



EU Scholarships in Civil Service  
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## **Young Cells Scheme**

# **EU Scholarship Programme for Kosovo**

*Rules of Procedure for the Selection Process of Round VI*

## *YCS 2009 - EU Scholarship Programme for Kosovo*

### **I) Objectives and content of the Scheme**

The objective of the EU Scholarship Programme in Kosovo is to promote and improve expertise in different sectors of European Affairs within Kosovo Civil Service, through the advanced academic training of graduates Kosovans' residents and their subsequent (re)integration into the Public Service (or Public Universities or other agreed bodies) for a period of minimum 3 years, after an intensive training scheme including:

- A 2 months' traineeship within Kosovo's Public Administration (or Public Universities or other agreed bodies) and an active participation to all language training activities that will be provided for the selected grantees by the YCS Secretariat before their departure;
- One year (or two, depending on the Master programme) post-graduate studies in (specialised fields of) European Affairs in Colleges/Universities in any of the EU Member States;

Once the Programme is completed, the grantee has the obligation to serve Kosovo Public Administration (or Public Universities or other agreed bodies) for a minimum period of three years, thus using the acquired expertise. Such obligation will be enshrined in the grant contract that each grantee will sign upon completion of the selection. Financial liability for the full amount of the grant will be provided for by the grant's contract in case a grantee refuses to serve Kosovo Public Administration (or Public Universities or other agreed bodies) at the end of his/her Master programme.

To ensure the full success of this Programme, full attention will be drawn to:

- The quality, transparency and fairness of the recruitment process
- The regular evaluation and assessment of grantees' progress
- The quality and accuracy of training delivered
- The identification and assessment of grantees' strengths and weaknesses when defining future positions in Kosovo Public Administration.
- The past experience of former "Young Cell Scheme" graduates.

The Selection Process will abide in particular to 3 crucial principles: **transparency, fairness and non-discrimination.**

**Transparency** is to be understood by the fact that each stage of the selection process will be publicly advertised at the same time for all applicants, and the same information will be provided to everybody. The list of candidates and their ranking will also be published on [www.ycs2009.eu](http://www.ycs2009.eu) and every applicants, also those not short-listed or selected for the further stages, will be able to witness in details the development of the selection. The final report on the selection process will also be published on the website.

**Fairness** is to be understood by the fact that any candidate attempting in any way or form to influence the selection process in his or her favour will be disqualified and eliminated from the selection. Any candidate attempting to copy or use non allowed materials during the written exams will be asked to leave and eliminated from the selection on the spot. Written exams will be code-numbered, to ensure anonymity of applicants, and they will be correct by external independent correctors. Each of those correctors will have tests of different candidates (ie, in

total each candidate will have to sit 4 written tests and each corrector will have a maximum of 2 tests of the same candidate). Candidates will not be allowed to write their names on any test paper, subject to their exclusion from the selection. Written exam papers will be kept absolutely confidential and in a safe place until the day of the exams and accessible only to the YCS Secretariat.

**Non-discrimination** is to be understood by the fact that women, minorities and people with disabilities are particularly encouraged to apply. Between equally qualified candidates (ie, two applicants with the same final score) the principle is that women will be preferred and given priority. People with disability are kindly invited to notify to the YCS Secretariat their needs at the moment of applying for the Scholarship so that the Secretariat can take the necessary measures to ensure their access to the premises of the exams and ensure that they are placed in equal conditions to succeed as any other candidate.

