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**Application Deadline:
15 November 2022**



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

**2023-2024 ACADEMIC YEAR
JEAN MONNET SCHOLARSHIP PROGRAMME
ANNOUNCEMENT**

TR2020/DG/03/A2-01 Jean Monnet Scholarships

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NOTICE

The context, application criteria and code of conduct of the Jean Monnet Scholarship Programme are described below. Said principles are determined for the 2023-2024 academic year and previous implementations do not constitute a precedent for the 2023-2024 academic year.

The required application documents mentioned in the Announcement shall be submitted in a complete form to the Central Finance and Contracts Unit until the indicated deadline. It is solely the responsibility of the applicants to submit the application documents to the Central Finance and Contracts Unit before the deadline.

1. JEAN MONNET SCHOLARSHIP PROGRAMME

1.1. Background

During Turkey's negotiation process for full membership to the European Union (EU), important responsibilities fall upon every segment of the society from public institutions to the private sector as well as from non-governmental organisations to the universities. For this reason, there is a need for individuals in every segment of the society who closely follow EU-related disciplines and who are specialised on these subjects. In accordance with this need, the Jean Monnet Scholarship Programme, a project funded by the EU, aims at increasing the number of experts in the EU field and supporting Turkey's administrative capacity building efforts for the effective implementation of the EU *acquis* within the framework of Turkey's negotiation process for the full membership to the EU.

The Jean Monnet Scholarship Programme began in the 1990-1991 academic year by providing educational opportunities to its first scholars in the EU member countries. It is one of the longest running projects in Turkey. Over the course of 32 years, the Jean Monnet Scholarship Programme was implemented in three different phases. During the initial phase of the Jean Monnet Scholarship Programme between 1990 and 2002, the aim of the Programme was to increase the existing knowledge and experience in Turkey regarding the European integration and to support human resources who are qualified on these subjects. In line with the developments in Turkey-EU relations, the main priority during the second phase between 2002 and 2006 was the utilisation of the Scholarship Programme for the education of the human resources that would be necessary during the accession process.

The first two phases of the Programme were conducted by the Ministry of Foreign Affairs and the Delegation of the European Union to Turkey. Since the 2007-2008 academic year, the Jean Monnet Scholarship Programme has been conducted by the Directorate for EU Affairs in cooperation with the Central Finance and Contracts Unit and the Delegation of the European Union to Turkey within the context of the above mentioned goals.

1.2. Objective of the Programme

Within the framework of Turkey's negotiation process for full membership to the EU, the Jean Monnet Scholarship Programme aims at increasing the number of people specialised on the fields related to the EU *acquis* and hence supporting Turkey's administrative capacity building efforts for the effective implementation of the EU *acquis*.

1.3. Implementation of the Scholarship Programme

Lead Institution of the Jean Monnet Scholarship Programme is the **Directorate for EU Affairs** whereas the **Department of Project Implementation** under the Directorate for EU Affairs is the **End Beneficiary** of the Programme. The Scholarship Programme is implemented in collaboration with the Central Finance and Contracts Unit and the Delegation of the European Union to Turkey, with the support of the Jean Monnet Technical Assistance Team.

The application, evaluation, contracting and payment processes of the Jean Monnet Scholarship Programme are under the responsibility of the **Central Finance and Contracts Unit**. The Central Finance and Contracts Unit is also the **Contracting Authority** of the Scholarship Programme. The scholarship contracts are signed between the Central Finance and Contracts Unit and the scholars.

The **Department of Project Implementation** under the Directorate for EU Affairs acts as the **Implementing Authority** in charge of technical implementation, management and sustainability of the Scholarship Programme. The Department of Project Implementation is responsible for the promotion of the Scholarship Programme, placement of the scholars to the relevant academic programmes, monitoring of the scholars during and after their academic studies, provision of all types of support to the scholars and establishment of sustainable communication channels with the scholars.

The Directorate for EU Affairs and the Central Finance and Contracts Unit conduct all of the above mentioned activities with the endorsement of the **Delegation of the European Union to Turkey**.

1.4. Fields of Study Supported by the Scholarship

Jean Monnet Scholarships are granted for graduate or research level **academic studies related to Turkey's EU harmonisation process and the EU *acquis***. Therefore, unlike other graduate scholarships, these scholarships will **only support policy based academic studies** on the *acquis* chapters listed below:

- Chapter 1: Free Movement of Goods
- Chapter 2: Freedom of Movement of Workers
- Chapter 3: Right of Establishment and Freedom to Provide Services
- Chapter 4: Free Movement of Capital
- Chapter 5: Public Procurement
- Chapter 6: Company Law
- Chapter 7: Intellectual Property Law
- Chapter 8: Competition Policy
- Chapter 9: Financial Services
- Chapter 10: Information Society and Media (Please see **Important Note-1**)
- Chapter 11: Agriculture and Rural Development
- Chapter 12: Food Safety, Veterinary and Phytosanitary Policy
- Chapter 13: Fisheries
- Chapter 14: Transport Policy
- Chapter 15: Energy
- Chapter 16: Taxation
- Chapter 17: Economic and Monetary Policy
- Chapter 18: Statistics
- Chapter 19: Social Policy and Employment
- Chapter 20: Enterprise and Industrial Policy
- Chapter 21: Trans-European Networks
- Chapter 22: Regional Policy and Coordination of Structural Instruments
- Chapter 23: Judiciary and Fundamental Rights
- Chapter 24: Justice, Freedom and Security
- Chapter 25: Science and Research (Please see **Important Note-1**)
- Chapter 26: Education and Culture (Please see **Important Note-1**)
- Chapter 27: Environment and Climate Change
- Chapter 28: Consumer and Health Protection
- Chapter 29: Customs Union¹
- Chapter 30: External Relations¹
- Chapter 31: Foreign, Security and Defence Policy
- Chapter 32: Financial Control

Please note that in the written exam, candidates are responsible for the whole chapter (e.g. Consumer **and** Health Protection)

It is recommended to visit the websites of the Directorate for EU Affairs (www.ab.gov.tr), the Delegation of the European Union to Turkey (www.avrupa.info.tr) and the European Commission (https://ec.europa.eu/info/index_en) for detailed information.

IMPORTANT NOTE-1

The Scholarship Programme will support only policy based academic studies. The applicants who will apply from the *acquis* chapters "Education and Culture", "Science and Research" and "Information Society and Media" should take the below mentioned issues into consideration:

Information Society and Media:

The scholarships 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, digitalisation, ICT and future emerging technologies and to the studies on the free flow of the audio visual media services in the EU. Academic studies (graduate or research) on fields like Cyber Security, Software Engineering, etc.

