



This programme is financed by the European Union.

**Ministry for EU Affairs
Central Finance and Contracts Unit
Delegation of the EU to Turkey**



**2018-2019 ACADEMIC YEAR
JEAN MONNET SCHOLARSHIP
PROGRAMME
CLARIFICATIONS**



TABLE OF CONTENTS

1.	WHO CAN APPLY?	4
2.	UNDERGRADUATE CGPA	8
3.	APPLICATION DOCUMENTS.....	10
4.	FOREIGN LANGUAGE PROFICIENCY CERTIFICATES	15
5.	SECTORAL QUOTAS	18
6.	DURATION AND TYPE OF THE ACADEMIC STUDIES	19
7.	FIELD OF STUDY	20
8.	APPLICATION PROCESS AND ADDRESS.....	22
9.	AMOUNT OF THE SCHOLARSHIP	23
10.	WHO CANNOT APPLY?.....	24
11.	36-MONTH WORK EXPERIENCE.....	24
12.	EVALUATION AND SELECTION PROCESS	25
13.	MODE OF ASSIGNMENT AND LEAVE	26
14.	PROGRAMME APPROVAL AND PLACEMENT PROCESS.....	27
15.	CONTRACTING PROCESS AND OBLIGATIONS OF THE SCHOLARS	31

IMPORTANT NOTICE

The questions received from potential applicants for the 2018-2019 academic year Jean Monnet Scholarship Programme together with their answers can be seen below. These questions and answers are valid for the 2018-2019 academic year Announcement and the questions and answers of the previous academic years do not set a precedent for the mentioned academic year.

Most of the questions in this document can be answered by **carefully reading** the 2018-2019 academic year Announcement. Clarifications constitute an essential part of the Announcement; for this reason, the applicants must read the Clarifications document very carefully and pay attention to the details while applying to the scholarship.

Please further note that the replies given to the questions on the eligibility are provided solely for the question asked without consideration of whether the other eligibility criteria stated in the Announcement are fulfilled or not.

1. WHO CAN APPLY?

Please see Sections 2.1, 2.2 and 2.3 of the Announcement.

Question 1.1: Could the students/academic staff or private sector employees in Turkey, who are foreign nationals, apply for the Jean Monnet Scholarship?

Answer 1.1: If you are the national of an EU Member Country or Turkey or an IPA Beneficiary Country **and** a senior undergraduate or graduate student or academic/administrative staff **at a university in Turkey**, or an employee **in a private sector institution in Turkey** you may apply for the scholarship. Please visit http://europa.eu/about-eu/countries/index_en.htm for the list of EU Member Countries and IPA Beneficiary Countries. Please also see **Corrigendum-1**.

Question 1.2: In case a graduate degree is completed in an EU Member Country via a scholarship provided by the host university/using one's own resources/using public resources based on the "Regulation Providing Scholarship to Civil Servants for Education and Training in Foreign Countries", is it possible to apply for the Jean Monnet Scholarship for a second master's degree?

Answer 1.2: Having previously completed a graduate degree(s) (either in Turkey or abroad) does not disqualify the applicants from applying to the Jean Monnet Scholarship for another degree unless the graduate degree in question has been obtained by benefiting from another scholarship programme funded by an EU member country or EU institution. If the said degree is completed within the scope of the "Regulation Providing Scholarship to Civil Servants for Education and Training in Foreign Countries", however, it is strongly recommended that the applicant discusses with his/her institution whether a second assignment/secondment based on the same regulation would be allowed or not in case the applicant is entitled for the Jean Monnet Scholarship.

Question 1.3: I have been working as an assistant expert/probationary officer at a public institution for 8 months. Does the shortness of my working period disqualify me from applying for the scholarship?

Answer 1.3: There are no restrictions related to the service period/position/title of the public employees among the application conditions of the scholarship programme.

Question 1.4: I am planning to apply from the private company/public institution/university. Will I be able to benefit from the scholarship in case of resignation from this company/public institution/university? Should I continue working until I sign the scholarship contract?

Answer 1.4: As noted in Announcement Section 2.6, the candidates/awardees will not be allowed to change their "sectors" during contracting process. During the contracting process the awardees will be requested to submit documents including the ones proving that they are still working in the sector they applied from.

Question 1.5: I am currently working in private sector. After submitting my application, I am planning to resign from my job in March 2018. Will it be a problem if I am entitled for a scholarship? Do I have to continue working also during the contracting process?

Answer 1.5: Please see **Answer 1.4**. In addition, changes of the institutions will be accepted on the condition that the candidate remains in the same sector.

Question 1.6: I am working as an administrative staff at a university. I am a master's student at another university as well. If I cannot get permission for applying to the Jean Monnet Scholarship Programme from the institution that I am currently working for, may I apply for the scholarship as a master's student?

Answer 1.6: The applicants who have more than one status within the university sector (e.g. applicants who are research assistants and graduate students at the same time) should decide from which category (e.g. academic/administrative staff or graduate student) they will apply by themselves and submit the application documents relevant to that category accordingly.

Question 1.7: I am currently studying for my master's degree in (X) European Country. Is it still possible for me to apply to this scholarship to finance my ongoing study?

Answer 1.7: No. Those who are working or studying at undergraduate or graduate level (master's or PhD) abroad during the application period cannot apply to the Programme. Furthermore, a partial period of an ongoing master's or PhD programme may not be covered under the Programme.

Question 1.8: I am currently studying in (X) European Country and planning to study in Turkey next year. May I apply?

Answer 1.8: No. Please also see **Answer 1.7**. Also, within the scope of the Jean Monnet Scholarship Programme, the scholars may conduct their academic studies in any university or similar institution in the EU member countries.

Question 1.9: I have completed my master's degree in (X) European Country without any scholarship and now continue my PhD in (X) European Country on distance-based status from Turkey (meaning that I already have an acceptance at hand). Since it is obligatory to obtain acceptances from two different universities in two different EU countries, would it be possible for me to apply to this scholarship programme if I receive another acceptance from another EU country?

Answer 1.9: Please see **Answer 1.7**.

Question 1.10: I am currently a first-year undergraduate student at (X) University in (Y) European Country. May I apply?

Answer 1.10: No, first year undergraduate students may not apply to the programme. Please also see **Answer 1.7**.

Question 1.11: I am currently a master's/senior undergraduate student in (X) University and will be in (Y) Country in the spring semester through an exchange programme. Does being on exchange programme affect my eligibility? If not, is it possible for me to take the written exam in Turkish Consulate in the (Y) Country? If I have to take the exam in Turkey, can I be reimbursed for my travel expenses?

Answer 1.11: Those who meet the application criteria and who are currently abroad via short-term exchange programmes -e.g. Erasmus- may apply to the Programme. The eligible applicants have to take the written exam in Ankara. Travel, accommodation or similar expenses of the applicants that would incur to attend the written exam will not be reimbursed.

Question 1.12: I have already benefited from the Jean Monnet Scholarship for a master's degree. May I benefit from the scholarship for the second time for a PhD programme?

Answer 1.12: No. Those who formerly benefited from the Jean Monnet Scholarship cannot benefit from the Programme for a second time. Furthermore, academic studies longer than 12 months (such as PhD) are not supported even if the scholar is willing to fund the remaining period by his/her own means.

Question 1.13: Is there an age limit for application?

Answer 1.13: No. There is no age limit for the applicants. Please see **Answer 13.4**.

Question 1.14: I graduated from university in June 2017 and I am working as a volunteer (i.e. not under a social security network) in an NGO. May I apply to the Jean Monnet Scholarship Programme?

Answer 1.14: No. In order to be eligible, applicants must either be working on a professional basis (i.e. under a social security network, in return for a wage) in public sector or private sector or university sector as academic/administrative staff OR be senior undergraduate students or master/PhD students.

Question 1.15: I was working in an EU funded project and it ended as of January 2018. Afterwards I will start a new job. Is there a minimum requirement regarding the duration of my work experience in the private sector?

Answer 1.15: There is no minimum duration requirement regarding the applicants' past work experience. Also, as stated in Section 2.1 of the Announcement only those currently working in public/private/university sectors may apply to the scholarship.

Question 1.16: May intern lawyers apply to the Programme?

Answer 1.16: Yes, so long as they are able to submit all the required application documents relevant to the sector they are affiliated.

Question 1.17: I am a lawyer/intern lawyer registered to the Bar Association. As the Bar Association has a legal public personality, should I apply from the public sector or private sector?

Answer 1.17: Applicants should decide on the sector from which they will be applying according to the legal status and legislation of the relevant institution and the cadre in which they are working and should submit the relevant documents accordingly. Please also see Section 2.3.1 of the Announcement for detailed information on the application documents required for each sector. Please also see **Answer 1.16**.

Question 1.18: I am currently a PhD student. Does this disqualify me from using the scholarship for a master's programme?

Answer 1.18: No. The applicants can use the scholarship for conducting academic studies at graduate or research level for periods of minimum 3 (three), maximum 12 (twelve) months.

Question 1.19: In January 2018, I earned my master's degree from (X) European University with a special discount on my tuition fee and will start working in Turkey. As I am a graduate of this University, I have a right to continue for a second master's degree in (Y) European University for one year. May I use the Jean Monnet Scholarship for a second master's programme despite already having studied master's degree abroad depending on a special discount from the university?

Answer 1.19: Tuition fee discounts/ awards are not evaluated as a scholarship. However, those who have earned a graduate degree (master's or PhD) abroad by benefitting from another scholarship funded by an EU member country or an EU institution could not apply to the Programme. Please also see **Answer 1.15**, **Answer 14.2** and **Answer 14.5**.

Question 1.20: I have completed my bachelor's degree in (X) European University. Due to the higher education system in that country, the undergraduate programmes last for 3 years, not 4. May I apply for the scholarship?

Answer 1.20: Yes. The basic requirement is that the applicants should have finished an undergraduate programme regardless of its duration. However, those who are graduates of 2-year programmes could not apply to the Programme.

Question 1.21: I am currently a master's student in Turkey. Should I first complete my master's programme in order to benefit from the scholarship programme? Or should I acquire a leave of absence from my ongoing master's programme?

Answer 1.21: Those who applied from the "university sector" as graduate (master/PhD) student should either be graduated from their programmes or still be maintaining their student status by the time they will start their graduate/research programmes. Further to this, it should be kept in mind that whether to grant the necessary leave of absence or not is at the discretion of the relevant institution.

Question 1.22: In the Announcement, there is a statement that senior students in 2018-2019 academic year will be included to the programme. I'm a third-year undergraduate student who will be graduated in the 2018-2019 academic year. May I apply for the scholarship as per this criterion?

Answer 1.22: No. Only students in their final year of undergraduate studies can apply to the Programme within the scope of the 2018-2019 academic year Announcement.

Question 1.23: Is it possible for foreign students who are currently studying in Turkey based on a scholarship to apply for the Jean Monnet Scholarship?

Answer 1.23: Yes. They can apply on the condition that the applicants are the nationals of an EU Member Country or Turkey or an IPA Beneficiary Country. Please visit http://europa.eu/about-eu/countries/index_en.htm for the list of EU Member Countries and IPA Beneficiary Countries. Please also see **Corrigendum-1**.

Question 1.24: Is it possible for a Mongolian/Azerbaijan/Palestinian prep class/undergraduate/graduate students in Turkey to apply for the Jean Monnet Scholarship?

Answer 1.24: No. Applicants should be a national of an EU Member Country or Turkey or an IPA Beneficiary Country. Please visit http://europa.eu/about-eu/countries/index_en.htm for the list of EU Member Countries and IPA Beneficiary Countries. Please also see **Corrigendum-1**.

Question 1.25: I am a Moroccan undergraduate student studying in (X) University in Morocco. May I apply for a scholarship for a master's degree next year?

Answer 1.25: No. Please also see **Answer 1.1** and **Answer 1.24**.

Question 1.26: May the students at high school apply?

Answer 1.26: No. Please see Section 2.1. of the Announcement.

Question 1.27: I have a double-major undergraduate diploma from English Language Translation & Interpretation Department and from Art & Culture Department. May I apply?

Answer 1.27: Yes. Please see Section 2.1. and Important Note-3 of the Announcement. You should decide from which undergraduate department you will apply to the Programme by yourself and submit the application documents relevant to that sector accordingly.

Question 1.28: I am a graduate of English Language Teaching Department and also have an undergraduate degree in International Relations from (X) University's Open Education Faculty. Also, I am currently studying for my master's degree in the same department at (Y) University. May I apply?

Answer 1.28: Yes. Please also see **Answer 1.27**.

Question 1.29: I am currently a senior undergraduate student at the Spanish Language and Literature Department in (X) University. I am also a senior undergraduate student at International Relations Department in (Y) University. May I apply?

Answer 1.29: Yes. Please also see **Answer 1.27**.

Question 1.30: I am a French Language Teacher graduated from French Language Translation and Interpretation Department in Turkey. I have a master's degree from France, on French Foreign Language. May I apply for a second master's degree?

Answer 1.30: Yes you may apply for a second master's degree. Please also see Section 2.1, Important Note-3 of the Announcement and **Answer 1.2**.

Question 1.31: I am a graduate of English/French/German Language Teaching Department and currently continuing my master's degree in Museum Department/Woman Studies. May I apply?

Answer 1.31: You may apply if you could certify at least 36-month work experience related to the EU *acquis* or having completed a graduate programme (master's or PhD) related to the EU *acquis*. Prior opinion/approval cannot be given on the acceptability/adequacy of the "work experience/graduate degree" to be submitted for satisfying the "min 36-month work experience/graduate (master's/PhD) degree" criterion.

Question 1.32: I am an English lecturer working in the university. I hold a master's degree in education and training programmes and I am currently continuing my PhD in the same field. May I apply?

Answer 1.32: Please see **Answer 1.31**.

Question 1.33: I am a graduate of English Language Teaching Department and working for 5 years as an English language teacher. I currently continue my master's programme, should I apply after completing my master's programme?

Answer 1.33: Please see **Answer 1.31**.

Question 1.34: I will apply from university sector as a master's student. I am also an intern-lawyer at the moment. Would it be a problem?

Answer 1.34: No.

Question 1.35: Can university graduates who are currently neither employed nor a master's students, apply for the scholarship?

Answer 1.35: No. Please see Sections 2.1 and 2.2 of the Announcement.

Question 1.36: I am a senior undergraduate student and will graduate in February 2018. May I apply?

Answer 1.36: As stated in Section 2.1 of the Announcement only those currently studying as senior undergraduate students in universities or those currently working in public/private/university sectors may apply to the scholarship. Applicants from university sector applying as an undergraduate student should submit all the required documents given in the Section 2.3.1 and 2.3.1.3.3 of the Announcement and these documents should be valid/showing correct information as of the date indicated in the Application Form by the applicant. The applications of those who are identified to have made false declarations may be rejected at any point of the evaluation process.

Question 1.37: I completed my major undergraduate degree in Nutrition & Dietetics and I am still studying for a minor degree in Culinary Arts. May I apply?

Answer 1.37: You may apply, if you are a senior undergraduate student in your minor degree, as a senior undergraduate student from university sector, so long as you are able to submit all the application documents relevant to that sector and graduate from your minor degree when you are awarded the scholarship.

Question 1.38: I have graduated in 2017 but still continue my double major degree. May I apply?

Answer 1.38: Please see **Answer 1.37**.

Question 1.39: Am I eligible as a senior undergraduate student currently studying in (X) University in the United States of America, within a dual diploma programme (METU-SUNY)?

Answer 1.39: You may apply as a senior undergraduate student so long as you are able to submit all the relevant application documents from the eligible university.

Question 1.40: Am I eligible as an undergraduate student in Painting Department?

Answer 1.40: Yes, so long as you are a senior undergraduate student and fulfil the application criteria stated in Section 2.1 of the Announcement.

Question 1.41: I have got a PhD offer letter from the United Kingdom. May I apply?

Answer 1.41: Please first check your eligibility as per Section 2.1 of the Announcement. Furthermore, academic studies longer than 12 months (such as PhD) are not supported even if the scholar is willing to fund the remaining period by his/her own means.

Question 1.42: I graduated from (X) Department. I am currently working in the private sector but my job is neither related to my undergraduate degree nor the EU *acquis*. May I apply?

Answer 1.42: You may apply so long as you are able to meet the application criteria and submit all the application documents related to the relevant sector. Please also see **Answer 7.6** and Important Note – 3 of the Announcement.

Question 1.43: As a Dutch citizen living in Turkey, may I apply to study EU-Turkey relations in X University in Turkey?

Answer 1.43: Please see **Answer 1.1**, **Answer 10.2** and Section 2.1 of the Announcement.

Question 1.44: May I apply to the programme as a master's student who suspended his/her programme?

Answer 1.44: You may apply so long as you are able to meet the application criteria and submit all the application documents as a graduate student from the university sector.

2. UNDERGRADUATE CGPA

Please see Sections 2.1, 2.2 and 2.3 of the Announcement.

Question 2.1: I have an undergraduate CGPA less than 2.50 from (X) University in United Kingdom. Should I submit an official equivalence letter regarding my CGPA from university?

Answer 2.1: Regarding the undergraduate CGPA criterion, the applicants should satisfy either min. 65/100 or min. 2.50/4.00. Please first check the equivalence of your CGPA in 100-grading system.

Official equivalence letters taken from the universities are accepted only on the condition that they are submitted together with the undergraduate transcript. If the equivalence of the CGPA in the other grading system is already indicated on the transcript provided by the university, the applicants do not have to submit separate equivalence letters. If the applicant's undergraduate CGPA is in a different grading system (e.g. 20, 10, non-numerical grading), it is solely the applicant's responsibility to submit the relevant official documents showing the equivalence of his/her CGPA in the acceptable grading systems (i.e. 100 or 4.00). Please also see **Answer 3.9**.

Question 2.2: I have a CGPA less than 2.50 and will provide documents to certify 36-month work experience. Is it sufficient to submit only a service scheme (taken after the start of the application period) related to my employment period?

Answer 2.2: The applicants who have to certify 36-month work experience should submit official letters related to each work experience from the institution(s) (institution, organization, foundation, university etc.) in which the applicant worked before and/or has been currently working. The official letters are expected to indicate, as clearly as possible, that the work experience(s) is/are related to the EU *Acquis*. Please also see **Answer 2.1**.

Question 2.3: I am a master's student. My undergraduate CGPA is less than 2.50, but my current master's CGPA is higher than 2.50. May I apply with my master's CGPA?

Answer 2.3: No. The master's/PhD CGPA is not taken into account for the Jean Monnet Scholarship applications. Please also see the Important Note-4 of the Announcement, **Answer 2.1** and **Answer 2.2**.

Question 2.4: My undergraduate CGPA is 2.12 and I have an associate-degree with 3.67 CGPA. May I apply?

Answer 2.4: Please see **Answer 2.3**.

Question 2.5: My undergraduate CGPA is less than 2.50, but I have a master's degree in XX field. Does my master's degree meet the criterion of "having completed a graduate degree (master's or PhD) in the fields related to the EU *Acquis*"?

Answer 2.5: Prior opinion/approval cannot be given on the eligibility of the master's degrees in order to meet the related criterion in the Announcement. The evaluation regarding the acceptability of the proposed graduate degrees and/or work experiences is made on a case by case basis during the Administrative Compliance and Eligibility Check process. Please also see **Answer 2.1**.

Question 2.6: My undergraduate CGPA is less than 2.50, but I have completed a non-thesis master's programme. Could this non-thesis programme be associated with the EU *Acquis* Chapter that I will apply for?

Answer 2.6: Applicants can submit the diplomas of master's programmes with or without thesis in order to meet the related criterion in the Announcement. Please also see **Answer 2.5**.

Question 2.7: Does the graduation CGPA of senior undergraduate students, have to be above the minimum points specified in the Announcement upon graduation? In case the applicant is entitled for a scholarship, would the candidate be asked to submit the graduation transcript in order to confirm this situation?

Answer 2.7: An applicant who is a senior undergraduate student and who could certify that s/he has the min. required CGPA at the time of application does not have to satisfy the min. CGPA upon their graduation. The CGPA stated on the undergraduate transcript submitted at the time of application will be taken into consideration. Please also see Section 2.6. of the Announcement.

Question 2.8: I am a senior undergraduate and my CGPA is below 2.50. However, my CGPA will be above 2.50 in June 2018. If I provide a proof document (e.g. reference letter) regarding this issue, would my application be considered eligible?

Answer 2.8: The CGPA stated on the undergraduate transcript submitted at the time of application will be taken into consideration (reference letters etc. will not be considered as proof documents for this criteria). Please also see Section 2.6. of the Announcement and **Answer 2.1**.

Question 2.9: My courses are on an annual basis and there are FF scores in my current undergraduate transcript, hence my CGPA is currently below 2.50. Will my CGPA at the time of graduation be taken into consideration?

Answer 2.9: No. Please see **Answer 2.8.**

Question 2.10: I have a CGPA less than 2.50 and will submit a master's degree certificate. The university has not prepared my official diploma yet. Would a temporary graduation certificate related to my master's degree be sufficient?

