

# GUIDELINE DOCUMENT

## D3.7 GUIDELINES RECRUITMENT AND SELECTION

WP3 Curricula Design and Educational Development



film\_eu

European Universities Alliance  
for Film and Media Arts

Co-funded by the  
Erasmus+ Programme  
of the European Union



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## **GUIDELINES: RECRUITMENT AND SELECTION**

### **Introduction**

FILMEU brings together four European Higher Education Institutions:

- ULHT Lusófona University Lisbon / Portugal
- BFM Baltic Film and Media School Tallinn / Estonia
- LUCA School of Arts Brussels / Belgium
- Dún Laoghaire Institute of Art Design and Technology Dublin / Ireland

Together, these institutions collaborate around the common objective of jointly promoting high-level education, innovation and research activities in the multidisciplinary field of Film and Media Arts and, through this collaboration, consolidate the central role of Europe as a world leader in the creative fields. FILMEU is focused on long-term strategic collaboration and our mission is to develop a European University that is a model for European collaboration and integration in the fields of the Arts and the creative industries. Our mission is to create a European University that will greatly contribute to Europe's leading role as a provider of education and research in the creative and artistic areas. Our mission is to configure a European University that fosters the concretization of the knowledge triangle in these fields by contributing to the ongoing structural, economic and material reconfigurations of the cultural and creative industries.

Our mission implies:

- The design and enactment of a set of common structures of governance;
- The design and implementation of a common system for digitize mobility management;
- The sharing of virtual and physical resources;
- The design and sharing of a number of physical and virtual infrastructures;
- The implementation of joint digital services;
- The design and piloting at the bachelor level of a multi-layered learning experience, building on the specific expertise and focus of each of the partner institutions, that allows students to obtain a common degree provisioned by mobility periods in all the Alliance institutions;
- The reinforcement at the master level of the currently existing joint master degrees The positioning of entrepreneurship education as a vital part of all the programmes offered by the Alliance

This deliverable is a comprehensive map of the current Joint Master Degrees offered by the alliance, featuring a detailed case study on the application procedures. Its purpose is to harmonize the application processes for future joint programs.

In this report, we assess the existing procedures for the current Joint Master Programs: Kinoeyes, DocNomads, ReAnima, and Viewfinder. These programs share

common policies for the recruitment and selection of candidates. Given the uniformity of these procedures, we have chosen to outline the Kinoeyes processes below.

## INTRODUCTION TO EMJMD'S

[Erasmus Mundus Joint Masters](#) are offered by multiple higher education institutions and run across various countries. They are distinguished by their academic excellence and by their high-level of integration. Students at master's level from all over the world can enrol. In addition, scholarships are available for the best students.. The Erasmus Mundus Catalogue is updated yearly and lists the Master's programmes that are currently supported by the European Union and may offer Erasmus Mundus scholarships for the academic year 2022-2023. The newly selected EMJMs are going to be gradually added along the months of February and March 2022.

Most consortia require applications to be submitted between October and January for courses starting the following academic year. Students should **contact the relevant consortium directly** for information on courses, application procedures and scholarships availability

The commission also outlines the scholarship opportunities for prospective students on the [Erasmus + website](#)

## CURRENT EMJMD'S ACROSS THE FILMEU CONSORTIUM

Currently the consortium offers a number of long-established joint master degrees. Also, as part of the current development of FilmEU, 3 new programmes are being developed.

Erasmus Mundus Joint Masters	Consortium Lead	Consortium member #1	Consortium member #2	Consortium member #3
<b>KinoEyes</b>	Lusofona	IADT	Naprier	BFM
<b>DocNomads</b>	Lusofona	SZFE	LUCA	
<b>Re:anima</b>	Lusofona	ALTO	LUCA	
<b>Viewfinder</b>	IADT	BFM	SZFE	

Erasmus Mundus Joint Masters (In development)	Consortium Lead	Consortium member #1	Consortium member #2	Consortium member #3
<b>FilmMemory</b> EMJMD in Film Heritage, Histories and Cultures	LUCA	IADT	Lusofona	BFM
<b>ReSound</b> EMJMD in Sound	IADT	Lusofona	TBC	TBC
<b>Re_Play</b> EMJMD in Videogames	Lusofona	LUCA	ALTO	

## CURRENT EMJMD OFFERED

### KINOEYES

**KINOEYES**, The European Film Masters (KEM) is an original study programme that seeks to promote new teaching and learning opportunities for learners and teachers in the area of film making and creative studies. This two year MA programme is a highly intensive fiction film production Masters Degree supported by Erasmus +. The teaching in each campus reflects the strengths of the staff and educational history of each school, so providing each specialist student with a choice of the best possible options for learning. Each school has a substantial track record teaching master's film-making courses.

