The Joint Masters in Transdisciplinary Health and Well-being Interventions (MScWell)

Admission Policy and Procedures

Version 1.0 April 2023

1. Objective and scope of application

To regulate the admission procedure for the Joint Master's in Transdisciplinary Health and Well-being Interventions (MScWell). This Joint Masters programme is coordinated by Munster Technological University, Ireland in partnership with Lithuanian Sport University, Lithuania, Petro Mohyla Black Sea National University Ukraine, "G. d'Annunzio" University of Chieti-Pescara, Italy, Mauritius Institute of Education, Mauritius and University of Technology Mauritius, Mauritius. All procedures follow the European Approach and ESG 1.4 "Student admission, progression, recognition and certification" (ESG 2015). The procedures align with the principle of the Lisbon Recognition Convention (LRC) for recognising foreign qualification.

2. Recruitment

2.1 All the necessary information regarding admission requirements, course catalogue, mobility, fees, examination, and assessment procedures will be available on the MScWell website (www.mscwell.eu) and other promotional channels like Twitter and Instagram. The accuracy of program information will be ensured by the Joint Virtual Administrative Office, and partner universities will publish the master's degree among their offerings, linking to the information on the MScWell website.

2.2 Applicants must rank their preferred partner universities while applying, and the final number of students per partner university will be determined by the Joint Virtual Admissions Board to maintain numerical balance in enrolments between the partners.

2.3 The Academic Board will monitor the Programme's student recruitment target numbers and diversity.

3. Roles and Responsibilities

Responsible Office / Person (s)	Role
Joint Virtual Admissions Board	The Joint Virtual Admissions Board oversees selection, admissions, and non-admission of students. The AC may delegate this authority to sub-committees, boards and staff
Applicant	Responsibilities of the applicant include understanding the application criteria and the provision of full and accurate information.
Joint Virtual Administrative Office	The Joint Virtual Administrative Office has a right to verify information provided, request further information if required and if documents are found to be inaccurate, then an offer can be withdrawn in line with MScWell procedures

4. Admission requirements and selection criteria

MScWell promotes a supportive and inclusive learning community to

develop and foster the talents of its students while ensuring that the dignity and rights of all

individuals are respected and protected. In this regard, MScWell is committed to:

- providing equity of access regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race (which includes colour, nationality or ethnic or national origins), socio-economic background or any other basis of discrimination.

- enabling access, participation, transfer and progression and facilitating opportunities for recognition of prior learning;

- providing clear, transparent and consistent admissions practices and procedures;

- offering clear and meaningful information to prospective learners on admissions procedures and programmes of study; and

- ensuring a merit-based system where places will be offered on a competitive basis

4.1 Requirements for entry into the master's programme.

The entry requirements comply with the national legislation of the countries of the partner universities and are the following:

- Students from all over the world can apply.

- The student holds a bachelor's degree or recognised equivalent to a bachelor's degree which is recognised as a sufficient qualification to apply for admission to a master's degree in the EHEA (*European Higher Education Area*). All documents submitted should be issued by the relevant official body/bodies. Applicants should provide a copy of their degree either at the application stage or before the start of the course if they are still in the process of completing their Bachelor's studies.

- English Language certification (see accepted certificates in Annex I): C1 is the required level, except for an applicant in one of the following cases:
  o Applicants with a previous university degree (bachelor, master, or doctorate) delivered in English.
  o Applicants with nationality of an English Country and coming from an English education system.
  o Applicant with previous residence of 5 years or more in an English-speaking country.

In any of these cases, support documents must be attached (certificates from the home universities with the language of teaching if it is not indicated in the transcript or diploma

supplement, passport, local authorities prove of residence, etc.). The English level will be assessed by video presentation and a personal interview, if required. Applicants with a B2 level will be considered in conjunction with other admission criteria but must provide evidence of attaining C1 level (that have to include the four competencies: reading, writing, listening and speaking) before confirmation of offer and programme registration.

The Joint Virtual Administrative Office staff will check the requirements against the documents provided for the application. If there is any uncomplete or mistaken file, the student will be informed and, within a maximum of 10 days after the deadline of the corresponding period, it should be addressed.

All documents must be submitted in any of the official languages of the alliance institutions (English, Italian, Ukrainian, Lithuanian or French/French-based Creole (Mauritius). For the registration, documents which would be not in one of these languages would need to be translated into English by a sworn translator.

4.2 Selection criteria and procedure

Admission to the programme is selective. There is a maximum capacity of 32 students in the programme. The candidates will be ranked on a scale of 100 points.

