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Approved by the Swiss State Secretariat for Education, Research and Innovation SERI

# How to apply for the OT-EuroMaster

## Information for applicants

### The five cooperating institutions



University of Brighton  
Eastbourne, United Kingdom



Amsterdam University  
of Applied Sciences  
Amsterdam, the Netherlands



Zurich University  
of Applied Sciences  
Winterthur, Switzerland



University College Absalon,  
Næstved, Denmark



Karolinska Institutet  
Stockholm, Sweden

## 1. Introduction

Thank you for your interest in the European Master of Science in Occupational Therapy! The OT-EuroMaster is a truly international programme. It is the first of its kind. It has a fully integrated curriculum that is coordinated and offered jointly by five institutions in higher education. We operate in the 'spirit of a joint degree' across the five institutions. This means that staff work as a team in the development and delivery of the programme.

In 2016, the programme received the European Consortium for Accreditation's Certificate for Quality in Internationalisation. The "carousel design" of the programme, which enables the students to study in five different European countries (the Netherlands, Switzerland, the UK, Sweden and Denmark), is unique.

The European Master of Science in Occupational Therapy is a government-subsidised study programme. The Master's degree is accredited by NVAO<sup>1</sup> and approved and funded by the Dutch and the Swiss Ministry of Education and Sciences. The Amsterdam University of Applied Sciences (AUAS) and the Zurich University of Applied Sciences (ZHAW) are the degree awarding powers.

**All OT-EuroMaster students are enrolled at the Amsterdam University of Applied Sciences.** Swiss resident and non European Economic Area (EEA) citizen students will be enrolled both at the Amsterdam University of Applied Sciences, and at the Zurich University of Applied Sciences Winterthur Switzerland. In addition to the NVAO accredited European Master of Science Degree that they receive from the AUAS, they receive the degree Europäischer Master of Science ZFH in Ergotherapie from ZHAW. EEA citizen students will be enrolled solely at Amsterdam University of Applied Sciences.

In practice, every student will receive the same programme, will have the same assignments and will meet the same learning outcomes. We all look forward to supporting you and contributing to deepening your understanding of occupational therapy and occupational science, and building your research skills and your international network!

### Start early!

We advise you to start the application process early. The Administrative Office supports you throughout this process. Please send an e-mail to [ot-euromaster@hva.nl](mailto:ot-euromaster@hva.nl) if you need any support or advice. It is also possible to arrange a Skype or telephone conversation with a member of staff or to have contact with one of the current or former students, possibly from your country.

**Deadline for submission: May 1<sup>st</sup>**  
For application, go to [www.hva.studielink.nl](http://www.hva.studielink.nl)

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<sup>1</sup> Nederlands-Vlaamse Accreditatieorganisatie: Dutch accreditation institute

## 2. Admission criteria OT-EuroMaster

- Bachelor of Science in Occupational Therapy or equivalent
- International English Language Testing Service (academic IELTS) score 6.5 or equivalent.

### 2.1 Bachelor of Science in OT or equivalent

Applicants should hold a Bachelor of Science degree in Occupational Therapy.

#### **Other qualifications, plus a portfolio, which may be accepted as equivalent**

Those who hold a *degree or diploma in Occupational Therapy* which is not a Bachelor of Science degree will have to submit a portfolio demonstrating that they meet the requested entrance competences (annex 1).

Those who have a *Bachelor of Science in a field related to OT*, will have to submit an extensive professional portfolio demonstrating that they meet the requested entrance competences (annex 1), including a good level of understanding of occupational therapy. You can send us the International Diploma Supplement of the degree you obtained to get feedback if we consider your field to be related.

The admission committee will look into each portfolio individually and consider whether the person concerned has attained the required entrance competences by previous work and/or study.

**No admission is possible** for those holding a degree which is not a Bachelor of Science degree in a field related to OT.

### 2.2 English language test

Applicants are required to prove that they have a sufficient command of the English language by submitting evidence of an overall band score of at least 6.5 for the **ACADEMIC IELTS**<sup>2</sup>-test, or of a comparable score.

