



# **Guidelines on the admission processes for the EUAA's European Masters in Asylum and Reception Management 2026**





## Contents

Contents .....	2
1. Introduction.....	3
2. General requirements for admission .....	3
3. Admission criteria and enrolment process .....	4
4. Steps and procedures.....	5
5. Data protection and privacy .....	6
6. Student Agreement .....	7
Annex I – Application form.....	8
Annex II - Nomination letter.....	11

## 1. Introduction

These guidelines provide an overview of the general admission requirements of the EUAA Academy European Masters in Asylum and Reception Management, detailing the eligibility criteria that apply to all prospective applicants, and providing additional information about the practical elements related to the application process. The annexes at the end of this document include relevant templates that applicants and their training national contact points (TNCPs) may find useful in order to submit the required application documents.

The European Masters in Asylum and Reception Management is pending accreditation by the Malta Further and Higher Education Authority (MFHEA) and pegged at level 7 on the Malta Qualifications Framework (MQF/EQF) at 90 ECTS.

## 2. General requirements for admission

The target audience for the EUAA Master's programme includes asylum and reception professionals in EU+ countries with significant practical field experience and staff members of the EUAA. Other individuals are not eligible to enrol in the EUAA study programmes.

The general admission requirements for the European Masters are:

1. A completed bachelor's degree or equivalent at level 6 of the European Qualifications Framework<sup>1</sup> (EQF). The EUAA Academy is not restricting this requirement to a specific topic or subject area.
2. At least three years of professional experience in asylum and/or reception, relevant for the profile of the European Masters. Applicants with an EQF 7 level of education (master's degree) will be required to have at least two years of professional experience in asylum and/or reception.
3. Proficiency in English enabling full participation in the lectures and workshops (at level B2 of the Common European Framework of Reference for Languages - CEFR<sup>2</sup>);
4. Nomination by the respective TNCP, as per template included in Annex II.

Additional advantageous criteria for the application process include:

1. Leadership and organisational skills
2. A qualification related to the area of study of the European Masters (e.g.: Migration Studies, Law, Business Administration, Public Administration, Sociology, Psychology, Political Sciences)
3. Knowledge of and experience with asylum-related databases (e.g., the European Database of Asylum Law, the EUAA Caselaw Database, the EUAA National Asylum Developments Database, *inter alia*).

<sup>1</sup> [The European Qualifications Framework \(EQF\) | Europass](#)

<sup>2</sup> [The CEFR Levels - Common European Framework of Reference for Languages \(CEFR\)](#)

**Note: The Admissions Committee will review the advantageous criteria only for those applicants who fulfil the general admission requirements.**

The EUAA recognises that learning occurs in a variety of ways and implements mechanisms for recognising prior learning. Upon enrolling in the European Masters or once they are accepted, applicants may request exemption from some parts of the programme by recognition of skills, knowledge, and competencies they have acquired through prior learning, education, work, and general life experience. Recognition of Prior Learning (RPL) Guidelines and the relevant templates may be found on the EUAA website: [Training publications and key documents | European Union Agency for Asylum](#).

### 3. Admission criteria and enrolment process

The admission quota for the European Masters is up to 15 students per enrolment. The exact number of study places will be determined by the call for applications published ahead of the start of the academic year.

After the closure of the call, if less than the required applications are received, all candidates who meet the mandatory criteria will be selected. If the quota is not reached, another call may be launched. The EUAA Academy reserves the right to cancel the iteration for that academic year if the minimum number of applicants is not reached.

Evidence of meeting the general admission requirements must be submitted with the application (Annex I) and includes the following.

- 1. Copy of a diploma awarded on completion of a bachelor's degree (including diploma supplement, if issued) or of a higher degree.**  
If the degree was completed in one of the Member States, it is automatically recognised. If the degree was obtained outside the EU or awarded by a non-accredited<sup>3</sup> higher education institution, the applicant must submit a recognition decision from any national recognition authority of the country (ENIC/NARIC office<sup>4</sup>). In case of reasonable doubt regarding the authenticity or the equivalency of the qualification, the Academy may decide to verify the validity of the document (diploma or recognition decision) attesting a qualification and/or the accreditation status of the institution issuing the qualification with the ENIC/NARIC office in Malta<sup>5</sup>.
- 2. Curriculum vitae.**  
Applicants should submit their curriculum vitae, in English and preferably in Europass format, and clearly indicate any professional experience in the field of asylum and/or reception or any other relevant experience.
- 3. Proof of identity** (copy of Passport or national ID card, that includes a photo).

<sup>3</sup> Accredited by a competent national accreditation authority, listed in the European Quality Assurance Register.

