



MARIHE

Guideline for

Applicants

V.1

Valid for student intake in September 2027

HOW TO APPLY TO MARIHE PROGRAMME:

1. Start by carefully reading this guideline!
2. Review our [Process and Timeline](#) to understand important dates and the application journey.
3. Ensure you meet all [Admission Requirements](#).
4. Prepare the necessary [Application Documents](#) and submit them via our [online application portal](#) before the application deadline.
5. Take note of our [Assessment Criteria](#) to learn how your application is evaluated.
6. Visit our [FAQ](#) section for helpful guidance.



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Part 1: Application Requirements

1. About MARIHE

MARIHE – Master in Research and Innovation in Higher Education – programme is an [Erasmus Mundus Joint Master \(EMJM\)](#) supported by the [Erasmus+ Programme](#) of the European Union. The programme has a duration of four semesters (two years). The language of instruction is English.

MARIHE is jointly conducted by: University for Continuing Education Krems (UWK)/Austria (coordinator), Tampere University (TAU)/Finland, Osnabrück University of Applied Sciences (UASO)/Germany, Eötvös Loránd University (ELTE)/Hungary, University of Aveiro (UA)/Portugal, Beijing Normal University (BNU)/China, and Thapar Institute of Engineering and Technology (deemed to be University) (TIET)/India.

>> Find more information on our MARIHE website: www.marihe.eu <<

2. Costs and Funding

There are **two different options of participation** in MARIHE programme:

1. As Tuition Fee scholarship holder.
2. As Erasmus Mundus scholarship holder.

Tuition Fee Scholarship

- ✓ Participation costs/tuition fees are covered
- ✓ Includes a worldwide health and accident insurance
- ✓ Erasmus+ Student Mobility funding might be available
- Additional scholarship option for students from deprived backgrounds and/or first-in-family students (awarded by the consortium; for two selected students per intake)

Erasmus Mundus Scholarship

- ✓ Participation costs/tuition fees are covered
- ✓ EUR 1,400 monthly allowance as a contribution to travel, visa, installation, and subsistence costs
- ✓ Includes a worldwide health and accident insurance

The **Tuition Fee scholarship** is offered for all selected students. This means that the **participation costs** ("tuition fee") for the whole study period of four semesters – amounting to **EUR 18 000** – are **waived**.



For a detailed description of what is included (and of the estimated living expenses during the programme), please refer to [Costs – MARIHE](#).

In addition, a limited number of **Erasmus Mundus scholarships** and **further funding** is available. Find out more under [Funding – MARIHE](#).

This means:

1. The participation costs are covered for *all* students of MARIHE (intake 2027):

- For students without an Erasmus Mundus scholarship, the participation costs are waived by the consortium ("Tuition Fee scholarship").
- For holders of an Erasmus Mundus scholarship, the participation costs are covered by the Erasmus Mundus scholarship.

2. Applicants can apply for Erasmus+ scholarships for participating in an Erasmus Mundus Joint Master programme (EMJM). To find out more about the eligibility and the amount of funding through Erasmus Mundus, please note [Funding – MARIHE](#), section on Erasmus Mundus Scholarship.

3. If the application for an Erasmus Mundus scholarship is not successful, applicants can in addition apply for the participation as Tuition Fee scholarship holder (i.e. *without* an Erasmus Mundus scholarship): The additional application as Tuition Fee scholarship holder does not influence the chances of your Erasmus Mundus scholarship application in any way – but it might increase your chances of participating in the programme in intake 2027. We strongly recommend using this option, since MARIHE is a highly selective programme especially for Erasmus Mundus scholarship applicants (due to the limited number).

The application as an Erasmus Mundus *and* Tuition Fee scholarship holder at the same time means that

- **in case your application as an Erasmus Mundus (EM) scholarship holder is not successful** (i.e. you are not placed on the EM scholarship main or reserve list), you may still participate without an Erasmus Mundus scholarship (as Tuition Fee scholarship holder, if selected for participation).
- **in case you are placed on the EM scholarship reserve list**, your EM scholarship application remains valid, and you still might be promoted to the EM scholarship main list in case of a drop-out. If the promotion does not happen, you can participate without the Erasmus Mundus scholarship (as Tuition Fee scholarship holder, if selected for participation).



Please choose your participation option on the **MARIHE Application Form (application document no. 1)**:

➤ Option 1: *With* an Erasmus Mundus scholarship (only):

I wish to apply as: (cf. Guideline for Applicants)	Erasmus Mundus Scholarship Holder
If my application for an Erasmus Mundus Scholarship is not successful, I also wish to participate as Tuition Fee Scholarship Holder: N.B.: Your (additional) application as a Tuition Fee Scholarship Holder does in no way influence your application as an Erasmus Mundus Scholarship Holder. Cf. Guideline for Applicants.	No

➤ Option 2: *Without* an Erasmus Mundus scholarship:

I wish to apply as: (cf. Guideline for Applicants)	Tuition Fee Scholarship Holder
If my application for an Erasmus Mundus Scholarship is not successful, I also wish to participate as Tuition Fee Scholarship Holder: N.B.: Your (additional) application as a Tuition Fee Scholarship Holder does in no way influence your application as an Erasmus Mundus Scholarship Holder. Cf. Guideline for Applicants.	Choose one option.

➤ Option 3: *With and without* an Erasmus Mundus scholarship:

I wish to apply as: (cf. Guideline for Applicants)	Erasmus Mundus Scholarship Holder
If my application for an Erasmus Mundus Scholarship is not successful, I also wish to participate as Tuition Fee Scholarship Holder: N.B.: Your (additional) application as a Tuition Fee Scholarship Holder does in no way influence your application as an Erasmus Mundus Scholarship Holder. Cf. Guideline for Applicants.	Yes v

4. All students (with and without an Erasmus Mundus scholarship) receive an insurance meeting the minimum requirement for the health and accident insurance coverage of EMJM students. The insurance also complies with the Special Clause for Austrian visa requirements. Cf. [Funding – MARIHE](#) section on Health & Accident Insurance.

5. Please note the minimum mobility requirements of participating in an EMJM:

An EMJM must include compulsory physical mobility for all enrolled students (EMJM scholarship-holders or not) consisting of a minimum of two study periods in two countries, of which at least one must be an EU Member State, or third country associated to the Erasmus+ programme. These two countries must be different from



the country of residence of the student at enrolment stage. Each of the two mandatory study periods must correspond to a workload of at least one academic semester (30 ECTS). **For MARIHE, this means:** Applicants with their country of residence in Austria or Finland cannot choose the specialization in Austria (at University for Continuing Education Krems) and Finland (at Tampere University).

3. Admission Requirements

3.1 The Three Admission Requirements

To apply to the MARIHE programme, applicants have to show that they fulfil the following three admission requirements:

- Applicants must hold a conferred **first university degree** with a minimum duration of **three years of studies** (full time), corresponding to **180 ECTS** (e.g. a bachelor's degree). We do not require this university degree to be in a certain field or subject.
If ECTS is not used in the country where your first degree was awarded, you need the official proof (certificate) of a successfully completed 3-year period of study at higher education level to be considered as equivalent qualification to a bachelor's degree.
Please note: A cumulative recognition (e.g. 2-year Bachelor + 2-year Master) or the recognition of work experience is not possible! For admission/enrolment purposes, only the *first* university degree is considered.
- Applicants shall show a **strong motivation and interest** to learn and work in the field of development and management of research and innovation in higher education. Important to us are your specific motives for choosing the MARIHE programme, with regard to your previous education, working experience (if applicable) and future career plans.
- Applicants shall have **sufficient knowledge of English for academic purposes**. This has to be proven by an **English language test certificate** accepted by MARIHE programme. Applicants can ask to be granted a late submission of the test scores. Exemption from the test requirement might be possible.

3.2 English Language Test Certificates accepted by MARIHE Programme

MARIHE programme accepts the following five English language test certificates as proof of proficiency in English:

- 1) **TOEFL iBT** ([Test of English as a Foreign Language](#), internet based test) with a minimum score of 92 (out of 120); Note: scores from TOEFL ITP



(institutional testing programme) and TOEFL PBT (paper based test) are not accepted.

- 2) **IELTS Academic** ([International English Language Testing System](#)) with a minimum overall score of 6.5 (out of 9) and no individual score below 5.5.
- 3) **PTE Academic** ([Pearson's Test of Academic English](#)) with a minimum score of 62 (out of 90).
- 4) **Cambridge C1 Advanced** (formerly known as CAE) with a minimum result of grade C.
- 5) **Cambridge C2 Proficiency** (formerly known as CPE) with a minimum result of level C1.

All editions of the above-mentioned tests (test centre, paper edition, home/online edition) are accepted. Please ensure to **book a language test well in advance**. There might not be many test dates available, or they may get fully booked early.

If applicants do not provide an English test certificate in time, their application will be rejected due to formal reasons and will not be considered for student selection.

If you receive your English test certificate after the application deadline, you can ask to be granted a **late submission** (see below).

3.3 Expiry and Verification of English Test Results

An English language test certificate you have already taken in the past **may have expired** (usually after two years). We kindly advise you to check on your certificate. All submitted English test certificates **will be verified** by checking with the test providing organisations. This verification will be done by MARIHE Secretariat (*not* the applicant) after the application deadline during the formal eligibility check. If an English language test certificate has expired before, we may not be able to verify it, and the application may be rejected due to formal reasons.

If you hold an English test certificate with an expiry date close to the application deadline, you may contact MARIHE Secretariat a few weeks before the expiry date and ask to have your scores verified before the application deadline. You will be informed on the outcome of the verification by e-mail. For your application, please include this e-mail communication together with your English test certificate as application document No. 7.

3.4 Exemption from English Language Test Requirement

An exemption from submitting a language test certificate is only possible based on studies specified and listed below. **If you are applying without a valid language test result, carefully review the exemption criteria below**. Only studies that meet the stated criteria will be accepted.



Applicants can *only* be exempted from providing an English test certificate, if they have successfully completed one (or more) of the following:

- A **bachelor's degree** or a **master's degree** or a **doctoral degree** completed in English in one (or more) of the following countries:
Any EU/EEA country, Australia, Antigua and Barbuda, Bahamas, Barbados, Belize, Botswana, Cameroon, Canada, Dominica, Eritrea, Eswatini, Ethiopia, Gambia, Ghana, Grenada, Guyana, Hong Kong, India, Jamaica, Kenya, Lesotho, Liberia, Malawi, Namibia, New Zealand, Nigeria, Philippines, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sierra Leone, Singapore, South Africa, Switzerland, Tanzania, Trinidad and Tobago, Uganda, UK, USA, Zambia, Zimbabwe.
- **Upper secondary education** completed in English in a school in any EU/EEA country, Australia, Canada, New Zealand, Switzerland, the UK, or the USA. (N.B.: A student exchange year/semester is no case for exemption.)

The language of instruction must be exclusively English.

Exemption can only be granted, if the higher education institution awarding the degree was **located in one of the countries listed above**. Studies completed entirely on a satellite campus, that is not located in one of the mentioned countries, are not eligible for the exemption.

To be granted the exemption, applicants have to submit an **adequate diploma** as application document no. 7. **The language of instruction for your degree must be stated** on your degree certificate, the official transcript of records, or diploma supplement, issued by the awarding institution.

Please note: Sufficient knowledge of English for academic purposes is vital for student success in MARIHE. The requirements explained here follow the different institutional and national regulations of the consortium partners. **Therefore, all applicants must provide an accepted proof of proficiency in the English language: either one of the accepted test certificates or an adequate diploma of previous studies qualifying as exemption, according to our requirements.** Applicants who do not submit an appropriate proof will not be considered for student selection (and will be rejected due to formal reasons).

3.5 Work Experience

Work experience is **not** an admission requirement. However, work experience can be a strong advantage for an application, especially if it has been acquired working for (higher) education institutions.



To have work experience acknowledged, applicants should clearly state it in their CV (employer, duration, function, tasks, and responsibilities) and may attach a confirmation of their employer to the CV. Furthermore, recommendation letters to be submitted as application document No. 8 can be from a supervisor at work.

Part 2: Technical Process

4. Application Period and Process

**MARIHE only accepts electronic applications submitted through our
MARIHE application database (Evalato):**
[MARIHE Intake 2027](#)

4.1 Application Period

For exact deadlines, as well as for more information on the 2-round application process and timeline, the required documents and templates, the review (assessment criteria), student selection and admission process, please refer to [How to Apply – MARIHE](#).

Please note: There is only *one* application period for the participation in MARIHE in intake 2027 as Tuition Fee scholarship holder *and* as Erasmus Mundus scholarship holder. To increase your chances of participation, you might apply as both Erasmus Mundus and Tuition Fee scholarship holder (see chapter 2).

Please respect all deadlines. A (re-)submission of documents after the application deadline is generally not possible. Due to the principle of equal treatment, we cannot make any exceptions nor consider personal circumstances.

4.2 Electronic Application Process

Start with the first round of the application process as explained on [Process and Timeline – MARIHE](#). Prepare the necessary [Application Documents](#) and submit them via our [online application portal](#) (Evalato) before the application deadline.



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1) Register for the 1st application round of intake 2027 in the MARIHE Application Portal:

Go to [MARIHE Intake 2027](#) and follow “**Start the application**”:

Registration

[Already registered? Log in](#)

Select scholarship program* ▾

Intake 2027: 1st application round

First name*

Last name*

Email*

Your data is encrypted with the latest SSL security protocols.

REGISTER

Awards Management Software by evalato

Please be accurate when entering your data, e.g. make sure that you enter your first and last name with correct spelling and as written in your passport. **The information you enter in the portal has to match the information you enter in the MARIHE Application Form (application document no. 1).**

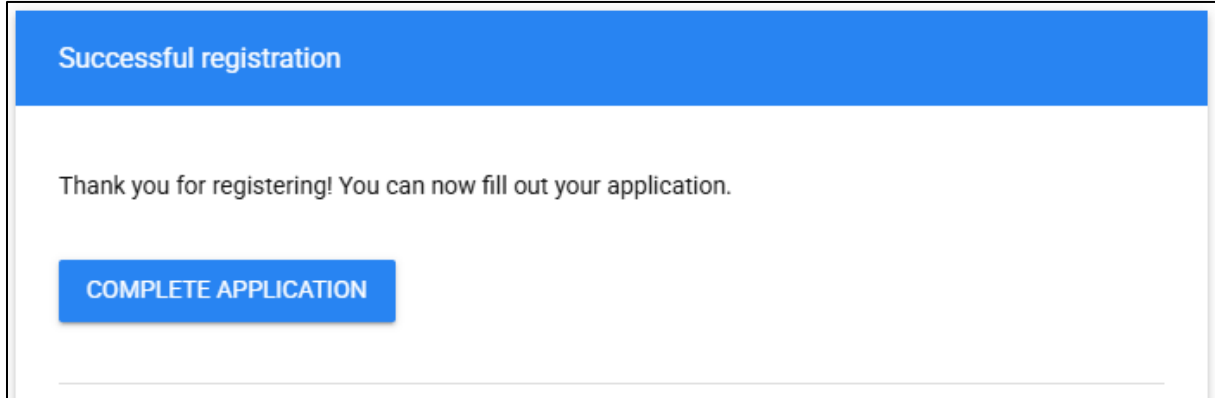
You will receive an automatic e-mail confirming your successful registration. If not, please check your Spam folder.



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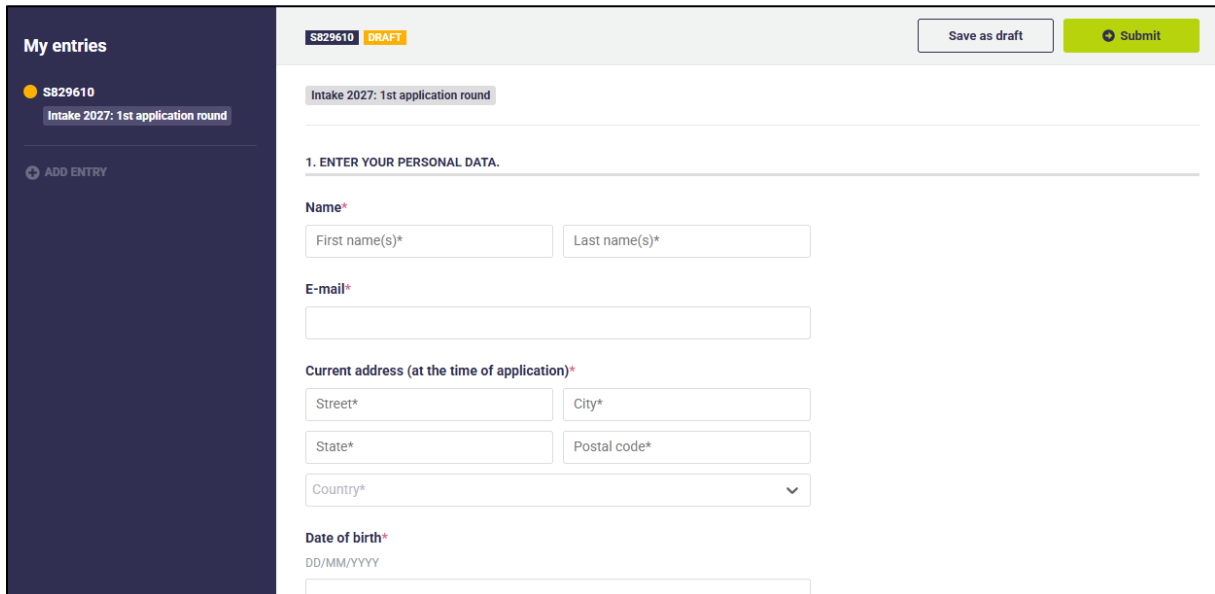


2) Complete your application:



After your successful registration, click on the blue “COMPLETE APPLICATION” button. You will then land on the submission page.

3) Enter your data and upload your documents:



In the submission portal, you have to complete three steps:

1. Enter your personal data:

Please be accurate when entering your personal information. You are also required to enter information regarding the admission requirements (first university degree, proof of sufficiency in the English language). Make sure that the information you enter in the portal matches the information in the MARIHE Application Form (application document no. 1)!



2. Choose your preferred specializations:

Please enter your first fits for the specialization in Asia and in Europe (both in the 3rd semester), as well as for the master's thesis (4th semester).

In the first part of the 3rd semester, students choose one specialization in Asia:

- Specialization at BNU (China): Educational Planning
- Specialization at TIET (India): Social and Commercial Entrepreneurship and Sustainability

In the second part of the 3rd semester, students choose one specialization in Europe:

- Specialization at TAU (Finland): Research Management and Digital Transformation
- Specialization at UASO (Germany): Leadership and Management
- Specialization at UWK (Austria): Institutional Research
- Specialization at ELTE (Hungary): Learning and Teaching
- Specialization at UA (Portugal): Policy Analysis

In the 4th semester, students are writing their master's thesis which is possible either at the host of the allocated specialization in Asia or at the host of the allocated specialization in Europe.

Applicants are asked to name one specialization each which they think fits them best ("1st fit"). For a detailed description of the specializations, please refer to [Mobility, Specializations & Degrees – MARIHE](#). Please note the compulsory physical mobility for all enrolled students.

3. Upload your application documents:

This is mandatory for all applicants. An eligible (complete) application in the first application round consists of exactly nine application documents, see information below and on [Application Documents – MARIHE](#).

After you uploaded a file, a **"Name" field** will appear (e.g. application document 1):



1) MARIHE Application Form*

Refer to the Guideline for Applicants, chapter 5.2

Use the template and name the file:

01_appform_lastname_firstname_2026.pdf

Name

01_appform_einstein_alberta_2026.pdf



✓ 01_appform_einstein_alberta_2026.pdf (0.2MB) 100%

Upload files

Please leave this field empty; the name is then generated from the naming of the uploaded file itself. Please be accurate in naming the uploaded file as instructed.

After saving your application **as draft**, the uploads should be displayed like this (e.g. application document 1):

1) MARIHE Application Form

01_appform_einstein_alberta_2026.pdf

Please note: By saving your application as draft (by clicking on the “**Save as draft**” button on the top right of the webpage), you will be able to **edit** it (make changes).

My entries	S829610 DRAFT	Save as draft	Submit
------------	---------------	---------------	--------

My entries	S829610 DRAFT	Cancel	Edit
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4) After completing these three steps, submit your application for the 1st application round.

By clicking on the green “**Submit**” button (on the top right of the webpage), your application will be submitted for the formal eligibility check and, if eligible, the 1st review round – cf. [Process and Timeline – MARIHE](#), section on What to Expect After Submission. **Changes are no longer possible.**

My entries	S829610 DRAFT	Save as draft	Submit
------------	---------------	---------------	--------

You will receive an e-mail confirming your successful submission. If not, please check your Spam folder, or whether your application is still a draft (and thus not submitted).

All eligible candidates will be notified about the result of the first application round (shortlisted for round 2 / rejected).



5) For shortlisted candidates only: Upload and submit the application document for the second application round.

Shortlisted candidates (i.e. candidates who made it to the 2nd application round) will be instructed to upload a video (see information below) in the application portal.

5. Required Application Documents

5.1 Technical Specifications for Application Documents

- Download all **templates** and accompanying information directly on [Application Documents – MARIHE](#)
- We advise you to **pay great attention to the (formal) requirements**, otherwise your application will not be eligible.
- There is a **2-round application process**:
 1. An eligible (complete) application in the first round consists of **exactly 9 application documents** (application documents no. 1 – 9, see below). These documents have to be uploaded by all applicants.
 2. After the first review, shortlisted applicants are asked to submit **one more application document** (application document no. 10). This document has to be uploaded **by shortlisted candidates only, usually within 10 days of notice**. This means, selected (shortlisted) candidates will be explicitly asked to upload application document no. 10.
Applications that are not shortlisted will receive a rejection message.
- All application documents should be prepared in the **English language**, or, if they are originals in other languages, should be translated into English according to our translation requirements specified below.
- Submit **each application document as a single PDF file**. This means, for each application document, you must upload only one PDF file. If a document has several pages (e.g. scanned copies) they have to be merged into one PDF document.
- The maximum file size per file/application document is **10 MB**.



➤ Please **name the files** of your application documents as follows:

No.	Type of application document	File name
1st application round – mandatory for all applicants		
1	MARIHE Application Form	01_appform_lastname_firstname_2026.pdf *
2	Passport/National ID	02_ID_lastname_firstname_2026.pdf
3	Curriculum Vitae (CV)	03_CV_lastname_firstname_2026.pdf
4	Letter of Motivation (LoM)	04_LoM_lastname_firstname_2026.pdf
5	Final university degree certificate(s) OR Statement on expected first university degree	05_degree_lastname_firstname_2026.pdf
6	Transcript(s) of Records	06_transcript_lastname_firstname_2026.pdf
7	English test certificate OR Proof of valid exemption OR Statement on late submission of English test scores	07_englishproof_lastname_firstname_2026.pdf
8	<u>Two</u> Letters of Recommendation	08a_recommendation_lastname_firstname_2026.pdf; 08b_recommendation_lastname_firstname_2026.pdf
9	Essay	09_essay_lastname_firstname_2026.pdf
2nd application round – mandatory for shortlisted applicants only		
10	Video, MP4 preferred	10_video_lastname_firstname_2026.xxx **

*) "lastname_firstname" is a placeholder: Please enter your actual last (family) name(s) and your first name(s). Example for no. 1: file name is *01_appform_einstein_alberta_2026.pdf*

**) ".xxx" is a placeholder: Please enter the ending of the file type. Example for no. 10: file name is *10_video_einstein_alberta_2026.mp4*

5.2 The nine Application Documents of the 1st Application Round

All applicants are asked to submit the following mandatory documents:

No. 1) MARIHE Application Form

Download the Word template, fill it in duly and **submit it dated and signed by hand** as PDF. Make sure that the information you enter into the form matches the one you enter into the online application portal. Follow the instructions on the template.

No. 2) Scanned copy of passport / national ID card

This should be a scanned copy of a valid **official identification document (either a passport or a national identification card issued by the authorities of a country)**, including a photograph and personal data like first name and surname, and date and place of birth. This data should be described in English (like in passports). We do



not accept scanned copies of e.g. a driving license or an employee ID (no matter if the holder of the ID works for a public institution).

If the data on the official identification document is not described in English language, or if the document does not use the Latin alphabet at all, an officially certified translation into English has to be provided as well (see information on translations of documents below).

N.B.: The identification document will only be considered during the formal eligibility check, but not during the first round of the review process, to minimize unconscious biases.

No. 3) Europass Curriculum Vitae (CV)

Download the instructions for an English Europass CV, create your Europass CV accordingly and upload it as a PDF file. Please only use the English template.

Important: To minimize unconscious biases during the first round of the review process, **please do NOT include a personal photograph (portrait) in your CV!**

No. 4) Letter of Motivation (LoM)

Download the Word template with the instructions and upload your finished LoM as a PDF file in the portal. Don't forget to fill in the **AI declaration** on the template and sign it by hand. **Do not make any changes** to the template or the formatting of the template (e.g. line spacing, font size or style) except of adding your personal details, date and signature by hand, AI declaration and the text as instructed.

No. 5) University diplomas/degree certificates from prior university studies

A university diploma/degree certificate is an official document issued by a university which confirms that **a university degree has been conferred/awarded** to a graduate. If the original of this document is not in English, please provide the original plus a translation (cf. information on translation of documents below). This application document No. 5:

- must include at least the diploma/degree certificate from a university degree of **at least three years in duration/180 ECTS** (in most cases a Bachelor), in order to meet the admission requirements. This diploma/degree certificate should be **placed first in the file** (if you hold more than one degree). **AND (if applicable)**
- must include diplomas/degree certificates from all other prior university studies (this applies to applicants that hold more than one degree).

For admission purposes, only the first degree will be considered. Nevertheless, please also upload all other prior or ongoing degrees and state them in the application form (if applicable). This way reviewers can acknowledge all of them during the review process.

If your name has changed since graduation (e.g. due to marriage) and, as a result, your university degree documents and your passport display different names, please



provide a document (together with your CV/application document no. 3) as explanation for the change of name (e.g. a marriage certificate). If this document is not in English language, please provide the original plus a translation (cf. information on translation of documents below).

Instructions for applicants who will obtain their first degree after the application deadline (late submission):

If you receive your final university diploma (of your first university degree) after the application deadline, you may submit it to MARIHE secretariat **until 11 December 2026**.

Please fill in the "*Statement on expected first university degree*" (cf. [Application Documents – MARIHE](#), Section on Late Submission). Submit the signed statement as application document No. 5 until the regular application deadline, together with your other application documents. The address for sending a scanned copy of the university diploma after the application period has ended, but latest until 11 December 2026, is: marihe@donau-uni.ac.at

Important: Providing us with your conferred first university degree after 11 December 2026 is too late for the current application period (student intake 2027). Provisional certificates, letters of progress or similar documents cannot be accepted due to admission reasons (in case of selection).

No. 6) Transcripts of Records from all prior university studies

If the original is not in English, please provide the original plus a translation (cf. information on translation of documents below). This application document:

- must include at least a transcript from a university degree demonstrating **at least three years in duration/180 ECTS** (in most cases a Bachelor), in order to meet the admission requirements. This transcript should be **placed first in the file** (if there is more than one transcript).
AND (if applicable)
- must include transcripts from all other prior university studies, including ongoing or unfinished studies (this applies e.g. to applicants that hold more than one degree, or that are still studying for a second degree at the time of application).

No. 7) Proof of proficiency in English language

For the accepted ways to prove your proficiency in English, please see the chapter on *Admission Requirements* in this guideline and [Admission Requirements – MARIHE](#). **The result of your English test (certificate) has to be uploaded as a scanned copy (PDF)**. N.B.: The English test certificate might contain a personal photograph of the applicant and will, thus, only be considered during the formal eligibility check, but not during the first round of the review process, to minimize unconscious biases.

If you meet one of the criteria for being exempted from submitting an English language test certificate, please upload as application document No. 7 the respective document (adequate diploma of previous studies as described).



Instructions for applicants who are unable to present the English language test certificate until the application deadline (late submission):

If you receive your test scores after the application deadline, you may submit it to MARIHE secretariat **until 11 December 2026**.

Please fill in the *"Statement on late submission of English test scores"* (cf. [Application Documents – MARIHE](#), Section on Late Submission). Submit the signed statement as application document No. 7 until the regular application deadline, together with your other application documents. The address for sending a scanned copy of the test certificate after the application period has ended, but latest until 11 December 2026, is: marihe@donau-uni.ac.at

Important: Providing us with your test certificate after 11 December 2026 is too late for the current application period (student intake 2027). All other test certificates (e.g. Duolingo, WAEC), or letters issued by a university stating the proficiency, or similar documents, cannot be accepted.

No. 8) Two Letters of Recommendation

Download the information sheet to give to the referees and note the **formal requirements**. Please submit **exactly two letters** of recommendation (LoR). If you have more, please select only two.

If you choose referees that are academics, they should be university lecturers that know you from university classes. It is also possible to hand in letters from employers/supervisors at work. However, we recommend that you hand in at least one letter of recommendation from a university professor/lecturer that knows you from university classes.

In the application portal, there will be **TWO mandatory fields** for application document no. 8:

- 1) **one mandatory field for your first LoR** (name the file: *08a_recommendation_lastname_firstname_2026.pdf*), and
- 2) **one mandatory field for your second LoR** (name the file: *08b_recommendation_lastname_firstname_2026.pdf*).

This means: **For application document no. 8, you will have to upload TWO files.**

The letters of recommendation should be submitted as scanned copies of the original signed letters. They have to include the date and the contact details of the referee, and (if possible) should be on headed paper of the institution and/or bear a stamp of the institution.

At any case, the letters must be signed by hand OR with a digital e-signature. Letters in which the signature is electronically inserted as an image are not accepted – see the specifications and examples below.



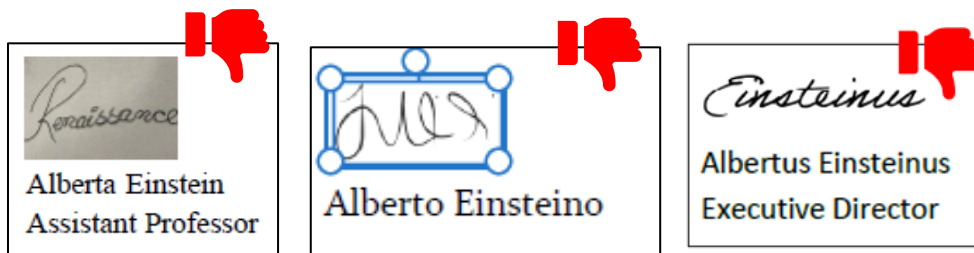
It is not possible that the referees send the letters directly to MARIHE Secretariat, as the applicant is required to include the LoR into his/her/their electronic application.

Important Remark on Electronic Signatures:

We cannot accept the recommendation letter if the signature is embedded as a graphic element or image file within an electronic document. In such cases, the application will have to be rejected due to formal reasons. We must **enforce this requirement strictly** in order to prevent fraud. Therefore, **all signatures will be carefully reviewed for authenticity** during the formal eligibility check.

Thus, the referee is asked to sign the original paper letter by hand. Digital e-signatures on electronic letters are accepted, if an **established advanced or qualified e-signature tool** is used (e.g. Adobe Acrobat Sign, DocuSign, Dropbox Sign).

>> Here are some **examples** of signatures that are **not acceptable**:



Those signatures are clearly image files that are inserted. Typed signatures are also not acceptable.

No. 9) Essay

Download the Word template with instructions regarding the topic and the length and upload your finished essay as a PDF file in the portal. Don't forget to fill in the **AI declaration** on the template and sign it by hand. Do not make any changes to the template or the formatting of the template (e.g. line spacing, font size or style) except of adding your personal details, date and signature by hand, AI declaration and the text as instructed.

