

SELECTION OF STUDENTS TO ERASMUS MUNDUS MASTER DEGREE “MUNDUSFOR”

1. Call for applications for students

1.1 Description of the study programme

TITLE: Mundusfor – Education of Professionals of Education

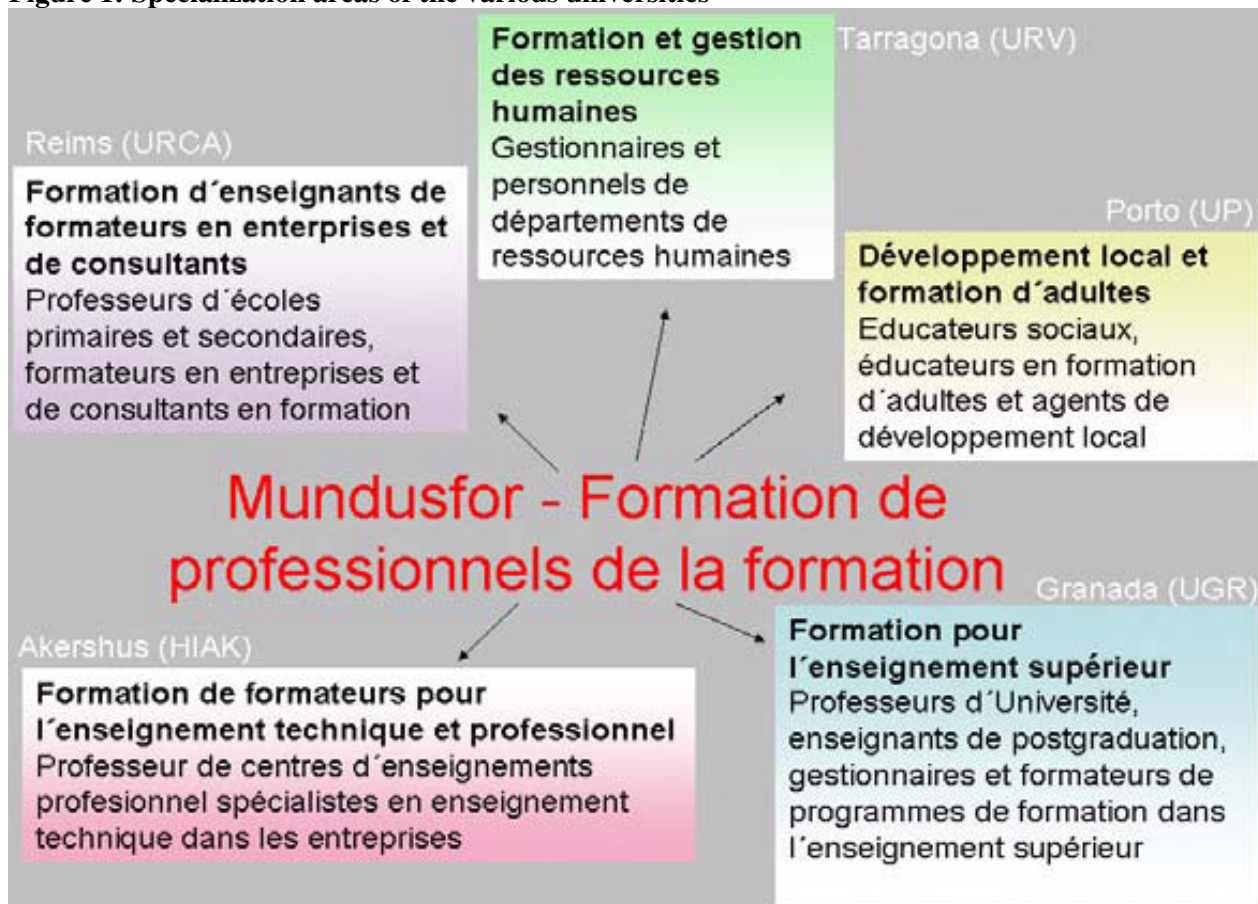
1.1.1. The study programme

MUNDUSFOR offers a master degree in higher education to professionals that wish to orient their careers toward the field of education. This master degree is open to candidates that have an undergraduate degree in the field of education (Pedagogy, Psychology, Teaching, Social Studies, and others) as well as to professionals that have followed a higher education program in other disciplines (Law, Economics, Medicine, Engineering...), but wish to pursue a master degree oriented toward education.