Answer 2.10: Yes. So long as you meet the application criteria in Section 2.1 of the Announcement, you may submit a temporary graduation certificate instead of a diploma. Please also see **Answer 2.1.**

Question 2.11: My undergraduate CGPA is below 2.50. I am currently a master's student and will graduate by the written exam date. Besides, I have a work experience in the export department of an SME. May I apply?

Answer 2.11: Please see **Answer 1.1** and **Answer 2.2.**

Question 2.12: Is my undergraduate CGPA still taken into consideration even though I have a PhD?

Answer 2.12: As mentioned clearly in Section 2.3.1 of the Announcement, officially signed and sealed Undergraduate Transcript taken from the students affairs office and in the language provided by the university should be submitted along with other application documents by all the applicants. Please also see Important Note-3 and 4 of the Announcement.

Question 2.13: My undergraduate CGPA is below 2.50. However, equivalence of my CGPA in the 100-grading system is also provided on my transcript which is higher than 65. Should I indicate my CGPA in the 4-grading system or 100-grading system in the relevant section of the Application Form?

Answer 2.13: You should indicate the CGPA which meets the minimum CGPA criterion required in the Announcement in the relevant section of the Application Form.

Question 2.14: Should I still submit my master's diploma and transcript even if I have an undergraduate CGPA which is above 2.50?

Answer 2.14: No unless you are in a situation as described in Important Note-3 of the Announcement.

3. APPLICATION DOCUMENTS

Please see Sections 2.3.1 of the Announcement.

Question 3.1: Where could I find the Application Form?

Answer 3.1: You may find the Application Form at the websites of the Central Finance and Contracts Unit (www.cfcu.gov.tr), Ministry for EU Affairs (www.ab.gov.tr), the Delegation of the European Union to Turkey (www.avrupa.info.tr) and the Jean Monnet Scholarship Programme (www.jeanmonnet.org.tr).

Question 3.2: Is it sufficient to send only the Application Form to the Central Finance and Contracts Unit in order to apply for the scholarship?

Answer 3.2: No. The application documents mentioned in Section 2.3.1 of the Announcement should also be submitted along with the Application Form. The applicants should submit -accurately and in full- all the application documents required for the sector from which they are applying for the scholarship until the application deadline to the Central Finance and Contracts Unit. The applications submitted through e-mail or fax will not be accepted.

Question 3.3: Should I submit the scanned version of the application form after filling, printing out and signing it?

Answer 3.3: No. English Application Form for the 2018-2019 academic year should be filled in electronically in one of the EU official languages, printed out in color or black&white, dated electronically or in hand-writing and signed in handwriting preferably in blue ink and submitted along with other application documents, in hardcopy. Please also see **Answer 8.1.**

Question 3.4: Should I submit the “Annex 6: Programme Approval Form” along with my application documents?

Answer 3.4: No. Only Annex 1: Application Form (English) together with the relevant supporting documents (Please also see **Answer 3.2**) need to be submitted during the application process. Other annexes mentioned in the “Section 4: Annexes” of the Announcement are for providing information to the applicants regarding the application, evaluation, placement, contracting and monitoring processes.

Question 3.5: At which stage should the originals of application documents be submitted?

Answer 3.5: The originals of the Application Form and the photograph should be submitted during the application phase. The originals of other application documents will be requested from the applicants only when deemed necessary.

Question 3.6: Should I submit the original of my undergraduate diploma or would it be sufficient if my university stamps its photocopy as 'true copy of the original' and sign it?

Answer 3.6: The photocopies of all application documents (except for the Application Form and the photograph) are accepted. Further to this, the photocopies do not need to have a “notary” or “true copy” approval. Nevertheless, there are certain application documents which are required to bear a seal/stamp. Please be aware that the impressed seals become invisible/non-readable on a photocopy. The applicants might consider the submission of either the originals or photocopies bearing a notary or true copy approval for such documents. Please also see Section 2.3.1 of the Announcement.

Question 3.7: Do the transcripts have to be presented in a sealed envelope?

Answer 3.7: The undergraduate transcripts do not have to be presented in a sealed envelope.

Question 3.8: Could the unofficial grade summaries taken from the student affairs' online system be submitted in place of the transcript?

Answer 3.8: No.

Question 3.9: The CGPAs given out of 100 in both graduate and undergraduate programmes in the United Kingdom are calculated by a method different than the one used in Turkey. Are there any institutions that you recognize for the equivalencies of British average system in terms of the 4 or 100 grading system?

Answer 3.9: There are no institutions recognized by the Jean Monnet Scholarship Programme for the equivalencies of undergraduate CGPAs in different grading systems.

Question 3.10: Should the applicants, who have 36-month work experience in total but in several different institutions, have to submit separate documents from each of these institutions or would a declaration by the applicant him/herself be sufficient?

Answer 3.10: Self-declarations will not be accepted. Please see **Answer 2.2**.

Question 3.11: Would it be beneficial to add a reference letter for my work experiences related to the EU?

Answer 3.11: No additional supporting documents (internship certificate, reference letter etc.) should be submitted except for the required application documents.

Question 3.12: In order to certify my 36-month work experience, is it sufficient to submit an official letter from my employer or should I also add other supporting documents such as service scheme?

Answer 3.12: Please see **Answer 3.10** and **Answer 3.11**.

Question 3.13: Do the public sector applicants strictly have to use the “Recommended Format for Consent Letter” given as Annex 19 to the Announcement?

Answer 3.13: No. It is a recommended format showing the minimum required features and content of the mentioned letter.

Question 3.14: To whom/where should the employment letter be addressed?

Answer 3.14: The official letter from the current employer institution of the applicant should be addressed to the “Undersecretariat of Treasury-Central Finance and Contracts Unit” or “Relevant Authority”.

Question 3.15: I am a research assistant at a university in Turkey and also a graduate student in another university in Turkey. Should I take the consent letter from the university that I am working for or from the one where I am studying for a master's degree?

Answer 3.15: The consent letter shall be obtained from the institution/department, which has the authority to give consent to the scholar's academic study in an EU member country and the letter shall be signed by the relevant superior/body in that institution. Please also see **Answer 1.6**.

Question 3.16: My cadre is in the (X) Ministry, but I am currently temporarily working in the (A) Directorate/Office in the (Y) Ministry. From which institution should I obtain the consent letter?

Answer 3.16: The consent letter shall be signed by a superior who has the authorization to approve the applicant's academic study via the Jean Monnet Scholarship Programme in the relevant EU member country when he/she is awarded the scholarship.

Question 3.17: From which department of the public institution I am working for should I obtain the consent letter?

Answer 3.17: Please see **Answer 3.16**.

Question 3.18: As a district governor in (X) city, should I obtain the consent letter from the (X) Governorate or the Ministry of Interior?

Answer 3.18: Please see **Answer 3.16**.

Question 3.19: I am a reaserch assistant at a university. Should I obtain my consent letter from the Dean or the Rector?

Answer 3.19: Please see **Answer 3.16**.

Question 3.20: May the content of the Consent Letter and Employment Letter be provided in one single official letter?

Answer 3.20: No, "Consent Letter" and "Employment Letter" are separate documents required from different sectors: Consent Letter is required from the applicants of the public and university sector (academic or administrative staff), whereas Employment Letter is only required from the private sector applicants.

Question 3.21: I am a senior undergraduate student. Would the student certificate and transcript be sufficient during the application or do I need to provide an additional document certifying that I will be graduating at X semester/academic year?

Answer 3.21: During the application the senior undergraduate students have to submit "officially signed and sealed undergraduate transcript" and "student certificate" as stated in Section 2.3.1.3.2 of the Announcement. Other than the student certificate and transcript, the students do not have to submit any other supporting documents certifying that they will be graduating at X semester/academic year unless they have a specific situation (e.g. completing a four-year programme at the 6th semester, one or more recent semesters' being absent on the transcript due to the student's being abroad via Erasmus exchange at the time of application) and it could not be verified from the submitted student certificate and transcript. For contracting process please also see Section 2.6 of the Announcement.

Question 3.22: I am currently a senior undergraduate student. How am I going to fill out the Home Institution and Department/Directorate sections in "Part 2: Sector and Institution of the Applicant" in the Application Form? Is it obligatory to fill in these sections?

Answer 3.22: All sections in the Application Form have to be filled in. A senior undergraduate student should state the university and department in which s/he is studying as "home institution" and "department/directorate", respectively.

Question 3.23: How should we write the special names in the Application Form? For instance, should we write "... Üniversitesi" or "... University"? Could Turkish characters be used?

Answer 3.23: You do not have to translate the addresses, names of the institutions/schools and the special names to English and you should use Turkish characters for this information in the Application Form.

Question 3.24: I am going to apply to the scholarship from the university sector as a senior undergraduate student. I do not have any work experience. Should I completely remove the section entitled "Part 7: Work Experience" from the Application Form or should I leave it blank?

Answer 3.24: If the applicant does not have any work experience, s/he shall leave "Part 7: Work Experience" section blank. The Application Form should be submitted in full even if some sections are left blank. In case the Application Form is submitted with missing pages, the application may be eliminated.

Question 3.25: How should I indicate that I still continue working in "Part 7: Work Experience" of the Application Form?

Answer 3.25: You can indicate your start date in 'from' part and leave 'to' part blank.

Question 3.26: In case there is a missing information in any of the application documents or any application document is missing, would the applicants become ineligible or would they be informed regarding the completion of the missing information/document(s)?

Answer 3.26: It is solely the applicant's responsibility to submit the application documents in a complete form to the Central Finance and Contracts Unit until the application deadline. Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment. On the other hand, if need arises for the applicant to send a document at a later date (which is not later than the application deadline), the document should be attached to a petition letter explaining the situation in detail.

Question 3.27: Is it compulsory to submit the offer letters during the application process?

Answer 3.27: No. The applicants should, however, make their applications to the universities or similar institutions in a timely manner such that they have their offer letters at hand if they are awarded the scholarship.

Question 3.28: I have my own company and I would like to apply to the scholarship from the private sector. What should I write down in the "Sector and Institution of the Applicant" part (Home Institution, Department/Directorate, Position/Title) of the application form?

Answer 3.28: You can write down the name of your company, your department (if applicable) and position in this company in these sections.

Question 3.29: What should I write down in the "Position/Title" section of the Application Form, as a fresh graduate from the university who has not yet started a master's programme?

Answer 3.29: Please check your eligibility as per the provisions in Section 2.1. of the Announcement.

Question 3.30: I would like to conduct a research with a supervisor in an EU university. Should I select "Research Programme" in the "Type of Study" section of the Application Form?

Answer 3.30: Yes.

Question 3.31: I will obtain my IELTS score on a date after the application deadline. May I send my application documents without my IELTS document and submit it after the deadline?

