

APPLICATION GUIDELINES

Dato: 07/12/2016
Side 1 af 4

Please read this before you start filling in the application.

In order to ensure your application to the programme, you need to do the following;

1. Submit the electronic application form
2. Attach the necessary, required supporting documents
3. Attach portfolio (please see portfolio requirements below)

Please make sure you follow the guidelines listed below. We cannot process your application unless we have all the required information.

Guide for filling in the application form and supporting documents

1. Filling in the electronic application form

Names

It is important that we have your given and family name exactly as it is stated in your passport. The reason for this is that we will eventually/hopefully need the information for your final diploma.

Date of birth

Your date of birth is used for registration purposes if/when you are admitted.

Permanent mailing address

We must have this information in order to register you in our database pending an offer of admission.

Academic information

Obviously, we need this information in order to assess your application. It is important that you list the name of your programme correctly (i.e. Bachelor of Arts in Architecture, Bachelor of Architectural Sciences, Bachelor of Science in Architecture etc. and not just "Bachelor Programme in Architecture").

If you have not yet completed your programme, please list the expected date of graduation. Fx. Like this; Bachelor of Architecture (06/17)

Other degrees/diplomas

It is important that we are given the information of all additional degrees/diplomas you have obtained. We are not interested in your post-secondary education (high school equivalent).

Entry information

This information is needed and must be provided in order to have your application evaluated. It is very important that you check the correct entry group; "EC+EEC nationals" (students who will be entering Denmark on an either EC or EEC passport) or "All Other" (entering Denmark on any other passport than EC or EEC ones). We are bound by policy to split up the applicants in these two groups.

PLEASE NOTE: It is important that you choose the correct group at the time of application submission, as we cannot move you from one group to the other without a re-evaluation of your application. A re-evaluation of your application may result in a rejection!

In general

All information stored with us is protected by the Danish Public Privacy Act preventing any access to your information by people not involved in the evaluation process. This means that access to your personal information is restricted and protected.

2. Supporting documents

It is important that you attach the required, and only the required, supporting documents. Attach all supporting documents as one (1) PDF file.

We require the following supporting documents:

1. **Transcript of academic record**

Your most recent transcript translated into English. You may also attach your diploma, but as the transcript is an integral part of the evaluation process, we must have this.

2. Language documentation

Language proficiency documentation if needed (see language requirements).

3. Recommendations

You are allowed to attach a maximum of two (2) recommendations.

The supporting documents must be arranged as follows:

1. Transcript
2. Language proficiency documentation (if needed)
3. Recommendation(s)

DO NOT separate the file elements with cover pages, separate pages etc.

3. Portfolio

Portfolios not observing the requirements listed below will not be sent to the evaluation committee.

- Your portfolio must be sent in digital form as a PDF file and must be kept at a maximum of 25 pages and a maximum of 15 MB.
- Your layout must be optimized for electronic reading. It is recommended, due to viewing, the portfolio is in landscape format. The portfolio must contain a statement of motivation (1 page) and a CV (1 page). Your statement of motivation and your CV do not count as part of the 25-page portfolio. You should include within your motivation, academic reasons for your preferences to the MA Teaching Programs.

The portfolio must be arranged as follows:

1. Statement of motivation (for applying to our programme)
2. CV
3. The actual portfolio

Portfolio requirements

The actual portfolio must present projects from your studies. They must be your own projects. It is recommended projects that has been made during an internship or while working in an architect's practice, are also included. If you include group projects, you must specify that they are group projects as well as your role in the group/project.

For each project, you must include what semester/year the project was made in your studies and the name and official work email address of your personal project supervisor.

The projects you choose must show how you work with the task, i.e. there must be reflections on the process in the form of drawings, pictures of models or the like. All text must be brief. In our assessment, we emphasize the ability to develop a project in idea, context, space and form.

We ask that you provide a portfolio that can be read and understood through the medium of digital production, therefore small text is not recommended for example.

The portfolio carries considerable weight in the selection of students, and should the above criteria not be met, your application may therefore be rejected. We also reserve the right to reject your application if there are grounds for suspecting un-academic behaviour. Un-academic behaviour includes but is not limited to plagiarism, unauthorized use of drawings and of the work of others, and forgery.

Dato: 07/12/2016
Side 4 af 4

Selecting the three Programs

We ask you to prioritize the three Programs. This choice is NOT binding but constitutes your preference if you had to choose Programs before starting up the semester.

We will form selection committees who will be evaluating your application. The single selection committee will be sent all the shortlisted applications. Thus your application will be evaluated by three different selection committees.

You should prioritize on the basis of your interests, profile and expected field in which you hope to work after graduation.

Application process calendar

1 February: Deadline

1 March: Shortlisted applications are sent to the selection committees

31 March: Final decisions are mailed via e-mail

1 May: Confirmation of participation

1 June: Tuition for the first semester must have reached us (for those eligible for tuition)

1 June: Language test scores must have reached us

June: Visa information is sent from us to those who must enter Denmark on a student visa

1 August: Documentation of obtained access granting credentials (diplomas) must be mailed us as scanned files to an e-mail

31 August: MANDATORY orientation day at our premises

1 September: Semester start