



Young Cell Scheme
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Rules of Procedure Round X – 2016 Selections

Young Cell Scheme

EU Scholarship Programme for Kosovo

Rules of Procedure for the Selection Process of Round X



I) OBJECTIVES AND CONTENT OF THE SCHEME	3
A) YCS OBJECTIVES AND PRINCIPLES	3
B) SECTORS OF THE SCHOLARSHIP AND NUMBER OF GRANTS AVAILABLE	7
C) CHOICE OF EU UNIVERSITIES	8
D) UNDERGRADUATES APPLICANTS	11
II) SELECTION SCHEDULE, STAGES AND RULES OF PROCEDURE	11
1. SCHEDULE AND DEADLINE FOR APPLICATION	11
2. SELECTION STAGES AND RULES OF PROCEDURES	12
a) <i>Pre-selection of applications (Eligibility of Applicants and Complete Applications)</i>	12
b) <i>Written exams</i>	14
a) General Knowledge on EU Affairs	15
b) Verbal and Numerical Reasoning	15
c) Knowledge of English Language	15
c) <i>Interviews</i>	166
<i>Final Results</i>	177
III) INDICATIVE OVERALL PLAN	188
YCS EU SCHOLARSHIP EVALUATION GRID FOR ALL SECTORS:	19
ANNEX I – SECTORS DEFINITION	21



I) Objectives and content of the Scheme

A) YCS Objectives and principles

The objective of YCS project is to contribute to build a professional, accountable and apolitical Civil Service at all levels in Kosovo by supporting the Kosovan public administration through a specific scholarship programme that will improve the professional capacity of civil servants to better service Kosovo citizens also in the light of EU integration process of Kosovo. Under the Terms of Reference of the project the purpose of the activities will be to select the grantees for next Round X *to generate a core group of civil servants in fields identified as weak areas for Kosovo, who will be determined to drive and implement reforms in public administration, in particular those required for the SAA implementation.*

The most evident novelty under this year's Round X selections is the fact that project's Terms of Reference are providing for a reserved quote of grants (up to maximum 10% of the total of awarded grants) for civil servants. It has been however proposed into the Inception Report and agreed by stakeholders during the 1st Project Steering Committee that this reserved places for civil servants will undergo exactly the same rules and principles governing the selection of non-civil servants. The only differences will concern the visibility campaign (the project will disseminate information about YCS Round X selections among civil servants using the internal email system provided by the Ministry of Public Administration in order to reach all public administration across Kosovo) and the obvious fact that civil servants once awarded with a grant will not be required to attend a 2 months internship as other grantees as they will simply continue to work in their old position until the planned departure. On the other hand Civil servants awarded with a grant will be obliged, as other non-civil servants grantees to attend all trainings required and organized by YCS Secretariat prior to departure (i.e. English, GMAT if needed, etc.).

Therefore the overall objective of the Young Cell Scheme in Kosovo is to promote and improve expertise in different departments of Kosovo Civil Service, through the advanced academic training of graduated (or under-graduated but in their last year of University) students and civil servants Kosovans' residents up to 40 years old and their subsequent (re)integration into the Public Service for a period of minimum 3 consecutive years, after an intensive training scheme including:



A 2 months traineeship within Kosovo's Public Administration or other agreed bodies (just for non-civil servants, as stated above prior to their departure civil servants grantees will simply continue to work in their old position) and an active compulsory participation to all language (or other, i.e. GMAT) training activities that will be provided for the selected grantees by the YCS Secretariat before their departure (the internships will be completed in the period between May and end of July 2016;

One year post-graduate studies in Colleges/Universities of any EU Member State in one of the following sectors previously required by and agreed with Kosovan Public Administration: Law, Economics, Public Administration;

Once the Programme has been completed, the grantee has the obligation to start serving or continue to serve (if he/she was already a civil servant prior the departure) Kosovo Public Administration for a minimum period of three consecutive years, thus using the acquired expertise and education. The definition of Kosovo Public Administration includes the possibility of working for local governments, municipalities and all public institutions. Such obligation will be enshrined in the reviewed scholarship contract that grantees will sign prior to their departure abroad. 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 or return to serve Kosovo Public Administration (or other agreed bodies) at the end of his/her Master programme, or in the case he/she does not finish his studies abroad without a proper justification/force majeure. Government of Kosovo will take all the necessary legal measures to ensure that the grantees who refuse to reimburse the full amount of the grant will be prosecuted in accordance with the applicable laws in Kosovo. Moreover, Government of Kosovo will ensure that any of the grantees who refuses to fulfil his/her obligation in accordance with the contract, will be prevented from employment in all public institutions funded through Kosovo budget, as well as other entities which receives funds from GoK. On the other hand the European Union Office to Kosovo will also encourage and foster grantees to get employed in Kosovo Civil Service. The Public Administration of Kosovo retains the right to employ the student within the 12 months following the completion of his/her programme. During this period of time however the non-civil servant grantee will be entitled to take up employment also outside the Civil Service (i.e. in private sector) in case employment is not offered within the first 4 months after the completion of his/her studies. On the other hand, the civil servant grantee will be immediately reintegrated in his old position upon his return from studies abroad.



