



Guidelines for Applicants

The intention of these Guidelines is to provide information regarding the application requirements and application process for TISE programme. Where applicable, the Guidelines refers to coactive information presented on TISE website: tise-master.eu

We kindly advise applicants to make themselves familiar with the information provided on TISE website, especially the information about the programme, the admission requirements and application process and the FAQ section.

The website further includes a Download section offering the templates and additional information for application documents (including this guideline).

TISE programme only accepts electronic applications submitted through our TISE application database: <https://mdl.donau-uni.ac.at/tise>





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Part 1: Application Requirements

1. About tise

tise – Master in Transition, Innovation and Sustainability Environments – programme is [an Erasmus Mundus Joint Master Degree \(EMJMD\)](#) supported by the Erasmus+ Program of the European Union. The program has a duration of four semesters (two years). The language of instruction is English.

tise is jointly conducted by: The Danube University Krems/Austria (coordinator), Poznan University of Economics and Business /Poland, Universidade Nova de Lisboa/Portugal, University College Dublin /Ireland.

More information: tise-master.eu

2. Costs and Funding

The participation costs ("tuition fees") for the whole study period of four semesters for non-scholarship holders amounts to 13 500 €. For a detailed description of what is included and of the estimated living expenses during the programme, please refer to TISE website.

As advertised on **tise** website, applicants can apply for Erasmus+ scholarships for participating in an Erasmus Mundus Joint Master Degree programme (EMJMD). There are two different categories of these "Erasmus Mundus scholarships":

- Erasmus Mundus Scholarships for applicants from Erasmus+ partner countries
- Erasmus Mundus Scholarships for applicants from Erasmus+ programme countries.

To find out for which category you may apply and about the amount of funding through Erasmus Mundus, as well as about other funding and scholarship sources, please refer to tise-master.eu.

3. About Admission Requirements

3.1 The Three Admission Requirements

To apply to the **tise** programme, applicants have to show that they fulfil the following admission requirements.





- Applicants must hold a first university degree. This should be at least a Bachelor Degree issued by a university, quantified as three years of studies corresponding to 180 [ECTS](#).

If ECTS is not used in the country where the first degree was acquired: proof of a successfully completed period of study at higher education level considered comparable with a Bachelor Degree. The decision on this will be made by the TISE Consortium.

- Applicants shall show a strong motivation and interest to learn and work in the field of innovations and sustainable societal transitions.
- Applicants shall have sufficient knowledge of English for academic purposes. This is to be proved by an English language test certificate accepted by TISE programme (see below).

Sufficient knowledge of English for academic purposes is vital for student success in TISE. The requirements explained here follow the different institutional and national regulations of the consortium partners. TISE consortium can only accept the five English language test certificates listed in this guideline, and can only grant exemptions on basis of the three cases explained in this guideline.

3.2 English Language Test Certificates accepted by **tise** Programme

tise programme only accepts the following five English language test certificates as proof of proficiency in English:

- 1) TOEFL ([Test of English as a Foreign Language](#)) with a minimum score of 92 (Internet-based test) or of 580 (paper-based test);
Note: scores from TOEFL ITP/institutional testing programme are not accepted.
- 2) IELTS (Academic), ([International English Language Testing System](#)); with a minimum band score of 6.5 with no individual score below 5.5.
- 3) PTE (Academic) ([Pearson's Test of Academic English](#)) with a minimum score of 62.
- 4) [C1 Advanced](#), formerly known as Cambridge English: Advanced/CAE (test offered by Cambridge Assessment English), with a minimum result of grade C.
- 5) [C2 Proficiency](#), formerly known as Cambridge English: Proficiency/CPE (test offered by Cambridge Assessment English), with a minimum result of Level C1.





3.3 Expiry and Validation of English Test Results

An English language test certificate may expire after a certain time (usually after two years – we kindly advise you to **tise** check on your certificate). English test **tise** certificates received by Secretariat are validated by checking with the test providing organisations.

