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**Application Deadline:**

**6 March 2015, 17:00**

**MINISTRY FOR EU AFFAIRS**

**CENTRAL FINANCE AND CONTRACTS UNIT**

**DELEGATION OF THE EU TO TURKEY**

**2015-2016 ACADEMIC YEAR**

**JEAN MONNET SCHOLARSHIP PROGRAMME ANNOUNCEMENT**

**TR2012/0136.08-01**

TABLE OF CONTENTS

[1. JEAN MONNET SCHOLARSHIP PROGRAMME 4](#_Toc395714999)

[1.1. Background 4](#_Toc395715000)

[1.2. Objective of the Programme 4](#_Toc395715001)

[1.3. Fields of Study Supported by the Programme 4](#_Toc395715002)

[1.4. Eligible Countries for Academic Studies 6](#_Toc395715003)

[1.5. Eligible Languages for Application 7](#_Toc395715004)

[1.6. Eligible Universities and Programmes for Academic Studies 7](#_Toc395715011)

[1.7. Number of Scholars 8](#_Toc395715012)

[1.8. Duration of the Scholarship 8](#_Toc395715013)

[1.9. Amount of the Scholarship 8](#_Toc395715014)

[1.10. Implementation of the Scholarship Programme 8](#_Toc395715015)

[2. RULES OF THE SCHOLARSHIP PROGRAMME 9](#_Toc395715016)

[2.1. Eligible Applicants 9](#_Toc395715017)

[2.1.1 Who Can Apply from Public Sector? 9](#_Toc395715018)

[2.1.2. Who Can Apply from Private Sector? 10](#_Toc395715019)

[2.1.3. Who Can Apply from University Sector? 10](#_Toc395715020)

[*2.1.3.1. Academic or Administrative Staff* 10](#_Toc395715021)

[*2.1.3.2. Senior Students at Undergraduate Level* 11](#_Toc395715022)

[*2.1.3.3. Graduate Students (Master’s or PhD)* 11](#_Toc395715023)

[2.2. Who Cannot Apply? 12](#_Toc395715024)

[2.3. Application Process 13](#_Toc395715026)

[2.3.1. Application Documents 13](#_Toc395715027)

[*2.3.1.1.* *Application Documents for Public Sector* 13](#_Toc395715028)

[*2.3.1.2.* *Application Documents for Private Sector* 14](#_Toc395715029)

[*2.3.1.3.* *Application Documents for University Sector* 15](#_Toc395715030)

[2.3.1.3.1. Academic or Administrative Staff 15](#_Toc395715031)

[2.3.1.3.2. Senior Students at Undergraduate Level 16](#_Toc395715032)

[2.3.1.3.3. Master’s or PhD Students at Graduate Level 16](#_Toc395715033)

[2.3.2. Where, When and How Are the Applications Submitted? 17](#_Toc395715034)

[2.3.3. Important Notes for Application 18](#_Toc395715036)

[2.4. Evaluation of Applications and Selection of Awardees 21](#_Toc395715037)

[2.5. Placement Process 23](#_Toc395715038)

[2.6. Mode of Assignment 25](#_Toc395715040)

[2.7. Contracting Process 25](#_Toc395715041)

[2.8. Monitoring Process 25](#_Toc395715042)

[3. TABLE OF FOREIGN LANGUAGE PROFICIENCY CERTIFICATES 26](#_Toc395715043)

[4. ANNEXES 27](#_Toc395715044)

**NOTICE**

The context, application criteria and code of conduct of the Jean Monnet Scholarship Programme are described below. Said principles are determined for the 2015-2016 academic year and previous implementations do not constitute a precedent for the 2015-2016 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 applicants to submit the application documents to the Application Authority before the deadline.

It is strongly recommended that the announcement shall be read thoroughly since there are major amendments for the 2015-2016 academic year regarding the application criteria and evaluation and placement processes.

# JEAN MONNET SCHOLARSHIP PROGRAMME

# 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 and from non-governmental organizations to universities. For this reason, there is a need for individuals who can closely follow EU-related disciplines and who are specialized on these subjects in every segment of the society. In accordance with this need, the **Jean Monnet Scholarship Programme**, a project funded by the EU, aims to increase the number of experts in the EU field and support Turkey’s administrative capacity building efforts for the effective implementation of EU *acquis* within the framework of Turkey’s negotiation process for full membership to the EU.

