

**MBUILD MSc IN SUSTAINABLE DESIGN, CONSTRUCTION AND MANAGEMENT OF THE BUILT ENVIRONMENT
3RD EDITION 2024/2025**

APPLICATION FAQs

0. Login: Username and Password. Language of application.

- I have applied to a previous edition. Can I use the same Username and Password?
- **The applications for each edition of MBUILD are completely independent**, and no information inserted in a previous application will be carried to the current one.
- **Nevertheless, and to prevent errors or confusions, applicants that have applied to previous editions of MBUILD should always use Username+Password different from the ones they used before.**
- Can I write or use documents not written in English?
- **All information inserted by applicants must be in English** (except for national specific designations – i.e. university name).
- **Uploaded documents that are not in English must have annexed an official translation of its contents in English. In these cases, both the original document (in native language) and the translation must be submitted.**

1. Personal Details

- Are there any limits regarding the country of origin?
- **No, MBUILD is open to applicants from all over the world.** The only limitations concern the number of scholarships that can be offered to applicants from any given country (maximum 2 per edition).
- Notwithstanding, and taking into account the existing situation in Ukraine, students from the involved countries may have specific conditions applied, as defined by the EU/Erasmus office. For applicants in this situation, MBUILD will inform them of the current rules, if their ranking will entitle them to have a place.
- I have double citizenship. What country should I mention?
- It is up to you to decide. Nevertheless, take into account the following:
 - There is a limit of 2 scholarships to be offered to applicants of any country;
 - If you are offered a place in a Self-Funded (SF) basis, the fees you will have to pay will be different according to your country of origin (see below and webpage).
- **Please take into consideration that the country that you have indicated in the application process will have to be the same as in the enrolment process** (i.e., with a double citizenship of countries A+B, you cannot indicate A in the application and then B at the enrolment; you will have to keep A).
- What happens if I indicate that I am interested in join in a Self-Funded (SF) basis if I am not awarded a scholarship?
- After the assessment of applications, in the case that your ranking will not allow for the award of a scholarship (see below) but you have indicated that you will consider joining in a SF basis, if the ranking order will entitle you to this place, you will be offered this situation.

▪ **IMPORTANT - SELF-FUNDED STATUS**

- Please take into account that **SF STUDENTS WILL HAVE TO COVER FOR ALL LIVING AND TRAVELLING EXPENSES, VISA COSTS AS WELL AS TUITION FEES** (see MBUILD webpage for values, according to the country of origin of the student), and will be required to pay a part of the fees at the enrolment, for confirmation of their intent and guarantee of place.
- MBUILD will provide the same administrative and logistical support to SF students as for scholarship students, **BUT NO ECONOMIC SUPPORT IS POSSIBLE TO BE OFFERED. PLEASE CONSIDER WISELY THESE CONDITIONS WHEN APPLYING, AND INDICATING IF YOU WANT TO BE CONSIDERED FOR A SF PLACE.**

3. Academic Background

- What Academic Degree shall I include in (a)

- The Academic Degree to be included in (a) should be the qualification corresponding to a Bachelor level or equivalent (minimum 3 years = 6 semesters of duration), developed until the moment of applying, that is relevant to the application, according to the Admission Requirements referred in MBUILD's webpage. That is, the first degree that has provided the applicant with a professional qualification in civil engineering, architecture or related areas. Please include only the academic qualifications achieved in a Higher Education Institution (HEI).
- **When indicating the length of the Academic Degree, do not forget that it must be indicated in FULL SEMESTERS**, not years.
- If you have another degree that you find adequate for the assessment, include it in (b).

- What is the Grade obtained?

- Indicate the Final Grade/Mark that you have obtained on completion of the degree referred in (a) above and will have to coincide with what is included in the documents you will have to upload at the end. This must be clearly stated in those, as MBUILD will not calculate them.
- This grade must be indicated in numerical or letter format, as used in your home HEI.
- Some HEI provide both numerical and letter equivalent grades; if this is your case, you should use the format that is also available for the next two items (i.e. if the grade is numerical, you will only be able to include numbers; if letters, only letters will be allowed).

- Which is the Maximum grade in the grades' scale of the institution?

- According to the format you have used in "Grade obtained", indicate the maximum possible grade. For instance: 10 in 0-10 scale, 20 in a 0-20 scale, A in an A/B/C/D/E/F scale.

- Which is the Pass level grade in the grades' scale of the institution?

- According to the format you have used in "Grade obtained", indicate the pass grade (minimum). For instance: 5 in 0-10 scale, 10 in a 0-20 scale, D in a A/B/C/D/E scale, if E is the "Fail" grade.

- What is the Number of positive level grades for letter-defined schemes?
- As referred, only for letter-defined schemes and to be included as a number. It refers to the number of possible approval grades that a student can achieve in the applicant’s home HEI. For instance, being the last (...) the “Fail” grade:
 - A/B/C/D/(E) = 4
 - A+/A/B+/B/C+/C/D+/D/(E) = 8
 - A+/A/A-/B+/B/B-/C+/C/C-/D+/D/D-/E+/E/E-/(F) = 15
- What if the system used in my university is “honours-based” as i.e. “Upper Second Class Honours”?
- Most universities that follow the UK-honours system, also provide the letter equivalent to the honours grade, as in the example below:

Grade Letter	Percentage Score	Grade Definition		Degree Class	
				Honours Degree	Foundation Degree
A	70% – 100%	Excellent to Outstanding	PASS	First	Distinction
B	60% – 69%	Good to Very Good		Upper Second 2:1	Merit
C	50% – 59%	Satisfying		Lower Second 2:2	Pass
D	40% – 49%	Sufficient		Third 3	
E	30% – 39%	Unsatisfactory	FAIL	FAIL	FAIL
F	0 – 29%	Unsatisfactory			

- Therefore, in this case, the applicant should indicate the letter-equivalent of the honours degree that was achieved, and follow the instructions referred in the previous item.

OTHER

- What are the Assessment and Ranking procedures?
- The assessment procedure is described in MBUILD’s webpage “Apply”.
- After the closing of applications, the top 60/30% highest ranking applications obtained in stage 1 will go on to stage 2 and 3 of the assessment, which will include an interview.
- This will provide a pre-selection ranking of the applicants, which will take into account the limitation of 2 scholarships per any country. That is, for instance, if the first 3 top ranked applicants are from the same country, the 1st and 2nd will be offered a scholarship, but the 3rd will be offered a SF place (if she/he has indicated this option), as the available scholarships for that specific country will already be exhausted. If SF was not an option for the 3rd ranked, the application will not get a place.
- After this process has achieved a group of 15 applicants with scholarship and 10 Self-funded, each one of them will be contacted directly by email with their result and asked if they want to accept the place, to which will have to answer within 48h.
- If any of the contacted applicants decides to forfeit the place, this will then be offered to the highest ranking applicant yet to obtain a place, still following the rules for awarding scholarships. For instance, and as in the example above, if the 2nd ranking forfeits the place, then it will be offered (with scholarship) to the 3rd ranking, as a scholarship for that specific country has now been made available. MBUILD will always give the best available

and possible option to any applicant according to her/his ranking order.

- The Final Selection List will only be published after this process has been closed, all places are attributed and confirmations by applicants received.
 - Please note that, because of the limitations mentioned above, it may happen that applicants with higher ranking result may not get a place with scholarship, while others below may have. In what concerns SF places, no country restrictions exist.
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- Are there any templates for References, Recommendation Letters or other information to be submitted?
 - No. This information can be provided as the applicant/endorsers will feel as adequate.
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December.2023