



APPLICATION GUIDELINES AND INFORMATION (FAQ AT THE BOTTOM)

Dato: 04.12.2019
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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. Please write your name like this: Jørgen Helstrup, and not JØRGEN HELSTRUP – time spent in correcting this, is time spent delaying a response from us.

Date of birth

Your date of birth is used for registration purposes if/when you are admitted. Please list your date of birth like this: **dd/mm/yyyy**.

**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 directly 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)

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DO NOT separate the file elements with cover pages, separate blank 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. One project that has been made during an internship or while working in an architect's practice, may be 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.

Please attach the portfolio as a pdf file.

4. Personal statement

The personal statement must address the following question:

Why do you wish to undertake your master's studies at Arkitektskolen Aarhus – beyond our Scandinavian location:

- a. What are the educational characteristics of the school that you appreciate?
- b. What are the facilities that you wish to use, and why?
- c. What excites you about each of the studios to which you are applying?

5. Selecting studios

We ask that you choose 3 studios when you apply. The choice is an indication to us of which directions your Program with us I aimed, should you be accepted, at this stage. The selection will also decide which selection committees will evaluate your application.

6. English Language requirements

The language requirements for the Program are:

CEFR	IELTS	TOEFL iBT	TOEFL CBT	TOEFL PBT	PTE Academic	Cambridge
B2	6.5	91	233	577	58	FCE First

Exempt from the requirements above are:

- Native speakers of English
- Applicants that have completed, or are undertaking, a university degree taught entirely in English in a country where the official language is English
- Applicants from the French speaking part of Canada
- Applicants with verbal GMAT/GRE1 verbal scores over 577/35, respectively

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Should you have an older English Language Proficiency documentation up to three years old, this will suffice – provided it meets the set standards.

7. Important dates

Week 8:	Shortlisted applications are sent to the evaluation committees
Week 14:	Final decisions
June 2 nd :	Tuition for the first semester must have reached us (for those eligible for tuition)
June 2 nd :	Language test scores must have reached us
June:	Visa information is sent from us to those who must enter Denmark on a student visa
August 3 rd :	Documentation of obtained access granting credentials (diplomas) must be mailed us as scanned files to an e-mail
August 27 th :	MANDATORY orientation day at our premises – date to be confirmed!
Sept. 1 st :	Semester start

FREQUENTLY ASKED QUESTIONS

Can I mail the application with snail mail?

No, we ONLY accept applications sent through the electronic application system – no exceptions are made.

Can I send the application form now and the rest later?

No, we need to have a complete application sent. Applications sent without the required attachments will be rejected.

I made an error in my application, can I send a new one?

Until the deadline, you may send as many applications as you like. We will only treat the latest sent application. After the deadline we close the system for new applications.

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Can I enclose my diplomas only?

No, we must see the grades obtained throughout your educational Programs.

I am signed up for a TOEFL/IELTS test after the deadline, is that OK?

Yes! The deadline for sending in documentation of the standards met is June 2nd, 2020. If accepted, your admission will be issued pending meeting the set standards.

I have not obtained a Bachelor Diploma yet. Can I still apply?

Yes, the deadline for providing us with documentation of the minimum access-granting Educational Program is August 3rd, 2020. If accepted, your admission will be issued pending meeting the set standards.

I have already started a Master Program, or are on my 4th year of Architecture. Can I still apply?

We do in exceptional cases accept applicants with an advanced status. Exceptional cases may be availability of space or special academic circumstances. Being admitted to a 8 or 10 semester Program does not in itself stipulate a special circumstance.

How many will be accepted?

We do not have a set quota, but we expect a maximum of 20 applicants, provided all expected standards are met.

Are there cases where you speed up the treatment of individual applications?

No.