Also unique is the programme's focus on the feature film as the object of study and aspiration, rather than the short film, as in most other courses. Students will be recruited in the following areas: directing, screenwriting, producing, cinematography, editing and sound. Around half the teaching will be geared to each specialism, while the rest will consist of transferable skills in film making, creative practice, entrepreneurship and critical thinking - skills that are essential for all film students.

Students will form collaborative teams and work towards a funded graduation project. These final thesis films will be expected to perform at first-tier international film festivals. Teaching on the programme will be supplemented by a comprehensive course of professional practice preparation, involving industry professionals from all over Europe, including production and craft specialists, distributors, festival programmers, financiers, lawyers and casting directors.

### DocNomads

**DocNomads**, the Erasmus Mundus Joint Master Degree (EMJMD) in Documentary Filmmaking is a two-year, full time, international graduate program. Taught entirely in English and taking a practical approach, DocNomads unique curriculum and supportive faculty aims at expanding students' skills and creativity, while providing an integrated training that combines a focus on the arts with contemporary practices in film production. Directing is essentially learnt through making films out in the real world. Students are asked to confront the aesthetic and practical challenges generated by the actual process of filmmaking and in doing so develop their critical thinking skill; gain autonomy in multifarious disciplines; and build – throughout the course – their own repertoire of formal approaches.

## RE:ANIMA

**RE:ANIMA**, the Joint Master's Degree in Animation, thoroughly explores all fields of animation, from narrative and non-narrative storytelling to experimental uses of animation in expanded fields. Throughout the four semesters the students will acquire differentiated competences, explore diverse methods and approaches, while at the same time working on their graduation animation projects. These projects can take the form of fiction, documentary or experimental animation of a various nature that combine techniques and multidisciplinary approaches. The program has an original mobility scheme that takes the students on an educational and creative journey from Belgium, where they will explore the foundations of narrative animation filmmaking, to Finland, where they will strengthen their technical and artistic animation skills and experiment with the craft, to Portugal, where they will use the tools of animation to depict and reflect upon reality, using the processes of animation as a form of documenting the world and act upon it. **RE:ANIMA** is fully taught in English and strives for establishing a high-level profile and a network of global connections, namely via the involvement of international professionals in the programme, including experts from international production companies.

**RE:ANIMA** acknowledges and fosters the importance of using animation outside the film and TV series formats, hence the fact that live animation, VR and visualization are considered essential in the programme. **RE:ANIMA** exposes the full spectrum of the use of animation in storytelling, expanded animation and animated documentary. This broad understanding of the field opens unbounded possibilities to the students in terms of their graduation projects. During the fourth semester, students will move to the school that hosts the area in which their graduation project focused on. Alongside these specialized applications, there will be a constant focus on an expanded use of animation techniques independently of the formats at stake.

## Viewfinder

VIEWFINDER will provide an MA in Cinematography through practice-based learning on industry standard digital equipment. The course aims to provide participants who have prior practical experience of filmmaking with the opportunity for an in-depth focus on the development of their craft and their own personal development as cinematographers. This course will provide the advanced technical knowledge and skill necessary for the creative visual realisation of mainstream productions covering both American and European Film industry practice and tradition.

VIEWFINDER will place special emphasis on the study of visual story telling using new and innovative methods such as creative on set collaboration by participants with

experienced professional film directors, the study of Drama in European painting and the study of psychological reception theories and how these can be exploited through cinematography to achieve dramatic effect in the perception of the viewer. Graduates will gain a thorough understanding of the skill of visual storytelling allowing for the closest of collaboration with directors in their future careers. The course will cover the special cinematography skills needed for documentary story telling based on the European documentary tradition.