Details and specifications of the contractual relations between grantees and Public Administration will be made available to grantees in due course and not later than the week of 18th April 2016 (the selection procedure is planned to be completed on 15th April 2016), prior to the signature by the Grantees of the YCS Declaration of Understanding (please see below).

Upon completion of the selection process, and prior to the signature of their scholarship contracts, grantees will sign a Declaration of Understanding with the YCS Secretariat covering the obligations set forth by the present Rules of Procedure. The Declaration of Understanding will also establish precise disciplinary procedures to be applied to grantees in the period prior to their departure, where and if the grantee does not comply with all obligations set forth by the present Rules. Disciplinary consequences for non-compliant grantees might include the withdraw of the grant in serious cases. Disciplinary procedures will be decided upon by the Project Steering Committee (composed of representatives from the European Union Office to Kosovo, the Ministry for European Integration and the Ministry of Public Administration), which acts on case referral from the YCS Secretariat.

- To ensure the full success of this Programme, attention will be drawn to:
- The quality, transparency and fairness of the recruitment process;
- The regular evaluation and assessment of grantees' progress and compliance to their obligations during the period prior to the departure abroad;
- The quality and accuracy of training delivered;
- The identification and assessment of non-civil servants grantees' strengths and weaknesses when defining future positions in Kosovo Public Administration;
- The position held by civil servants grantees in Kosovo Public Administration and the possibility to raise their employment grade after the completion of studies;
- The past experience of former "Young Cell Scheme" graduates.

The Selection Process will abide in particular to 3 fundamental 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.ycskosovo.eu and on www.mei-ks.net. Thus all applicants, including those not short-listed or selected for the further stages, will be able to witness in details the development of each stage of the selection procedure. Upon their requests applicants will be allowed to view their own exam papers, and where applicable, the outcome of their interviews after the results have been made public. The final minutes of the interviews stage will also be published on the project's official website <http://www.ycskosovo.eu>.

Fairness is to be understood by the fact that any candidate attempting in any way or form to influence or mislead the selection process in his/her favour will be disqualified and immediately eliminated from the selection. Attempts in this sense include, though not exclusively, phone calls, emails or any other form of direct contact with the YCS Secretariat or with other individuals officially involved in the selection process in order to try to influence the outcome of the selections (i.e. invigilators during written exams). Any candidate attempting to copy or use non-allowed materials during the written exams will be asked to leave and will be immediately eliminated from the selection (a detailed set of rules governing written exams will be prepared in due course by the project). Written exams will be code-numbered, to ensure anonymity of applicants, and they will be correct by optical marker reading using an independent professional service of an EU Member State with a proven track record of similar activities for public and private selections in the recent past. Candidates will not be allowed to write their names on any exam paper or mark them in any way that may lead to the identification of the candidate, subject to their exclusion from the selection. Written exam papers will be kept absolutely confidential and in a secure place until the day of the exams and accessible only to the YCS Secretariat (nor MEI/MPA neither EUO representatives will be allowed to get access to these forms). Any threats of any form or attempt to influence decision moved directly or indirectly to the YCS Secretariat or to any of the individuals involved in the selection process will also be reported immediately to the competent authorities, where and if such threats represent a criminal offence.

Positive discrimination is to be understood by the fact that women, minorities and people with disabilities are particularly encouraged to apply. A targeted visibility campaign is aimed at attracting



minorities. Between equally qualified candidates (ie, two applicants with the same final score) the principle is that women, members of minorities and candidates with disabilities will be preferred and given priority in order to ensure a balanced outcome of the competition'. People with disabilities will be kindly invited to notify to the YCS Secretariat, on the Scholarship Application Form, their needs at the moment of applying for the Scholarship so that the Secretariat can take the necessary measures to ensure access to the premises of the exams and to ensure equal conditions as any other candidate to succeed in the selections.

B) Sectors of the Scholarship and number of grants available

Under Round X of the YCS Scholarships up to **32 grants** will be awarded for specialisation in different sectors. The **sectors** and the number of scholarships available have been defined by the Government of Kosovo in close cooperation with the European Union Office to Kosovo, and they are the following:

- 1) Law – (50%) up to 16 scholarships available
- 2) Public Administration – (25%) up to 8 scholarships available
- 3) Economics – (25%) up to 8 scholarships available

The final distribution of grantees between the three sectors will also depend on the quality of candidates, especially if we consider the previous experiences under Rounds VIII and IX when the overall performance of lawyers has been quite poor, therefore obliging the project to redistribute the available grants between other sectors. However, the general aim of the project is to increase as much as possible (considering also available financial resources) the total number of grants maintaining the same level of quality as in the past.

