

EUROPEAN MICROFINANCE PROGRAMME(EMP)

2008-2009

Why the EMP?

The EMP is aimed at students who want to complete a Masters programme in microfinance and at the same time acquire expertise through work experience in a developing country. It provides students with a multidisciplinary approach to the challenges faced by the microfinance sector today.

The teaching draws on the expertise of academics and experts working in the field. Professors from three universities in Belgium, France and The Netherlands and practitioners from the non-governmental organisations ADA, CERISE, PlaNet Finance and SOS Faim collaborate in this programme

The purpose of the programme is to develop future professionals in microfinance who will contribute to the strengthening of microfinance institutions worldwide in accordance with the highest international standards.

The EMP can be done in one year (Master Complémentaire Conjoint en Microfinance, Académie Universitaire Wallonie-Bruxelles). Students can also choose to follow the two years Master programmes at the Wageningen Universiteit in the Netherlands or at the Université Paris Dauphine in France with a one year microfinance specialisation.

To be admitted to the EMP, students should satisfy the following requirements:

For all applicants:

- Diploma in one of the following disciplines: development cooperation, economics, agronomy, management or finance. Exceptionally, other qualifications may be accepted.
- Field experience in developing countries is an asset.

1. For the applicants entering the EMP via the Académie Wallonie-Bruxelles (in the frame of the Master Complémentaire Conjoint en Microfinance):

- For holders of a Belgian diploma: a Masters degree of 5 years or a "licence/licentiaat" (pre-Bologna) of at least 4 years, with at least a "Distinction" (Honours)
- For applicants without a Belgian diploma: a Masters degree of at least 5 years (exceptionally 4 years) or equivalent to 300 European ECTS, with at least a "Distinction" (Honours).
- Complete and submit the EMP-application form (see: "How to apply...")
- Applicants without a Belgian diploma must also complete and submit the ULB-admission formulary (see: "How to apply...")

2. Applicants entering the EMP via the Wageningen Universiteit (in the frame of the Master in International Development Studies):

- See conditions on the website: www.wageningenuniversiteit.nl
- Complete and submit the EMP-application form (see: "How to apply...")

3. Applicants entering the EMP via the Université Paris-Dauphine (in the frame of the Master en Développement durable appliqué):

- See conditions on the website: www.dauphine.fr
- Complete and submit the EMP-application form (see: "How to apply...")



Miriam Lemmens
Administrative coordinator
European Microfinance Programme
Solvay Business School-ULB
CP 145/01
50, AV. F.D. Roosevelt
1050 Bruxelles, BELGIUM
mlemmens@ulb.ac.be
+32 (0)2 650 41 62
www.europeanmicrofinanceprogram.org

Selection

The deadline for the second selection round is **15 April 2008**.

Your application file will be considered by a selection committee made up of representatives from the three coordinating Universities (Académie universitaire Wallonie-Bruxelles, Université Paris Dauphine and Wageningen Universiteit). Students will be selected based on their application file. The selection committee seeks to select a diverse group of students for this programme with experience and previous, relevant education.

The courses

The EMP courses are taught in English.

The programme lasts 12 months (60 ECTS). Each of three partners contributes to the teaching programme.

The programme takes place over three periods:

Period 1

- *September to January*. Courses finish in December with examinations at the beginning of January.
- At the end of the first semester, students must select their research topic for their final EMP assignment.

Period 2

- *February to April*. Courses end in early April with examinations at the end of April.
- You can choose between specialisations in Financing and Management in Microfinance in Brussels, or Rural Microfinance in Wageningen.

Attention! Only European students, who did not benefit yet from an Erasmus scholarship, can choose the specialisation in Wageningen.

You should indicate your choice in the application form. This choice is binding, as it is part of the selection procedure. It is not possible to change this choice after you are accepted to the programme.

Period 3

- *May to September*. Students complete a two to four month field internship preferably at a microfinance institution in a developing country. The costs of the internship period are for the student. However, the EMP will help students to find scholarships for their intern period.

On average, courses involve teaching **3/4 times per week** in the evenings from 18.00-21.00. Sometimes, courses are run on Saturday from 09.00 to 12.00

The EMP faculty expects a high attendance from the students.

Classes begin **September 15th 2008** in Brussels.

No courses are given in Paris.

Fees and registration

Once accepted on the programme, you will need to register with the University and pay your fees. The procedure is set out below.

Costs for registration at Académie Wallonie-Bruxelles:

- For European Union nationals: +/- 800€
- For students from a developing country: +/- 800€ (see list of developing countries from the CUD, available on the EMP-website)
- For the others: costs depend on their nationality.