<sup>4</sup> [ENIC-NARIC - gateway to recognition of qualifications](#)

<sup>5</sup> [Academic Qualifications - Malta Further & Higher Education Authority](#)

#### 4. Proficiency in the language in which the study programme is delivered.

Applicants must be able to follow the study programme in English and provide proof of Common European Framework of Reference for Languages level B2 proficiency in the language of instruction. If there are any queries as to whether or not the proof to be provided is sufficient, the TNCP or applicant should contact [registrar@euaa.europa.eu](mailto:registrar@euaa.europa.eu) before the enrolment deadline.

#### 5. Nomination letter signed by the responsible TNCP (Template in Annex II).

Applicants must have the endorsement of the responsible TNCP. This is confirmed by a letter of nomination signed and endorsed by a responsible person committing to support applicants in their participation in the EUAA's study programme. The nomination letter should outline how the candidate meets the admission requirements, as well as the advantageous criteria.

Applicants who demonstrate that they meet the admission criteria outlined above will be considered for admission.

### 4. Steps and procedures

The call for nominations is published by the Academy at least three months before the process deadline. It includes the admission requirements, the documents and type of evidence to be submitted with the application, the number of study places, the selection criteria (including advantageous criteria), the indicative timetable of the admission procedure, the deadlines for submission, and the expected start date of the programme. Other relevant information, such as, a tentative academic schedule for the first year of study will be uploaded on the EUAA website/LMS.

Prospective students are required to fill-in the attached Application Form (Annex I), and send it to their TNCP<sup>6</sup>, along with the supporting documents listed above and a Personal Statement. The latter can be submitted in free format and should cover the following points: applicant's motivation to enrol in the European Masters, expected added value to the national service, how they meet the mandatory and advantageous criteria, etc.

Once the internal review has been carried out, the TNCPs should communicate to the EUAA the candidate/s selected by the national authority within the EUAA established deadline and addressed to [registrar@euaa.europa.eu](mailto:registrar@euaa.europa.eu). Any applications submitted after the deadline will not be processed and reviewed by the EUAA Academy. Furthermore, the TNCPs should submit a nomination letter (Annex II) on behalf of the nominating authority, along with the relevant documents provided by the selected candidates.

**Note: Each EU+ country will be able to nominate one candidate from the asylum national authority and one from the reception national administration. However, a maximum of one student per country will eventually be selected by the EUAA.**

---

<sup>6</sup> If prospective candidates are unsure about the contact details of their respective TNCP, they are encouraged to contact [training@euaa.europa.eu](mailto:training@euaa.europa.eu)

The EUAA Academy also reserves the right to nominate EUAA staff to the programme.

The body responsible for evaluating all applications shall be the Admissions Committee appointed by the Head of the Training and Professional Development Centre. A paper-based assessment of applications, including a review of supporting documentation, is carried out to verify that applicants meet the admission requirements published in the call for applications and may therefore be considered for admission. The Admissions Committee may decide to invite certain candidates for an interview when clarifications on submitted information are required. Interviews might be organized also in cases where the Admission Committee has to decide between borderline cases (e.g.: applicants scoring equally from the paper-based review).

The process is concluded with the final individual enrolment decision, which is made by the EUAA, based on the evaluation of the submitted applications (and the remote interview, when applicable).

Once the selection phase is completed, an acceptance letter is sent to the TNCPs, and the candidate is requested to accept the offer in writing. TNCPs are also informed of applicants being on the reserve list (to be used only in case of dropouts) and if a candidate has been refused, they are provided with written justification. Rejection of the application does not preclude the possibility for the applicant to re-apply for enrolment in a future cohort.

#### **There is no appeal procedure.**

Once the candidates are officially notified of their acceptance to the European Masters programme, they may apply for the **recognition of prior learning** (RPL) for up to 50 % of the programme modules or 50% of the award (PG Cert, PG Dip), they have been accepted into. It is to be noted that this percentage includes transfer of ECTS obtained from other training/academic institutions. In all circumstances, however, an exit award cannot be fully obtained exclusively via RPL. Furthermore, RPL cannot replace the capstone project, nor any activity of module preparing for it. Support and guidance regarding the RPL process will be provided to the student upon request by contacting [registrar@euaa.europa.eu](mailto:registrar@euaa.europa.eu). If recognition is granted, this information will be entered into the Academy's student personal records.

Successful applicants are enrolled to the Academy and provided with an EUAA Academy email address, a unique identifier and access to the LMS and other resources. The selected applicants should inform the EUAA Academy of any accommodations required for any accessibility and special needs issues, including for assessments and for travel.

## **5. Data protection and privacy**

The EUAA Academy will treat with sensitivity and confidentiality and information shared during the admissions process, except where disclosure is required by law, and to abide by all relevant EUAA data protection notices.

In accordance with article 5 of the Further and Higher Education Act (CAP 607 Laws of Malta) and without prejudice to the data protection provisions established by virtue of Regulation (EU) 2016/679 (the General Data Protection Regulation (GDPR), the EUAA Academy shall grant access to the Malta



Further and Higher Education Authority (MFHEA) and to the Malta National Statistics Office (NSO) to the required information collected through the admissions process.