### ***Sectors of the Scholarship and number of grants available***

Under Round VI of the YCS Scholarships up to 50 grants will be awarded for specialisation in different sectors. The **sectors** and the number of scholarships available have been defined in coordination between the Government of Kosovo and ECLO, and are the following:

- ◇ Law (General EU law and linguist lawyers) – up to 15 scholarships available
- ◇ Public Finance – up to 3 scholarships available
- ◇ Public Property Management – up to 4 scholarships available
- ◇ Intellectual, Commercial, Industrial Rights – up to 4 scholarships available
- ◇ Labour and Social Policies – up to 4 scholarships available
- ◇ Transport and Telecommunications – up to 4 scholarships available
- ◇ Regional Economic Cooperation, EU Internal Market – up to 4 scholarships available
- ◇ Development Studies – up to 5 scholarships available
- ◇ Veterinary and Phitosanitary – up to 4 scholarships available
- ◇ Geology/Mining – up to 3 scholarships available

Applicants with degrees from almost all faculties are entitled to apply for the above sectors. Specialisation of grantees in the above sectors will be achieved by each grantee engaging to pursue such specialisation in his/her final Master paper or dissertation. This engagement will be included in the grants' contract and will become legally binding upon grantees at the moment of signing the contract. This means that, eg, a graduate in Economics could apply for the sector of "EU Internal Market" and he/she would then seek specialisation in, for instance, the micro-economic implications of the Internal Market for the EU Member States. However, also a graduate in Law could eg apply for the same sector to specialise in the legal principle and provisions of the EU Internal Market, and specialising in anti-trust and competition legislation. A graduate in business management could, eg, apply for the sector of "Intellectual, Commercial and Industrial Rights" aiming to specialise in the organisation of enterprises to comply with such rights in Europe or he/she could, eg, apply for the sector of "Public Property Management". A graduate in Agriculture or in Veterinary could apply for the sector "Veterinary and Phitosanitary", to specialise in, eg, food processing, but also a graduate in law could apply to the same sector to specialise, eg, in EU standards in Phitosanitary, and so on.

The main point that applicants must understand with reference to the sectors is that those are sectors of EU Affairs and priorities of the European Partnership Action Plan between Kosovo and the EU, and they can be approached from different disciplines and with different ideas of

specialisation. Short-listed applicants however will be asked in details about their ideas and visions regarding the sector(s) they have indicated in their application forms and therefore it is suggested that the choice of the sectors should be made with a clear enough thinking behind it.

Applicants must in fact indicate in their YCS 2009 Application Form at least 1 and up to 3 sectors they would wish to apply for. **Applicants who will not indicate any sector will be disqualified and eliminated in the first stage of the selection process.** The best scoring applicants will be given access to the grants in their sector of first choice until filling up all available posts, then other applicants with lesser scores will be given grants in the sectors of their second choice (in case the first choice is already full), and so on. **No grantees will be allowed to change the sectors** after indicating their choices on the YCS 2009 Application Form, unless a change of sector is proposed by the Government of Kosovo in agreement with the ECLO and of course accepted by the grantee.

Candidates will be competing on all the sectors in one single ranking, with no individual ranking per sector, except for “Geology/Mining”, which given its very specific and technical nature is expected to receive less applications and will have a separate ranking to ensure that suitable candidate with at least the minimum requirements can be awarded a scholarship in this sector.

Of the above numbers of available scholarships at the moment of opening the call for application 38 out 50 grants are ensured. Complete funding for 12 grants under the “*Law (General EU law and linguist lawyers)*” sector is being ensured over the next 7 weeks. The exact number of scholarships available under this specific sector will be communicated to the applicants in the first week of April, prior to send the invitations to sit the written exam.

### ***Choice of EU Universities***

Grantees have in principle the opportunity of choosing the University of their preference. Nonetheless, a pool of receiving EU Universities, highly ranked in their educational and research performances, will be proposed to the grantees at the end of the selection (*likely the University of Lancaster, in UK, the Katholieke Universiteit Leuven, in Belgium, and the Central European University, in Budapest, Hungary*).

Selected grantees will have the obligation to apply to all such Universities and they will be supported in this process by the YCS Secretariat. In addition, grantees if so they wish they can also apply to other EU Universities of their choice. However, in case of different offers from different academic institutions and serious overall budgetary constraints for the Scholarships Scheme itself, it will be to the YCS Secretariat, in agreement with ACDEI and ECLO, to decide which University the grantee shall attend, with in mind always the academic quality of the institution chosen and the ultimate wishes of the grantee.