The precise definition of each sector, as well as the prerequisite degrees for applying for a specific sector, are detailed in **Annex I** to this Rules. **Applicants are required to carefully read and understand Annex I before submitting an application in order to avoid disappointment. Applicants without the specified academic background or an equivalent professional experience (where applicable and as specified in Annex I) for the sector they intend to compete in, will be rejected during the pre-selection stage (please see below, II.2.a, Pre-selections).**



Specialisation of grantees in the above sectors will be achieved by each grantee engaging in pursuing such specialisation both in his/her Master Programme and 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 the grantees will also have to share and to agree with the YCS Scholarship Programme (and its stakeholders) the topic of their Master paper (final paper/thesis/final project).

Applicants **must** indicate in their YCS Application Form the sector they intend to apply for. No changes of sector are allowed, **unless it is directly proposed by the YCS Stakeholders where and if exceptional circumstances apply** (i.e., where and if a suitable candidate has a relevant academic background for a Sector he/she did not apply to and not enough suitable candidates have emerged within that Sector – performance in the written exams is also taken into account in such cases). **Applicants who do not indicate in the Application form their sector of choice will be rejected at the Pre-selection stage.**

Candidates will be competing in each of the different Sectors, with ranking per individual Sector. This means that Applicants **do not compete in a single ranking for all Sectors** due to the very different nature of each of the sectors. In other words, those applying for a Scholarship in Law sector will only be competing for a grant in Law, those applying for Public Administration will only be competing for a grant in this Sector, and those applying for Economics will only be competing for a grant in this third Sector.

C) Choice of EU Universities

Grantees have in principle the opportunity to apply to the University of their preference as far as their choice is in line with available financial resources, sectors and requirements made by MEI, **even if the final decision is taken by the EUO and MEI.**

Grantees have the **obligation to apply to at least 3 Universities in 3 different EU Member States.** If they wish, grantees can apply to additional Universities as there is no maximum number of possible University applications as long as the minimum requirement of 3 applications in 3 different Member States is respected. **It is however forbidden to apply to more than 2 Universities in any EU Member State.**



Nonetheless, a pool of receiving EU Universities, highly ranked in their educational and research performances, will be advised by the YCS Secretariat, in agreement with EUO and MEI, to the grantees depending on their sector (eg, *the Katholieke Universiteit Leuven, in Belgium, Maastricht and Leiden Universities, in the Netherlands, the College of Europe in Belgium and Poland, Central European University in Budapest, and other Universities that will take part to Round X Selection Process*). These are Universities highly specialised in the sectors of this call and that have received YCS Grantees in the past with excellent feedbacks. **Please note that, if in conflict with the preferences given by the grantees, application is compulsory to the study programmes that are advised to grantees by the project.** Grantees will be supported in the application process for advised Universities by the YCS Secretariat.

Grantees must also respect the following merely indicative financial limits when applying to Universities:

- **EU Law** sector: tuition fees must be no more expensive than **14,000 EUR**
- **Public Administration** sector: tuition fees must be no more expensive than **16,000 EUR**
- **Economics** sector: tuition fees must be no more expensive than **17,500 EUR**;

Please note that the above limits do not need to be attained and that excellent Master programmes can also charge lesser fees. The level of tuition fees is not an indicator of academic excellence but only of the education policy of a given country. The above limits have been established based on average tuition fees in the respective sectors under previous Rounds and they reflect current fee levels in Universities across the European Union, even if it has to be pointed out that currently great differences continue to exist between a country and another. In any case the final decisions for each university will be taken by MEI and EUO jointly during a dedicated PSC.

Grantees will also receive **12 months of living allowances at 1.200EUR/month** Brussels equivalent based on OSCE indicators concerning the cost of living in EU countries (ie, students in Belgium will receive 1.200EUR/month, those in countries with a more expensive cost of living will receive relatively more, and for those in countries with a less expensive cost of living it will be relatively less). Anyhow it has to be assumed that the applied oscillation limit is in the order of 10-15% if we take 1.200 EUR/month as an average amount.



Depending on the overall financial sustainability of the YCS Scheme and on the actual costs of the grants based on the effective number of grantees, EUO and MEI may decide to increase the above limits if resources allow for this and only where and if such financial sustainability can be preserved.

Grantees final destination will be decided only by EUO and MEI upon advice from the YCS Secretariat, following the criteria below (in order of importance for consideration):

- 1) The Master Programmes considered are in line with both contents of specialisation sectors – as defined in Annex I of these Rules - and grantees academic background;
- 2) The academic value of the programmes and the Universities offering them;
- 3) The overall financial sustainability of the YCS Scholarship programme;
- 4) The wishes of the grantee.

