

Guidelines for the Scholarship Programme

of the Greece and Cyprus Office of the Konrad-Adenauer-Stiftung



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1. Aims of the funding

The Konrad-Adenauer-Stiftung (KAS) contributes, within the framework of its statute, to the democratic and civic education in the Federal Republic of Germany and around the world. KAS is a global advocate for the promotion of democracy and the rule of law, the enforcement of social and market-economic structures as well as the realisation of human rights.

It supports the development of political parties, social groups and also of free and independent media through training and further education of young talents. The functionality of the society is dependent on its stability, efficiency and openness. The value orientation and willingness to accept responsibility are decisive factors in how our modern society is able to organise itself.

For that reason, KAS is committed to playing a role in supporting interconnected future decision-makers. The starting and orientation point for KAS is the Christian understanding of the human as the creation of God in his equality, diversity and imperfection. Our foundation wants to enable talented young people to engage in serious studies through ideational support and the awarding of scholarships. In doing so, it prepares them for their duties within the state and the society and most notably in the fields of humanities, economics, politics and management, media and culture as well as in international organisations.

The work of KAS is based on the value-system of the German Basic Law (Constitution). Our political stance and our fundamental understanding of politics are just as important as the principles of freedom and justice, solidarity and peace. KAS' activities are characterised by the commitment to Christian-social values and by a liberal ethos. The measure for the democratic constitutional state – as the legacy of Christianity and enlightenment – is the personal and social dignity of people. Our vision of the society with its structural principles about subsidiarity and solidarity is based on ideas of order in the interaction between freedom and justice, independent achievement and joint cooperation while also being able to act in the public interest.

On the basis of these values and principles, KAS advocates the implementation and on-going development of those political models for which the name of Konrad Adenauer stands:

- Rule of law and strong liberal democracy in an anti-totalitarian consensus
- Social market economy

- Engagement with Western values and a community of nations
- European integration
- International solidarity and global joint responsibility
- The integrity of creation

These are the values to which the Konrad-Adenauer-Stiftung is committed in the selection process and in funding those who apply for a scholarship.

2. General funding prerequisites

Prerequisites for awarding a scholarship are outstanding academic performance, personal suitability, political and social commitment as well as the readiness to play an active role in the social, political and economic life of Greece and/or Cyprus. We expect candidates to have a broad general education and a strong interest in political matters, a strong adherence to the principles of democracy and human rights and to exercise tolerance with regard to different-minded people.

The following types of studies and further education schemes can be funded:

Post-Graduate studies (Master's Degree) at a public university in Greece or Cyprus

Maximum funding period: two years

Unpaid programmes of academic nature (e.g. Traineeship – Scientific Activity)

Maximum funding period: up to six months (extension possible under certain conditions)

The funding focuses on master's degree programmes in humanities (e.g. political science, theology, social studies, etc.), law, economics, or journalism (non-exhaustive list) and must have a specific project reference to the KAS office in Athens. In principle, candidates should have already completed a professionally qualifying undergraduate study, in order to prove their academic maturity.

Non-paid programmes of academic/scientific nature in the form of scientific activity, research stay/visit, or traineeship at a scientific/research organisation, think-tank, institute

of higher education, university (non-exhaustive list) constitute also a form of activity to be funded by KAS Greece/Cyprus. The activity funded by KAS shall take place in Greece or in Cyprus.

The scholarship requires the proper implementation of studies, high academic performance and regular communication on the progress of the studies or the scientific activity to KAS as well as regular participation in the activities of KAS.

Funding over a period longer than stated above can only be granted in exceptional cases. The prerequisite is that the degree can be attained in the foreseeable future (on the basis of a submitted schedule). The maximum funding period for students depends on the standard course duration according to the study regulations. An extension of the scholarship granted programmes of academic/scientific nature can be granted, if adequate justification is provided by both the scholarship holder and the cooperating institution.

There is no legal entitlement to granting the scholarship or to an extension of the funding period.

3. Application and selection of scholars

3. a. Application

The relevant calls are set in the Call for Applications published by the KAS Office. The internal procedures regarding the granting of a scholarship will normally take place in due time before the beginning of the academic semesters. Consequently, in order to ensure that the application is processed in good time, the application documents should be submitted – **in English and/or in German** – within the framework set by the Call for Applications.

The necessary correspondence during the application process takes place exclusively via the KAS Greece/Cyprus Office.

The properly and accurately filled out KAS application forms are to be sent electronically with an up-to-date photo as well as:

- Detailed and up-to-date **curriculum vitae** in tabular form.

- **Cover (Motivation) letter** from the candidate in which he/she outlines the reasons for the planned further education and presents how he/she intends to integrate what has been learnt into the work of KAS and its partners on-site.
- **Copies of certificates**, in particular the graduation certificate. If university certificates and performance records are not available in the German or English language, then a translation must be sent alongside with the other documents. The CV and the cover letter should also be available in German or English.
- At least two **letters of recommendation**: These should come either from a supervising professor or employer or from the project partner and should describe both the applicant's area of responsibility/activity and the significance of the further education (in the case of the activity of academic/scientific nature).
- **Letter of acceptance** from the university or acceptance from the institution at which the training or internship is to be completed. It is the candidate's responsibility to get accepted on a study or further education programme. Applications without a definite letter of acceptance shall not be accepted.
- **Programme of studies (or timetable of the activity of academic/scientific nature)**. The exact duration of the period for which the scholarship is applied for should be clearly mentioned therein.
- **One (1) photo** of the candidate.