This validation may take up to six weeks after application deadline. If an English language test certificate has expired before, we may not be able to validate it and the application may be rejected due to formal reasons.

If you hold an English test certificate with an expiry date close to the application deadline, you may contact **tise** Secretariat a few weeks before the expiry date and ask to have your scores validated before the application deadline. You will be informed on the outcome of validation by e-mail. For application, please include this e-mail communication together with your English test certificate as application document No. 8.

3.4 Exemption from English Language Test Requirement

Applicants may only ask for being exempted from the English language test requirement, if they have successfully completed one of the following:

- a) A Bachelor's degree completed in English in a university or university of applied sciences in any country of the [European Union](#) (EU) or the [European Economic Area](#) (EEA), or in Switzerland, Australia, Canada, New Zealand, the United Kingdom, the United States, or other countries where English is an official language. You must have resided in the country while studying.
- b) A two-year Master's degree completed in English in a university or university of applied sciences in any country of the European Union (EU) or in the European Economic Area (EEA), or in Switzerland, Australia, Canada, New Zealand, the United Kingdom, United States, or other countries where English is an official language. You must have resided in the country while studying.
- c) Secondary education completed in English in Australia, Canada, Ireland, New Zealand, the United Kingdom, the United States, or other countries where English is an official language.

In addition to submitting proof of an adequate degree or secondary education as described, applicants may also be interviewed before being exempted.





Please note that consortium:

- will only accept the five English language test certificates listed in this guideline, and
- will only grant exemptions on basis of the three cases explained (see above).

Because of national and institutional requirements of the **tise** consortium partners, we cannot make any other exceptions from the English language test requirement.

3.5 Work Experience

Work experience is not an admission requirement.

However, work experience can be a strong advantage for an application. To have work experience acknowledged, applicants should clearly state it in their CV (employer, duration, function, tasks and responsibilities) and may attach a confirmation of their employer to the CV. Furthermore, recommendation letters to be submitted as application document No. 9 can be from a supervisor at work.





Part 2: Technical Process

4. Application Period and Process

Please note:
TISE only accepts electronic applications submitted through our
TISE application database:
<https://mdl.donau-uni.ac.at/tise>

4.1 Application Periods

For exact deadlines, as well as for more information on the application process, review (assessment criteria), student selection and admission process, please refer to tise-master.eu

The application period for the participation in **tise**[★] with an Erasmus Mundus scholarship is approximately open from October 2022 to February 28th 2023 for the student intake in the fall of 2023.

The application period for the participation in **tise**[★] without Erasmus Mundus scholarship (i.e. participation as a self-funded student) is approximately open from October 15th 2022 to June 30th 2023 for the student intake in the fall of 2023.

The list of application documents and their requirements are mainly the same for both application periods. Please note that the application is the same.

4.2 Electronic Application Process

Step 1: Register in the TISE Application database

Go to <https://mdl.donau-uni.ac.at/tise> and follow "Create new account".

Please be accurate when entering data to create an account, as you cannot change afterwards. E.g. make sure that you enter first name and last name with correct spelling and as written in your passport. To finish account creation, an e-mail with a validation link will be sent to the e-mail address you have provided.





In the application database, you can enrol yourself into the Moodle course room:

TISE _Intake_2023_Application

<https://mdl.donau-uni.ac.at/tise>

Step 2: Complete your profile - Personal data and basic information

Please enter your personal data and some basic information regarding your application. Please make sure you have completed Step 1 before completing Step 2.

Step 3: Upload of application documents

Upload your application documents (see chapter 5. *Required Application Documents* below).

After completing step 2, submit your application. You will receive an acknowledgement of receipt, sent to the e-mail-address with which you have registered in the **tise** application database. For technical reasons, this acknowledgement of receipt may take some time.

