

## Completing a UKPASS Application

### Advice for European Masters in Lifelong Learning: Policy and Management applicants

Using UKPASS is easy, and will allow you to view the progress of your application online at any time. Instructions and guidance are available on the website, and we have provided some helpful tips below. It usually takes students between 30-40 minutes to submit an application.

- Choose 'Apply Online' and select 'Click Here to Register' to set up your UKPASS account. This account will enable you to login and view the progress of your application, so please make sure you keep a note of your password and user name.
- Select Institute of Education (Institution Code: I30) and the course title is **European Masters in Lifelong Learning: Policy and Management** (Course Code: **P046011**)
- You will see a summary of the application process. Once you have finished a section, simply tick 'section completed' at the bottom of the page. The system will tell you if there is any missing information you need to complete. The help text can be accessed by clicking the blue '?' next to the section heading.
- **Personal Details** (complete in full)
- **Further details** (complete in full).
- **First entry to UK (if not born in UK)** is the start date of the course 9 October 2012.
- **Student support details:** state whether Scholarship category A or category B, or Self funded
- **Qualifications**
- **University Details:** complete a full history (undergraduate (BA or BSc) / Masters /Doctorate courses)
- **English proficiency** (only complete if you are a non-native English speaker)

It is important you attach your IELTS or TOEFL certificate to the application – see Supplementary Information - Question 1. Or ask the test centre to post the TOEFL or IELTS result to Ms Joanna Ako, the Institute of Education, stating your UKPass reference number on the certificate.

- **Education**  
**School / High School Details:** complete full history
- **Personal Statement: must not exceed 150 words.**

ALL attached files must be in word format, or pdf, or jpg format and the each file must not exceed 5MB.

- **References 1 and 2:** to be attached to the application form
- **Supplementary Information**

**Question 1: Compulsory.** Please attach your English proficiency (IELTS or TOEFL, see above note) and copy of your passport (photo page).

**Question 2 &3: Compulsory.** Please attach the following documents: undergraduate degree (BA or BSc) / Masters certificates, a full academic transcripts (grades) and a description of grading scale in your education system in order for the assessors to read and understand your academic results.

**Question 10: Compulsory** attach academic qualification essay, which should be between 2500-3000 words in length discussing/analysing a topic related to any aspect of lifelong learning, including references to relevant research literature. The qualification essay must be your own written work. Co-authored essay or research proposal will not be considered. All sources (books, journals, websites etc.) referred to or from which you have used quotations or received a substantial amount of information relevant to your qualification essay must be listed in bibliography section at the end of your essay.

## Qualification essay assessment criteria

1. Relevance  
The extent to which the topic is of *relevance* for the Master in Lifelong Learning: Policy and Management
2. Purpose  
The extent to which the essay clearly states and achieves its *purpose*
3. Writing style  
The extent to which the essay is *coherent* and *succinct*, with information, explanations and arguments presented in a clear and unambiguous manner
4. Structure and referencing  
The use of an *appropriate structure* for the essay, given the nature of the topic and the findings that are presented, and the use of *appropriate and accurate referencing* of sources.
5. Coherence  
The *coherence* of the presentation of information, explanations and arguments within the essay, and the capacity to synthesis information in a coherent manner.
6. Style and critical perspective  
The use of an appropriate style for the presentation of information, analysis and arguments, including the capacity to express a critical perspective towards the topic.

**Question 11: Compulsory** attach Curriculum vitae using EuroPass template

<https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

**Question 13: Compulsory. Please** attach your Statement of Motivation of max. 450 words describing your academic interest in 'lifelong learning policy' and 'lifelong learning management', as well as your career plan after the completion of the MALLL: Policy and Management programme

### Submission and Amendment

If you have submitted your application and notice that you need to amend it or attach the right documents you can use the same login name and UKPASS ID number to WITHDRAW it and re-submit a new application before the stated deadline.

### Any Questions?

For further information about the European Masters in Lifelong Learning: Policy and Management please view the following website: <http://www.lifelonglearningmasters.org/admissionandscholarships/>  
Please use the left navigation menu to choose the category of applicants which suits you.

For more information on the European Masters: Lifelong Learning admissions process, please visit: [www.lifelonglearningmasters.org](http://www.lifelonglearningmasters.org)

**Also check the website regularly for updated information and FAQs section to save your time.**

**Enquiries** - E-mail: [mall@dpu.dk](mailto:mall@dpu.dk)

We find that most problems are easily rectified by checking the help text, and responding to any error messages. If you require further help, UKPASS operate an advice line for applicants, details below: UKPASS Customer Service Unit: +44 (0) 871 334 4447, Monday to Friday, 08:30-18:00 (UK time). Alternatively, please email [enquiries@ukpass.ac.uk](mailto:enquiries@ukpass.ac.uk) for an automated response with general information and guidance on the UKPASS procedures.