

Frequently Asked Questions (FAQs) about MAEM/MEMA

B. Admission & Applications

Last updated: 10 March 2008

1. Admission

Q1. I have a degree in an unrelated study area. Can I still apply?

A: A student who holds a university degree in areas other than the social sciences and related disciplines may be admitted to the MAEM/MEMA if he/she can demonstrate having acquired sufficient equivalent basic knowledge as those who have a degree in social sciences and related disciplines, recognised by all Network member universities.

The Selection Committee of the MAEM/MEMA Network will assess this requirement on the basis of the information provided by the student in the Application Form (student's background: working experiences, university exams, other courses, etc) and, eventually, through an interview and/or a written test.

Q2. Which are the language requirements for the MAEM/MEMA Programme?

A: MAEM/MEMA is a fully bilingual programme.

The official languages are English and French.

The students should have an active and working knowledge of English or French (speaking, writing, oral and written comprehension) and at least a passive working knowledge of the other language (oral and reading comprehension).

Q3. When I apply for MAEM/MEMA, I have a limited passive knowledge of French. May I be admitted to the Programme if I commit myself to improve this knowledge before the activities start?

A: Exceptionally the MAEM/MEMA Academic Committee may decide to admit you on the basis of your Curriculum Vitae. In this case MAEM/MEMA will invite you to improve your French knowledge and demonstrate that you have acquired, before the Programme starts, a sufficient level to productively attend classes in French and to study on French texts.

Q4. When I apply for MAEM/MEMA, I have a limited passive knowledge of English. May I be admitted to the Programme if I commit myself to improve this knowledge before the activities start?

A: Exceptionally the MAEM/MEMA Academic Committee may decide to admit you on the basis of your Curriculum Vitae the same. In this case MAEM/MEMA will invite you to improve your English knowledge and demonstrate that you have acquired, before the Programme starts, a sufficient level to productively attend classes in English and to study on English texts.

Q5. Is TOEFL or IELTS test a mandatory document I should submit to prove my proficiency in English?

A: Students should demonstrate their proficiency in English preferably with an internationally recognised language proficiency test (e.g. TOEFL and IELTS).

If the student intends to produce these tests, the official test scores have to be submitted within the admission deadline.

The proficiency test score must not be older than a year at the date of this application.

Students unable to submit TOEFL or IELTS tests are strongly encouraged to submit any document supporting their English proficiency.

Students can submit other proficiency tests (e.g. GRE, Cambridge First Certificate, Cambridge Certificate of Advanced English, Cambridge Certificate of Proficiency, CEIBT, London Chamber of Commerce English for Business), attendance certificates of English courses, university English exam's certifications.

Lastly students should describe in the “open” box of the Application Form how they acquired their English knowledge (e.g. their previous studies were in English; they attended courses at university level in English; they lived/worked in English-speaking countries, etc).

Q6. Is DELF or DALF test a mandatory document I should submit to prove my proficiency in French?

A: Students should demonstrate their French proficiency preferably with an internationally recognized language proficiency test (e.g. DELF and DALF).

If the student intends to produce these tests, the official test scores have to be submitted within the admission deadline.

The proficiency test score must not be older than a year at the date of this application.

Students unable to submit DELF or DALF tests are strongly encouraged to submit any document supporting their French proficiency.

Students can submit other proficiency tests (e.g. Diplôme Supérieur de Français de Affaires, Certificat de Français Juridique, Certificate Pratique de Français, Certificat pratique de Français Commercial et Economique), attendance certificates of French courses, university French exam's certifications. Lastly students should describe in the “open” box of the Application Form how they acquired their French knowledge (e.g. their previous studies have been in French; they attended courses at university level in French; they lived/worked in French-speaking countries, etc).

Q7. I come from a country not of the Mediterranean Area. Can I apply for the MAEM/MEMA Programme?

A: Yes, you can apply to MAEM/MEMA Programme.

Q8. Is there an age limit for the enrolment?

A: No, there is not. MAEM/MEMA will evaluate all the applications irrespective of the candidates' age.

Q9. Can I apply to the MAEM/MEMA if I have not any working experience?

A: Students with and without working experience can apply to the MAEM/MEMA.

Even if many applicants will naturally have work experience, MAEM/MEMA welcomes newly-graduated as well.

Q10. I will graduate after the enrolment deadline (18 April 2008) but before the beginning of the MAEM/MEMA activities (11 August 2008). Can I apply?

A: Yes, you can. Applicants that are not graduated before the deadline can still submit their application but they have to send the Secretariat a statement signed by their supervisor where the following is declared: the subject and title of the final dissertation (if applicable) and the date of their graduation.

2. Applications

Q1. Where can I find the application form?