Answer 3.31: Applicants who fail to meet the application criteria or to submit the required application documents until the application deadline will not pass the Administrative Compliance and Eligibility check process. On the other hand, as indicated in the Section 3: Table of Foreign Language Proficiency Certificates of the Announcement, min. 80 YDS/e-YDS certificate related to one of the EU official languages, taken on April 2013 and onwards is accepted conditionally for the Programme, the condition being the submission of one of the foreign language proficiency certificates mentioned in "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement, via hand or post/courier such that the Central Finance and Contracts Unit receives it **until 11 May 2018, 18:00**.

Question 3.32: I am a public employee and also a senior undergraduate student at a university. If I apply from the public sector, how am I to submit my undergraduate diploma?

Answer 3.32: The applicants who would apply from the public sector should have an undergraduate degree and submit their diploma/graduation certificate with their application. You may consider applying to the scholarship as a senior undergraduate student from the university sector so long as your department is eligible (please see Important Note-3 of the Announcement). In that case, you will have to ask for a leave from your institution for your education period abroad and whether to give the necessary consent or not is at the discretion of your institution.

Question 3.33: Should male applicants submit any proof document concerning their status related to the military service?

Answer 3.33: No.

Question 3.34: I am a master's student who will graduate in June 2018 and my military service is postponed until that day. I will be given an extra one-year postponement for military service after my graduation. Would it be a problem if I am awarded the scholarship?

Answer 3.34: No.

Question 3.35: The firm I am currently working for does not yet know my intention for applying to the Programme. May I submit a service scheme or another document instead of the required official employment letter from the firm?

Answer 3.35: As stated in the Section 2.3.1.2 of the Announcement, signed and sealed/stamped payroll sheet (bearing a date which is in dd/mm/yyyy or mm/yyyy format and later than the publishing date of the Announcement) may be submitted instead of an official employment letter from the current employer institution.

Question 3.36: Is it sufficient to submit the internet print out of e-YDS/YDS certificate?

Answer 3.36: Yes, internet print outs showing the final result of the exam are also accepted. Please also see the Section 2.3.1 and Section 3 of the Announcement.

Question 3.37: What should I write down in Part 4 of the Application Form if I apply with a YDS certificate?

Answer 3.37: You may write down "YDS" and the "obtained score" in the relevant parts of the Application Form.

Question 3.38: I currently have no YDS certificate but will submit it until 11 May 2018. What should I write down in Part 4 of the Application Form as the score of proficiency certificate?

Answer 3.38: YDS certificates are conditionally accepted foreign language proficiency documents. The applicants who are planning to apply with min. 80 YDS/e-YDS certificate taken on April 2013 and onwards should submit the subject certificate until the application deadline (i.e. 23 February 2018, 17:00) and then deliver one of the foreign language proficiency certificates mentioned in "**Section 3: Table of Foreign Language Proficiency Certificates**" of the Announcement via hand or post/courier such that the Central Finance and Contracts Unit receives it until 11 May 2018, 18:00.

Question 3.39: I graduated from university in 1987. My transcript does not show a CGPA but only the overall grade for each course separately. I have both a master's and a PhD degree related to the EU as well as working experience as an academic staff on EU issues at a university. What should I submit as a proof document instead of an undergraduate transcript?

Answer 3.39: You should first try to obtain a new transcript showing a CGPA. If that is not possible, along with the undergraduate transcript provided by the university in 1987, you could provide proof documents such as your master's and PhD diploma as well as your working experience both related to the EU *acquis*. However, please be aware that the final decision on your status will be at the discretion of the Administrative Compliance and Eligibility Evaluation Committee. Please also see **Answer 2.2**.

Question 3.40: I currently work as an assistant in a firm as part-time staff. Thus, my social security payment is made accordingly. May I apply?

Answer 3.40: Yes, so long as you are able to meet the application criteria and submit all the application documents related to the relevant sector.

Question 3.41: Should I indicate my working experience in the application form although I will apply as a master's student from the university sector?

Answer 3.41: Yes.

Question 3.42: Should I indicate my previous work experience in "Part 7: Work Experience" of the Application Form or would indicating the current employer institution be sufficient?

Answer 3.42: All your working experiences including current and previous ones should be indicated in the relevant section of the Application Form.

Question 3.43: I have a bachelor's degree that I obtained via vertical transfer after having completed an associate degree. My transcript does not show my associate degree scores. Therefore, should I also submit my associate degree transcript along with that of bachelor's degree and indicate my associate degree in the "Other" section of the "Part 6: Academic Background" in the Application Form, as well?

Answer 3.43: Yes.

Question 3.44: Could the proof document certifying 36-month working experience and the employment letter be consolidated in the same document for the applicants in the private sector?

Answer 3.44: Yes. However, it is advised to provide those documents as two separate letters for the facilitation of checking process.

4. FOREIGN LANGUAGE PROFICIENCY CERTIFICATES

Please see Sections 1.7 and 3 of the Announcement.

Question 4.1: A certain time/deadline has been allowed for the applicants (conditional application with YDS/e-YDS certificate) to submit their relevant valid foreign language proficiency certificate(s). Does this deadline also apply to the applicants who have no valid language proficiency certificate or who have certificates which are not indicated in the "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement?

Answer 4.1: No.

Question 4.2: Should the TOEFL/IELTS result downloaded from the website of the ETS/IELTS be submitted within the application package? Or should the result be sent directly to the Jean Monnet Scholarship Programme by the ETS/IELTS?

Answer 4.2: The internet print-out of the foreign language proficiency certificate(s) are accepted. Applicants should submit the application documents as a whole and in a sealed envelope to the Central Finance and Contracts Unit as stated in Section 2.3.2 of the Announcement.

Question 4.3: Is it sufficient to meet the minimum required scores sought from the mentioned language proficiency exams or is the application affected more positively in the case of higher scores?

Answer 4.3: It is sufficient to submit a foreign language proficiency certificate related to the selected EU official language, which meets the minimum scores indicated on the "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement. Having obtained higher scores than the minimum ones indicated in the Announcement is not a factor that makes a difference during the evaluation process.

Question 4.4: I have valid IELTS (6.5) and TOEFL (80) results. However, I have to increase my score to 7.0 in IELTS exam for the university that I would like to apply. Therefore, I will take a new exam on 20 January 2018. Should I submit my current results or wait for the new exam results?

Answer 4.4: Please see Answer 4.3.

Question 4.5: I would like to participate in an English-taught academic programme in France. Do I need to submit a language proficiency certificate for French in addition to English?

Answer 4.5: No. The applicants have to submit a language proficiency certificate(s) related to the language(s) in which they would like to conduct their studies. Those who would like to study in English in a country where the official language is not English, do not have to submit a separate language proficiency certificate related to the official language of that host EU Member Country unless they indicated two different EU official languages in the Application Form.

Question 4.6: I have an IELTS score and would like to study in Germany. Should I submit German foreign language proficiency certificate in order to study in Germany?

Answer 4.6: Please see Answer 4.5.

Question 4.7: My high school diploma is Baccalaureat. I want to study in the United Kingdom. Is my diploma acceptable as a foreign language certificate and valid for a master's programme in the United Kingdom?

Answer 4.7: You may apply with a Baccalaureat from French language. Therefore, you may be placed to the programme in the United Kingdom only if that programme is taught in French.

Question 4.8: There is a new exam called YÖKDİL which is not stated in "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement. However, YÖKDİL is accepted as equivalent to YDS by the Council of Higher Education. May I apply with YÖKDİL certificate?

Answer 4.8: No.

Question 4.9: I will apply with internationally valid DSH 2 certificate (Deutsch Sprachprüfung für den Hochschulzugang) - C1 level, which is not listed in "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement. May I apply with this document?

Answer 4.9: No.

Question 4.10: I currently do not have a YDS certificate to apply conditionally. I am a senior undergraduate student and only have the proficiency certificate provided by the university. May I apply with that document until the application deadline and submit the required language certificate by 11 May 2018?

Answer 4.10: No.

Question 4.11: May I apply with the undergraduate diploma of a university in which the medium of teaching is English, instead of a foreign language certificate?

Answer 4.11: No.

Question 4.12: I have IELTS and TOEFL results which will expire before 23 February 2018. May I apply with those results?

Answer 4.12: No. Having a sufficient foreign language proficiency certificate(s) for one or two EU official languages valid at least until the application deadline which is 23 February 2018, is one of the criteria to be met by all the applicants.

Question 4.13: May I apply with a foreign language certificate even if it is not obtained in 2017?

Answer 4.13: Yes. You may apply with that certificate on the condition that it is still valid at least until the application deadline. Please note that the exam results generally have validity periods; e.g. TOEFL and IELTS are valid for 2 years according to the institutions organizing these exams.

Question 4.14: I studied one semester in Germany with Erasmus Programme but unfortunately I do not have a foreign language proficiency certificate. In this respect, would it be possible to give extra time for the candidates to obtain the language proficiency certificate?

Answer 4.14: No. Those who were Erasmus Exchange Students are not exempted from certifying their foreign language proficiency and will not be provided extra time for submitting foreign language certificates.

Question 4.15: Do the applicants have to meet min. 6.5/9.0 criterion in each of the speaking, writing, listening and reading sections of IELTS Academic separately?

Answer 4.15: No. It is sufficient to have min. 6.5 **overall score** for IELTS (Academic).

Question 4.16: I have a YDS certificate obtained in 2014 with a score of 90. May I apply with this certificate?

Answer 4.16: Yes. As it is indicated in the "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement, min. 80 YDS/e-YDS certificate related to one of the EU official languages, taken on April 2013 and onwards is accepted conditionally for the Programme, the **condition being the submission of one of the foreign language proficiency certificates** mentioned in "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement, via hand or post/courier such that the Central Finance and Contracts Unit receives it **until 11 May 2018, 18:00**.

Question 4.17: I have a YDS certificate. When should I submit the foreign language proficiency certificate at the latest?

Answer 4.17: Please see **Answer 4.16**.

Question 4.18: Am I exempted from submitting IELTS/TOEFL as a senior undergraduate student in a dual diploma programme (METU-SUNY)?

Answer 4.18: No.

Question 4.19: When is the deadline to submit the IELTS certificate?

Answer 4.19: One of the foreign language proficiency certificates indicated in the "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement (related to the EU official language selected by the applicant) should be submitted along with other application documents until the application deadline. Please also see **Answer 4.16**.

Question 4.20: Is ÜDS certificate eligible for application?

Answer 4.20: No.

Question 4.21: Is there a validity date indicated for KPDS certificate?

Answer 4.21: KPDS certificates are not accepted as a foreign language proof certificate.

Question 4.22: Do you require foreign language proficiency certificates in two different EU official languages?

