

ADMISSION

1. GENERAL REQUIREMENTS

The programme is open to students who hold a Master's degree in Economics, Political Science, or other social sciences, have obtained good study results, are proficient in English*, and can demonstrate a proven interest in development issues.

* Students who have received their university education in English, and where this fact is not obvious from the transcript of academic records, must provide an official certificate confirming this. Other applicants must submit one of the following test results:

- TOEFL (Test of English as a Foreign Language): minimum score of 550 for paper-based test or 79 for Internet-based test. Information about this test is available at www.toefl.org.

- IELTS (International English Language Testing System): minimum score of 6.0. Information about this test is available at www.ielts.org.

Students with paper-based TOEFL scores between 500 and 550 (or TOEFL Internet-based between 61 and 79) or IELTS scores between 5.0 and 6.0 may also be admitted provided they successfully complete a two-month intensive language course organised by the University of Antwerp before the start of the Master programme. The course is offered free of charge by IOB.

Specific requirements per master programme can be found in annex.

2. APPLICATION PROCEDURE

The application form, together with all required documents, should be sent directly to the admission office of IOB/University of Antwerp (see postal address below). Applications that are incomplete, illegible or reach the admission office after the deadline will be automatically rejected. Electronic applications are not accepted.

Postal address:

Admission office

IOB / University of Antwerp

Prinsstraat 13

B - 2000 Antwerp

Belgium

Required documents:

1. Application form.

2. A complete curriculum vitae.

3. One recent passport picture.

4. A photocopy of the applicant's university degree.

Note: For actual registration at the University of Antwerp, the original of the student's university degree is required. Translations of documents for non-Belgian students must be authenticated by the Belgian Embassy in the applicant's country. Information about these authentications is available on the website of the Belgian ministry of Foreign Affairs.

5. A photocopy of the applicant's transcript of academic records for each academic year.

6. For non-Belgian students, a document explaining the grading system of the applicant's home country or university.

7. A document proving the applicant's knowledge of English (see above-mentioned language requirements).

8. Two letters of recommendation, preferably from (former) academic staff.

The standard referee form is available below. It is not compulsory to use these standard referee forms. Other reference letters should be typed on official stationery with the heading of the referee's institution. Recommendations should be included in a closed envelope.

9. If applicable, an employer's certificate stating the applicant's present position within the organisation along with a precise description of the applicant's professional responsibilities, emphasising the importance of the Master programme for the applicant's position and for the organisation as a whole.

Documents in English, French, German and Dutch are accepted. Documents in other languages must be officially translated into English or French by a sworn translator.

Applicants who wish to transfer their admission from the academic year 2011-2012 must fill out the application form transfer admission 2012-2013.

3. SUBMISSION DEADLINES

Applicants for the Master's programmes starting on September 19, 2012 must submit their application before September 1, 2012.

Alternative deadlines:

- Applicants who need to apply for a student visa for Belgium must submit their applications before April 15, 2012.
- Applicants who need to attend the English language course must submit their application before July 15, 2012.

All applicants shall receive an acknowledgement of receipt of their application by e-mail.

4. SELECTION PROCEDURE

On the basis of part I of the application form, all applicants for the Master's programmes offered by IOB shall be assessed academically by a selection commission composed of academic staff. The academic selection is based on 5 selection criteria, namely:

1. Appropriateness of the applicant's field of study;
2. Quality of the education and results/grades obtained;
3. Relevant experience in the South (strictly speaking not required, but counts as a bonus);
4. Motivation of the applicant;
5. Matching (does the content of the programme match the expectations of the applicant?).

FINANCES

1. ENROLMENT FEE

The enrolment fee amounts to EUR 5000.

IOB awards up to 20 grants per year, covering 80% of the enrolment fee, to self-sponsoring students from high-income and upper middle-income countries (DAC list of ODA recipients). If more than 20 candidates apply for the grant, the candidates with the best scores on the selection criteria for admission to the programme will receive a grant. For further information, please contact greet.annaert@ua.ac.be.

Sponsored students pay the full registration fee of EUR 5000, unless otherwise agreed upon between the scholarship granting institution or organisation and IOB.