The following test scores are equivalent to an Academic IELTS score of 6.5:

- TOEFL<sup>3</sup> Paper: 575;
- TOEFL Computer: 232;
- TOEFL Internet: 90;
- TOEIC<sup>4</sup>: 720;
- Cambridge ESOL<sup>5</sup>: CAE – C.

**Please make sure that you plan for the English test early** – you need to register for the test date and it takes some weeks after the test until you get the official result which you need to hand in with your admission documents.

<sup>2</sup> International English Language Testing System: [www.ielts.org](http://www.ielts.org)

<sup>3</sup> Test of English as a Foreign Language: [www.ets.org/toefl](http://www.ets.org/toefl)

<sup>4</sup> Provided the candidate has passed both the 'Speaking and Writing' and 'Listening and Reading' components.

<sup>5</sup> English for Speakers of Other Languages.

### 3. Application

If you decide to apply for the OT-EuroMaster, please check all steps of the procedure and the application criteria in good time. The administrative office is ready to support you in the procedure.

Application is open from November to end of April.

**You have to finalise step one (registering on Studielink) and step two (uploading the application documents) before May 1<sup>st</sup>**

#### Step one: Register on Studielink

For registration on Studielink, go to [www.hva.studielink.nl](http://www.hva.studielink.nl)

If you live in the Netherlands, you can log in on the [Studielink](#) website using your DigiD. If you do not have a DigiD, you can request one via the [DigiD-site](#) (it can take up to five working days until you receive the DigiD).

*If you do not live in the Netherlands, you have to apply for a user name and password by clicking on the 'Request login details and log in' button.*

Within Studielink, choose the OT-EuroMaster as follows:

#### Enrolment application

Enter the name of the study programme you wish to follow. You can enter a maximum of 4 enrolment applications per academic year via Studielink.

##### Select study programme

Enter the name of the study programme you wish to follow.

* Academic year	<input checked="" type="radio"/> Academic year 01-09-2017 / 31-08-2018
* Institution of higher education	<input type="radio"/> University of Applied Sciences <input checked="" type="radio"/> University
* Type of study programme	<input type="radio"/> Bachelor's or other non master programmes <input checked="" type="radio"/> Master's or other follow-up study programme <input type="radio"/> Associate Degree
* Starts in the first year	<input checked="" type="radio"/> Yes <input type="radio"/> No (authorisation required)
* Educational institution:	<input type="text" value="Amsterdam University of Applied Sciences"/>
* Study programme name (institution):	<input type="text" value="European Master of Science in Occupational Therapy"/>
Study programme name (national):	M European MSc in Occupational Therapy
* Location of educational institution:	<input type="text" value="AMSTERDAM"/>
* Study programme format:	<input type="text" value="part-time"/>
<input type="button" value="Select again"/> <input type="button" value="Confirm study programme"/>	



## Activate your AUAS ID and e-mail

After registering on Studielink, you will receive several automated e-mails, one of which includes the invitation to activate your AUAS ID and your AUAS-e-mail:

- As a future AUAS student, you will be given your own AUAS ID and email account.
- Your AUAS ID provides access to the digital resources offered by the AUAS.
- The email account is where the AUAS will send emails informing you about your enrolment and degree programme.
- Be sure to regularly check this inbox to ensure you don't miss any important information.
- To log in to your email account, you will first need to activate your AUAS ID on [id.student.hva.nl](https://id.student.hva.nl) using the details that will be emailed to you after the AUAS has processed your enrolment request.
- If you have any questions about your AUAS ID and/or email address, send an email to [servicedesk-icts@hva.nl](mailto:servicedesk-icts@hva.nl) or telephone +31(0)20 595 1402.

## Step two: Upload documents on TopDesk

After having registered on Studielink, you will get a second link with the invitation to upload your application documents onto “TopDesk”.

