INSTRUCTIONS FOR THE CANDIDATES
APPLICATION FOR ADMISSION
EMQAL 2020-22 edition

VERY IMPORTANT:

Please read these instructions before filling your application form.

You must upload **some files** and you will be required to give contact information of *2 referees*. Prepare this information in advance and very carefully. **Once introduced and validated** in the on-line form, **it will be impossible to change it**.

The information requested to the candidates has several sections.
This document lists the information that you will have to provide.

INTRODUCTORY PAGE:

You will enter in page: *5745000 – FACULTY OF CHEMISTRY*

Introduce your **DNI/PASSPORT** or NIUB

The NIUB is the Identification number at University of Barcelona (UB). It is only available for candidates with previous studies at UB. Most people will therefore need to enter their passport number. Also enter your date of birth in the correct format (ddmmyyyy).

Any error at this stage (indicated by a system message) can be corrected by using the Back button in your browser.

In the next screen, a statement on **General Regulation of Data Protection (RGPD)** will appear.

General Regulation of Data Protection (RGPD)

Body responsible	Office of the General Secretary of the University of Barcelona
Objective	Gathered in order to formalise your pre-registration to official master's degrees and access to, and admission to the doctorate and to carry out the corresponding academic and administrative management activities.
Legitimate basis	Performance of a task carried out in the public interest
Recipients	The University and its data officers, if applicable. Your data will not be transferred to third parties, unless under legal obligation or by virtue of your subscription to a service provided by a third party indicated in the enrolment form
Rights	Right of access to your data, right to rectification, right to erasure of your data, right to object and to restriction of processing of personal data.
Additional information	For further information **visit following link**

☐ **I declare to have read the details concerning right to information**

Back		Submit

Planificació Academicodocent

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09/01/2020 10:55

Àrea de Tecnologies de la Informació i la Comunicació
Aplicacions - Projectes de Gestió Acadèmica (GIGA)
Darrera Modificació Programa: 07/11/2018 11:58
Darrera Modificació Model: 28/02/2019 13:25

Declare that you have read the details, and press **Submit**.

On the next screen, if you highlight **Electronic notification** and accept conditions, you will be allowed to access and consult your application after submission. It is highly recommended that you choose this option.

5745000 - FACULTY OF CHEMISTRY

Electronic notification

☑ I want to receive electronic notification related with this application

☑ I accept **the conditions of electronic notification service**

Electronic notification allows acces and consult to the resolution immediately after its emission.

Part 1 - Personal Details

This section contains the personal, birth and address data. Fields marked with an asterisk are mandatory.

Personal data

IdCard number (*):	
Identity document type (*):	Passport
Family Name 1 (*):	
Family Name 2:	
First Name (*):	
Genre (*):	⦿ Female ○ Male
Nacionality (*):	

Id Card number Passport number of of the applicant
Identity document type: DNI/NIE or Passport. For most of you, it should be Passport
Name of applicant: family name and first name, written as in passport
Gender
Nationality

> The list of countries is not available in English, but we think you will recognize easily the names of the countries. (South Africa = República Sudáfrica)
>
> In case of doubt, please write to bjorn.grung@uib.no.

Birth data

Date (*):	
City/village (*):	
Country (*):	
County:	
Province:	

Date of Birth
Place of Birth (city and country).

> List of countries is not available in English, but we think you will recognize easily the names of the countries. In case of doubt, please write to bjorn.grung@uib.no.

Address data

Address (*):	(street, number, etc.)
Postcode (*):	
City(*):	
Province:	
Phone number 1 (*):	
Mobile 2	
Personal E-mail (*):	*This adress will be used for comunications and notifications related with this application*
Country(*):	

Full Address: street, city, region, postcode
Phone number (including international and regional code)
Email will be used for communication

You should use the address you have at the time of the application.

Applicants with disabilities

Reservation of 5% of the places for applicants with disabilities

I opt to the reserved places for disabled people

○ Yes (*)   ○ No

(*) Documentary accreditation required

If you select Yes you will need to provide documentation proving this.