¹ Starting from the 2023-2024 academic year, the field of study formerly listed as "Common Trade Policy (Customs Union or External Relations)" has been divided into two separate fields of study being "Customs Union" and "External Relations". Please visit the related websites for detailed information.

are not supported by the Scholarship Programme within the scope of this chapter. For further information on the scope of "Information Society and Media" please visit <http://www.ab.gov.tr/index.php?p=75&l=2>.

Science and Research:

The scholarships will be awarded to the academic studies on the EU's innovation, science and research policy which aims at scientific excellence. Academic studies on fields like Human and Behavioral Sciences, Psychology, History, Geography, engineering fields, Genetics, Control Systems, Bio-Technology, Pharmacology, 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>.

Education and Culture:

The scholarships will be awarded to the academic studies on the EU's education, youth, sports and culture policies and programmes. 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 (Erasmus+, Creative Europe etc.). For further information on the scope of "Education and Culture" please visit <http://www.ab.gov.tr/index.php?p=91&l=2>.

The applicants are required to choose **only one** of the EU *acquis* chapters given above 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. In case field of study is not indicated in the relevant part of the application form, application will be eliminated.** Academic studies related to the fields other than the ones given above will not be supported.

Field of study (EU *acquis* chapter) chosen for academic study and the academic programme (graduate or research) to be pursued should be in compliance with each other as well as with the purpose of the Scholarship Programme. 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.

1.5. Duration and Type of the Academic Studies

Scholars shall conduct academic studies at **graduate** or **research level** for periods of **minimum 3 (three), maximum 12 (twelve) months**. Academic studies longer than 12 months will not be supported even if the scholars are willing to fund the remaining period by their own means.

Scholarships should be used in the specific academic year they are awarded for. Postponement and/or extension of the scholarships on request of the scholars are not possible.

The end date of the academic studies should not exceed **1 March 2025**.

1.6. Eligible Countries and Universities for Academic Studies

The scholars may conduct their academic studies in any **university or similar institution in the EU member countries² and the United Kingdom (UK)**.

Please also see Important Note-4 for the programme approval and placement process.

1.7. Eligible Languages for Application

The applicants may apply in any of the EU official languages³. The EU official language(s) indicated at the time of application is/are the language(s) in which the candidates commit to conduct their academic programmes.

At the time of application, the applicants should select **one or two** EU official languages. It is not obligatory to indicate a second language in the Application Form.

² Please visit https://europa.eu/european-union/about-eu/countries_en for the list of countries.

³ Please visit https://european-union.europa.eu/principles-countries-history/languages_en for the list of EU official languages.

The applicants can indicate two different EU official languages **only 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.

The EU official language indicated as the 1st option in the relevant part of the Application Form (Part 4) will be the language in which the applicant will take the written exam.

If an applicant indicates **two different** EU official languages in the Application Form but;

- submits **only** one foreign language proficiency certificate related to one of the EU official languages that s/he indicated in the Application Form
- or**
- submits an **irrelevant and/or invalid** foreign language proficiency certificate related to one of the EU official languages that s/he indicated in the Application Form

the applicant **shall** have the written exam in the EU official language for which s/he has submitted the relevant and valid foreign language proficiency certificate at the time of application.

During the placement process (i.e. after they are recommended for award of a scholarship) the scholars, who indicated two languages, may submit their offer letter(s) 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.

It is **not** possible to add another EU official language/change the EU official language and submit the relevant foreign language proficiency certificate after the application deadline.

1.8. Number of Scholarships

It is planned that approximately 160 scholarships will be granted for the 2023-2024 academic year. **The number of contracts to be awarded is limited to the allocated budget. Therefore, being on the main list does not necessarily guarantee an award of a contract.**

Indicatively **50% of the scholarships will be allocated to the public sector, 30% to the university sector and 20% to the private sector.**

Scholarships will be granted to the applicants scoring at least 60 over 100 points from the written exam, on the basis of the success ranking and filling up of the sectoral quotas. Quotas allocated to the sectors may be shifted with the aim of exploiting the available number of scholarships to the maximum possible extent.

1.9. Amount of the Scholarship

For each academic year, the amount of the scholarship and the ceiling for the tuition fees are determined by the Jean Monnet Steering Committee with the aim of ensuring a minimum living standard to the scholars.

Amount of the scholarship covers the following;

- Tuition fees **(up to 20.000 Euros)⁴**,
- Living expenses (accommodation, meals, communication, local transportation, cultural activities, etc.) **(differs according to the eligible host country as given in the website of the Directorate for EU Affairs⁵)**,
- Fixed amount **(3.000 Euros)** for various expenses to be paid only once **(to be used for the visa-passport application, educational materials, travel, study visit, registration to local authorities, health and insurance, any tax liabilities and similar expenses)**.

⁴ InforEuro exchange rate of the relevant month in which the Contracting Authority (i.e. CFCU) approve respective placement and endorsement list is used while converting other curriencies (e.g. GBP, SEK) to Euro (https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en).

⁵ Please visit http://www.ab.gov.tr/45645_en.html for the list of monthly stipend amounts according to the eligible host country.

In case the tuition fee exceeds 20.000 Euros, the excess amount for the tuition fee should be covered by the scholarship holder. Scholars may also benefit from tuition fee discounts/waivers of host institutions if any.

The Jean Monnet Scholarship covers the expenses of the scholars only. No extra allowance is paid to the scholars who will be travelling with their families/personal attendants.

The scholars who could not successfully complete their academic studies or who could not fulfill their contractual obligations will be requested to pay back the whole or a partial amount of the scholarship they have been paid.

The scholarship is **not** paid on a monthly basis. Instead, 90% of the scholarship is paid upon the signature of the contracts while the remaining 10% is paid upon the completion of the academic studies as well as the closure process. Documents listed in “Article 7: Payments” of **Annex-8: Description of the Action** should be submitted by the scholarship holders to the Directorate for EU Affairs via hand delivery or post within nine months after the end of the programme/research in order to initiate the closing of the contract.

2. RULES OF THE SCHOLARSHIP PROGRAMME

2.1. Who Can Apply?

Those who are currently

- **working in the public sector in Turkey** (including the employees of the professional organisations having legal public personality, chambers and local administrations – municipalities, special provincial administrations–, development agencies, public development and investment banks, public deposit banks, etc.) , **or**
- **working in the private sector in Turkey** (including the employees of resident diplomatic missions, Non-Governmental Organisations (NGOs), etc., **or**
- **working in the universities in Turkey as academic or administrative staff** (public or foundation universities), **or**
- **studying as senior undergraduate or graduate (master’s or PhD) students in the universities in Turkey** (public or foundation universities)

may apply to the Jean Monnet Scholarship Programme.