The Jean Monnet Scholarship Program began in the 1990-1991 academic year by providing its first scholars educational opportunities in the EU member countries. It is one of Turkey’s most long running projects. Over the course of nearly 24 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 use 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. The Jean Monnet Scholarship Programme has been conducted by the Ministry for EU Affairs since the 2007-2008 academic year, 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.

# Objective of the Programme

Within the framework of Turkey’s negotiation process for full membership to the EU, Jean Monnet Scholarship Programme, which is funded by the EU, aims to increase the number of experts in the EU field and support Turkey’s administrative capacity building efforts for the effective implementation of the EU *acquis*. Therefore, the Scholarship Programme, differing from other graduate scholarships, only provides support for academic studies done in accordance with the mentioned purpose of the scholarship.

It is expected that the scholars would return to Turkey upon the completion of their academic studies in order to work in the relevant field of study. However, there is no contractual obligation regarding return to Turkey or compulsory service for the scholars.

# Fields of Study Supported by the Programme

The Jean Monnet Scholarship Programme supports academic studies at **master’s** or **research level** at a university or similar institution in one of the EU member countries. Scholarships are granted **exclusively for academic studies directly related to Turkey’s EU harmonisation process and the EU *acquis*.**

Therefore, unlike other graduate scholarships, these scholarships will be awarded only to the studies on the below listed *acquis* chapters:

* [Free Movement of Goods](http://www.abgs.gov.tr/index.php?p=66&l=2)
* [Free Movement of Workers](http://www.abgs.gov.tr/index.php?p=67&l=2)
* [Right of Establishment and Freedom to Provide Services](http://www.abgs.gov.tr/index.php?p=68&l=2)
* [Free Movement of Capital](http://www.abgs.gov.tr/index.php?p=69&l=2)
* [Public Procurement](http://www.abgs.gov.tr/index.php?p=70&l=2)
* [Company Law](http://www.abgs.gov.tr/index.php?p=71&l=2)
* [Intellectual Property Law](http://www.abgs.gov.tr/index.php?p=72&l=2)
* [Competition Policy](http://www.abgs.gov.tr/index.php?p=73&l=2)
* [Financial Services](http://www.abgs.gov.tr/index.php?p=74&l=2)
* [Information Society and Media](http://www.abgs.gov.tr/index.php?p=75&l=2)
* [Agriculture and Rural Development](http://www.abgs.gov.tr/index.php?p=76&l=2)
* [Food Safety, Veterinary and Phytosanitary Policy](http://www.abgs.gov.tr/index.php?p=77&l=2)
* [Fisheries](http://www.abgs.gov.tr/index.php?p=78&l=2)
* [Transport Policy](http://www.abgs.gov.tr/index.php?p=79&l=2)
* [Energy](http://www.abgs.gov.tr/index.php?p=80&l=2)
* [Taxation](http://www.abgs.gov.tr/index.php?p=81&l=2)
* [Economic Criteria or Economic and Monetary Policy](http://www.abgs.gov.tr/index.php?p=82&l=2)
* [Statistics](http://www.abgs.gov.tr/index.php?p=83&l=2)
* [Social Policy and Employment](http://www.abgs.gov.tr/index.php?p=84&l=2)
* [Enterprise and Industrial Policy](http://www.abgs.gov.tr/index.php?p=85&l=2)
* [Trans-European Networks](http://www.abgs.gov.tr/index.php?p=86&l=2)
* [Regional Policy and Coordination of Structural Instruments](http://www.abgs.gov.tr/index.php?p=87&l=2)
* [Judiciary and Fundamental Rights](http://www.abgs.gov.tr/index.php?p=88&l=2)
* [Justice, Freedom and Security](http://www.abgs.gov.tr/index.php?p=89&l=2)
* [Science and Research](http://www.abgs.gov.tr/index.php?p=90&l=2) (Please see **Important Note 1** on Page 5.)
* [Education and Culture](http://www.abgs.gov.tr/index.php?p=8-91&l=2) (Please see **Important Note 1** on Page 5.)
* [Environment](http://www.abgs.gov.tr/index.php?p=92&l=2)
* [Consumer and Health Protection](http://www.abgs.gov.tr/index.php?p=93&l=2)
* Common Trade Policy ([Customs Union and/or External Relations)](http://www.abgs.gov.tr/index.php?p=94&l=2)
* [Financial Control](http://www.abgs.gov.tr/index.php?p=97&l=2)
* [Foreign, Security and Defence Policy](http://www.abgs.gov.tr/index.php?p=96&l=2)

