APPENDIX II
Online applications at the EUI

Description of the Current Recruitment Procedure for Doctoral and LLM programmes

The application procedure

The application form is activated on 15 October and the deadline is on the 31 January. In 2012 almost 1700 applications were received.

See end of this appendix for copy of the Application form in English.

There are two types of groups for evaluating candidates:
- Departmental groups (Economics, History, Law, Political and Social Science), decided by the choice of department in the application form. A candidate may belong to only one of these groups.
- Grant authorities. This is decided by first and second citizenship and choice of grant authority in the application form. The majority of the applications received are from citizens of countries' with an associated grant authority. There are some citizenships that do not fall into this category. These applications will be reviewed by the departments only. A candidate may belong to more than one of these grant authority groups.

At present there is one application form for the LLM and Doctoral programme for HEC, LAW and SPS and one application form for the EO Doctoral programme. Although there are pre-requisites for the Programmes, the application form is open to anyone. Only one application per person for either the LLM or Doctoral programmes may be made.

The application forms are in 5 languages (English, French German, Italian, Spanish).

The form insertions and certain obligatory fields are controlled by javascript and under certain conditions messages or warnings will appear, for example People of Spanish citizenship or applying for a Spanish Grant or of Latin American origin applying for a Spanish/Latin American grant receive a message stating that they must also make an application to the Spanish Ministry of Education and gives the contact details of same. The form field requirements are also checked by a java servlet after submitting the form. Drop down menu and radio buttons are mostly populated from the database.

Within the application form the candidate may choose to send an automatic email to his/her references.

Email notifications to the candidate and to the Referees are managed on the database side and depend on field values read from the application form.

When the candidate completes the application he/she receives an automatic email to confirm his/her candidature with details about how he/she as candidate can login and change his/her application form.

The referee may, depending on the candidate's choice, receive an automatic email to explain that he is a referee and that he may submit the reference online using the unique link for the candidate or submit it by email. However, the responsibility to ensure that the Referee is contacted and knows that he has been nominated as a Referee remains with the candidate.

The candidate can access and update his/her application until the application deadline, it may be necessary sometimes to prolong the updating possibilities also.

The referee receives an email confirming his reference submission when he/she submits online.

The candidate is notified automatically when the application is complete with references.

Following the Candidate Process before the deadline

The Academic service follows the candidate process through reports. These include: numbers of applications before the deadline, lists of candidates, lists of candidates with missing references, lists of corrupted files with candidate's name and Referee's name, if relevant.

The Academic Service responds to the enquiries relating to the application process from the candidates or referees either by email or phone. We continually seek ways to reassure the candidate and referees without the need for the candidate to contact the Service.

Online access to the applications is activated, but not all candidate information and files will be available until approximately one week after the deadline.

Changes can be made to the application form by the Academic Service through the client application. Changes to the candidate's application are logged. For example, changes to the status, changes to the contact details etc.

Following the Candidate Process after the deadline

The day following the closure the Academic Service sends a personalised email to certain groups of people (those missing information, Latin American and Spanish candidates).

Assistants are hired to help to complete applications. Applications are completed by attaching references that have not been automatically linked to the candidate, this happens principally when references are not submitted online using the unique link. This process takes 2-3 days.

At the same time a reminder is sent to the selectors that online access is available along with reports with lists of candidates for their interested groups and Candidates summary information.

Following the application completion process, approximately 2 or 3 working days after the deadline, candidates (usually approximately 25%) that are still missing references for their application are sent a personalised email, stating that "it results that one or both references are missing" and the Referee/s who has/have failed to send the reference/s is/are nominated. The candidate is given a second deadline which is usually the normal deadline plus 6/7 working days.

The process to complete the application continues.

Approximately 6 working days after the deadline, extraction of application in PDF format commences. All application data and associated CV, Research plan, degree transcripts and References are extracted and merged into one PDF, one for each candidate.
The PDFs are sorted into the two types of groups; per Department/per country and per Grant Authority/per department.
The PDFs are then printed by department grouped by Grant authority in alphabetical order.
One or more CDs are sent to each Grant Authority, which includes a list of the candidates in excel format, the applications in PDF format.

Interview Selection process

The departmental and Grant authority groups meet approximately 4 weeks after the deadline to select the candidates for interviews using this principal criteria.

- academic background (transcripts)
- quality of research proposal
- availability of supervision
- and to a certain extent the number of available grants per country

Given that the criteria is mainly non-measurable, the mechanisms for applying them varies from Dept to Dept. ECO pays more attention to the grades, while other Depts look carefully at the research proposal. SPS, for example, has a system of flagging candidates (each Prof. flags the interesting candidates) and then the flagged candidates are given 1-3 stars.
Grant authorities only make a certain number of grants available, this also has to be considered when making lists.

The Departments communicate the list of candidates that have been shortlisted for interview.

Interview organization

Interviews are planned to take place 7-8 weeks after the deadline. Approximately 350 candidates are invited for interview on a day and time based on a basic timetable guideline provided by the departments.

Interviews are organised by department, programme and grant authority. An English test forms part of the interviewing process for all candidates that are not English mother-tongue.
Departmental lists of interviews containing Interviewee information and location and time slots are drawn up. These lists were then given to individual departments for logistics and accounts.

Rejection of candidates

All candidates not invited for interview are sent an email stating that they have not been selected.

Final selection / reservation lists

Interviews take place 7-8 weeks after the deadline. The selection of candidates is completed within one week of the interviews when the selection committee has a meeting where a decision is made on the final selections. There is a reserve list with a rank order of candidates that is used in case of withdrawals. The selected and reserve candidates are marked with rank order are marked in the application.
A letter is then letter out to each candidate informing them of their application result. These letters are sent using a mail merge.

