

**OPEN SOCIETY FOUNDATIONS SCHOLARSHIPS IN EUROPEAN STUDIES
MOLDOVA CIVIL SERVICE TRACK**

2012-2013

Guidance Notes for Applicants

1. Description

The **Open Society Foundations and Maastricht University** (The Netherlands) invite applications for scholarships in European Studies, 2012 entry. Applications are open for the following master courses:

Maastricht University:

MA in European Public Affairs

MA in European Studies

MA in European studies on Society, Science and Technology

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 will have the option of carrying out six months of internship, which is an optional component of the scholarship for members of the Civil Service of Moldova.

2. Who is eligible to apply?

The scholarships are open to members of the **Civil Service from the Republic of Moldova.**

Applicants must:

- be citizens of, and normally resident in the participating country 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;
- 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) or Maastricht 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 work within the Moldovan civil service;
- not be employees, employee's relatives (or former employees who have left employment less than two years ago) of Open Society Scholarship Programs or the Educational Advising Center.

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?

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 - **6 February 2012**. They will receive a login code for their My UM portal on which they will have to fully fill out the Adobe form and upload all required documents.

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

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. For Maastricht University applicants: the test results should be uploaded on the students' My UM portals as well.

The completed forms and other documents must be received by the Educational Advising Center (EAC) by **6 February 2012** at the latest (see below addresses and contact details). For Maastricht University applicants: the online application should be carried out by 6 February 2012 as well. *Please note that each applicant is requested to submit one original application set and two photocopies of the entire application set.* 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.

How does the selection procedure work?

- a) All completed applications received by your local Educational Advising Center by the deadline will be forwarded to Maastricht University. Academic staff at the university will compile a short-list.
- b) Short-listed applicants will be invited for an interview in their home country or in a neighbouring country between mid-March and mid-April 2012. **You should keep yourself free during that period.** You will be informed by the Educational Advising Center in March 2012 whether you have been shortlisted or not. Potential candidates will then be invited to sit an English language test (if necessary), which will be organized by in-country scholarship coordinators. Interviews will be carried out by representatives of Maastricht University and the Open Society Foundations.
- c) The final awards will be decided jointly by the university and OSF. Candidates will be informed by the end of May whether they are offered a scholarship award to study at Maastricht 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) Candidates will have to let the university know within two weeks after the receipt of an offer if they intend to accept the award. All unsuccessful interviewees will receive commiseration letters.

- e) When all acceptances are confirmed (and reserve candidates 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 July, scholarship coordinators will start making travel arrangements for the successful candidates.
- h) The scholarship period begins in September 2012 and successful candidates will be expected to arrive in Maastricht in late August 2012.

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 University and OSF. Nor will they be in a position to comment on the reasons in case you were not selected.

All successful applicants will be expected to attend a one-month preparatory academic writing summer school in July or August 2012. 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.

NB: Candidates may apply to several OSF scholarship programs for the same academic year. However, once a candidate receives and accepts an OSF scholarship offer from one scholarship program by signing the OSF Award Letter and a contract with the respective host university, OSF reserves the right to exclude the candidate in question from any other OSF scholarship competitions in which they are participating for the same academic year. OSF scholarships may not be deferred.

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 website before you make your application in order to find out more about the contents and structure of the courses and the study process at Maastricht:

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

If you have any queries about these guidance notes or if you have any academic questions about the courses offered at Maastricht, 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 Center

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 6 **February 2012**. Maastricht University applicants must also apply to Maastricht University directly by filling out the on-line application form on www.studielink.nl by 6 February 2012. Maastricht University applicants will receive a login code for their My UM portal on which they will have to fully fill out the Adobe form and upload all required documents.

Educational Advising Center

str. Puskin, 16, Chisinau, MD 2012

Tel/Fax: (373 22)221167, (373 22)221172

Contact person:

Angela Muset, Scholarship Program Director

E-mail: amuset@eac.md