

Ref. No.: IACA-2023-AP-0066

## **Master in Anti-Corruption and Diplomacy (MACD) 2023 Programme**

### **GUIDELINES FOR THE APPLICATION PROCEDURE**

#### **Admission Criteria**

Admission to the Master of Arts in Anti-Corruption and Diplomacy (MACD) 2023 programme is open to candidates who satisfy the following criteria:

- Have at least a bachelor's degree or its equivalent.
- Have at least three years of relevant work experience or a proven history of academic research in areas related to diplomacy, anti-corruption and/or compliance, broadly understood. Candidates who do not have working experience yet and are applying directly from the bachelor's degree, should have their undergraduate degree qualification such as economics, law, political science, sociology, or any other field related to MACD studies;
- Are proficient in written and spoken English.

Additional criteria include academic excellence and recommendations. The applicant's personal statement will also be considered.

An interview with IACA/ UNITAR staff by telephone, video conferencing platforms or any other application as such may be required.

#### **Application Procedure**

All applications must be submitted online and accompanied by scanned PDF copies of all required documents and the application fee. Incomplete applications will not be considered.

To apply, please send an email with the required documents to: [diplomacy@unitar.org](mailto:diplomacy@unitar.org)

The application must be completed in English and accompanied by the following documents:

- Most up-to-date Résumé or CV
- Motivation statement
- University diploma and, if issued in a language other than English, its certified translation
- University grade transcript and, if issued in a language other than English, its certified translation
- Proof of English language proficiency
- Copy of the information page of the passport
- Colour photo (in JPEG)

- Salary statement, payslips, or tax return (if applying for a scholarship, check eligibility)

In addition to the above documents, each applicant is required to arrange for two letters of recommendation. He/she is also required to pay a non-refundable [application fee](#) of 100 EUR.

### Required Documents

Attach all required documents in PDF format. Documents in other formats, except the photo, which must be submitted in JPEG, will not be accepted.

#### *1. The most up-to-date Résumé or Curriculum Vitae*

Provide a concise résumé or CV describing your education, work experience, and skills relevant to the MACD programme. **Do not include information on your secondary school education, non-degree short-term courses and training, or any other information irrelevant to your application for the MACD programme.**

#### *2. Motivation Statement (750 words maximum)*

Explain why you are a good candidate for the MACD programme, describe the experiences which contributed to your desire to study anti-corruption and diplomacy and discuss your academic and professional goals and how IACA/UNITAR can help you achieve them. In addition, explain what kind of initiative do you plan to pursue after attending the programme? Why are you the right candidate to be awarded a scholarship? (if applying for a scholarship)

#### *3. University Diploma*

Upload a certified copy of your university diploma. The diploma must clearly indicate that a bachelor's or equivalent degree has been conferred. It must also state the date when the degree was awarded.

If you have not yet completed your bachelor's degree, you may still apply, provided that you will receive your degree prior to the commencement of the MACD 2023 programme.

**If you hold an advanced degree (Master's, PhD, etc.), please provide a copy of the corresponding diploma/degree as well.**

#### *4. University Grade Transcript*

Upload your official university grade transcript. Official transcripts are signed and stamped documents issued by the university.

The transcript must include all courses that you completed, as well as the grades you received. A list of courses without grades, whether issued by the university or compiled by yourself, will not be accepted.

**If you hold an advanced degree (Master's, PhD, etc.), please provide a copy of the corresponding transcript as well.**

#### *5. Translations*

If any of your documents are in a language other than English, please provide an official or certified English translation. This can be a translation done by the university itself and bearing its official stamp or translation done by a certified translator. Unofficial/uncertified translations will not be accepted.

### *6. Proof of English Language Proficiency*

The language of instruction at IACA is English. All applicants must be fluent in both spoken and written English in order to effectively participate in the programme. Applicants who are advanced English speakers but whose mother tongue is not English are required to provide proof of their English proficiency. Such proof must be furnished by one of the methods outlined below. The English test results should not be more than two years old as of the date of application.

- Test of English as a Foreign Language (TOEFL)
  - Overall score required:
    - Paper-based: 600
    - Computer-based: 250
    - Internet-based: 100
  - IACA's institutional TOEFL code is 3052
- IELTS test
  - Overall score required: 7.0
- Cambridge Certificate in Advanced English
  - The overall score required: 185 – 190, no less than 176 in each category
- An academic degree from an internationally recognized university where English was the language of instruction
- Proof of completion of at least two years of full-time education in a tertiary institution where the language of instruction was English
- Proof of having at least two years of full-time employment in an organization or company where English was the working language.

### *7. Passport Information Page*

Upload a scanned copy of the information page of your passport in PDF format. If you have dual citizenship, please upload copies of both passports.