A) If you have a **Bachelor of Science degree in Occupational Therapy**, you will have to upload the following documents:

- **Copy of your BSc diploma and International diploma supplement, officially certified** with a counter signature and dated by the Occupational Therapy education institution which issued the diploma. Both with a **certified English translation**<sup>6</sup>;
- The certificate with test score of the **academic IETLS** (or equivalent test, see 2.2);
- **Curriculum Vitae** in English; addressing education, work experience, and further professional and academic training courses;
- 2 page **motivation letter** in English concerning your level of competence and motives for applying to the European Master of Science in Occupational Therapy programme;
- Copy of your **passport**;

B) If you have a **diploma or another degree (not a BSc) in Occupational Therapy or a Bachelor of Science in a related field**, you will have to upload the following documents:

- **Copy of your Diploma and International diploma supplement, officially certified** with a counter signature and dated by the issuing education institution. Both with a **certified English translation**<sup>7</sup>;
- The certificate with test score of the **academic IETLS** (or equivalent test, see 2.2);

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<sup>6</sup> If our diploma supplement is issued in English, you only have to submit the certified copy

<sup>7</sup> If our diploma supplement is issued in English, you only have to submit the certified copy

- **Curriculum Vitae** in English; addressing education, work experience, and further professional and academic training courses;
- 2 page **motivation letter** in English concerning your level of competence and motives for applying to the European Master of Science in Occupational Therapy programme;
- Copy of your **passport**;
- Professional **portfolio**<sup>8</sup> (see annex 1 and 2 for further information).

### Tuition fees

Depending on your citizenship and/or residency, you will be additionally enrolled at ZHAW – this is to make sure everyone pays a similar tuition fee.

The fee for EU/EEA citizens is 2006 Euro per year. A slightly different fee applies for non-EU/EEA citizens. Please contact [ot-euromaster@hva.nl](mailto:ot-euromaster@hva.nl) for further information. For Swiss residents, Swiss semester fees apply.

The tuition fee is exclusive of travel and accommodation expenses and the costs of study material.

### Overview: handing in your application:

<i>Action</i>	<i>Information</i>	<i>Status</i>
<b>Step one:</b> Register on Studielink	<a href="http://www.hva.studielink.nl">www.hva.studielink.nl</a>	
Activate AUAS ID		
Activate AUAS e-mail		
<b>Step two:</b> upload application documents onto TopDesk	See 3.2 which documents are requested	
Payment of tuition fees	<p><b>EU/EEA-citizens:</b> pay tuition fees to AUAS <b>before end of August</b></p> <p>Swiss residents and non-EU/EEA citizens: pay fees to zhaw (registration to zhaw follows when you are admitted to the programme)</p>	

<sup>8</sup> Applicants with a Swiss (non BSc-)Diploma and a „Nachträglicher Titelerwerb“ need to hand in their diploma and the NTE-Certificate as a portfolio



## 4. Visa

During your studies at the OT-EuroMaster programme you will study in five different countries. Depending on your citizenship, country of residence and your specific situation it may be necessary to apply for a visa. The first country to travel to is the United Kingdom. Class work of module 1 takes place in weeks 37 and 38.

***We strongly advise you to start preparing your visa application documents at least three months in advance to make sure that all the papers are correct and complete. If not, your visa application may be rejected.***

Once your admission to the programme has been confirmed, you will get a statement of acceptance and a visa letter if you need. On your request, you will also receive an invitation letter from each institution concerned, for the visa application in the specific country prior to each module. However, gathering all other documents and the visa application itself needs to be done by you.

Refer to

- <https://www.gov.uk/check-uk-visa> for information about a visa for the United Kingdom.
- <http://www.schengenvisainfo.com/> for information about visas for the Schengen region.

*Make sure:*

1. To find out whether you need a visa. Please note that regulations on visas may change.
2. To find out what documents you need for your visa application and start collecting them.
3. To fill out required forms *completely and truthfully*.
4. To use only *original* letters of admission, statements from your employer or others if requested.
5. To use only *recent* documents.