## 6. Student Agreement

Before the start of the programme, students are required to complete and sign an online **student agreement**, defining the rights and responsibilities of enrolled students. This agreement will also be counter-signed by nominating authority and the EUAA Academy. This document ensures that the nominating authority is aware of the student's commitments in following the programme.



## Annex I – Application form

# APPLICATION FORM

*(To be completed by applicants and sent to TNCPs for nomination)*

<b>Contact Information</b>	
<b>Email</b>	
<b>Phone</b>	

<b>Personal Information</b>			
<b>Name and surname</b>			
<b>Gender</b>		<b>Date of Birth</b>	

<b>Profession</b>	
<b>Current position</b>	
<b>Employer (national administration)</b>	
<b>Country</b>	
<b>Date of employment</b>	

<b>Full qualification at EQF level 6 (or highest qualification)</b>	
<b>Name of qualification (in English)</b>	
<b>Title conferred (in original language)</b>	
<b>Level of qualification (EQF)<sup>3</sup></b>	
<b>Main field(s) of study</b>	

Name of awarding institution

### **Declaration of honour**

I confirm:

### **Mandatory criteria**

I have a full qualification at EQF level 6, and I have worked as an asylum or reception professional in a Member State national asylum or reception authority for at least 3 years in an area relevant to the profile of the respective master's programme.

**OR**

I have a full qualification at EQF level 7, and I have worked as an asylum or reception professional in a Member State national asylum or reception authority for at least 2 years in an area relevant to the profile of the respective master's programme.

**AND**

I have detailed knowledge of national and EU Law, policy and procedures, jurisprudence and case law related to asylum in the context of national EU and international legal frameworks.

### **Advantageous criteria**

I have proven ability in leadership and organisational skills.  
 I have a qualification related to the area of study of the European Masters.  
 I have detailed knowledge and ability to use a broad range of asylum-related databases

### **List of attachments (check appropriate boxes):**

Copy of your national ID or passport  
 Personal statement (maximum length: 1200 words), describing

- Your personal motivation
- How you meet the mandatory and/or the advantageous criteria
- How the programme would enable you to bring added value to the authority



- Curriculum Vitae in English, in Europass format (template available here: <https://europass.europa.eu/en/create-europass-cv>)
- Copy of the Diploma(s) (at least Bachelor's degree or equivalent)
- Copy of the Diploma Supplement (if available).<sup>4</sup> Translation in English will be requested to candidates whose nomination has been validated by the TNCPs.
- Proficiency in English (B2), according to the Common European Framework of Reference for Language Skills (CEFR)<sup>5</sup>. Proof of proficiency will be requested to candidates whose nomination has been validated by the TNCPs.



## Annex II - Nomination letter

### Nomination Letter

*(The nomination letter should be written by the TNCP after consultation with the candidate's line manager/HR function and be endorsed by the candidate's line manager and/or the MB representative.)*

I, the undersigned \_\_\_\_\_ nominate \_\_\_\_\_ for participation in the EUAA Academy's European Masters in Asylum and Migration Management.

TNCP Contact Information	
Name and surname	
Email	
Phone	

- Please confirm that the candidate you are nominating meets the following mandatory criteria:

<input type="checkbox"/>	Has worked as an asylum or reception professional in a Member State national asylum or reception authority for at least 3 years in an area relevant to the profile of the respective master's programme.  In the case of applicants with a full qualification at EQF level 7, 2 years of relevant experience is accepted.
<input type="checkbox"/>	Has detailed knowledge of national and EU Law, policy and procedures, jurisprudence and case law related to asylum in the context of national EU and international legal frameworks.
<input type="checkbox"/>	Is currently employed in the national administration's asylum or reception service.

- Please confirm if the candidate you are nominating meets the following criteria (these criteria are advantageous, and it will not be considered eliminatory if they do not meet the criteria).

<input type="checkbox"/>	Experience in a supervisory role (e.g. team leader). Proven ability to coordinate/supervise and motivate others to achieve organisational goals.
<input type="checkbox"/>	Detailed knowledge of and ability to use a broad range of asylum-related databases.

- Please provide **a statement** explaining how the candidate's inclusion in the master's programme would bring added value to the national asylum/reception authority.

**By endorsing the application, the nominating authority declares that they are aware of the student's potential workload for the duration of their studies.**

Please be advised that the **time commitment** needed for part-time study (calculated at 4 hours of study per day) is the following:

- Full Master's Programme requires a commitment of a period of 3 Academic years.
- For each exit awards (PG Cert., PG Dip.) the approximate time commitment is 750 hours over 9.5 months.

It should be noted that students will be required to attend a certain number of lectures, conferences and workshops in Malta or elsewhere – approximately 2 weeks per 30 ECTS. Students will also need to be available for synchronous online learning and contact hours as well as online group work activities. For more information about the dates and academic schedule, please refer to the indicative timeline on the EUAA website.

**Signed by the TNCP:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Endorsed by line manager:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_