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RESPONSIBLE ORGANIZATIONS' MANAGEMENT FOR SUSTAINABLE TRANSITION: **ROMST**  
**ERASMUS MUNDUS DESIGN MEASURES**

**STUDENT ADMISSION AND SELECTION  
PROCEDURE PAPERS** **DELIVERABLE 1.5**

# STUDENT ADMISSION AND SELECTION PROCEDURE PAPER

Across Europe, ecological, social, and technological shifts are transforming how organisations operate and generate value. Businesses, public bodies, NGOs, and social-economy actors are navigating climate risk, circularity, AI-enabled disruption, and rising expectations around ethics, inclusion, and accountability. Yet management education too often approaches these challenges separately. In response, employers are looking for leaders who can integrate sustainability with strategy, technology with responsibility, and communication with stakeholder outcomes.

ROMST—Responsible Organisations’ Management for Sustainable Transitions—was established to address this gap. Supported through an Erasmus+ EMDM (Erasmus Mundus Design Measures) grant, ROMST brings together a European consortium coordinated by UVSQ—Université Paris-Saclay, with partner universities in Bulgaria, Georgia, Germany, Portugal, Spain, and Serbia, and with the support of the European Marketing and Management Association (EUMMAS). The project aims to co-design an innovative, high-level joint Master’s programme aligned with the European Green Deal and the UN Sustainable Development Goals, and developed in accordance with the European Approach to quality assurance for joint programmes.

By building a cross-border programme with shared governance, ROMST contributes to the European Higher Education Area and helps develop a pipeline of graduates equipped to lead fair, green, and digital transformations with measurable organisational and societal impact.

## **The Coordinator commits to:**

- overseeing the overall coordination, management, and delivery of the project;
- acting as the main communication interface between all Beneficiaries.

## **Each Beneficiary (awarding HEIs, supporting HEIs, and the association) commits to:**

- maintaining timely and effective communication with the Coordinator and the other Beneficiaries;
- carrying out the agreed project activities and assigned tasks.

## DOCUMENT INFORMATION

	<b>Information</b>
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## DOCUMENT APPROVALS

Role	Name of the Institution	Date
Project Coordinator/ Key/Awarding Partner	University of Versailles Saint Quentin-en-Yvelines – University Paris Saclay	
Key/Awarding Partner	University of Alcala	
Key/Awarding Partner	University of Hambourg	
Key/Awarding Partner	Polytechnic Institute of Braganca	
Key/Awarding Partner	Business and Technology University, Georgia	
Key/Awarding Partner	University of Sofia	
Supporting Partner	University of Paris Saclay	
Supporting Partner	Union University Belgrade - Belgrade Banking Academy	
Supporting Partner / non- academic Partner	European Marketing and Management Association (EUMMAS)	

### Student Selection Procedure

Erasmus Mundus Master ROMST (**Join degree**)

#### 1. Introduction and purpose

This document sets out a comprehensive, transparent, and fair procedure for selecting students for the Erasmus Mundus Master ROMST. The selection process aims to identify applicants who demonstrate strong academic potential, motivation, and alignment with the programme's values and learning outcomes, while ensuring equal treatment of all candidates.

ROMST selection is based on:

- Merit and programme fit
- Transparency and traceability of decisions

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- Equal opportunity and non-discrimination
- Consistency across partner universities, with respect for national constraints and partner-specific requirements

## 2. Eligibility criteria (minimum requirements)

To be considered, candidates must meet all minimum requirements listed below.

### 2.1 Academic eligibility

- Hold a Bachelor's degree (or equivalent) or be enrolled in the final year leading to a Bachelor's degree at the time of application.
- Demonstrate a strong academic record, normally equivalent to a minimum GPA of 3.0/4.0 or equivalent national levels.
- Meet the academic prerequisites required by ROMST and by each partner university involved in the mobility path (e.g., foundational knowledge, disciplinary background, recognition conditions).

### 2.2 English language proficiency

Candidates must provide valid proof of English proficiency meeting ROMST requirements, typically through internationally recognised tests (e.g., IELTS/TOEFL/Cambridge) or officially accepted exemptions, as applicable.

### 2.3 Programme readiness and commitment

Candidates must demonstrate:

- Motivation and capacity to complete an intensive international programme
- Ability to engage in intercultural teamwork and mobility
- Readiness for ROMST's workload, project-based learning, and professional expectations

### 2.4 Administrative compliance

Candidates must comply with:

- Eligibility rules for Erasmus Mundus participation (when applicable)
- Partner universities' administrative requirements (recognition, visa-related documents, etc.)

