

Guidelines for applying to the Joint European Master in Environmental Studies (JEMES) Cities & Sustainability

Admission requirements

Admission to the Master's Programme in JEMES Cities & Sustainability requires:

- A Bachelor's degree or equivalent, at a second-class (upper) level or higher, in an engineering, science, technology, or management subject;
- An appropriate level of competence in the English language, through the attainment of, at a minimum, B2 (Effective Operational Proficiency) in the Common European Framework of Reference for Languages. Proof of English language proficiency has to be provided by each student, except when English is his or her native language¹ or if his or hers first degree has been undertaken in English.

Call for applications for the JEMES programme in Cities and Sustainability 2012-2014

For candidates applying for an Erasmus Mundus category A or B scholarship, the call for application takes place each autumn for the programme beginning in September the following year. Hence, for the JEMES Programme in Cities and Sustainability 2012-2014, the deadline for applying to the programme is the **23rd of December 2011**. This is the final date that the JEMES programme committee can accept applications and it is the applicant's own responsibility to ensure that the entire application package arrives on time.

Please, note that for all other applicants the deadline is currently **15 March 2012** for applicants requiring visas, and **1 May 2012** for applicants with EU/EEA citizenship.

Submission of the application

The submission of the application for the JEMES programme in Cities and Sustainability takes place in two stages, which means that an application is only eligible when a candidate has submitted first an online application and then a paper version of the application prior to the deadline. Regardless of the choice of enrolment (AAU or UAB) the applications as well as the supporting documents should be sent to the following address:

Aalborg University
International Office
Fredrik Bajers Vej 5
9220 Aalborg East
Denmark

¹ Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Botswana, Cameroon (English speaking part), Canada, Dominica, Fiji, Gambia, Ghana, Grenada, Guyana, India, Ireland, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Malta, Marshall Islands, Mauritius, Micronesia, Namibia, Nauru, New Zealand, Nigeria, Pakistan, Palau, Papua New Guinea, Philippines, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Sudan, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Tuvalu, Uganda, United Kingdom, United States, Vanuatu, Zambia, Zimbabwe. Though not native-English speaking countries candidates from Denmark, Finland, Iceland, Norway and Sweden are exempted from the requirement of having to present an English test.

More specifically, the application process follows the following steps:

- i) Apply online via the online application form at <http://www.studyguide.aau.dk/apply/applicationform> (please choose the application form for degree students and print it when finished)
- ii) Send to the above-mentioned postal address along with the following documents:
 - Aalborg University application form (completed and signed)
 - Consortium application form (completed and signed)
 - Curriculum vitae / résumé
 - Copy of Passport or Identification Card
 - Statement of purpose (one to two pages), including your reasons for undertaking graduate work in the chosen field
 - Officially authenticated copy² of a bachelor's degree certificate or equivalent, including your aggregate mark or grade average and your overall rank in class, with explanation of grading system (maximum grade, minimum passing grade, etc.)
 - Officially authenticated copy of complete university transcript of records (semester mark sheets), listing your subjects and grades
 - If you are not a native English speaker³ then a valid proof of English language proficiency is required⁴. Please also note that the Consortium requires students to have English proficiency corresponding to **at least B2** based on the Common European Framework of Reference for Languages (CEFR). Further information is available at www.ielts.org, www.ets.org/toefl/, and <http://www.cambridgeesol.org>. Aalborg University TOEFL code is 8892.
 - Two letters of recommendation must be submitted by faculty members acquainted with the applicant's work in the major area of undergraduate study. If that work occurred some time ago, recommendations from those familiar with the applicant's professional performance are acceptable as well.

Applicants will get a written confirmation by email upon the receipt of their application documents. Those candidates pre-selected for a JEMES CiSu scholarship will receive notification by mid-March 2012. By the end of March 2012, all candidates will receive a written statement on the final decision about admission.

Participation costs and financial support

Participation costs

The JEMES CiSu Consortium charges annual comprehensive participation costs of 8000 EUR for 3rd Country (Category A) students and 4000 EUR for EU and EEA-EFTA (Category B) students, regardless of age or university of first enrolment. The same fees apply for self-funded students.

Financial support

²An official authenticated copy of your documents can be obtained from the competent authorities in the country where the degree has been issued. Contact details can be found on the following URL: http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41. For those countries not included on the list, the candidate is advised to contact the Ministry of Foreign Affairs, in some cases the Ministry of Justice, in the country of issue. Do not send original documents as the university cannot be responsible for these.