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| **IMPORTANT NOTE-1**  **The applicants who will apply from the *acquis* chapters “Education and Culture” and “Science and Research” should take into consideration the below mentioned issues:**  **Education and Culture:**  The scholarships in “Chapter 26: Education and Culture” will be awarded to the academic studies directly addressing the EU’s education, youth, sports and cultural policies. In this regard, studies should be on the related subjects including the Education and Training 2020 (ET 2020) Strategy, Youth Strategy, White Paper on Sport and the European Agenda for Culture.  **Science and Research:**  The scholarships in “Chapter 25: Science and Research” will be awarded to the academic studies on the EU’s science and research policy such as Innovation Union, 2020 ERA Vision, Framework Programmes. |

Applicants are required to choose **only one** of the EU *acquis* chapters given above as “field of study” in the application form. After the application process, change in the field of study is not possible. Field of study other than the ones given above will not be supported (For instance; “MBA programme” is not eligible within the scope of the Jean Monnet Scholarship Programme).

Field of study chosen for academic study and the programme applied should be in compliance with each other as well as with the ‘purpose of the scholarship’ explained above. Choosing the field of study and taking into consideration the compliance of the academic study to be pursued with the field of study chosen are solely under the responsibility of the applicants.

It is recommended to visit the web sites of the Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)), the Delegation of the European Union to Turkey ([www.avrupa.info.tr](http://www.avrupa.info.tr)) and the European Commission ([www.ec.europa.eu](http://www.ec.europa.eu)) for detailed information on the content of the above listed EU *acquis* chapters.

# Eligible Countries for Academic Studies

Within the scope of the Jean Monnet Scholarship Programme, applicants may go to all EU member countries[[1]](#footnote-1) for their academic studies. Academic studies in universities or similar institutions in the non-EU member countries are not supported.

Applicants should identify the EU member 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.

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| **IMPORTANT NOTE-2**  **It is obligatory that the applicants apply and get offer letters from at least two academic programmes (related to the selected EU acquis chapter) which have to be in at least two different EU member countries** while the application and evaluation processes of the Jean Monnet Scholarship Programme are going on**.** The applicants who are awarded the scholarship are required to submit their offer letters during the placement process. **Should there be more than 50% of scholars who have preferred the same EU member state as their first priority, the scholars with the highest ranking will have preference on the placement to their first priority whereas the lower ranking scholars who have indicated the same country as first priority will be offered to study at their successive most appropriate programme alternative, i.e. in another EU member country[[2]](#footnote-2).** Please see Section 2.5 Placement Process for further details.  Nevertheless, the Ministry 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 of the scholarships. |

For the search of programmes related with the EU *acquis* chapter applied from, it is recommended that the applicants examine the **Jean Monnet Scholarship Programme Hosting Institutions Catalogue[[3]](#footnote-3)** and **the list of universities and programmes preferred by the previous Jean Monnet Scholars**,which are published on the Jean Monnet Scholarship Programme website. Applicants may also apply to universities or similar institutions in EU member countries **other than** the ones given in the Catalogue.

# Eligible Languages for Application

Within the scope of the Jean Monnet Scholarship Programme, applicants may apply from all EU official languages[[4]](#footnote-4). At the time of application, 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. **In the application form, the applicant should indicate the EU official language in which he/she will take the written exam.**

It is not obligatory to indicate a second language in the application form. However, if the 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 indicated in the application form

**or**

* submits an **irrelevant and/or invalid** foreign language proficiency certificate related to one of the indicated EU official languages in the application form

the applicant **should** have the written exam in the EU official language for which he/she has submitted the relevant and valid foreign language proficiency certificate with the application.

In the case where the applicant makes a **conditional** application with KPDS/YDS certificate for one or two different EU official languages, the applicant should have the written exam in the EU official language for which he/she has submitted the relevant and valid foreign language proficiency certificate until **4 May 2015 at 18:00 (local time) to the CFCU**.

Once the application is submitted, it is **not** possible to change the selected EU official language(s). In this regard, it is not possible to add another EU official language and to submit the relevant foreign language proficiency certificate after the application deadline. The applicants, who indicated two languages, shall clearly indicate on the application form in which language they would like to undergo the written exam. However during the placement process (i.e. after they are awarded the scholarship), the scholars 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 at the time of application.