Note on financial capacity: ROMST selection is merit-based. For candidates not receiving a scholarship, proof of ability to cover costs may be required after admission for enrolment/visa purposes, depending on regulations.

### 2.5 Financial Responsibility

Students must demonstrate financial stability and the ability to meet the cost of tuition, fees, and other expenses associated with a double degree program.

### 2.6 Time Commitment

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Students must be able to complete the requirements of both (or more) degree programs within a specified time frame, typically two years.

### **3. Application platform and required dossier**

#### **3.1 Dedicated application website**

All applications are submitted through the ROMST dedicated website/platform. The platform provides:

- A standard online form
- A secure document upload area
- Instructions and deadlines
- Partner-specific addenda (if required)

#### **3.2 Minimum required documents**

The application dossier must include at least:

1. Diplomas and academic transcripts
  - Diplomas and full transcripts/grades from the Baccalauréat (or equivalent) onward, including Bachelor-level grades
  - If final-year student: latest available official transcript + expected graduation date
2. Curriculum Vitae (CV)
3. Motivation letter
  - Explaining interest in ROMST, chosen mobility path (if applicable), and alignment with programme values
4. Letters of recommendation (number and format specified in the annual call)
5. Professional project and commitments
  - Career plan, areas of interest, and evidence of engagement (academic, professional, associative, civic, sustainability, leadership, etc.)
6. Proof of English proficiency
  - Official test score or accepted exemption documentation
7. Identity document (passport/ID)
  - If required at application stage (or later for enrolment)
8. Any partner-specific documents (when required)
  - e.g., recognition statements, local forms, additional prerequisites

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Incomplete applications may be declared ineligible unless the missing elements can be provided within a clearly stated correction window (if the consortium decides to allow this).

## 4. Selection governance and roles

### 4.1 Eligibility Screening Team

A designated ROMST administrative/coordination team performs an initial eligibility and completeness check.

### 4.2 Academic review by receiving universities

Each partner university that may host the student (depending on the programme pathway) reviews eligible dossiers to confirm:

- Academic compatibility and prerequisites
- Feasibility of hosting (module alignment, administrative constraints)

### 4.3 Joint Selection Committee

Final selection decisions are made by a Selection Committee composed of representatives from all consortium partners. The committee:

- Validates evaluation scores
- Conducts or supervises interviews
- Produces the final ranking and waitlist
- Allocates scholarships (if applicable), following Erasmus Mundus and consortium rules

Conflict of interest rule: Any committee member with a conflict of interest must declare it and abstain from evaluating the concerned candidate.

## 5. Selection stages (end-to-end process)

### Stage 1 — Online submission

Candidates submit their application and supporting documents via the ROMST platform by the deadline.

### Stage 2 — Eligibility & completeness screening (administrative)

The ROMST coordination team verifies:

- completeness of dossier
- minimum eligibility (degree status, transcripts, English proof, etc.).

Outcome:

- Eligible → proceed to Stage 3
- Not eligible → rejected with reason

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Stage 3 — Academic evaluation (partner review + committee scoring)

Eligible applications are assessed using a shared scoring grid. Recommended criteria:

1. Academic excellence & consistency (grades, trajectory, rigor)
2. Relevance of background to ROMST learning outcomes
3. Motivation and programme fit (clarity, realism, coherence)
4. Professional project (quality, feasibility, alignment)
5. Experience & engagement (internships, work, projects, civic/ESG involvement)
6. Recommendations quality (credibility, specificity, evidence)
7. English level (ability to study professionally in English)
8. International/intercultural readiness (mobility motivation, teamwork)

Outcome:

- Applications above a defined threshold are preselected for interview.

Each application is scored by at least two reviewers from different partners.

Stage 4 — Interview (recruitment-style selection interview)

Preselected candidates are invited to an interview (online). The interview evaluates:

- Motivation and understanding of ROMST
- Ability to articulate a professional project
- Teamwork and intercultural skills
- Ethical reasoning / responsible leadership posture (as relevant to ROMST)
- Capacity to manage workload and mobility constraints

Interviews should be conducted by a small panel including at least two partners

Stage 5 — Final ranking and offers

After interviews, the Selection Committee:

- consolidates scores (file + interview)
- produces:
  - Final ranked list (admitted)
  - Waitlist
  - Non-admitted list

Stage 6 — Scholarship attribution (if applicable)

If ROMST awards Erasmus Mundus scholarships, they are allocated according to:

- ranking and merit
- Erasmus Mundus eligibility rules
- consortium strategy and compliance obligations

Candidates receive:

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- admission decision
- scholarship status (if applicable)
- next administrative steps

## Stage 7 — Notification and acceptance

Applicants are notified by email via the ROMST platform. Admitted candidates must confirm acceptance within a stated deadline.