Criteria for ranking the Applicants:

The selection criteria will be assessed based on:

- Academic transcript with the GPA (15 Points)
- Curriculum vitae (15 Points)
- A video presentation answering three/four predetermined questions (20 Points)
- An interview (40 Points)
- Inclusion (10 Points) To promote accessibility and inclusivity, candidates belonging to under-represented communities (such as those with different age, gender, family status, access needs, migration status, socio-economic background, higher educational background, etc.) may request consideration for an extra 10 points. They can do so by providing a valid explanation and relevant supporting documentation. It is optional for the applicant to declare this situation.

If an applicant has inclusivity requirements and cannot provide a video presentation the Admissions Board will advise on an alternative method.

Each applicant will be assessed by a member of the Admissions Board and rankings will be created by the Joint Virtual Administrative Office according to the criteria below. The applicants

over 40 and under 50 points will be assessed by a second member of the admissions board. Admissions information provides guidelines and rubrics for each criteria.

4.2.1. Academic Excellence (15 points)

Points for academic excellence are based on the final grade mark (GPA) of the transcript uploaded in the system.

The 10 points will be distributed as follows (see table of grading equivalence in Annex II). If the country of the candidate is not listed, the Academic Board will decide the conversion.

A	10 points
B	8 points
C	4points
D	0 point

4.2.2. Curriculum Vitae (15 points)

- The Europass CV will be completed and submitted by all applicants.

4.2.3. A video presentation answering three/four predetermined questions (20 points)

The student will be evaluated based on the skills and competences below:

Communication Skills	10 points
- Demonstrates clear and effective verbal communication skills - Maintains good eye contact and body language Listens actively and asks relevant questions	
Professionalism	**10 points**
- Presents themselves professionally and appropriately for a video. - Demonstrates respect for the interviewer and the programme - Shows a willingness to learn and grow professionally.	

4.2.4. An interview (40 points)

The student will be evaluated based on the skills and competences below:

Communication Skills	10 points
- Demonstrates clear and effective verbal communication skills - Maintains good eye contact and body language	

Listens actively and asks relevant questions	
Knowledge of the subject area	**10 points**
- Demonstrates a strong understanding of the subject matter - Provides specific examples to support their understanding - Demonstrates knowledge of current trends and research in the field	
Critical Thinking and Problem-Solving	**10 points**
- Demonstrates the ability to think critically and analyse information. - Presents creative and innovative ideas. - Provides examples of how they have solved problems in the past.	
Motivation and Enthusiasm	**10 points**
- Shows enthusiasm for the subject matter and the program - Demonstrates a clear motivation for pursuing a master's degree - Expresses interest in research or other opportunities related to the program - Takes initiative in the conversation and demonstrates confidence	

4.2.5. Inclusion (10 points)

To promote accessibility and inclusivity, candidates belonging to under-represented communities (such as those with different age, gender, family status, access needs, migration status, socio-economic background, higher educational background, etc.) may request consideration for an extra 10 points. They can do so by providing a valid explanation and relevant supporting documentation. It is optional for the applicant to declare this situation.

4.3 Ranking the applicants

As the programme needs to be as diverse, multidisciplinary, and interdisciplinary as possible, the list of applicants will balance geographical and disciplinary origins of the applicants. They

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[1] https://www.coe.int/en/web/roma-and-travellers/about-us: The term "Roma and Travellers" is used at the Council of Europe to encompass the wide diversity of the groups covered by the work of the Council of Europe in this field: on the one hand a) Roma, Sinti/Manush, Calé, Kaale, Romanichals, Boyash/Rudari; b) Balkan Egyptians (Egyptians and Ashkali); c) Eastern groups (Dom, Lom and Abdal); and, on the other hand, groups such as Travellers, Yenish, and the populations designated under the administrative term "Gens du voyage", as well as persons who identify themselves as Gypsies. The present is an explanatory footnote, not a definition of Roma and/or Travellers.

will be classified according to the discipline of their bachelor's degree and their geographical area of nationality.

Geographical area of nationality. Applicants with double nationality should apply with the ID/Passport of the preferred nationality for the admission. If the chosen nationality is from a State member of the Erasmus+ programme, the applicant will be geographically classified amongst the 4 European areas of the EuroVoc Geographical classification[2] (N - "Northern Europe", S - "Southern Europe", W - "Western Europe" and C - "Central and Eastern Europe"), otherwise the applicant will be classified under X - "Non-EU" (maximum 10% of the total).