This programme seeks applicants who are already experienced in film production photography as cinematographer, camera operator, camera assistant, stills photographer etc. and who are well versed in set procedures and collaborative nature of filmmaking. The course aims to offer the applicant with working experience the opportunity to further their personal development as a cinematographer as part of an international class but without the pressure of shooting to a production deadline. It is an artistic learning journey and a cinematographer's Cloister allowing time to re-examine, redefine and enhance one's practice of cinematography. This is an Erasmus Mundus Program and offers two year scholarships to some of the selected European and non-European students.



## Application Requirements Introduction

For this report, we are assessing the current processes in place on the existing joint masters programmes ([Kinoeyes](#), [DocNomads](#), [ReAnima](#) and [Viewfinder](#)). All these programmes have common policies for the recruitment and selection of candidates. As there are common procedures, it was chosen to outline the Kinoeyes processes below.

## KINOEYES Application Requirements

KEM is open to European and non-European students with a BA degree related with film production. Diplomas in different study areas are accepted for applicants with relevant professional experience in film. In order to guarantee high-quality training, KEM will only enrol a maximum of 4 or 5 students per specialisation

The following requirements must be fulfilled by all applicants:

- Application Form (online and complying with the imposed deadlines, no applications sent by regular mail will be accepted).  
**SUBMIT FORM**
- Copy of passport/identification card (This should be an official identification document including a photograph and personal data like first name, surname and date and place of birth. This data should be described in English language - like in passports. We recommend that the expiration date covers the duration of the entire master).
- Recent head-shot photograph.
- Final university diploma from previous degree(s) and its transcripts of record - BA or Master with minimum National Framework Qualifications level 8 or European Qualifications Framework level 6 - (If in other language than in English, additional officially certified translation into English is obligatory, and it should also contain the University stamp).
- Curriculum vitae (must provide professional qualification(s), experience, pieces of work(s), job(s), task(s), professional skills in film-making).
- Two or three Letters of Recommendation. These do not have to follow a template. The only requirement is that the contact details of the person providing the reference must be clearly typed and if possible should contain a business email address and a telephone number.
- Letter of motivation that expresses interest in studying at KEM (max 1000 characters).
- Expectations concerning knowledge to acquire (max 1000 characters).

- Portfolio/ show reel of previous films (This portfolio must reflect your area of specialization chosen for the Master course. You should show the film credits and if possible, with English subtitles. Only unlisted link in YouTube or similar.)
- If you are applying for screenwriting, please upload the treatment/outlines - max. 3 pages - and a sample of 10 pages from a screenplay of your most significant work. If filmed, please include it on your portfolio/show-reel.
- Proof of proficiency in the English language - IELTS 6.0 - Further requirement listed at the end of the page
- A residence certificate issued in accordance with the candidate's municipality normal registration rules or, a certificate from the candidate's place of work, study or training issued by the employer or institution in question.

### Selection Criteria

All eligible applicants will be assessed by members of the consortium taking into account the following elements:

- The applicant's academic quality, judged primarily from the results of prior university studies.
- The applicant's motivation and justification of the application in relation to prior studies, work experience (if applicable) and future career plans towards the aims of KEM, judged from the CV in combination with the letter of motivation, expectations and portfolio/show reel.
- The applicant's English language skills, judged from the certificate provided and from the interview.
- Applicants with the highest scores resulting from the application package will be called for a Zoom Interview in date to be settled by the selection committee.

Applicants that does not qualify for the interview will be informed by February.

### Appeal

There's no possibility for any appeal to the final list of selected applicants, except if based on a specific procedural error by KEM consortium in the application process.

Please read the Selection Criteria as well as the Application Procedure carefully before submitting an appeal.

- Candidates who fail to provide the required documents within the established timeframes should not submit an appeal.
- Candidates who followed the Application Procedure and respected the Deadlines but were denied selection due to unmet Selection Criteria and have reasons to believe that a mistake has been made during the selection procedure have the right to appeal the Selection Board's decision.