The candidates that are not selected or on the reserve list following the interview receive a rejection letter.

Submission of photograph, passport etc.

The accepted candidate is requested to submit a passport style photograph, a copy of his/her passport, degree transcript (for conditional registration) online.

Application to LLM or PhD programme, 2012 - 2013

Please fill in your details and submit using the button at the bottom of the page.

- Important notes:
- Fields marked * MUST be filled in. Empty fields are not accepted: if some of the fields are not relevant for your application please mark them with N/A.
- Please ensure to insert your family name and first name into the correct fields. This is very important for the processing of applications.
- Do NOT fill in text fields using capital letters only.
- Do NOT insert additional remarks into any fields. For any additional information please use field 15

A. Personal data

1. **Surname** [   ] *

   First name(s) [   ] *

2. **Nationality 1** [Select Country ▼] *

   Nationality 2 [Not applicable ▼]

   Date of birth [1 ▼] [January ▼] [1950 ▼] *

   Birth place [   ] *

   Birth Country [Select Country ▼] *

   Sex [Male ▼] * **Civil status** [Single ▼] *

   Number of dependent children [0 ▼]

3. Grant information (please fill in this information <u>only if relevant</u> after having carefully read the text below):

   Normally, the candidate is eligible for a grant from the country which corresponds to his/her nationality if this country has a grant agreement with the EUI. EU nationals living in another EU country are normally eligible for a grant from the country where they are formally resident (this also applies to Norway and Switzerland). **If** you believe that you are eligible for a grant from a country **different from your country of origin** please indicate that here by choosing the relevant grant awarding authority from the list.

   [Not applicable ▼]

4. Permanent home address

   Address [   ] *

   [   ]

   [   ]

   Town [   ] *

   Postcode [   ]

   Country [Select Country ▼] *

   Telephone [   ] *

Signed in acceptance by the Legal Representative

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5. Postal address (where we can reach you during the selection period from January to June)

☐ Same as Home Address

Address [   ] *

[   ]

[   ]

Town [   ] *

Postcode [   ]

Country [Select Country ▼] *

Telephone [   ] *

Mobile [   ]

Fax [   ]

Email [   ] *

Please confirm your email address

[   ] *

B.Academic Interests

6. Department and Programme of interest [History and Civilization ▼]
 *

7.a. Title of research project (not more than 500 characters) *

[   ]

Short abstract of your research project (not more than 1200 characters) *
7.b. *Full text to be attached as a separate document at the end of this form*

[   ]

8.
 Have you applied for a study opportunity at another Institute [Yes ▼]
 Please specify: [   ]

C. University Education and Professional background

9
a.
 Highest University Degree obtained (Please choose **"Not applicable"** if you are **not in possesion of a University degree**; ir
 you must fill **9 c** only)

University [   ]

City [   ]

Country [Not applicable ▼]

Degree obtained [Bachelor of Arts ▼]

Date of award [1 ▼] [December ▼] [2011 ▼]

Grade [   ]

b. **Other** University degree obtained (Please fill in **only if applicable**)

University	
City	
Country	Not applicable ▼
Degree obtained	Not applicable ▼
Date of award	1 ▼ December ▼ 2004 ▼
Grade	

c. If **currently completing a degree** please indicate it here (Please fill in **only if applicable**)

University	
City	
Country	Not applicable ▼
Degree to be obtained	Not applicable ▼
Expected date of award	1 ▼ July ▼ 2012 ▼

d. If currently registered in, and funded, by another doctoral programme please indicate it here (Please fill in only if applicable)

Year of doctoral programme in which you are registered   Please select ▼

Are you funded through this doctoral programme ?   Please select ▼

If 'YES', indicate the name of the funding authority:

10. Your fields of specialization (up to 160 characters) *

11. Knowledge of languages (Your skills will be verified with a test)

Mother tongue   Other ▼ *

Before filling in this field, please consult the following guidelines to assess the level of your language knowledge

	Listening	Reading	Spoken Interaction	Spoken Production	Writing
▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼
▼	▼	▼	▼	▼	▼

12. Professional Experience

Signed in acceptance by the Legal Representative

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13. Reference
Referee

Title   Dr ▾

Family name   [_____] *

First name   [_____] *

Institution   [_____] *

Email   [_____]

Telephone   [_____]

On submitting your application, we would send an automatic email to the referee you have nominated above to request a reference on your behalf, however in the case that your referee should not receive this email, please select "No" Yes ▾ Please note, that in any case it remains your responsibility to contact your Referees directly to ensure that they are informed of your request and submit the reference by the deadline

Referee 2

Title   Dr ▾

Family name   [_____] *

First name   [_____] *

Institution   [_____] *

Email   [_____]

Telephone   [_____]

On submitting your application, we would send an automatic email to the referee you have nominated above to request a reference on your behalf, however in the case that your referee should not receive this email, please select "No" Yes ▾ Please note, that in any case it remains your responsibility to contact your Referees directly to ensure that they are informed of your request and submit the reference by the deadline

14. How did you hear about the EUI?   [Internet - EUI website directly   ▾] *

[_____]

15. Additional note

[_____]

16. **Supplementary Documents**

Maximum allowed sizes are CV 400 KB, Research plan 400 KB, List of University exams 800 KB. Only files of type .rtf or .pdf will be accepted; please save word documents as .rtf first.

Curriculum Vitae max 400 KB(Please note you can attach one file only)

Filename (max 100 chars): [_____] [Browse...] *

Research plan/statement max 400 KB(Please note you can attach one file only)

Filename (max 100 chars): [_____] [Browse...] *

List of university exams max 800 KB (Please note you can attach one file only)

Filename (max 100 chars): [_____] [Browse...] *

[Submit]

Signed in acceptance by the Legal Representative   7/7

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