

## MSc in European Integration

### General Information

This document contains information and the form for admission to the MSc in European Integration (EuroMaster), an Advanced Master programme at the Institute for European Studies (IES), VUB.

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In order to allow students to combine the EuroMaster with other (e.g. professional) activities, classes are organised in the evenings, after working hours. The EuroMaster can be followed either in one or in two years.

#### Admission requirements

- 1) A Master's degree, or equivalent of at least 240 ECTS in Social, Economic or Political Sciences, Business, Law and/or Contemporary History. If your degree is not within these disciplines, relevant work experience in these or related fields may qualify;
- 2) Excellent study results for prior degrees of 70% (2nd class honours upper division, Belgian equivalent; upper 2:1 UK equivalent, 2.8/4 GPA);
- 3) Recent certified proficiency in English. We refer to section 4 of this form for the minimum proficiency scores, as well as for cases in which you can be waived from providing an English language test certificate.

#### Deadline

The programme accepts and reviews applications on a rolling basis, starting in October. For 2021-22 enrolments, the deadline to apply for waivers is 15 April 2021.

#### Programme dates

Week of 20 September 2021 – Start of lectures.

For part-time students / reenrolments – start of lectures in 2<sup>nd</sup> year: week of 19 September 2022.

## Document checklist

Please ensure that you send a **complete file**, including all of the documents below. When sending in these documents, please make sure the file names start with the codes indicated in the table below (A1, A2, B1, etc.).

|   |  |
|---|--|
| A1. This application form duly completed and signed   |  |
| A2. A complete and up-to-date CV  |  |
| B1. <b>Original</b> diploma of the candidate's most recent or relevant degree <sup>1 2</sup>                                      |  |
| C1. Original and official academic transcripts of the candidate's most recent or relevant degree                                  |  |
| C3. Translation (certified) of academic transcript if <u>not</u> in English, Dutch, French or German languages                    |  |
| E1. Valid English proficiency certificate, if applicable and available <sup>3</sup>   |  |
| P1. Copy of passport or identity document   |  |
| P2. Photograph of candidate   |  |
| W1. When applicable, separate motivation letter for possible waiver, including documented evidence of need (see item no. 7 below) |  |

## How to apply

1. Please pay the application fee of 50 EUR either by credit card (<https://www.ies.be/payments/general-payment.php>), or bank transfer:  
ING BANK  
Pleinlaan 2, B-1050 Brussels, Belgium  
IBAN: BE47 3630 6344 2080  
BIC/SWIFT: BBRUBEBB  
  
(Please make sure that in the comments section of your payment you mention 'EuroMaster application fee' + your name)
2. Please send your complete application (see document checklist) via the Application page of the programme's website: <https://www.euromasterinbrussels.eu/application/>
3. We aim, but cannot guarantee, to provide you with a decision within two weeks from receiving your complete application.
4. If selected, you will receive an acceptance letter as well as a request for the payment of the first instalment of the tuition fee. The payment has to be made in full before the start of the academic year.

For any questions, call us on +32 2 614 80 08, or send an e-mail to [euromaster@ies.be](mailto:euromaster@ies.be).

<sup>1</sup> The EuroMaster is a Masters after Master programme in which candidates must already have a Master's degree. In the absence of a Master's degree, an equivalent degree of 240 ECTS is also acceptable if the equivalence attestation is sent in time to the secretariat.

<sup>2</sup> If you are still in the process of obtaining your previous degree, you can already apply and should indicate this information in section 2 of this form.

<sup>3</sup> For those candidates whose previous degree was not in English or English is not their mother tongue, a recent certificate of proficiency in English is required (see section 4 of this form).

*When starting the Programme, please make sure you have secured the minimum amount for living expenses necessary for the full period of the academic year(s). For sources of financial support, please see the EuroMaster website.*

**APPLICATION FORM**  
 MSc in European Integration (EuroMaster)  
 Vrije Universiteit Brussel

**Academic Year: 2021-2022**

**Please tick this box – it is a mandatory confirmation without which we are not able to process your application:**

I, the undersigned, herewith confirm that I am aware that my application will only be processed (1) as soon as I have submitted a complete application with all the required documents mentioned in the checklist, and (2) as soon as the Institute for European Studies has received my payment of the 50 EUR application fee.