The master MUNDUSFOR will provide the students with the tools, abilities and skills necessary to exercise the teaching profession within educational institutions, work within companies and also in public and private institutions.

Figure 1 shows the specialization areas of each university.

Figure 1: Specialization areas of the various universities



Study program contents of the different universities of the consortium

The programme is organized in two years and 120 ECTS, which are distributed in 4 semesters. It consists of modules distributed under the following titles:

- Contextualisation and professionalisation.
- Evaluation for the improvement of education.
- Management of education.

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- D. Guidance and counselling.
- E. Innovation.
- F. Thesis: research in professional practice.
- G. Seminar for orientation and integration of Master degree students.

In the 1st semester, identical modules will be taught in the five Universities, in full and partial attendance to the meetings, and also in the form of distance teaching. At the end of the semester, a seminar for orientation and integration of Master degree students will be organised by all the universities.

2nd semester and 3rd semester, specialisations:

Akershus: A to F. Teacher education for technical and vocational education and training.

Granada: A to F. Education of teachers for higher education.

Porto: A to F. Local development and education of adults.

Reims: A to F. Education of teachers, of educators in enterprises and of consultants.

Tarragona: A to F. Education and management of human resources.

4th semester, practicum and research:

H. Practical training within institutions, organisations that provide services, and enterprises.

I. Research work on professional practice.

A maximum of 15 students will be selected by each of the 5 universities; therefore, a total of 75 students will be selected by MUNDUSFOR. The diploma will be common to the five universities participating in the consortium. Consequently, the students will belong to all the universities involved in the consortium.

1.1.2. Competencies to be acquired

The master degree aims at developing the following competencies:

- a. Ability to reflect on the role of education in the various European dimensions and in the world.
- b. Ability to carry out research within the educational field and within education and training in public or private enterprises.
- c. Ability to direct and manage the educational services of enterprises, of public or private institutions, and of educational establishments occupied with teacher education.
- d. Ability to develop, apply and evaluate the strategies of intervention in education.
- e. Ability to give pedagogical guidance and advice in the various domains of education: individual education, education in groups, private education, and education in institutions.

The competencies defined by the programme provide the framework for the objectives to be attained.

1.1.3. Knowledge of languages

The languages required will be the one used by the university the candidate chooses to start the programme and to which the application is sent, plus at least one more language, depending on the university selected for the specialisation programme: English at Akershus University College (Norway); Spanish at the University of Granada and University of Rovira y Virgili in Tarragona (Spain); Portuguese at the University of Porto (Portugal); French at the University of Reims (France).

The language proficiency will be important for selecting a specialisation, which will determine the path of mobility. The possible combinations are shown in Table 1.

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Table 1: Languages required according to the mobility path

Mobility path number	University for foundation modules (1st and 4th semester)	Specialisation (2nd and 3rd semester)
1	Reims French	Teacher education for technical and vocational education and training Akershus English
2	Reims French	Education of teachers for higher education Granada Spanish
3	Reims French	Local development and education of adults Porto Portuguese
4	Reims French	Education and management of human resources Tarragona Spanish
5	Porto Portuguese	Education of teachers, of educators in enterprises and of consultants Reims French
6	Porto Portuguese	Education of teachers for higher education Granada Spanish
7	Porto Portuguese	Teacher education for technical and vocational education and training Akershus English
8	Porto Portuguese	Education and management of human resources Tarragona
9	Granada Spanish	Local development and education of adults Porto Portuguese
10	Granada Spanish	Teacher education for technical and vocational education and training Akershus English
11	Granada Spanish	Education of teachers, of educators in enterprises and of consultants Reims French
12	Tarragona Spanish	Local development and education of adults Porto Portuguese
13	Tarragona Spanish	Teacher education for technical and vocational education and training Akershus English
14	Tarragona Spanish	Education of teachers, of educators in enterprises and of consultants Reims French

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1.1.4. Universities participating in the Consortium

University	Faculty
Akershus University College (HIAK) (Norway)	Faculty of Technical and Vocational Teacher Education
Universidad de Granada (UGR) (Spain)	Facultad de Ciencias de la Educación
Universidade do Porto (UP) (Portugal)	Faculdade de Psicologia e de Ciências da Educação
Université de Reims Champagne Ardenne (URCA) (France)	UFR Sciences Économiques et de Gestion
Universitat Rovira i Virgili de Tarragona (URV) (Spain)	Facultat de Ciències de l'Educació i Psicologia

1.1.5. Mobility choices

The applicants may choose a mobility path among 14 possibilities, which are indicated in Table 2. A good command of at least two languages will be required in order to attend the MUNDUSFOR programme in the chosen mobility path (see Tables 1 and 2).

Table 2: Mobility Path

Mobility choices	Foundation Modules (A,B,C,D,E,F) 37 ECTS duration: 24 weeks	Foundation Module G 2 ECTS duration: 1 week	Specialisation Modules 41 ECTS duration: 32 weeks	Practical training 1 10 ECTS duration: 16 weeks	Practical training 2 10 ECTS duration: 8 weeks	Preparation of thesis 20 ECTS duration: 16 weeks
1	Reims	Granada	Akershus	Akershus	Reims	Reims
2	Reims	Granada	Granada	Granada	Reims	Reims
3	Reims	Granada	Oporto	Oporto	Reims	Reims
4	Reims	Granada	Tarragona	Tarragona	Reims	Reims
5	Oporto	Granada	Reims	Reims	Oporto	Oporto
6	Oporto	Granada	Granada	Granada	Oporto	Oporto
7	Oporto	Granada	Akershus	Akershus	Oporto	Oporto
8	Oporto	Granada	Tarragona	Tarragona	Oporto	Oporto
9	Granada	Granada	Oporto	Oporto	Granada	Granada
10	Granada	Granada	Akershus	Akershus	Granada	Granada
11	Granada	Granada	Reims	Reims	Granada	Granada
12	Tarragona	Granada	Oporto	Oporto	Tarragona	Tarragona
13	Tarragona	Granada	Akershus	Akershus	Tarragona	Tarragona
14	Tarragona	Granada	Reims	Reims	Tarragona	Tarragona

1.1.6. Selection of students

The admission criteria are based on a combination of academic records, professional experience, professional motivation and competencies. For further details, see Table 3.

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Table 3: Admission Criteria

Main Criterion	Specification
Education	Diplomas and transcripts of academic records
	Other courses of short duration within an educational area related to the master degree MUNDUSFOR
Professional Experience	Experience
	Management and co-ordination positions
	Relation between professional experiences and the area of specialization indicated in the application form to the master degree MUNDUSFOR
Statement of Purpose: Reasons for applying to MUNDUSFOR	The master degree is part of a professional plan
	Relation between the set of themes in the master degree programme and the applicant's undergraduate education
Social competencies	Autonomy
	Initiative
	Engagement
	Team work

1.1.7. Diploma to be awarded

The type of final diploma will be a joint diploma, therefore common to all the universities. The title will be "Education of professionals of education" followed by the specialisation of each university.

Table 4: List of final diplomas

Nombre del establecimiento	Título concedido por el Master y por este establecimiento
HIAK Akershus University College (Noruega)	MUNDUSFOR – Master Erasmus Mundus en Formation de Professionnels de la Formation: Teacher Education for Technical and Vocational Education and Training.
UGR Universidad de Granada (España)	MUNDUSFOR – Master Erasmus Mundus en Formation de Professionnels de la Formation: Formación para la Enseñanza Superior.
UP Universidade do Porto (Portugal)	MUNDUSFOR – Master Erasmus Mundus en Formation de Professionnels de la Formation: Desenvolvimento Local e Formação de Adultos
URCA Université de Reims Champagne Ardenne (Francia)	MUNDUSFOR – Master Erasmus Mundus en Formation de Professionnels de la Formation: Formation d’Enseignants, de Formateurs en Entreprises et de Consultants.
URV Universitat Rovira i Virgili. Tarragona (España).	MUNDUSFOR – Master Erasmus Mundus en Formation de Professionnels de la Formation: Formación y Gestión de Recursos Humanos.

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1.1.8. Tuition fees

The European students will pay a total amount of 2,400 € per academic year and those from third countries will be charged 4,800 € per year of the Master Degree. The registration fees will be the same for all the students and will not depend on the location of the University where the student chooses to start or finish the programme. The co-ordinating University is responsible for the administration of applications to the master degree. The tuition fees include the following:

- Right to attend the combination of modules
- Participation in a seminar for orientation and integration
- Offer of a combination of pedagogical activities and access to documentation
- Wide access to Internet
- Wide access to the centres of documentation and associated services
- Organisation and framing of the practical training programme
- Each University may or not offer languages courses

The tuition and fees do not include the costs related to room and board, international travel, local transportation, and insurance charges.

