

Annex 7.

Application, Selection, and Admission Regulations.



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Background

The admission process for the Joint Master's Degree in Port Management and Logistics, hereafter MIPMAL, is designed to identify and admit students who demonstrate academic potential, a strong interest in global trade, and a commitment to excelling in the fields of port operations and logistics management.

The programme aims to attract students from diverse backgrounds and experiences. SEA-EU Joint Programmes are committed to promoting diversity and inclusion, welcoming applications from students of all backgrounds and perspectives.

To streamline and standardise admissions, a common admissions system has been established for all partner universities. This system is facilitated through a common platform, designed by the Joint Programme Working Group (JPWG) experts, and will be used for the implementation of all joint programmes within the SEA-EU alliance. This common platform will be accessible through the SEA-EU Joint Programmes website.

Application

- 1. Setting the First-Year Admission Quota.** Annually, the Academic Steering Committee for MIPMAL will approve the number of first-year enrolment slots and will also determine the percentage of these slots allocated to non-EU students.
- 2. Calendar.** The application process follows an annual calendar approved by the Academic Steering Committee and is divided into two phases:
 - Phase 1:* This phase is for prospective students from non-EU countries. The timeline is designed to provide ample time for managing visa applications after the reception of the admission letter.
 - Phase 2:* This phase is for prospective students from EU countries.

Annually, the start and end dates for each phase must be determined. Additionally, within each phase, specific start and end dates for individual steps must be determined.

To ensure transparency and provide applicants with clear guidance on the timelines and procedures involved in the application process, the comprehensive calendar detailing the process will be accessible on the programme's website and included in the Student's Handbook, which can be downloaded from the website.

3. Process

The application process for MIPMAL will consist of the following ten steps:

Step 1. Call for applications: The Call for Applications marks the commencement of the admission process for the programme. During this step, the participating universities must coordinate their efforts to maximise the dissemination of the call to prospective students. The Call for Applications needs to outline the eligibility criteria, application requirements, deadlines, and other pertinent details essential for candidates to adhere to throughout the application process.

Step 2. Submission of application: Prospective students complete an online application form, providing personal details, educational background, and relevant documentation. The joint admission platform must ensure user identification and facilitate the submission of required data and documents for completing the application.

Step 3. Document verification: The MIPMAL Technical Office reviews submitted applications to ensure all required documents, such as transcripts and language proficiency certificates, are included and meet the programme's criteria. This step finishes with the anonymised publication of the provisional list of candidates.

Step 4. Appeals to the provisional list of candidates: Applicants who are excluded from the provisional list of candidates have the opportunity to appeal the decision and submit any missing documents.

Step 5. Document verification: The MIPMAL Technical Office reviews the received appeals and makes a final decision. This step finishes with the anonymised publication of the final list of candidates.

Step 6. Selection process: The Academic Steering Committee assesses each application based on academic achievements, personal statements, and other relevant criteria. Applicants may be required to undergo additional assessments, such as interviews, to evaluate their academic potential and suitability for the programme.

Step 7. Notification of decision: The MIPMAL Technical Office publishes the anonymised provisional list of selected candidates.

Step 8. Appeals to the provisional list of selected candidates: Applicants who are excluded from the provisional list of selected candidates have the opportunity to appeal the decision.

Step 9. Final resolution: The Academic Steering Committee addresses the received appeals and makes a final decision. This step finishes with the anonymised publication of the final list of selected candidates by the MIPMAL Technical Office.

Step 10. Offer confirmation: Candidates who have been offered admission must formally accept their offer. Failure to accept the offer within the designated period may result in the forfeiture of their place in the programme, which could then be offered to another candidate on the waiting list.