- *Discipline*. Applicants will also be classified in 3 different categories depending on the discipline of their bachelor's degree, according to the groups of the ISCED Fields of education and training 2013[3]:
  - "Arts, humanities and education" (AHE - categories 00, 01 and 02)
  - "Social sciences, business and law" (SBL - categories 03, 04 and 10)
  - "Science, technology, health" (STH - categories 05, 06, 07, 08 and 09)

Ranking the applicants: To implement these conditions, the final admissions list will becreated by adding applicants one by one depending on their score and their geographical and discipline origin, following this algorithm (see an example in Annex III):

- An applicant list is created where all applicants that score above 60 are ranked from the best to the worst score.
- The first element of the applicant list is considered: if the applicant is from a discipline or a geographical area that are less represented than others, they are added to the final list and deleted from the applicant list; otherwise the next applicant in the applicant list is considered.
- Non-EU applicants of the applicant list are added to the admitted list if they don't represent more than 10% of the total, otherwise they are ignored until the next step.

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[2] Countries by Europea region: EuroVoc Geographical classification https://eur-lex.europa.eu/browse/eurovoc.html?params=72,7206#arrow_7206. United Kingdom will be removed from the list from 1st of January 2021. The candidates will be consider as Non-EU.
[3] http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-fields-of-education-and-training-2013-detailed-field-descriptions-2015-en.pdf

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- At each iteration, the selection for the next in the ranking goes back to the beginning of the applicant list.

- When no applicant from the applicant list can be added (the list is full of applicants from already overrepresented categories), the final list is filled with the remaining applicants of the applicant list in the same order.

- The highest scoring 100 applicants, diversity adjusted, from the list will be admitted while the remaining ones will be placed on the waiting list. At the end of the admitted list, if some applicants have the same score, the Admissions Board can organise interviews to reassess and distinguish between these applications.

At the end, at each iteration there is a count of the number of applicants in the final list in each category (geographical area and discipline). Applicants can be moved from the applicant list to the final list if there is a category (e.g., geographical area and/or discipline) with available spaces. A short computer programme will be used to sort applicants following these criteria.

5. Application procedures and deadlines

The Joint Masters in Transdisciplinary Health and Well-being Interventions (MScWell) is designed as a study programme with 6 universities, presenting a fully integrated student registration and management system.

5.1 The Joint Virtual Administrative Office will prepare the documents for the Admissions Board and screen the documents and requirements.

5.2 The applicant's documents will be scrutinized by the Admissions Board, and based on the criteria outlined, they will assign a score to each candidate ranging from 0 to 100. The Board will make decisions in a minimum of two stages and will publicly release an anonymous list of admissions for transparency purposes. If the number of admitted candidates reaches 100 in the first round and the cohort is diverse enough, and there is a waitlist, the second round of admissions will not be initiated.

5.3 The applicant will receive an email notification with one of the following options:

- Admitted: meets requirements of degree and English level required for admission, the assessment is over 50 points, and is in a position between 1 and 32 in the admission list.

- Non-admitted: does not meet the requirements or has been assessed below 50 points.

- Waiting list: meets the requirements, has an assessment over 50 points but is in a position at 33 or higher.

5.4 To secure admission, the applicant must submit the reservation fee as an acceptance of

the admission offer. Failure to accept the admission offer within the specified time will result in the expiration of the admission notification.

5.5 For any aspect of admissions not regulated in this document, the Academic Board will be responsible for establishing any provision needed.

5.6 The Admissions Board will oversee the analysis of the applicants and the admission process.

5.7 The Academic Board will agree the closing date of reception for applications to the joint master's programme. Applications submitted after this closing date will not be considered unless under exceptional circumstances as defined by the Academic Board.

5.8 An applicant has a right to appeal a decision within a specific period of time. Appeals will only be considered on the following grounds:

• Where there was a procedural irregularity in the way the application was processed;

• Where there is substantial new information which may have affected a decision on the application. The applicant has to provide reasons for not submitting this information at application stage;

• Other exceptional circumstances as deemed by the Admissions Board.