The applicants from public sector working in the abroad missions of their own institutions - e.g. permanent staff at the abroad organisations of Ministry of Foreign Affairs- may apply to the Programme. Besides, those who meet the application criteria and who are currently abroad via short-term exchange programmes -e.g. Erasmus- may also apply to the Programme.

The applicants, who hold the necessary qualifications for application, but who are on leave from their employer institutions or who have suspended their enrollment to the university during the application period may also apply to the Programme.

All applicants should satisfy the below criteria:

- Being a national of an EU member country or the UK or Turkey or an IPA beneficiary country⁶, **and**
- Holding an undergraduate degree from or being a senior undergraduate student at an undergraduate programme, **and**
- Having a minimum **undergraduate CGPA** of either 2.70/4.00 or 70/100 (**please see Important Note-2**), **and**
- Having a sufficient foreign language proficiency certificate(s) for one or two EU official languages **valid at least until the application deadline**⁷ (**Please see Section 3: Table of Foreign Language Proficiency Certificates**).

IMPORTANT NOTE-2

Those who do not satisfy the minimum undergraduate CGPA criterion may apply only on the condition that they have at least 36-month work experience or have completed a graduate programme (master’s or PhD). Nevertheless, these applicants **should also submit an undergraduate transcript** satisfying the requirements set 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. The period spent as probationary officer during the public service will also be taken into account while calculating 36-month work experience.

The applicants who meet the undergraduate CGPA criterion **do not have to meet** the graduate degree or 36-month work experience criterion.

For the applicants whose undergraduate CGPA is in a different grading system (e.g. 20, 10 or non-numerical grading):

⁶ The list of IPA beneficiary countries (candidate and potential candidates) can be accessed from <https://european-union.europa.eu/principles-countries-history/joining-eu-en>

⁷ Applications without a sufficient and valid foreign language proficiency certificate(s) for the EU official language(s) indicated in the Application Form will be considered as ineligible (please see Section 3).

It is solely the applicant's responsibility to submit a **conversion document** such as an official letter/e-mail from the applicant's university **or** the university's regulation showing the equivalence of his/her CGPA in the acceptable grading systems (i.e. 100 or 4.00).

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 conversion documents.

2.2. Who Cannot Apply

Applicants who are in any of the following situations will not be considered as eligible for this programme.

- Those who do not fulfil the criteria mentioned in Section 2.1, **or**
- Those who are graduates of 2-year (associate degree) programmes, **or**
- Those who formerly benefited from the Jean Monnet Scholarship, **or**
- Those who have earned a graduate degree (master's or PhD) abroad by benefitting from another scholarship funded by an EU member country or the UK or an EU institution (Exchange programmes such as Erasmus or short-term academic/language scholarships are not considered in this category), **or**
- Those who have graduated from their major undergraduate programmes and are only enrolled to a minor programme, **or**
- Those who are enrolled to a graduate programme as a special student, **or**
- Those who are attending distance learning programmes at universities located outside Turkey.

Please note that applicants who are interns, trainee lawyers or volunteers cannot be considered as eligible in the scope of "working in the public sector/private sector/universities in Turkey" and cannot apply for the scholarship since "working" means "professional work done under a social security network in return for a wage".

2.3. Application Process

2.3.1. Application Documents

The **photocopies or scanned copies** of all application documents mentioned in this section, **except for the Application Form and the photograph** (*there is no special requirement regarding the dimensions of the photograph*) are accepted. Further to this, the photocopies do not need to have a "notary" or "true copy" approval⁸.

Nevertheless, the Evaluation Committee reserves the right to demand the originals of the application documents at any stage of the evaluation process. The applications of those who are identified to have made false declarations may be rejected at any point of the evaluation process. The contracts of these applicants will be cancelled even if they have started to benefit from the scholarship. These applicants cannot claim any rights and a criminal complaint may be filed against them at the Chief Public Prosecutor according to the provisions of the Turkish Criminal Code Law No. 5237.

Application documents to be submitted by all applicants are listed as below (In case any of the application documents is not submitted or a submitted document does not satisfy the set requirements, the application will be eliminated):

- 1- **English Application Form for the 2023-2024 academic year** (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**
- 2- **One photograph** preferably taken in the last 6 months (the photograph should be stapled/glued to the Application Form after the name/surname of the applicant is written on its back), **and**

⁸ 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 the original copies of such documents.

- 3- **Photocopy of identity card/passport** (pages related to identity)⁹, **and**
- 4- **Foreign language proficiency certificate(s)** (internet print outs showing the final result of the exam are also accepted) related to the EU official language(s)¹⁰ indicated in the Application Form (**valid at least until the application deadline**) (please refer to Section 3. Table of Foreign Language Proficiency Certificates), **and**

IMPORTANT NOTE - 3

Validity period(s) of foreign language proficiency certificate(s) is/are defined by the institutions that organise these exams.

Those who were born/grown abroad **or** whose mother tongue is the EU official language that they applied from **or** who formerly worked and/or studied abroad **or** who are graduates of the universities that conduct teaching in foreign languages **or** who were Erasmus Exchange Students **are not exempted from** certifying their foreign language proficiency.

- 5- **Undergraduate Diploma/Graduation Certificate** in the language provided by the university or graduation document obtained from e-state system (**not applicable for Senior Undergraduate Students**), **and**
- 6- **Undergraduate Transcript:**
- Officially signed with electronic or handwritten signature (please see Section 2.3.3 Article 21), **and**
 - sealed/QR coded/barcoded or equivalent, **and**
 - taken from the university and in the language provided by the university, **and**

NOTE: Senior undergraduate students should submit an undergraduate transcript bearing a date which is in dd/mm/yyyy format **and** later than the publishing date of the Announcement.

Graduated applicants may apply with the undergraduate transcript provided by the university at the time of graduation. Diploma supplements will be also accepted as undergraduate transcripts so long as they provide the same information such as graduation date, CGPA and list of all courses taken.

The applicants, who will submit a conversion document to 4.00-based or 100-based grading system, should **also** submit their undergraduate transcripts.

Undergraduate Transcript obtained from the e-state system or universities' student information systems/portals will not be accepted.

- 7- **Only for the applicants who have an undergraduate CGPA less than 2.70 out of 4.00 or less than 70 out of 100 points:** Graduate (master's or PhD) diploma **or** official document(s) certifying min. 36-month work experience done under a social security network in return for a wage (**please see Important Note-2**), **and**
- 8- Additional application documents to be submitted specifically for each sector (Please also see Section 2.3.1.1, 2.3.1.2 and 2.3.1.3 for additional application documents that are specifically required from different sectors and Section 5 for checklists provided separately for each sector).