Where and if the wishes of the grantees do not correspond to the advices of the YCS Secretariat a stakeholders committee is convened, prior to the final allocation of programmes, where grantees can present their reasons and motivation for their preferred programme. The decision ensuing from the stakeholders committee is final. In order to enforce the application of the **principles of equal treatment, fairness and transparency** grantees who try to influence or lobby for the programme of their preference in any other way or manner will be subject to a disciplinary procedure that may lead to the withdraw of the scholarship.

Grantees are allowed to apply to different Master Programmes until **31st May 2016**. Applications made after that date will not be taken into consideration by the YCS Secretariat. On the other hand, **applications made to Universities before the end of Round X selection process** might be taken into account only where and if they respect the definitions of Sectors in Annex I and are approved by the stakeholders. Potential applicants, after reading Annex I to this Rules, and where they have a specific University and programme in mind that fulfil the definition of their sector, are also invited to apply to such Universities as soon as possible if the applications deadline would expire before the end of the selection process (this is the case for Universities in Scandinavian countries or, eg, in several Dutch Universities). Applicants must note however that no reimbursement can be offered for costs engaged in applications to Universities prior to the award to the YCS Scholarship.



D) Undergraduates Applicants

Applications to Round X Scholarships are accepted also from undergraduates attending their last year of studies (ie, **undergraduates due to finish their degree by 30th June 2016**).

Undergraduates who are awarded a YCS grant **must complete all requirements to obtain their degree by 30 June 2016**. If by that date the grantee is not in a position to prove he/she has completed all requirements to obtain his/her degree then the YCS grant will be withdrawn and assigned to the next candidate in the reserve list for that sector. The wording “**Completion of all requirements**” has to be understood inclusive of all exams and presentation of the Final Degree Paper (or thesis). However, the actual presentation of the thesis/final degree paper can also happen later than 30th June 2016 (but no later than 31st July 2016), as long as by 30th June 2016 all arrangements have been made in order to present such thesis no later than July 2016.

Undergraduates must enclose their most updated University transcripts (in original with stamp of the University, or a duly certified copy – on “certification of documents” please see below paragraph 2.a) together with their application form for a YCS grant.

II) Selection Schedule, Stages and Rules of Procedure

1. Schedule and Deadline for Application

- **14 January 2016 (Thursday)**: Pre-notice of the call for applications published on most important national newspapers, selected news web-portals and on the official YCS website www.ycskosovo.eu (as well as on www.mei-ks.net) and further disseminated via partner agencies.
- **25 January 2016 (Monday)**: Opening of the Call for applications. Application package will be received by email upon personal registration at www.ycskosovo.eu
- **4 March 2016 (Friday) @ 17h00**: Deadline for the receipt of complete applications. Application must be submitted, no later than by 17h00 on Friday 4th March 2016, in a sealed envelope in person or by registered mail/express courier:

Young Cell Scheme – Round X Applications
British Council
Perandorilustinian, 6
Pejton
10000 Pristina
Kosovo

NB: If the applicant decide to send the application by registered mail/express courier (in Albanian: *letër rekomandë/postë eshpejtë*; in Serbian: *preporučenom poštom/ po kuriru*) he/she will do it at his own risk as the project will not take into account as for the final deadline the date on the envelop but the date when the envelop has been effectively received by the project (ie if the envelop is send on March 3rd but it is physically received by the project on March 5th this application will be excluded



during pre-selections). Therefore no complaints and/or appeals will be accepted by the project under these circumstances.

NB: Applicants must remember to write their address and the above address on the sealed envelope.

- **10 March 2016(Thursday)**: Short-listed applicants are invited to the written exams by email. Lists of short-listed applicants will be published online on the scholarship website www.ycskosovo.eu and on www.mei-ks.net

- **19 & 20 March 2016 (Saturday and Sunday)**: Written tests, full days of exams.

- **31 March 2016 (Thursday)**: Publication online on the scholarship website www.ycskosovo.eu and on MEI website www.mei-ks.net of the results of written exams and invitation to the interviews for up to the first 36 candidates (who will be divided in the 3 different sectors as explained below), as per score in the written tests.

- **11, 12 and 13 April 2016 (Monday to Wednesday)**: Interviews.

- **15 April 2016 (Friday)**: Publication of the final results of the selection and communication to the selected YCS Round X grantees.

2. Selection Stages and Rules of Procedures

The selection will be carried out in 3 stages:

1. Pre-Selection of applications
2. Written exams (English Language Knowledge Test, EU General knowledge Test and Verbal & Numerical Reasoning)
3. Interviews

a) Pre-selection of applications (Eligibility of Applicants and Complete Applications)

The initial selection of applications is to ensure that applicants are eligible for the scholarship and that their applications are complete in all parts.