## Annex 1: Requested entrance competences

Entrance competences based on Dublin descriptors on Bachelor of Science level	
<p><b>1. Knowledge and understanding</b> is supported by advanced text books with some aspects informed by knowledge at the forefront of their field of study</p>	<p>You are able to identify the forefront of knowledge in Occupational Therapy and Occupational Science supported by leading literature.</p> <p>You are able to explain the theoretical concepts underpinning occupational therapy specifically the nature of human beings and their performance of occupation.</p> <p>You can explain the relationship between occupational performance, health and wellbeing.</p> <p>You identify the differences between a research question and a clinical question.</p> <p>You are able to identify the forefront of knowledge in research methodologies within the literature about quantitative and qualitative traditions.</p> <p>You mention the fundamental steps in a research process.</p>
<p><b>2. Applying knowledge and understanding</b> through devising and sustaining arguments</p>	<p>You are able to select, modify and apply appropriate theories, models of practice and methods to meet the occupational and health needs of individuals/populations.</p> <p>You are able to actively seek, critically evaluate and apply a range of information and evidence to ensure that occupational therapy practice is up-to-date and relevant to the client.</p> <p>You search independently, critically examine and synthesize scientific literature and other information relevant to occupational therapy.</p> <p>You are able to identify different approaches in quantitative and qualitative studies.</p>
<p><b>3. Making judgments</b> involves gathering and interpreting relevant data</p>	<p>You are able to critically evaluate occupational therapy practice to ensure that the focus is on occupation and occupational performance.</p> <p>You are able to identify the need for research on issues related to occupation, occupational therapy and/or occupational science and formulate relevant research questions.</p> <p>You can gather and interpret relevant data with quantitative and qualitative methods.</p>
<p><b>4. Communication</b> of information, ideas, problems and solutions</p>	<p>You recognize the difference between scientific knowledge and common sense knowledge.</p> <p>You can present information learned from clinical practice and can recognize theories within their own practice.</p> <p>You are able to present information, ideas and solutions to specialists in the field of OT and non-specialists.</p>
<p><b>5. Have developed those learning skills</b> needed to study further with a high level of autonomy</p>	<p>You are able to independently identify your gaps in knowledge, based on your practical/clinical experience.</p> <p>You seek and find relevant information and use information technology.</p>



## Annex 2: Portfolio

### What is a portfolio?

A portfolio is an instrument to show the personal and professional skills you have to offer. With a portfolio, you can show that you meet the requested entrance competences. The portfolio contains one or several products that demonstrate the knowledge and skills you have acquired through your education, experience in occupational therapy practice and lifelong learning.

Please add a description explaining how each product links to the different fields of the entrance competences and how it shows that you have reached the requested level of the competence (shown in annex 1) and are able to study at Master of Science level.

The admission committee examines the portfolio to assess whether you have acquired a sufficient level in all five fields of the entrance competences (see annex 1).

*Applicants with a Swiss (non BSc-)Diploma and a „Nachträglicher Titelerwerb“ need to hand in their diploma and the NTE-Certificate as a portfolio.*

### Examples of suitable evidence

- A report, presentation, writing, article or other product that presents the process and outcomes of a clinical project that you led or took part in.  
Please note: if you refer to a published article, please provide a pdf-version or a link to an online copy of the article.
- A certificate of a post-graduate course with an English summary of the content of the course and a description of the competences you gained by completing this course.
- A critically appraised paper (CAP) or topic (CAT). Look for more information at <http://www.otcats.com/>
- An extended case study of a clinical situation and an essay on theoretical and/or practical Occupational Therapy (OT) or Occupational Science (OS) aspects using relevant OT and/or OS literature.
- A bachelor final thesis supplemented by a follow-up research outline using relevant methodological literature.
- A literature review of a topic within Occupational Therapy/Occupational Science
- A report of a research project that you took part in (describing clearly your role, e.g. assisting in data collection).

### How many products are needed?

Your portfolio and your degree should cover all five entrance competences. Some competences may be clear from your education; if so, only the missing competences should be demonstrated in your portfolio. One product can give evidence of more than one competence. Usually, more than one product are needed.

### Does the portfolio have to be in a paper form?

No, the portfolio can be made in a form that suits you. Be creative! The use of a website or presentation programme like PowerPoint or Prezi is also possible. Remember to organise and structure your portfolio so it shows you possess the entrance competences.



