

OPEN SOCIETY FOUNDATIONS SCHOLARSHIPS IN EUROPEAN STUDIES

2013 ENTRY

Guidance Notes for Applicants

1. Description

The **Open Society Foundations**, **Aarhus University** (Denmark), **Maastricht University** (The Netherlands) invite applications for scholarships in European Studies, 2013 entry. Applications are open for the following master courses:

Aarhus University:

MA in European Studies

Maastricht University:

MA in European Public Affairs

MA in European Studies

MA in European Studies on Society, Science and Technology

Scholarships at **Aarhus University** provide up to a maximum of 24 months' tuition fees, a stipend to cover living costs (for one person only), a return air travel fare from the scholar's home country to Denmark, student visa costs and medical insurance. The Master's Programme in European Studies at Aarhus University is a two-year full-time program. Students will be able to undertake a two – three months internship during their summer break in 2014. The internship is not mandatory, but will be encouraged.

Scholarships at **Maastricht University** provide up to a maximum of 18 months' tuition fees, a stipend to cover living costs (for one person only), a return air travel fare from the scholar's home country to the Netherlands, student visa costs and medical insurance. The scholarship students will study full time for the master degree at Maastricht University and carry out six months of internship, which is a mandatory component of the scholarship.

The master courses in European Studies offered by Aarhus and Maastricht universities are very different in focus and approach, and applicants are encouraged to read carefully all available information on the courses offered by the two universities in order to choose the course that is most relevant to their background and future plans. Applicants may apply to one or maximum two of the four offered courses, with the first choice of course clearly stated.

2. Who is eligible to apply?

The scholarships are open to applicants from **Belarus, Georgia, Moldova** and the **Ukraine**.

Applicants must:

- be citizens of, and normally resident in one of the selected countries during the academic year in which they apply for the award; applicants who are temporarily out of the country (for a total period of less than three consecutive months) may be treated as being resident;

- display intellectual ability and leadership potential;
- have an excellent knowledge of English (Aarhus University applicants must have at least IELTS 6.5 or computer based TOEFL 83; Maastricht University applicants must have at least IELTS 6.5 or computer based TOEFL 90);
- already hold the first university degree from an accredited university in their home country;
- meet the universities' respective programs selection criteria;
- not be currently receiving financial benefit from Open Society Foundations (formerly known as Open Society Institute- OSI), Maastricht University or Aarhus University. Applicants who have in the past received financial support from OSF towards a masters degree will be considered on a case by case basis;
- return to their home country at the end of their scholarship period to continue their studies or work there;
- not be employees, employee's relatives (or former employees who have left employment less than two years ago) of Open Society Scholarship Programs, the Educational Advising Centers, Maastricht or Aarhus universities;
- Georgian applicants who consider applying to Aarhus University: applicants who already hold a two-year master's degree from a university in Georgia might not be eligible to apply due to Danish regulations on 'restricted admission' and 'students already holding a master's degree'¹. Such applicants are strongly encouraged to check their status with the Open Society Foundation or Aarhus University before submitting an application.

All other circumstances being equal, preference will be given to applicants who have not previously studied outside of their home country.

3. How can I apply?

Please note that there are different application procedures for Maastricht University and for Aarhus University and you must read these Guidance Notes carefully to ensure you submit the correct application set for your course of choice.

Applicants for the course based at **Aarhus University** should complete the Aarhus University Graduate Application Form, along with the OSF-Aarhus University Scholarship Application Form – both forms may be obtained from your local Educational Advising Centre. There is no on-line application procedure for the Aarhus University applicants.

Applicants for courses based at **Maastricht University** should complete the relevant Scholarship Application form provided at the local Educational Advising Centre. Please pay attention that there are three different application forms for each of the three courses based at Maastricht University. **IMPORTANT:** Maastricht University applicants must also apply to Maastricht University directly by filling out the on-line application form on www.studielink.nl before – **4 February 2013**. They will receive login codes for the My UM portal where they have to fully fill out the Adobe form and upload all required documents.

Please ensure that you enclose with your application certified copies of your diplomas and transcripts; Maastricht University applicants should also upload these documents on the applicants' My UM portal. Certified copies require original stamps and signatures as proof of their authenticity (e.g. certified by the applicant's university, an embassy or a sworn notary). If your diploma and transcript are not in English, please provide official translations into English performed by an official translator.

¹ Applicants may find more information here:
<http://kandidat.au.dk/en/admission/enprogrammes/requirements/>

Applicants are encouraged to sit an English test before the application where possible as this will speed up the final decision on the selection. Please enclose a copy of your IELTS or TOEFT test with your application if you sat one within the past year. Maastricht University applicants should also upload the test results on the applicants' My UM portals.

The completed paper forms and other documents must be received by your local Educational Advising Center (EAC) by 4 **February 2013** at the latest (see below addresses and contact details). *Please note that each applicant is requested to submit **one original paper application set and two photocopies of the entire application set.*** Applicants are requested not to use any staples on their applications and documents.

Applicants who wish to apply to two courses will need to submit full separate applications for each course. Please keep a copy of all documents for your own reference as well. For Maastricht University applicants: the online application must be also made by 4 February 2013.

How does the selection procedure work?