A panel composed by the YCS Secretariat and MEI will shortlist candidates to be invited to the written exams. Candidates are pre-selected on administrative criteria (ie, **exclusion criteria**) aimed at ensuring the eligibility of applicants and the presentation of complete applications (ie, with all required –and certified if needed- documents, and with the YCS Application Form duly filled in). This means that **applications from non-eligible candidates** and/or **incomplete applications will be rejected** (NB: this may also include applications that have not been signed by the applicant).

Eligible applicants are:

- Kosovo's citizens with a valid Kosovo passport or ID card issued by Kosovo Authorities or those who provide proofs of birth and of residency in Kosovo (NB: both birth certificate and residence certificate are required where any form of Kosovo ID cannot be provided).
- University graduates in one of the areas of study pertaining to the sectors (please refer to **Annex I to these Rules**). Undergraduate students may also be eligible, **provided that they obtain their degree no later than 30 June 2016** (see above point *I D*) *Undergraduate Applicants* for further details).
- Fluent in English and Albanian or Serbian. Knowledge of other EU languages will be considered an asset.
- Available to travel and to move abroad from September 2016, and to undergo intensive training from the second half of April onwards.
- Born on **4 March 1976** or later.



NB: previous YCS grantees who have benefited from funding and already attended a Master programme abroad are not eligible to re-apply to the scheme, as well as candidates who already obtained a Master degree in EU countries or already benefited from similar scholarships awarded by other donors in Kosovo.

Complete applications are composed of:

- YCS 2016 Application Form, in English, completed and signed, Make sure to include a valid email address. **Communication with applicants will be conducted only and exclusively through email**,

- Europass CV, in English (the project will provide all applicants with an updated Europass CV template within the application package they will receive by email),

- Letter of Motivation, in English, signed and dated,

- Copies of Valid Kosovo ID and/or passport or original proof of birth and of residency in Kosovo (**or certified copies of such proofs**). NB: originals or certified copies of **both birth certificate and residence certificate** must be enclosed with the application where any form of Kosovo ID is not available,

- Copy of University degree of at least 180 ECTS plus Original Transcripts (signed and stamped by the University). This means that BOTH documents MUST be enclosed with the application form. We draw the attention of the applicants that Transcripts MUST be in original, signed and stamped by the University. Undergraduate applicants MUST enclose with their application original transcripts (or a similar certificate) from current academic year (ie, 2015/2016 academic year) with the list of exams already passed and those still to pass plus a signed statement by the applicant with the indication of the date by when the applicant expects to complete the degree (in any case not later than 30 June 2016). In case original transcripts cannot be enclosed with the application, it is possible to enclose a certified copy of transcripts (see paragraph below). NB: Undergraduate applicants must read and fully understand the paragraph "Undergraduate applicants" above in these rules of procedures to avoid mistakes and disappointment.

NB: Certified copies of documents are those copies whose conformity to the original document has been certified by a public official with a stamp. This can be obtained in the dedicated offices of every Municipality in Kosovo (additional information where to obtain the certified copies can be given by YCS Secretariat if needed).

NB: Applicants who at the end of the selections are awarded a YCS Grant and who are graduates from non-public Universities in Kosovo or who are graduates from a foreign University must legalise their degrees at the Kosovo Ministry of Education. The legalisation of the degree is required by the Kosovo Civil Service Legislation and it will be compulsory for all Round X grantees. This means that all future Round X Grantees who do not possess a degree from a Kosovo Public University must legalise their degrees or ensure prior to their application to the YCS Selections that their degree has been accredited by the Kosovo Accreditation Agency.

A check-list has been included for the applicants' convenience in the YCS Round X 2016 Application Form. Please make sure to have included all demanded documents to avoid disappointment and exclusion by failing to include required documents or for presenting them in the incorrect form (eg, a CV or a Letter of Motivation not in English, or a YCS Round X 2016 Application Form that has not been filled-in or signed, etc). No applicants, under any circumstances, will be allowed to complete an incomplete application after submission (however, the YCS Secretariat, in agreement with EUO and MEI, may demand applicants to complete their applications at a later stage). Applications submitted after the deadline will not be accepted under no circumstances.

NB: Documents submitted with the application will not be returned to applicants under no circumstances.

Incomplete applications are at this stage rejected.

On the other hand, complete applications from eligible candidates instead are then formally accepted and the applicant is invited to sit the written exams.



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 6 to 1 ratio, ie at least 6 times the number of available scholarship in each sector.

If not enough suitable applications are found within each sector, as defined by the call for applications, then EUO and MEI, may decide to accordingly reduce the number of available scholarships so that at least it is kept a ratio of 6 applications every scholarship awarded (i.e., at least 192 applicants invited to the written exams for 32 scholarships, or less for less scholarships).

b) Written exams

The written tests consist of multiple-choice questionnaires on:

- a) General Knowledge on EU Affairs;
- b) Verbal and Numerical Reasoning;
- c) Knowledge of English Language.

