins of all applicants. Applicants will be classified according to their geographical area of nationality as well as the subject area of their bachelor's degree.

3.4.2. **Geographical area of nationality.** Each applicant will be geographically classified according to the 4 European areas of the [EuroVoc Geographical classification](#)<sup>7</sup>, or if an applicant is not from a state participating in Erasmus+ programme the applicant will be classified under X - "Non-EU".

3.4.2.1. Applicants with double nationality should apply for admission with the ID/Passport of their preferred nationality.

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<sup>6</sup> <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.

<sup>7</sup> Countries by European region: [EuroVoc Geographical classification](#). (N - "Northern Europe", S - "Southern Europe", W - "Western Europe" and C - "Central and Eastern Europe")

3.4.3. **Academic subject area.** Applicants are classified in 3 different categories depending on the subject area of their lastly obtained degree, according to the groups of the [ISCED Fields of education and training 2013<sup>8</sup>](#):

- a) “Arts, humanities and education” (AHE - categories 00, 01 and 02)
- b) “Social sciences, business and law” (SBL - categories 03, 04 and 10)
- c) “Science, technology, health” (STH - categories 05, 06, 07, 08 and 09)

### 3.5. Ranking procedure

*Ranking applications:* The 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):

3.5.1. The ranking list is based on the scores from high score to low score. The first candidate of this list is considered: if the applicant is from a discipline or a geographical area that are less represented than others, the applicant is accepted to the programme’s admissions list; otherwise the next applicant in the ranking list is considered.

3.5.2. At each iteration, the selection for the next in the ranking goes back to the beginning of the ranking list.

3.5.3. When no applicant from the ranking list can be added because the list is full of applicants from already overrepresented categories, the final admissions list is filled with the remaining applications list in the same order.

3.5.4. Remaining applications will be placed on the waiting list.

3.5.5. At the end of the admitted list, if some applicants have the same score, the Programme Board can organize interviews in order to reassess and distinguish between these applications.

3.5.6. 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.

## SECTION 4: Admission

The Programme Board will oversee the selection and ranking of the applications and the admission process.

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<sup>8</sup> [ISCED-F 2013](#)

#### 4.1. Admission's resolution

The applicant will receive an admission's decision with one of the following options:

- a) **Admitted:** meets requirements of degree and English level required for admission, the assessment is over 60 points, and is in a position between 1 and the places offered in the admission's list.
- b) **Rejected :** does not meet the entry requirements or has been assessed below 60 points.
- c) **Waiting list:** meets the requirements, has an assessment over 60 points but is in a position over the number of places offered

Candidates with rejected applications have the opportunity to request the detailed scores, improve the documents submitted and resubmit if there is a new admission round.

If after received the detailed scores information they disagree with the result, the applicant can submit an appeal to the Appeals Board. Information on the Appeals procedure is provided in the admission's resolution.

#### 4.2. Acceptance of admission by the applicant and reservation fee

The applicant is asked to confirm their acceptance of the offer by paying a reservation fee.

The fee will be credited towards the tuition fee amount due for the first academic year.

If the payment of the reservation fee is not done within the prescribed time frame the offer will expire.

The reservation fee paid by an applicant is not refundable.

Candidates who have been awarded a CHARM-EU grant and who have paid the reservation fee will be refunded the amount of the fee after the enrolment has been completed.

#### 4.3. Data protection

All the candidates apply through the admission system of the University of Barcelona.

All exchange of information and data will take place in accordance with the regulations and procedures of each partner institution and in line with GDPR and European Data Protection legislation.

All candidates are asked to sign a Data Protection Privacy Statement before starting the application process.

### SECTION 5: ENROLMENT.

All students will be enrolled for administrative purposes and as full-time students in each of the universities. This process is regulated in the Academic Rules & Regulations.



The enrolment process will be done through the University of Barcelona system. The University of Barcelona will share the relevant data necessary for registration with the partner institutions, and students admitted to the Master's programme will be asked to sign a further Data Protection Privacy Statement at the time of enrolment procedure.

## SECTION 6 Final provisions

### Related Documents

On the Charm- EU – policies and regulations website:

- Appeals policy and the Appeals procedure
- Academic Rules & Regulations

### Effective Date

These Regulations take effect on 23 January 2024.

## Annexes

### ANNEX I: ENGLISH ACCEPTED CERTIFICATES

Only these certificates will be accepted. The C1 level must be attained before registration in all four language skills: reading, writing, listening and speaking

<b>B2</b> (accepted to apply for admission)	<b>C1</b> (required before registration)
<ul style="list-style-type: none"> <li>• Aptis B2</li> <li>• American &amp; British Academy B2</li> <li>• Anglia ESOL Advanced Level</li> <li>• BEC 2</li> <li>• <u>B2 First Certificate in English (FCE)</u></li> <li>• <u>ESOL 7-9</u></li> <li>• <u>IELTS 6.0-7.0</u></li> <li>• <u>ITACE B2</u></li> <li>• <u>Linguaskill by Cambridge 160–179</u></li> <li>• <u>TrackTest B2</u></li> </ul>	<ul style="list-style-type: none"> <li>• Aptis C</li> <li>• American &amp; British Academy C1</li> <li>• Ascentis Anglia Proficiency Level<sup>1</sup></li> <li>• BEC 3</li> <li>• <u>C1 Advanced (CAE)</u> by Cambridge (overall score with all 4 competences 180)</li> <li>• ESOL 10-11</li> <li>• <u>IELTS 7-8</u></li> <li>• <u>ITACE C1</u></li> <li>• <u>Linguaskill by Cambridge 180+</u></li> </ul>
<ul style="list-style-type: none"> <li>• <u>TOEFL iBT 72-94</u></li> <li>• <u>TOEIC 785 - 940 (L&amp;R) 160 - 180 (speaking) 150-180 (writing)</u></li> <li>• Trinity Grades 7,8,9</li> <li>• Trinity ISE II</li> <li>• Leveltest 79-95</li> <li>• Path International Examinations: Competency level</li> <li>• CLES B2</li> </ul>	<ul style="list-style-type: none"> <li>• <u>TrackTest C1</u></li> <li>• <u>TOEFL iBT 95-120</u></li> <li>• <u>TOEIC 945 - 990 (L&amp; R) 200 (speaking) 200 (writing)</u></li> <li>• Trinity Grades 10,11</li> <li>• Trinity ISE III-</li> <li>• Leveltest 96-100</li> <li>• Path International Examinations: First Class level</li> <li>• CLES C1</li> </ul>

## 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 [https://www.universidades.gob.es/wp-content/uploads/2022/12/ANEXO\\_I\\_ESCALAS\\_comp.pdf](https://www.universidades.gob.es/wp-content/uploads/2022/12/ANEXO_I_ESCALAS_comp.pdf))

If the grading system of the University of the applicant is not included in this list, the applicant will need to provide the equivalence that can obtain in this link [https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia\\_notas\\_medias](https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias)

A= MATRICULA DE HONOR (similar of Cum Laude) B=

EXCELENTE (Excellent)

C= NOTABLE (Good)

D= SUFICIENTE (Sufficient, satisfactory)

## ANNEX III: EXAMPLES OF THE RANKING

### Step 0: ranking

Ranking 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

Ranking list			Admissions 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

Ranking list			Admissions 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**

Ranking list			Admissions 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**

Ranking list			Admissions 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**

Ranking list			Admissions 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**

Ranking list			Admissions 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**

Ranking list			Admissions 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**

Ranking list			Admissions 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 Ranking list acceptable.*