Answer 4.22: At the time of application, the applicants should select **one or two** of the EU official languages and submit the foreign language certificate(s) related to this/these language(s) among other application documents. If an applicant has indicated two EU official languages, then two separate foreign language proficiency certificates have to be submitted.

Question 4.23: I have no foreign language proficiency certificate. Does the Scholarship Programme provide any support for preparation to foreign language proficiency exams?

Answer 4.23: No.

Question 4.24: Are there any exam centres for CAE in Ankara?

Answer 4.24: It is solely the applicants' responsibility to identify the institutions organizing the foreign language proficiency exams and make the necessary reservations for the exams.

Question 4.25: May I send my DELF/IELTS score after the application deadline since I will have the exam in February 2018?

Answer 4.25: No. Please also see **Answer 4.16**.

Question 4.26: Is TELC certificate eligible for German Language?

Answer 4.26: No.

Question 4.27: Will you accept the applicants who have no foreign language certificate(s) if the quota of the sector the applicant applied from is not filled?

Answer 4.27: No.

Question 4.28: I will apply from the public sector as an impaired applicant who is exempted from the TOEFL listening and speaking sections. I have the relevant proof documents on this exemption. For the impaired applicants, does the programme still require a minimum score for foreign language proficiency?

Answer 4.28: Overall score of your foreign language proficiency certificate will be taken into consideration during Administrative Compliance and Eligibility Check Process. Please also see **Answer 4.15**.

5. SECTORAL QUOTAS

Please see Section 1.8 of the Announcement.

Question 5.1: Does an applicant who is a public employee have to resign from his/her institution if s/he prefers to apply for the scholarship as a master's student from the university sector?

Answer 5.1: No. These applicants should, however, keep in mind that in case they prefer to apply for the scholarship as a graduate student and are awarded scholarship; they will have to ask for a leave from their institutions for their education period abroad and that whether to give the necessary consent or not is at the discretion of the relevant institution.

Question 5.2: I am a research assistant working in a permanent cadre in a public university. May I apply from the public sector?

Answer 5.2: No. Academic or administrative staff in public and foundation universities in Turkey shall apply from the university sector.

Question 5.3: I am working as a research assistant in a foundation university in Turkey. Should I apply for the Jean Monnet Scholarship as academic staff from the university sector or from the private sector?

Answer 5.3: Foundation universities are considered within the scope of the university sector, not the private sector. Please also see **Answer 5.2**.

Question 5.4: I currently work for an EU funded project. The organisation I work for has an interstate organisational structure, thus it does not have a SSI registry. From which sector should I apply and how will I submit the insured employment certificate?

Answer 5.4: Prior opinion/approval cannot be given on the acceptability/adequacy of the application documents as well as the sector from which the applicant should make an application. However, you may apply with a document obtained from your institution explaining your social security status and any other official document(s) related to your social security status. In addition to this, you must also submit your employment document showing that you are currently employed at that institution.

Question 5.5: I am currently a master's student. I expect to graduate from the master's programme and continue to PhD around the same time that the scholarship awardees are planned to be informed (approximately around September or October 2018). Will it be a problem for me to complete my master's programme as I will continue to PhD and stay in the same sector (university)?

Answer 5.5: No. Those who applied from the "university sector" as graduate (master/PhD) student should either have graduated from their programmes by the time they will start their graduate/research programmes or still be maintaining their student status.

Question 5.6: I graduated from my master's programme abroad on 1 January 2018 and will start working in Turkey afterwards. May I apply from the private sector?

Answer 5.6: Applicants who are able to provide and submit the required application documents for the sector from which they will be applying may apply to the Programme. Please see Section 2.3.1. Application Documents of the Announcement and **Answer 1.2**.

Question 5.7: I am currently a PhD student and also working as a research assistant in the university. I will submit a consent letter during the application. Would it be problem if I resign from my job when I am awarded the scholarship programme?

Answer 5.7: Please see **Answer 1.4** if you choose to apply as an academic or administrative staff. However, if you choose to apply as a graduate (master/PhD) student, you should either be graduated from the programme or still be maintaining your student status during the contracting process.

Question 5.8: I will graduate in March 2018 from master's programme. Until which date should I be a master's student if I apply from the university sector?

Answer 5.8: Those who applied from the "university sector" as graduate (master/PhD) student should either have graduated from their programmes by the time they will start their graduate/research programmes or still be maintaining their student status.

Question 5.9: What is the percentage of scholarships allocated to the sectors?

Answer 5.9: It is planned that 180 scholarships will be granted for the 2018-2019 academic year. 50% of the scholarships will be allocated to the public sector, 30% to the universities and 20% to the private sector.

Question 5.10: In the Section 2.1 of the Announcement, it is indicated in the footnote 7 that employees of resident diplomatic missions, Non-Governmental Organizations (NGOs), etc. are eligible for applying from the private sector. I am currently working in a private company. May I apply from the private sector?

Answer 5.10: Yes.

Question 5.11: I am currently working in the private sector and studying at a master's programme at the same time. From which sector should I apply?

Answer 5.11: Applicants entitled to apply from more than one sector (e.g. applicants who are public employees and graduate students at the same time) should decide from which sector they will apply by themselves and submit the application documents relevant to that sector accordingly.

Question 5.12: I am working in the 4a status at a public institution. May I apply?

Answer 5.12: Yes, so long as you can submit the all the relevant application documents. However, applicants should decide on the sector from which they will be applying according to the legal status, and legislation of the relevant institution and the cadre in which they are working and should submit the relevant documents accordingly.

Question 5.13: I am a senior undergraduate student in Koç University and will be graduated in February 2018. May I apply from university sector as an undergraduate student with a student certificate taken after the publishing date of the Announcement?

Answer 5.13: Please see Answer 1.36.

6. DURATION AND TYPE OF THE ACADEMIC STUDIES

Please see Section 1.5 of the Announcement.

Question 6.1: On which date should the scholars start their studies at the latest? Are the 1-year academic programmes with a start date of January 2019 or later eligible within the scope of the Scholarship Programme?

Answer 6.1: On the condition that the minimum (3 months) and maximum (12 months) limits related to the duration of academic study are respected, the scholars may start their programmes such that the end date of the academic studies does not exceed **1 March 2020**.

Question 6.2: Is it possible to use the scholarship for internship programmes/language training courses?

Answer 6.2: No.

Question 6.3: Is it mandatory for the scholars who benefit from the scholarship for conducting an academic research to attend a course, training etc.? Or is it sufficient for them to work with an advisor after getting an acceptance from the relevant university?

Answer 6.3: There is no requirement for the scholars to take courses within the scope of the research programmes, yet they are required to conduct an academic research and submit a research report upon the completion of the programme. However, the scholars may attend courses during their programmes if they desire to do so.

Question 6.4: Are master's programmes without thesis supported within the scope of the Jean Monnet Scholarship?

Answer 6.4: Yes. Master's programmes both with and without thesis are supported.

Question 6.5: Is it possible to change the “Type of Study” indicated in the Application Form after being awarded a scholarship?

Answer 6.5: Yes. It is possible to change the “Type of Study” (i.e. from graduate to research programme or vice versa) after being awarded a scholarship via a notification, but this should be done before the signing of the contracts.

Question 6.6: What is the duration of the scholarship?

Answer 6.6: Scholars shall conduct academic studies at graduate or research level for periods of minimum 3 (three), maximum 12 (twelve) months.

Question 6.7: I'm a second-year undergraduate student in university and next semester, I will go to the Erasmus Exchange Programme. May I benefit from the scholarship for my exchange period?

Answer 6.7: No.

Question 6.8: May I apply for a PhD thesis/post-doc research?

Answer 6.8: Yes. Please also see **Answer 6.6**.

Question 6.9: I am a PhD student. Should I mark the “master's” or “research” programme in the Application Form to apply for research for my thesis?

Answer 6.9: You may choose research programme if you plan to conduct a research for your PhD thesis. Please also see **Answer 6.8**.

Question 6.10: Should I prepare a project related with the fields mentioned in the Announcement before I go abroad or should I go abroad via the scholarship programme in order to realize this project in this field?

Answer 6.10: Please see Important Note-5 in the Announcement.

Question 6.11: Does the scholarship provide support only for EU master's programmes (such as European Studies)?

Answer 6.11: No. Please see Section 1.4 of the Announcement.

Question 6.12: Does the programme support Erasmus internship programmes?

Answer 6.12: No.

Question 6.13: I will apply for a research programme. Are the certificate programmes, summer schools, seminars/programmes of ILO or World Bank eligible?

Answer 6.13: Within the scope of the Jean Monnet Scholarship Programme, the scholars may conduct their academic studies in any university or similar institution in the EU member countries. Prior opinion/approval cannot be given on the eligibility of the academic programmes to be pursued.

7. FIELD OF STUDY

Please see Section 1.4 of the Announcement.

Question 7.1: Do the master's programmes related to (X) field fall within the scope of the (Y) EU Acquis Chapter?

Answer 7.1: Choosing the field of study and ensuring the compliance of the academic study to be pursued with the field of study chosen are solely under the responsibility of the applicants. In this regard, prior opinions/approvals related to the academic programmes or the relevance of the field of study (i.e. EU *Acquis* Chapter) with the academic programmes planned to be pursued cannot be given at any stage of the application and evaluation processes.

Question 7.2: I'm a student in (X) department. From which field of study should I apply for the scholarship?

Answer 7.2: No guidance could be provided to the applicants regarding the field of study to be selected during the application process. Please see **Answer 7.1**.

Question 7.3: I am a senior undergraduate student studying Molecular Biology and Genetics at a university in Turkey. Does my field of study fall under the scope of the chapter entitled “Science and Research”?

Answer 7.3: Please see **Answer 7.1** and **Answer 7.2**. Additionally, as indicated in Important Note-1 of the Announcement, the scholarships under “**Chapter 25: Science and Research**” will be awarded to the academic studies on the EU’s innovation, science and research policy such as Innovation Union, 2020 ERA Vision, and Framework Programmes. The Scholarship Programme will support only policy based academic studies. Academic studies (graduate or research) on fields like Electrical and Electronics Engineering and other engineering fields, Genetics, Control Systems, Bio-Technology, Pharmacology, Psychology, etc. are not supported by the Scholarship Programme within the scope of this chapter. For further information on the scope of “Science and Research” please visit <http://www.ab.gov.tr/index.php?p=90&l=2>.

Question 7.4: I am planning to work on gender equality within the education sector. Should I apply for the scholarship from the “Education and Culture” or the “Social Policy and Employment” chapter?

