

PROCEDURE FOR THE SELECTION OF CANDIDATES

1 Scope

This procedure applies to the selection of both European and non-European student candidates to EMQAL, and to the selection of invited scholars to EMQAL.

2 List of abbreviations

EMQAL - European Master in Quality in Analytical Laboratories

PMT – Programme Management Team

PC – Programme Coordinator

SC – Selection Committee

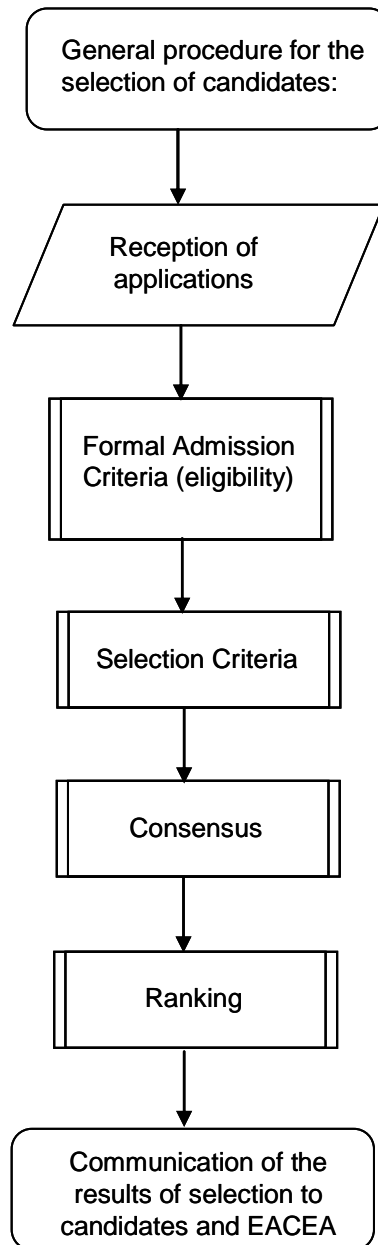
EACEA – Education, Audiovisual and Culture Executive Agency