## **II) Selection Schedule, Stages and Rules of Procedure**

### ***1. Schedule***

- **27 January 2009:** Pre-notice of the call for applications published on newspapers and on the scholarship website [www.ycs2009.eu](http://www.ycs2009.eu) and further disseminated via partner agencies.

- **13 February 2009:** Opening of the Call for applications. Applications documents available online upon registration online at [www.ycs2009.eu](http://www.ycs2009.eu)

- **30 March 2009 @ 16h45:** Deadline for the reception of complete applications Application must be submitted **no later than 16h45 on Monday 30 March**, in person in a sealed envelope, at:

**EU YCS Scholarship Scheme  
SOFRECO SA, Room B-11  
Building of Kosovo Institute for Public Administration (KIPA)  
Str. Muje Krasniqi p.n.  
10000 Pristina  
Kosovo**

- **6 April 2009:** Short-listed applicants are invited to the written exams.

- **10 April 2009:** Written tests, full day of exams.

- **17 April 2009:** Invitation to the interviews for the first 100 applicants, as per score in the written tests.

- **Week commencing 4 May 2009:** Interviews.

- **12 May 2009:** Publication of the final results of the selection and communication to the YCS Round VI grantees.

## ***2. Selection Stages and Rules of Procedures***

The selection will be carried out in 3 stages:

- a) *Selection of applications (CV and Motivation Letters)*
- b) *Written exams on English Language Knowledge and EU General knowledge*
- c) *Interviews*

- a) *Selection of applications (CV and Motivation Letters)*

The initial selection of applications is in 2 steps, first each application will be checked to ensure it is complete, then its contents (ie, CV and Motivation Letter) will be evaluated and scored.

A panel composed by the YCS Secretariat and ACDEI (Agency for Coordination of Development and European Integration) will shortlist candidates to be invited to the written examination; candidates are first selected on objective administrative criteria (ie, **exclusion criteria**). This means that **incomplete applications will be rejected (this also include applications that have not been signed by the applicant)**.

**Complete applications** are composed by YCS 2009 Application Form, Europass CV, Letter of Motivation, signed and dated, copy of UNMIK ID or travel document or other proof of residence in Kosovo or Kosovo passport and copy of University degree (or in case the applicant still has to complete the degree a certificate with the list of exams already passed plus a signed statement by the applicant with the indication of the date by when the applicant expects to complete the degree). **NB: applicants must obtain their University degree no later than 30 April 2009**.

**A check-list has been included for the applicants' convenience in the YCS 2009 Application Form. Please make sure to have included all demanded documents to avoid**

**disappointment of exclusion for missing any of the documents required or for presenting them in the incorrect form (eg, a CV in a different format than the Europass CV, a non signed Letter of Motivation or a non signed YCS 2009 Application Form). No applicants, under no circumstances, will be allowed to complete an incomplete application after submission. Applications submitted after the deadline will not be accepted under no circumstances.**

Incomplete applications are at this stage eliminated.

Complete applications instead are then formally evaluated on the basis of their CV and of their Letter of Motivation. **CVs and letters of motivation (ML)** are scored a maximum of 10 points or 10% of the overall score.

This initial evaluation of CV and ML is only to ensure applicant's compliance to the requirements of the scholarships and his/her eligibility. The evaluation criteria are as follows:

- all degrees directly relevant to the call for application and mentioned in the advertisement – 4 points; all other degrees relevant to the call yet not directly mentioned in the list – 2.4 points (ie, 60%)
- years of relevant professional experience related to the sectors indicated in the call for applications - max 2 points (0.5 points up to 1 year, 1 point up to 3 years, 2 points more than 3 years)
- Motivation Letter (including style, clarity, motivation, etc) – max 4 points. Only manifestly incompliant ML will be scored less than 2.4 (eg, *someone writing that after the Master degree will not return to Kosovo and will seek employment abroad*).

