

Internal guidance on admission to the EUAA's master's programmes

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1. Purpose and scope

This Internal Guidance is rooted in a broader policy framework of the European Education Area¹ and the European Higher Education Area². It complies with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)³ and the Malta Further and Higher Education Authority National Quality Assurance Framework for Further and Higher Education⁴ (2015, 2017). It supports the implementation of the European Union Agency for Asylum (EUAA) Training and Learning Strategy⁵ (2022) and is part of the EUAA's Training Quality Assurance Framework⁶ (2022).

This document establishes the general principles and criteria for admission to the EUAA's master's programmes. It outlines the steps and procedures for admission and describes how information on admission requirements and procedures is made available to prospective applicants.

This Internal Guidance helps ensure that the EUAA's Training Academy follows a reliable, transparent, fair and consistent approach that is in line with these overarching principles. It should be published online by the Academy and made available to all current and prospective students. The Quality Assurance and Accreditation Sector is required to ensure that all Training and Professional Development Centre staff, learners enrolled on European asylum curriculum modules and training national contact points (TNCPs) are familiar with the content of this guidance and that information on admission criteria and procedures is made publicly available online.

2. Acronyms and abbreviations

ENIC	European Network of National Information Centres
EUAA	European Union Agency for Asylum
NARIC	National Academic Recognition Information Centres
TNCP(s)	Training national contact point(s)

¹ European Strategy for Universities (2022) – <https://education.ec.europa.eu/sites/default/files/2022-01/communication-european-strategy-for-universities-graphic-version.pdf>.

² Bologna Declaration (1999) – <https://www.ehea.info/page-ministerial-conference-bologna-1999>; Paris Communiqué (2018) – http://www.ehea.info/media.ehea.info/file/2018_Paris/77/1/EHEAParis2018_Communique_final_952771.pdf; Rome Communiqué (2020) with Annex III – Recommendations to National Authorities for the Enhancement of Higher Education Learning and Teaching in the EHEA – http://www.ehea.info/Upload/Rome_Ministerial_Communique.pdf.

³ Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). (2015). Brussels, Belgium (weblink: https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf).

⁴ Malta Further and Higher Education Authority National Quality Assurance Framework (weblink: [Publications – Malta Further & Higher Education Authority \(mfhea.mt\)](https://mfhea.mt/publications)).

⁵ Management Board Decision No 102 of 7 March 2022 on the EUAA Training and Learning Strategy.

⁶ Decision of the Executive Director No 59 of 1 April 2022 on the Training Quality Assurance Framework.

3. General requirements for admission

In line with the EUAA Regulation, the Academy offers its study programmes solely to asylum and reception officials in EU Member States and associate countries⁷.

The general admission requirements for applicants wishing to enrol in the master's programmes are as follows:

1. Minimum completed bachelor's degree or equivalent level 6 of the European Qualifications Framework⁸;
2. At least three years of professional experience in asylum and reception, relevant for the profile of the respective master's programme;
3. Proficiency in English enabling full participation in the respective programme courses;
4. Nomination by their TNCP.

Additional admission requirements may be established at the design of each study programme and are published in the programme descriptions.

The EUAA recognises that learning occurs in a variety of ways and implements mechanisms for recognising prior learning in accordance with the Internal guidance on recognition of prior learning as prescribed in the Training Quality Assurance Framework⁹. Upon enrolling in a study programme or once they are accepted, applicants may request exemption from some parts of the programme by recognition of skills, knowledge, and competencies they have acquired through prior learning, education, work, and general life experience.

4. Admission criteria for enrolment in a master's study programme

The admission quota for an EUAA master's programme is generally 15 students per enrolment. The exact number of study places is determined by the call for applications published by the Academy. If more applications are received that meet the general admission criteria, applicants may be selected based on the admission criteria. The final individual enrolment decision is made by the EUAA, based on the evaluation of the submitted applications.

Evidence of meeting the general admission requirements must be submitted with the application and includes the following:

1. **Copy of a diploma awarded on completion of a bachelor's degree (including diploma supplement, if issued) or of a higher degree.** If the degree was completed in one of the Member States, it is automatically recognised. If the degree was obtained outside the EU or awarded by a non-accredited¹⁰ higher education institution, the applicant must submit a recognition decision

⁷ Pursuant to Article 8(1) of 1 Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, (OJ L 468, 30.12.2021, p. 1).

⁸ [The European Qualifications Framework \(EQF\) | Europass.](#)

⁹ Reference number IG-017.

¹⁰ Accredited by a competent national accreditation authority, listed in the European Quality Assurance Register.

from any national recognition authority of the country (ENIC/NARIC office). In case of reasonable doubt regarding the authenticity or the equivalency of the qualification, the Academy may verify the validity of the document (diploma or recognition decision) attesting a qualification and/or the accreditation status of the institution issuing the qualification with the ENIC/NARIC office in Malta;

2. **Curriculum vitae.** Applicants should submit their curriculum vitae, preferably in Europass format, and indicate any professional experience in the field of asylum and reception or any other relevant experience. Specific requirements for prior professional experience may be listed in the call for applications;
3. **Proficiency in the language in which the study programme is delivered.** Applicants must be able to follow the study programme in English and must provide proof of Common European Framework of Languages level C1 proficiency in the language of instruction;
4. **Endorsement letter signed by the responsible TNCP.** Applicants must have the endorsement of the responsible TNCP. This is confirmed by a letter of endorsement signed by a responsible person committing to support applicants in their participation in the EUAA's study programme.

Applicants who demonstrate that they meet the admission criteria established in this Internal Guidance will be considered for admission.

5. Steps and procedures

The call for applications is published by the Academy at least two months before the start of the programme's admission process. It includes the admission requirements, the documents and type of evidence to be submitted with the application, the number of study places, the selection criteria, the indicative timetable of the admission procedure, the deadlines for submission and the expected start date of the programme.

The application is submitted and processed electronically through the applicable EUAA online system, where all applicant data is managed in accordance with the applicable legislation on the protection of personal data and the Agency's data protection notices.

The body responsible for evaluating all applications shall be the Admissions Committee, composed of at least three members appointed by the Head of the Training and Professional Development Centre. Applicants are assessed for compliance with the selection criteria published in the call for applications and may also be required to participate in an interview.

The procedure for enrolling students in master's programmes comprises two steps:

1. A paper-based assessment of applications, including a review of supporting documentation, is carried out to verify that applicants meet the admission requirements and may therefore be considered for admission;
2. Applicants considered for admission shall be selected through a classification process, including an online interview with the Admissions Committee. The classification process aims to assess their fulfilment of the admission criteria in relation to their prior professional experience, and, if

necessary, their proficiency in English. The process is concluded with the individual decisions on enrolment on the programme.

Once admitted to a study programme, students may request recognition of prior learning in accordance with the Internal Guidance on recognition of prior learning. Recognition of prior learning may only be applied for exemption from units in a study programme, but it cannot replace any formal admission requirement.

6. Provision of information

The Academy ensures that information about admission criteria and procedures is made publicly available online. Clear communication on how applicants can apply for and enrol onto a study programme of the Academy is available to all learners and staff on the EUAA's website and via the Learning Management System.

This guidance is to be regularly reviewed in order to reflect new developments in the area and to adapt to the needs of the Academy. Monitoring and regular review is an inclusive process involving internal and external stakeholders and falls under the responsibility of the Quality Assurance and Accreditation Sector.

7. Summary of changes

Version no.	Changes
01	New IG