3.b. Selection

The selection of candidates is guided by the requirements and dimensions derived from the following list:

PROFESSIONAL QUALIFICATION

- Strong general education background
- Open-mindedness, broad interests, creativity
- Knowledge about German and European politics and the work of KAS as well as the work of Chancellor Konrad Adenauer
- Fluency in German and/or English (further language qualifications shall be taken into consideration)

VALUE ORIENTATION / RESPONSIBILITY

- Strong dedication to the principles of democracy and human rights
- Respect and tolerance
- Independent thinking

VOLUNTARY AND POLITICAL COMMITMENT

- Voluntary work taking into account socially or academically orientated personal contributions

PERSONALITY

- Motivation
- Potential
- Demeanour
- Social competence

3.c. Accepting the scholarship

The scholarship begins as soon as the candidate has confirmed their acceptance of the scholarship in writing under the terms mentioned in the declaration of acceptance (last page of this document). Candidates are, thus, also obliged to regularly report without prior request, which is a prerequisite for the timely transfer of the scholarship.

Moreover, the scholarship holder declares that they are prepared to maintain regular contact with the KAS Greece/Cyprus Office and as far as is possible, to participate in KAS events to which they are invited. Active participation entails the possibility of contribution to the smooth preparation and organisation of KAS Greece/Cyprus Office's activities, events and projects. Furthermore, the scholarship holders shall be informed about and asked to participate in projects of other KAS Offices abroad.

4. The scholars' obligations

Upon acceptance of the funding, scholarship holders commit to

1. use the scholarship for a timely and purposeful study or scientific activity;

2. present the enrolment certificate as well as proof of study and academic achievement or the work reports always in a timely manner, upon communication with KAS Greece/Cyprus;
3. only change the subject of study or study course, and/or the place of study after prior consultation with KAS;
4. provide information about a postponement of examinations and deadlines in a timely manner and with detailed justification;
5. participate in the scholarship holders group meetings and, in case of impediment, to excuse themselves in good time including reasons for this;
6. immediately inform in writing about any change to the income levels;
7. provide information about every absence from the place of study exceeding three weeks as well as any changes to address;
8. present a regular progress report on their study achievements/scholarship-/KAS- and/ or extracurricular activities at the end of each semester and including exam results;
9. present a detailed final study report and the graduation certificate or a certificate on the completion of the study or the vocational training and the result achieved upon completion of the degree course.

5. Withdrawal and repayment of the scholarship

Incorrect information supplied during the application process results in withdrawal of the scholarship and obligation to reimburse the amounts already given. Negligence during study, violations of the university or institution's statutes and contempt for obligations entered into, may result in exclusion from the funding as well as reclaim of funding already

awarded. This is especially, but not exclusively, the case with the use of plagiarism, collusion and other unfair means in the academic work.

6. Financial support for scholars

Scholarship allowances – Organisational Information

Scholarship allowances reflect the local circumstances and costs of living; they are meant as a means of providing each scholar with a certain degree of financial freedom to pursue their academic career and activity with vigour. The current allowance for Greece has been set at **300€ monthly for studies or scientific activities in Athens and Thessaloniki and 250€ monthly for the rest of the country. The allowance for Cyprus is set at 300€. The month of August is excluded from the support period, unless the person concerned provides adequate information/proof that academic activities pertaining to the studies or the scientific activity supported are taking place in that period.**

It should be noted that the scholarship is of general character (lump sum) and does not refer to specific costs (e.g. transportation costs, tuition fees etc.) The holder is entitled to use the allowance as they wish. The scholarship shall be paid via bank transfer within the first three working days of each month.

If a scholarship holder's (supplementary) income exceeds the amount of **600€ per month**, the scholarship paid by KAS may be reduced in line with the funding guidelines of the German Foreign Office. Scholarships or partial scholarships from other institutions or authorities are also considered as income. The scholarship holders are obliged to inform us about their supplementary income without prior request.

Note to all new scholarship-holders: The first scholarship payment to your bank account will be possible only after you have informed us about your bank account details and IBAN-number. Please allow at least 2 weeks after this for the first transfer to be made.

Change to the study situation / end of studies

Any change to the study situation must be communicated without prior request and at an early stage.

7. Ideational support of scholars

Commitment on-site

We expect scholarship holders to actively participate in KAS activities. KAS Greece/Cyprus offers a diverse and varied programme and would be delighted about your participation in our events and the contribution of your ideas. Active participation entails the possibility of contribution to the smooth preparation and organisation of KAS Greece/Cyprus Office's activities, events and projects. Furthermore, the scholarship holders shall be informed about and asked to participate in projects of other KAS Offices abroad.

Reports

Upon acceptance of the scholarship, the scholarship holder commits to informing KAS regularly about the progress of their studies or scientific activity and to notifying immediately and without prior request, about unexpected changes or incidents. **KAS expects a report about university and non-university activities** as well as an up-to-date **transcript of results at the end of each semester and including latest exam results**. Following completion of studies, the scholarship holder must send a **final report**, a copy of the **graduation certificate, a transcript of records, or a certificate from the partner institution upon completion of the vocational education/training (or internship)**. In the latter case, the certificate shall be accompanied by a final report on the basic points of the scholarship holder's relevant achievements and their impact on their future academic and professional career.

Collaboration of KAS with alumni

Konrad-Adenauer-Stiftung strives to maintain and strengthen contact with all alumni of their scholarship programme. Following successful completion of their degree or vocational training, scholars are accepted into the worldwide KAS scholars' alumni network (they are assigned to the Greece/Cyprus alumni group). The central contact is KAS Greece/Cyprus Office. It is of profound importance that all scholarship holders of the Office preserve contact and keep KAS Greece/Cyprus Office informed about their home and permanent contact details (email, telephone etc.), as well as their professional career details.