5.3 The one Application Document of the 2nd Application Round

Shortlisted applicants are asked to submit the following additional document, **usually within 10 days of notice**:

No. 10) Video

Please produce a **short video** with a maximum duration of **two minutes**. It should be preferably in **MP4** format. In the video you should talk about the following:



- a) introduce yourself, especially mention your full name, educational background and your work experience (if applicable)
- b) explain your motivation (why you want to participate in MARIHE)
- c) answer the following question: Imagine you are the reviewer assessing your own application – why would you select the applicant (yourself)? Please highlight maximum three aspects.

We do not expect you to produce a professional high-quality video. A video made with a mobile phone or laptop camera (webcam) is fully sufficient as long as you are well visible and audible. Subtitles, animations etc. are not required either (although not forbidden). In any case, please note that the files size limit of **10 MB** cannot be extended.

5.4 Use of Artificial Intelligence (AI)

MARIHE Consortium welcomes the use of AI tools, insofar as this requires a critical awareness of how to use them in line with the university's educational mission. The Consortium wants to support applicants in dealing with them effectively and transparently. The following guidelines have been defined for the use of AI tools in teaching:

- If an AI tool is used when writing texts, this must always be stated. The use of large language models (e.g. ChatGPT) can provide support when checking or formulating texts. However, it is always important to bear in mind that the result must be critically scrutinised and humanely revised in view of the fact that the texts produced by AI may be incorrect, unprovable, incomprehensible and discriminatory and may reproduce stereotypes.
- Commissioning third parties to write texts (ghost-writing), is also not permitted. Furthermore, applicants are entirely responsible for the content of the texts they submit. Although large language models are already advanced and can formulate coherent texts, factual errors or even invented sources nevertheless appear in AI-generated texts.

Especially regarding **application document no. 4** (letter of motivation) **and no. 9** (essay), please **indicate the use of AI as outlined on the templates**. The name of the tool (and version) as well as the purpose of use and the part in which it was used has to be clearly stated. Failing to declare the use of AI fully or partly will lead to a rejection of the application due to formal reasons.

6. Translation and Legalization of Documents

6.1 Translation of Documents

If an applicant would like to submit original documents which are not in English, **officially certified translations into English** have to be provided **in addition** to the



original. (This is likely to apply to official documents and to university diplomas and transcripts.) Officially certified translation means that the translation has been done **by a sworn and officially accredited translator**, and that the document has to bear the translator's **stamp of accreditation**. For countries where accredited translators do not hold such a stamp of accreditation, in most cases a public notary can confirm the translator's accreditation.

For university documents, it is also possible to ask the issuing university to provide a certified translation into English. In this case, the university should apply its stamp on the translated document.

6.2 Legalization of Documents

For the application process, university documents do not require legalization.

Legalization may be necessary after a student has been selected for participation and is asked to submit university documents from the first university degree for the admission process at University for Continuing Education Krems (as coordinating institution of MARIHE programme). The specific legalization requirements depend on the country where the university documents have been issued.

Since the legalization process can be very time consuming, especially in the case of a full diplomatic legalization, applicants may check the required form of legalization of their first degree certificate and the required process well in advance. Please note that **selected candidates have to cover all costs** related to the legalization process by themselves.

For more information, see the "[Info sheet on legalization and translation of foreign documents](#)" provided on the website of University for Continuing Education Krems.

6.3 Special information for applicants with a degree from a university in China

In addition to the required legalization, **selected applicants with university documents from China** must provide a certificate from the Austrian Academic Evaluation Center (*Akademische Prüfstelle/APS*) in China. **This requirement does not apply to the application process**, but only to the admission process thereafter (in case of selection). We suggest checking dates and deadlines on the website of APS well in advance (Chinese translation available):

<https://www.aps.org.cn/internationale-kooperationen/osterreich>

We would like to point out that APS is an established approach among Austrian universities in verifying foreign documents from China, and that the University of Continuing Education Krems is by no means applying a special regulation here. With the APS Certificate Austria, a reliable and by Austrian Federal Ministry of Education, Science and Research (now: Austrian Federal Ministry of Women, Science and



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Research) recommended possibility of checking the admission requirements was given.

7. Contact

For all inquiries, e-mail us at marihe@donau-uni.ac.at

Please note: Due to the high number of inquiries, receiving an answer might take some time. We do our best to answer all inquiries within three working days.

Please do not contact individual consortium members (in addition) for your questions.

Apart from this guideline, applicants can find answers to common questions on [How to Apply – MARIHE](#) and [FAQ – MARIHE](#).

July 2026

MARIHE Secretariat

University for Continuing Education Krems, Department for Higher Education Research

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