



STUDENT APPLICATION FORM

**Interdisciplinary Joint Master's Programme
in South-Eastern European Studies**

DEADLINE for application: 30 June 2011 receiving date

PLEASE READ the "Information on the admission process" on the last page of this form before completing it. Incomplete applications will **NOT** be considered.

PLEASE SEND the typed or neatly handwritten form by **POST** including all other relevant documents to the university you wish to apply to. In addition, please send a copy of the entire application package as **ONE pdf file** to rorly.archer@uni.graz.at

Please tick the university you are applying to (<i>tick one</i>)		Please indicate whether you would accept a place at another university if your initial application is unsuccessful (yes or no)	
University of Graz		University of Graz	
University of Zagreb		University of Zagreb	
University of Belgrade		University of Belgrade	
University of Skopje		University of Skopje	

1) STUDENT'S PERSONAL DATA		Photo	
Family name/s			
First name/s			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Citizenship(s)	Place of birth	Date of birth [dd/mm/yy]	
Mailing address	Street		
	Post Code	City	
	Country		
Telephone	Mobile Phone		
Fax			
Email			

2) ACADEMIC BACKGROUND

2.1 Completed Degrees / Qualifications BA level (undergraduate level)

Name of institution(s)
(including country and
webpage)

Degree / Qualification
earned

Subject(s) studied
(majors/minors)

Date of enrolment at
University

Date degree awarded [mm/yy]

BA Thesis topic (if any, in
English)

Minimum length of
study of your study
program

Years:

ECTS points:

Other credit points
(please specify):

2.2 Other Completed Degrees (if any)

Name of institution(s)
(including country and
webpage)

Degree / Qualification
earned

Subject(s) studied
(majors/minors)

Date of enrolment at
University

Date degree awarded [mm/yy]

Thesis topic (if any, in
English)

Minimum length of
study of your study
program

Years:

ECTS points:

Other credit points
(please specify):

2.3 Have you taken part in a mobility programme in the course of your previous studies?

Yes

No

Name of programme:

Year:

Duration of stay:

Place:

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3) LANGUAGE COMPETENCE

Native language

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Main language of instruction at university / college

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English

Certificate

Score/Grade/Level

Date

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Other Languages

Language	German	Bosnian/Croatian, Serbian/Montenegrin	Macedonian	Albanian	Other	Other:
Level (acc. to the Common European Framework)						
Certified by / when (if applicable)						

4) ENCLOSURES (please tick off documents enclosed ✓)

PLEASE READ the "Information on the admission process" on the last page of this form. Incomplete applications will NOT be considered. Please return the form and the enclosures by post to the home university and as ONE pdf document to ror.archer@uni-graz.at

- | | |
|--------------------------|---|
| <input type="checkbox"/> | At least one letter of recommendation (in English) |
| <input type="checkbox"/> | Copy of university diploma + English certified translation |
| <input type="checkbox"/> | Transcript of your university records + English translation |
| <input type="checkbox"/> | Proof of English language proficiency (TOEFL /IELTS/Cambridge Exam) |
| <input type="checkbox"/> | Curriculum Vitae (in English) |
| <input type="checkbox"/> | Letter of Motivation |

STATEMENT OF UNDERSTANDING

I hereby affirm to the best of my knowledge that the information that I have provided in this application and in the enclosures to this application is true and complete. I agree to contact in a timely manner the coordinator of the Interdisciplinary Joint Master's Programme in South-Eastern European Studies at my home university if information provided in this application changes. I also understand that the Academic Coordination Board or representatives acting on its behalf may contact me or those persons indicated as writers of letters of recommendation or additional contacts in order to obtain additional information.

I understand that the Academic Coordination Board of the Interdisciplinary Joint Master's Programme in South-Eastern European Studies reserves the right to reject or otherwise not consider incomplete application forms and that it is my responsibility to ensure that certified translations of my diplomas and university transcripts are included with my application form in order for the Academic Coordination Board of the Interdisciplinary Joint Master's Programme in South-Eastern European Studies to consider my application as complete.

Additionally, I understand that my acceptance to the Interdisciplinary Joint Master's Programme in South-Eastern European Studies does not in itself guarantee admission to the participating universities or obligate the participating universities to provide me with any financial support. In conclusion, I understand that the decision of the Academic Coordination Board is final.

I agree that my personal data will be available to the programme partners for internal use.

Date
(dd/mm/yy)

Signature

Please, help us to improve the advertising of our Joint MA Programme by answering the following question:

➤ How did you hear about the **Interdisciplinary Joint Master's Programme in South-Eastern European Studies**?

- Through one of the organizing universities: Graz Zagreb Belgrade Skopje
- Through your home university / institution
- Through internet search
- Other. Please specify:

Information on the application and admission process

- Applications must be neatly hand-written or word-processed and completed in English.
- Deadline for application (receiving date) for the MA programme starting in the winter term 2011 is 30 June 2011. Please return the form and the relevant documents by post to the university to which you are applying. The address and contact person is included below. Do not forget to also send the application as ONE pdf document to ror.archer@uni-graz.at

Please send postal applications to one chosen home university

University of Graz	University of Zagreb	University of Belgrade	Ss. Cyril and Methodius University, Skopje
Rory Archer Centre for Southeast European Studies Karl-Franzens University of Graz RESOWI K3 Universitätsstr. 15 8010 Graz Austria	Prof. Dr. Josip Kregar Faculty of Law University of Zagreb Trg maršala Tita 14, 1000 Zagreb Croatia	Prof. Dr. Jovan Teokarević University of Belgrade - Faculty of Political Sciences Jove Ilića 165, 11000 Belgrade, Serbia	Dr. Zoran Ilievski, Assistant Professor Ss. Cyril and Methodius University- Skopje Faculty of Law "Iustinianus Primus" Head of the Department of Political Science Bul. Krste Misirkov bb 1000 Skopje, Republic of Macedonia

This application is the first step in a two-step-application procedure, as admission to the home institution involves supplementary requirements, usually of a procedural kind. Upon acceptance of your candidacy by the Academic Coordination Board you will be informed about the procedure for admission at the respective university. Acceptance by the Joint MA programme facilitates but does not in itself guarantee admission to the home institution.

Please Note!

Mailing address: All communication connected with your application and admission process of the MA programme will go to this address and/or to your email address. Any change in your contact details must be communicated immediately.

Email: Please give an email address you regularly use.

Section 3 – Language Competence

All students must have full command of the English language. If your first language is not English or you have not been educated mainly in English, you must demonstrate a high level competence in English by producing evidence in the form of a language certificate in English.

The following minimum scores are required in case the most commonly available English language certificates are submitted:

TOEFL: 210 on computerised test/547 on paper test/78 on internet test

IELTS: Level 6.0

Cambridge Proficiency Exam: FCE

Please indicate the knowledge of other languages by using the grading scale of the Common European Framework of Reference for Languages (http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html) if no widely accepted test is applicable.

Each of the participating universities offers a variety of language courses in the local language.

Section 4 – Enclosures

University diploma, Transcript of records: translations (into **English**). Where the degree is not yet conferred, the student will be asked to present proof of his / her status and can present the degree certificate at a later date. If the degree is completed after the deadline for application but before the start of the programme, a candidate might be provisionally accepted. Final admission will be contingent on the completion of the degree before matriculation at the home university.

Language certificates: only the original certificates will be accepted during the admission procedure. For the application a photocopied copy will suffice.

CV: Please send a short CV (Curriculum Vitae) in English

Statement of Purpose: Please send a short (300-500 word) Statement of Purpose (motivation letter) briefly explaining your motivation in applying to the joint degree programme