Section 2 – Previous studies

If you used **DNI/PASSPORT** as your identifier, you will enter directly the following section:

Previous studies outside the UB

Awarded degree (*):	[▼] (if your degree is not included in the drop list above, select 'ALTRES' and fill the next text box with its name.)
Degree name:	[ ]
Country where degree was coursed:	[▼]
Spanish University:	[▼]
Name of the foreign University:	[ ]
Centre, Faculty, College:	[ ]
Average mark:	[ ]
Completed studies:	○ First Cicle ○ Whole study ○ Not completed

Awarded degree (*):	[▼] (if your degree is not included in the drop list above, select 'ALTRES' and fill the next text box with its name.)
Degree name:	[ ]
Country where degree was coursed:	[▼]
Spanish University:	[▼]
Name of the foreign University:	[ ]
Centre, Faculty, College:	[ ]
Average mark:	[ ]
Completed studies:	○ First Cicle ○ Whole study ○ Not completed

VERY IMPORTANT: In this section you can introduce two previously awarded degrees (for instance a Bachelor of Science degree and a Master of Science degree). If you have more than 2 degrees awarded previously you must write the information concerning this third (or additional) degree in the **SPECIFIC REQUERIMENTS** section in the field "Additional awarded degrees". If you only have one previous degree you only fill in the first of the two sections.

Some recommendations for this section:
Awarded degree: select "Altres estudis" (eighth option in the list)
Degree name: write your official title/degree in English

Country:

  The list of countries is not available in English, but we think you will recognize easily the names of the countries. In case of doubt, please write to bjorn.grung@uib.no.

Completed studies:

  In some countries the completion of a degree equivalent to 180 ECTS is indicated as a 1st cycle. In order to avoid ambiguities and/or misunderstandings in this subject, please take care to provide documents of your diplomas, degrees and transcripts of records (in the section of documents to be submitted).

Specific requirements

SPECIFIC REQUIREMENTS

If it isn't possible to fill an Specific Requirement , fill it with 'NO DATA'.

Personal statement	
Motivation statement	
English skills: Listening from A1 (worse) to C2 (better) A1,A2,B1,B2,C1,C2	
English skills: Reading from A1 (worse) to C2 (better) A1,A2,B1,B2,C1,C2	
English skills: Spoken from A1 (worse) to C2 (better) A1,A2,B1,B2,C1,C2	
English skills: Writing from A1 (worse) to C2 (better) A1,A2,B1,B2,C1,C2	
Mother language and other EU-language skills (language - skill - level)	
Special Circumstances (Physical or learning disabilities)	
Additional awarded degrees	
Country of residence	
Institution delivering previous degree	
University of origin-Country of University of Origin	
Life partner Yes/No	
Children (0,1,2...)	

VERY IMPORTANT: The Personal and motivational statements must be filled. The info about language skills must be filled. Do not leave any fields open. If you have nothing to enter, put "NO DATA". If you have no children, please enter "NO DATSA". Entering '0' may result in an error message.

Personal Statement

A *Personal Statement* of up to 2048 characters is required. Blank characters are not included in this number. This is to give the Selection Committee a chance to get to know you, your aspirations, interests, experience and talents - professional, academic and personal.

Describe your particular skills and abilities that make you an excellent candidate for EMQAL. Describe any previous experience related to the subjects of the master, either academic or professional. If

relevant, describe your current and/or previous employment, position and duration. If you have written any scientific publications mention these and upload PDF copies and/or a separate list of publications. We recommend you to carefully prepare this text in a word processor and then to copy/paste it in this *Personal statement* window. If anything goes wrong during the application process you will then have a backup of the text.

Motivation Statement

A **Motivation Statement** of up to 2048 characters is required. Blank characters are not included in this number. Explain why you are applying for this course.
Include:
   * Your academic interests.
   * Why you have chosen this subject?
   * What does interest you especially about the course?
   * Link these ideas to your chosen career.
   * Why are you interested in studying in Europe?
   * Why are you well-prepared for studying in Europe?
   * Do you foresee any personal problem (family/financial/cultural)?