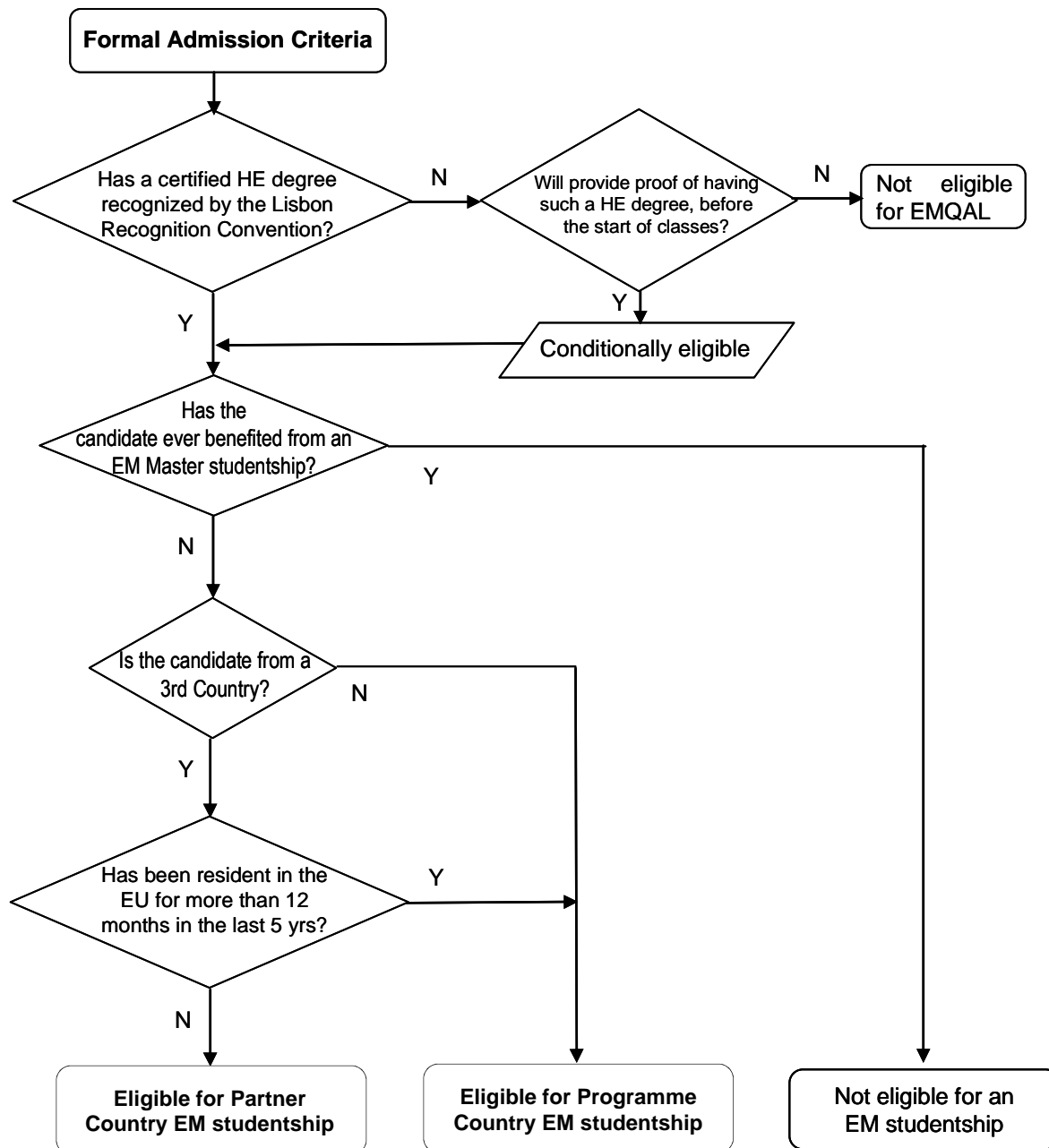
EC – European Commission

3 Responsibilities

PMT	<ul style="list-style-type: none"> - designates the SC, assuring there is at least one representative from each partner institution of the Consortium, and that there is a balance between the different disciplines being considered: Quality Management, Analytical Methods and Data Analysis - approves the main and reserve list of selected EM and non-EM candidates for each year's edition of EMQAL based on the proposal by the SC.
PC	<ul style="list-style-type: none"> - reception of applications and organization of the information, assuring that access to the information pertaining to proposals is strictly controlled and that the most efficient use is made of the time of all concerned - organization of the selection meeting - communication with candidates and external entities such as EACEA - defines the timing for the selection process.
Each element of the SC	<ul style="list-style-type: none"> - assesses the quality of each candidate by attributing a score 0-5 to each quality criterion. - assures the success of the selection meeting, working towards reaching consensus.

4 Flowcharts





5 Description

5.1 Selection of Students

Eligibility of EM students is governed by the EM rules on Nationality, Residence, and Geographical Balance. Candidates are informed that they cannot apply to more than three different EM master's or doctorate programmes at one time. The consortium also monitors gender balance.

5.1.1 Formal Admission Criteria (Eligibility criteria)

The formal admission criteria, for all candidates, are:

a) National and residential eligibility.

Applicants are divided into two categories according to national and residential eligibility criteria: Partner Country and Programme Country candidates.

- **Partner Country** applicants come from all countries of the World except European Countries members of the European Union or non-EU Programme Countries as former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway, Switzerland, Turkey. Applicants in this category must not have been residents or carried out their main activity (studies, work, etc.) for more than a total of 12 months over the last five years in one of these countries.
- **Programme Country** applicants that do not fulfil the Partner Country criteria defined above.

b) Eligibility of qualifications.

Eligible Partner Country and Programme Country applications, and non-scholarship applications, will be examined according to the Lisbon Recognition Convention. First cycle degrees should give access to second cycle programmes, in this case the Masters. Applicants must therefore hold a Higher education qualification which is considered as any degree, diploma or other certificate issued by a competent Higher education authority attesting the successful completion of a higher education programme of at least 180 ECTS.¹ Candidates may also be selected conditionally on the basis that their admission only becomes effective when they fulfil the eligibility criteria (for example, a student who expects to graduate in mid-June but has to apply by May). If students meet these criteria their applications are taken forward to selection.

c) Additional eligibility for Erasmus Mundus studentships.