Anonymity of applicants will be ensured by numerical codes given to each applicant on the day of written exam to be written in the answer sheets. Overall the written exams accounts for up to 60% (or 60 points) of the total maximum score of the scholarship's selections (100 points).

The "Knowledge of English Language" test aims at ascertaining the level of English knowledge of candidates. The test however does not count towards the final ranking of candidates (i.e., it does not accumulate points towards the final ranking). This test is an "in or out" threshold exam. This means that applicants are required to pass the thresholds specified below in order for the results of the other 2 written tests to be considered.

The other two components of the written test count respectively 25 points (EU test), and 35 points (Verbal & Numerical reasoning) of the total score for the written test (60 points). A cumulative total of maximum 60 points is awarded for the written exams. The 3 different written tests will take place on the same day.

Before entering the examination rooms all candidates must prove their identity and be checked against an accredited list, sign for their admission while their presence is validated by a member of the YCS secretariat.

Upon admission to the examination room candidates will be asked to leave personal belongings (e.g. coats, mobile phones – turned off, electronic equipment, bags etc.) at a designated point in the room. TOTAL silence is demanded from the candidates.

Once the examination has commenced any candidate who has a question must raise his/her hand and wait for an invigilator to respond to his/her needs. Candidates requiring the use of restrooms will be accompanied by a same gender member of staff.

Upon completion of their test candidates will be required to remain seated until the designated examination time has expired.

As mentioned earlier any candidate contravening the rules of the written exams (i.e. caught talking, copying or cheating in any form) will be asked to leave the room and have his/her papers marked "expelled".



a) General Knowledge on EU Affairs

The **General Knowledge on EU Affairs** test will be composed by 80 multiple-choice questions. The duration of this written test is maximum 1h30min. Each question is worth 0.3125 points and the maximum score in the written test on EU is 25. This test must be taken by all candidates.

The General EU Knowledge Tests questions will be drawn from the following document published by the European Parliament:

- Selected Chapters of the "Facts Sheets on the EU (July 2014 edition)", *by the European Parliament*, available online at

<http://bookshop.europa.eu/en/fact-sheets-on-the-european-union-pbBAAA14001/>

NB: The online edition of the Facts Sheets on the EU can be accessed only at the above internet address. The chapters of the "Facts Sheets on the EU" (July 2014 edition) that will be used for the written test are Part 1, **HOW THE EUROPEAN UNION WORKS**, Part 3, **THE INTERNAL MARKET**, Part 5, **ECONOMIC AND MONETARY UNION**, Part 6, **THE EU'S EXTERNAL RELATIONS**.

This document can also be downloaded from the YCS website,

http://www.ycskosovo.eu/EU_Fact_Sheets.zip (please be aware that this is a 6.4 MB file).

b) Verbal and Numerical Reasoning

The Verbal & Numerical Reasoning will be composed by 40 multiple-choice questions. The duration of this test is maximum 1h30min. Each question is worth 0.875 points and the maximum score in the Verbal & Numerical Reasoning test is 35.

The Verbal & Numerical Reasoning test, proposed to candidates only in the English language, requires applicants to read and understand up to 8 short paragraphs and 5 tables and/or diagrams with numerical data. For each paragraph, table and/or diagram applicants have then to answer 3 to 4 multiple-choice questions related to the contents of that specific paragraph, table or diagram and demanding from them to elaborate and work with the information or the data contained in the specific paragraph in order to find the right answers. The use of calculator will not be allowed for the test as the numerical operations required to answer the questions will be of an elementary nature.

c) Knowledge of English Language

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

The English tests will be composed of 3 different sections: listening and reading comprehension and grammar tests. Each section will take ca. 1 hour to sit. Candidates must score at least an average of 65% of the possible correct answers in the 3 combined English tests (this score is equivalent to a IELTS Band of 5.5). Any candidates with less than 65% of the possible 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 a case, those candidates with at least 60% of the possible correct answers (equivalent to an IELTS Band between 5 and 5.5) **might be conditionally rescued**, upon the obligation to follow intensive EN training in the case they were to be eventually awarded a grant, with no more than 10% of missed classes allowed. These candidates would therefore receive, should they pass the interviews and be awarded a scholarship, a **"conditional grant"**, which may be withdrawn should the candidate not respect his/her obligations in terms of training attendance.

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. Accordingly, and dependant on the written tests results, EUO and MEI may also decide to either increase or decrease the number of available scholarships per individual sectors, or alternatively to reduce the overall number of available scholarships and invite to



the interviews fewer candidates than initially planned, and/or they may propose a change of sector for suitable candidates.