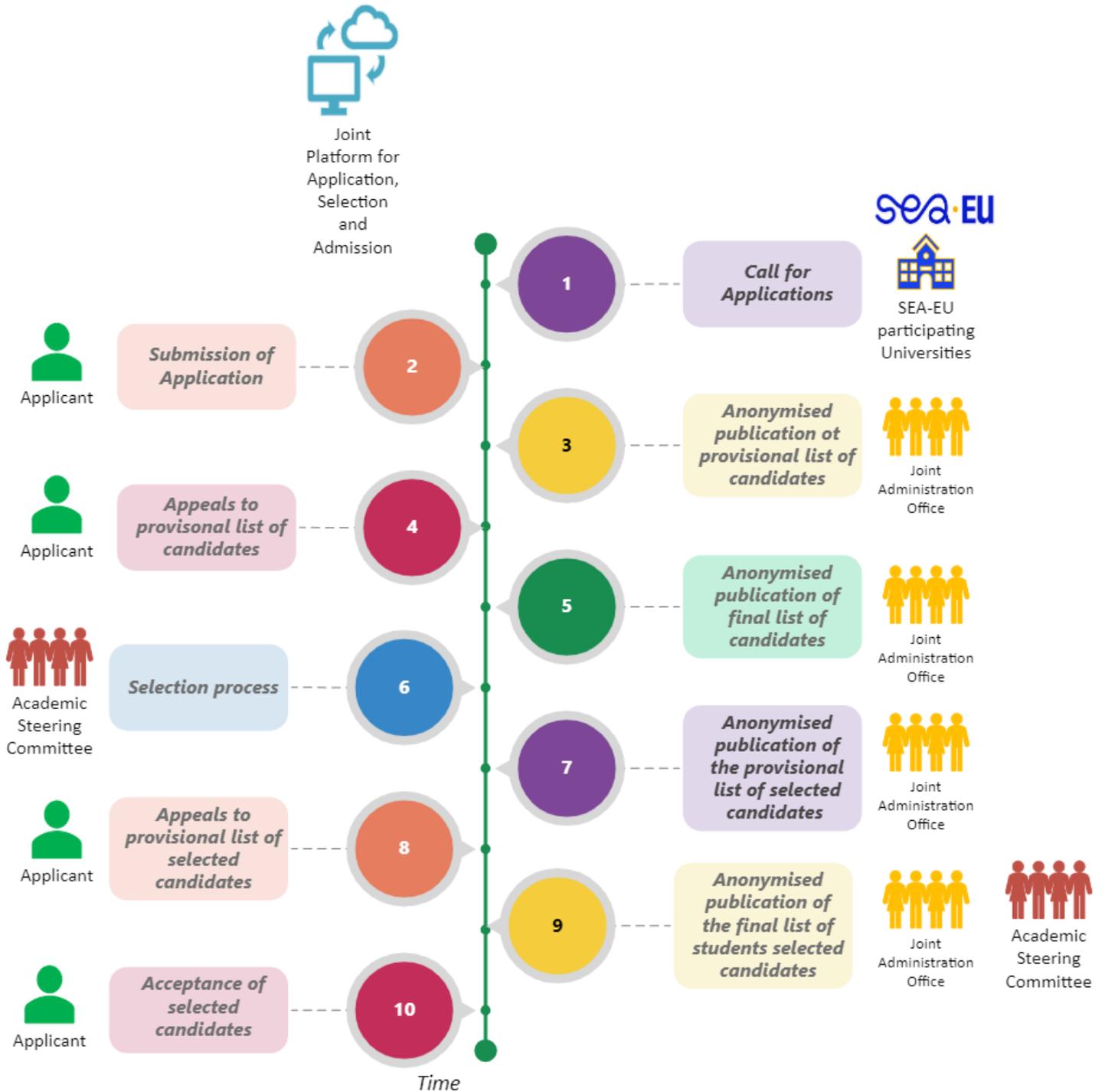


Figure A1 illustrates the timeline of the application process, highlighting the roles involved and emphasising the primary resource for the process: the Joint Platform for Application, Selection, and Admission.

4. Procedure

4.1. *Data collection.* The required personal details to be collected in the application form are the following:

- ❖ Name and Surname.
- ❖ E-mail address.
- ❖ Mobile phone number.
- ❖ Date of birth.
- ❖ Place of birth.
- ❖ Passport/ID Card number.
- ❖ Gender.
- ❖ Nationality.
- ❖ Country of residence.
- ❖ Permanent address.