Students who have already obtained an Erasmus Mundus Joint Master Degree scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship are not eligible to apply for an additional scholarship under EMQAL.

¹ In cases where there is doubt over the status of the candidate with regard to eligibility criteria, the evaluation will proceed.

5.1.2 Qualitative Selection Criteria (Evaluation criteria)

The procedure of the evaluation process is based on the Marie-Curie European Integration Fellowships. The steps are (1) Eligibility Check, (2) Evaluation Process (3) Discussion and consensual ranking of candidates. The procedure is designed to allow the evaluators to identify and select highly qualified and motivated graduates. It is a competitive process based on the documented academic performance and credentials of the applicants. The consortium only select **high-quality students**, (threshold for each criterion is 3.5).

The criteria that are evaluated are A – E (scores 0-5 for each criterion) as follows:

A - Quality of Previous Qualifications: Evaluates the academic curriculum of the candidate including previous degrees, post-graduate courses, specialization courses, scientific publications. Appropriate backgrounds such as Chemical and Biochemical Sciences, Environmental Sciences, Biological Sciences, Health Sciences among others can be considered. Candidates are required to submit transcripts of supporting documents such as first degree. Qualifications are cross-checked with home universities or by consulting ENIC-NARIC network. Documentation also includes study records and publications if applicable.

B - Proficiency in languages of the consortium, particularly English: Candidates are required to demonstrate their proficiency in English. Possible examples include GCSE, AS Level, A Level, IB, TOEFL scores paper 543 / computer 232, Cambridge Proficiency Certificate level 4-5, Oxford Higher Certificate, International Certificate Conference (ICC Stage 3 Technical), IELTS scores 6.5, CEFR B2, among others.

C - Motivation and Potential: Benefit to the student from participating on the Masters. Potential for the development of the candidates is based on their Motivation Statement and the likelihood that the candidate will pursue a career of technical, research or management in the field at the end of the Masters

D - Suitability: Match between the candidate's profile and the Masters' programme is based on the suitability of skills as described in the applicant's CV and personal statement. Appropriate professional experience of candidates with non-standard academic background (e.g. subjects not listed above) is evaluated

E - Recommendations: this is based on the confidential evaluation forms returned the two referees.

5.1.3 Evaluation process

For both EU-granted and self-paying students the application procedure is centralised and standardized. The same standards are applied to both Partner and Programme country students and applications are considered as new for each edition.

Candidates have to fill the application form online using the link published at the EMQAL following the published Instructions for the applicants. The applicative system and database is host at the University of Barcelona. Candidates upload all necessary documents electronically when applying. On submitting the form, applicants are sent an automatic confirmation by email. Only in exceptional cases, applicants may forward copies of additional documentation (diplomas, English certificates, etc.) by email.

The application form is designed to allow the evaluators to identify and select highly qualified and motivated graduates. The application comprises a CV including academic qualifications and language skills, a personal statement, a motivational statement; and two referee reports confidential to the student. Candidates are asked whether they have special needs (physical disabilities, reduced mobility, vision, hearing or speech, dyslexia, etc.) to help their integration in the learning environment in case of being selected.

Deadline for application system is two weeks before final deadline for referees to submit report. The first step of the evaluation procedure is to check for completeness of the application and for duplicate of entrances. Applicants who have not completed the application document or have not uploaded the requested documents are not further evaluated. For applicants with more than one entrance to the system, the more complete application is kept. At this stage, a reminder is emailed to referees who have yet to submit their report

Once no complete applications have been excluded, the database is exported to Excel files (Student Selection Grid (M0302)) where information on classification of candidates (either Partner or Programme Country) and corresponding Region for the intake are added. Complete applications are then split into five groups maintaining similar numbers of candidate per file. Files are then submitted by email to each SC member for evaluation and are also uploaded at University of Bergen portal. Each member of the SC follows the common standards for evaluation stated at the Evaluation Check list (M0301) which is sent yearly by the programme coordinator together with the proposed timing for the selection procedure according to model M0303. The informatics management section of Universities of Barcelona and Bergen provides a code to SC members for accessing to the information. Each SC member evaluates one single criterion (A – E) for all candidates in order to assure that final scores will be homogeneous for all candidates. After rotating the 5 individual files among SC members, the information is merged in one unique file to be discussed in the SC meeting.