However, the universities will provide the students with information about other types of scholarships to cover these expenses.

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1.2 Application form (it must be written in the language of the University selected for the specialisation programme)

APPLICATION FORM FOR STUDENTS Master Erasmus Mundus: MUNDUSFOR Education of Professionals in Education Academic Year 2011/2013

PERSONAL INFORMATION

Surname(s):..... Name(s):..... Private address. Street and number:..... Postcode/ zip code:..... City:..... Country:.....	Nationality:..... (day/month/year) Date of birth: ____/____/____. Gender:..... Marital status:..... Number of children:..... E-mail:..... Phone (please include your country and / or region code):.....
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Are you planning to bring some family member with you during your study period? Yes __ No __
If yes, please indicate the number and the relationship:

.....
.....

Do you have any impairment, disability or handicap? Yes __ No __
If yes, please specify what kind:

.....
.....

ACADEMIC QUALIFICATION (minimum requirement)

Have you finished your undergraduate degree at the level of bachelor, equivalent¹ to, at least, 180 ECTS?
Yes __ No __

Title of your degree:

Date of the diploma (month, year): ____/____

Providing institution:

Grade:..... Maximum grade in your University:.....

Passing grade in your University:.....

LANGUAGE PROFICIENCY

Mother tongue:

¹ Send all the official documents to the University of Granada .

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Indicate your language proficiency (at least two of the official languages of the master degree MUNDUSFOR) by specifying the level: bad, regular, good, very good²:

LANGUAGE	SPEAK	WRITE	READ	ORAL COMPREHENSION
English				
French				
Spanish				
Portuguese				

Please order the languages according to your preference to attend the master (1 to 4):

English _ Spanish _

French _ Portuguese _

INDICATE THE DOCUMENTS YOU SEND AS ANNEX TO YOUR APPLICATION:

Certified copy of the academic diploma, corresponding to at least 180 ECTS (certified translation to one of the languages used in MUNDUSFOR must be attached) (obligatory)

Yes _

Certified copy of the academic transcript (certified translation to one of the languages used in MUNDUSFOR must be attached) (obligatory)

Yes _

If your documents are written in any of the official languages of the Master, translation is not necessary (English, French, Spanish, Portuguese).

Proof of languages proficiency³

Yes _ No _

Recommendation letters:

Yes _ Number of letters (it is obligatory to submit at least two):

Names and positions of people sending the recommendation letters.

Name.....

Position:.....

.....

.....

Tel: Email:.....

Name.....

Position:.....

.....

.....

Tel: Email:.....

Proof of nationality (Copy of passport is obligatory)

Yes _

Other documents:

.....

.....

² The language proficiency level will be verified by the university indicated as first choice and for the specialisation part in the application form.

³ Certified copy of the result of language test(s) must be added. Applicants wishing to attend Akershus University College, must indicate proficiency in English by submitting a TOEFL certificate or an IELTS certificate. Certificates issued by an educational institution that uses English, or one of the other languages of the consortium MUNDUSFOR, may also be accepted.

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CHOSEN MOBILITY PATH FOR SPECIALISATION IN THE MASTER DEGREE (by order or preference):

Mobility path number	University for foundation modules (1st and 4th semester)	Specialisation (2nd and 3rd semester)
1	Reims Francés	<i>Formación de formadores para la enseñanza técnica y profesional</i> Akershus Inglés
2	Reims Francés	<i>Formación para la enseñanza superior</i> Granada Español
3	Reims Francés	<i>Desarrollo local y formación de adultos</i> Oporto Portugués
4	Reims Francés	<i>Formación y gestión de los recursos humanos</i> Tarragona Español
5	Oporto Portugués	<i>Formación de profesores y de formadores en empresas y consultores</i> Reims Francés
6	Oporto Portugués	<i>Formación para la enseñanza superior</i> Granada Español
7	Oporto Portugués	<i>Formación de formadores para la enseñanza técnica y profesional</i> Akershus Inglés
8	Oporto Portugués	<i>Formación y gestión de los recursos humanos</i> Tarragona Español
9	Granada Español	<i>Desarrollo local y formación de adultos</i> Oporto Portugués
10	Granada Español	<i>Formación de formadores para la enseñanza técnica y profesional</i> Akershus Inglés
11	Granada Español	<i>Formación de profesores y de formadores en empresas y consultores</i> Reims Francés
12	Tarragona Español	<i>Desarrollo local y formación de adultos</i> Oporto Portugués
13	Tarragona Español	<i>Formación de formadores para la enseñanza técnica y profesional</i> Akershus Inglés
14	Tarragona Español	<i>Formación de profesores y de formadores en empresas y consultores</i> Reims Francés

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Write in order the mobility path number(s) you would like to take according to your preferences.