2.3.1.1. Additional Application Documents for Public Sector

- An **official consent letter** from the employer institution of the applicant (please see **Annex-20 Recommended Format for Consent Letter**):
 - Written on institutional letterhead, **and**
 - Bearing a date which is in dd/mm/yyyy format **and** later than the publishing date of the Announcement, **and**
 - Bearing an official reference number, **and**

⁹ The applicants, who are nationals of countries other than Turkey, should submit their passport photocopies.

¹⁰ The applicants who indicate two EU official languages in the Application Form should submit the relevant language proficiency certificates for both of the languages.

- Officially signed with electronic or handwritten signature (please see Section 2.3.3 Article 21), **and**
- Indicating that the applicant is making his/her application to the Jean Monnet Scholarship Programme 2023-2024 academic year with the consent of his/her current institution.

The consent letter shall be signed by a superior who has the authorisation to approve the applicant's academic study via the Jean Monnet Scholarship Programme in the relevant eligible host country when he/she is awarded the scholarship.

2.3.1.2. Additional Application Documents for Private Sector

Private sector applicants should submit **two documents: an Employment Document and Service Scheme** as elaborated below:

- **Employment Document** (An official document showing that the applicant is currently employed-either a payroll or an official letter):
 - **A payroll sheet:**
 - Obtained from the current employer of the applicant, **and**
 - Officially signed with electronic or handwritten signature **and** sealed/stamped/QR coded/barcoded or equivalent (please see Section 2.3.3 Article 21), **and**
 - bearing a date which is in dd/mm/yyyy or mm/yyyy format **and** belonging to August 2022 or later).

OR

- An **official letter** (please see **Annex-21 Recommended Format for Employment Letter**);
 - Obtained from the current employer of the applicant, **and**
 - Officially signed with electronic or handwritten signature **and** stamped/sealed/QR coded/barcoded or equivalent (please see Section 2.3.3 Article 23), **and**
 - Bearing a date which is in dd/mm/yyyy format **and** later than the publishing date of the Announcement, **and**
 - Indicating that the applicant is currently working in that private sector institution.
- **Service Scheme** (An official document showing that the applicant is working officially as registered to a social security system of Republic of Turkey):

Those who have started to work after **1 August 2022** and whose registered employment cannot be seen from the Service Scheme should submit two documents:

- 1) Service Scheme, **and**
- 2) Statement of Insured Employment.

The mentioned documents (Service Scheme and Statement of Insured Employment) could be obtained either from the Social Security Institution of Republic of Turkey or the applicant's current employer institution or the e-state system. These documents should bear a date which is in dd/mm/yyyy or mm/yyyy format and the date should be later than the publishing date of the Announcement.

Those whose institutions are exempted from social security system in the Republic of Turkey by an international treaty or law may apply for the scholarship so long as they prove their exemptions with the mentioned legal documents. Those applicants should meet the criteria (if any) indicated in the legal documents for exemption and submit official supporting documents.

Those who are working at an institution where pension premiums are collected in its own employee pension fund should submit a document showing pension premiums.

NOTE: The applicants who issue an invoice and takes his/her salary within the structure of his/her own firm/company should submit both of the documents below:

- **'the registration certificate to the professional organisations' or 'tax registration certificate'** as an employment document, **and**

- 'the Social Security Institution registration of the relevant firm/company' or 'service scheme' as an insured employment certificate.

2.3.1.3. Additional Application Documents for University Sector

2.3.1.3.1. Academic/Administrative Staff

- An **official consent letter** from the employer institution of the applicant (please see **Annex-20 Recommended Format for Consent Letter**):
 - Written on institutional letterhead, **and**
 - Bearing a date which is in dd/mm/yyyy format **and** later than the publishing date of the Announcement, **and**
 - Bearing an official reference number, **and**
 - Officially signed with electronic or handwritten signature (please see Section 2.3.3 Article 21), **and**
 - Indicating that the applicant is making his/her application to the Jean Monnet Scholarship Programme 2023-2024 academic year with the consent of his/her current institution.

2.3.1.3.2. Senior Undergraduate Students

- **Student Certificate:**
 - Obtained from the university and in the language provided by the university, **and**
 - Officially signed with electronic or handwritten signature (please see Section 2.3.3 Article 21), **and**
 - Sealed/QR coded/barcoded or equivalent, **and**
 - Bearing a date which is in dd/mm/yyyy format **and** later than the publishing date of the Announcement.

NOTE: Student Certificates obtained from the e-state system or universities' student information systems/portals will not be accepted.

2.3.1.3.3. Graduate (master's or PhD) Students

- **Student Certificate:**
 - Obtained from the university in the language provided by the university, **and**
 - Officially signed with electronic or handwritten signature (please see Section 2.3.3 Article 21), **and**
 - Sealed/QR coded/barcoded or equivalent, **and**
 - Bears a date which is in dd/mm/yyyy format **and** later than the publishing date of the Announcement.

NOTE: Student Certificates obtained from the e-state system or universities' student information systems/portals will not be accepted.

2.3.2. Where, When and How Are the Applications Submitted?

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Title: Jean Monnet Scholarship Programme – 2023-2024 Academic Year

Merkezi Finans ve İhale Birimi

(Central Finance and Contracts Unit)

Barbaros Murat Köse (Acting CFCU Director)

T.C. Hazine ve Maliye Bakanlığı Kampüsü E Blok

İnönü Bulvarı No:36 06490 Emek - Ankara / TURKEY

The outer envelope must bear the title of the Announcement (**Jean Monnet Scholarship Programme – 2023-2024 Academic Year**) together with the full name and address of the Applicant, and the words **“NOT TO BE OPENED BEFORE THE OPENING SESSION”** and **“AÇILIŞ OTURUMUNDAN ÖNCE AÇMAYINIZ”**.

The applicants' attention is drawn to the fact that there are two different systems for sending applications: **one is by post or private courier service, the other is by hand delivery.**

In the first case, all the required application documents must be sent before the date for submission, as evidenced by the date of dispatch, the postmark or deposit slip. It is solely the applicant's responsibility to ensure that the date is clearly written on the file/envelope by the post/courier service provider. In the second case it is the acknowledgment of receipt given at the time of the delivery of the application which will serve as proof.

The deadline for the submission of all the required application documents is **15 November 2022** as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

In the case of hand-deliveries, the deadline for receipt is **15 November 2022 at 17:00 hours (local time)**. The application (in a sealed envelope) may be delivered by another person than the applicant.

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

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. Application documents should be sent to the Central Finance and Contracts Unit in a single dossier. If need arises to send any document after the submission of the application (not later than the application deadline), a petition letter explaining the situation in detail should also be attached to the document.

Applicants will not be informed by the Central Finance and Contracts Unit about whether their applications have been received or not.

The Contracting Authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the Contracting Authority's control, after the approval date of the Opening and Administrative Compliance and Eligibility Checks Evaluation Report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified (Please see Annex 3: Indicative Timetable)

Please use checklists for application documents provided for each sector (Section 5).