Candidates with less than **6 points** aggregate score (CV+ML) are in principle not selected but can be recovered by decision of the panel in case not enough candidates reach the threshold for selection.

Any candidate however with **less than 4.8 points** (2.4 for CV + 2.4 for ML = 4.8) or with less than 2.4 in either CV or motivation letter are eliminated at this stage.

A minimum number of eligible and compliant candidates must be selected for each of the sectors indicated in the call for application. This minimum number of candidates is equal to a 3 to 1 ratio, ie at least 3 times the number of available scholarship in each sector.

If not enough suitable candidates are found within each sector, as defined by the call for applications, then candidates invited to the written examination are recruited from the other sectors, if there are enough candidates. Alternatively, the Scholarship Secretariat, in agreement and coordination with ECLO and ACDEI, may decide to accordingly reduce the number of available scholarships so that at least it is kept a ratio of 3 applications every scholarship awarded (ie, at least 150 applicants for 50 scholarships, or less for less scholarships).

*b) Written exams on English Language Knowledge and EU General knowledge*

The written tests consist of multiple-choice examination on General Knowledge on EU Affairs and on Knowledge of English Language. Anonymity of applicants will be ensured by numerical codes. The two components of the written test count respectively 1/3 (EU test) and 2/3 (EN test) of the total score for the written test. A cumulative total of maximum 30 points is awarded for the written exams, composed by a maximum of 10 points for the EU test and 20

points for the EN test. Overall the written exams count for 30% of the total score of the scholarship.

The test on EU Affairs will be composed by 80 multiple-choice questions. The duration of the written test is maximum 1h30min. Each question is worth 0.125 points and the maximum score in the written test on EU is 10. **A minimum score of 48 correct answers (or 60% of correct answers) is required to pass this test.** Candidates that will score less than this will be eliminated.

The General EU Knowledge Tests questions will be drawn from the following two documents published by the European Commission and the European Parliament:

- "Europe in 12 Lessons", by *Pascale Fontaine*, available online at

[http://ec.europa.eu/publications/booklets/eu\\_glance/60/index\\_en.htm](http://ec.europa.eu/publications/booklets/eu_glance/60/index_en.htm)

- Selected Chapters of the "Facts Sheets on the EU (2004)", by *the European Parliament*, available online at

[http://www.europarl.europa.eu/facts\\_2004/default\\_en.htm](http://www.europarl.europa.eu/facts_2004/default_en.htm)

**NB:** The chapters of the "Facts Sheets on the EU (2004)" that will be used for the written test are **Part I, Chapters 1.1 & 1.2** (ie, EU History and EU Legal System) and, **Part III, Chapters 3.1 & 3.2** (ie, Principles and Freedoms of the Internal Market).

Both documents can also be downloaded from the YCS website, [www.ycs2009.eu](http://www.ycs2009.eu)

The English Language Test aims to ascertain at least a strong upper-intermediated level of English, as such defined by the IELTS examining and scoring protocols that will be used as guidelines for the test. This test is therefore foreseen to determine the candidate's level of English and his/her's suitability to join the programme.

The English tests will be composed by 3 different parts: listening and reading comprehension and grammar tests. Each part will take 1 hour to sit. Candidates must score an average of 75% of correct answers in the 3 combined English tests. Any candidates with less than 75% of correct answers in the English Language tests will be eliminated at this stage, unless not enough suitable candidates are to be found within this threshold. In such case those candidates with at least 60% of correct answers might be conditionally rescued, upon obligation to follow intensive EN training in case they were to be eventually awarded a grant.