4.2. *Documents required.* The required documents that need to be uploaded to the application form are the following:

- Recent photograph (*Photographs serve an identification purpose. Therefore, 'selfies,' casual photos, or any other photos that do not meet the formal requirements of official documents will NOT be accepted*).
- Scanned copy of a valid Passport/ID Card document.
- Scanned copy of academic credentials at EQF Level 5 (180 ECTS) or equivalent.
- Scanned copy of transcript of academic records at EQF Level 5.
- Scanned copy of B2 (CEFR) English Level.
- Europass CV in English (max. 2 pages). Europass CV¹ recommended
- Recommendation letters (optional).

4.3. Eligibility requirements

The joint master's degree in Port Management and Logistics is a specialised interdisciplinary programme. To be admitted, each candidate must demonstrate that their performance and knowledge acquired in previous academic studies qualify them for this master's degree.

Admission to the programme is contingent upon an assessment of the student's capacity and suitability to successfully complete it. All candidates must submit a set of core documents with their application to facilitate this assessment.

¹ <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=es>

The assessment of applications will be conducted by the Academic Steering Committee of the degree and will be based on the applicant's fulfilment of the following criteria:

4.3.1. Diploma requirements. For admission to the programme the following diploma requirements apply:

- a. A bachelor's or master's degree conferred by a university or higher education institution in a European Higher Education Area country that grants access to master's studies in that country.
- b. A degree equivalent to a bachelor's degree awarded by educational systems outside the European Higher Education Area, which does not require official recognition but necessitates verification by the university regarding the level of education attained. This is provided that in the country where the degree was conferred, it grants access to postgraduate university studies. Admission under these circumstances does not imply the recognition of the applicant's previous qualification for any other purpose beyond enrolment in the master's programme.

All the applicants need to submit their degree or certificate together with the transcript of their academic records.

4.3.2. Language requirements. All applicants must demonstrate their English language competence. The programme requires applicants to have an English competence level of B2, according to the Common European Framework of Reference for Languages (CEFR) or an equivalent standard². Applicants who hold a prior bachelor's or master's degree awarded by an English-speaking programme from Australia, Canada, Ireland, New Zealand, United Kingdom or the USA, shall automatically be exempted from this language requirement.

Optionally, applicants can submit recommendation letters to further support their application.

4.3.3. Curriculum Vitae (max. 2 pages). Professional experience. It should be supported by documentary evidence, providing references proving professional skills and suitability for the programme.

² Accepted certificates are University of Cambridge Certificates, TOEFL, IELTS, ACLES, among others).

4.4. Application process workflow

1. The application process workflow normally starts with the prospective student visiting the website of the SEA-EU Joint Programmes offer. Figure 2 shows a prototype representation of the page offering access to the information about the joint degree programmes offered by the SEA-EU alliance.

