



PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

P.O. Box 619 Butare-Rwanda - Phone: (+ 250)785 150 811

Website: www.piass.ac.rw Email: office-of-postgraduate@piass.ac.rw

MASTER OF EDUCATION IN QUALITY EDUCATION MANAGEMENT (MEQUAM)

Application Form

Please read carefully the instructions below before completing this form. Only completed forms will be processed.

I. WHO SHOULD USE THIS FORM?

All candidates applying for admission to the two-year taught **MASTER'S PROGRAM** (240 credits) of the Protestant Institute of Arts and Social Sciences (PIASS).

II. HOW TO COMPLETE THIS APPLICATION FORM?

- Please complete this form in full, on computer, and print it clearly in black ink.
- Ensure that you complete the checklist and sign the declaration at the end of this form.
- After signing the form, please scan the document.
- Send the application form together with your digitalised documents by e-mail to the Post-graduate Committee at registrar@piass.ac.rw with a copy to Office-of-postgraduate@piass.ac.rw, and nyirachris55@gmail.com.
- Hard copies also can be submitted to the Academic Registrar's Office.
- The application form can also be picked up at PIASS reception, filled in and remitted to the Academic Registrar's Office.

Deadline for application for the academic year 2023-2024: September intake

October 8, 2023

You are advised to apply as early as possible.

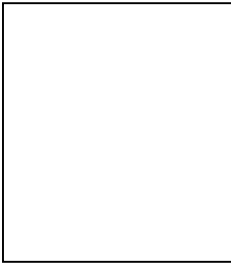


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Photograph



III. PERSONAL DETAILS

Mr Mrs Ms

Last name (Surname) (as in ID/passport)

First name (Given name)..... (as in ID/passport)

Date of birth (dd/mm/yy):.....

Place of birth (city, country):.....

Nationality:.....

Gender: Female Male

Marital status:.....

Church denomination:

Address for correspondence

City:.....

Postal code (If any) :.....

Country:.....

Telephone (with country-code):.....

Mobile phone (with country-code):.....

E-mail address:



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IV. PROGRAM DETAILS

In which area of our Masters Programs do you want to enroll?

- EDUCATION IN QUALITY EDUCATION MANAGEMENT (MEQUAM)

Mode of attendance:

- Full time:
 Part time:

V. ACADEMIC QUALIFICATIONS

1) Undergraduate Degree(s) (BTh, BA, BSc)

Type of degree:

Institution:

Field:

Date obtained (dd/mm/yy):.....

2) (Post-) Graduate Degree (s) (Master's or PhD)

Type of degree:.....

Institution:.....

Field:.....

Date obtained (dd/mm/yy):.....

If you have obtained more than one degree, please enclose a list on a separate page.

3) Are you currently enrolled in a (non) degree course or educational training relevant to your application?

.....
When do you plan to finish this course/training?

.....

4) Type of funding:

- 1. Private
- 2, Other (Specify)



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VI. EMPLOYMENT INFORMATION

Present employment:

Position:

Organisation:

Duration of employment:

KNOWLEDGE OF LANGUAGES

Mother tongue (Please indicate your mother tongue):

Language of instruction (What was/were the language of instruction?):

- At school:
- At university/College:

Other spoken languages:

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VII. REFERENCES

Please list the two persons you have asked to write a letter of recommendation for you. Preferably, one letter of recommendation should be academic. The letters are to be signed, and preferably printed on letterhead. The reference letters should be sent separately from the application to the Post-graduate Committee at Office-of-postgraduate@piass.ac.rw or normal mail to the Academic Registrar's Office with attention to the Post-graduate Committee.

1) Name:.....

Title:.....

Organisation:.....

Phone:.....

E-mail:.....

2) Name:.....

Title:.....

Organisation:.....

Phone:.....

E-mail:.....



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VIII. Professional Experiences in the Education Sector

Please provide a full list of professional and working experiences in the education sector (teacher/trainer, quality management, inspector, etc.).

Dates (from... to...)	Name of Organization	Description of Responsibilities

Use additional sheet if needed.

IX. Motivation letter (MAX. 500-600 WORDS)

Applicants should include a motivation letter in their application. Please write this letter (typed and double-spaced) as a response to the following questions:

- How could the study program you're applying for add to your work and life experience?
- What will be the added value?
- Describe how this study program will benefit your career, and clarify your motivation for applying.

X. FINANCIAL INFORMATION

- candidates must be able to finance their own study and living expenses. Candidates should however also consider costs of travel, tuition fees, books, medical insurance, and (if applicable) visa and residence permit applications.
- For scholarship opportunities, candidates should fill out additional forms provided by PIASS registration office.
- In case of admission and definitive registration for the study program, students can apply for accommodation at PIASS.



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CHECKLIST-

I have included the following digitalised/printed documents with my application:

yes *no Certified copy/copies of degree/s

yes *no Certified copies of transcripts: undergraduate, graduate, or post-graduate

yes *no Certified English translation of transcripts

yes *no List of other degrees

yes no Motivation letter

yes *no An up-to-date curriculum vitae

yes *no Two letters of reference (one preferably academic)

yes *no Copy of my ID or passport identification pages (the two pages that include my photograph and my detailed passport information)

yes *no Essay

yes *no Proof of payment of application fee

yes *no Proof of my ability to study in English

- yes *no Proof of my ability to cover all the expenses related to my studies or an official attestation of sponsorship from a financial guarantor.

*if no, please state the reason why and inform us when we can expect the required documents.

NOTE: We need all the above-mentioned documents before we can definitely consider your application.

Declaration & Signature

I declare that the information provided by me is correct and complete. I understand that incomplete information will delay the application process and I accept that incorrect information will render the application invalid.

Name of the applicant:.....

Signature:.....

Date (dd/mm/yy):.....

City, country:.....