If not enough suitable candidates are found within individual sectors as indicated in the call for application then candidates invited to the oral examination may be recruited from the other lists, if there are enough suitable candidates. Alternatively, the Scholarship Secretariat, in agreement and coordination with ECLO and ACDEI, may decide to accordingly reduce the number of available scholarship and invite to the interviews fewer candidates than initially planned, or may propose a change of sector for suitable candidates.

If enough suitable candidates are through at this stage, up to the first 100 applicants will be invited to the third and final selection stage, the interviews. The ratio for the interviews is of 2 to 1, ie two applicants for each available scholarship.

### *c) Interviews*

Interviews will be conducted by panels composed of an odd number of members (ie, 5 or 7). The majority of panel members will be academics from EU Universities that will come specifically to Pristina for the YCS 2009 Selection, and then by one representative of ACDEI (or Public Universities or other agreed bodies) and one representative of ECLO. Prior to the

interviews panel members will review the CV and ML enclosed to the application of the candidate.

The interviews will last for no more than 20 minutes per each candidate and they will consist of a maximum 10 minutes presentation in English on the basis of documents (in English language) handed out to candidates 1h before sitting in front of the panel and a ca. 10 minutes interview in English on the candidate's background and motivations. If a candidate has presented in his/her CV the knowledge of other languages then he/she will receive one additional question for each language he/she has indicated.

Candidates are again scored on a 30/30 basis, once for the presentation and once for the second part of the interview. Maximum 60 points (or 60% of the final score) are awarded for the oral examination. Anyone **below 36** is considered not to have passed the oral examination. The partial score for the interview counts for 60% of the final aggregate score.

Additional points (on the score of the oral exam) can be awarded for each EU official language spoken proficiently other than English, if this is proved to the panel by the candidate. Candidates may receive 1 point for good knowledge or max 2 points for excellent knowledge of another EU language.

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### **How to Calculate the final score?**

- **FINAL AGGREGATE SCORE:** The selection of candidates will be made on the basis of points awarded in each of the steps of the procedure, on a 10/30/60% basis. This means:
  - The administrative score on the CV and the motivation letter counts for 10% of the final score;
  - The score on the written test counts for 30% of the final score;
  - The score on the interview counts for 60% of the final score.
  - Additional points for other EU language (between 1 and 2 points).

In practice this means that, eg, candidate Mr Altiero Spinelli receives the following scores:

- 8.4 / 10 for his CV and motivation letter (4 for ML, 2.4 for Academic Qualification and 2 for the relevant experience in the administrative selection);
- 21 / 30 for the written test (ie, he gets 6 or 60% of 48 correct answers out of 80 for EU test and 75% of correct answers in the English test, or a total of  $75 \times 0.2 = 15$  points out of 20);
- 36 / 60 for his oral examination (he scores 18 for his presentation, and 18 for his interview).

#### **Additional scores**

- 2 additional points for excellent knowledge of German

- the final aggregate score is then calculated as follows:

$(4+2.4+2 = 8.4) + (6+15 = 21) + (18+18 = 36) = 65.4 + 2$  (additional points for German knowledge) = 78.4

**NB: only candidates reaching an overall score of at least 61.8 points (ie, 61.8% of the maximum score of 100) are eligible to be awarded the scholarship.**

### III) Indicative Overall Plan

#### Indicative Timetable

ACTIVITY	DATE
ROUND VI	
SELECTION and CONTRACTING	January 2008-beg. May 2009
TRAINEESHIP in Public Administration LANGUAGE TRAINING within the project	June-July 2009
LANGUAGE COURSES and CERTIFICATION	May-July 2009
APPLICATION and REGISTRATION in EU MS Universities and Colleges	From May 2009
VISA Application process	To be started as soon as applicants receive offers from the Universities and possibly no later than mid/end of June 2009.
POST GRADUATE STUDIES in EUROPEAN AFFAIRS	September 2009-July/Sept. 2010 (or 2011)
Reintegration of Round VI Young Cell into Kosovo Public Administration or Public Universities or other agreed bodies	From Sept.2010 (or 2011)