2.3.3. Important Notes for Application

1. Prior opinion/approval cannot be given on:
 - the acceptability/adequacy of the application documents,
 - the sector from which the applicant should make an application,
 - 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,
 - the eligibility of the academic programmes to be pursued,
 - the relevance of the field of study (i.e. EU *acquis* chapter) with the academic programmes planned to be pursued,
 - the eligibility of the modality of programmes (eg. contents including online courses).
2. The applicants are, thus, kindly requested not to seek prior opinions and/or approvals regarding the above mentioned issues via e-mail during the application and evaluation processes. The objectives of the Scholarship Programme will be taken into consideration during the placement process, as well any extraordinary circumstance resulting from a pandemic or natural disasters. Any further eligibility checks can be carried out during evaluation and implementation of the Programme, when deemed necessary.
3. Clarifications may only be requested from the applicants when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

The issues which are explicitly explained in the Announcement may not be the subject of the clarifications.

4. Those who applied to previous calls of the Jean Monnet Scholarship Programme but were not awarded or those who were awarded but did not sign the scholarship contract in the previous years may apply to this call.
5. Applicants may apply for different scholarship programmes concurrently while applying to the Jean Monnet Scholarship Programme. However, applicants cannot benefit from several scholarships for the same academic programme at the same time. Tuition fee discounts/waivers of host institutions are not evaluated as a scholarship.
6. Although it is desired that the scholars would return to Turkey upon the completion of their academic studies in order to work in the relevant field of study, there is no contractual obligation regarding return to Turkey or compulsory service for the scholars. However, please note that there may be obligations imposed by their home institutions (especially public institutions) based on the relevant legislations. The applicants are kindly advised to discuss this issue with their home institutions.
7. There is **no age limit to apply for the Jean Monnet Scholarship Programme**. However, please note that applicants' home institutions (especially public institutions) may apply an age limit based on the relevant legislations. The applicants are kindly advised to discuss this issue with their home institutions.
8. No quota is allocated to (per each) the EU *acquis* chapters and EU official languages.
9. Applicants should decide from which sector (public sector, university sector, private sector) they will be applying according to the legal status and legislation of their institution and should submit the required application documents accordingly.
10. Applicants entitled to apply from more than one sector (e.g. applicants who are public employees and graduate students at the same time) could not make more than one application at the same time. These applicants should decide from which sector they will apply by themselves and submit the application documents relevant to that sector accordingly.
11. The candidates/awardees will not be allowed to change their sectors. Those who applied as employees from the "public or private sector" or as academic or administrative staff from the "university sector" should still be working in that sector once they are awarded the scholarship. In this regard, changes of the institutions will be accepted on the condition that the candidate remained in the same sector. Those who applied from the "university sector" as senior undergraduate students must graduate from their programmes before submission deadline of the placement and contracting documents (i.e. 2 months after the date applicants are informed in writing or until 15 August 2023, whichever is later). Those who applied from the "university sector" as graduate (master/PhD) student should either have graduated from their programmes or still be maintaining their student status before submission deadline of the contracting documents.
12. 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 (senior undergraduate student, academic/administrative staff or graduate student) they will apply by themselves and submit the application documents related to that category accordingly.
13. There is no foreign language proficiency exam held within the scope of the Jean Monnet Scholarship Programme.
14. No additional supporting documents (internship certificate, reference letter etc.) should be submitted except for the required application documents. Assessment will be done on the basis of the above-mentioned application documents.
15. Applicants should not submit offer letter(s) from the universities or similar institutions in the eligible host countries among the application documents at the time of application. Offer letter(s) will be required from the applicants who are awarded the scholarship later on.
16. Equivalence of diplomas received from foreign higher education institutions is not a criterion for Jean Monnet Scholarship Programme. However, applicants are recommended to control the recognition of the degrees and study periods of the academic programmes via e-state system in order not to encounter any difficulties upon completion of their studies.

17. Application Forms for the 2023-2024 academic year are available in Turkish and in English on the related websites. The Application Form in Turkish is provided **for information purpose only and cannot be used for application purpose**. In case the Turkish Application Form is filled in and submitted, this application will be eliminated.
18. The official letter(s) certifying that the applicant has 36-month work experience should be taken from the institution(s) (institution, organisation, foundation, university etc.) in which the applicant is currently working or worked before **or** from the e-state system (Service Scheme obtained from the e-state system will also be accepted).
19. For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least **the application deadline of the Announcement**. If no such date is specified, the graduation certificate is accepted as a sufficient application document.
20. Applicants with changes in their name or surname (due to change of marital status, court decision etc.) are advised to send supporting documents for verification of their names on the application documents.
21. **Documents signed with electronic signature should bear a verification code or QR code or barcode or pin code or equivalent** which enables verification of the document.
22. Applicants should send any request for additional information or clarification questions in writing via e-mail to the following address (jm2023-2024@jeanmonnet.org.tr) no later than **25 October 2022 by 16:00 hours** (local time). All questions and answers will be announced no later than **4 November 2022 as "Clarifications"** on the websites of the Central Finance and Contracts Unit (www.cfcu.gov.tr), Directorate 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).
23. "Clarifications" document(s) provides important details with regard to the application criteria and constitute an indispensable part of the Announcement. Therefore, it is essential for the applicants to carefully read and take into consideration the information provided in the "Clarifications" when applying to the Jean Monnet Scholarship Programme.
24. Questions related to the issues clearly stated in the Announcement document **will not be answered** in the "Clarifications" document.
25. **The Evaluation Forms (Administrative Compliance and Eligibility Checklist and Written Exam Evaluation Form)**, published together with the Announcement, are provided for information purpose and aim to give information to the applicants regarding the criteria used during the evaluation process.
26. The dates given in the **Indicative Timetable (Annex-3)** published together with the Announcement may be updated by the Contracting Authority during the procedure in case of major discrepancies. In such cases, an updated timetable will be published on the websites of the Central Finance and Contracts Unit (www.cfcu.gov.tr), Directorate 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).

2.4. Evaluation of Applications and Selection of Awardees

No information will be given via phone during any stage of the evaluation process. **Communication related to the process will be made in writing (via e-mail) during the evaluation process.** Following the completion of the contracting process, the list of applicants who are awarded a scholarship will be published on the websites of the Central Finance and Contracts Unit (www.cfcu.gov.tr), Directorate 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).