Answer 7.4: Please see **Answer 7.1** and **Answer 7.2**. Additionally, as indicated in the Important Note-1 of the Announcement, the scholarships under “**Chapter 26: Education and Culture**” will be awarded to the academic studies on the EU’s education, youth, sports and cultural policies and programmes. The Scholarship Programme will support only policy based academic studies. In this regard, studies should be on the related subjects including –but not limited to–EU policy documents such as strategic framework for European cooperation in education and training (ET 2020), EU Youth Strategy, White Paper on Sport and the European Agenda for Culture etc., as well as Bologna Process for higher education, Copenhagen process for vocational education and training and EU Programmes on education and training, youth, sport and culture (i.e. Erasmus+, etc.). For further information on the scope of “Education and Culture” please visit <http://www.ab.gov.tr/index.php?p=91&l=2>.

Question 7.5: I would like to conduct a master’s programme in Cyber Security/Software Engineering. Should I apply for the scholarship from the “Information Society and Media” chapter?

Answer 7.5: Please see **Answer 7.1** and **Answer 7.2**. Additionally, as indicated in the Important Note-1 of the Announcement, the scholarship under “**Chapter 10: Information Society and Media**” will be awarded to the academic studies on EU policies and programmes concerning the removal of the barriers preventing the effective functioning of single market via liberalisation of electronic communication services and networks and to the studies on the free flow of the audio visual media services in the EU. For further information on the scope of “Information Society and Media” please visit <http://www.ab.gov.tr/index.php?p=75&l=2>.

Question 7.6: Could I apply for a master’s programme from a study field that is more closely related to my educational background rather than the activity field of my employer institution? Does applying from an *acquis* chapter that is completely outside my professional field cause any disadvantage during the evaluation process even though I perform successfully in the exam?

Answer 7.6: The Jean Monnet Scholarship Programme pays regard to the compliance of the field of study chosen for academic study and the academic programme to be pursued, with each other, as well as with the objective of the scholarship. In this manner, the Scholarship Programme does not take into consideration the compliance of the selected academic programme with the academic or professional background of the applicant.

Question 7.7: Is a quota applied according to the field of study?

Answer 7.7: No.

Question 7.8: Does preferring one of the less preferred chapters have any positive impact on the evaluation process?

Answer 7.8: No, the EU *Acquis* Chapter selected by the applicant has no positive or negative effect on the evaluation process.

Question 7.9: Could the field of study specified at the time of application be changed after the acceptances to academic programmes are finalized?

Answer 7.9: No. The applicants are required to choose only one of the EU *Acquis* Chapters given in the Announcement and indicate it as their “field of study” in the Application Form. After the application process is completed, making changes in the field of study is not allowed.

Question 7.10: I am a pediatrician and a PhD student in adolescent health programme. I have an offer letter for a 6-month training related to clinical research, consultation and observation on adolescent health. From which EU *Acquis* Chapter should I apply from?

Answer 7.10: Please see Answer 7.1 and Answer 7.2.

Question 7.11: I have an undergraduate degree in Law. May I only apply from the EU *Acquis* chapters in which 'Law' is explicitly indicated?

Answer 7.11: Please see Answer 7.1, Answer 7.2 and Answer 7.6.

Question 7.12: May I apply from Education and Culture Chapter in order to study 'language education of youth with a migrant background'?

Answer 7.12: Please see Answer 7.4.

Question 7.13: I plan to study in a master's programme on Data Sciences. Should I apply from the 'Information Society and Media' chapter or 'Enterprises and Industrial Policy' chapter?

Answer 7.13: Please see Answer 7.1 and Answer 7.2.

Question 7.14: Is it appropriate to choose 'Social Policy and Employment' chapter which covers sub-fields such as social dialogue, social inclusion, fight against discrimination etc. if I plan to study on migration, immigrants and asylum seekers?

Answer 7.14: Please see Answer 7.1 and Answer 7.2.

Question 7.15: Under which EU *Acquis* Chapter is a master's programme on Marketing covered?

Answer 7.15: Please see Answer 7.1 and Answer 7.2.

Question 7.16: I am currently a PhD student and also work as a research assistant in the university. Should the field of study to be chosen at the time of application be related to my PhD thesis?

Answer 7.16: No. Please also see Answer 7.6.

8. APPLICATION PROCESS AND ADDRESS

Please see Section 2.3 of the Announcement.

Question 8.1: Is there an online application facility?

Answer 8.1: No.

Question 8.2: When will the applications start and how and where will I send my application?

Answer 8.2: Applications started on 25 December 2017 and the deadline for the submission of all the required application documents is 23 February 2018 by 17:00 hours (local time). Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery to the Central Finance and Contracts Unit. For further information, please see Section 2.3.2 of the Announcement.

Question 8.3: Will the application deadline be postponed to a later date, as the IELTS exam results dated on 10 February 2018 will be available online on 23 February 2018 at the earliest?

Answer 8.3: No.

Question 8.4: Should I send the application documents to the university in which I plan to study or to the Central Finance and Contracts Unit?

Answer 8.4: Please see Answer 8.2.

9. AMOUNT OF THE SCHOLARSHIP

Please see Section 1.9 of the Announcement.

Question 9.1: Are the scholarships given unconditionally?

Answer 9.1: The scholars should successfully complete their academic studies and fulfill their contractual obligations. The Contracting Authority reserves the right to terminate the scholarship programme in case of non-compliance with contractual requirements and to ask for the full or partial reimbursement of the financial costs occurred thereof. On the other hand, there is no contractual obligation regarding return to Turkey or compulsory service for the scholars.

Question 9.2: Does the amount of the scholarship vary depending upon the cost of living in the host country or is the same amount paid to all scholars regardless of the host EU country?

Answer 9.2: Monthly living allowance granted to scholarship holders vary depending on the host EU member country, but the same amount is given to all scholars for fixed costs. Please visit http://www.ab.gov.tr/45645_en.html for the list of monthly stipend amounts according to the host EU member country.

Question 9.3: Is it possible to choose a programme with a tuition fee higher than the tuition fee ceiling (20.000 euros) determined by the Jean Monnet Scholarship?

Answer 9.3: Yes. In that case the excess amount for the tuition fee should be covered by the scholarship holder. Scholars may also benefit from tuition fee discounts/awards of host institutions.

Question 9.4: Are medical expenses covered by the scholarship? If so, could you give information about the scope of the health care costs covered by the scholarship? Do we have to have an additional insurance? Would the Social Security Institution's coverage be in effect during our education period abroad?

Answer 9.4: Fixed amount (3.000 euros) for various expenses (to be paid to the scholars only once), among others, includes the health and insurance expenses. The health and insurance procedures differ in every EU member country and it is solely the scholars' responsibility to fulfill the required procedures. For the employed applicants, social security coverage during the study period should be discussed with the applicant's own institution.

Question 9.5: Does this scholarship cover only the research fees? Or does it also cover the daily expenditures?

Answer 9.5: Amount of the scholarship covers the following; tuition fees (up to 20.000 Euros), living expenses (food and drink, accommodation, communication, local transportation, cultural activities, etc.) (differing according to the host EU member country as given in the website of the Ministry for EU Affairs), fixed amount (3.000 Euros) for various expenses to be paid only once (to be used for the visa-passport, educational materials, travel, study visit, registration to local authorities, health and insurance, any tax liabilities and similar expenses).

Question 9.6: Is the tuition fee of the master's programme covered under the Scholarship Programme?

Answer 9.6: Yes. Please also see **Answer 9.3** and **Answer 9.5**.

Question 9.7: What are minimum and maximum scholarship amounts given to the scholars?

Answer 9.7: Please see **Answer 9.2.** and **Answer 9.5.**

Question 9.8: I will apply from the public sector and if I am awarded, I will also take my family with me abroad. How would I get residence permit for my family and register my kid(s) to a state school?

Answer 9.8: The residence permit procedures differ in every EU member country and it is solely the scholars' responsibility to fulfill the required procedures. A sponsorship letter, however, could be provided, upon request, by the Ministry for EU Affairs so as to facilitate your procedures on residence permit and registration to schools abroad.

10. WHO CANNOT APPLY?

Please see Sections 2.1 and 2.2 of the Announcement.

Question 10.1: Could a first/second/third year undergraduate student at a university in Turkey apply for the scholarship?

Answer 10.1: No. The applicants who are currently studying as **senior undergraduate** or **graduate students** or **working as academic/administrative staff** in universities in Turkey may apply for the Jean Monnet Scholarship Programme from the university sector.

Question 10.2: Is it possible to use the Scholarship for a master's degree in Turkey?

Answer 10.2: No.

Question 10.3: Could the people working in the non-governmental organizations on a voluntary basis apply for a scholarship?

Answer 10.3: Those who are working in non-governmental organizations in return for a wage (not as voluntary work) under a social security network could apply for the scholarship from the private sector.

Question 10.4: I earned a master's degree from a university in Netherlands depending on the scholarship provided by the Dutch Government. May I apply for a research programme?

Answer 10.4: No. Those who have earned a graduate degree (master's or PhD) abroad by benefitting from another scholarship funded by an EU member country or an EU institution cannot apply to the programme.

11. 36-MONTH WORK EXPERIENCE

Please see Sections 2.1, 2.2 and 2.3 of the Announcement.

Question 11.1: Could an applicant who has 36-month work experience in (X) field apply for the scholarship programme from the (Y) field?

Answer 11.1: Yes, the work experiences of those who will submit official document(s) for certifying min. 36-month work experience due to their CGPA's being below the scores indicated in the Announcement/their undergraduate degree in language education (Please see Important Note 3 and 4 of the Announcement) do not necessarily have to be related to the field of study from which they will apply for the scholarship. On the other hand, the 36-month work experience must be related to the EU *Acquis* Chapters listed in the Announcement. "Work experience" means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; unpaid maternity leave, military service does not count to the actual work period.

Question 11.2: My undergraduate CGPA is less than 2.50. I have been working as an administrative staff at a university for 8 years, and I have also completed a master's degree in (X) field. Could my master's degree or the duties I am fulfilling at the university be considered as related to an EU *Acquis* Chapter?

Answer 11.2: Prior opinion/approval cannot be given on the acceptability/adequacy of "the field of work/work experience" or "graduate degree" to be submitted for satisfying the "min 36-month work experience" or "graduate (master's/PhD) degree" criteria. You can apply if your graduate degree or the field of your job is related to at least one of the EU *Acquis* Chapters and if you can obtain official supporting documents proving this from your institution. Please also see Important Note-4 of the Announcement.

Question 11.3: While calculating the 36-month work experience, is only the work experience within the sector from which the applicant has applied for the scholarship taken into account? For instance, would the previous private sector experience of an applicant applying currently from the public sector be taken into account?

Answer 11.3: "Work experience" means the professional work done under a social security network in return for a wage. In this regard, all work experiences in different sectors and in different fields are accepted in the calculation of the 36-month work experience so long as the work experiences in question are related to at least one of the EU *Acquis* Chapters.

