

ELIGIBILITY CRITERIA

I do not have the citizenship of any of the countries listed in the country list. Am I eligible to apply?

The programme is open to PhD students of all nationalities who are graduating from a university or research institution within the Baltic Sea Region (BSR)¹. International PhD students should have a basic knowledge of the country's language in order to be able to assist the intern on the administrative or accommodation matters.

I'm a freshman. Am I eligible to apply?

No. Applicants are required to have completed at least one year of an undergraduate degree programme by the time of the internship.

I will finish my undergraduate's/graduate's degree before the internship. Am I eligible?

No, unfortunately not. You need to retain student status throughout the duration of the internship. All students who will graduate in winter 2021 or later are eligible to apply.

I'm not a student in the field of Life Science, Photon & Neutron Science or Welfare State but I am majoring in a related field. Am I eligible to apply?

Explain your situation in the cover letter which you upload in your online application. The PhD host will review it and if your profile corresponds to the tasks described in his/her project offer he/she will take your application into consideration.

Do I have to be able to speak the language of the country where I 'am applying for an internship?

No, in general the working language will be English. Get in touch with the internship provider if you want to discuss specific language requirements.

APPLICATION PROCESS

How exactly do I send my application?

You have to submit your application online via [the BARI database-portal](#) before the deadline, it is usually the 16th of each month. Last call for applications is the 16th of May 2021.

¹ Defined as members of the Council of the Baltic Sea States: Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland, Sweden, Russia and the observer member Belarus.

What should I consider when I choose my projects?

You should carefully choose the projects you apply for and make sure that they are in line with your academic field of interest. Withdrawals cause considerable inconvenience for BARI and the internship provider. Projects at famous universities and research institutes are often heavily overbooked. We therefore suggest you submit at least one application for a project which is fully acceptable for you but for which you expect less competition by other applicants (e.g. because the project is somewhat exotic, or the city/institution is less well-known).

Motivation letter: What should it include?

You are required to write one motivation letter for each project that you apply to. You should describe your motivation for applying for this research internship, and you should supplement your resume by explaining how your past experience has prepared you for the position. You may also add a few words about your plans for the future. As salutary address you can directly address the internship provider.

Curriculum vitae (CV). What should it include?

You should include your contact details, information about your education and work or volunteer experience, and some details about your interest or previous experience in the field. To learn more about how to write a CV, please ask your university advisor or visit: <https://europass.cedefop.europa.eu/> .

List of courses: What is the purpose of this list? And who writes it?

This is a document that you write/produce yourself. The “list of courses you will have completed by the time the internship begins” serves two purposes. First, since transcripts are ordered by semester rather than content, and because they often contain a large number of abbreviations, it is meant for the internship provider to better understand your academic history. And second, it gives you the chance to include all courses that are too recent to appear on the transcript.

Transcript: Do I have to upload an official transcript?

Yes, you have to upload an official current transcript in your online application. It does not matter if the transcript bears an “issued to student” stamp. Only official transcripts are accepted! Please feel free to open the sealed envelope in which you might receive your transcript in order to scan and upload it to your online application. In case you received an online password protected transcript be sure you print it out, scan it and upload it in your online application.

What is the certificate of enrollment?

The form “certificate of enrolment” is provided by your university or institution. The certificate has to show stamp of the university/high education institution and signature of an authorized person. The expected date of graduation is required in order to prove your ongoing student status - so that the relevant authority is assured that you will be continuing your academic studies in autumn/winter 2021 upon completion of your internship.

Letter of reference: Who should write it and what should it contain?

Ask a senior academic from your university who can judge how well you would perform in an international research internship setting. For this purpose, someone who has taught a small class that you attended or supervised you in the laboratory is the best choice. Please ask your referee (must hold a PhD degree at least) to upload the letter of recommendation in the online database and not to write it in the database's "Remarks" text field. The letter of reference must be submitted with the official letterhead of the respective university and the referee's original signature. We therefore propose to scan and convert the letter of reference into a PDF document before submitting it online. Please find below a guideline for your professor of what the letter of reference should contain:

- Since when and in what capacity have you known the applicant?
- The applicant is among the best students (in %): 5 %; 10 %; 20%; 30%; or no assessment possible
- How does the applicant stand out in academic and personal terms and how would you assess his/her potential?
- Of what significance is the aspired scholarship to the applicant's academic and professional career?
- Additional information that could be of importance to the scholarship award decision?
- Degree of approval: Emphatic approval; Approval; Conditional Approval

Please note: In general, we only accept letters of reference from an academic teaching at your home university. Exceptions can be made if you have recently changed universities or if you have been on an exchange programme for one semester or a year in another country.

Letter of reference: How should it be submitted?

Your letter of reference must be submitted online by your professor. After you have logged in to the database and have saved your application for the first time you will find a field named "Letter of Reference – Please create a link for your professor." Please insert you professor's name and email address here. Within seconds a web-link will be created which is assigned to your professor's name and email address. Your professor will get an email with this link and will be able to submit the letter of reference online.