# Eligible Universities and Programmes for Academic Studies

Jean Monnet Scholarship Programme covers all the accredited universities and similar institutions in the EU member countries. Applicants will choose the university or similar institution for their academic studies by themselves. Nevertheless, the Ministry 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 of the scholarships

Information or approval regarding the compliance of the programmes applied could not be given before the announcement of the applicants who are awarded scholarship.

For detailed information, please visit Section 2.5. Placement Process.

# Number of Scholars

It is planned that approximately 210 scholarships will be granted for the 2015-2016 academic year. **60% of the scholarships will be allocated to the public sector, 30% to the universities and 10% 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 rankings and filling up of the sectoral quotas. As the case may be, the Evaluation Committee could shift the quotas allocated to the sectors.

# Duration of the Scholarship

Scholars shall only conduct academic studies at **master’s** or **research** level at a university or similar institution in one of the EU member countries for periods of **minimum 3 (three), maximum 12 (twelve) months**. Academic studies longer than 12 months duration will not be supported even if the scholars are willing to fund the remaining period. In this context, 2 year master’s programmes or PhD programmes are not supported.

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

The end date of the academic studies should not exceed **31 December 2016**.

# 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 Joint Committee with the aim of ensuring a minimum living standard to the scholars.

Amount of the scholarsip covers the following;

* Tuition fees,
* Living expenses (food and drink, accommodation, communication, local transportation, cultural activities, etc.),
* Fixed amount for various allowances 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).

The Jean Monnet Scholarship is calculated so as to cover the expenses of the scholars only. For this reason, extra allowance for the scholars who will be travelling with their families is not paid.

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.

90% of the scholarship is paid upon the signature of the contracts while 10% is paid upon the completion of the programme and the closure process.

# Implementation of the Scholarship Programme

Main beneficiary of the Jean Monnet Scholarship Programme is the Ministry for EU Affairs. 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 “Jean Monnet Joint Committee” composed of the representatives from the Ministry for EU Affairs, the Delegation of the European Union to Turkey and the Central Finance and Contracts Unit, is responsible for taking decisions for the effective implementation of the Programme for each academic year.

The application and evaluation process of the Jean Monnet Scholarship Programme is under the responsibility of the Central Finance and Contracts Unit which is an Application Authority. 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 Units and the scholars.

The Ministry for EU Affairs is the implementing authority responsible for the effective conduct of the Scholarship Programme. The Ministry for EU Affairs is responsible for the announcement and 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 for the scholars and establishment of sustainable communication channels with the scholars.

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

# RULES OF THE SCHOLARSHIP PROGRAMME

# Eligible Applicants

**Applicants currently working in public and private sector or applicants currently working in universities as academic or administrative staff or studying as senior or graduate students in Turkey** may apply to the Programme. Applicants who hold the necessary qualifications for application, but who are on leave due to maternity or military service or similar reasons during the application period may also apply to the Programme.

# 2.1.1 Who Can Apply from Public Sector?

* Nationals of EU Member Countries or IPA Beneficiary Countries[[5]](#footnote-5),
* Those who have at least a bachelor’s degree obtained from a minimum 4-year undergraduate programme **(please see the Important Note-3 on page 12)**,
* Those currently working in *public sector* in Turkey (including the employees of the professional organizations having legal public personality, chambers and local administrations – municipalities, special provincial administrations – development agencies, public development and investment banks, public deposit banks, etc.),
* Those who have a minimum undergraduate CGPA of either 2.50 over 4.00 or 65 over 100 **(The applicants who cannot meet the CGPA criterion, please see the Important Note-4 on page 13)**,
* Those who have one or two of the relevant foreign language proficiency certificate(s) given in Section 3 for one or two different EU official languages applied (on the condition that they have the minimum scores/points required for the relevant language[[6]](#footnote-6)) **valid at least until the application deadline of 6 March 2015**,
* For male applicants, those who have already completed or suspended their military services or who are exempted from military services,
* Those who have no health problems that could hinder an academic study abroad.