The appeal procedure is concerned with how your proposal was handled in the evaluation and eligibility-checking process. It is not an automatic re-evaluation. Please note that new information or clarifications that should have been in the proposal will not be taken into consideration. If after reading the above mentioned conditions you still have reasons to believe that a mistake has been made, please send an email to [Sandra.rocha@ulusofona.pt](mailto:Sandra.rocha@ulusofona.pt) with all the necessary information. All appeals have to be submitted before the 10<sup>th</sup> of April. Make sure to provide a correct e-mail address so that you can receive notifications on the status of your appeal. You will be contacted as soon as a decision has been made.

### Proof of Proficiency in the English Language

Providing one of the following English certificates with the minimum scores listed below:

IELTS 6.0 (Exam taken with a maximum of 2 years prior the enrolment with no component less than 6.0; Academic IELTS)

Providing an English-language higher educational diploma at an institute of higher education in one of the Inner Circle countries:

- United Kingdom
- United states of America
- New Zealand
- Australia
- Canada (except Quebec)
- Ireland
- Carabbean Islands
- South Africa

Providing an English-language diploma at an institute of higher education (including statement that the BA study of at least 180 ECTS was conducted in English) and presenting a convincing application for a waiver of the requirement.

Napier University has special language requirements regarding language qualifications: If an applicant's undergraduate degree was fully taught and examined in English and they have graduated within two years of the course start date, they would be exempt from taking an English language test. We would require a letter confirming their

degree was fully taught and examined in English if the degree was not studied in a majority English speaking country. If an applicant does not meet this exemption, we would require an IELTS overall of 6.0 with no component less than 6.0.

### Privacy Statement

We inform Candidates/Applicants that if they are selected (proposed for a scholarship/fellowship, put on the reserve list or enrolled on a self-paying basis) their data may be used for the purposes of evaluating the programmes, efficiently manage the projects, and producing statistics. Data could be made available to the EACEA, the European Commission, the European External Action Service staff, as well as to other stakeholders of the Erasmus+ programme, such as Erasmus+ National Agencies, National Erasmus+ Offices and the Erasmus Mundus Student and Alumni Association. Please read full statement at [EACEA.EC.EUROPA.EU/ERASMUS\\_MUNDUS](https://eacea.ec.europa.eu/erasmus_mundus) or download it [HERE](#).

### Tuition Fees

Between 24 to 30 places are offered at KEM each year. An Erasmus Mundus scholarship will be available only to a percentage of those places. The participation costs/tuition fees for the whole study period of four semesters are:

Tuition Fee for 4 semesters: 18 000 Euro

Tuition Fee for Erasmus Mundus scholarship holders: 9 000 Euro for programme country applicants and 18 000 Euro for partner country applicants.

The participation costs/tuition fees include participation in all classes offered within KEM's curriculum; emergency and accident insurance according to the minimum requirements of the Erasmus+ Programme; support in administrative and organisational issues by the consortium partners; costs for enrolment at the consortium partner's institutions; all examinations and issuing of the final diploma. There will be a budgeted sum for costs related with the thesis film production.

For holders of an Erasmus+ scholarship (all categories) all participation costs is covered by the scholarship.

### WHAT IS NOT INCLUDED IN THE PARTICIPATION FEES?

The participation costs/tuition fees do not cover travel costs from country of origin, travel costs required for the mobility (to Lisbon for the 1st semester, to Edinburgh or Tallinn for the 2nd semester, to Tallinn for the summer school, to Edinburgh or Lisbon for the 3rd and 4th semester for the group that does not stay in Tallinn, and to one of the consortium schools for the graduation session) travel documents (passport, visas), accommodation and living expenses, or other costs (e.g. study books, stationery, photocopies, etc.).

It is estimated that students will need between 600-1000€ per month living expenses for the 24 month duration of their studies.

### ERASMUS+ MASTER LOANS

Erasmus+ Master Loans allow students to apply for support for their Master's studies abroad. Loans will be offered by participating banks and student loan agencies on favourable conditions to mobile students, including better than market interest rates and up to two years to allow graduates to get into a job before beginning repayment.

The loan scheme will be established in cooperation with the European Investment Bank Group and will be gradually rolled out across the Erasmus+ programme countries over the first few years of the programme.