Any applicant, who is already registered at one of the participating universities, and is accepted on the programme, will be able to take the programme within their existing fee structure.

Students who are accepted for the programme will need to **register at the ULB**. This has to be completed after your arrival and **before 31st October 2008**. (Note that this is after classes are commenced).

You will need to take your **letter of acceptance** to the registration department which will issue you with an invoice to pay your fees. This will need to be paid **before 31st October 2008**.

Visa and accommodation

The acceptance letter for the EMP 2008-2009 is also an invitation letter for studying in Belgium and is sufficient evidence for those requiring a visa for entry to the country. Visas should be obtained from the Belgian consular official in your own country

Accommodation is not provided. You will need to find a place to stay.

Apartments and rooms in shared accommodation are easily available although after the semester has commenced it is more difficult in the area of the University.

An estimation of the cost of living for a student in Brussels for an academic year – 10 months (internship not included):

- | | |
|-----------------------------|------------|
| • University tuition fee: | 800€ |
| • Academic material: | 200€ |
| • Apartment rent: | 600€/month |
| • Or room rent | 250€/month |
| • Average monthly expenses: | 300€/month |

TOTAL: 7500€

Scholarships

CUD-scholarships, for students coming from developing countries:

In 2008-2009, up to 12 scholarships are available from the **CUD** (Commission Universitaire pour le Développement) **to students coming from developing countries**. This scholarship usually covers expenses such as :

- tuition fee
- some living expenses
- return tickets
- a few additional costs

For more information about how to apply for this scholarship, please see the paragraph "How to apply..." below.

Applicants are considered on their merit; application for a scholarship does not guarantee that it will be awarded.

Other scholarships:

Other institutions also provide funds for students coming from developing countries to study in Belgium. However, you are responsible for any application for a scholarship, which must be directly addressed to the institutions. You can find the website addresses of these institutions below:

ULB: www.ulb.ac.be/docs/faq/inscrire.html

DGCD: http://www.dgcd.be/fr/dgcd/bourses_etude/

CTB: see directly with the CTB's office based in your country (if it exists) www.btctb.org/showpage.asp?iPageID=2

How to apply for the European Master in Microfinance (MCC en Microfinance, Académie Wallonie-Bruxelles)?

Holders of a Degree awarded from a Belgian University:

STEP 1: Download the **application form** to complete your application file from our website:
www.europeanmicrofinanceprogram.org

STEP 2: The filled out application form should be sent by e-mail or by post mail to:

Miriam Lemmens
ULB - CP 145/01
50, Avenue Franklin Roosevelt
1050 Bruxelles, Belgium.
mlemmens@ulb.ac.be
+32 (0)2 650 41 62

STEP 3: You must submit the following, with the Application form, by post mail:

- **Two passport photographs:** One attached to the application form and one just enclosed with your name written on the back.
- **A copy of your university degree and transcripts** of records of all your university years (size A4 if possible). If you are awaiting your final results, you may submit a certificate confirming that you have completed your examinations.

Those who hold a Degree awarded from a non-Belgian University:

STEP 1: Download the **application form** to complete your application file from our website:
www.europeanmicrofinanceprogram.org

STEP 2: The application form should be sent by e-mail or by post mail to:

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STEP 4: Also fill out the **ULB-admission formulary** (for the second cycle) that you can find on the ULB website:
<http://www.ulb.ac.be/enseignements/admissions/demande/etape1.html>

STEP 5: The ULB-admission formulary should be sent, together with all due documents, by post mail to:

M. Michel Goffinet
Bureau des Admissions
ULB CP 177
50 Avenue Franklin Roosevelt
1050 Bruxelles, BELGIUM
Tel. +32(0)2 650 35 76.

We advise you, as a precautionary measure, to also **send a copy** of your ULB-admission formulary to Miriam Lemmens.

Please send your application form and your admission formulary to the concerned offices at the same time.

The deadline for the third EMP selection round is **15 June 2008**.

In any case, your ULB-admission formulary, as well as your EMP-application form should arrive at the concerned offices:

- for non-European students who are not residing in Belgium: **before 30 April 2008**
- for European students or all students who are residing in Belgium: **before 23 June 2008**.

No delay will be accepted.

Those who want to apply, IN ADDITION, for a CUD-scholarship:

Besides the **EMP-application form** and the **ULB-admission formulary** that you must fill out (see paragraphs above), you must also fill out the **CUD-application form** that you can find on this webpage: www.cud.be/images/stories/docs/bouformulair2008.pdf, and send it to the CUD.

Your EMP-application form, as well as your-ULB admission formulary and your CUD-application form should arrive at the concerned offices before **15 February 2008**.