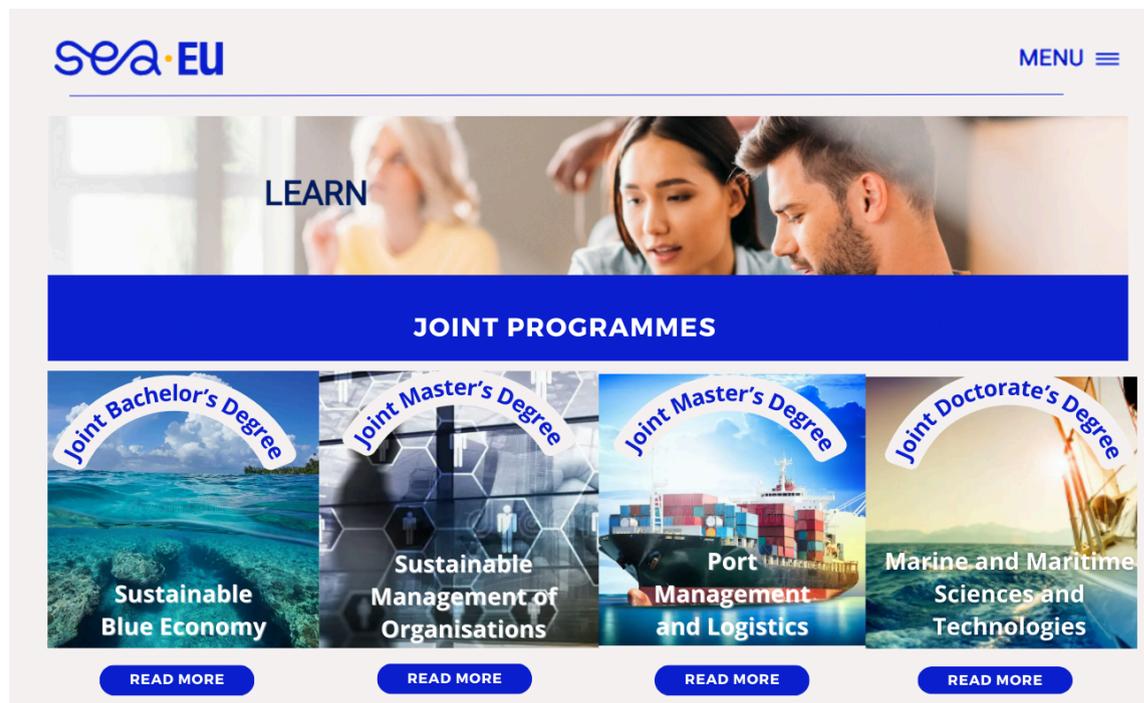


Figure A2. SEA-EU Joint Programmes Offer page (recommended content)

2. After clicking on the “Read More” button under the Joint Master's Degree in Port Management and Logistics, the prospective student will have access to the information regarding the programme. This information must include:
 - a. A message indicating whether the application process is open.
 - b. The current calendar for application.
 - c. A link to download the student's handbook.
 - d. Information about the application process.
 - e. A button that gives access to the application form (Apply).

Figure 3 shows a prototype representation of the page offering information and giving access to the application form of the programme.

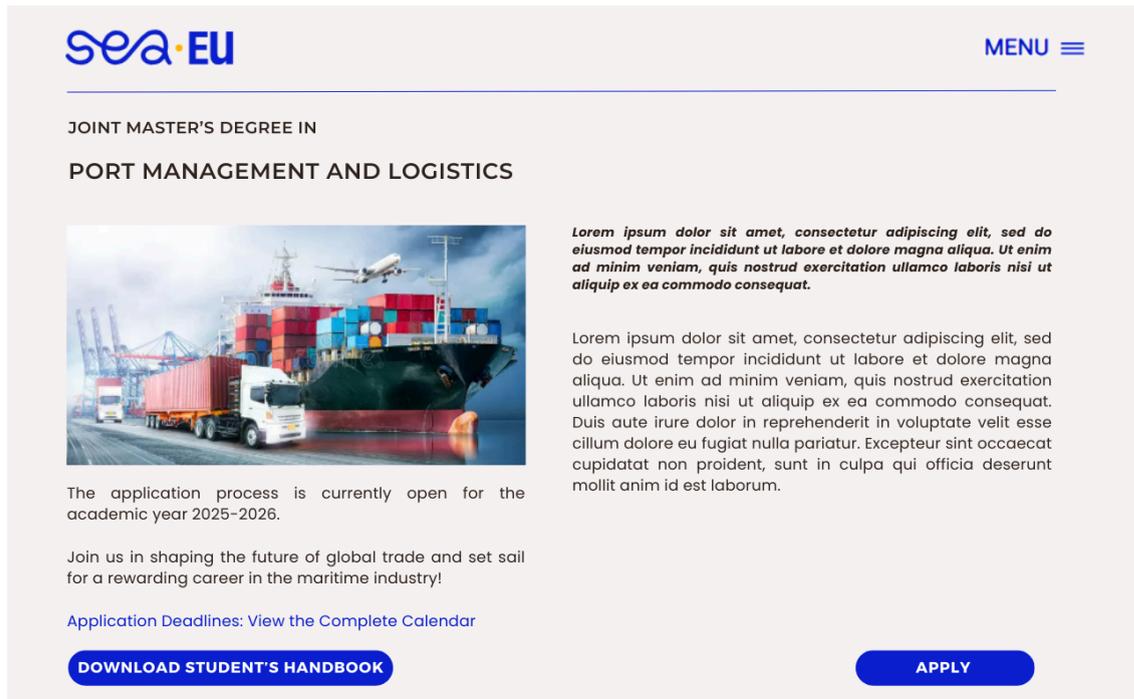


Figure A3. Joint master's degree Programme page (recommended content)

3. After clicking on the Apply button, the applicant is presented with the Application Form. The Eligibility Criteria that will be applied must be visible during the fulfilment of the application form. Figure 4 shows the recommended content for the collection of the applicant personal data. Figure 5 illustrates the recommended content for the uploading of the required documents.