Linguistic Skills

In this part you have 5 windows to summarize your English skills (4 windows) and your mother tongue and other EU-language skills (one window).

English skills (four windows)
Please indicate the corresponding Common European Framework level for each language skill:
A1, A2, B1, B2, C1, C2 - from beginner (A1) to proficiency (C2).

Listening:
Reading:
Speaking:
Writing:

You must write your corresponding score in each window (B2, C1,.. or whatever).

If you have an international English test certificate (TOEFL, IELTS, etc) you should upload it *(.pdf format*) in the corresponding section (see below). If you do not have such a certificate, upload any document you have that may substantiate your claim of mastering English. If you do not have any such document you should still indicate your level of English expertise. Be aware that the Selection Committee put greater emphasis on a proper language certificate, but you are free to submit anything that may substantiate your claim of mastering English. All material submitted will be used when evaluating the language skills of the applicants.

Additional information about comparison among different scales/systems (TOEFL iBT, IELTS and CEFR scores) can be found at the end of this document.

Mother tongue and other EU-language skills (one window)

Please, indicate clearly your mother tongue and whether you are coming from a country where English is an official language. If this is the case, a document establishing your English proficiency is not necessary.

Any knowledge of languages of the universities in the consortium (Spanish, Portuguese, Polish; Norwegian, Catalan), and the level (basic, good, excellent) corresponding to each skill (Reading / Writing / Verbal) should be written here.

For instance:
Spanish (excellent, excellent, excellent)
[for Spanish mother language candidates from South America]

Portuguese (excellent, excellent, excellent)
[for Portuguese mother language candidates from Brazil]
Norwegian (good, excellent, good)
Etc.

Special Circumstances

You will be required to indicate any Physical or learning disabilities that you may suffer from. These will be treated confidentially.

Additional awarded degrees

In the Previous studies section you could introduce only your two main previously awarded degrees. If you have more than two degrees (for instance, a second master) you must write the information concerning these degrees in this field.

Please write very clearly the degree name, the university and Centre/Faculty/College, the number of years/credits and the average mark. The official documents must be merged with those of the rest of degrees/diplomas and uploaded in Section 6.

If any of the Specific Requirements are left empty, you will receive this system message when you continue with the application:

Press **Back** to go back to enter the missing information.

Other data

This section asks information for statistical purposes. It is not relevant for the EMQAL selection process but it is required by the University of Barcelona.

In the first question (How many credits ……..) you should answer 60.

Ending Part 1 of the application

When you click the **Accept** button, the system checks for missing information. If it finds anything missing you will be able to remedy this by clicking the **Back** button.

If you have activated the Electronic notification option you will now get access to a summary of the information submitted. Either Confirm or correct this (using the **Back** button) to continue with the application.

At this point you will receive an email from ub-master@ub.edu with a code (for example: 2019AP111273XJ). This the unique identification number of your application. The email also contains **a link which enables you to continue with the application process.**

PART 2

You will need now to upload information about referees and the documents needed for the evaluation.

Clicking the link received in the email to get to this screen:

Here you can access your application by using the reference number assigned (for example: 2019AP111273XJ), or by using your passport number. If you ever studied at the University of Barcelona before you may use your NIUB number.

Mark the bullet to left of your identifier and click "**Veure Resum**".

The next page will inform you (in Catalan) that you have not yet entered information about referees or uploaded any documents.

References section

Clicking on **Referències button** to enter the required information about the referees. Fields in bold must be filled.

You are required to give contact information of two referees. Your referees should be people who know you very well and can attest to your qualities. Preferably they should hold positions either in academia, research or industry in fields relevant for EMQAL.

You will be required to provide:
Name
Position (for instance, University lecturer at University of "xxxx")
Full address
Telephone Number
email

Referència 1

Nom i cognoms

Universitat/Institució

Càrrec

Adreça completa

Carrer, via, número

Codi postal

Població

Provincia/Estat

País

Espanya

Telèfon 1

Telèfon 2

Correu electrònic

As the page is in Catalan, a translation to English follows below.