During the **Administrative Compliance and Eligibility Check** process, it is checked whether the application documents are accurate and complete as per the sector selected and whether the information provided in those documents is in line with the application criteria mentioned in the Announcement or not. If any of the requested documents is missing or does not satisfy the requirements set in the Announcement, the application **may be rejected on that sole basis**. Also, any error or major discrepancy related to the points listed in the Announcement or any major inconsistency between the Application Form and the supporting documents (e.g. if the CGPA indicated in the Application Form and the undergraduate transcript are inconsistent) may lead to the rejection of the application.

For the criteria checked during this process, the applicants are advised to examine the **Administrative Compliance and Eligibility Checklist (Annex-4)**.

The applicants who pass the Administrative Compliance and Eligibility Check are invited to the written exam. The eligible applicants entitled to take the written exam as well as those who failed during the Administrative Compliance and Eligibility Check evaluation step will be informed in writing (via e-mail). The exact date, time and place of the written exam will be announced on the above-mentioned websites. Written exam will be held in Ankara. The foreseen date of the written exam is given in the **Indicative Timetable (Annex-3)**. There will be no make-up exam for the applicants who cannot take the written exam.

In the written exam, various questions related to the EU *acquis* chapter from which the applicant applied, European Union and Turkey-EU relations can be asked. In addition to these questions, the applicants will also be required to write a short **letter of intent** during the written exam regarding the academic programmes they are planning to study and relevance of these programmes with the EU *acquis* chapter indicated at the time of application. The letter of intent will not be scored but will be used by the Evaluation Committee to assess the relevancy of the applicant to the EU *acquis* chapter applied for and to the objective of the Jean Monnet Scholarship Programme. The applicants who leave the letter of intent blank or does not provide necessary information to assess the relevancy or are not found relevant will be eliminated from the evaluation process regardless of their written exam scores. Written exam is done in an essay format and in the official EU language that the applicant indicated on the Application Form. Criteria applied during the written exam evaluation process are given in the **Written Exam Evaluation Form** published with the Announcement (**Annex-5**). After the written exam evaluation process is completed, applicants who score 60 and above are considered to have passed the written exam.

A separate success ranking is made for each sector (public, university, private) according to the written exam score. Quotas allocated to each sector are filled on the basis of success ranking and thus the Jean Monnet Scholars are determined. Following the completion of the evaluation process for the written exam, the applicants who are in the main list as well as those who are in the reserve list (applicants who are not in the main list of award holders however scored 60 and above in the written exam are placed in the reserve list on the basis of their success ranking) will be informed in writing (via e-mail) regarding their status and ranking. The applicants in the **reserve list** will be invited successively in case the awardees in the main list withdraw due to any reasons (health, family, work etc.) after the informing of the award holders. The applicants who have failed in the written exam will also be informed in writing (**via e-mail**) about the results.

Should the applicant believe that his/her rights have been adversely affected in any stage of the evaluation or he/she requires further information, he/she may apply to the Contracting Authority via an official letter. Please be informed that phone calls or face-to-face meeting about the application is not accepted by the Contracting Authority.

2.5. Programme Approval and Placement Process

After the informing of the applicants regarding the written exam results, the applicants in the main list as well as the applicants who moved from the reserve list to the main list instead of the applicants who withdrew due to any reasons, are informed about the Programme Approval and Placement Process via an e-mail, which will provide detailed information regarding the process.

In the search of programmes related to the EU *acquis* chapter applied from, it is recommended that the applicants examine the **Jean Monnet Scholarship Programme Hosting Institutions Catalogue**¹¹ which is published on the Jean Monnet Scholarship Programme website. However, **it is important to note that the applicants are not bound by the programmes in the Catalogue**. The academic programmes pursued by the previous Jean Monnet Scholars do not constitute a precedent for this academic year and the Directorate for EU Affairs retains the right to give the final decision on the compliance of the programmes with the fields of study and the admission of the scholars to ensure the balanced distribution of the scholars throughout eligible host countries.

Programme Approval Form (Annex- 6) and **Unconditional Offer Letter(s)**¹² are the main documents that will be requested from the candidates during the programme approval process. The

¹¹ Please visit "Catalogue" section of <https://www.jeanmonnet.org.tr/tr-tr/>.

¹² Awardees may submit conditional offer letters to initiate placement process so long as they are able to submit unconditional offer letters before the finalisation of the placement process.

scholars are also expected to make a prioritisation in between the programmes they propose such as Preference 1, Preference 2, etc. in the associated Programme Approval Form.

IMPORTANT NOTE-4

Applicants should identify the eligible host countries in which they would like to pursue their academic studies while the application and evaluation processes are going on. “Application to the Jean Monnet Scholarship Programme” and “application to the academic programmes in universities or similar institutions” are two separate but complementary processes. It is solely the applicants’ responsibility to get unconditional offer letters from the academic programmes. The related offer letters will not be requested from the applicants during the application process. The applicants shall, however, make their applications to the universities or similar institutions in a timely manner such that they should have their offer letters at hand once they are awarded the scholarship.

It is obligatory that the applicants apply and get offer letters from at least two academic programmes which have to be in at least two different eligible host countries. The applicants who are awarded the scholarship are required to submit their offer letters by prioritizing their proposed programmes such as Preference 1, Preference 2, etc. during the placement process.

The scholars who indicated two different EU official languages and submitted the relevant and valid foreign language proficiency certificates for these languages at the time of application may submit offer letters for academic programmes conducted in any or both of these languages during the placement process.

The Directorate for EU Affairs will decide on the placement of the scholars based on the success rankings provided by the Evaluation Committee and considering the aim of achieving a balanced distribution of scholars throughout various eligible host countries. Should there be more than 50% of scholars who have indicated the same eligible host 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 eligible host member country will be offered to study at their successive most appropriate programme alternative, i.e. in another eligible host country.¹³

The Directorate for EU Affairs retains the right to give the final decision on the programme approvals to ensure the compliance of the programmes with the fields of study (EU *acquis* chapters) and the optimal exploitation and geographical diversification of the scholarships.

The next important issue taken into consideration during the programme approval and placement process is whether the duration of the selected programme is within the allowed limits (i.e. min. 3, max. 12 months) or not. Then the course content of the programme as well as the compliance of the thesis/dissertation title specified by the awardee with the EU *acquis* chapter applied from will be examined. Programme approvals are given on the basis of the offer letter(s) and the **Programme Approval Form (Annex-6)**.

IMPORTANT NOTE-5

The awardees who are recommended for award of a scholarship on the main list are obliged to submit the documents related to the placement and contracting processes within 2 months after the date they are informed in writing or until **15 August 2023**, whichever is later. **Otherwise, they shall be deemed to be withdrawn from the scholarship.**

The awardees who are invited to the main list from the reserve list are obliged to submit the documents related to the placement and contracting processes (and complete their secondment/assignment procedures if they have to do so) within 2 months after the date they are first invited and contacted about the placement procedures or until **15 August 2023**, whichever is later. **Otherwise, they shall be deemed to be withdrawn from the scholarship.**

¹³ If a scholar 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 eligible host country, then the scholar has no obligation to submit a second offer letter from another eligible host country during the placement process.