Figure A4. Application Form – Personal Data Section (recommended content)

Figure A5. Application Form – Required Documents Section (recommended content)

- Next, the applicant needs to sign their application. It is recommended that the applicant download the completed application form in PDF format, print it, and review it for accuracy. After verifying the information, the applicant should sign the document. A scanned copy of the signed application must then be uploaded as a confirmation of the submission. Figure 6 shows the recommended content for the signature of the applicant. It is very important that this screen warns the applicant that the application process is not yet over.

The screenshot displays a web interface for the application process. At the top left is the 'sea·EU' logo, and at the top right is a 'MENU' icon. The main content is divided into two columns. The left column contains the following text: 'JOINT MASTER'S DEGREE IN PORT MANAGEMENT AND LOGISTICS', 'Application Form', a placeholder text 'Lorem ipsum dolor sit amet...', and 'Elegibility Requirements'. Under 'Elegibility Requirements', it states 'Applicants must' and lists three bullet points regarding degree requirements and English proficiency. A link 'Check here the complete description of the eligibility requirements' is provided at the bottom of this section. The right column is titled 'Required Step' and features a large grey arrow pointing upwards. It contains the message 'Your application is not yet complete.' and two steps: 'Download the file with your application, print and sign' with a 'DOWNLOAD FILE' button, and 'Upload a scanned copy of your signed application' with an 'ADD FILE' button. At the bottom right of the right column is a prominent blue 'SUBMIT APPLICATION' button.

Figure A6. Signature of the applicant (recommended content)

Upon successfully uploading the signed application form, a confirmation message will be displayed. Additionally, an email acknowledging receipt of the application will be sent to the applicant. This email will include the applicant's unique identification code and the contact details of the Admissions Office. The unique identification code is used to maintain transparency in the selection process while protecting the applicants' identities. Figure 6 shows the recommended content for such a page.

