

# FREQUENTLY ASKED QUESTIONS

University of Sarajevo & University of Bologna

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## I ADMISSION REQUIREMENTS

### **I HAVE THE CITIZENSHIP OF CANADA (e.g.). CAN I APPLY FOR THE ERMA PROGRAMME?**

Yes. As a citizen of Canada you belong to a Target Group III of the programme. Please note that the costs of the MA programme for students from this group are cca 5500 EURO for: Tuition fee (2000€), costs of Term III (cca 3.150€). ERMA does not cover travel and living costs for students of this TG, therefore you should budget accordingly.

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### **I HAVE THE CITIZENSHIP OF KOSOVO. CAN I APPLY FOR THE ERMA PROGRAMME?**

As a citizen of Kosovo, you belong to the Target Group I of the programme. Bosnia and Herzegovina does not recognize Kosovo, therefore citizens of Kosovo cannot be registered as students at local Universities. You may apply for the programme, however, if you are holding a passport of a country recognised by Bosnia and Herzegovina.

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### **I HAVE FINISHED A THREE YEAR BA AND A ONE YEAR MA WITH A TOTAL OF 240 ECTS. AM I ELIGIBLE FOR THE PROGRAMME?**

No. Applicants who have obtained their 240 ECTS though 3+1 studies are not eligible for ERMA programme. According to the National legislation on Higher education in Bosnia and Herzegovina, access to the two semesters (1year / 60ECTS) long second cycle programmes is available to applicants holding a degree earned during studies which lasted for either 4 (or 5) years, within the former undergraduate studies provisions, or 5 years (3+2) within I and II cycle studies provisions in accordance with the Bologna process.

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### **I WILL DEFEND MY THESIS SOON AFTER THE APPLICATION DEADLINE. AM I ELIGIBLE TO APPLY?**

Eligible candidates are only those who have finalised their previous studies prior to the application deadline. There are no exceptions to this rule.

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### **I HAVE DEFENDED MY MA THESIS BUT THE DIPLOMA IS STILL IN THE PROCESS OF ISSUING BY MY UNIVERSITY. CAN I STILL APPLY FOR THE PROGRAMME?**

Yes. ERMA will accept another confirmation document of your graduation from your respective University. In case of acceptance to the programme you will be obliged to provide for a certified copy and a translation of your Diploma after you receive it.

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### **I HAVE AN ACADEMIC BACKGROUND IN NATURAL SCIENCES. CAN I APPLY FOR ERMA?**

ERMA Selection Committee will not be able to consider your application. As per the rules of the University of Bologna and the ERMA programme, candidates must hold a university degree in disciplines relevant to human rights; in particular law, social, political sciences and humanities from an accredited university to be considered.

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### **DO I HAVE TO HAVE WORK EXPERIENCE BEFORE I APPLY?**

It is generally desirable for the applicants to have some activist/ volunteer/ professional experience in the field of human rights and democratisation of SEE, but it is not mandatory.

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### **I HAVE A DEGREE IN ENGLISH LANGUAGE AND LITERATURE. DO I NEED TO SUBMIT A PROOF OF ENGLISH LANGUAGE PROFICIENCY?**

Students with a degree in English language and literature do not need to submit language test results. Their diploma and transcript is considered a valid proof of the fluency in the English language.

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### **CAN I SUBMIT THE LANGUAGE TEST CERTIFICATE AFTER THE DEADLINE?**

It should be provided within the application deadline. Exceptionally, if you are to receive the TOEFL/ IELTS / CAE test results within max 5 days after the deadline, you can send the screenshot of the e-results to [info@erma-programme.eu](mailto:info@erma-programme.eu) for the purpose of the application. If admitted to the programme, you will have to provide the original or certified copy of the test results.

## II APPLICATION PROCESS

### I SUBMITTED THE ERMA ONLINE PRE-APPLICATION FORM. WHAT ELSE SHOULD I DO?

You should collect and deliver ALL the required documents in hard copies via regular/express/priority mail or in person to the Center for Interdisciplinary Studies of the University of Sarajevo by 10<sup>th</sup> of September 2018. Please check the Application for a more detailed info on the procedure and the required documents.