Catalan	English
Nom i Cognoms:	Family name and Surname
Universitat/Institució:	University/Institution
Càrrec:	Position
Adreça complete:	Full address (street, zip code, city, province, country, telephone).
Correu electronic:	**Mail address (make sure that is correct!)**

ALL referees will be contacted using the emails entered here. We strongly suggest that you speak to them **before applying**. Please be sure about their availability. Please provide only one email address per referee, and write it carefully. Any mistake in this address will result in your application not receiving that reference. This may lead to your application being rejected.

The **Continua** button brings you to another screen where you can check and correct the information.
Enrere – Go back and change
Envia – Accept and continue

Once the **Envia** button is pressed, the system automatically sends a request to the referees. You will receive a confirmation message by the system. At this stage, changes can no longer be made to the referee information provided.

Saved

You have successfully submitted your 2 referees skills.

Please note that your referees will be contacted immediately after the final submission of the whole application. You should contact them beforehand and make sure they are willing to give a reference.

Continue

Uploading documents

Access again your application through the received link and your application code or passaport number. Click "**Adjuntar documents**" button to upload your documentation.

You will then go to:

Catalan version:

Llista de documents a presentar (màxim 3MB)

ID Documents (passport or other)		Navega
Degree and Transcript of records		Navega
Language certificates		Navega
Other documents		Navega

Continuar

English version:

List of documents to be submitted (maximum 3MB)

ID Documents (passport or other)   [_____] [Browse]

Degree and Transcript of records   [_____] [Browse]

Language certificates   [_____] [Browse]

Other documents   [_____] [Browse]

[Continue]

Upload the requested documents through the Browse/Navega button.

You should upload PDF copies of the following documents:

- ID document (passport or other);
- Diploma(s)- Degree(s) and Transcripts of records
- Language certificates: international English test certificates, certificate declaring that English was the official language used in the higher education level.
- other documents (optional): Documents of academic, research or professional activities that you consider of interest for EMQAL selection committee.

IMPORTANT: You can only upload one file in each field. If you have more than one document in any category, you must merge these documents into one prior to uploading the document.

Concerning **Qualifications and records**, you will be required to document:

The field of study of your previous and current qualifications
The country in which you took your previous and current qualifications
The name of the Awarding Institution for your previous and current qualifications
You may also be required to give the length of any course you are on and what year you are in

Please, check carefully the uploading of the files.

VERY IMPORTANT: The total size of ALL the uploaded documents cannot exceed 3 MB. File names cannot exceed 60 characters.

Once uploaded a verification window will appear:

Verification data   ✖
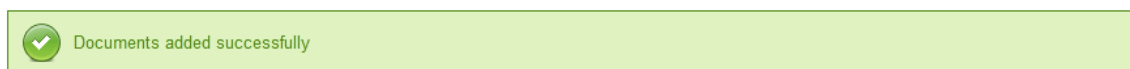
List of selected documents

ID Documents (passport or other) :   .pdf 📄

Degree and Transcript of records :   ₁.pdf 📄

Language certificates :   .pdf 📄

[Submit] [Cancel]

Press **Submit** to complete your application.

If the documents have been successfully added to your application a green tick and window will appear with the message.

✔ Documents added successfully

Clicking Continue/Continuar you will be able to access again the application to verify that referees have been included and that documents are uploaded.

VERY IMPORTANT: Even if you receive confirmation emails from the system, ONLY COMPLETE APPLICATIONS with all requested information will be considered.

Additional information - Comparison Charts

English skills

Based on the research reports that link TOEFL iBT scores to IELTS and CEFR scores, ETS developed these comparison charts to help you make informed admissions decisions.

(CEFR – Common European Framework of Reference)

TOEFL Score	IELTS Band
0–31	0–4
32–34	4.5
35–45	5
46–59*	5.5
60–78*	6
79–93*	6.5
94–101*	7

TOEFL Score	IELTS Band
102–109*	7.5
110–114	8
115–117	8.5
118–120	9

CEFR	TOEFL Score
	0–56
B1	57–86
B2	87–109
C1	110–120

* Indicates score comparison ranges with the highest degree of confidence

Cambridge English
A range of exams to meet different needs