Question 11.4: Would it be sufficient if I submitted a service scheme from the Social Security Institution in order to certify 36-month work experience?

Answer 11.4: Those who have to certify a minimum 36-month work experience should submit official document(s) clearly certifying that the applicants have worked in field(s) related to the EU *Acquis* for the said period.

Question 11.5: I am a graduate of English Language Teaching Department and have been working as an English Language Teacher at (X) University. I also served as a Comenius Assistant in Italy for X months. Are my working experiences acceptable within the 36-month work experience criterion?

Answer 11.5: Please see **Answer 11.2**.

Question 11.6: I hold an undergraduate degree in English Language Teaching and I have been working in the (X) Governorate. May I apply?

Answer 11.6: Please see **Answer 11.2**.

Question 11.7: I am an English Language Teacher working in a school. May I submit my working experience in AIESEC (1 year in return for a wage and 3 years on a voluntary basis) as a proof document for 36-month work experience?

Answer 11.7: Please see **Answer 11.2**. Further to this, "work experience" means the professional work done under a social security network in return for a wage (i.e. not voluntary).

Question 11.8: Which topics are covered under the expression of 'at least 36-month work experience related to the EU *acquis*' in the Important Note-4 of the Announcement?

Answer 11.8: Please see Section 1.4 of the Announcement for the list of EU *Acquis* Chapters.

12. EVALUATION AND SELECTION PROCESS

Please see Section 2.4 of the Announcement.

Question 12.1: Will I be informed of my written exam score?

Answer 12.1: No. The applicants will only be informed about their written exam status (Passed, In Reserve list or Failed) and their ranking (those who are included in Reserve List).

Question 12.2: Do you recommend any reference books or resources while preparing for the written exam?

Answer 12.2: It is under the applicants' responsibility to find the relevant resources for preparing for the written exam. However, it is recommended to visit the web sites of the Ministry for EU Affairs (www.ab.gov.tr), the Delegation of the European Union to Turkey (www.avrupa.info.tr) and the European Commission (www.ec.europa.eu) for detailed information on the content of the EU *acquis* chapters.

Question 12.3: Are the undergraduate CGPA as well as foreign language proficiency certificate level/score important criteria for the selection process?

Answer 12.3: No. The written exam scores are taken into account while determining the successful applicants. The applicants who meet the minimum requirements related to the undergraduate CGPA and foreign language proficiency (considering that they meet all the remaining requirements as well) will be invited to take the written exam. Please also see **Answer 4.3**.

Question 12.4: Are the written exam questions in the format of questions&answers or on a case basis?

Answer 12.4: Written exam is done in the essay format and in the official EU language that the applicant indicated on the Application Form. Number of questions may vary.

Question 12.5: Should I give specific details on the master's programmes that I applied for, such as (A) University (X) Programme, (B) University (Y) Programme etc. in the Letter of Intent during the written exam?

Answer 12.5: You may provide such details if you have already applied for the master's programmes.

Question 12.6: What is the duration of the written exam?

Answer 12.6: Written exam lasts around 3 hours.

Question 12.7: Will there be a separate session during the written exam for writing the Letter of Intent?

Answer 12.7: No. The applicants will write their letter of intent within the exam duration.

Question 12.8: Will there be a specific written exam related with the EU *acquis* chapter chosen at the time of application?

Answer 12.8: In the written exam, various questions related to the EU *Acquis* Chapter from which the applicant applied, European Union and EU-Turkey relations can be asked.

Question 12.9: Will the awardees' list be announced publicly at the website?

Answer 12.9: The applicants who are entitled to take the Written Exam as well as those who are entitled for a scholarship as a result of the Written Exam will be informed in writing. After the contracting process for all the awardees is completed, the final list of awardees will be published on the websites of the related parties.

Question 12.10: The field of study entitled "Economic Criteria or Economic and Monetary Policy" is composed of two sub-fields. During the written exam, will the applicants who have chosen this study field be responsible of answering to both sub-fields?

Answer 12.10: Yes.

13. MODE OF ASSIGNMENT AND LEAVE

Please see Section 2.3, 2.5 and 2.6 of the Announcement.

Question 13.1: For the applicants working in a public institution, is it obligatory for the institution to evaluate the Jean Monnet Scholarship as an "international scholarship" and assign the applicant accordingly if s/he is awarded the scholarship? Could the institution assign the applicant with an unpaid leave?

Answer 13.1: The issue of how the public employees will be assigned is at the discretion and authorization of the institutions that they are affiliated to.

Question 13.2: What percentage of the public employees' salary will be paid by their institution if they are entitled for a scholarship?

Answer 13.2: The issue of how the public employees will be assigned and how much they will be paid by their institutions is at the discretion and authorization of the institutions that they are affiliated to.

Question 13.3: I am going to apply for the Jean Monnet Scholarship from the public sector. The institution I am working for is somehow unwilling to provide the consent letter required from the public sector employees. If I succeed to get the consent letter and I am entitled for a scholarship but again face problems during the secondment procedures, may I benefit from the scholarship by having a leave without pay?

Answer 13.3: The public employees could have a leave without pay for the period they are going to study abroad via the Jean Monnet Scholarship. However, it should be kept in mind that whether such a leave will be granted or not is again at the discretion of the employer public institution.

Question 13.4: The age limit for the employees who are sent abroad by their institutions for a master's study using the public resources is 40 in accordance with the relevant Regulation. Could an applicant who is older than 40 and a public employee be paid a portion of his/her salary in addition to the scholarship if s/he is entitled for a scholarship?

Answer 13.4: There is no age limit for the applicants to apply for the scholarship programme. Please see **Answer 13.1** and **Answer 13.2**.

Question 13.5: I currently work as an academic staff at university. Will I still get my salary if I start studying abroad within the scope of Jean Monnet Scholarship Programme?

Answer 13.5: The issue of how academic staff will be assigned and how much they will be paid by their institutions is at the discretion and authorization of the institutions that they are affiliated to.

Question 13.6: Will the Jean Monnet Scholarship Programme be officially communicated to the public institutions?

Answer 13.6: Yes, the Ministry for EU Affairs sends official letters to the EU Permanent Contact Points of public institutions related to the Jean Monnet Scholarship Programme following its announcement.

Question 13.7: Will the secondment/assignment procedures of scholars be handled via the Ministry for EU Affairs?

Answer 13.7: No. The awarded applicants have to complete their secondment/assignment procedures themselves. Please also see Important Note-6 in the Announcement.

14. PROGRAMME APPROVAL AND PLACEMENT PROCESS

Please see Section 2.5 of the Announcement.

Question 14.1: One of the previous scholars has participated to a (X) programme under the (Y) chapter in the previous years. Is it possible to participate to this programme?

Answer 14.1: Please see **Answer 7.1**. Additionally, the academic programmes pursued by the previous Jean Monnet Scholars do not constitute a precedent for the mentioned Announcement.

Question 14.2: Should I submit one offer letter from two different countries (two letters in total) or two offer letters each from two different countries (four letters in total)? Should I get in contact with the universities on my own?

Answer 14.2: Applicants have to get offer letters from at least two different academic programmes each of which has to be in a different EU member country (i.e. one offer letter from EU member state X and one offer letter from EU member state Y). Please also see the Important Note-5 of the Announcement.

Question 14.3: Do the programmes have to be related to two different titles/types of study? For instance, is it expected that we should have an offer letter for XX programme in member country YY and for ZZ programme in member country WW?

Answer 14.3: No. It is obligatory that the applicants apply and get offer letters (while the application and evaluation processes of the Jean Monnet Scholarship Programme are going on) from at least two academic programmes which are both related to the selected EU Acquis Chapter (not necessarily having exactly the same programme title/type) but which are in two different EU member countries. Please also see **Answer 14.2**.

Question 14.4: Do the types of the two separate academic programmes to be submitted during the placement process have to be different as well? For instance could one of them be an MSc programme and the other one an LLM? Or should the type of the two programmes from two different EU member countries be both LLM?

Answer 14.4: There is no obligation such that the types/titles of the programmes applied for (e.g. MSc, LLM, MA) should be the same as or different from each other.

Question 14.5: It is mentioned in the Announcement that applying to and getting unconditional offer letters from two different academic programmes in at least two different EU member countries is obligatory. Is there going to be any flexibility about this issue?

Answer 14.5: As stated in the Announcement, the only exception for this rule is for a scholar who has indicated a single EU official language at the time of application and the academic programmes in compliance with his/her field of study in that EU official language could only be found in a single EU member country. In that case the scholar has no obligation to submit a second offer letter from another EU member country during the placement process.

Question 14.6: I would like to study in a programme taught in French and have no other proficiency certificates related to English or any other language. Even though there are programmes taught in French in Luxemburg and Belgium, these programmes require proficiency in a language other than French (especially in English). Under these circumstances, would it be sufficient for me to submit a single offer letter from an institution in France?

Answer 14.6: Please see **Answer 14.5**.

Question 14.7: Does an applicant who would like to study in an EU member country which is not likely to be preferred by a vast majority of the applicants still have to provide an offer letter from another country?

Answer 14.7: Yes, unless the applicant is in a situation as explained in **Answer 14.5**.

Question 14.8: At which stage should the offer letters be submitted to the Jean Monnet Scholarship Programme? Do you determine the university in which we are going to study?

Answer 14.8: The offer letters should be submitted during the placement process which starts after the informing of the applicants who are entitled for a scholarship. Finding the suitable academic programmes are solely under the responsibility of the applicants. Please also see Important Note-5 of the Announcement.

Question 14.9: Some universities in the United Kingdom offer master's programmes in other European countries. Are these programmes going to be evaluated as a programme in the United Kingdom during the placement process?

Answer 14.9: No. The host EU member country of such programmes will be considered to be the country in which the teaching of the programme is conducted.

Question 14.10: Are the academic programmes which are not included in Jean Monnet Scholarship Programme Host Institutions Catalogue accepted? How do you evaluate the programmes that are not given in the Catalogue?

Answer 14.10: Applicants may apply to programmes other than the ones given in the Catalogue. The relevance of the graduate or research programme proposed by the applicant during the placement process is evaluated on the basis of whether this programme will enhance the knowledge of the applicant on the EU *Acquis* Chapter applied from or not. Whether the duration of the programme is between 3-12 months or not and whether the course content of the programme as well as the thesis/dissertation title specified by the awardee complies with the EU *Acquis* Chapter applied from or not, are the most important criteria taken into consideration during the programme approval process.

Question 14.11: Would a master's programme in (X) field, in (Y) language and in any of the universities in the EU member countries be considered within the scope of the scholarship?

Answer 14.11: Please see **Answer 14.10**. Also, the Jean Monnet Scholarship Programme covers all the universities and similar institutions in the EU member countries and the studies may be conducted in any of the EU official languages. Please also see Important Notes 2 and 5 of the Announcement.