2. COST OF LIVING

The cost of living in Antwerp (accommodation, food, various study materials, etc) amounts to approximately 800 Euros/month.

The private sector offers accommodation in the vicinity of campus. A list of addresses with rentable rooms is available from the social services. However, as accommodation is scarce, students are strongly advised to get into contact with the IOB social service (greet.annaert@ua.ac.be) prior to their arrival, so that it could assist them in their search.

Master of Governance and Development

Track 1 'Governance and conflict'

Track 2 'Local governance and poverty reduction'

Education

Developing countries

One or more university degrees of **at least 4 years of study** in Social Sciences (Economics, Political Science, Sociology, International Relations or related discipline), preferably at Master level, with good study results. Applicants with only a bachelor's degree of 3 years of study will only be admitted **very exceptionally**, provided they have successfully completed additional high-level training and can demonstrate very strong and relevant professional experience.

Belgium, Europe and other high-income countries

Master's degree in Social Sciences (Economics, Political Science, Sociology, International Relations or related discipline) with good study results.

Professional experience

Developing countries

Sector of employment

public action domain, either within government institutions (including public research institutions), donor agencies (including international non-governmental organisations, bilateral and multilateral donors) or civil society (including advocacy groups, research institutes and universities)

public action domain, either within government institutions (including public research institutions), donor agencies (including international NGOs, bilateral and multilateral donors) or civil society (including research institutes, universities).

Subject of employment

conflict-prone environments or post-conflict situations or policy-oriented research on these topics

research on the interface between the (trans)national and the local level and/or between state and non-state development actors

Belgium, Europe and other high-income countries

proven interest in development issues

Master of Globalisation and Development

Education

Developing countries

One or more university degrees of **at least 4 years of study** in Social Sciences (Economics, Political Science, Sociology, International Relations or related discipline), preferably at Master level, with good study results. Applicants with only a bachelor's degree of 3 years of study will only be admitted **very exceptionally**, provided they have successfully completed additional high-level training and can demonstrate very strong and relevant professional experience.

Belgium, Europe and other high-income countries

Master's degree in Social Sciences (Economics, Political Science, Sociology, International Relations or related discipline) with good study results.

Professional experience

Developing countries

Sector of employment

local, regional and/or national government institutions, research institutes or universities, local NGOs, advocacy or entrepreneurial associations, international organisations (e.g. with international NGOs, bilateral and multilateral institutions).

Subject of employment

development or poverty-reduction initiatives, micro or meso-level projects and programmes, and/or macro-level policymaking

Professional position

middle or higher management or policy (research) positions entailing at least some experience at the interface between different policy levels (international to local, national to international) or between different arenas (e.g. civil society-government, government-international forums and institutions, INGO-national NGO, etc.)

Belgium, Europe and other high-income countries

proven interest in development issues

Master of Development Evaluation and Management

Track 1 'National Institutions, Poverty Reduction Strategies & Aid'

Track 2 'Development interventions and local institutional change'

Education	Developing countries		One or more university degrees of at least 4 years of study in Social Sciences (Economics, Political Science, Sociology, International Relations or related discipline), preferably at Master level, with good study results. Applicants with only a bachelor's degree of 3 years of study will only be admitted very exceptionally , provided they have successfully completed additional high-level training and can demonstrate very strong and relevant professional experience.	
	Belgium, Europe and other high-income countries		Master's degree in Social Sciences (Economics, Political Science, Sociology, International Relations or related discipline) with good study results.	
Professional experience	Developing countries	Sector of employment	government institutions (including public research institutions), donor agencies (including international NGOs, bilateral and multilateral donors), civil society (including research institutes, universities).	civil society in the South (e.g. at research institutes or universities, or with local NGOs or entrepreneurial associations), donor agencies (including international NGOs, bilateral and multilateral donors) and government institutions
		Subject of employment	development intervention or poverty reduction initiatives (macro-level policy oriented)	development interventions or poverty-reduction initiatives in micro or mesolevel projects and programmes
		Professional position	middle-management positions involving policy responsibilities and/or managerial responsibilities at the interface between different policy levels (local to national, national to international) or between different arenas (e.g. civil society-government, government-donors, INGO-national NGO, etc).	
	Belgium, Europe and other high-income countries		proven interest in development issues	