## 1. Select your EuroMaster Options and Specialisations

### Options:

#### **One-year or two-year option**

The EuroMaster programme is offered in both one-year and two-year options. Please choose one:

|   |  |
|---|--|
| <b>Option (all classes – regardless of the option - take place on weekdays from 18:00-21:00. Two-year students will typically have 2-3 lectures per week, one-year students 4-5 lectures, although this may differ in certain periods).</b> |  |
|   | One academic year, September to June                             |
|   | Two academic years, based on 30 ECTS of classes average per year |

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## Specialisations:

The EuroMaster operates by offering students a core of common compulsory courses complemented by two specialisation options. These two specialisations should be selected out of a list of four, that reflect the four prominent themes into which the EuroMaster degree is divided: European Economy, Migration and Europe, European External Relations and Security Policy, and European Environmental Governance. Students must at this point indicate which of the two specialisations they will be pursuing as a EuroMaster student. Further information can be found on the website:  
<https://www.euromasterinbrussels.eu/curriculum/>

| <b>Two specialisations for which you want to apply (<i>Please select no less and no more than 2</i>)</b> |   |
|--|---|
| <input type="checkbox"/>   | European Economy                                |
| <input type="checkbox"/>   | Migration and Europe                            |
| <input type="checkbox"/>   | European External Relations and Security Policy |
| <input type="checkbox"/>   | European Environmental Governance               |

## 2. Personal information and contact details of the candidate

|  |                                      |
|--|--------------------------------------|
| Last Name (Surname):   |                                      |
| First Name (Given name):                                       |                                      |
| Town and country of birth:                                     |                                      |
| Date of birth:   |                                      |
| Nationality:   |                                      |
| Gender:  | Female / Male / Choose not to answer |
| Mother tongue:   |                                      |
| Current residence address:                                     |                                      |
|  |                                      |
| Permanent or home address:<br><i>(if different from above)</i> |                                      |
|  |                                      |
| E-mail address:  |                                      |
| Phone number / mobile:   |                                      |

|  |  |
|--|--|
| Person in your country to be notified in case of emergency while abroad: |  |
| Name   |  |
| Relationship   |  |
| Address  |  |
|  |  |
| Tel. number  |  |

### 3. Current and previous higher education

Note: even if you are still in the process of obtaining your previous degree, you can already apply and should indicate this information in this section. If the Academic Board then decides that you meet all other admission criteria you will be accepted on the condition that you provide us with your diploma and transcript at the very latest before the Programme starts and that you obtain the required grades to start the programme. In this case, please also mention in the table below the date (as precise as possible) by which you will obtain the degree.

| Institution <sup>4</sup> | Date (month, year) |                      | Degree title | ECTS | Language of instruction | Fields of study: minor - major | Result: GPA / distinction / % average <sup>5</sup> |
|--------------------------|--------------------|----------------------|--------------|------|-------------------------|--------------------------------|--|
|                          | Start              | Graduated / expected |              |      |                         |                                |  |
|                          |                    |                      |              |      |                         |                                |  |
|                          |                    |                      |              |      |                         |                                |  |

### 4. Motivation

The motivation statement is a description (max. 500 words) of your reasons for wishing to enrol in the programme and your suitability. Please be as concise as you possibly can and use your space wisely.

<sup>4</sup> An equivalence certificate is required if education carried out in a non-EU university – see last page of this form

<sup>5</sup> Minimum requirement: a distinction in a Masters, or 70% in recent 240 ECTS equivalent degree. If you mention your GPA result, please also mention the maximum GPA score possible, e.g. 2.8/4.



## 5. English Proficiency

As a starting point, every student who applies must provide recent certified proof of proficiency in English, by means of one of the five tests with the required minimum level or score indicated below. Students will be waived from having to produce such recent English language test certificate in the following cases (please tick the relevant box if this is applicable to you):

- English is your mother tongue
- You have obtained a previous degree of at least 60 ECTS **entirely** taught in English (please make sure this degree is mentioned in section 2). In this case, please include proof, by adding to this application a document confirming this, issued by the university where the degree was taught.
- You have a certificate which is older than 2 years but you can prove you have been working in English since that time, please tick here, mention below and provide an attestation by your employer/s

In all other cases, please indicate your English language test certificate in the table below (if already obtained at the time of application). If you have not obtained this certificate yet, you can nevertheless already apply. If the Academic Board then decides that you meet all other admission criteria you will be accepted on the condition that you provide us with your English certificate, at the very latest before the Programme starts.

| Test type  | <u>Your score (insert information if already available)</u> | <u>Date taken</u> | <i>Required minimum level / score</i>  |
|--|---|-------------------|--|
| TOEFL:   |   |                   | <i>90 -- Internet-based<br/>233 -- Computer-based<br/>577 -- Paper-based</i> |
| Academic IELTS:  |   |                   | <i>7.0</i>   |
| Cambridge Certificate of Proficiency in English – CPE: |   |                   | <i>Pass</i>  |
| Cambridge Certificate in Advanced English – CAE:       |   |                   | <i>Grade B</i>   |
| ITACE:   |   |                   | <i>C1</i>  |