If enough suitable candidates are through at this stage, up to 80 applicants will be invited to the third and final selection stage, the interviews. The ratio for the interviews is of in excess of 2.5 to 1 grant, or two to three applicants for each available scholarship. This means that applicants will be invited to the interviews up to more than twice the number of available grants for each sector, ie:

Law– up to 40 applicants invited to the interviews for up to 16 scholarships available.
Public Administration– up to 20 applicants invited to the interviews for up to 8 scholarships available
Economics– up to 20 applicants invited to the interviews for 8 scholarships available;

c) Interviews

- Interviews will be conducted by a panel preferably 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 2016 Round X Selection. The Interviews Panel will then be completed by one representative of the MEI and one representative of the EUO. Prior to the interviews panel members will review the CV and the Motivation Letter enclosed with the application of the candidate.

The interviews will last for no more than 15 minutes per each candidate and they will consist of a 5 to 7 minutes presentation in English and a 8 to 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 EU official languages then the candidate may request to receive one additional question for each language he/she has indicated.

- **Presentations:** the scope of this part of the interviews is to test the presentation and interpersonal skills of the candidates. Applicants invited to the interviews may prepare any topic of their choice for the presentation and they can organise their presentation in any manner they prefer (though there will not be the availability of power-point and projector). **Topics must however be a subject within the specific sector where the candidate competes. Candidates who present a topic not related with their sector will be scored 0 on this part of the interview** and therefore eliminated from the selection, no matter their presentation skills.
- Candidates are scored on a 20/20 basis, once for the presentation and once for the second part of the interview (maximum 20 points awarded for each part). Maximum 40 points (or 40% of the final score) are awarded for the oral examination. Anyone **below 24** is considered **not to have passed the oral examination**. The partial score for the interview counts for up to 40% of the final aggregate score.
- Candidates are scored by consensus of panel members. Where and if consensus amongst panel members cannot be reached the final mark of the candidate is calculated by making the mathematical average, without adding the highest and lowest marks.
- Additional points (on the score of the oral exam) can be awarded for each EU official language spoken proficiently other than English, if the candidate proves this knowledge to the panel. Candidates may receive 1 point for good knowledge or maximum 2 points for excellent knowledge of another EU language. Points for other languages are added only once the candidate has scored at least 24 points in the interview.

NB: the minimum overall score to be awarded a scholarship is of at least 56 points (ie, 56% of the maximum score of 100).



Final Results

- The final results of the selections will be made public within 2 working days from the end of the interviews stage. A specific ranking will be published for each of the three sectors, with indication of the exact number of grantees (as well as reserve lists) for each sector.
- *How to Calculate the final score?*
- **FINAL AGGREGATE SCORE:** The selection of candidates will be made on the basis of points awarded in the written tests and in the interviews, on a 60/40% basis. This means:
 - The **Pre-selection stage** (eligibility of applicants and complete applications) simply provides **admission to** or **rejection from** the other 2 stages of the Selections, but does not award any points;
 - The score on the written tests (EU Knowledge and Verbal & Numerical Reasoning) counts for up to 60% of the final score. Preliminary, candidates must also score at least 65% of correct answers in the English test conceived as threshold to pass to the evaluation of other two tests;
 - The score on the interview counts for up to 40% of the final score.
 - Additional points for other EU language (between 1 and 2 points).
- In practice this means that, eg, candidate Mr/MrsXY in the Law Sector:
 - - Pre-selections: Mr/MrsXY is eligible and he has presented a complete application, therefore he/she has been invited to the written exams;
 - - Written tests: Mr/MrsXY obtains 16,5625 points in EU General Knowledge test out of 25 points available (ie he had 53 correct answers out of 80), and in the Verbal and Numerical Reasoning test he answers 29 questions correctly, obtaining 25,375 points (out of 35 points available);
 - - In the interview Mr/MrsXY scores 12 for his presentation, and 12 for his interview, for a total of 24 out of 40. Furthermore, he is fluent in French, and he receives 2 extra points..
 - - the final aggregate score is then calculated as follows:
 $(16,5625 + 25,375 = 41,9375) + (12 + 12 = 24) = 65,9375 + 2$ (additional points for French knowledge) = 67,9375, rounded to 67,94.
- **NB:** the minimum overall score to be awarded a scholarship is of at least 56 points (ie, 56% of the maximum score of 100).



III) Indicative Overall Plan

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Indicative Timetable

ACTIVITY	DATE
ROUND X	
APPLICATIONS and SELECTIONS	January – April 2016
TRAINEESHIP in Public Administration	June-July-(or August) 2016
LANGUAGE and other COURSES and CERTIFICATION	April-July 2016
Intensive COMPULSORY TRAINING for CONDITIONAL GRANTS	April-June and, if needed June-July 2016
APPLICATION and REGISTRATION in EU MS Universities	April-June 2016
VISA Application process	To be started as soon as applicants receive offers from the Universities and possibly no later than mid June 2016.
POST GRADUATE STUDIES	September 2016-July/Sept. 2017
(Re)integration of Round X Young Cell into Kosovo Public Administration or Public Institutions (including local government and municipalities)	From September-October 2017