*More information can be found here:*

[EC.EUROPA.EU/EDUCATION/OPPORTUNITIES/](https://ec.europa.eu/education/opportunities/)

### OTHER SCHOLARSHIPS BESIDES ERASMUS+

As there are a limited number of Erasmus+ scholarships available, we invite you to take a look at other possibilities such as:

[Estonia](#), [Scotland](#), [Lisbon](#) and [scholarshipportal.com](http://scholarshipportal.com), [internationalscholarship.com](http://internationalscholarship.com).

### SCHOLARSHIPS

#### For Scholars:

KEM welcomes applications from teachers who have significant publications or teaching experience in film or outstanding professional or creative experience in the field. Applications will not be accepted unless they are indicative of teaching that fits closely with the curriculum. Applications should be sent to the consortium leader and must include a full CV and portfolio/show reel if applicable.

#### For Students:

### ERASMUS MUNDUS SCHOLARSHIPS

- Candidates are eligible for an Erasmus Mundus scholarship, awarded on the basis of excellence.
- Candidates eligible for scholarships are students who have obtained a primary higher-education degree or can demonstrate a recognised equivalent according to national legislation and practices of the degree awarding country.

- Students who have already obtained an EMJMD scholarship or an Erasmus Mundus Master Course / Joint Doctorate scholarship are not eligible to apply for an additional scholarship under the EMJMD action.
- Erasmus+ scholarship holders cannot benefit from another EU funded scholarship scheme to follow the same EMJMD course. This holds for the entire period of the course.
- Students with a double nationality (of a Partner and of a Programme Country) must specify the nationality under which they submit their scholarship application.

	<b>Scholarships holders from Erasmus + Programme Countries</b>	<b>Scholarships holders from Erasmus + Partner Countries</b>
<b>Tuition Fees</b>	Up to €4500 per year per scholarship holder	Up to €9000 per year per scholarship holder
	Any amount in excess of these maximum contributions must be covered by the participating organisations and cannot be charged to the scholarship holder.	
<b>Contribution to the travel costs</b>	€1000 per year per scholarship holder	€20000 per year per scholarship holder whose location is less than 4000km from the HEI coordinating the EMJMD  €30000 per year per scholarship holder whose location is in excess of 4000km from the HEI coordinating the EMJMD
	The contribution to the travel costs takes into account the residence of the scholarship holder. The place of residence should be verified on the basis of the provision of: <ul style="list-style-type: none"> <li>• A residence certificate issued in accordance with the candidate's municipality normal registration rules; OR</li> </ul>	

	<ul style="list-style-type: none"> <li>• A certificate from the candidate's place of work, study or training issued by the employer or institution in question.</li> </ul> <p>Both documents must have been issued within 12 months before the submission deadline of applying for the KINO EYES EMJMD</p>
<b>Contribution to installation costs</b>	<p>€ 1000 per scholarship holder resident of a Partner Country</p> <p>A contribution to installation costs is offered only to students residing in a Partner Country.</p>
<b>Contribution to subsistence costs</b>	<p>€ 1000 per month for the entire duration of the JMD study programme (24 months maximum)</p> <p>Contribution to subsistence costs will not be given:</p> <ul style="list-style-type: none"> <li>• to scholarship holders for periods of the EMJMD (study / research / placement / thesis preparation) spent in their country of residence;</li> <li>• to scholarship holders from a Partner Country for the EMMC periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.</li> </ul>

### PROGRAMME COUNTRIES

Member State of the European Union, an EEA-EFTA State (Iceland, Norway, and Lichtenstein, FYER and Turkey.)

### PARTNER COUNTRIES

Countries OTHER than a Member State of the European Union, an EEA-EFTA State (Iceland, Norway, and Lichtenstein, FYER and Turkey).

"12-month rule": Candidates will be considered as Partner Countries' candidates if are not residents in one of the Programme countries, nor have carried out in any of these countries their main activity (studies, training or work) for more than a total of 12 months during the previous 5 years calculated backwards from the deadline of the application to Kino Eyes.

Students with a double nationality must select their FIRST nationality in the application e-form.

Individuals who have already benefited from an EMMC scholarship are not eligible for a second scholarship in order to follow the same or another EMMC.

For further information please visit the Education, Audiovisual Culture Executive Agency's website: [eacea.ec.europa.eu](http://eacea.ec.europa.eu)



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