## 6. Referees

Please provide details of **two referees, at least one of whom must be from your most recent academic programme**. The second can be an employer or someone who has the ability to comment on the suitability of the applicant for graduate studies. Please fill in all fields for each referee. You do not need to provide a reference letter at this stage.

| Referee's full name | Position / title | Direct phone number (preferably mobile) and | Referee's employer (official name and postal address) | Employer's central phone number (reception) | Explain how referee knows applicant (institutional context + duration) |
|---------------------|------------------|---|---|---|--|
|                     |                  |   |   |   |  |



|    |  |  |                   |  |  |  |
|----|--|--|-------------------|--|--|--|
|    |  |  | e-mail<br>address |  |  |  |
| 1. |  |  |                   |  |  |  |
| 2. |  |  |                   |  |  |  |

## 7. Relevant Experience

### **Professional experience**

*Name and address of employer(s) – type(s) of work - dates (month and year) from - to*

### **Foreign experience**

*(study, travel, etc, including dates)*

### **Academic or professional honours**

#### **Fellowship or scholarship previously or currently held**

*Source or sponsor, amount of stipend, place of study, dates (from - to)*

### **Extra-curricular activities**

*(e.g. membership in student organisations and academic societies)*

### **Research activities and/or publications**

## 8. Tuition fee waivers

Limited tuition fee waivers are available. They are awarded on the basis of demonstrated *need* and *excellent academic merit*. Students can apply for a waiver by writing a personal statement in this box, outlining the ways in which they satisfy these criteria. Students must attach evidence of need and merit as part of the overall application file. **The Academic Board will award these waivers after the deadline of 1<sup>st</sup> June, students requesting a waiver will be advised shortly thereafter.**

## 9. Feedback

| How did you find out about our EuroMaster programme? (please be as specific as possible) |   |
|--|---|
|  | Google                                  |
|  | Facebook                                |
|  | LinkedIn                                |
|  | Twitter                                 |
|  | Website Vrije Universiteit Brussel      |
|  | Academiccourses.com / Masterstudies.com |
|  | Studyportals.com / Mastersportal.com    |
|  | Findamasters.com                        |
|  | Study.eu                                |
|  | Flyer/poster                            |
|  | Word-of-mouth                           |
|  | EU Studies Fair Brussels                |
|  | Other (please specify)                  |

I affirm that the above statements are true and complete.<sup>6</sup>

Date,

Signature

***Cancellation Policy:***

*In case of cancellation before the start of the academic year, any tuition fees already paid will be reimbursed, with the exception of the 1,000€ registration deposit. Cancellations after the start of the academic year but before 1 December will result in a reimbursement of 50% of the total tuition fee minus the 1,000€ registration deposit, unless the student has received a maximum waiver in which case no tuition fees will be reimbursed. Cancellations after 1 December will not be reimbursed.*

*The registration deposit (1,000€) on any IES advanced master programme (LLM or MSc) is non-refundable, unless cancellation in a programme is due to events beyond the control of the applicant, otherwise known as force majeure (for example, if the student applied for a visa but was unable to obtain it, or if due to medical reasons the required previous degree was not obtained). In those cases, the full deposit will be refunded.*

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<sup>6</sup> Incorrect or falsified information will result in expulsion from the programme.

## 10. Degree Equivalence Certificate

All candidates whose previous degree(s) do(es) not mention the number of ECTS must provide an equivalence certificate. This certificate is obtained by having the form below filled in by either the conferring University, the Ministry of Education in the country where the degree was conferred, or the country's embassy in Belgium.

**Certificate<sup>7</sup> attesting the level / total ECTS of a foreign degree for the purpose of access to Advanced Master in European Integration, Vrije Universiteit Brussel.**

**I, the undersigned,**

Prof. /Dr/Mr/Mrs (Last name and First name): \_\_\_\_\_

Title or Function: \_\_\_\_\_

At  University  Ministry of Education  Embassy

Name of institution + full address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E-mail (compulsory): \_\_\_\_\_

**hereby declare that the degree awarded to:**

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Place and date of birth: \_\_\_\_\_

Title of the degree awarded:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total number of **ECTS** credits obtained: \_\_\_\_\_

Number of **ECTS** credits taught in English (if applicable): \_\_\_\_\_

**by the following university or institute of higher education**

Name and address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

university  institution of higher education (non university)

**allows access to postgraduate studies at the following level in the country in which the diploma was awarded**

master (second level)  **subsequent Master or PhD (third level)<sup>8</sup>**

with bridging programme or pre-master

without bridging programme

Date:

Signature + Stamp:

<sup>7</sup> This certificate is valid *only* if sent under sealed envelope (or directly from an official email address) by the testifying institution to the address below or to [euromaster@ies.be](mailto:euromaster@ies.be).

<sup>8</sup> Only level eligible for access to EuroMaster.