Annexes

ANNEX I: ENGLISH ACCEPTED CERTIFICATES

Only these certificates will be accepted. The C1 level must be attained before registration in all four

langue skills: reading, writing, listening and speaking

B2 (accepted to apply for admission)	C1 (required before registration
• Aptis B2 • American & British Academy B2 • Anglia ESOL Advanced Level • BEC 2 • First Certificate in English (FCE) • BULATS 60-74 • ESOL 7-9 • IELTS 5.5-6.0 • ITACE B2 • Linguaskill by Cambridge 160–179 • TrackTest B2 • TOEFL iBT 72-94 • TOEIC 785 - 940 (L&R) 160 - 180 (speaking) 150-180 (writing) • Trinity Grades 7,8,9 • Trinity ISE II • Leveltest 79-95 • Path International Examinations: Competency level • CLES B2	• Aptis C • American & British Academy C1 • Ascentis Anglia Proficiency Level[1] • BEC 3 • Certificate in Advanced English (CAE) • BULATS 75-89 • ESOL 10-11 • IELTS 6.5-7 • ITACE C1 • Linguaskill by Cambridge 180+ • TrackTest C1 • TOEFL iBT 95-120 • TOEIC 945 - 990 (L& R) 200 (speaking) 200 (writing) • Trinity Grades 10,11 • Trinity ISE III[4] • Leveltest 96-100 • Path International Examinations: First Class level • CLES C1

ANNEX III: EXAMPLES OF THE RANKING

Step 0: ranking

Applicant list			
Applicant	Score	Geographical area	Discipline
Applicant 1	92	C	STH
Applicant 2	90	C	STH
Applicant 3	90	N	LEM
Applicant 4	89	W	STH
Applicant 5	70	N	STH
Applicant 6	65	X	SSH
Applicant 7	61	N	STH

Step 1

Applicant list			Admitted list		
Applicant	Geographical area	Discipline	Applicant	Geographical area	Discipline
Applicant 1	C	STH			
Applicant 2	C	STH			
Applicant 3	N	LEM			
Applicant 4	W	STH			
Applicant 5	N	STH			
Applicant 6	X	SSH			
Applicant 7	N	STH			

Step 2

Applicant list			Admitted list		
Applicant	Geographical area	Discipline	Applicant	Geographical area	Discipline
Applicant 2	C	STH	Applicant 1	C	STH
Applicant 3	N	LEM			
Applicant 4	W	STH			
Applicant 5	N	STH			
Applicant 6	X	SSH			
Applicant 7	N	STH			

Step 3

Applicant list			Admitted list		
Applicant	Geographical area	Discipline	Applicant	Geographical area	Discipline
Applicant 2	C	STH	Applicant 1	C	STH
Applicant 4	W	STH		N	LEM
Applicant 5	N	STH	Applicant 3		
Applicant 6	X	SSH			
Applicant 7	N	STH			

Applicant 2 is ignored because both C and STH are more represented than other categories

Step 4

Applicant list			Admitted list		
Applicant	Geographical area	Discipline	Applicant	Geographical area	Discipline
Applicant 2	C	STH	Applicant 1	C	STH
Applicant 5	N	STH	Applicant 3	N	LEM
Applicant 6	X	SSH	Applicant 4	W	STH
Applicant 7	S	STH			

Applicant 2 is ignored because C is more represented than S, W, X and STH is more represented than SSH

Step 5

Applicant list			Admitted list		
Applicant	Geographical area	Discipline	Applicant	Geographical area	Discipline
Applicant 2	C	STH	Applicant 1	C	STH
Applicant 5	N	STH	Applicant 3	N	LEM
Applicant 7	N	STH	Applicant 4	W	STH
			Applicant 6	X	SSH

Applicant 2 is ignored because C is more represented than S, X and STH is more represented than SSH

Applicant 5 is ignored because N is more represented than S, X and STH is more represented than SSH

Step 6

Applicant list			Admitted list		
Applicant	Geographical area	Discipline	Applicant	Geographical area	Discipline
Applicant 5	N	STH	Applicant 1	C	STH
Applicant 7	N	STH	Applicant 3	N	LEM
			Applicant 4	W	STH
			Applicant 6	X	SSH
			Applicant 2	C	STH

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Step7

Applicant list			Admitted list		
Applicant	Geographical area	Discipline	Applicant	Geographical area	Discipline
Applicant 7	N	STH	Applicant 1	C	STH
			Applicant 3	N	LEM
			Applicant 4	W	STH
			Applicant 6	X	SSH
			Applicant 2	C	STH
			Applicant 5	N	STH

Step 8

Applicant list			Admitted list		
Applicant	Geographical area	Discipline	Applicant	Geographical area	Discipline
			Applicant 1	C	STH
			Applicant 3	N	LEM
			Applicant 4	W	STH
			Applicant 6	X	SSH
			Applicant 2	C	STH
			Applicant 5	N	STH
			Applicant 7	N	STH

Applicant 7 would normally be ignored because N is more represented than S, W, X and STH is more represented than LEM, SSH, but it is added automatically if there is no other element in the Applicant list acceptable.