- 1st choice. Mobility path number:.....
2nd choice. Mobility path number:.....
3rd choice. Mobility path number:.....
4th choice. Mobility path number:.....
5th choice. Mobility path number:.....
6th choice. Mobility path number:.....
7th choice. Mobility path number:.....
8th choice. Mobility path number:.....

EXPLAIN THE REASON FOR APPLYING TO AN ERASMUS MUNDUS MASTER DEGREE (Statement of purpose, maximum 500 words)

.....
.....
.....
.....

MAKE A BRIEF PRESENTATION OF YOUR AREA OF INTEREST AND INTENTIONS FOR CARRYING OUT YOUR RESEARCH ABOUT PROFESSIONAL PRACTICE (maximum 2 pages)

.....
.....
.....
.....
.....

Which other ERASMUS MUNDUS Master courses or any other programs have you applied or will you apply for?

Course name:
University and location:.....

Where did you find out about the MUNDUSFOR programme?

.....
.....

I hereby certify that the information in this application form is accurate and complete (including all supplements). I understand that failure to disclose correct, complete and legible information may result in the cancellation of my application or admission.

Applicant's signature:.....
Date and place:.....

ANNEXE 1 – Curriculum Vitae

<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>

Important notice: send recommendation letters and **photocopies** of the official documentation before January the 20th 2011 to:

Nana Collado MUNDUSFOR program
Oficina de Relaciones Internacionales.

Complejo Administrativo Triunfo.

Universidad de Granada.

Cuesta del Hospicio s/n 18071.

Granada, España.

Tel.: +34958249030 /Fax: +34958243009; e-mail: erasmusmundus@ugr.es

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1.3 Eligibility criteria to apply to the Master Degree MUNDUSFOR: European and Non-European candidates

The Master Degree MUNDUSFOR will recruit students according to the following criteria:

- Have a degree in higher education, corresponding to a bachelor’s degree or equivalent (180 credits ECTS: European Credit Transfer System);
- Be proficient in the language of the selected university plus one more language in the consortium;
- Submit a complete set of the required documents within the deadline;

The applications will be examined and evaluated by the Admissions Committee of the master degree programme.

1.4 Selection criteria

Main Criterion	Specification	Points
Education	Diplomas and transcripts of academic records	0 – 12 ¹
	Other courses of short duration within an educational area related to the master degree MUNDUSFOR	0 – 5 ²
Professional Experience	Experience	0 – 5 ³
	Management and co-ordination positions	0 – 1 ⁴
	Relation between professional experiences and the area of specialization indicated in the application form to the master degree MUNDUSFOR	0 – 1 ⁵
Statement of Purpose: Reasons for applying to MUNDUSFOR	The master degree is part of a professional plan	0 – 1 ⁶
	Relation between the set of themes in the master degree programme and the applicant’s undergraduate education	0 – 1 ⁷
Social competencies	Autonomy	0 – 1 ⁸
	Initiative	0 – 1 ⁹
	Engagement	0 – 1 ¹⁰
	Team work	0 – 1 ¹¹
Total		30

1 – E = Passing (10, 11) – 2 points;
 D = Satisfactory (12, 13) – 4 points;
 C = Good (14, 15, 16) – 7 points;
 B = Very good (17, 18) – 10 points;
 A = Excellent (19, 20) – 12 points.

2 – 1 point for each course/short education (at least 25 hours, a maximum of 5 points).

3 – 1 point for each period of three years (ex: up to 3 years= 1 point, a maximum of 5 points).

4 – 1 point if the candidate has done work of coordination.

5 – 1 point if there is a relation between the exercise of the profession and the specialization area selected in the master degree.

6 – 1 point if it is part of the candidate’s professional plan.

7 – 1 point if there is a close connection between the undergraduate education and the master degree.

8 – 1 point for having autonomy.

9 – 1 point for having initiative.

10 – 1 point for showing engagement.

11 – 1 point for team work.

NOTE: Items 8 to 11 will be given and based on the inferences made from the contents in the statement of purpose written by the applicant, and/or from references made by the candidate of contexts or situations in which these competencies were acquired or developed.