³See footnote 1 for list of native English speaking countries

⁴The accepted English language exams are: valid IELTS (with a minimum score of 6.5) or TOEFL (minimum 550 paper based, 213 computer based, 79 web-based) score report or a Cambridge Certificate of Proficiency in English or Cambridge Certificate in Advanced English. Further information is available at www.ielts.org and www.ets.org/toefl.

ERASMUS Mundus scholarships Category A Students: Highly qualified students, who are not residents of the EU-Member States, the EEA-EFTA states and the candidate countries for accession to the EU, and who have not carried out their main activities (studies, work, etc.) for more than a total of 12 months over the last five years in any of the above countries may apply for ERASMUS Mundus scholarships. Please note the application deadline for these scholarships is **23rd of December 2011**.

ERASMUS Mundus scholarships Category B Students: Highly qualified students, who are residents of the EU Member States, the EEA-EFTA states and the candidate countries for accession to the EU and who do not fulfil the Category A criteria defined above. Please note the application deadline for these scholarships is already **23rd of December 2011**.

ECIU mobility grants for students in joint ECIU Master's programmes: Partial grants, covering additional costs for mobility within the programme, are available for European students (i.e. students from the EU, EEA-EFTA or accession states to the EU and all students studying at a European university at the time of application). Application for these grants for the 2nd, 3rd or 4th semester has to be done during the preceding semester. It is not possible to apply before admission to the JEMES programme. Applications for these grants are to be handed in to the local academic coordinator.

Furthermore, for students placed at TUHH there is a possibility for applying for local scholarships via the university's International Office and the local coordinator. For more information, please see the following link:

<http://www.daad.de/deutschland/foerderung/stipendiendatenbank/00462.en.html>

Timing

The time schedule for the 2012-2014 selection procedure for candidates applying for an Erasmus Mundus category A or B scholarships is as follows:

- ✓ 23rd of December 2011: Deadline for the receipt of application
- ✓ December 2011 - January 2012: Eligibility check by International Office at Aalborg University
- ✓ January 2012 - February 2012: Joint evaluation by the Joint Assessment Committee leading to the final ranking list of the admitted candidates.
- ✓ 29 of February 2012: Transmission of the definitive list of candidates elected for an Erasmus Mundus category A or B scholarship (main list and reserve list) to the Education, Audiovisual and Culture Executive Agency (EACEA)
- ✓ Beginning of March 2012: Pre-selected candidates elected a JEMES CiSu scholarship will receive a notification concerning preselection
- ✓ End of March 2012: All candidates will receive a written statement on the final decision concerning admission and scholarship
- ✓ End of August 2012: Arrival in Aalborg, Denmark or Barcelona, Spain for welcoming session and beginning of classes at the beginning of September.

General remarks related to the submission of the application

- ✓ Documents pertaining to the application cannot be returned to the applicants, so please do not submit any original documents.
- ✓ Please note that incomplete applications and applications containing documents that have not been properly authenticated⁵ cannot be considered.

⁵See footnote 2 for procedures

- ✓ Applications submitted through mediators like educational consultants or agencies will not be accepted.
- ✓ Please do not use unnecessary packaging material (folders, transparent covers, separate envelopes, pins, etc.) for your documents.

Selection criteria

Admission to the programme is highly competitive. Selection will be made by a selection committee on the basis of the documents of application. Important criteria are:

- Academic background
- Final mark of your first degree or master's
- Professional experience and/or experience in research activities within the field of sustainability
- Motivation of the candidate
- English proficiency

Academic assessment will be done by experts from the field, on defined criteria and under exclusion of any conflict of interests. After evaluating all incoming applications that are formally eligible, the Assessment Committee will come to a final decision that is not subject to further appeal.

Before you leave

Immigration Procedures: Please make sure that you have arranged the necessary immigration procedures such as: visa, passport, health matters, etc. and inform yourself about accommodation at your first host university. The JEMES universities will advise and assist in these issues.

As the universities are entitled to see the **original bachelor's degree certificate**, please make sure to bring these with you when initiating your JEMES CiSu study programme abroad.

Further information and enquiries

Please, consult the JEMES website at: www.jemes.eu

Aalborg Universitet: jemes@plan.aau.dk

Technische Universität Hamburg-Harburg: Study@tuhh.de

Universitat Autònoma de Barcelona: jemes.icta@uab.cat

Universidade de Aveiro: gri@ua.pt