

FREQUENTLY ASKED QUESTIONS

University of Sarajevo & University of Bologna

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I ADMISSION REQUIREMENTS

I HAVE FINISHED A THREE-YEAR BACHELOR STUDIES AND A ONE YEAR MASTER STUDIES WITH A TOTAL OF 240 ECTS. AM I ELIGIBLE FOR THE PROGRAMME?

No. Applicants who have obtained their 240 ECTS through 3+1 studies are not eligible for the GCSEE/ERMA. According to the legislation on higher education in Bosnia and Herzegovina, access to the two-semester-long second cycle programmes (one year, 60 ECTS) 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 first and second cycle studies under the Bologna process.

I HAVE AN ACADEMIC BACKGROUND IN NATURAL SCIENCES. CAN I APPLY FOR THE GCSEE/ERMA?

The GCSEE/ERMA Selection Committee will not be able to consider your application if your academic background is not in social sciences. According to the rules of both the University of Bologna and the GCSEE/ERMA programme, in order to be considered, candidates must hold a university degree from an accredited university in disciplines relevant to human rights, in particular law, social, political sciences and humanities.

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 are considered valid proof of fluency in the English language.

CAN I SUBMIT A LANGUAGE TEST CERTIFICATE AFTER THE DEADLINE FOR APPLICATIONS?

Providing a valid proof of English language fluency within the application deadline is a precondition for the application to be considered, hence language test certificate should be provided within the application deadline. Exceptionally, if you are to receive the TOEFL, IELTS or CAE (Cambridge English: Advanced) test results within a maximum of 5 days after the deadline, you can send a screenshot of the e-results to info@erma-programme.eu. Please note that if admitted to the Programme, you will have to provide the original or certified copy of the test results upon enrolment.

I HAVE THE CITIZENSHIP OF CANADA (for instance). CAN I APPLY FOR THE GCSEE/ERMA PROGRAMME?

Yes. As a citizen of Canada, you belong to a Target Group (TG) III. Students in this group are self-funded. Please note that the costs of the MA Programme are around 5,150 € including tuition fee (2,000 €) and costs of Term III in Italy (around 3,150 €). Unlike for students in TG I and TG II, the GCSEE/ERMA does not cover travel and living costs for students in TG III, therefore, you should budget accordingly.

I HAVE A KOSOVAR CITIZENSHIP. CAN I APPLY FOR THE PROGRAMME?

Keep in mind that Bosnia and Herzegovina does not recognise Kosovo, therefore, citizens of Kosovo cannot be registered as students at local Universities. In other words, you may apply for the Programme only if you are holding a passport of a country recognised by Bosnia and Herzegovina.

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 before the application deadline and have proof of this. There are no exceptions to this rule.

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

Yes. The GCSEE/ERMA will accept another graduation certificate from your respective University proving that you completed your studies and earned 240 ECTS. If you are accepted by the Programme, you will be obliged to provide a certified copy (and a translation if needed) of your diploma once you receive it.

DO I HAVE TO HAVE WORK EXPERIENCE BEFORE I APPLY?

It is generally desirable for the applicants to have some activist, volunteer and/or professional experience in the field of human rights and democratisation in South-East Europe, however, it is not mandatory.

II APPLICATION PROCESS

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

No. All documents must be uploaded to the GCSEE/ERMA ONLINE APPLICATION form.

HOW WILL I KNOW WHETHER MY APPLICATION IS RECEIVED?

At request, application confirmation will be available in the online application form.

HOW WILL I KNOW IF MY APPLICATION IS ACCEPTED?

Upon receipt of an application, it shall be screened by the Programme administration. If any mandatory supporting documents and/or information is missing, the administration will notify you as soon as possible. Please make sure to double-check the list of required documents and make sure that you included them all in your application package before you officially submit it.

WHEN WILL I RECEIVE AN ADMISSION DECISION?

The selection will take place in September 2021. Successful candidates and those placed on the reserve list will be notified via e-mail in the last week of September at the latest.

CAN I REAPPLY IF I HAVE BEEN DECLINED?

Yes. Moreover, the Programme encourages highly motivated candidates to reapply in the next academic year.

IF I AM NOT SELECTED, CAN I ENROL AS A SELF-FUNDING STUDENT?

Depending on the number and quality of applications from TG III, the Programme may offer some self-funding places to the best candidates coming from the EU countries, in case they were not among five best students to receive scholarships provided in the TG II.

III APPLICATION DOCUMENTS

DO I NEED TO SEND MY DOCUMENTS VIA POST OR DELIVER THEM IN PERSON FOR MY ONLINE APPLICATION TO BE VALID?

No. You do not need to send your documents by post or deliver them in person. Only students who are accepted to the Programme will be asked to submit their documents in hard copy for enrolment purposes.

WHAT IS A TRANSCRIPT?

A transcript is a list of all 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 (ECTS) 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 studies, the transcript may also show your final award (usually as a class or CGPA).

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

In such a case, the GCSEE/ERMA will accept a certified copy of any document that is specified as proof of citizenship in your country (e.g. identification card).