Deadline for submitting the letter of recommendation 16th of the respective month (11:59 pm CET – Central European Time).

I have submitted my application. What's next?

Once we receive your complete application, we will send you a confirmation via email. By the second week of the respective month, all internship providers submit a list of preference. They have the option to exclude applicants who they feel are unsuited. We will then begin with the placement process and notify you of the outcome at the end of the respective month. Note that we encourage the internship providers to contact applicants by phone or email in order to discuss the application.

What happens if I submit an incomplete application?

We do our best to notify you by email if your application is incomplete. However, if we have not received everything online by the 16th of the respective month, your application cannot be considered. There is one exception: Deadline for submitting the letter of recommendation is the 16th of the respective month.

It is the applicant's responsibility to properly submit all requested application documents: working PDF documents, motivation letter, curriculum vitae, official transcript, supplement to the official transcript, official certificate of enrollment and a reference letter including an official letterhead and the referee's signature.

Is the placement process standardized in some way?

Yes. BARI 2020 is a pilot programme and we hope to receive a large number of applications from all eligible countries in the Baltic Sea Region. Having a large pool of applications is one of the programme's strengths, but it requires that the placement process is carried out in a somewhat formalized way, as outlined below.

How does the placement process actually work?

First of all, the internship providers send us their ranking of the applicants. This is the starting basis for all further decisions taken by the BARI administrator. Afterwards, both the applying undergraduates and the project offers submitted by the internship providers are ranked as follows:

- Undergraduates are ranked in order of academic performance, as indicated by their grade point average.
- Projects are ranked in order of demand, as indicated by the number of applications they have attracted.
The two rankings are then used to match undergraduates and projects. Once a pair has been matched, it is removed from the process.
- The top projects are assigned one of the three applicants they have given highest priority (and who are still available at that time).
- The top students with the best academic performance are assigned one of the three projects they have applied for (and which are still available at that time)
- And so on – the placement process goes on in this alternating manner until all scholarships are awarded.

Please note that this system is not absolute as we always try to make matches that please both undergraduates and internship providers. By designing the placement process the way we do, we believe to achieve a high level of fairness and transparency. Undergraduate students with good grades, undergraduate students who provide applications convincing in other ways, internship providers who offer particularly attractive and interesting projects, and internship providers offering projects that are exactly what at least one high-ranked student is looking for – they are all considered.

Please take into consideration that the BARI-Programme is a pilot-project. The amount of the scholarships to be given depends on our funds. These are combined from a variety of sources, some of which might be earmarked (status, country, discipline, institution etc.). This will have to be taken into account in the matchmaking process. The identification of additional funding

sources is continued during the whole application process, but it *might happen that in the end not all possible matches can be funded.*

Please keep in mind that no individual feedback can be provided on your application – not by email nor by phone. It is the combination of your motivation letter, academic performance, letter of recommendation, practical experience and the internship providers' ranking which serve as determinants of the placement.

There is no single determinant for being awarded a BARI scholarship in this highly competitive programme but a combination of various factors.

QUESTIONS ABOUT THE SCHOLARSHIP

When exactly does the internship take place, and how long does it last?

You can realize your internship between the 1st January and 31st of July 2021 (or possibly longer) for a minimum stay of two weeks and maximum stay of 12 weeks.

You can agree with the internship provider on the exact duration of the internship once you are accepted. The dates which the internship provider have indicated on the internship offer description are to be understood as timeframes, which are to be readjusted on an individual basis.

Both the intern and his/her host are free to arrange the timing of the internship. It should be realized before 31st July 2021, but in many cases, it might be possible to extend the internship period beyond the present BARI Programme duration, in accordance with the terms and regulation of each funding institution.

Do I need a VISA or a residence permit?

European citizens do not need a VISA to travel to a country member of the EU. Although not all BSR countries are a member of the EU. In order to avoid possible inconveniences, we friendly ask you to check the travel/stay regulations of your country vis-à-vis other countries part of the EU.

What is the amount of the scholarship?

Various institutions and organizations contribute to the financing of the internships. Depending on the funder of the respective scholarship the amount and conditions might vary. Generally, the funding will include a monthly stipend of at least 600 EUR to cover student's every day costs (housing and food) and a student's travel subsidy to foreign country of the Baltic Region of 300 EUR. If you stay less than one month, the scholarship is calculated on a weekly basis (600/4 weeks).

Please note that the scholarship does not include health, accident or personal liability insurance. These should be carried out by your own.

As indicated above the exact funding scheme will depend on the respective scholarship provider. Applicants will be informed about the general conditions of their scholarship once the matchmaking process is finalized and the available funds have been allocated.

Do I need a bank account?

Yes, you will need a bank account to receive your monthly/weekly stipend and the travel subsidy. This should be a bank account in your country of residency.

How will I find housing?

Your PhD host will help you to find reasonably-priced housing for the duration of the internship, which can be anything from a room in a student dormitory to a shared apartment. You can certainly also use your own contacts to find suitable accommodation. Be careful with offers in the internet and don't buy any rent in advance.