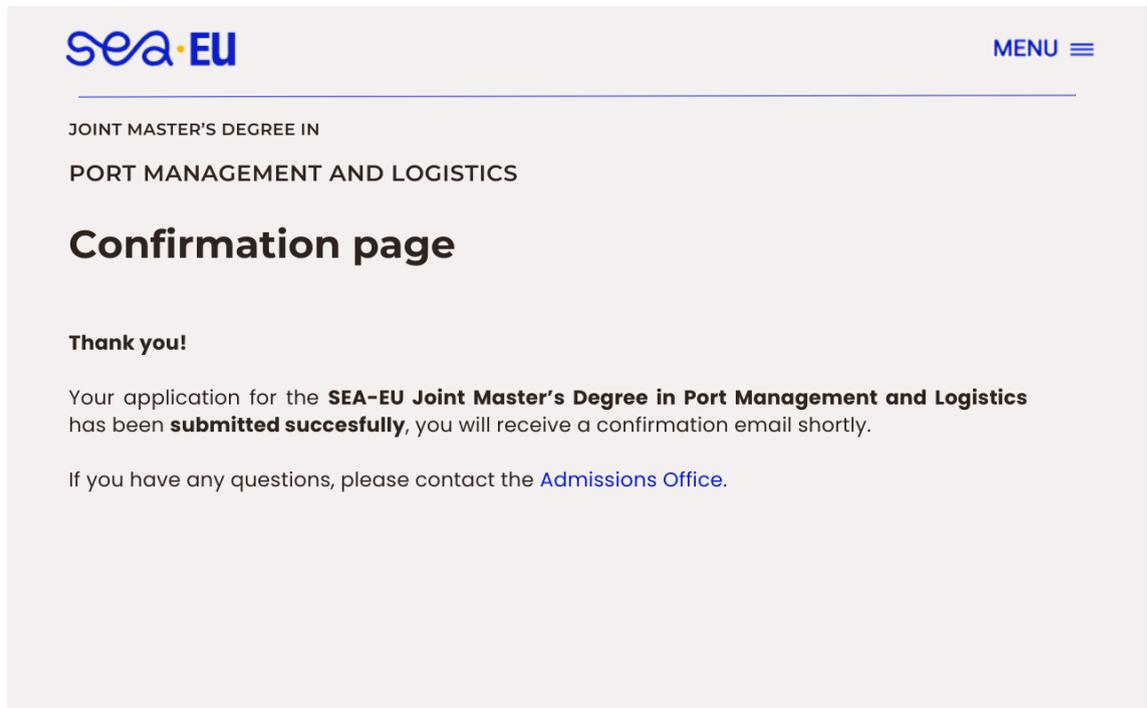


Figure A7. Confirmation of application submission (recommended content)

Selection process

The Academic Steering Committee will oversee the selection process. The committee will review the applicants' academic records, considering their GPA, relevant coursework, and any other academic and professional achievements and honours.

The ranking of the students involves assigning points to the candidate's merits and weighting them to determine the final score:

- a) GPA obtained in the bachelor's or master's degree: 50%
- b) English language certificate: 10% (5% C1; 10% C2)
- c) Relevant work experience and other merits related to the field of the master's programme stated in the candidate's CV: 40%

While letters of recommendation do not carry specific weight in the ranking process, they provide valuable supporting evidence that enhances the overall assessment of candidates, contributing to a more thorough and equitable selection process.

Initially, the Academic Steering Committee will identify applicants meeting the admission requirements and proceed to rank them based on merits ranging from 1 to 3, as outlined above. Each candidate's letter of recommendation and CV will undergo independent evaluation by three distinct members of the Selection Committee to mitigate individual biases.

Following this initial assessment, the top 25 candidates will be selected for further consideration. Additionally, a reserve list of 25 candidates will be compiled to address potential non-acceptances among the selected candidates.

In order to maintain clarity and transparency throughout the selection process, each applicant will have the opportunity to ascertain their final position based on the following classification:

- Group I: Applications demonstrating exceptional quality (scoring above 75 out of 100).
- Group II: Applications of commendable quality (scoring between 60 and 75 out of 100).
- Group III: Applications of lesser quality (scoring below 60 out of 100).

Admission

Admitted students will receive the formal offer of admission to the programme electronically. This communication will provide detailed information regarding the enrolment procedures, deadlines, and any conditions or contingencies that must be fulfilled for acceptance. Additionally, admitted students will receive the full course description and Student's Handbook, along with contact information, to facilitate the enrolment process.

Upon receiving the admission offer, selected students are required to formally accept it within the deadline communicated in the admission letter. They must then complete all necessary steps for enrolment, including submitting original transcripts of their diploma and academic records (and officially certified transcripts for non-Hague Convention Countries), paying the tuition fees, and registering for the first academic year.

Enrolment

Establishing the common master's enrolment process within the international consortium of five universities has involved coordinating several stages of the process and harmonising procedures to ensure a smooth and consistent experience for students.

The detailed plan for establishing this process is described below:

1. *Development of a common framework.* The cooperation between the five participating institutions, their responsibilities and roles will be clearly described in the cooperation agreement, where all criteria for each of the joint programme requirements will be formalised. The tuition fees and the distribution of participation costs will also be attached to this cooperation agreement in its financial plan section.
2. *Payment of fees.* A central payment system has been set up by the coordinating university, the UCA, to enable students to pay tuition and other fees securely and conveniently. This payment must include the compulsory health insurance for an international programme and the fees for the issue of the joint degree and the European Diploma Supplement.

Upon signature of the financial plan agreed between the consortium parties, the UCA will distribute the relevant costs to each of the participating institutions as agreed in the above-mentioned agreement.

3. *An efficient and coordinated enrolment process* within an international consortium requires meticulous planning and close collaboration between all parties involved. To this end, the **Joint Administration Office** (composed by MIPMAL Technical Officer and the local administration officers) will hold orientation sessions for students prior to the start of the semester to facilitate the registration of subjects, ensuring that students can enrol in the corresponding courses at each university in the consortium. Students will also be provided with information about the programme, coordinated academic calendars, the participating universities, and the services available.

This approach ensures that students enjoy a consistent and enriching academic experience in all institutions of the consortium.

a. Academic requirements for enrolment. Legalisation of documents issued outside Europe.

