



Young Cell Scheme (Rounds XIII-XIV-XV)

EU Scholarship Program for Kosovo

Rules of Procedure for the Selection Process of Round XIII



A scholarship program, co-funded by the European Union and by the
Kosovo Government, managed by EUO in Kosovo and implemented by
*the Consortium of Aristotle University of Thessaloniki and
the Institute national du service public*

INSP
Institut national
du service public



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I) Objectives and content of the Scheme

A) YCS Objectives and principles

The main objective of Young Cell Scheme (YCS) program is to contribute to build and enforce a professional, accountable, merit-based, and apolitical Civil Service at all levels in Kosovo. YCS supports Kosovo public administration through this specific scholarship program that aims at improving the professional capacity of civil servants to better service Kosovo citizens and to meet the challenges and the obligations arising from the Stabilisation and Association Agreement (SAA).

The specific purpose of Young Cell Scheme – Round XIII call for application is to support the Government of Kosovo (GoK) in generating a core group of civil servants in the fields identified as weak areas for the country. This Action aims to strengthen the Kosovar public administration by means of ensuring that the administrative gaps in the GoK are addressed by offering specialised higher education opportunities to young Kosovo citizens in EU countries in an inclusive approach. Awarded grantees, before and after the completion of their studies in EU universities, will be integrated within the governmental structures, based on their educational background, and with an aim to build a modern system of public administration that meets the demands of EU integration processes in general and of SAA in particular. At the same time, the Action assistance will contribute to poverty reduction through the enhancement of economic opportunities for the Kosovo population, including the most marginalized groups by promoting inter alia minority recruitment and representation in the civil service, the central and local administrations, and meeting the specific needs of all communities, with a specific focus on Roma, Ashkali and Egyptian groups.

The specific objectives of the Action will be met by an efficient, effective, transparent, non-politicised, and fair implementation of the YCS Rounds, conducted in the spirit of positive discrimination towards members of minority communities, women, and candidates with disabilities.

The YCS under Round XIII will select 45 Kosovo citizens who, before and after finishing their Master studies in EU universities, will be employed (or re-employed in case they are already employed in the civil service) as civil servants in the public administration and will be determined to drive and implement reforms in the public administration, in particular those required for the SAA implementation. Approximately 41 of these will be awarded with one-year scholarships including: tuition fees, applications costs, visa, health insurance, one return





travel, 4 installments for living allowances, while approximately 41¹ will be awarded with two-years' scholarships including: tuition fees, applications costs, visa, health insurance, one return travel at the end of their studies, 8 installments for living allowances.

The only differences between scholarships reserved for civil servants and those for general public are related to:

- a) the tools used during the outreach campaign (the project will disseminate information about YCS Round XIII – XV selections among civil servants using governmental social media, as well as the internal email system provided by the Ministry of Internal Affairs and organizing a dedicated open day in GoK premises).
- b) the obvious fact that civil servants, once awarded with a scholarship will not be required to attend an internship as other grantees, but they will simply continue to work in their old position until the planned departure for their master studies abroad;

On the other hand, Civil servants awarded with a scholarship will be obliged, as other non-civil servant grantees to attend all trainings required and organized by the YCS project and experts prior to departure (i.e. English, French if needed, etc.).

So, the overall objective of the Young Cell Scheme in Kosovo is to improve the professional capacity of the civil service to better serve Kosovo citizens and meet the obligations arising from the SAA. This general goal will be pursued through the completion of advanced academic training and education of, up to 35 years old, graduated (or under-graduated but in their last year in a university in Kosovo students and civil servants, and their subsequent (re)integration into the Public Service for a minimum period of 3 consecutive years. The Action's specific objective is as follows: young women, men and minorities are selected, study, and graduate from a master's program in the EU and then complete three years of work in the Kosovo Civil Service.

The scheme's Program includes:

- a) active and compulsory participation to all language (or other) training activities that will be provided for the selected grantees by the YCS project and experts prior to their departure.

¹ Depending on the field of study



- b) 4 months internship within Kosovo's Public Administration or other agreed bodies (just for non-civil servants, as stated above civil servants' grantees will simply continue to work in their old position prior to their departure), to be completed in the period between January 2023 to August 2023;
- c) One- or two-year post-graduate studies in Universities of any EU Member State in one of the sectors previously required by and agreed with Kosovo Public Administration.

Once the Program has been completed, the grantees have the obligation to start serving or continue to serve (if he/she was already a civil servant prior the departure) in the Kosovo Public Administration for a minimum period of three consecutive years, thus using the expertise and education acquired during the completion of their master studies abroad.