- a) All completed applications received by your local Educational Advising Center by the deadline of 4 February 2013 will be forwarded to Maastricht and Aarhus Universities respectively. Academic staff at the two universities will compile a shortlist.
- b) Shortlisted applicants will be invited for an interview in their home country or in a neighboring country in **early or mid-April 2013**; you should keep yourself free during this period. You will be informed by the Educational Advising Center in March 2013 whether you have been shortlisted or not. Interviews will be carried out by representatives of Maastricht and Aarhus universities and of the Open Society Foundations. Where necessary, shortlisted candidates will be invited to sit an English language test after the interviews; the tests will be organized by in-country scholarship coordinators on the closest available dates.
- c) The final awards will be decided jointly by the respective university and OSF. Candidates will be informed by the end of May whether they are offered a scholarship award to study at Maastricht or Aarhus University. A reserve list of candidates will be compiled; reserve candidates will be offered a place on the scholarship program should any of the successful candidates withdraw from the program.
- d) Successful candidates will have to let the university know by a given deadline if they intend to accept the award. All unsuccessful interviewees will receive commiseration letters. Reserve candidates will be informed as well.
- e) When all awards are confirmed (and reserve candidates are offered awards, as appropriate), the university will send out Student Information e-mail messages to successful applicants and details of funding. The university will also produce its formal letters of acceptance (sent by e-mail) for successful applicants.
- f) Apart from the University award/contract, successful candidates will receive an OSF Award Letter, which they will have to also sign and return to the scholarship coordinator at the Educational Advising Centre.
- g) In June - July, scholarship coordinators will start making travel arrangements for the successful candidates.
- h) The scholarship period will begin in September 2013 and successful candidates will be expected to arrive in Maastricht or Aarhus in late August 2013.

Please note that the staff at your local Educational Advising Center is not involved at all in the decision-making process. They will tell you as soon as they can whether or not you have been successful. Please understand that they will not be able to inform you until they have been told by Maastricht or Aarhus universities and OSF. Nor will they be in a position to comment on the reasons in case you were not selected.

NB: Candidates may apply to several OSF scholarship programs for the same academic year. However, once a candidate receives and formally accepts an OSF scholarship offer from one scholarship program by signing the OSF Award Letter and the scholarship contract with the respective host university, OSF will act on the assumption that by doing so the candidate in question is withdrawing from any other OSF scholarship competitions in which they are participating for the same academic year. OSF scholarships may not be deferred.

*All successful applicants will be expected to attend a **one-month pre-academic summer school in July or August 2013**. The Open Society Scholarship Programs Pre-Academic Summer Program is designed to prepare Open Society Scholarship Programs grantees for a successful academic experience abroad. Successful applicants will be provided with the opportunity to refine their research and writing skills through intensive courses in academic writing and social sciences. The exact date and location of the summer school will be available at a later stage in the selection process.*

5. Who should I contact if I have any questions?

Please make use of all of the written documentation available to you. We strongly encourage you to visit the Maastricht University and Aarhus University websites before you make your application in order to find out more about the contents and structure of the courses and the study process at the two universities:

Maastricht University, Faculty of Arts and Social Sciences:
<http://www.maastrichtuniversity.nl/web/Faculties/FASoS.htm>

Aarhus University, MA in European Studies Program:
<http://kandidat.au.dk/en/european-studies/>

If you have any queries about these guidance notes or if you have any academic questions about the courses offered at Maastricht and Aarhus, then you should contact either:

- your local Educational Advising Center or
- Margareta Mamaliga, Open Society Scholarship Programs, London

Fax or e-mail only:

Fax: 00 44 20 7031 0228

E-mail: margareta.mamaliga@osf-eu.org

6. Contact details of Educational Advising Centers

You can obtain application forms and course brochures from the addresses below. Completed application forms and supporting documents (one original set and two photocopies of the entire set) must be returned to this address by the deadline of **4 February 2013** (NB. Applicants are requested not to use any staples on their applications and documents).

Maastricht University applicants must also apply to Maastricht University directly by filling out the on-line application form on www.studielink.nl by **4 February 2013**. Maastricht University applicants will receive a login code for the My UM portal where they have to fully fill out the Adobe form and upload all required documents.

<p>Belarus</p> <p>Education and Career Advising Center European Humanities University Tauro St. 12 LT-01114 Vilnius</p>	<p>Georgia</p> <p>Centre for International Education Open Society Georgia Foundation 10, Chovelidze Street 0108 Tbilisi, Georgia</p>
---	--

<p>Lithuania Contact person: Kevin Reiling E-mail: advising@ehu.lt Skype: kevinreiling</p> <p>Note: Participants must write to advising@ehu.lt before submitting applications.</p>	<p>Tel : (+995 32)252615, 250463 Fax (+995 32) 252615 Contact person: Gaga Gigiberia E-mail: gaga@osgf.ge</p>
<p>Moldova</p> <p><u>Educational Advising Center</u> str. Puskin, 16, Chisinau, MD 2012 Tel/Fax: (373 22)221167, (373 22)221172 Contact person: Angela Muset E-mail: amuset@eac.md</p>	<p>Ukraine</p> <p><u>International Education Advising Center- Academy</u> 8/5 Voloska str., NaUKMA Building 5, room 319 Kyiv, 04655, Ukraine Tel./Fax +38 (044) 425 60 33 Contact person: Lyubov Shchitka E-mail: int_educ@ukma.kiev.ua</p>