### *8. Colour Photo*

Upload a colour photo in JPEG format - 150 dpi, maximum size 3 MB.

### *9. Letters of Recommendation*

Scholarship applicants are also required to submit two letters of recommendation along with their application. The letters should be written by persons who are well positioned to assess the applicant's qualifications for the MACD programme. Both references may not be from the same organization. Letters of recommendation should not be more than one year old at the time of their submission.

We strongly recommend that letters of recommendation include, as a minimum, the following information:

- In what capacity and for how long has the reference known the applicant
- The applicant's analytical, reasoning, and critical thinking abilities
- The applicant's initiative and motivation
- The applicant's leadership and teamwork potential
- The applicant's academic potential for successful completion of the MACD programme
- The applicant's oral and written communication skills, and overall proficiency in English
- Any other information the reference considers relevant to the application.

### Application Fee

A non-refundable application fee of 100 EUR must be paid by all applicants. Requests for waiving the application fee on the basis of financial hardship, etc., will not be considered.

Payment options offered by IACA are to be found on the payment section on the [webpage](#).

On the bank transfer form, you must indicate the programme, your last name, and country of citizenship. Any currency exchange costs and bank charges shall be borne by the applicant.

### Scholarships

IACA is offering a limited number of partial scholarships for the MACD 2023-2025 programme to eligible candidates from **Least Developed Countries** (LDCs<sup>[1]</sup>) and to citizens from **IACA Member States**, listed under the **World Bank Classification of Countries by Income as the Lower-Middle- and Upper-Middle-Income Economies**.

All scholarship beneficiaries will be selected based on their merits and on a competitive basis. IACA keeps the right to select the best candidates for the programme, keeping in mind geographical, sectoral, and professional backgrounds, diversity as well as gender balance.

The decision to grant a scholarship to an applicant will be taken by the Permanent Academic Collegium, and the decision shall be final.

#### Requirements and expectations for the scholarship beneficiaries:

- Students holding a scholarship are expected to support and promote IACA to the best of their capabilities. They shall be prepared to undertake reasonable activities as requested by IACA, such as ambassadorial activities to promote the spirit and culture of IACA, contributing to the IACA alumni network, sharing impact stories, promoting IACA's programmes to prospective students, in particular in their regions, and representing IACA in events. For these purposes, IACA shall be authorized to stay in touch with these Students after the MACD programme is completed;

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<sup>[1]</sup> A list of LDCs, published by the UN Office of the Representative of the Least Developed Countries (UN-OHRLS), available under: <http://unohrlls.org/about-ldcs/>

- In addition, all scholarship beneficiaries are obliged to provide evaluation of the programme as per request of the IACA staff members and a self-assessment of their knowledge. Self-assessment will be done at the entry stage, mid-term, and final stage, upon completion.
- Through the acquired knowledge and skills, participants are expected to implement activities with an impact on fighting corruption. These activities comprise among others, policy and institutional reforms, educational activities, implementation of good compliance practices, and/or setting-up Collective Action initiatives. The evaluation process will be conducted by IACA and it is expected that after a reasonable time upon completion of the programme, students will be requested to submit a report explaining how they are using the acquired knowledge and which kind of initiative/s they have implemented in their office, organization, or country.

### **Completing the Application and General Information**

Once you provide all required documents and pay the application fee, you will receive a message from the admissions team confirming that the application package is complete.

Incomplete applications will not be considered. Responsibility for the timely and orderly submission of all required documents, including letters of recommendation and payment of the application fee, rests solely with the applicant.

Submission of the application does not amount to the right to participate in the MACD programme, nor does it give the right to an interview.

In case of the submission of false or fraudulent documents, statements or information, the applicant will be disqualified from the application process.

IACA/UNITAR may verify any information provided by the applicant. At the discretion of IACA/UNITAR, applicants may be required to submit certified hard copies of any document(s).

Documents submitted to IACA/UNITAR will not be returned to applicants.

All application-related information will be kept strictly confidential and used solely for IACA/UNITAR's administrative purposes.

IACA /UNITAR may conduct a tele- or video interview with the applicants who are being considered for admission. Only shortlisted candidates will be contacted for an interview.

IACA/UNITAR may verify proficiency in the English language (listening, spoken and written) in respect of any applicant by such means as may be appropriate, and the decision of IACA/UNITAR shall be final.

IACA/UNITAR's decision to admit an applicant or grant a scholarship shall be final.

### **Contact Us**

Should you have any questions regarding the MACD programme or the application process, email us at [diplomacy@unitar.org](mailto:diplomacy@unitar.org) or [admissions@iaca.int](mailto:admissions@iaca.int) or call +43 2236 710 718 100.