

# EUI GEM Applications

## General information



## 1. Timeline

The applications for the EUI Global Executive Master (EUI GEM) for the 2024 intake will open on **16 October 2023**, and close on **15 May 2024 (14:00 CET)**.

The deadline for applicants who wish to apply for the **early bird fee**<sup>1</sup> is **31 January 2024 (14:00 CET)**.

Applications from candidates who do not apply for the early bird fee but that still submit by 31 January (14:00 CET) can be screened following the early bird fee calendar.

### Selection process calendar for the 2024 intake

Early Bird	
Applications open	16 October 2023
Deadline for submitting early bird applications	31 January 2024 by 14:00 CET
Eligibility check	1 February – 16 February 2024
Screening & evaluation	19 February – 1 March 2024
Notifications to candidates of non-admission or admission	11 March – 15 March 2024
Regular Applications (non-Early Bird)	
Applications open	16 October 2023
Applications close	15 May 2024 by 14:00 CET
Process for applications until 31 January 2024	

<sup>1</sup> To apply for the early bird fee, applicants must comply with the two following compulsory requirements:

- Submit their application by 31 January 2024 14:00 CET;
- Declare that they do not wish to apply for the external funding opportunities (scholarships, fee waivers) offered in the frame of the EUI GEM funding scheme.

For more information about the EUI GEM funding schemes please refer to the GEM website:

<https://gem.eui.eu/information-for-applicants>

Eligibility check	1 February – 16 February 2024
Screening & evaluation	19 February – 1 March 2024
Possible interview	4 March – 8 March 2024
Notifications to candidates of non-admission or admission	11 March – 15 March 2024
<b>Process for applications after 31 January 2024</b>	
Eligibility check	16 May – 24 May 2024
Screening & evaluation	27 May – 7 June 2024
Possible interview	10 June – 14 June 2024
Notifications to candidates of non-admission or admission	17 June – 21 June 2024

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## 2. Procedure

The selection process consists of two steps: in the first, applications will be screened for completeness and eligibility (**Eligibility Check - Stage I**); in the second, eligible candidates' applications will be submitted to the Selection Committee for **Evaluation & Selection (Stage II)**.

In this second step, the Selection Committee will shortlist, based on a comparative review, the candidates who will be admitted to the programme. Interviews could be also part of the selection process if requested by the Selection Committee.

During the **pPost-selection procedures (Stage III)** candidates will be informed of the decision made by the Selection Committee.

The EUI GEM team will notify, in writing, the selected candidates of the decision made by the Selection Committee. The selected candidates must confirm their acceptance as well as comply with the financial requirements within the deadline indicated in the notification.

### Selection criteria

During the selection process, the Selection Committee will assess the following **elements**:

- **Professional experience**: years and type of professional experience (30%)
- **Motivation**: clear objectives and expected outcomes of taking the EUI GEM programme for personal and professional growth, overall compatibility level and potential for success within the learning environment of the EUI (30%)
- **Academic background** (20%)
- **Non-academic experience and individual attributes**: life experiences, leadership skills and roles, community service and/or civic engagement, intellectual curiosity, strong drive (20%).

The Selection Committee will base its work on **the documentation submitted by the candidates** and will assess **merit for being admitted (with a possible interview)**; it will **finally produce a ranking list of admitted candidates**.

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### 3. Checklist for candidates

During the application process, you will be asked to provide the following information:

- **Fill out the online application form**
- **Write a letter of motivation (max 500 words, text box in application form)**, clearly stating your expectations for the programme, how it will contribute towards your personal and professional growth, and how it will help you develop in your area(s) of expertise and lead to a positive change.
- **Write a short tentative study plan, elaborating on the potential choice of electives and possible research proposal for the Capstone project (max 500 words, text box in application form)**,
- **Write a short description of your current and most relevant previous work experience (max 200 words, text box in application form)**
- **Provide examples of civic engagement and/or leadership roles you covered (max 200 words, text box in application form)**
- **Upload your Curriculum Vitae (PDF format)**
- **Upload a copy of the university diploma(s) (PDF format)**: if you hold more than one academic degree, you should provide a copy of each diploma obtained in support of the application file.

- If the university diploma is written in a language other than one of the [official EU languages](#), you must submit a copy of the original together with a translation in English. Hard copies are not required at this stage.
- **Upload a copy of an Identity Document:** if you hold dual nationality, you should attach the copy of a second passport/ID card proving the second nationality.
- **Proof of English language proficiency:** you should provide evidence of your English language proficiency. For non-native speakers, this can be certified through a language certificate or your professional/study experience.
- **One reference letter** to be submitted directly by the academic or professional referee.

**In case you are applying for one of the competitive EUI GEM funding schemes**, you will be also asked to write **an additional motivation letter** to elaborate on the reasons for requesting financial support and motivate why you represent a good candidate to receive funding (max 400 words, text box in form).

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Get ready for your application and prepare your documents!

Register to the application portal	
Prepare a draft of your letter of motivation	
Prepare a draft of a short tentative study plan	
Prepare a draft of a text focusing on civic engagement and/or leadership roles you covered	
Update and upload your CV	
Only if needed, translate in English your university diploma(s)	
Upload a copy of your university diploma(s)	
Check validity of your identity document, and upload a copy	
Only if needed, make sure that you have ready your English language certificate	
Inform your referee about your application for the EUI GEM and submit their contact details on the portal	