2.6. Contracting Process

Before the contract signature, the following documents will be requested from the awardees:

- **Programme Details Sheet (PDS) (Annex-18), and**
- **Financial Identification Form** (together with the photocopy of the bank account book) **(Annex-12), and**
- **Legal Entity Form (Annex-13), and**
- **Sector document**, as elaborated below:
 - Awardees who are *employees* in the “public or private sector” or *academic or administrative staff* in the “university sector” while applying to this call, should still be working in **the sector they applied from**. This letter should fulfil the below criteria:
 - **For “public sector” employees and academic or administrative staff in the “university sector”:**
 - ✓ Written on institutional letterhead, **and**
 - ✓ Bearing a date which is in dd/mm/yyyy format **and** later than the request date of the letter by the Directorate for EU Affairs, **and**
 - ✓ Bearing an official reference number, **and**
 - ✓ Officially signed with electronic or handwritten signature (please see Section 2.3.3 Article 21), **and**
 - ✓ Indicating that the award holder¹⁴ is currently working in that public institution/university.
 - **For “private sector” employees:**
 - ✓ Officially signed with electronic or handwritten signature, **and**
 - ✓ Stamped/sealed/QR coded/barcoded or equivalent (please see Section 2.3.3 Article 21), **and**
 - ✓ Bearing a date which is in dd/mm/yyyy format **and** later than the request date of the letter by the Directorate for EU Affairs, **and**
 - ✓ Indicating that the award holder¹⁴ is currently working in that private sector institution.
 - Awardees who were “**senior undergraduate students**” while applying to this Announcement, should submit a Graduation Certificate/Diploma related to their undergraduate programme.
 - Awardees who were “**graduate students (master/PhD)**” while applying to this Announcement, should submit either a Graduation Certificate/Diploma or a Student Certificate (obtained from the university **and** officially signed with electronic or handwritten signature (please see Section 2.3.3 Article 21) **and** sealed/QR coded/barcoded or equivalent **and** bearing a date later than the request date of the document by the Directorate for EU Affairs) related to their graduate programme.

Awardees who fail to submit the above listed documents will not be allowed to continue the contracting process and they will be deemed to be withdrawn from the scholarship. Scholarship contracts will be prepared by the Central Finance and Contracts Unit and signed mutually by the awardee and the Central Finance and Contracts Unit.

The Contract Documents (Special Conditions, Annex I, II, III, V, VI-A, VI-B, VI-C, VI-D, X, XI and Legal Entity Form), published together with the Announcement, are provided for information purpose only and should not be filled in at the application process.

2.7. Monitoring Process

Monitoring process starts once the scholarship period commences. During the scholarship period, scholars are monitored through the reports that they are obliged to fill in. **The required reports** that the scholars should submit within the period of their graduate or research programmes are given below:

¹⁴ The award holder’s name, surname, national ID number and institutional registry number should be written explicitly in the letter.

- ***Initial Placement Report (Annex-14),***
- ***Interim Placement Report (Annex-15),***
- ***Academic Progress Report (Annex-16),***
- ***Final Report (Annex-17).***

The other information and documents that should be submitted by the scholars in addition to these reports during and after the end of the programmes are further specified in the contracting documents.

2.8. Use of Personal Data

Please be informed that, in line with the National Law No. 6698, personal data to be provided in relation to the Jean Monnet Scholarship Programme will be processed by the Central Finance and Contracts Unit, as the Contracting Authority, in order to fulfil its obligations (such as managing the tender procedures, signing of contracts with the awardees and managing the contracts in line with the relevant procedures) given by the law and practical guide on contract procedures for European Union external action (PRAG).

Detailed information about the National Law No. 6698 concerning the protection of personal data can be reached at the CFCU website (www.cfcu.gov.tr).

3. TABLE OF FOREIGN LANGUAGE PROFICIENCY CERTIFICATES

Official EU Language	Foreign Language Proficiency Certificate and Score/Level
<p>Photocopies or internet print-out(s) of the language proficiency document(s) do not need to have a “notary” or “true copy” approval. Internet print outs showing the final result of the exam are also accepted. In such cases, please be sure that the document shows the “final result”, the “type” and the applicants identity should be verifiable from the document.</p>	
English	<ul style="list-style-type: none"> • TOEFL min. 567 (PBT) or 86 (IBT¹⁵) • IELTS (Academic¹⁶) / IELTS for UKVI (Academic¹⁶): min. 6.5 / 9.0 • PTE (Academic¹⁶): min. 58 • CAE: min. Grade B • CPE: min. Grade C <p><i>(Please note that YDS/e-YDS certificate is not accepted.)</i></p>
German	<ul style="list-style-type: none"> • DSH min. 2 • Goethe Zertifikat min. C1 • TestDaF (min. 4) (min. 4 should be taken from each components) • Sprachdiplom Zweite Stufe (DSD II) • Telc Deutch C1 Hochschule • ÖSD min. C1 • Abitur • International Baccalaureat min. IB-Note 4 <p><i>(Please note that YDS/e-YDS certificate is not accepted.)</i></p>
French	<ul style="list-style-type: none"> • DELF B2 • DALF C1 • TCF (min. 400 taken from each components) • Baccalaureat <p>(Note: Lycee diplomas of the following institutions in Turkey are also accepted)</p> <ul style="list-style-type: none"> – İstanbul: Lycées Pierre Loti, Notre Dame de Sion, Saint Michel, Saint Benoît, Saint Joseph, Sainte Pulchérie, Galatasaray – Ankara: Lycées Charles de Gaulle, Tevfik Fikret – İzmir: Lycées Tevfik Fikret, Saint Joseph) <p><i>(Please note that YDS/e-YDS certificate is not accepted.)</i></p>
Spanish	<ul style="list-style-type: none"> • DELE min. B2 (Intermedio) <p><i>(Please note that YDS/e-YDS certificate is not accepted.)</i></p>
Italian	<ul style="list-style-type: none"> • CELI min. B2 (Universita per Stranieri of Perugia) • CILS min. B2 (Universita per Stranieri of Siena) • Int IT&IT min. B2 (Universita degli Studi di Roma Tre) • PLIDA min. B2 (Dante Alighieri) <p><i>(Please note that YDS/e-YDS certificate is not accepted.)</i></p>
Other EU Languages	<p><u>Applications in other official EU languages which are not listed above, are also accepted.</u> In such cases, language proficiency certificate(s) required by the university/similar institution in which the academic study is planned to be pursued or a valid (until the application deadline) min. 80 YDS/e-YDS result of these languages may also be submitted.</p>

¹⁵ My Best scores will be taken into account if it is included in the TOEFL IBT score reports. TOEFL Home edition is accepted while TOEFL Essentials is not accepted for the application.

