

## ONLINE SUMMER SCHOOL IN LATIN AND GREEK CODICOLOGY AND PALAEOGRAPHY

### HOW TO APPLY

Please read the following directions carefully and before starting the application process. Below is **the list of the documents you need to prepare or arrange** for submission:

1. **Completed online SUN Application Form** (see notes below)
2. **Curriculum vitae** including a list of publications, if any.
3. **Statement of Purpose/Motivation Letter** (1 page max)
4. **Research Proposal** (1 page max)
5. **Letter of recommendation**
6. **Proof of working knowledge of Latin or Greek and of previous study of palaeography** (scanned copies/photograph of diploma and/or exam and/or transcript)
7. **English language proficiency** (scanned copy/photograph of a certificate)

**Optional attachment:** Tuition waiver request letter.

#### 1. Online Application Form

We strongly advise the use of **Google Chrome** in order to enable the full functionality of the form.

**2. A full curriculum vitae** including a **list of publications**, if any. Please upload your Curriculum Vitae or resume, including a list of publications, if any.

#### 3. Statement of Purpose/Motivation Letter (1 page max.)

Please describe in no more than one typewritten page how the course is relevant for your research or teaching and in what way you expect to benefit from participating in the course. Please list previous courses you have taken or taught related to the course theme. You are advised to consult the detailed course description on the course web page so that the statement of purpose is in line with the main objectives of the course. Please, state which option you wish to take: 1/ Latin book hand and diplomatic hand, beginner or advanced 2/ Greek book hand and diplomatic hand, beginner or advanced.

#### 4. Research Proposal (1 page max.)

Please describe your current research interest in no more than one typewritten page excluding bibliography. The proposal should contain the purpose, methodology, expected output, and selected bibliography of your current or planned research in your home institution.

#### 5. Letter of Recommendation

Please arrange for one letter of recommendation to be written by a referee (supervisor, former supervisor, current or former faculty member) who can attest to your abilities, qualifications, academic/professional performance and linguistic and palaeographical skills. Please advise the referee about the title, content and requirement of the course

for which you are applying. The letter must be completed in English and submitted by the referee online via the online application facility.

**6. Proof of working knowledge of Latin or Greek and of previous study of palaeography** (scanned/photographed copies of diploma and/or exam and/or transcript).

Please upload scanned/photographed copies of a transcript or exam as proof of working knowledge of Latin or Greek respectively and in case of applying for one of the advanced options, proof of elementary knowledge of Latin or Greek palaeography respectively.

**7. Proof of proficiency in English**

Please upload a copy of an English language proficiency certificate and/or a copy of an exam result.

**Optional attachment:**

This summer course is financed through tuition fees. However, **two tuition** waivers will be allocated to highly qualified applicants who have no possibility to secure sufficient funding. If you would like to apply for one of the fee waivers, please tick the "Fee-paying package" on the "Funding page" in the online application system and upload a letter in the "Written Work" tab of the application form under the section of "Optional supplementary documents" in support of your request.

**Notes**

- You may apply to a maximum of two summer courses. In case of being admitted, you can only attend both if the two courses do not overlap in time. Financial aid, if available, is only granted to attend one course.
- In the 2018-19 application cycle, CEU Summer University (SUN) started to receive applications via a new online system, therefore previous SUN accounts cannot be used anymore. Please create a new user account. If you applied to CEU's master, doctoral, etc. programs in the 2017, 2018 or 2019 admission cycle, please use your existing login and password to start a new application. If you do not remember your password from last year click on *Forgotten Password*. With technical problems, bugs or errors related to the online application forms please contact the [CEU IT Help Desk](#).
- All application materials must be submitted with the online application form(s). Materials sent by postal mail, electronic mail or fax are not considered.
- The maximum allowable file size for upload is 2MB per file and the acceptable file formats are PDF, JPG and JPEG. Ensure all security features (e.g. passwords and encryption) are removed from the documents before uploading them.
- Applications cannot be edited after submission. Please submit your application only when it is 100% final and complete.

Further user's instructions for the online application are included in the form itself.

Should you have questions regarding the application form, check the relevant [Frequently Asked Questions](#) .

Applications submitted after the deadline will be considered on a case-by-case basis.

**Inquiries**

If you need help or more information during the application process, please feel free to contact the SUN staff:

E-mail for inquiry and correspondence: [summeru@ceu.edu](mailto:summeru@ceu.edu)

Tel: (36-1) 327-3811