

Scholarship Application Form

2020-2021 academic year

Candidate's Details			
First Name			
Family Name			
Email Address			
Intended program of studies (select one)	MA Ancient Philology	MA Near Eastern Languages	
	OYP Ancient Philology	OYP Near Eastern Languages	
	Fluency in Arabic	Fluency in Ancient Greek	

Please indicate which scholarship/s you would like to apply to:			
Plato	Hyerosolyma	Origen	Demetrius
Philo of Alexandria	Virgilius	Archimedes	Callimachus

In order to apply for a scholarship, the candidate should submit the following:

- ☐ The completed application form submitted as a PDF document
- ☐ A 600-word motivation letter: Please use this opportunity to tell us about yourself and why you are applying for the scholarship. Please be clear about your personal and professional goals and how this scholarship will help you achieve them.
- ☐ A writing sample of maximum 6,000 words. The sample should be a research paper or published article.
- ☐ A recommendation letter: this letter should describe the candidate's professional and personal qualifications and should be sent directly from a non-academic reference before the application deadline.

All documents should be submitted to the Administrative Office (contact below) before the specified deadline (according to the call of each scholarship). This application must be submitted alongside or after the admissions application.

Administrative Office

Ravenel Kashram (Coordinator of Studies)

ravenel@polisjerusalem.org

HaAyin Het St. 8, Jerusalem 9511208

General Regulations

1. All Scholarships granted by Polis Institute are an opportunity to foster the fulfillment of the aims of the Institute as reflected in the bylaws of the Association.
2. Each of the scholarships included in the Program has its own characteristics and may have some specific requisites.
3. In order to apply for a Scholarship, the MA or OYP candidate should submit a completed application form and a letter of motivation to the Administrative Office (contact below) before the specified deadline (according to the call of each scholarship). The application for the scholarship must be submitted alongside or after the submission of the application for admission.
4. Once the documentation is received by the Office, the Polis Board will study it. The Board will decide within one month from the deadline. Each call for scholarships will specify the criteria for the selection, according to the aim of the scholarship, as well as the terms that are to be respected by the selected candidate.
5. The selected candidates will receive an official letter requesting a confirmation of acceptance of the Scholarship.
6. Students who accept a scholarship must commit to attend the entire academic program for which the scholarship is intended. If a student leaves a program or does not comply with the rules and regulations of the scholarship or program, or the code of behavior for the premises of Polis, the student will need to pay a penalty. This penalty will be based on the amount of time during the school year in which they will not contribute volunteer hours. This may include time that the student was in attendance if the volunteer tasks were not completed as required.
Students will not have to pay a penalty if there are extenuating circumstances and with approval from the Board. These circumstances include, but are not limited to, illness of the student or a family member and unpreventable cancellation of the student's visa.
7. Students who extend their degree over the specified time for each program (one year for the OYP, two years for the MA program) will not be eligible for a scholarship for the extended time period.
8. All scholarships awarded to an MA or OYP student are dependent on the student's academic and volunteer performance in the first semester or year.
 - a. The student must receive a minimum average of 75 across all courses and must receive a passing grade on all subjects.
 - b. The student must complete all mandatory course credits that are taught in the first year.
 - c. The student must complete the required amount of volunteer hours and complete all tasks for each scholarship with the expected effort.

- d. If the volunteer has difficulty completing or understanding a task, or makes a mistake, or does not have the required materials for a task, they must report this to the administrative director or staff member in charge immediately.
- e. The volunteer must update a designated spreadsheet with their dates and time of work, completed hours, and tasks each week.
- f. The volunteer must respond to emails and other communications from the administrative director or staff member in charge within 3 days of receipt.
- g. If the volunteer is ill or otherwise unable to arrive at the designated hour of work, they must inform the staff member in charge as soon as possible so that, if necessary, a replacement can be found.
- h. The volunteer must coordinate their time so that volunteer hours can be completed.
- i. It is the responsibility of the volunteer to let the staff member in charge know when they have finished a task, and to ask for a new task.
- j. While suggestions are accepted, the volunteer may not make any changes to policy or organizational structures without the permission of the administrative director.

Code of Behavior in Polis' Premises

1. Respect other people's identity, culture, and religious and political beliefs.
2. Respect Polis' material and intellectual property.
3. Please help keep Polis clean.
4. Smoking is not allowed inside Polis' buildings.
5. Do not carry weapons in the Institute premises.
6. Do not take off your shoes or walk barefoot in Polis' buildings.
7. Do not eat in class.

I have read and understood the Rules and Regulations, and I agree to comply with them.

I am aware that refusing to comply with the Rules and Regulation might lead to expulsion from the Institute without compensation.

Date: _____

Name: _____

Signature: _____