¹⁶ For the IELTS and PTE certificates, it is solely the responsibility of the applicants to ensure that the type of the test (i.e. Academic) is explicitly indicated on the document. IELTS Indicator is not accepted for the application.

4. ANNEXES

Only Annex 1 will be used during the application process. Other documents mentioned below will not be used by the applicants during the application process. These annexes are given for providing information to the applicants regarding the application, evaluation, placement, contracting and monitoring processes.

Annex 1: Application Form (English)

Annex 2: Application Form (Turkish)

Annex 3: Indicative Timetable

Annex 4: Administrative Compliance and Eligibility Checklist

Annex 5: Written Exam Evaluation Form

Annex 6: Programme Approval Form (PAF)

Annex 7: Special Conditions

Annex 8: Description of the Action (Annex -I to Contract)

Annex 9: General Conditions (Annex-II to Contract)

Annex 10: Budget for the Action (Annex-III to Contract)

Annex 11: Request for Payment (Annex-V to Contract)

Annex 12: Financial Identification Form (Annex-V to Contract)

Annex 13: Legal Entity Form

Annex 14: Initial Placement Report (Annex-VI-A to Contract)

Annex 15: Interim Placement Report (Annex-VI-B to Contract)

Annex 16: Academic Progress Report (Annex-VI-C to Contract)

Annex 17: Final Report (Annex-VI-D to Contract)

Annex 18: Declaration of Travel (Annex-X to Contract)

Annex 19: Programme Details Sheet (PDS) (Annex-XI to Contract)

Annex 20: Recommended Format for Consent Letter (Public Sector and Academic/Administrative Staff from the University Sector)¹⁷

Annex 21: Recommended Format for Employment Letter (Private Sector)¹⁷

¹⁷ This template could be taken as a reference but the applicants do not have to use this template.

5. CHECKLISTS FOR APPLICATION DOCUMENTS

Applicants are highly recommended to verify that their application is complete using these checklists.

5.1. Checklist for Public Sector

	English Application Form for the 2023-2024 academic year (completed electronically, dated & signed in handwriting)
	One photograph preferably taken in last 6 months (name/surname indicated at the back and glued/stapled on the Application Form)
	Photocopy of identity card/passport
	Foreign language proficiency certificate(s) related to the EU official language(s) indicated in the Application Form
	Undergraduate Diploma/Graduation Certificate
	Undergraduate Transcript (meeting the criteria mentioned in Section 2.3.1)
	Only if applicable - Graduate (master's or PhD) diploma or official document(s) certifying min. 36-month work experience (to be submitted in addition to Undergraduate Transcript)
	Only if applicable - Official conversion document to 4.00-based or 100-based grading system (to be submitted in addition to Undergraduate Transcript)
	Official consent letter (meeting the criteria mentioned in Section 2.3.1.1)

5.2. Checklist for Private Sector

	English Application Form for the 2023-2024 academic year (completed electronically, dated & signed in handwriting)
	One photograph preferably taken in last 6 months (name/surname indicated at the back and glued/stapled on the Application Form)
	Photocopy of identity card/passport
	Foreign language proficiency certificate(s) related to the EU official language(s) indicated in the Application Form
	Undergraduate Diploma/Graduation Certificate
	Undergraduate Transcript (meeting the criteria mentioned in Section 2.3.1)
	Only if applicable - Graduate (master's or PhD) diploma or official document(s) certifying min. 36-month work experience (to be submitted in addition to Undergraduate Transcript)
	Only if applicable - Official conversion document to 4.00-based or 100-based grading system (to be submitted in addition to Undergraduate Transcript)
	Employment Document (meeting the criteria mentioned in Section 2.3.1.2)
	Service Scheme (meeting the criteria mentioned in Section 2.3.1.2)
	Only if applicable - Statement of Insured Employment (meeting the criteria mentioned in Section 2.3.1.2) (to be submitted in addition to Service Scheme for the applicants who started working after 1 August 2022)

5.3. Checklists for University Sector

5.3.1. Academic/Administrative Staff

	English Application Form for the 2023-2024 academic year (completed electronically, dated & signed in handwriting)
	One photograph preferably taken in last 6 months (name/surname indicated at the back and glued/stapled on the Application Form)
	Photocopy of identity card/passport
	Foreign language proficiency certificate(s) related to the EU official language(s) indicated in the Application Form
	Undergraduate Diploma/Graduation Certificate
	Undergraduate Transcript (meeting the criteria mentioned in Section 2.3.1)
	Only if applicable - Graduate (master's or PhD) diploma or official document(s) certifying min. 36-month work experience (to be submitted in addition to Undergraduate Transcript)
	Only if applicable - Official conversion document to 4.00-based or 100-based grading system (to be submitted in addition to Undergraduate Transcript)
	Official consent letter (meeting the criteria mentioned in Section 2.3.1.3.1)

5.3.2. Senior Undergraduate Students

	English Application Form for the 2023-2024 academic year (completed electronically, dated & signed in handwriting)
	One photograph preferably taken in last 6 months (name/surname indicated at the back and glued/stapled on the Application Form)
	Photocopy of identity card/passport
	Foreign language proficiency certificate(s) related to the EU official language(s) indicated in the Application Form
	Undergraduate Transcript (meeting the criteria mentioned in Section 2.3.1)
	Only if applicable - Graduate (master's or PhD) diploma or official document(s) certifying min. 36-month work experience (to be submitted in addition to Undergraduate Transcript)
	Only if applicable - Official conversion document to 4.00-based or 100-based grading system (to be submitted in addition to Undergraduate Transcript)
	Student Certificate (meeting the criteria mentioned in Section 2.3.1.3.2)

5.3.3. Graduate (master's or PhD) Students

	English Application Form for the 2023-2024 academic year (completed electronically, dated & signed in handwriting)
	One photograph preferably taken in last 6 months (name/surname indicated at the back and glued/stapled on the Application Form)
	Photocopy of identity card/passport
	Foreign language proficiency certificate(s) related to the EU official language(s) indicated in the Application Form
	Undergraduate Diploma/Graduation Certificate
	Undergraduate Transcript (meeting the criteria mentioned in Section 2.3.1)
	Only if applicable - Graduate (master's or PhD) diploma or official document(s) certifying min. 36-month work experience (to be submitted in addition to Undergraduate Transcript)
	Only if applicable - Official conversion document to 4.00-based or 100-based grading system (to be submitted in addition to Undergraduate Transcript)
	Student Certificate (meeting the criteria mentioned in Section 2.3.1.3.3)