5. Required Application Documents

5.1 Technical Specifications for application documents

- Download all templates and accompanying information from <https://www.tise-master.eu/download/>
- An eligible (complete) application consists of exactly 11 application documents.
Special Note: If you think you meet one of the exemption requirements for the English language Test (cf. point 3.4 in this guideline), you have to upload a document as a proof as application document No. 8.
- All application documents should be prepared in the English language, or, if they are originals in other languages, should be translated into English according to our translation requirements specified below.
- Submit each application document as a single PDF file (apart from the photograph/document no. 7 and the video/document no. 11, see information below). This means, for each application document, you must upload only one PDF file (for the photograph and video: other file). If a





document has several pages (e.g. scanned copies) they have to be merged into one PDF document.

- The maximum file size per file/application document is 10 MB (except the video).
- Please name the files of your application documents as follows:

No.	Type of application document	File name
1	Application Form	01_appform_surname_firstname_2023.pdf*
2	Passport/Personal Identification Card	02_ID_surname_firstname_2023.pdf
3	Curriculum Vitae / CV	03_CV_surname_firstname_2023.pdf
4	Letter of Motivation / LoM	04_LoM_surname_firstname_2023.pdf
5	Final University Diploma from prior university degree(s)	05_universitydegree_surname_firstname_2023.pdf
6	Transcript of Records	06_transcript_surname_firstname_2023.pdf
7	Photograph (portrait), JPG preferred	07_photograph_surname_firstname_2023.XXX
8	Proof of Proficiency in English (or document proving that you meet one of the exemption requirements)	08_englishtest_surname_firstname_2023.pdf
9	Two Letters of Recommendation	09_recommendation_surname_firstname_2023.pdf
10	Essay	10_essay_surname_firstname_2023.pdf
11	Video	11_video_surname_firstname_2023.XXX

* Example for No. 1: file name is 01_appform_einstein_alberta_2023.pdf

5.2 The eleven mandatory Application Documents

No. 1: Application Form

Download the **tise** Application Form (Word Format) under this link:

<https://www.tise-master.eu/download/>

For students with special needs:

“Special needs” in this context means for instance physical disabilities. It does not relate to e.g. an applicant's family situation or to the fact that an applicant has a financially difficult background. All applicants are asked for this information so that **tise** consortium may assist students with





special needs in the best possible way. Like all your personal data, the information you provide on this issue is protected, and it will in no way affect the chances of your application.

No. 2: Scanned copy of passport / personal ID card

This should be a scanned copy of an official identification document (either a passport or a personal identification card issued by the authorities of a country), including a photograph and personal data like first name, surname and date and place of birth. This data should be described in English (like in passports). We do not accept scanned copies of e.g. a driving license or an employee ID (no matter if the holder of the ID works for a public institution).

If the data on the official identification document is not described in English language or if the document does not use the Latin alphabet at all, an officially certified translation into English has to be provided as well (see information on translations of documents below).

No. 3: Curriculum Vitae (CV) in Europass format (in English language)

Download template for the template for the Europass CV (Word format) and the Europass CV instruction (PDF) under this link: <https://www.tise-master.eu/download/>

Instead of using the template, you may also compose your CV online on the Europass website:

<https://europass.cedefop.europa.eu/editors/en/cv/compose>.

In any case, upload your CV as a PDF file.

No. 4: Letter of Motivation (LoM)

Download the template for the LoM (Word format) under this link: <https://www.tise-master.eu/download/>

No. 5: University diplomas/degree certificates from prior university studies

A university diploma/degree certificate is an official document issued by a university which confirms that a university degree has been conferred to a graduate. If the original of this document is not in English,





please provide the original plus a translation (cf. information on translation of documents below). This application document No. 5:

- must include at least the diploma/degree certificate from a university degree of at least three years in duration (in most cases a Bachelor), in order to meet the admission requirements. This diploma/degree certificate should be the first in the file (if you hold more than one degree).

AND (if applicable)

- must include diplomas/degree certificates from all prior university studies (this applies to applicants that hold more than one degree).