Question 14.12: In the Host Institutions Catalogue, the EU *Acquis* Chapters related to each programme are indicated. Could a person participate to a certain programme in the Catalogue even though s/he has applied for the scholarship from a study field other than the ones indicated in that document for the programme in question?

Answer 14.12: Yes. Even though the study fields that the programmes could be related to are indicated in the Catalogue, applicants are not restricted to the fields mentioned therein. So long as the relevance/compliance of the programme with the field of study (i.e. EU *Acquis* Chapter) is respected, applicants who have applied from study fields other than the ones indicated in the Catalogue could participate in the mentioned programmes.

Question 14.13: The university I am going to apply asks how I am going to cover my education expenses. If I declare that I have applied for a scholarship, the university requires me to submit a 'sponsorship letter'. What should I do?

Answer 14.13: The requested letter can be provided by the Ministry for EU Affairs to the applicants upon request, once the Administrative Compliance and Eligibility Check process is finalized and the applicant is entitled to take the written exam.

Question 14.14: In case the master's programmes lay down conditions in the offer letters such as being graduated in June/July 2018, etc. or being graduated with a specific CGPA or obtaining higher scores from specific sections of the language proficiency exam (e.g. speaking, writing), could the applicants benefit from the scholarship with these conditional letters?

Answer 14.14: If the applicants entitled to be awarded the scholarship have conditional offer letters, their programme approvals will also be given conditionally and they will be allowed to proceed to the contracting process only if they fulfill the conditions required and submit their unconditional offer letters within the given deadline.

Question 14.15: In the Jean Monnet Scholarship Programme Announcement there is an expression of "graduate or research programmes". Is a PhD programme considered to be eligible within the scope of the scholarship?

Answer 14.15: No. Academic programmes longer than 12 months are not supported.

Question 14.16: Are the programmes having an internship/research project as one of the completion conditions, accepted within the scholarship programme?

Answer 14.16: Yes, on the condition that the duration of the programme (including the internship/research period) does not exceed 12 months.

Question 14.17: There is an expression in the Announcement stating that "*Should there be more than 50% of scholars who have indicated the same EU member country as their first preference, the scholars with the higher rankings will have the right to be placed to their first preference whereas the lower ranking scholars who have indicated the same country as their first preference will be offered to study at their successive most appropriate programme alternative, i.e. in another EU member country*". Would the ranking in question be made according to the written exam results only or according to a weighted average of the criteria such as written exam results, TOEFL/IELTS, undergraduate CGPA, etc.?

Answer 14.17: The success ranking will be made according to the written exam scores.

Question 14.18: May I study in Switzerland or Norway within the scope of the scholarship?

Answer 14.18: No. Only EU member countries are accepted eligible.

Question 14.19: Are England, Scotland, Northern Ireland and Wales considered as individual countries?

Answer 14.19: No. All the mentioned countries are considered as a single country under the name of the United Kingdom.

Question 14.20: Is the Republic of Ireland (capital city of which is Dublin) considered to be a separate country?

Answer 14.20: Yes.

Question 14.21: In case an applicant is awarded the scholarship but could not get acceptance from any academic programme, could s/he retain his/her right to use the scholarship for the next academic year?

Answer 14.21: No. Scholarships should be used in the specific academic year they are awarded for. Postponement and/or extension of the scholarships are not possible. Please also see Important Note 6 of the Announcement.

Question 14.22: Would a master's programme that requires studying in one of the EU member countries in the first semester and in another EU member country for the second semester be accepted within the scope of the Jean Monnet Scholarship?

Answer 14.22: Yes. Joint master degree programmes that require studying in two or more EU member countries are considered as eligible if the total duration of the study is between 3-12 months and the exact duration to be spent in each country are specified before the signing of the scholarship contracts. Please also see Important Note 5 of the Announcement.

Question 14.23: One semester of the programme in (X) University in France is conducted in France and the other semester in New York. Together with an offer letter from the Netherlands, will I be considered to have satisfied the two different country rule?

Answer 14.23: No. The programme detailed in the question is not an eligible programme since it requires studying in the USA which is not an EU member country.

Question 14.24: If an awarded applicant participates to a 12-month programme, 3 months of which is conducted through distance learning, is it mandatory that s/he resides in the host country of the programme during the distance education module?

Answer 14.24: The eligibility of the programmes (including distance learning programmes) will be evaluated during placement process. The scholars should be present at the host country where the programme is taught throughout the study period as specified in their scholarship contracts. Please also see **Answer 15.1**.

Question 14.25: In case the research topic proposed by the scholar is not found to be appropriate during the placement process, would the candidates be given the right to determine a new research topic or choose another *acquis* chapter?

Answer 14.25: After the application process is completed, making changes in the field of study (i.e. EU *Acquis* Chapter) is not allowed. On the other hand, the candidates who are entitled for a scholarship do have the right to make changes in their research/thesis topics during the placement process and the study period so long as the new topic is related to the selected field of study.

Question 14.26: Is United Kingdom still eligible?

Answer 14.26: Yes. United Kingdom is still an EU member country and considered as an eligible host country within the 2018-2019 academic year of the Programme.

Question 14.27: I have an offer letter from the (X) University in the Netherlands. Is it compulsory to get acceptance from another university in a different country as per the scholarship application criteria?

Answer 14.27: Yes.

Question 14.28: I will apply for a research programme with a supervisor in an EU university. What should I submit during the placement process as an offer letter?

Answer 14.28: Award holders planning to conduct a research programme within the scope of the Scholarship Programme should also submit at least two invitation/acceptance letters which are both related to the selected EU *Acquis* Chapter but which are in two different EU member countries. This letter should contain specifically the name of the award holder, start and end dates of the research programme, topic of the research, as well as the name of the academic advisor with whom the research will be conducted. Please also see **Answer 14.2**.

Question 14.29: What is the difference between the “Amount of Tuition Fees (in EUR, GBP, etc.)” and the “Total Amount of Tuition Fees Status (overseas, etc.)” mentioned in Annex 6: Programme Approval Form?

Answer 14.29: “Amount of tuition fees” refers to the total amount (in the currency specified by the institution) requested from the scholar in return for the academic programme whereas “Total amount of tuition fees status” refers to the tuition fee category of that programme such as ‘EU citizen’, ‘overseas’ etc. Please also see **Corrigendum-1**.

Question 14.30: Will the JMSP Hosting Institutions Catalogue be published again?

Answer 14.30: JMSP Hosting Institutions Catalogue is updated regularly and published on JMSP website: which is available at <http://www.jeanmonnet.org.tr/en/> at “Publications” part under the “Library” section.

Question 14.31: Are we only bound with the Catalogue for the search of eligible programmes?

Answer 14.31: No. Please also see **Answer 14.10**. and **Answer 14.12**.

Question 14.32: Is it an advantage for an awarded applicant to have an offer letter from a programme which has a tuition fee far below 20.000 euros or no fee at all?

Answer 14.32: No. The mentioned issue does not constitute any advantage or disadvantage.

Question 14.33: May I apply for one-year master's programmes starting in January 2019?

Answer 14.33: Yes, however the end date of the academic studies should not exceed 1 March 2020.

Question 14.34: I will apply for master's programmes starting in the fall semester of the 2018-2019 year as of April 2018. Would it be a problem?

Answer 14.34: Please see **Answer 14.33**.

Question 14.35: May I go to a master's programme taught in another language (such as English) even if I apply from French language and submit DELF B2 certificate?

Answer 14.35: No. However, applicants can indicate two different EU official languages if they are able to prove their proficiency in these languages with valid and sufficient language proficiency certificates indicated in Section 3: Table of Foreign Language Proficiency Certificates. During the placement process (i.e. after they are awarded the scholarship), the scholars who indicated two languages, may submit their offer letters for academic programmes conducted in any or both of the languages for which they have submitted the relevant and valid foreign language proficiency certificates during the application process.

Question 14.36: Could you recommend a research programme related with rural development?

Answer 14.36: It is solely the applicants' responsibility to identify the suitable academic programmes in line with their field of study. The applicants may refer to the Jean Monnet Scholarship Programme Hosting Institutions Catalogue for the subject matter.

Question 14.37: What is the deadline for submitting the offer letters if I am awarded?

Answer 14.37: Please see the Important Note-6 of the Announcement.

Question 14.38: Are the MBA programmes which have such specialisations as finance eligible?

Answer 14.38: Prior opinion/approval cannot be given on the acceptability/adequacy of the offer letters as well as the relevance of the programmes with the selected EU *Acquis* chapter. Please also see **Answer 14.10**.

15. CONTRACTING PROCESS AND OBLIGATIONS OF THE SCHOLARS

Please see Section 2.6 and Annex-8 (Description of the Action) of the Announcement.

Question 15.1: Are there any requirements related to the scholars residing in their host countries during their education period? Are there any restrictions regarding travelling to Turkey for short stays on holidays and other times?

Answer 15.1: The scholars should reside in the host EU member country for the full duration of their academic programmes. Absence from the host EU member country until completing the requirements of the programme may not exceed four weeks (28 days) - including the days spent travelling- at each absence. Please also see **Answer 14.24**.

Question 15.2: Could the scholarship be used simultaneously with the students loans/bank credits?

Answer 15.2: Yes.

Question 15.3: Do you inform Consulates for accelerating the visa procedures of the scholars?

Answer 15.3: Sponsorship letters can be provided to the scholars by the Ministry for EU Affairs upon request.

Question 15.4: Is there any obligation after the scholarship period?

Answer 15.4: Please see **Answer 9.1**.

Question 15.5: Which documents should be submitted until the date indicated in the Important Note-6 of the Announcement (i.e. within 2 months after the date they are informed in writing or until 26 October 2018, whichever is later)?

Answer 15.5: Please see Section 2.5 and 2.6 of the Announcement for the documents required for programme approval, placement and contracting processes.

Question 15.6: I am currently working however at the end of May, I will be on leave for a couple of months due to my health problems while still remaining in the same sector during the contracting process. Would it be a problem?

Answer 15.6: Being on paid/unpaid leave would not be a problem if you could certify with appropriate documents that you are employed in the same sector during the contracting process.

Question 15.7: Which documents should the scholarship beneficiaries submit at the end of their scholarship periods?

Answer 15.7: Please see "Annex 9: Description of the Action" of the Announcement.

Question 15.8: I am currently working in the private sector but may need to quit due to health, family, etc. issues during the contracting process. Would there be any exception for submission of the official letter certifying being currently employed in such cases?

Answer 15.8: Please see **Answer 15.6**. If you will be officially unemployed, on the other hand, then you will not be eligible to continue the contracting process and you will be deemed to be withdrawn from the scholarship.