

Completing a MA LLL Application Form

Step-by-step Guide for European Masters in Lifelong Learning: Policy and Management applicants

Completing an online MA LLL application is easy. It takes you about 30 minutes to submit an application provided all required papers are in order. You must complete the application once started, otherwise you have to start all over again, since you cannot save the application.

- ✓ **Following the link** <http://www.lifelonglearningmasters.org/admissionandscholarships/>
 - The application form is used for all categories of applicants (Erasmus Mundus scholarships and self-funded applicants). Please read the information on different categories on the website and find the link to the application form in the specific category.

- ✓ **Applicant Details:** (please complete precisely and in full)
 - Passport number and its copy is needed according to the European Commission rule on applicant's nationality for scholarship
 - Telephone: please write the full number including country code, regional code, etc.
 - Additional information concerning special needs/disabilities may also be provided in a sealed envelope or a separate email. Such information will be treated as confidential and is requested only in order that the institutions may offer advice on what facilities are available for applicants with any kind of disability and to enable appropriate safety measures to be taken in the case of an emergency.

- ✓ **Proof of English Language Proficiency:**

In order to be considered for admission and the Erasmus Mundus scholarship, applicants must have taken the test and submit the required test and score by the specified deadline.

- ✓ **Academic History:**
 - Field of study: it could be social sciences, humanities, teacher training, etc.

Qualifications:

- Award level: please list the qualifications at higher education level only (i.e. Bachelor and above)
- Award degree title: BSc. in xxxx, BA in xxxx
- Title of major work: graduation thesis title or major final project/report

Applicants must have a relevant first bachelor degree (humanities, social sciences or others) or equivalent from a recognised institution of higher education (at least three years full time academic study)

Please submit the following documents in the single PDF-file: undergraduate degree (BA or BSc)/Masters degree certificates(s), a full academic transcript (grades) and a description of grading scale of your education system in order for the assessors to read and understand your academic results. If these documents are not in English, they must be accompanied by a certified English Translation. Please remember to attach the transcripts in English version in part d. and the transcripts in its original language in part h. (the last part) of your PDF file.

- ✓ **Work Experience Related to Future Study:**
 - State briefly relevant work experience in the application form. Details can be described in the curriculum vitae (Euro Pass CV template).
<https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>
 - Relevant work experience is experience related to your study on the MA LLL
 - Relevant work experience is not a mandatory requirement for admission, but will be valued/rated in the selection of EM scholarship applicants.

- ✓ **Recommendation Letters:**
 - Two letters are required and one must be from your current/latest academic supervisor. The recommendation letters are to be attached in the single PDF-file.

- ✓ **Personal Statement of Motivation:**
 - Please write in the text fields and do not exceed the number of words allowed. Lengthy statements will not be considered.

- ✓ **Declaration and Signature:**
 - Please choose the declaration (click on the button), otherwise your application for EM scholarship will not be considered. Check if it appears on the preview application page before printing.
 - Remember to date and sign the printed application before submitting.

IMPORTANT NOTES

- Please click "Preview application"
- Check the contents carefully before printing out the application form
- Sign it
- Combine the signed version with all other required documents in ONE PDF-file.
- Name your PDF-file as follows: your full name and application category (e.g. FirstnameSurname – Category A)

- Only PDF-file in the following order will be considered:

a. Application form

Please print out the completed online application and sign.

b. Proof of English Language Proficiency

A high level of spoken and written English: IELTS 7.0 or TOEFL 650 (written paper test) / 280 (computer based test) / 100 (internet based test) is mandatory. Previous experience with English at any level is not sufficient documentation.
Full degrees obtained in a country where English is the **official** language (e.g. UK, US, Australia, Nigeria, etc.) by applicants for whom English is not their official language (mother tongue) may be accepted in lieu of the approved IELTS/TOEFL score. However, such degrees should have been obtained in the recent past (i.e. within three years of the proposed date of admission to the European Masters in Lifelong Learning: Policy and Management).

English as language of instruction in other context is not considered alternative evidence of English language proficiency.

If you are a non-native speaker and do not hold a full degree in English speaking country recently (see above), you will need to sit for an IELTS or a TOEFL test as proof of your English language proficiency. An IELTS or a TOEFL test is a compulsory and non-negotiable requirement for the MA LLL application.

c. Qualification Essay

Academic qualification essay should be 1800 words in length and use font Arial size 12 (excluding bibliography) discussing/analysing a topic related to any aspect of lifelong learning. The qualification essay must be your own written work in English. Co-authored essay or research proposal will not be considered. All sources (books, journals, websites, etc.) referred to or from which you have used quotations or received a substantial amount of information relevant to your qualification essay must be listed in bibliography section at the end of your essay.

Qualification essay assessment criteria:

1. Relevance

The extent to which the topic is of *relevance* for the Master in Lifelong Learning: Policy and Management

2. Purpose

The extent to which the essay clearly states and achieves its *purpose*

3. Writing style

The extent to which the essay is *coherent* and *succinct*, with information, explanations and arguments presented in a clear and unambiguous manner

4. Structure and referencing

The use of an *appropriate structure* for the essay, given the nature of the topic and the findings that are presented, and the use of *appropriate and accurate referencing* of sources

5. Coherence

The *coherence* of the presentation of information, explanations and arguments within the essay, and the capacity to synthesize information in a coherent manner

6. Style and critical perspective

The use of an appropriate style for the presentation of information, analysis and arguments, including the capacity to express a critical perspective towards the topic

d. Transcripts + Diploma

A relevant Bachelors or Masters degree certificate(s), full detailed academic transcripts (grades) and a description of the grading system must be submitted. English versions are to be attached first (in this part d.), followed by possible original language version in the last part h. at the bottom).

e. Europass CV

Use the standard template

<https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

f. Recommendation letters

Two recommendation letters from former/current supervisors of which one must be academic referee.

g. Copy of passport (photo page with nationality clearly stated)

h. Full detailed academic transcripts (grades) in the original language (other than English).

✓ **Print application form**

In order to print your completed application form you need to:

1. Click the button "Preview application"
2. Check the contents of all fields. Please note that the Preview page only shows the contents that you have filled in
3. Click "Print application" on the preview page

✓ **Submission**

After you have signed the application form please scan it and combine it with all other required documents in one PDF-file. You can attach the PDF-file on the application page: click "Go back", click "Browse", attach the PDF-file, then click "Preview application", you will see your PDF-file listed on the preview page and click "Send" to submit.

After submission you will receive an email from Powermail (mall@dpu.dk) stating all the details that you have filled in the online application form, but not the whole content of the PDF-file. The last row on the email should show the text 'Attach PDF: FirstnameSurname – Category A – xxxxxxxx' (8 digits generated by the log system). This Powermail message indicates that your online application form and the PDF-file have been successfully submitted. If you do not see the text 'Attach PDF: FirstnameSurname – Category A – xxxxxxxx', your PDF file has not been attached.

✓ **Amendment**

If you have submitted your application and notice that you need to amend it or attach the right documents you can submit a new application form before the stated deadline. Please note that the latest application will replace all the previous versions and attachments. You are recommended to check the application carefully before submission and avoid submitting many times and causing confusion.

Any Questions?

For further information please view the following website:

<http://www.lifelonglearningmasters.org/admissionandscholarships/>

Please use the left navigation menu to choose the category of applicants which suits you.

Also check the website regularly for updated information and FAQs section to save your time.

Enquiries: send to mall@dpu.dk

For more information on the European Masters in Lifelong Learning: Policy and Management admissions process, please visit: www.lifelonglearningmasters.org