

## Frequently Asked Questions (FAQs) about MAEM/MEMA

### D. Practical Information

*Last update: 10 March 2008*

#### **Q1. If I need more information on the Programme (academic, financial, practical information etc.) to whom should I ask for?**

A: If you need general information on the Master Programme that you have not found on the MAEM/MEMA web site (its contents, structure, financial issues), please write to [info@maem-mema.org](mailto:info@maem-mema.org). Otherwise, in case you need specific information on how to apply and fill in your application, please write to [applications@maem-mema.org](mailto:applications@maem-mema.org).

### **1. Travel & Accommodation**

#### **Q1. Does the MAEM/MEMA Network assist the students to arrange travelling from a study location to another?**

A: No, it does not. Students are required to organise their travels by themselves.

#### **Q2. Does the Network help the MAEM/MEMA students to find accommodation solutions in the study locations?**

A: The Network members, coordinated by the Secretariat, make significant efforts to find suitable and convenient accommodations in each study location. Students will be informed about the possible options in due time, before the Courses start.

### **2. Visas**

#### **Q1. I have been admitted to the Programme but I need a visa to attend classes. What should I do?**

A: You have to inform the Network Secretariat and ask for an invitation letter to be submitted to the diplomatic authority in your country.

### **3. Foreign degrees**

#### **Q1.A.**

**I am a EU citizen and I want to apply for the MAEM/MEMA. I received my bachelor degree (minimum 3 years) in a EU country. What should I do so that my university diploma is recognised for enrolment?**

A: You do not have to do anything. As a matter of fact, EU members states agreed on the mutual recognition of diplomas, in the framework of the so-called Bologna process. For further information, please visit the European Commission's website:

[http://ec.europa.eu/education/policies/educ/bologna/bologna\\_en.html](http://ec.europa.eu/education/policies/educ/bologna/bologna_en.html)

### **Q1.B.**

**I am not a EU citizen and I want to apply for the MAEM/MEMA. I received my bachelor degree (minimum 3 years) in a EU country. What should I do so that my university diploma is recognised for enrolment?**

A: You do not have to do anything. As a matter of fact, EU members states agreed on the mutual recognition of diplomas, in the framework of the so-called Bologna process.

Although you are a citizen of a third country, your EU diploma is recognised across EU member states. For further information, please visit the European Commission's website:

[http://ec.europa.eu/education/policies/educ/bologna/bologna\\_en.html](http://ec.europa.eu/education/policies/educ/bologna/bologna_en.html)

### **Q1.C.**

**I am not a EU citizen and I want to apply for the MAEM/MEMA. I received my bachelor degree (minimum 3 years) in a third country (non-EU). What should I do so that my university diploma is recognised for enrolment?**

A: The students who hold a foreign university degree should “legalise” their diploma and academic transcript through the diplomatic service.

### **Q2. What does “legalisation” mean?**

A: Legalisation through the diplomatic service is obligatory for foreign degrees awarded in non-EU countries.

This is a formality that must be done in the country of origin and consists of stamping the university degree certificate according to international conventions.

Without the legalised university degree certificate, the MAEM/MEMA diploma can not be issued.

### **Q3. Translation of official documents and certificates for enrolment**

A: When the degree certificates are written in a language other than that of the enrolment

University, the legalised diploma and the academic record must be accompanied by a sworn official translation into the language of the country in which you enrol. The official translation may be done by an authorised translator, by any diplomatic or consular representation of your country abroad.