1.5 Procedures for submitting an application by students

The process of applying for the Erasmus Mundus master degree MUNDUSFOR is common to all candidates, whether they are European or non-European candidates.

Application procedures for all candidates: Application to the master degree MUNDUSFOR can be done on-line, in one of the official languages of the programme (English, Spanish, French or Portuguese) at the internet address:

http://ori.ugr.es/application_em/applicationem.php?m=mundusfor&l=en&t=student

. The application is done by sending a curriculum vitae, a statement of purpose and completing an on-line application form in the site of MUNDUSFOR. This application will be completed with the obligatory documents that must be sent by postal mail. The website provides the information about the number of places available for European and Non-European students, in each of the universities of the consortium.

1.6. Selection procedures

The selection is divided in two phases: the **pre-selection** and the **final selection**.

The pre-selection will be carried out by the Coordinating University, which will receive all the applications. It consists of verifying that each candidate has sent all the required documents: statement of purpose, curriculum vitae, documentation showing that the applicant has an academic degree at the bachelor's level or equivalent to at least 180 ECTS and a transcript of grades. The pre-selection evaluation will take into account the adequacy of the diploma(s) obtained in relation to the requirements of the MUNDUSFOR master degree, plus the pertinence and relevance of motivation expressed by the applicant.

The final selection is made from among the pre-selected candidates. In this phase, the Selection Committee, consisting of the International Coordinator together with the national coordinators of the universities participating in the consortium, analyses the pre-selected candidatures according to selection criteria presented above.

The application must be written in the language of the University selected for the specialisation programme (2nd and 3rd semester): Akershus (Norway) – English; Granada and Tarragona (Spain) – Spanish; Porto (Portugal) – Portuguese; Reims (France) – French.

2. Verification of documentation received from the applicants in relation to formal criteria

The application forms will be received by the Technical Secretariat of the University of Granada, under the responsibility of Nana Collado Cañas, MUNDUSFOR Secretary at the University of Granada. The technical secretariat will be in charge of verifying that the documents meet the requirements established by the consortium. The secretariat will also verify the completeness of the documentation received by completing the following checklist:

Surname:	
Name(s)	
Address:	
Nationality:..... (day/month/year)	
Date of birth: ____/____/____.	
Gender:	
E-mail:.....	
Telephone:	
The on-line application form is complete	—
Certified copy and certified translation of the academic diploma (equivalent to at least 180 ECTS) (obligatory)	—
Certified copy and certified translation of the academic transcript (obligatory)	—
Certificate of languages proficiency	—
Recommendation letters	—
Name and position of the authors of recommendation letters	—
Proof of nationality: Copy of the passport (obligatory)	—

Copies of the checking list for each candidate will be retained by the Coordinator of the consortium, the technical secretariat and two professors proficient in the language used by the candidate in the application form.

3. Selection criteria

In the selection process, the committee will examine closely the candidate's academic records as well as the experiences and interests described in the statement of purpose. Other elements to be considered will be related to the personal and professional situation of the candidate, his/her possibilities for following the master degree programme, and the letters of recommendation. The process of evaluation comprises three phases: 1. checking of application documents; 2. the evaluation of each candidate's file by two members of the consortium proficient in the languages chosen by the candidate; and 3. a final evaluation by the Management Committee of the consortium. The final evaluation will be based on the consensus of consortium members. The weight of each criterion is included in item 1.4

4. Selection decision

The Selection Committee of MUNDUSFOR will prepare a classification and will rank order the candidates according to the number of points obtained. A waiting list will be prepared in the case that an applicant withdraws his/her candidature (15 per university).

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Application folder for the Erasmus Mundus Master Degree “MUNDUSFOR” The Admission Committee will consider the following criteria for rank ordering the qualified candidates:

1. The number of women will be at least 50% of the total amount of candidates.
2. Each university participating in the consortium will have an equal number of registered students.
3. The choice of non-European students will follow also a well balanced geographical distribution in accordance with the students' origin (Africa, America, Asia, and Oceania) out a balance between the students chosen according to the principal geographical sectors of origin (Africa, America, Asia and Oceania, and countries non-members of European Union).
4. In the case of two or more students having the same amount of points, the evaluators will take into consideration the personal situation of the candidate and his/her special needs.

The Selection Committee consists of the International Coordinator of the master degree MUNDUSFOR and the national coordinators of universities participating in the consortium.