**Application documents**

**Eligible applications should include the following:**

1. A Personal Statement of no more than 500 words. This should explain how the applicant feels they are suitable for the programme (both academically and personally) and their motivation for applying. It should include examples of what they consider to be the public good and why / how they are personally committed to promoting it.
2. The applicant’s answers to the two questions in no more than 200 words.
3. A CV (max 2 pages)
4. Degree certificates for the applicant’s completed undergraduate and postgraduate degrees. We have asked for transcripts where their university issues them, and an official university document that confirms the final grades for each completed degree where not.
5. Two academic references. One must be from the applicant’s supervisor. If the applicant is studying a cotutelle degree, then there must be a statement of support from the second supervisor if s/he/they are not one of the academic referees.
6. One reference from someone who can speak to your leadership potential. Ideally, this should not be from an academic. References from family members or people the applicant is in a personal relationship with will be deemed ineligible.
7. One personal reference. References from family members or people the applicant is in a personal relationship with will be deemed ineligible.
8. a Europaeum cover sheet (just used to compile basic information about the candidate for our records)

All documents should be submitted in English. The only exceptions to this are university transcripts/certificates and the personal reference, which may be submitted in any official language of the university where the applicant studied (transcripts/certificates) and their current university (personal references).

For information we include below the information and guidance provided to candidates on our website about the application documents.

**The Personal Statement (max. 500 words)**

This should address two key areas. One is how your postgraduate research and/or your extracurricular activities fits with the study of Europe and the aims of the Scholars Programme. The other is your commitment to the public good. You may wish to draw connections between these areas. Good questions to ask yourself when drafting the statement are: How do your experience and interests make you suitable for the programme? Why are you applying? How does your doctoral research relate to the study of Europe? What have you done outside of your studies that is relevant to the Programme and its aims? What do you consider to be the public good? Why? How and why are you committed to promoting it? What have you done both in your studies and in your extracurricular activities to promote it?

Please note that by Europe we do not just mean the EU. Applicants working on topics related to the EU would of course be eligible, but we define Europe very broadly. We also understand the study of Europe to include the history and culture of Europe and its constituent parts, as well as its politics, finances and external relations.

**Your answers to the questions (max. 200 words)**

What is the most important lesson you have learned in the last three years?

You have been given €1million to start a social enterprise. What would it be and why?

**Your CV**

This should be a maximum of 2 pages. It must include information about your educational qualifications and results to date, including the overall grades you received for your degrees. It must also make clear that you are studying a humanities or social science subject or a joint degree that comprises a humanities or social science element. It should also include details of your academic achievements. These could include scientific presentations, grants, prizes and awards, and publications. We appreciate that applicants will have a wide range of experience both within and without formal education. If you have worked outside the academy, please give brief details of your employment record. Please also note any relevant internships, volunteer work, other work experience, or leadership positions. If you have undertaken fieldwork as part of your studies, you may also wish to give brief details. Please note that assessors will be asked to disregard anything after the second page.

**The University Transcript and Degree Certificates**

Where your university issues a transcript, we would like you to supply a transcript in the original language. We would also like you to supply a copy in English if the original language is not English, French, or German unless your university asks you to supply a copy in English too. The English copy does not need to be a notarised copy. Similarly, we require that you supply university certificates for completed degrees, especially in cases where your university does not issue a transcript. It is essential that one of these documents clearly state your overall degree grade, GPA or classification.

**Two Academic References**

One of the academic references MUST be from your doctoral supervisor or, if you have not yet been appointed a supervisor, someone who has been responsible for overseeing your postgraduate studies to date. Both references should come from academics who know your academic work, particularly your postgraduate work, very well. Academic referees should comment primarily on three areas: i) your academic track record to date and how your achievement compares to that of your cohort; ii) the quality and potential of your postgraduate research; and iii) their assessment of your future potential. Please also ask them to comment on your academic suitability for the Programme and your potential to balance the Programme with the demands of your doctoral research. Please make sure that your referees know about the Scholars Programme, so that they know what we are looking for. It may be useful to send them the brochure if they have not seen it. You may also wish to send them your personal statement.

Academic references MUST be submitted in English.

**The Leadership Reference**

This should be from someone who can either speak about how you have performed in a leadership role in the past or who can comment upon your leadership potential. This could be a former employer or co-worker, or someone involved in an organisation, network, or event you have helped to organise. They may also want to comment on how you work with others. Please do NOT ask a relative to write this reference for you, as references from relatives will be considered ineligible and may render your whole application ineligible. These should ideally be submitted in English. If that is not possible, they should be submitted in an official language of your university.

**The Personal Reference**

These should be from someone who knows you very well and can comment upon your character. They may also want to comment on how you work with others. Think about who knows what sort of person you are and what your attitudes are towards the public good. This could be a friend who has known you for a long time, or someone from a local organisation or club you go to or a sports team you are part of. The important thing is that they can bring in a different perspective to your academic referees and whomever you have asked to write your leadership reference. Please do NOT ask a relative to write this reference for you, as references from relatives will be considered ineligible and may render your whole application ineligible.

Personal references can be submitted in any official language of your university, although references in English are preferred whenever possible.