If your name has changed since graduation (e.g. due to marriage) and as a result your university degree documents and your passport display different names, please provide a document as explanation for the change of name (e.g. a marriage certificate). If this document is not in English language, please provide the original plus a translation (cf. information on translation of documents below).

No. 6: Transcripts of Records from all prior university studies

If the original is not in English, please provide the original plus a translation (cf. information on translation of documents below). This application document:

- must include at least a transcript from a university degree of at least three years in duration (in most cases a Bachelor), in order to meet the admission requirements. This transcript should be the first in the file (if there is more than one transcript).

AND (if applicable)

- must include transcripts from all prior university studies, including ongoing or unfinished studies (this applies e.g. to applicants that hold more than one degree, or that are still studying for a second degree at the time of application).

No. 7: Recent photograph

This should be a portrait photo and should be preferably in JPG format.





No. 8: Proof of proficiency in English language

For the accepted ways to prove your proficiency in English, please see chapter on *Admission Requirements* above. The result of the English test has to be included as a scanned copy.

If you choose to submit a TOEFL test: In addition to the scanned copy, you might let your score be submitted directly from TOEFL to the TISE coordinating institution, Danube University Krems. The institutional code for this direct submission of TOEFL results is 8773 (please choose the option "graduate schools of management").

If you meet one of the criteria for being exempted from submitting an English language test certificate (cf. point 3.3 in this guideline), please upload as application document No. 8 the respective document (adequate degree or secondary education as described).

No. 9: Two Letters of Recommendation

Download the information sheet to give to the referees here: <https://www.tise-master.eu/download/>

The letters of recommendation should be submitted as scanned copies of the original typed and signed paper letters. They have to include the signature and the contact details of the referee, and (if possible) should be on headed paper of the institution and bear a stamp of the institution.

Please submit exactly two letters of reference. If you have more, please select only two.

Applicants should ask the referees to provide them either with the original signed letter or with a scanned copy of the original signed letter. Letters, where the signature has been integrated as a graphic item into the PDF will NOT be accepted.

No. 10: Essay

Please write an essay (3 500 to max.5000 characters) on the topic:

What complex societal challenge/challenges is/are particularly relevant within your environment?





Please write an essay of 3500 no more than 5000 characters on the topic "What complex societal challenge/changes is/are particularly relevant within your environment?"

Download the template of the essay here: <https://www.tise-master.eu/download/>

No. 11: Video

Please produce a short video with a maximum duration of five minutes. It should be preferably in MP4 format. In the video you should talk about the following:

- introduce yourself, especially mention your educational background and your work experience (if applicable)
- explain how you perceive/imagine your contribution to work towards societal challenges, using your areas of excellence and interests

We do not expect you to produce a professional high-quality video. A video made with a mobile phone or laptop camera (webcam) is sufficient, as long as you are well visible and audible.

6. Translation and Legalisation of Documents

Translation of Documents

If an applicant would like to submit original documents, which are not in English, officially certified translations into English have to be provided in addition to the original. This is likely to apply to official documents and to university diplomas and transcripts (documents no. 2, 5 and 6 in the list of application documents).

Officially certified translation means that the translation has been done by a sworn and officially accredited translator, and that the document has to bear the translator's stamp of accreditation. For countries where accredited translators do not hold such a stamp of accreditation, in most cases a public notary can confirm the translator's accreditation.

For university documents, it is also possible to ask the issuing university to provide a certified translation into English. In this case, the university should apply its stamp on the translated document.





Legalisation of Documents

For the application process, university documents do not require legalisation; but they may have to be translated into English (see above). Legalisation may be necessary after a student has been selected for participation and is asked to submit university documents from the first university degree for the admission process at Danube University Krems (as coordinating institution of TISE programme). The specific legalisation requirements depend on the country where the university documents have been issued. For more information, see the website of Danube University Krems: <https://www.donau-uni.ac.at/de/studium/studienorganisation/zulassung-zum-studium.html>, section "Legalization of foreign documents".

7. Contact

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