The legalisation process may differ according to the country of issue:

- i. **Legalisation is not required** in the case of students whose documents were issued by countries in the European Union or members of the European Economic Area.
- ii. All other students must observe the following conditions:
 - Documents issued in countries signatory to **The Hague Convention** of 5 October 1961³ need only be stamped with the Apostille of The Hague by the relevant authorities in the country of issue.
 - Documents issued in all other countries must be duly legalised. Legalisation services are provided by:
 - o The Ministry of Education of the student's home country, for degree certificates and transcripts, and the relevant Ministry of the home country for birth certificates and certificates of nationality.

³ (<http://www.educacion.es/mecd/titulos/hesu/haya.html>)

- o The Ministry of Foreign Affairs of the country in which the documents were issued.

b. Official Translation of documents issued outside Europe.

Diplomas and transcripts of records, and other official records, issued outside Europe should be officially translated into English by a Certified Translator. The translation should include all relevant seals, signatures, and stamps from the original documents. The translator should provide a certification statement attesting to the accuracy of the translation. This statement typically includes the translator's credentials and contact information, a declaration that the translation is a true and accurate representation of the original document, and the translator's signature and date.

c. Enrolment Payments

The enrolment payment for MIPMAL is structured as follows:

Academic Year	Enrolment Fees		Payments
Y1	1 st semester	2,250€	4,500€
	2 nd semester	2,250€	
Y2	1 st semester	2,250€	4,500€
	2 nd semester	2,250€	
<i>(including: International Health Insurance, Student card, issuing of Joint Diploma and Diploma Supplement)</i>		TOTAL	9,000€

d. Methods of payment

The University of Cadiz offers several methods of payment, such as bank transfer and credit/debit card payments.

International payments: For international students, universities often provide details of how to make payments from abroad, including preferred banks and currency conversion considerations.

e. Financial Aid and Scholarships

Students who receive financial aid, scholarships or bursaries will have these amounts deducted from their tuition fees. The remaining balance after application of financial aid is the amount payable by the student.

f. Withdrawal of enrolment. Refund Policy⁴

In the event that a student withdraws from the programme, UCA has a refund policy that outlines the conditions under which partial or full refunds of tuition fees will be made.

g. Re-enrolment for a new academic year or partial enrolment of courses.

Re-enrolment for a new academic year or partial enrolment in courses for a joint master's degree in Port Management and Logistics involves several key steps. Students, including those who need to retake failed courses, will be notified about the re-enrolment period and must review their academic standing to ensure eligibility. They will log into the student portal to select courses based on the programme's curriculum and update personal information. Tuition fees must be paid to complete re-enrolment, and confirmation will be provided once all steps are finalised.

For partial enrolment, students will consult with an academic coordinator to determine a suitable course load, submit the necessary forms, and pay prorated fees. Approval from the programme coordinator may be required to ensure compliance with programme requirements. Students must adhere to deadlines and submit any necessary documentation, particularly for joint programmes where coordination between institutions is essential. This streamlined process accommodates individual

⁴ <https://admcadiz.uca.es/wp-content/uploads/2017/09/ss6.pdf>

needs while keeping students on track with their academic and career goals.

Students who need to retake a course and are unable to attend classes in person will have the option to follow them virtually.

Orientation and induction

Upon enrolment, students will receive detailed information about orientation sessions and workshops, which provide essential guidance on navigating campus resources, understanding academic expectations, and familiarising themselves with programme requirements. Throughout the orientation period, students will have access to mentorship programs, student support services, and opportunities for networking and social integration.

Equal Opportunities Policy

The Equal Opportunities Policy applied in the admissions process for this joint master's degree encompasses a broad framework of principles and practices designed to promote fairness, inclusion and accessibility for all applicants.

This policy will ensure that candidates are assessed solely on merit, irrespective of factors such as ethnicity, gender, religion, disability or socio-economic background.

This involves establishing transparent selection criteria, providing reasonable accommodation for people with disabilities and facilitating support mechanisms to enable the equal participation of all prospective students. In upholding these principles, the Equal Opportunities Policy strives to create an environment where diversity is embraced and where all candidates have an equal opportunity to succeed and contribute to the academic community.