A: Prospective students for the Second Session of the Master Programme have to apply to the MAEM/MEMA Network Secretariat by 18 April 2008.

The candidates have to apply by filling out the online Application Form clicking on the link in the “Admission - Applications” section of the MAEM/MEMA website.

Only in exceptional cases, with valid reasons, candidates can ask the MAEM/MEMA Network Secretariat (applications@maem-mema.org) for the application form in MS Word format.

In this case, the application form should be filled out on a computer (hand written applications will not be accepted) and be sent via e-mail.

MAEM/MEMA has a preference for on-line applications and strongly discourages applicants by using the alternative admission procedure.

Q2. Is the enrolment timetable for Special Students the same as for Regular Students?

A: Yes, it is. Special Students should apply for one or more single courses by 18 April, 2008.

Q3. Is there a different Application Form for Special Students?

A: Yes, there is. You can find it out in the “Admission - Applications” section of the MAEM/MEMA web site.

3. Candidates’ selection – evaluation & criteria procedure

Q1. How will the applications be evaluated and the decision on the admission taken?

A: As indicated in the “Admission - Applications” web page, MAEM/MEMA asks you to fill out the on-line Application Form and provide for a detailed Curriculum Vitae and other documents requested by the Selection Committee to assess your application. A very important element in the evaluation process will be your personal motivation and purposes which have led you to apply for MAEM/MEMA.

On the basis of all these information the Selection Committee of the MAEM/MEMA Network will proceed to the assessment of the applications and develop a list of successful candidates.

Q2. I come from a country not of the Mediterranean Area. My nationality may influence the evaluation process of my application?

A: Students are evaluated only for their academic merits, their background and the motivation to participate in the Programme. Even if the Network strongly encourages women and persons of Northern, Southern and Eastern Mediterranean origin to apply, it accepts and welcomes students from other countries, too.

Q3. I have a degree in a discipline other than the social sciences and related disciplines. How does this influence the decision of the MAEM/MEMA Academic Committee?

A: A degree in social sciences (and related disciplines) is a preferential title. Nevertheless you may have a good chance to be admitted if you have a personal background (e.g. working experience, other courses, etc.) that allows you to attend the Programme successfully (See also the FAQ Q1, section B.1.).

Q4. How many students are admitted to the Programme?

A: In the Second Session 2008/9 MAEM/MEMA accepts maximum 40 students.

4. Enrolment

Q1. If I attend another university course during the Academic Year 2008/9, can I attend the MAEM/MEMA Master Programme, too?

A: Formally, for the MAEM/MEMA universities which enrol students, there is not any limitation. However, you have to check if the other programme you wish to enrol defines strict rules and regulations impeding a double enrolment, and requires compulsory attendance. In this case, the two study courses would be mutually exclusive.

However, also in case the enrolment to MAEM/MEMA is formally compatible with another university course (e.g. a postgraduate course), it would not be possible to attend both programmes at the same time. MAEM/MEMA is a full-time Programme, the attendance is compulsory and the workload for each student is considerable both in terms of participation in the classes and self-study. In addition the students will have to move to at least three different locations during the Programme.

Q2. I am doing a PhD, can I also attend the MAEM/MEMA Master Programme?

A: No, you cannot. Formally, each enrolment University decides, according to its rules and regulations, which study courses are mutually exclusive. Anyway, also in the case that enrolment to MAEM/MEMA is formally consistent with a Ph.D. programme, it would not be possible to attend both programmes at the same time. MAEM/MEMA is a full-time programme, the attendance is compulsory and the workload for each student is considerable both in terms of participation in the classes and self-study. In addition the students will have to move to at least three different locations during the Programme.

Q3. How can I know which University of the MAEM/MEMA Network will issue the Diploma to me?

A: In the Second Session 2008/9 it has been planned that the diploma issuing Universities will be: Universitat Pompeu Fabra (Barcelona, Spain), Universidad de Granada (Spain), University of Pisa (Italy) and the University of Firenze (Italy).

Which university will issue your MAEM/MEMA diploma depends on a number of conditions. These include the preference of the student, the possible grants conditions (e.g. some grants can only be obtained by enrolling in a specific university/country) and the need to assure a balanced distribution of students among the diploma-issuing Universities.

Q4. I would like to obtain my MAEM/MEMA Diploma only from one of the diploma issuing Universities. Can I give my preference in the application form?

A: No, you cannot. (See also the FAQ Q3, above)

Q5. Which are the procedures and the documents necessary to enrol at my enrolment University?

A: Not necessarily the documents requested by each diploma issuing University are the same. The Network Secretariat will inform you on the deadlines and the documents to be submitted to formalise your enrolment, collect them and forward them to the Universities.