## Stage 8 — Appeals procedure

A candidate who is not admitted may submit a written appeal within a defined period (7 working days).

Appeals must include new or clarifying information not available at initial review, or point to a procedural error.

The committee reviews appeals and issues a final decision.

## Stage 9 — Enrolment and administrative registration

After acceptance, candidates complete enrolment according to partner university procedures. This may include:

- certified copies/translations
- visa documentation
- insurance requirements
- tuition fee (if applicable)

## Stage 10 — Orientation and start of programme

Before classes begin, ROMST delivers a joint orientation including:

- academic rules and assessment
- mobility pathways
- student support services
- intercultural preparation
- practical information (visas, housing, health coverage)

## **6. Visa & Residence Requirements for Non-EU Candidates**

This section provides detailed guidance for non-EU candidates on visa and residence permit requirements applicable in the degree-awarding countries of the ROMST programme (France and Spain) and in the partner countries where mobility semesters may be undertaken (Portugal, Germany, Bulgaria, Georgia, and Serbia). Visa procedures vary significantly by country of origin and must be initiated as early as possible following admission. ROMST and its partner universities provide administrative support but cannot be held responsible for delays or refusals by consular authorities.

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## General Warning — Start Early

- ▶ Visa processing times can range from 4 to 12 weeks depending on the consulate, country of origin, and time of year. Missing a visa appointment or receiving a late response can delay programme start.
- ▶ ROMST issues admission offer letters by 30 April specifically to give non-EU candidates the maximum possible time. Do not wait for other results before initiating visa procedures.
- ▶ France, Spain, Portugal, require a specific student visa (not a tourist visa) for any stay exceeding 90 days. Entering on a tourist visa and attempting to change status in-country is not permitted.
- ▶ Georgia and Serbia have different entry regimes: many nationalities can enter visa-free for short stays, but a residence permit is required for enrolment exceeding 90 days. BTU (Georgia) and Union University (Serbia) International Offices advise individually.
- ▶ Students undertaking mobility at multiple consortium sites in a single academic year must plan their residence permits sequentially. Each hosting partner's International Office can advise on the transition between countries.

## 6.1 France — Student Visa (UVSQ Paris-Saclay)

All non-EU/EEA/Swiss nationals studying in France for more than 90 days require a Long-Stay Student Visa (VLS-TS — Visa de long séjour valant titre de séjour). Candidates from approximately 40 countries must also complete the Campus France “Études en France” procedure BEFORE applying for their visa. This two-step process takes 4–10 weeks in total.

#	Action	Approximate Duration
1	Campus France registration (covered countries): create profile, upload documents	1–2 weeks
2	Campus France interview (in person or video; French or English depending on country)	Scheduled within 2–4 weeks
3	Campus France clearance number (numéro d'attestation) received	1–3 weeks after interview
4	Book appointment at French consulate/embassy in country of residence	Appointment wait: 2–8 weeks
5	Visa processing by consulate (may request additional documents)	3–8 weeks

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<b>6</b>	VLS-TS validation in France within 3 months of arrival via ANEF portal (mandatory)	Online, approx. 30 minutes
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## Key French Visa Documents (standard list — verify with your consulate)

Document	Specification
Campus France attestation number	Mandatory for covered countries, obtained after Campus France interview
ROMST admission/enrolment letter	Official letter on university letterhead confirming admission, programme start date, and campus address
Proof of financial resources	Minimum EUR /month for duration of stay. Bank statements, scholarship letter, or financial guarantee
Health insurance	Valid coverage for the visa period. Registered students are covered by Sécurité Sociale student regime upon arrival
Accommodation proof	Housing contract, university residence confirmation, or host family attestation for at least the first 3 months
Passport	Valid for at least 3 months beyond intended stay; at least 2 blank pages
Visa application fee	Approximately EUR 99 (non-refundable). Some nationalities exempt under bilateral agreements

## 6.2 Spain — Student Visa (Universidad de Alcalá)

Non-EU/EEA/Swiss nationals studying in Spain for more than 90 days must obtain a Long-Stay Student Visa (Visado de larga duración — estudios) before travelling. A key document specific to Spain is the official university pre-enrolment confirmation (resguardo de preinscripción), issued by UAH upon confirmation of admission, which Spanish consulates require as proof of a valid study place. Once in Spain, students must apply for a TIE (Tarjeta de Identidad de Extranjero) within 30 days of arrival.