## Example of part of a portfolio

### Portfolio Anna Hoogenkamp

This portfolio shows my personal and professional skills acquired until now through my education, experience in practice and lifelong learning. The pieces of evidence are supplemented with a description on how each product links to different fields of the entrance competences. Etc....

### Personal information

My name is Anna Hoogenkamp and I work as an occupational therapist in an academic hospital in Amsterdam. I'm 27 years old and have 3 years of working experience. Etc...

### Competences

1. Knowledge and understanding is supported by advanced text books with some aspects informed by knowledge at the forefront of their field of study
2. Etc....

### Evidence competence 1 Knowledge and understanding

#### *'Participation in social activities of teenagers at the Indische Buurt, Amsterdam'*

This article shows my knowledge and understanding of participation of a specific group. Social participation is one of the study fields of Occupational Therapy. The relationship between occupational performance, health and well-being is demonstrated by the use of a qualitative scientific method.

## Annex 3: Overview of the OT-EuroMaster

Please note: due to unforeseen circumstances, information or dates may change.

Module 1	Module 2	Module 3	Module 4	Module 5	Module 6
University of Brighton in Eastbourne	Amsterdam University of Applied Sciences	Zurich University of Applied Sciences	University College Zealand in Næstved	Karolinska Institutet	
United Kingdom	the Netherlands	Switzerland	Denmark	Sweden	Own country
12 ECTS	12 ECTS	12 ECTS	12 ECTS	12 ECTS	30 ECTS
Week 35-46	Week 47-8	Week 9-20	Week 21-32	Week 35-46	Week 47-25 Wk 38
Wk 37/38 class September	Wk 49/50 class December	Wk 11/12 class March	Wk 23/24 class June	Wk 46 exam/class November	Graduation September
<b>Exploration of concepts of occupation and research</b>	<b>Qualitative research methods and human occupation, diversity, culture and participation</b>	<b>Quantitative research methods in relation to evaluation and enhancement of occupational performance</b>	<b>Socio-cultural perspectives of human occupation</b>	<b>Planning a research project within the body of knowledge of the OT discipline</b>	<b>Conducting a research project within the OT discipline</b>
<b>Preparatory work</b>	<b>Preparatory work</b>	<b>Preparatory work</b>	<b>Preparatory work</b>	<b>Semi- independent research plan</b>	<b>Semi-independent research</b>
<b>Class work:</b> Introduction to OT-EuroMaster: skills for post-graduate learning and competence based teaching and assessment Concepts of occupation Epistemology Ontology (philosophy underpinning science) Ethics  Critical appraisal of literature	<b>Class work:</b> Understanding and applying qualitative methods Developing skills in qualitative methods Dynamic interaction of human occupation with diversity, culture and participation  Qualitative research methods	<b>Class work:</b> Understanding and applying quantitative methods Developing skills in quantitative methods Development of assessment for measuring occupational performance Implementation of research  Quantitative research methods	<b>Class work:</b> Societal and sociological perspectives on human occupation, population health and OT-practice. Political, economic, healthcare and cultural conditions and the relationship(s) to human occupation in different social situations and cultural settings Using theoretical perspectives to argue for research topics	<b>Master classes</b> Literature review as background study Research plan Methodological master classes connected to the research plans	Data collection Data Analysis Discussion on results Synthesize the material to a master thesis
<b>Assignment</b> Critical appraisal of literature	<b>Assignment</b> A report on a small scale qualitative study	<b>Assignment</b> A report on a small scale quantitative study	<b>Assignment</b> Paper on argumentation for a research topic	<b>Assignment</b> Research plan  Oral presentation	<b>Assignment</b> Thesis
<b>Learning Group</b>	<b>Learning Group</b>	<b>Learning Group</b>	<b>Learning Group</b>	<b>Learning Group</b>	<b>Learning Group</b>
reflections on own research ideas and ongoing research	reflections on different research designs	reflections on different research designs	seminar on students' research ideas	reflections on research plan	as peer review