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### CAN I SCAN MY DOCUMENTS AND SEND THEM VIA E-MAIL?

All documents must be provided in hardcopies within the deadline. Documents scanned and sent Via e-mail cannot be accepted.

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### HOW WILL I KNOW WHETHER MY APPLICATION IS RECEIVED?

You will be notified Via e-mail after the arrival of your Application package. The e-mail address you provided in the online application form will be used for this particular purpose.

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### HOW WILL I KNOW IF EVERYTHING IS OKAY WITH THE DOCUMENTATION I SUBMITTED?

After the applications package is received, it is screened by the ERMA Academic and Development Unit. If the documentation is complete, you will be informed about your admittance to the selection procedure Via e-mail within 48 hours. If there are any documents missing from your application, or if there is anything else that you need to do, ERMA will notify you immediately upon the screening. Please make sure to double-check the list of the required documents and documents in your Applications package before you send /submit it.

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### WHEN WILL I RECEIVE THE ADMISSION DECISION?

The selection will take place on the 15<sup>th</sup> of September 2018. All successful candidates, as well as candidates placed on the reserve list, will be notified Via e-mail by the end of September 2018 at the latest.

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### DO I HAVE TO SEND THE RESULTS OF THE LANGUAGE TEST TO THE PROGRAMME PERSONALLY OR THE INSTITUTION ISSUING THE CERTIFICATE CAN DO IT?

Both options are valid. Please note that CIS/UNSA does not have an institutional code which is required for some tests like TOEFL or IELTS to be sent by an institution. If it is the case, you will have to provide the test results to us in hardcopy or Via e-mail.

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### I AM GOING TO TAKE MY ENGLISH LANGUAGE TEST IN SEPTEMBER/OCTOBER. CAN I STILL APPLY?

Providing a valid proof of English language fluency within the application deadline is a precondition for the application to be considered.

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### I HAVE SENT THE DOCUMENTS PRIOR TO THE DEADLINE, BUT WHAT IF THEY ARRIVE AFTER?

Candidates should deliver all required documents in hard copies to the Centre for Interdisciplinary Studies of the University of Sarajevo **via regular/express/priority mail or in person by 10<sup>th</sup> of September 2018.** Late and incomplete applications will not be considered.

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### CAN I RE-APPLY IF I HAVE BEEN DECLINED?

Yes, in this case the Programme encourages highly motivated candidates to re-apply in the next academic year.

### III APPLICATION DOCUMENTS

#### **I FILLED OUT THE ERMA ONLINE PRE-APPLICATION. DO I NEED TO SUBMITT ALSO THE APPLICATION FORM?**

All applicants have to fill out both for their application to be considered in the selection process. The purposes of the two are different. ERMA online pre-applications form is a data gathering tool. Your data inserted in the ERMA application form must match those in the online pre-application form. ERMA application form is an administrative document which is stored officially with all your application documents and is part of the official procedure.

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#### **MY DIPLOMA IS IN ENGLISH LANGUAGE. SHOULD I MAKE A CERTIFIED COPY?**

Yes. We strongly suggest to all applicants to keep the original of the diploma and submit a certified copy of it.

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#### **WHAT IS A TRANSCRIPT?**

A transcript is a list of all the courses you have taken, either individually or as part of a programme of study, with the result (grade) you obtained, and sometimes the credit value of each course. If you are currently studying, your university's registrar office will be able to produce a transcript of the courses you have taken so far. If you have completed your study, the transcript may also show your final award (usually as a class or CGPA).

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#### **MY COUNTRY DOES NOT ISSUE A CITIZENSHIP CERTIFICATE. WHAT SHOULD I DO?**

ERMA will accept a certified copy of any document that is specified as proof of citizenship by the Citizenship law in your country (eg. identification card).

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#### **I HAVE AN INTERNATIONAL BIRTH CERTIFICATE ISSUED IN SEVERAL LANGUAGES INCLUDING ENGLISH. SHOULD I TRANSLATE IT?**

There is no need to translate international documents. Submitting its certified copy will suffice.

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#### **MY REFEREES LIVE IN A DIFFERENT COUNTRY/CONTINENT AND CANNOT PROVIDE ME WITH THE RECOMMENDATION LETTER IN TIME. CAN THEY SEND THE LETTER DIRECTLY TO THE PROGRAMME?**

Yes, of course. The letter should be sent to the same adress to which the Application package is sent. Please make sure that your referees provide such letter to the programme within the deadline.

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#### **MUST THE RECOMMENDATION LETTERS BE FROM PROFESSORS?**

They can, but it is not obligatory. It is highly recommended that your supervisor from your professional engagement provides one and one from a professor / supervisor at your respective University provide the second letter.

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#### **I HAVE A C1 LEVEL CERTIFICATE FROM A LOCAL SCHOOL OF FOREIGN LANGUAGES. CAN THIS BE ACCEPTED?**

Certificates from local foreign language schools cannot be recognized as valid. The Master Programme recognizes the following international English Language proficiency certificates only:

1. TOEFL – minimum score of 560 paper-based, 220 computer based, IBT not less than 83
2. British Council's IELTS - minimum band 6.5 and no less than 6.0 in any of its subsections.
3. CAE and CPE Cambridge exams

## IV FINANCIAL MATTERS

### IS ERMA SCHOLARSHIP ENOUGH TO COVER LIVING COSTS IN SARAJEVO?

Students from TG I and TG II receive study grants covering normal living costs during term I and II (November to July) in the overall amount of 4.500€ gross, which is about 500 € gross per month. This is the amount which is equal to an average salary in the Canton of Sarajevo for 2018 and is sufficient to cover normal living costs in Sarajevo.

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### I AM A CITIZEN OF TURKEY. AM I ELIGIBLE FOR ERMA SCHOLARSHIP?

As a citizen of Turkey, you belong to a Target Group III of the programme which means that you are eligible to apply for the programme as a self-funding student.

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### I AM ELIGIBLE FOR THE SCHOLARSHIP. WILL I RECEIVE THE SCHOLARSHIP ON THE MONTHLY BASIS?

No. The scholarship will be provided in several instalments between November and the end of July of the academic year 2018-19. First instalment is transferred upon receiving the funds from the donors by February 2019, after which the timeline for the remaining payments will be established. Students are strongly advised to budget accordingly.

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### CAN THE TUITION FEE BE PAID IN INSTALLMENTS?

Tuition fee can be paid in two equal instalments. The first one is to be paid immediately upon the enrolment and the second one until the end of May 2019.

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### IF I AM ADMITTED AS AN APPLICANT FROM THE TARGET GROUP III, HOW SHOULD I PAY THE COSTS OF THE PROGRAMME?

TG III students can pay the tuition fee in two instalments: the first one (1000 EURO) immediately after the enrolment and the second one (1000 EURO) by the end of May 2019 to the ERMA Programme. The same stands for students of TG II.

The costs of the term III have to be covered before it begins, by the end August 2019 the latest, directly to the Residential Center of the UNIBO in Italy.

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### WILL ERMA PROGRAMME COVER MY DIPLOMA RECOGNITION COSTS?

ERMA Programme covers travel expenses, health insurance and other costs related to the programme for the students of TGI and TG II such as diploma recognition, residence permit, visa and document translations, where applied, up to 1.200 €, in total, for the whole academic year. If the costs of the recognition together with other costs are within this sum, then yes, the costs can be covered.

## V GENERAL

### **DOES ERMA OFFER A JOINT OR A DOUBLE DEGREE FROM UNSA AND UNIBO?**

The ERMA programme awards successful students with a double degree. This in practice means that graduates receive two diplomas, one from the University of Sarajevo and another from the University of Bologna.

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### **WHICH DEGREE DO ERMA GRADUATES OBTAIN?**

ERMA awards the Master of Arts degree.

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### **DOES THE PROGRAMME PROVIDE ACCOMMODATION ASSISTANCE?**

Students are responsible for arranging their accommodation during the I and the II term of the programme by themselves. The programme does, however secure the lodging and meals during the III term in Italy, at the University of Bologna Residential Center.

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### **ARE THE LEARNING MATERIALS PROVIDED BY THE PROGRAMME OR I HAVE TO PURCHASE THEM?**

All mandatory readings for each of the courses at ERMA programme are provided by ERMA to each of students, both in electronic versions and in hard copies.

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### **IF I AM ADMITTED, CAN I DEFER THE PROGRAMME IN A LATER SEMESTER?**

No. ERMA is a one year full time intensive programme with an obligatory attendance rule. Students are required to follow strict deadlines, commence their studies in the first week of November and submit/ defend their MA thesis by the end of October of the following year.

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### **CAN I STUDY PART TIME?**

No. ERMA is a one-year full time intensive programme with an obligatory attendance rule. Students are required to follow strict deadlines, commence their studies in the first week of November and submit/ defend their MA thesis by the end of October of the following year.

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### **CAN A STUDENT WORK FULL-TIME AND PURSUE THIS DEGREE?**

No. ERMA is a one-year full time intensive programme with an obligatory attendance rule. Students are required to follow strict deadlines, commence their studies in the first week of November and submit/ defend their MA thesis by the end of October of the following year.

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### **CAN I TAKE THE PROGRAMME AS AN EXCHANGE STUDENT?**

Exchange students cannot be enrolled for the full duration of the programme. However, if there is an agreement between your University and the University of Sarajevo, you may take one or several courses at the ERMA programme as an exchange student. For further information, please contact the International Relations Office of the University of Sarajevo (<http://www.erasmus-unsaba/>).

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### **WHEN SHOULD I START THE PROCEDURE FOR OBTAINING RESIDENCE PERMIT?**

Legal deadline within which one should finalize the residence permit procedure is 90 days from the arrival. Students bear full responsibility for obtaining the residence permit within this deadline and are strongly advised to start the procedure immediately after the arrival.

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### **WHAT IS THE PROCEDURE FOR OBTAINING RESIDENCE PERMIT?**

ERMA programme will provide students of the Programme with a Guide containing relevant instructions regarding this process. Please visit [www.sps.gov.ba](http://www.sps.gov.ba) for the preliminary information on the procedure and the documents you should bring to Sarajevo.

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### **WHAT IS THE PROCEDURE FOR AN ACADEMIC RECOGNITION OF DIPLOMA?**

The process is implemented by Faculties of the University of Sarajevo, or any other Faculty of an accredited public University in Bosnia and Herzegovina, at which the equivalent degrees to yours

are issued. If a BA/ MA degree is obtained from an interdisciplinary programme or a programme whose equivalent does not exist at any of the Faculties/Academies of UNSA, the Rectorate of the University of Sarajevo will issue diploma recognition. Procedures as well as prices for the Academic recognition of Foreign Higher education qualifications vary from faculty to faculty.

For further information, you are strongly advised to contact faculties in BiH which issue degrees equivalent to yours. For instructions regarding the recognition at the University of Sarajevo you may contact Ms. Berina Smajlović at the Rectorate of the University of Sarajevo Mon-Fri between 9:30 and 11:30.

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### **WHEN DO I HAVE TO START A PROCEDURE FOR AN ACADEMIC RECOGNITION OF MY DIPLOMA?**

The request for an academic recognition has to be submitted by the moment of the enrolment at the ERMA programme the latest. You should establish a contact with the responsible institution prior to your arrival to Sarajevo, to be acquainted with the procedure and prepare all the necessary documentation.

Request and the documentation is to be submitted to a Faculty or an Academy which implements a BA/ MA degree equivalent to yours. In case in which you obtained your BA/ MA degree from an interdisciplinary programme or a programme whose equivalent does not exist at any of the Faculties/Academies at the Universities in Bosnia and Herzegovina, you should submit your request for academic diploma recognition to the Rectorate of the University of Sarajevo.

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### **DO I HAVE TO HAVE A HEALTH INSURANCE WHILE RESIDING IN BOSNIA AND HERZEGOVINA AND ITALY?**

Yes, all students are required to have a health insurance for the full duration of the programme, from the beginning of the academic year until the end. The students can claim reimbursements for the health insurance policy in line with the rules of the programme.

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### **WHAT KIND OF HEALTH INSURANCE SHOULD I GET AND WHEN?**

Foreign students should buy their travel health insurance covering the full duration of the programme before they arrive to Bosnia and Herzegovina. Students coming from Bosnia and Herzegovina should buy the travel health insurance before departing for the internship and before the term III in Italy. Students are free to choose their health insurance policy.