Document	Specification
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UAH pre-enrolment confirmation (resguardo de preinscripción)	Official UAH document confirming study place; must reference ROMST programme, start date, and campus. Issued within 2 weeks of acceptance confirmation
Proof of financial resources	Minimum approx. EUR /month. Bank statements or Erasmus Mundus award letter
Criminal background check	From country of origin and any country of residence in past 5 years. Must be apostilled/legalised and less than 3 months old
Medical certificate	Certificate of good health signed by a registered medical doctor. Some consulates require a specific form
Certified translations	All non-Spanish/English documents must be certified into Spanish by a sworn translator (traductor jurado)
Visa application fee	Approximately EUR 80–100. Check current rate with the local consulate

## 6.3 Mobility Partner Countries — Key Requirements

Country / Partner	Entry Regime	Key Requirements for Mobility Stays (>90 days)
<b>Portugal (IPB — Bragança)</b>	Schengen area	Long-stay student visa issued by Portuguese consulate (Visto de Estudo) or residence permit at SEF/AIMA if entering via Schengen. Key documents: IPB enrolment letter, proof of funds (approx. EUR /month), criminal record certificate (apostilled), health insurance. IPB International Office provides detailed guidance and PEF (Pedido de Emissão de Visto) support.
<b>Bulgaria (Sofia University)</b>	EU/Schengen candidate (Schengen accession ongoing)	Non-EU students require a Type D long-stay visa for Bulgaria (issued by Bulgarian diplomatic mission) or a residence permit (certifikat za registratsiya) if already in Bulgaria. Key documents: Sofia University enrolment letter, proof of funds, criminal record, health insurance, accommodation. Sofia University International Office (International Student Centre) provides full support and guides on the residence permit application.
<b>Georgia (BTU — Tbilisi)</b>	Visa-free for many nationalities (<365 days); residence	Citizens of approximately 95 countries may enter Georgia without a visa for up to 365 days. For others, a Georgian student visa (issued by Georgian diplomatic mission or e-visa)

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	permit required for longer stays	is required. For stays over 365 days or for specific nationalities: student residence permit at the Civil Registry Agency. Key documents: BTU enrolment/ acceptance letter, proof of funds, health insurance, passport valid for duration of stay. BTU International Office provides country-specific visa guidance on request.
<b>Serbia (Union University — Belgrade)</b>	Visa-free for many nationalities (<90 days); student visa / residence permit required for longer stays	Many nationalities may enter Serbia visa-free for up to 90 days. For enrolment-based stays over 90 days: student visa required from Serbian diplomatic mission, or temporary residence permit (privremeni boravak) applied for at the Ministry of Interior in Serbia. Key documents: Union University enrolment letter, proof of funds, health insurance, accommodation proof. Union University Belgrade International Office provides full support and accompanies students through the residence permit process.

## 6.4 Candidate Support & Visa Assistance

ROMST and its partner universities are committed to providing proactive administrative support to all admitted non-EU candidates throughout the visa and residence permit process. The following support is available at no additional cost to admitted students.

Support Available	Provider	How to Access
Individual visa guidance letter (tailored per country)	UVSQ + UAH International Offices (coordinators)	Requested via ROMST admissions portal after offer acceptance
UAH Spanish pre-enrolment document (resguardo)	UAH Secretaría de Admisiones	Issued automatically within 2 weeks of acceptance confirmation
TIE appointment support & residence permit guidance (Spain)	UAH International Office	Group session scheduled in September each year
Mobility country visa/permit guidance (PT, BG, GE, RS)	Hosting partner International Office (IPB, Sofia, BTU, Union University)	Individual guidance provided upon arrival at hosting partner; advance contact possible via ROMST portal
Certified translation referral list	UVSQ and UAH International Offices	Available on ROMST student portal

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Housing and accommodation support	All 7 partner universities' student services	Information pack provided with welcome letter upon admission
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## 7. Data Protection & Confidentiality

### Data Protection Commitments

- ▶ **GDPR compliance:** All data processing is carried out in accordance with the EU General Data Protection Regulation and applicable national laws in France, Spain, Germany, Portugal, and Bulgaria.
- ▶ **Access restriction:** Access to application data is limited to authorised members of the admissions team, academic reviewers, and committee members. No external parties have access to candidate files.
- ▶ **Data retention:** Application data are retained for a maximum of 5 years after the end of the admissions process, after which they are securely deleted.
- ▶ **Candidate rights:** Candidates have the right to access, correct, and request deletion of their personal data. Requests should be addressed to the ROMST Coordinator (data controller) at UVSQ.
- ▶ **Non-disclosure:** Selection committee members are bound by confidentiality. Deliberations and individual scoring data are not disclosed to candidates or third parties.

### 7. Disclaimer (EU funding)

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