At the SC meeting, the scores obtained for each candidate is carefully discussed in order to reach a consensus. Only high quality candidates with a score 3.5 or higher in all criteria will be considered for the main and the reserve list. Scores A-E are summed, and this is recorded as the ranking score of the candidate. The final lists are checked for Geographical Balance. No more than 3 students of the same nationality can be selected from the main list. Gender Balance (minimum 40% of both genders) is also enforced. However, if the difference in score between the candidates involved is more than 10 %, no replacement due to gender will take place. In the case a replacement is needed, the lowest ranked selected candidates from the same country or gender are moved to the end of the reserve list, and the highest ranked candidates from the reserve list are selected until geographical and gender balance are met. After the evaluation of candidates by the SC, a provisional list of eligible candidates and non-eligible candidates is published at the web page for potential claims. Any claim is managed by PC after consulting the SC members. After one week, final lists are published at the web page, data is introduced at the Mobility Tool from EU, and final proposal is sent to EACEA following the instructions provided. The n candidates

with higher score are selected for the main list, where n is the number of Erasmus Mundus studentships available.

Successful applicants are contacted before final decision made by EACEA in order to learn about potential acceptances of EU-scholarships. After receiving EACEA official approval, students are contacted as soon as possible so as to ensure visa applications can be processed in time. The documentation pertaining to the selected applicants is checked by the admission's officer at the host institution, and candidates are contacted in the event of need for additional information or documentation.

Once the procedure for selection of applications for grants is finished, the application system is re-opened for assessing any further application received from a self-paying candidate till first week of September. Applications are evaluated by SC members following the same rules previously described. Agreement is reached in these cases by email.

5.2 Selection of Erasmus Mundus Scholars

5.2.1 Formal Admission and Selection criteria

Erasmus Mundus Scholarships will be awarded to Scholars that can bring an added value to each master intake.

The criteria evaluated for scholars are the two following, each criterion being scored in a 0-5 scale:

A - Evaluation of the Curriculum Vitae: EM scholars must demonstrate outstanding academic and/or professional experience;

B – Added value to the delivery of the EMQAL programme: The involvement of scholars are to bring added value to the EMMC intake in terms of student-centered teaching/lecturing, research activities, Master thesis support, academic/professional networking, etc.

5.2.2 Selection Timing

At any time that an application of an Erasmus Mundus Scholar arrives to the PC, evaluation is discussed and agreed at the closest PMT meeting. In case of a higher number of candidates than available scholars, they will be ranked according to the obtained scores.

6 Input / Output

Input	Output
Student information from online application	Absolute ranking list of accepted candidates
	Main list and reserve list of Partner Country students
	Main list and reserve list of Programme Country students.
Scholar information from scholar applications	Absolute ranking list of accepted scholars

7 Additional information

Related documents:

Models:

M0301 - Checklist for Quality Assessment of Candidates

M0302 - Student Selection Grid

M0303 - Timetable for the selection process

8 Annexes

NA

Information:

Procedure: Procedure for the selection of candidates

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Revisions:

No.	Date (D/M/YY)	Brief description of the changes in document
0	9/12/07	First draft.
1	24/1/09	Inclusion of the approval of the selected candidates by the PMT in 3.
2	27/11/09	Adaptation to the EM II programme. Inclusion of Category A and Category B Erasmus Mundus studentships. Inclusion of Section 5.2 on the selection of Erasmus Mundus scholars.
3	18/04/12	Adaptation to the present selection protocols for students and scholars.
4	23/03/17	Adaptation to Erasmus+ Programme terminology and description of consolidated process of evaluation of candidates.

Approved by

Signature:

Date: