



ema

2007/2008

ECTS CREDITS

1) *What are ECTS credits?*

A: The European Credit Transfer System (ECTS) is widely used by European universities as a tool to measure the weight of the academic performance at the graduate and post-graduate level. According to this system one year of university studies generally corresponds to 60 ECTS, and a Bachelor Degree (BA) to 180 ECTS.

2) *I am a student from Europe/America/Oceania etc. ... and I have a Bachelor Degree plus a one year Master, a summer course, etc. Could you be so kind to tell me what credits do I have and if that is enough to satisfy the E.MA entry requirements?*

A: The entry requirement requested by E.MA is of 240 ECTS credits with a 180 ECTS minimum university title/degree. The application of this rule to E.MA means that a candidature can be considered as long as the applicant has obtained a BA corresponding to 180 ECTS credits (3-year course) or a BA corresponding directly to 240 ECTS in the form of a 4-year long degree (e.g. US model). If the BA is of the first kind (180 ECTS), the applicant needs to prove another year of university studies worth 60 ECTS. As indicated in the application form the 60 ECTS can correspond to a 1yr MA, to the first year of a 2yrs MA, or can be otherwise collected by the candidate as long as equivalent to one full year of university studies. In order to avoid uncertainty about the presence of the required 240 ECTS, we recommend the applicants to provide EMA with a certificate specifying correspondence in ECTS of the studies performed following the (3 yrs) BA. In exceptional circumstances the additional 60 ECTS credits can also be obtained through documented prior learning components that are related to the E.MA curriculum and include a minimum structure of: a) independent project research and/or b) supervised academic learning. The applicant has to carry a workload approximately equivalent to one academic year. The decision whether the applicant meets the 240 ECTS credits will be taken on a case by case basis by the Executive Committee.

3) *Would you please provide me information as to how to obtain the specification of relevant ECTS credits for my diploma, certificate, etc....?*

A: To obtain such specification the applicant should refer to the institution (university, other educational authority) which issued the relevant diploma or which courses the applicant is attending.

REFEREES

1) *Do the reference letters have to be attached to the application form sent before 16 March 2007, or do they have to be forwarded separately directly from the referees?*

A: It is preferable that the letters are received directly from the referee, or, if they are included together with the application materials, that they are enclosed in sealed and signed envelopes.

- 2) ***Do the references have to come from the university's environment, i.e. be produced by professors, or can they also be from employers or supervisors?***

A: Letters of reference do not have to be written by professors only, but can also come from employers or supervisors, as long as they are relevant to the application in question (relevance in terms of HR expertise, motivation to perform HR studies, etc.).

- 3) ***Do the references have to be written in English, or should they be translated?***

A: The letters can be presented in English, French or Italian (E.MA official languages). In other cases, please do include a translation.

FINANCIAL ISSUES

- 1) ***What does the tuition/registration fee include?***

A: Tuition fees include the courses (+ training week in the field), most reading materials/literature, lunch during lecturing days of first semester courses in Venice. It is worth reminding that students are responsible for their accommodation both during first and second semester.

- 2) ***I would need financial support in order to apply for this programme and the E.MA Application states that "if I request such financial support, my application will only be considered in case this can be made available...". If there wouldn't be this availability, can I state that financial support is not requested as precondition for participation in the Programme, and later on applying for an external grant?***

A: The rule which is here applied is the following: since EIUC has only the possibility of providing limited financial assistance, the only cases which it will take into consideration are those where the applicant requires it as "precondition". In other words, by making such request the applicant should be aware that he/she takes the risk of not being taken into consideration under the category of those not requesting it, in case such support cannot be offered.

- 3) ***Are there any subsidies provided for travel expenses?***

A: The E.MA does not cover students' travel expenses.

- 4) ***Can you give me a rough estimate of monthly living expenses in Venice?***

A: Monthly living expenses in Venice can be roughly summarized as follows:

- a. Accommodation: rents are dependant on the size and location of the apartment, on whether you prefer a single room or are available to share the same room with another student, and other variables. In general, however, it can be said that rents range from a minimum of 225 to a maximum of 500 € per month (apartment shared by 2/3 students). Small apartments (1 or 2 bedrooms) for 1 student range from a minimum of 500 to a maximum of 700 € per month
- b. Utilities (gas, electricity, water, trash removal, a few others): around 100 - 120 € per month per person.
- c. Local transport: if you make a subscription (monthly ticket) to vaporettos (boats) + Lido buses you should spend 18 € per month (for students under 26) or 25 € per month (for over 26).
- d. Food: depending on personal preferences/needs. Average prices are those of a medium-expensive European capital.
- e. OVERALL: a student can live in Venice with minimum amount of 750 € per month.

5) *Is there a possibility to apply for extra financial support?*

A: As indicated in the application form, EIUC (the institution organising E.MA) can provide financial support in the form of a full or partial tuition waiver in a limited number of cases. Such financial support is reserved for applicants for whom financial assistance is a precondition for participation in the programme. Financial need should be motivated and justified with reference to any relevant documentation. Outside the E.MA framework students can apply for funding to Ministries of Foreign Affairs, to Foundations or other Institutions supporting education in the field of human rights or advanced education in general.

6) *Is it possible to work while attending the E.MA courses?*

A: Working is *de facto* not compatible with courses. Especially during first semester courses in Venice, the academic programme is very concentrated and intense (activities both during mornings and afternoons), thus leaving the students with basically no time to dedicate to work.

LANGUAGES

1) *French language: What level of competency do you require for acceptance into the course?*

A: The knowledge of French must as a minimum correspond to what is normally referred to as good “passive” knowledge, meaning that the student should be able to read academic texts in French and understand lectures given in French (20% of the lectures during first semester courses in Venice are given in French).

2) *Which kind of language certificate do you accept?*

A: Preferred certificates for English knowledge are the Cambridge First Certificate/Advanced/Proficiency or TOEFL. For French knowledge: DELF or DALF. We also accept other certificates as long as they are proof of fluency in English and intermediate (passive knowledge) of French. Language knowledge will be assessed in the course of the interviews conducted by the E.MA national coordinating universities, or by the E.MA selection staff in Venice.

3) *I am not a native English speaker, but I have done my studies in English and I usually use this language for my work. In this case am I required to provide language certificates proving my knowledge of English?*

A: If the applicant demonstrates (CV, other documentation) an obvious knowledge of the language required following work experience or studies, there is no need to provide language certificates.

VARIOUS

1) *Which are the career opportunities after the E.MA?*

A: Having obtained the E.MA Diploma, the majority of graduates are likely to find job opportunities with human rights organisations (both governmental and non-governmental, international and national) which could involve them in field missions (electoral observation, human rights monitoring, international cooperation projects) or as officials taking care of the activities carried out at their headquarters. In a number of cases graduates are involved in HR-related activities by their home Ministries of Foreign Affairs, or are seconded by them to participate in international institutions activities (eg. JPO programmes). In many cases access to these institutions starts with an internship period. A minority of graduates pursues the academic career. The E.MA itself facilitates the entry of its graduates in the HR job-market through two successful internship programmes: the E.MA Internship Programme and the EIUC EU-UN Fellowship Programme.

2) *Is there an age limit to participate in E.MA?*

A: E.MA does not apply any age limit. However, in case of applications from mature candidates, acceptance is generally conditioned upon demonstrated intention to put skills and knowledge acquired into practice.

3) *When do the E.MA courses 2007/2008 start/end?*

A: The exact dates still need to be confirmed, it is however likely that students will be requested to reach Venice on 13-14 September 2007 (start of first semester activities with registration of students and orientation sessions), that second semester will run from February to mid July 2008, and that the Theses Defense and Awarding Ceremony will be scheduled during the second half of September 2008.

4) *How do you select Non-EU citizens?*

A: The E.MA Executive Committee is the body responsible for selection/ranking of all candidates (both EU and non-EU). The selection process involves however a pre-selection phase which for the EU-candidates is conducted by the E.MA Coordinating universities, whereas for non-EU candidates is performed centrally by the E.MA Academic Staff permanently based in Venice (through evaluation of titles and telephone interviews of short-listed candidates). The results of the pre-selections are then evaluated and reviewed by the E.MA Executive Committee deciding on the final ranking.
