

## **Admission Masters Programme European Union Studies**

The Salzburg Centre of European Union Studies (SCEUS) offers a limited number of study places in its MA in European Union Studies each year. Interested students need to follow a three-step process to apply:

- 1. Application Process at the SCEUS (students apply at the SCEUS)**
- 2. Selection Procedure at the SCEUS (applications are assessed at the SCEUS and students are informed whether or not they are offered a study place)**
- 3. Formal Admission at the Admission Department (students who have been offered a study place from the SCEUS approach the Admission Department and undergo the formal enrolment procedure)**

Application Deadline: see SCEUS website

### **Step 1: Application at the SCEUS: Requirements and Process**

During the application process, you must provide documents and credentials to prove that you meet the requirements to apply for this programme. All necessary documents have to be sent via e-mail to [admissions.sceus@plus.ac.at](mailto:admissions.sceus@plus.ac.at) in one pdf file. It is essential that applications are submitted in time and that all the required documents are included!

Documents may be submitted in English or German. For other languages, certified translations are needed.

Applications should include:

- 1) A personal statement (ca. 500 words) explaining (i) your general interest in studying EU studies, (ii) a self-assessment why you think you are qualified to do so, and (iii) your (job-) expectations related to studying European Union Studies at the University of Salzburg.
- 2) A curriculum vitae (CV), including your email address, your educational history and any relevant academic accomplishments. Please check your email address regularly as it will be the only means of communication used to inform you about the status of your application.
- 3) Proof of completion of, or enrollment in, a Bachelor programme or other equivalent degree programme (worth at least 180 ECTS credits) at a recognized Austrian or foreign postsecondary institution. No specific discipline is formally required. You should note, however, that the Master Programme EUS is based on three core disciplines: political science, economics and law. Prospective students are expected to be familiar with the general methodological approaches of at least one of these disciplines or, failing that, to demonstrate a willingness and ability to acquire these skills within a short period of time prior to or within the first months of their studies. Please indicate in your personal statement why you deem yourself competent to do so. Students that do not yet hold a bachelor diploma are still eligible to apply, conditional upon completion of their programme prior to

formal enrolment at the University (the enrolment [deadlines](#) are stated by the Admissions Department). Please provide in your application a full list of all your missing exams and a timetable of when you intend to pass them.

- 4) A complete list of the courses you have taken at the bachelor's degree level, including the titles of courses, the grades obtained in those courses, and, if it might be unclear, information on the grading system (e.g. conversion information to the Austrian 1-5 grading scale).
- 5) Language proficiency: Please confirm your english-proficiency in one of the following ways (in case you cannot provide any of them, provide us with the best proof you have - but please note that students providing one of the following will have priority in the selection process.)
  - a) A certificate of a C1 or higher level qualification in English (for those whose native language is not English), ideally one of the following certificates: TOEFL IBT (Skala 0-120):  $\geq 95$ ; IELTS Academic (Skala 1-9):  $\geq 6,5$ ; PTE Academic (Skala 10-90):  $\geq 76$ ; Cambridge Exams (Skala 0-230): C1 Advanced (=CAE): A, B, C or Cambridge English Scale Score  $\geq 180$
  - b) OR Evidence of completion of a full Bachelor's programme (at least 4 semesters) conducted in English (university confirmation required)
  - c) OR Evidence of completion of a full Master's programme (at least 4 semesters) conducted in English (university confirmation required)
  - d) OR a certificate from the language department at the University of Salzburg: Advanced English III: (at least) Good or Advanced English IV: (at least) Passed
- 6) For Non-EU-Citizens: Filled-in form "[Application for Admission](#)"
- 7) If available: A short example of academic writing in English, e.g. a seminar paper or a short handout on a presentation on any given subject dealt with in your previous studies. Please note: You are not expected to draft such a paper for the sole purpose of your application. Please hand in an existing paper you are proud of and deem relevant to prove your intellectual and language skills.

## Step 2: Selection Procedure

**After the application deadline has passed, all applications will be considered by the SCEUS and feedback will be provided in the course of max. four weeks.** Key criteria for selection are, besides the formal requirements, inter alia, your proven interest and motivation to study European Union studies, high-level language skills and familiarity with the general methodological approaches of the core disciplines of the programme or a strong willingness and ability to acquire these skills within a short period of time.

**If assessors approve your application to the programme**, you will be contacted via mail and offered a study place. Now you are welcome to proceed with step 3 (**Formal Admission**). **Please note that you have to initiate this process yourself.**

A positive assessment of your application is valid for the study year of admission only!

In case you are not offered a study place, you are still welcome to apply again at a later date.

### **Step 3: Formal Admission**

Once you've successfully completed the application process at the SCEUS, you need to officially enroll to Salzburg University – the [website explains how this works](#). This process you will manage with the [Admissions Department](#).

Start with a [self-assessment](#) on website and follow the procedure as explained. You can find all the essential information, such as admission periods, opening hours, required documents, etc. on the website.

This enrolment process requires you to hand in documents in addition to the ones you may have submitted for application previously!

**Caution: There is a formal application [deadline](#) which is different for EU-citizens and third-country citizens!** The requirements and deadlines for handing in the documents are strict, make sure not to miss them!

It is especially important for students from non-EU countries to note that the formal admission takes quite some time, so make sure to start as early as possible!

Your admission needs to be passed confirmed until the beginning of October, when the semester starts, otherwise you will not be able to register for courses.

**Please note that Application and Formal Admission are separate procedures at separate departments and you need to initiate and pass both procedures at both departments (SCEUS and Admission Department) in order to be able to start your studies!**