



# Wilfried Martens Scholarship 2022-2023: Rules of Procedure

---

## 1 Requirements

### 1.1 General

Applications are accepted from students of all provinces and regions of Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Kosovo.

### 1.2 Academic requirements

Students holding the following categories of academic degrees can be accepted:

- Master of (Science in) (International) Political Sciences
  - Master of (Arts in) European Studies
  - Master of (Science in) Sociology
  - Master of (Science in) Public Administration
  - Master in Social and Military Sciences
  - Master of Laws
  - Master of (Science in) Economics
  - Master of (Arts in) Modern History
- 
- Another university degree after at least 4 years of study in the fields of Political Science, Sociology, Law, Economics or Contemporary European History (3 Year Bachelors + 1 Year Masters or 4 Year Bachelors of 240 ECTS credits).
  - We welcome applications from candidates with a degree from other disciplines than the ones mentioned above, either based on
    - relevant professional experience (in for example policy analysis or policy implementation)
    - or if the candidate demonstrates a strong motivation to study the public sector and its different aspects.
  - Applicants should have outstanding academic results.

### **1.3 Language requirements**

As the Master of Advanced Studies in European Policies and Public Administration is completely taught in English, applicants are required to demonstrate proficiency in the English language. We only accept the following language certificates:

- [TOEFL](#): for which the minimum total score required is 100 on the internet-based test.
- [IELTS](#): for which the minimum overall score required is 7.0.
- [Cambridge English Qualifications for general and higher education](#), for which we accept a minimum score of 184 on [C1 Advanced](#), or [C2 Proficiency](#).
- [ITACE](#), for which level C1 is required.

For students whose undergraduate or previous studies have been completely in English (for at least four years), copies of transcripts and diplomas can act as proof of English proficiency.

### **1.4 Aptitude**

Applicants should have a solid background regarding institutional developments and political processes in their home country and on the European or international level. They should also demonstrate an open mind to diversity. Admission decisions are based upon evaluation of a complete application file including a motivation letter.

## **2 Procedure**

Given that applicants need to comply with these admission criteria, they have to complete a process in order to be admitted and registered at the university. As far as the admission of international students is concerned, the following steps can be identified:

1. Submission of the [online application](#) to the KU Leuven Admissions Office. The file consists primarily of the application form and other relevant documents to be uploaded onto the online application form:
  - PDF scans of the original university diploma(s);
  - PDF scans of the original transcripts of academic records. If these documents are not in English, Dutch, French, or German, please arrange for these documents to be translated by a registered translator. These documents must also be certified by the educational institution that issues them or by a national authority. If the applicant has not graduated yet, a proof of provisional graduation issued by the university and the intermediate official transcript(s) should be uploaded.
  - An official explanation of the grading system used in the academic institution(s) where the student pursued the graduate studies;
  - Proof of proficiency in English (i.e. TOEFL, IELTS, CAE or ITACE);

- CV, and a two-page motivation letter regarding your application for the Master of European Politics and Policies and (as a *conditio sine que non*) a separate motivation letter on your application for the Wilfried Martens Scholarship;
  - An experience statement (and if possible, proof) referring to your experience with writing papers or a dissertation, preferably in English.
  - Scan of passport/ID.
2. All applications require an application processing fee of 75 EUR (excluding any possible bank transfer fees). The application fee can be paid via bank transfer. Students who did not receive the scholarship will be invited to request a refund of the application processing fee of 75 EUR from the Wilfried Martens Scholarship. The Jury of the Wilfried Martens Scholarship will decide upon each request individually.
  3. Formal review of the application documents by the KU Leuven Admissions Office (i.e. verification of the authenticity of the diploma(s) and transcripts, certificates and English tests)
  4. Electronic transmission of the application to the Faculty of Social Sciences (Mrs. Sylvia Tutenel).
  5. Selection process by the MEPP Steering Committee (Faculty of Social Sciences) that assesses the eligibility of the applicant on the basis of the application file of the candidate, and evaluates whether the candidate is qualified to enter the MEPP programme, based on its own findings and the evaluation by the KU Leuven Admissions Office.
  6. Selection process for the Scholarship by the Jury. All eligible applicants will be evaluated based on the application file and the findings of MEPP Steering Committee. The Jury will make the final decision regarding the scholarship based on an intake interview (through conference call) with the applicants.
  7. The secretary will inform the applicants about the decision of the jury.
  8. The secretary informs the KU Leuven Admissions Office about the final decision of the MEPP Selection Committee regarding the applications and the decision about the scholarship by the Jury.
  9. Notification of the applicant by the KU Leuven Admissions Office. As soon as the decision is entered in the system, the student will see the status of the application changed into 'Admitted' or 'Rejected'. The decision is further confirmed via e-mail.
  10. A letter of admission will be sent to the admitted student via e-mail (PDF-version) in due time.
  11. Upon arrival in Leuven students will have to show all obtained original post-secondary diplomas at the KU Leuven Admissions Office. Afterwards, they can proceed to the Registrar's Office to confirm the registration and obtain a student card.

### **3 Jury**

#### 3.1 The jury will consist of:

- Three jury members on behalf of the KU Leuven: prof. Bart Kerremans (chair), prof. Marleen Brans and prof. Steven Van Hecke
- One jury member on behalf of Mrs. Miet Smet-Martens: Mrs. Miet Smet-Martens
- One jury member on behalf of the European People's Party: MEP Tom Vandenkendelaere
- A secretary of the jury appointed by the KU Leuven: Mrs. Sylvia Tutenel

3.2 The jury's decision is final and cannot be appealed against.

3.3 The jury will take its decision by majority.

- The secretary of the jury does not have a vote
- In case of a parity of votes the President (or officer in the chair) has a casting vote.

## 4 Finances

4.1 The Scholarship (**€11.135**) will include:

- Monthly paid living expenses: **€750 per month with a total of €7.500**
- Tuition Fee: the tuition fee for the students of the Wilfried Martens Scholarship is **€3.500**
- Affiliation with a Belgian Health Insurance Company: **€120**
- Third Party Liability insurance: non-EEA students have to subscribe upon registration to the third-party liability insurance for private life and pay **± €15**.

4.2 The allowances for living expenses will be granted once a month from September 2022 until June 2023 as long as the student is enrolled in the Master of Advanced Studies in European Policies and Public Administration.

## 5 Final Provisions

5.1 Only applicants that meet all the application requirements and receive a positive advice from the MEPP Steering Committee are deemed eligible for the scholarship.

5.2 After the selection process for the Scholarship, the Jury will make up a reserve list of eligible candidates according to the ranking that is provided by the Jury.

5.3 A request for deferral or withdrawal is to be addressed to prof. Steven Van Hecke (chairman of the Fund) via e-mail, by means of a formal letter. The decision is made by the Management Committee of the Fund, in line with the applicable KU Leuven admissions policy.

5.4 The chair of the Jury will decide on cases not covered by these regulations.

5.5 The chair will report on the proceedings and the decision of the Jury to the Wilfried Martens Fund Management Committee.

## 6 More information

KU Leuven – [Advanced Master of European Policies and Public Administration](#)  
or for additional information, please contact Mrs. [Sylvia Tutenel](#).