The definition of Kosovo Public Administration includes the possibility of working for local governments, municipalities and all public institutions and bodies. Such obligation will be enshrined in the scholarship contract that grantees will sign prior to their departure for studies abroad. The GoK shall employ the Recipient through a regular employment contract as a civil servant upon his/her notification of completion of studies, in the terms and manners as specified in RXIII scholarship agreement, for a period of at least three (3) consecutive calendar years at the level of "Professional 1" in compliance with the applicable law on civil service in Kosovo. If the recipient is already a civil servant once he/she finishes his/her studies, he/she will be reintegrated in his/her old position with at least the same employment level as before. Prior to their departure selected candidates will be positioned for a period of 4 months into a public institution to complete an internship in line with his/her sector and, if possible, in line with the program of his/her master's degree and taking into account where relevant his/her professional expertise. Upon completion of his/her studies, the Recipient will be integrated in a public institution (at central or local level, including municipal authorities) for a position following the same rules/provisions as the ones prior of their departure (with his/her sector and, if possible, in line with the program of his/her master's degree and taking into account where relevant his/her professional expertise.)

Financial liability for the full amount of the scholarship will be provided for by the scholarship's contract in case a grantee refuses to serve or return to serve in the Kosovo Public Administration at the end of his/her Master program, or in the case he/she does not finish his studies abroad without a proper justification/force majeure. The Government of Kosovo will take all the necessary legal measures to ensure that the grantees who refuse to reimburse the full amount of the scholarship are prosecuted in accordance with the applicable laws in Kosovo.





The European Union Office in Kosovo will be following closely the employment of grantees in the Kosovo Civil Service, which will be reported on by the Office of the Prime Minister and the Ministry of Internal Affairs. The Public Administration of Kosovo retains the right to employ the student within the 16 months following the completion of his/her program. 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, GoK/PA will reintegrate immediately the civil servant grantee in his/her old position upon his/her return from studies abroad.

The Project will make available to grantees details and specifications of the contractual relations with the Public Administration not later than two weeks after the completion of the selection procedure for Round XIII (the selection procedure is planned to be completed by 27 January 2023) and in any case prior to the signature by the Grantees of the YCS Declaration of Understanding (please see next paragraph).

Upon completion of the selection process, grantees will sign a Declaration of Understanding with the YCS project covering the obligations set forth by the present Rules of Procedure. In addition, they will sign their scholarship contracts that details their rights and obligations during the scholarship. 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 withdrawal of the scholarship in serious cases. Disciplinary procedures will be decided upon by the Project Steering Committee (composed of representatives from the European Union Office in Kosovo, Office of the Prime Minister, the Ministry of Internal Affairs and the Ministry of Education, Science, Technology, and Innovation), which acts on case referral from the YCS project.

To ensure the full success of the Round XIII attention will be drawn to:

- a) The regular evaluation and assessment of grantees' progress and compliance with their obligations during the period prior to the departure abroad;
- b) The quality and accuracy of training delivered to awarded grantees;
- c) The identification and assessment of non-civil servants grantees' strengths and weaknesses when defining future positions in Kosovo Public Administration;



- d) The position held by civil servants' grantees in Kosovo Public Administration and the possibility to raise their employment grade after the completion of studies;
- e) The needs-based selection of young graduates and professionals, and affirmative measures for minorities, especially Roma, Ashkali and Egyptian graduates, for women, for people with disabilities, mobilization of suitable and motivated civil servants;
- f) The Selection Process will abide 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. Moreover, transparency will be ensured through the communication campaign to publicize scholarships, continuous online publication of all relevant documentation, including of selection decisions, as well as through extensive use of email with both applicants and potential applicants registering on the Scholarships' website. Transparency will also be achieved via information posted on social media and by reinforcing the opportunity given to students to review their personal files at the end of selections. The list of candidates and their ranking will also be published using the protocol number of their application on www.ycskosovo.org and <https://kryeministri.rks-gov.net/>. Thus, all applicants, including those not short-listed or selected for the further stages, will be able to witness in detail 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.org>.

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 removed from the selection (i.e. including selected reserves, who will try to influence in a direct or indirect manner taken decisions). Attempts in this sense include, though not exclusively, phone calls, emails or any other form of direct contact with the YCS project and its experts 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, experts during interviews or the YCS team). Any candidate attempting to copy or use non-allowed materials during the written exams will be



asked to leave and will be immediately removed from the selection (a detailed set of rules governing written exams will be prepared in due course by the project and presented to all candidates admitted sitting written tests). Written exams will be code-numbered, to ensure anonymity of applicants, and they will be corrected using optical marker reading technology by 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 secured in a safe place until the day of the exams and accessible only to the YCS project team (nor GOK neither EUO representatives will be allowed to get access to these forms). The reading material will be published in advance of the exams in order for the candidates to get prepared for the written exams. Any threats of any form or attempt to influence decision moved directly or indirectly to the YCS project team or to any of the individuals involved in the selection process (in any stage of it: pre-selection, written exams, interviews, final ranking) will also be reported immediately to the competent authorities, where and if such threats represent a criminal offence. In addition, any direct or indirect (i.e. through third persons not directly involved in the selection process) attempt to influence the decisions and the independence of YCS project team, interview panel or other professionals and experts involved in the selection procedure will cause the immediate disqualification of the candidate. This includes any kind of political influence as well and/or attempt to use third parties to influence final decisions about awarded grantees. Any attempt of political interference during all stages of the selection procedure will be reported immediately to GoK, EUO and other competent authorities. Positive discrimination is to be understood by the fact that women, minorities, and people with disabilities are particularly encouraged to apply. A targeted outreach campaign is aimed at attracting minorities with a particular focus on Roma, Ashkali and Egyptian groups. Between equally qualified candidates (i.e., 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 project team, on the Scholarship Application Form, their needs at the moment of applying for the Scholarship so that the project team 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 scholarships available

Under Round XIII of the YCS Scholarships approximately 45 scholarships will be awarded for specialization in different sectors. The 5 sectors and the number of scholarships available have been defined by the Government of Kosovo, and they are the following:

- a) Law (including EU Law) – 11 scholarships
- b) Public Administration and Good Governance (including Human Resources Management) – 8 scholarships
- c) Economics, Finance, Management (including Public Health Management) – 11 scholarships
- d) Energy, Environment and Climate Change, Transport – 11 scholarships
- e) International Relations and Diplomacy (including Defense and Security) – 4 scholarships

This round is organised as a separate competition within each sector (i.e. each student will compete with other applicants only within the sector he applied for). Therefore, there will be five separate rankings (one for each sector) and the scores for written exams and interviews will be considered for each sector separately. Nevertheless, these Rules of Procedure define a minimum threshold for English written test to be invited to sit the interviews for all sectors.

This means that, if applicants pass the English language threshold, they 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 (including EU Law) sector will only be competing for a scholarship in Law, those applying for Public Administration and Good Governance (including Human Resources Management) will only be competing for a scholarship in this sector, those applying for Economics, Finance, Management (including Public Health Management) will only be competing for a scholarship in this third sector, those applying for Energy, Environment and Climate Change, Transport will only compete with those applying in this fourth sector and those applying for International Relations and Diplomacy will only be competing for a scholarship in this fifth sector.

Thus, the final distribution of grantees between the five sectors will depend on the number of candidates and on their capacity to pass the tests and the English language threshold. If this English threshold (65%) will not be reached and/or if not enough suitable candidates will be available under each sector after the pre-selection



phase, according to the number of received applications, the project reserves the right to redistribute the available scholarships between other sectors which have more candidates.

The precise definition of eligible sub-sectors for each sector, as well as the prerequisite degrees for applying for a specific sector, are detailed in Annex I to these Rules. Applicants are required to carefully read and understand Annex I before submitting their application in order to avoid disappointment at a later stage. 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-selection of applications).

Specialization of grantees in the above sectors will be achieved both in his/her Master Program and in his/her final Master paper or dissertation. This engagement will be included in the scholarships' 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 Program (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 and make sure that sub-sectors they are interested to apply for if they are awarded with a scholarship is among those listed in Annex I. No changes of sector are allowed, and no other sub-sectors are possible unless they are listed in Annex I to these Rules. Applicants who do not indicate in the Application form their sector of choice will immediately be rejected at the Pre-selection stage.



Part for Selected Applicants

C) Choice of EU Universities

Grantees have in principle the opportunity to apply to master programs at their preferred EU universities as long as their choice is in line with available financial resources, sectors, eligible sub-sectors and requirements made by GoK. To support the candidates in their choices, the YCS project team with the Action Senior Expert will prepare a list of universities that offer relevant MA programs based on the relevance, the cost of the program and the quality of education provided.

Each applicant must apply at min. 2, max. 3 programmes in two at least different EU countries and the final decision for their destination is taken only by the EUO and the GoK, under the advice of the YCS project team, based on available budget, the professional orientation test results of the students and quality of received offers.

Only if no application out of the initial three is successful, each grantee will be allowed to present one more application. In this manner avoiding the unlikable practice chosen by some students insisting with one country more than with others and basing their choices more on personal preferences rather than on academic and scientific considerations.

In case of conflict with the preferences given by the grantees, it is compulsory to the study programmes that are advised by the YCS stakeholders. Grantees will be supported in the application process for advised Universities by the Action Senior Expert and the YCS project team, that will follow and advice each grantee during his application. The final decisions for each destination university will be taken by GoK and EUO jointly during a dedicated Project Steering Committee meeting.

Grantees will also receive 12 months of living allowances, for the 12-month MA programs, up to an average of 1,400 EUR/month based on the cost of living in the EU country the grantee is studying in, the fees cost of the MA program and 24 months of living allowances for the 24-month MA programs.

Depending on the overall financial situation of the YCS project and on the actual costs of the scholarships based on the effective number of grantees, EUO and GOK may decide to increase or eventually decrease the above





limits if resources allow or force for this and only where and if such financial sustainability and quality for chosen programs can be preserved.

Grantees' final destination will be decided only by the EUO and the GoK upon advice from the Action Senior Expert and the YCS project team and the Professionals Orientation advise, following the criteria below (in order of importance for consideration):

- a) The Master Programs considered are in line with both contents of specialization sectors and sub-sectors – as defined in Annex I of these Rules - and grantees academic background;
- b) The academic value of the programs and the universities;
- c) The overall financial sustainability of the YCS Scholarship program;

In order to enforce the application of the principles of equal treatment, fairness and transparency grantees who try to influence or lobby for the program of their preference in any way or manner, including external attempts of political or other nature made by third parties, will be subject to a disciplinary procedure that may lead to the withdrawal of the scholarship.

Grantees are allowed to apply until the end of February 2023 at the latest. Applications made after that date will not be taken into consideration. However, considering that this year the selection phase will end by 27 January 2023, allowing thus students to apply as well to programs with the early deadlines, we strongly advise all grantees to apply as soon as possible to the programs and not to wait until the last minute to do so and lose the opportunity to get an offer from good universities with early application deadlines.

On the other hand, applications made to universities before the end of Round XIII selection process are in general not taken into account. However, they might be considered only where and if they respect the definitions of sectors and sub-sectors in Annex I and if they are approved by the stakeholders. Potential applicants, after reading Annex I to these Rules, and where they have a specific university and program 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 can be the case for some Nordic, Dutch, German and French universities). Applicants must note, however, that no reimbursement can be offered for costs engaged in applications to universities prior to the award of the YCS Scholarship.

An indicative list of universities will be provided to the successful candidates.





II) Selection Schedule, Stages and Rules of Procedure

1. Schedule and Deadline for Application

- a) **24 October 2022 (Monday):** Pre-notice on the opening of the call for applications for Round XIII published on most important national newspapers, selected news web-portals, radios, social media and on the official YCS website <https://ycskosovo.org> (as well as on <https://GOK-ks.net> and https://eeas.europa.eu/delegations/kosovo_en) and further disseminated via partner agencies.
- b) **2 December 2022 (Friday):** Opening of the Call for applications for Round XIII. Application package will be received by email upon personal registration at the official YCS website <https://ycskosovo.org>
- c) **27 December 2022 (Tuesday) @ 18h00:** Deadline for the receipt of complete applications. Application documents in PDF format must be submitted online in compressed folder through (Zip Folder) the scholarship web site <https://ycskosovo.org> or in case of technical difficulties, applications can be submitted in hard copies in a closed envelope in the office address below, no later than 18h00 on Tuesday, 27 December 2022. Applicants are advised not to wait until the last minute to submit their application while in case of any technical difficulties they should contact the office:

Young Cell Scheme Round XIII Applications

Str. Behije Dashi, No.14, 6th floor

Aktash, Prishtina 10000 Kosovo

Tel. +38344195874

- d) **30 December 2022 (Friday):** The applicants who passed the pre-selection phase are invited to the written exams by email. Lists of applicants will be published online on the scholarship website <https://ycskosovo.org> and on <https://GOK-ks.net>
- e) **14 and 15 January 2023 (Saturday and Sunday):** The pre-selected candidates will take written exams. They will be divided in two groups according to alphabetical order, the first group will take written exams on 14 January 2023 and the other group of candidates on 15 January 2023).
- f) **20 January 2023 (Friday):** Publication online of the results of written exams and invitation to the interviews for the first 90 candidates (who will be divided in the 5 different sectors as explained below), on the scholarship website <https://ycskosovo.org> and on GOK website <https://GOK-ks.net>
The Project Steering Committee retains the right to lower or higher the overall number of applicants invited to sit interviews **according to the overall results of written tests (90 candidates).**





- g) **21 January – 25 January 2023 (Saturday to Wednesday):** Interviews made by a panel constituted by 5 EU Academics.
- h) **27 January 2023 (Friday):** Publication of the final ranking of RXIII selection procedure divided per sector and communication of the results to the selected YCS Round XIII grantees on the scholarship website <https://ycskosovo.org> and on GOK website <https://GOK-ks.net>.

2. Selection Stages and Rules of Procedures

The selection will be carried out in 3 stages:

- a) Pre-Selection of applications
 - b) Written exams (English Language Knowledge Test, EU General Knowledge Test and Verbal & Numerical Reasoning Test)
 - c) Interviews
- a) Pre-selection of applications (Eligibility of Applicants and 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 project team (2 members), GoK (1 member) and EUO (1 member) will select the eligible candidates to be invited to the written exams. **Not all applicants will be invited for the written exams, only those that they fulfill the relevant criteria.**

Candidates are pre-selected based on the eligibility criteria, indicated below and in the Call for application. 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:

- a) 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 during the application phase).
- b) University graduates holding a bachelor's degree in one of the areas of study pertaining to the sectors (please refer to Annex I to these Rules).





- c) Undergraduate students may also be eligible provided that they are at the very final stage of their studies and they obtain their degree no later than 31 July 2023.
- d) Fluent in English and Albanian or Serbian.
- e) Available to travel and to move abroad from August 2023 to October 2024, and to undergo intensive English language training from the second half of January 2023 onwards.
- f) Born on 1 January 1988 or later.

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

Complete applications are composed of:

- a) YCS Round XIII 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,
- b) Europass CV, in English (the project will provide all applicants with an updated Europass CV template and related instructions within the application package they will receive by email),
- c) Letter of Motivation, in English, signed and dated,
- d) 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,
- e) Copy of University degree of at least 180 ECTS plus Original Transcripts of exams (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 (i.e., 2022/2023 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 31 July 2023 as specified above). 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 at a later stage.



NB: Certified copies of documents are those copies whose conformity to the original document has been notarized by a notary.

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

A checklist is included for the applicants' convenience in the YCS Round XIII – 2022-2023 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 (e.g., a CV or a Letter of Motivation not in English, or a YCS Round XIII - 2022 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 project team, in agreement with EUO and GoK, may demand applicants to complete their applications at a later stage if the missing documents are not of substantial nature). Applications submitted after the deadline will not be accepted under any circumstances, while incomplete applications at this stage will be rejected.

The complete applications from eligible candidates are formally accepted and the applicant is invited to sit the written exams.

If not, enough suitable applications are found within each sector, as defined by the call for applications, then EUO and GoK, 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 (i.e., at least 120 applicants invited to the written exams for 45 scholarships).

b) Written exams

The written tests consist of multiple-choice questionnaires on:

- 1) Knowledge of English Language.
- 2) EU General Knowledge test;
- 3) Verbal and Numerical Reasoning (VNR);





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 50% (or 50 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. However, the test 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 65% threshold of correct answers, in order the results of the other 2 written tests to be considered.

The other two components of the written exam count respectively 20 points (for EU General Knowledge test), and 30 points (for Verbal & Numerical Reasoning test), meaning that the total score for the written test is 50 points). Hence, a cumulative total of maximum 50 points is awarded for the written exams.

The candidates will be then invited to interviews as per their ranking within each sector according with the ratio of 2 (two) candidates invited for each available scholarship.

The three 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 project team.

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 tests, candidates can leave the examination hall with the exception that he/she is obliged to wait in the hall in case that there is only one candidate left.

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".

NB: We stress that the written exams will last the whole day (from 9am ca. to 5pm ca. with one hour break for lunch), so we strongly advise all candidates to take at least some water with them during both sessions – morning and afternoon). Water will not be provided by YCS invigilators and staff.



1) 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 overall suitability of joining the program.

The English tests will be composed of 3 different sections:

- a) Listening comprehension
- b) Reading comprehension
- c) Grammar tests.

Each section will take 45 min. to sit.

As anticipated above, to be admitted to sitting interviews and getting their scores in other two written tests (i.e. EUGK and VNR) 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 55% 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 English training in the case they were to be eventually awarded scholarship, with no more than 10% of missed classes allowed (instead of 20% applied to YCS grantees with 65% correct answers that are attending English training). These candidates would therefore receive, should they pass the interviews and be awarded a scholarship, a "conditional scholarship", which may be withdrawn should the candidate not respect his/her obligations in terms of English training attendance.

On the other hand, if not enough suitable candidates are found within one of the five individual sectors, as indicated in the call for application, then candidates invited to the interviews may be recruited from the other lists, according to the needs of the GoK. In that case, the decisions will be taken based only on data which doesn't reveal any personal data of the candidates.

If enough suitable candidates are through at this stage, minimum 80 candidates will be invited to the third and final selection stage, the interviews (meaning that if there is more than one candidate in a sector with the same valid score to be invited for interviews at the last available place, he/she will be invited as well). The ratio for the interviews is of 2 invited applicants for each available scholarship, i.e. two interviewees for each available scholarship. This means that applicants will be invited to the interviews up to twice the number of available scholarships for each sector.





- a) Law (including EU Law) – 22 applicants invited to the interviews for up to 11 scholarships available;
- b) Public Administration and Good Governance (including Human Resources Management) – 16 applicants invited to the interviews for up to 8 scholarships available;
- c) Economics, Finance, Management (including Public Health Management) – 22 applicants invited to the interviews for up to 11 scholarships available;
- d) Energy, Environment and Climate Change, Transport – 22 applicants invited to the interviews for up to 11 scholarships available;
- e) International Relations and Diplomacy – 8 applicants invited to the interviews for up to 4 scholarships available;

If not enough candidates will be available, this ratio will be lowered to 1,5 invited applicants for each available scholarship.

2) EU General Knowledge test (EUGK)

The EU General Knowledge test will be composed by 80 multiple-choice questions (each question will have 4 possible replies, only one is the correct one).

The duration of this written test is maximum 1h30min. Each question is worth 0.25 points and the maximum score in the written test on EU is 20 points. This test must be taken by all candidates.

3) Verbal and Numerical Reasoning (VNR)

The Verbal & Numerical Reasoning test will be composed by 40 multiple-choice questions. The duration of this test is maximum 1h45min. Each question is worth 0.75 points and the maximum score in the Verbal & Numerical Reasoning test is 30. This test must be taken by all candidates.

The Verbal & Numerical Reasoning test, proposed to candidates only in 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) Interviews

As mentioned above, minimum 80 candidates and maximum 90 candidates will be invited to the third and final selection stage, the interviews (meaning that if there is more than one candidate in a sector with the same valid



score to be invited for interviews at the last available place he/she will be invited as well). The number of invited candidates it is based on the ratio for the interviews: 2 invited applicants for each available scholarship, i.e. two interviewees for each available scholarship.

Interviews will be conducted by a panel composed of an odd number of members (i.e. 5 EU academic experts from prominent EU universities); 2 more members representing the EU Office in Kosovo and the Government of Kosovo will attend the interviews as observers without scoring the candidates. YCS project team will assist the interview panel during all stages of the interviews.

Prior to each interview 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 30 minutes per each candidate, and they will consist of a, 5 minutes close door review by each panel member of applicant's file (CV, letter of motivation, transcripts and diploma), 5 minutes presentation in English and a 15 minutes interview in English on the candidate's background and motivation and 5 minutes close door evaluation and discussion for the individual scoring of each candidate at the end of his interview.

Even if specified in his/her CV or motivation letter, knowledge of additional EU languages will not be considered as an asset and will not be evaluated by the panel in additional/separate scoring given to the candidate.

As specified above, each interview will be divided in three phases:

1. Review of the CV, motivation letter, transcripts and diploma (up to 5 min.).
During this phase and before the candidate enters the interview room, the five (5) members of the panel will consider the following elements and academic indicators to score the candidate:
 - a) consistency of the CV with proposed sectors and sub-sectors (if they possess a diploma, publications, research work etc) 3 points;
 - b) overall quality of the CV;(participation in seminars, relevant research, work experience, volunteer work) 3 points;
 - c) level of motivation to attend the program and professional career prospects (if any) highlighted in the letter of motivation,1 point;
 - d) academic results and performance of the candidate (based on copy of transcripts included in their application), 2 points;
 - e) clarity, consistency, and relevance of the motivation letter to the scope of the program, 1 point

NB: if any candidate attempts to introduce and present to the panel additional materials (transcripts or other) at this stage he will be immediately disqualified and excluded from the competition (i.e. no late delivery of missing documents is possible at this stage).



2. Presentations made by each candidate (up to 5 min.)

The scope of this part of the interviews is to test the presentation and interpersonal skills of the candidates. Applicants invited to the interviews MUST prepare an oral presentation (no PPT or other media or physical supports allowed) linked to public policy making in Kosovo and/or to the process of EU integration of the country. Once invited to the interviews, the candidates will receive a detailed list of issues that need to be addressed in their presentation. If no presentation is prepared or if the presentation is not in line with the above or too general, the panel will interrupt the interview and invite the candidate to leave the room, excluding him/her from the selection.

Presentation topics related with public policy making or EU integration of Kosovo, must in addition 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.

3. Interviews (up to 15 min)

The scope of this part of the interview is to assess the EU general knowledge of the candidate about some general cultural knowledge and some specific issues related with the sector he/she applied for. Possible question will refer alternatively at several of the following topics (depending also on the sector each candidate applied for):

- a) EU integration process of Kosovo;
- b) EU policies and/or juridical principles governing EU action;
- c) EU Economic policy and challenges;
- d) EU Energy Policy;
- e) EU action plan on integration and inclusion 2021-2027;
- f) EU Foreign and Security Policy;
- g) EU Digital Strategy;
- h) General knowledge on the area of interest;
- i) Knowledge related to public administration/civil service;
- j) Real motivation to attend the scheme and knowledge about the scopes of the program;
- k) Readiness to serve in civil service for three consecutive years after the completion of his/her master studies abroad;
- l) Professional career prospects if any and/or ideas about master studies to be enrolled within;
- m) Other academic indicators such as, but not exclusively, conciseness and clarity in expression, logical articulation of thoughts and capacity to tackle a multilevel interview.



4. Closed door evaluation (up to 5 min)

Candidates are scored once for the review of the CV and of the motivation letter, once for presentation contents and skills, and once for the results of the interview.

The scoring for each part will be the following:

- a) up to 10 points maximum for CV and motivation letter;
- b) up to 20 points for their presentation;
- c) up to 20 points for the interview.

Maximum 50 points (or 50% of the final score) are awarded for the interviews by each member of the panel in their individual evaluation sheet as the sum of the three parts detailed above.

Each member of the panel will be asked to comment and justify the scores for each part as well as his/her final score in the individual evaluation sheet.

Anyone below 25.0 points (50% of total points for interviews) is considered not to have passed the interviews. The partial score for the interview counts for up to 50% of the final aggregate score.

Final score given to each candidate is decided by consensus of panel members according to individual scores given in evaluation sheets. 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.

The final consensus sheet must indicate clear comments and justifications to the overall score given by each member of the panel.

NB: According to the threshold set above for interviews (i.e. 25 points out of 50 max available) the minimum overall score to be awarded a scholarship is of at least 50 points (i.e., 50% of the maximum score of 100).

A lower or higher threshold can be agreed jointly by interview panel members and by EUO and GOK representatives who will attend all phases of the interviews if the results will be lower or higher than expected.

d) Final Results

The final results of the selections will be made public within 3 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 50/50% 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 General knowledge and Verbal & Numerical Reasoning) counts for up to 50% 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 50% of the final score.

In practice this means that, e.g., candidate Mr/Mrs XY in the Law Sector:

- a) Pre-selections: Mr/Mrs XY is eligible, and he/she has presented a complete application, therefore he/she has been invited to the written exams;
- b) Written tests: Mr/Mrs XY obtains 65% of correct answers for English test and thus her/his VNR and GK are evaluated. He/she scores 16 points in General Knowledge in the area of interest test out of 20 points available (i.e. he/she had 64 correct answers out of 80), and in the Verbal and Numerical Reasoning test he/she obtains 27,75 points out of 30 points available (37 correct answers out of 40);
- c) In the interview Mr/Mrs XY scores an average of 9 points out of 10 available for his/her CV and motivation letter², 15 points out of 20 available for the presentation, and 12 out of 20 available for his interview, for a total of 36 out of 50.
- d) the final aggregate score is then calculated as follows: Written tests (27,75+16=43,75) + (9 + 15 + 12 = 36) = 79,75.

² The possession of a Degree Diploma(graduate) will be scored higher in comparison with a candidate that it is undergraduate



III) Overall Plan

ACTIVITY	DATE
ROUND XIII	
Pre-notice	24 October – 1 December 2022
Call for applications	2 December - 27 December 2022
Selections of candidates	14 January 2023 – 27 January 2023
English language training and IELTS certification	February – May 2023
Internships in public administration	February – August 2023
Intensive compulsory training for conditional funds	May - June 2023 and, if needed, June – July 2023
Application and registration in EU MS universities	February – end of April 2023
VISA Application process	To be started as soon as applicants receive offers from the Universities and possibly no later than mid-May 2023.
Post graduate studies	August/October 2023 – June/October 2024
(Re)integration of Round XIII Young Cell into Kosovo Public Administration or Public Institutions (including local government and municipalities)	From October 2024





YCS Round XIII Evaluation Grid:

RXIII	PRE-SELECTIONS		WRITTEN EXAMS				INTERVIEWS				FINAL
RESULT	Rejected or Admitted		50% of the total score or max 50 points available				50% of the total score or max 50 points available				Admitted, 100%
			EN Tests	EU General Knowledge	Verbal & Numerical Reasoning	Written Exams TOTAL	CV and Motivation Letter	Presentation	Interview	Interviews Total	OVERALL TOTAL
	Rejected	Admitted	No points awarded	20%	30%	50%	10%	20%	20%	50%	100%
Test content	Ineligible candidate and/or incomplete application = REJECTED	Eligible candidate & Complete application = INVITED TO Written Exams	3 Tests (Reading, Listening, Comprehension and Grammar Test)	80 Multiple choice questions	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Passing Threshold	Eligible candidate & Complete application		65%	50% (40 correct questions out of 80)	n/a	n/a	n/a	n/a	n/a	n/a	50% (50 POINTS)
Max Points Available	n/a	n/a	n/a	20 Points	30 Points	50 Points	10 Points	20 Points	20 Points	50	100 Points





YCS Round XIII Scoring Table:

RXIII	PRE-SELECTIONS		WRITTEN EXAMS				INTERVIEWS				
RESULT	Rejected or Admitted		50% of the total score or max 50 points available				50% of the total score or max 50 points available				
			EN Tests	EU General Knowledge	Verbal & Numerical Reasoning	Written Exams TOTAL	CV and Motivation Letter	Presentation	Interview	Interviews Total	
			No points awarded	20%	30%	50%	10%	20%	20%	50%	
Passing Threshold	Eligible candidate & Complete application		65%	50% (40 correct questions out of 80)	n/a	n/a	n/a	n/a	n/a	n/a	
Max Points Available	n/a	n/a	n/a	20 Points	30 Points	50 Points	10 Points	20 Points	20 Points	50	100 Points





ANNEX I – RXIII Sectors Definition and Eligible Sectors

Law (Including EU Law)			
Eligible Subsectors	Scholarships for this sector	Eligible BA Degree for this sector	Aim
1. European Law 2. International Law 3. Human Rights 4. Criminal Law 5. Public Law 6. Civil & Private Law 7. Patent Law 8. Intellectual Property Law 9. Competition Law 10. Business Law 11. Trade Law and International Commercial Law 12. Tax Law 13. Other areas of Law	11	Degree in Law (LLB) NB: This means that only graduates in Law (min 180 ECTS) are eligible under this sector.	Scholarships under this sector aim to provide scholarship 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.

Public Administration and Good Governance (Including Human Resources Management)			
Eligible Subsectors (MA/MSc)	Scholarships for this sector	Eligible BA Degree for this sector	Aim
1. EU Studies 2. Public Policies and Public Administration 3. Development Studies 4. Leisure & Tourism 5. Human Resource Management	8	BA degrees directly related with the scope of this sector, eg International Studies, Political Sciences, Journalism, Mass Media, Communication, Economics, Law, education, Geoscience and Technology, Applied Sciences, Philosophy, Philology, Arts	Under this sector aim to provide scholarship to future experts that will be employed and support administration and management of public policies, good governance and human resources management, in particular with





<ol style="list-style-type: none"> 6. Public Administration 7. Anthropology 8. Criminology 9. Education & Teaching 10. Ethnology 11. European Studies 12. Gender Studies 13. Social Work 14. Sociology 15. Cultural Heritage 16. Sport Administration and Management 17. Migration Studies 			reference to the European integration process of Kosovo.
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Economics, Finance, Management (including Public Health Management)			
Eligible Subsectors (MA/MSc)	Scholarships for this sector	Eligible BA Degree for this sector	Aim
<ol style="list-style-type: none"> 1. Economics 2. Econometrics 3. Statistics 4. Economic Policy 5. International or European Economics 6. Political Economy and Public Finance 7. Project Management 8. Strategic Management 9. Supply Chain Management & Logistics 10. Technology Management 11. Health Management 	11	Ba Degrees in Economics, Business Management, Public Health Management, Medicine, Applied Sciences, Agriculture and Veterinary, Law, Multimedia and Web Design and other degrees directly related with the scope of this sector.	Under this sector aim to provide scholarships to future officials and experts in the fields of economics and public health, as well in cultural and natural heritage protection with particular focus on issues related to European Union and European Integration.





12. Public Health			
13. Regional Development			

Energy, Environment and Climate Change, Transport			
Eligible Subsectors (MA/MSc)	Scholarships for this sector	Eligible BA Degree for this sector	Aim
1. Environmental Studies & Policies 2. Agriculture & Forestry 3. Climate & Meteorology 4. Ecology 5. Environmental Management 6. Environmental Sciences 7. Forestry 8. Geology 9. Natural Resource Management 10. Plant & Crop Sciences 11. Sustainable Development 12. Automotive Engineering 13. Aviation & Aeronautical Engineering 14. Electrical Engineering 15. Environmental Engineering 16. Industrial Management 17. Materials Science 18. Mechanical Engineering 19. Mining, Oil & Gas 20. Power & Energy Engineering 21. Robotics/Automation engineering	11	Ba Degrees in Energy, Environment and Climate Change, Transport, Applied Sciences, Agriculture and Veterinary, Geosciences and Technology, Engineering and Architecture, Mathematics and Natural Science, Electrical and Computer Engineering, Applied Arts and Science and other degrees (directly related with the scope of this sector.	Under this sector aim to provide scholarships to future officials and experts in the fields of Energy, Environment and Climate Change and Transport, with particular focus on issues related to European Union and European Integration.





22. Cybersecurity of the Electric Power Transmission			
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International Relations and Diplomacy			
Eligible Subsectors (MA/MSc)	Scholarships for this sector	Eligible BA Degree for this sector	Aim
1. International Relations 2. European Studies 3. International Development 4. International Relations 5. Politics & Political Science 6. Defense and Security studies	4	BA Degrees in International Relations, Diplomacy, Law, Security, Political Sciences, Journalism, Mass Media, Multimedia and Web Design, Applied Arts and Science and other degrees (directly related with the scope of this sector.	Under this sector aim to provide scholarships to future officials and experts in the fields of International Relations and Diplomacy, with particular focus on issues related to European Union and European Integration.