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 a scan of its original or a certified copy will suffice.

DO I NEED TO PROVIDE REFERENCE LETTERS?

No. You will be asked to put the names, titles, and contacts of two referees, so the Programme can contact them if needed.

DO MY REFEREES NEED TO BE MY UNIVERSITY PROFESSORS?

They can, but it is not obligatory. It is highly recommended that you include among referees a supervisor from your professional engagement, if you have any. You can include a professor and/or supervisor at your respective University as a second referee. If you do not have any prior professional engagement, both referees might be your University professors.

I HAVE A C1 LEVEL CERTIFICATE FROM A LOCAL SCHOOL OF FOREIGN LANGUAGES. CAN THIS BE ACCEPTED AS A PROOF OF LANGUAGE PROFICIENCY?

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. **IELTS** - minimum band 6.5 and no less than 6.0 in any of its subsections,
 3. **Cambridge English Advanced (CAE) and Cambridge English Proficiency (CPE)** qualifications.
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IV FINANCIAL MATTERS

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

Students from TG I and TG II receive study grants covering normal living costs during terms I and II (November 2022 to July 2023) in the overall amount of 4,500 € gross, which is about 500 € gross per month. This is the amount that is equal to an average salary in the Canton of Sarajevo for 2022.

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

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

CAN A TUITION FEE BE PAID IN INSTALMENTS?

A tuition fee can be paid in two equal instalments. The first instalment is to be paid immediately upon enrolment and the second one until the end of March 2023.

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

TG III students can pay a tuition fee in two instalments: the first one (1,000 €) immediately after enrolment and the second one (1,000 €) by the end of March 2023. The same stands for self-funded students of TG II.

The costs of term III have to be covered before it starts, i.e. by the end of August 2023 at the latest, directly to the University of Bologna's Residential Centre of Bertinoro, Italy.

WILL THE GCSEE/ERMA PROGRAMME COVER MY DIPLOMA RECOGNITION COSTS?

For students in TG I and TG II, the GCSEE/ERMA covers travel expenses, health insurance and other costs such as diploma recognition, residence permit, visa application processing and document translations, in a total amount of up to 1,200 € during the entire academic year (from November 2022 to October 2023). If the costs of the recognition together with other costs are within this sum, then the costs of such recognition can be covered by the Programme.

V GENERAL

HOW WILL THE LECTURES BE ORGANIZED HAVING IN MIND THE COVID-19 PANDEMIC? ARE ACCEPTED STUDENTS OBLIGED TO COME TO SARAJEVO?

The plan for the 2022/2023 academic year is to have lectures in the classroom at ERMA premises in Sarajevo. This means that all accepted students should plan to come to Sarajevo and settle in before the beginning of the programme in the first week of November. For further information please follow www.cis.unsa.ba where any changes will be announced, depending on the situation and the policies of the University of Sarajevo.

DOES ERMA OFFER A JOINT OR A DOUBLE DEGREE FROM THE COORDINATING UNIVERSITIES?

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

WHICH DEGREE DO ERMA GRADUATES OBTAIN?

The GCSEE/ERMA awards the Master of Arts (MA) degree.

DOES THE PROGRAMME PROVIDE ACCOMMODATION ASSISTANCE?

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

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

All mandatory readings for each of the courses at the GCSEE/ERMA programme are provided by the GCSEE/ERMA in electronic version.

IF I AM ADMITTED, CAN I DEFER THE PROGRAMME TO A LATER SEMESTER?

No. The GCSEE/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.

CAN I STUDY PART-TIME?

No. The GCSEE/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.

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

No. The GCSEE/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.

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 GCSEE/ERMA programme as an exchange student. For further information, please contact the [International Relations Office of the University of Sarajevo](#).

WHEN SHOULD I START THE PROCEDURE FOR OBTAINING A RESIDENCE PERMIT?

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

WHAT IS THE PROCEDURE FOR OBTAINING A RESIDENCE PERMIT?

Please visit the official [website of the Service for Foreign Affairs](#) for information on the procedure and the necessary documents you should bring to Sarajevo.

WHEN DO I HAVE TO START A PROCEDURE FOR DIPLOMA RECOGNITION?

The request for academic recognition has to be submitted by the moment of enrolment at the GCSEE/ERMA programme at the latest. A formal request and supporting documentation should be submitted to the Center for Interdisciplinary Studies of the University of Sarajevo which will administer a diploma recognition at the university level. A diploma recognition certificate will be issued by the University of Sarajevo Rectorate.

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

Yes, all students are required to have health insurance for the full duration of the Programme, from the beginning of the academic year in November 2021 until the end of October 2022 when the academic year officially ends. Students can claim reimbursements for a health insurance policy, in line with the rules of the Programme.

WHAT KIND OF HEALTH INSURANCE SHOULD I GET AND WHEN?

Before they arrive in Bosnia and Herzegovina, foreign students should purchase their travel health insurance policy covering the full duration of the Programme. Students who are citizens of Bosnia and Herzegovina should buy a travel health insurance policy before departing for the internship in another country and before the start of term III in Italy. Students can freely choose their insurance company.