YCS Round X Evaluation Grid:

	PRE-SELECTIONS		WRITTEN EXAMS				INTERVIEWS			Grand Total	Additional scores	
	RESULT: Admitted or Rejected		60% of the total score or 60 points available				40% of the total score or 40 points available				Other language	EU
	Ineligible candidate	Eligible candidate	EN tests – NO POINTS awarded	EU test (25%) 80 multiple choice questions (mcq)	Verbal and Numerical Reasoning (35%) 40 mcq	Total	Presentation (20%) Eliminated if less than 12 points or 60%	Interview (20%) Eliminated if less than 12 points or 60%	Total			
	and/or	AND	3 tests (reading and listening comprehension and grammar test)									
	uncomplete application	Complete application										
	=	=										
	REJECTED	INVITED to Written Exams	Eliminated if less than 65% of correct answers (if exceptional									



Passing threshold =>	na	na	circumstances, 60%) 65% correct answers	na	na	maximum points	12 points for good presentation (60%)	12 points for good interview (60%)	minimum 24/60 points for pass	Minimum 56 points (%) for pass	1 point for good knowledge
Max points	na	na	na	25 points for 80 correct answers	35 points for 100% correct answers		20 points for excellent presentation	20 points for excellent interview		100 (%)	2 points for excellent knowledge



Annex I – Sectors Definition

YCS Round X Selections SECTORS DEFINITIONS

SECTORS (and Streams)	N° of Scholarships per Sector and applicants academic background	Definition
1) LAW	<p>16 Scholarships available</p> <p>Eligible Degree for this sector:</p> <p>Degree in Law (LLB)</p> <p>NB: This means that only graduates in Law (min 180 ECTS) are eligible under this sector. Graduates from American Univ. with a Major in Legal Studies are NOT eligible under Law sector. Graduates from faculties of law with programmes focusing on Diplomacy, International Relations, Criminology or other subjects are NOT eligible under this sector.</p>	<p>Aim: Scholarships under this sector aim to provide grants to future experts in Law (any branch of law). Individuals who will be awarded a grant under this sector will be employed by the Government of Kosovo as legal officers/ legal experts.</p> <p>Eligible Master Programmes: the only Master Programmes these grants give access to are LLM (ie <i>Master in Laws</i>) in Law (EU Law, International Law, Public Law etc.), LLMs in International trade or commercial or business law alone are included in this sector.</p> <p>Master thesis, where required by the specific LLM programme, need to be on a subject of law directly or indirectly related with Kosovo.</p>



2) PUBLIC ADMINISTRATION	<p>8 Scholarships available</p> <p>Eligible Degree for this sector are:</p> <p>Law, Political Sciences, Economics, Social Sciences, History, Humanities, International Relations, Diplomacy, Criminology, Social Sciences and other degrees directly related with the scope of this sector.</p>	<p>Aim: Scholarships under this sector aim to provide grants to future officials and experts in Public Administration and management of Public Policies, in particular with reference to the European integration process of Kosovo.</p> <p>Eligible Master Programmes are Masters in Public Administration, European Affairs, European Studies, European Public Policy, or in Public Policy or in Public Administration. Masters in Development Studies are eligible only where and if they clearly focus by their courses on South-Eastern Europe and public policies.</p> <p>Master thesis must be directly relevant to Kosovo's Public Administration, Kosovo's EU Integration Process or to management and implementation of public policies with reference to Kosovo.</p>
3) ECONOMICS	<p>8 Scholarships available</p> <p>Eligible Degree for this sector are:</p> <p>Economics, Business Management, Political Sciences and other degrees (eg, Mathematics and Statistics) directly related with the scope of this sector.</p> <p>NB: Proven professional experience of at least 3 years</p>	<p>Aim: Scholarships under this sector aim to provide grants to future officials and experts in the fields of economics, with particular focus on issues related to European Union and European Integration.</p> <p>The sector of Economics (up to 8 scholarships) includes studies in Political economics, Economic policies, Economics, Econometrics, Public Finance.</p> <p>Eligible Master Programmes: Programmes these grants give access to are Masters in Economics, Econometrics, Economic Policy, International or European Economics, Political Economy and Public Finance (NB: only Public Finance, <u>no corporate accounting or corporate finance</u>). Master Programmes like MBA (Masters in Business Administration) and programmes in Corporate Finance (ie, programmes in finance that study financial markets, securities, assets management and similar) and/or studies in Accounting are expressly excluded.</p> <p>Master thesis need to be on an Economic or (Public) Financial subject directly or indirectly related with Kosovo.</p>



	and/or professional qualifications might be taken into account to admit candidates without the required academic background. Proofs of professional experience are: employers certificates and/or employment contracts that clearly mention the duties, tasks and duration of the employment.	
TOTAL	32	