# 2.1.2. Who Can Apply from Private Sector?

* Nationals of EU Member Countries or IPA Beneficiary Countries[[7]](#footnote-7),
* Those who have at least a bachelor’s degree obtained from a minimum 4-year undergraduate programme **(please see the Important Note-3 on page 12),**
* Those currently working in Turkey in p*rivate sector* (those currently working in resident diplomatic missions, Non-Governmental Organizations (NGOs) etc. could apply from the private sector),
* Those who have a minimum undergraduate CGPA of either 2.50 over 4.00 or 65 over 100 **(The applicants who cannot meet the CGPA criterion, please see the Important Note-4 on page 13),**
* Those who have one or two of the relevant foreign language proficiency certificate(s) given in Section 3 for one or two different EU official languages applied (on the condition that they have the minimum scores/points required for the relevant language[[8]](#footnote-8)) **valid at least until the application deadline of 6 March 2015**,
* For male applicants, those who have already completed or suspended their military services or who are exempted from military services,
* Those who have no health problems that could hinder an academic study abroad.

# 2.1.3. Who Can Apply from University Sector?

Senior students at undergraduate level and graduate students as well as academic or administrative staff in public and private universities may apply from university sector.

# *2.1.3.1. Academic or Administrative Staff*

* Nationals of EU Member Countries or IPA Beneficiary Countries[[9]](#footnote-9),
* Those who have at least a bachelor’s degree obtained from a minimum 4-year undergraduate programme **(please see the Important Note-3 on page 12)**,
* Those currently working in Turkey at a *university* as an academic or administrative staff,
* Those who have a minimum undergraduate CGPA of either 2.50 over 4.00 or 65 over 100 **(The applicants who cannot meet the CGPA criterion, please see the Important Note-4 on page 13)**,
* Those who have one or two of the relevant foreign language proficiency certificate(s) given in Section 3 for one or two different EU official languages applied (on the condition that they have the minimum scores/points required for the relevant language[[10]](#footnote-10)) **valid at least until the application deadline of 6 March 2015**,
* For male applicants, those who have already completed or suspended their military services or who are exempted from military services,
* Those who have no health problems that could hinder an academic study abroad.

# *2.1.3.2. Senior Students at Undergraduate Level*

* Nationals of EU Member Countries or IPA Beneficiary Countries[[11]](#footnote-11),
* Those who are *senior students in an undergraduate programme at a university* in Turkey (If the senior undergraduate students are awarded the scholarship, they should be graduated in the 2014-2015 academic year. If those students could not be graduated, the scholarships will not be postponed but cancelled. **Please see the Important Note-3 on page 12)**,
* Those who have a minimum undergraduate CGPA of either 2.50 over 4.00 or 65 over 100 **(The applicants who cannot meet the CGPA criterion, please see the Important Note-4 on page 13)**,
* Those who have one or two of the relevant foreign language proficiency certificate(s) given in Section 3 for one or two different EU official languages applied (on the condition that they have the minimum scores/points required for the relevant language[[12]](#footnote-12)) **valid at least until the application deadline of 6 March 2015**,
* For male applicants, those who have already completed or suspended their military services or who are exempted from military services,
* Those who have no health problems that could hinder an academic study abroad.

# *2.1.3.3. Graduate Students (Master’s or PhD)*

* Nationals of EU Member Countries or IPA Beneficiary Countries[[13]](#footnote-13),
* Those who have at least a bachelor’s degree obtained from a minimum 4-year undergraduate programme **(please see the Important Note-3 on page 12),**
* Those currently studying at a *university* in Turkey *at graduate level (master’s or PhD),*
* Those who have a minimum undergraduate CGPA of either 2.50 over 4.00 or 65 over 100 **(The applicants who cannot meet the CGPA criterion, please see the Important Note-4 on page 13)**,
* Those who have one or two of the relevant foreign language proficiency certificate(s) given in Section 3 for one or two different EU official languages applied (on the condition that they have the minimum scores/points required for the relevant language[[14]](#footnote-14)) **valid at least until the application deadline of 6 March 2015**,
* For male applicants, those who have already completed or suspended their military services or who are exempted from military services,
* Those who have no health problems that could hinder an academic study abroad.

# Who Cannot Apply?

* Those who are not nationals of EU Member Countries or IPA Beneficiary Countries[[15]](#footnote-15),
* Those who are not attached to any public institution, university or private sector institution in Turkey,
* Those who had formerly benefited from the Jean Monnet Scholarship,
* Those who have a graduate degree (master’s or PhD) obtained abroad via another scholarship funded by any EU member country or EU institution (**On the other hand,** those who benefited from exchange programmes such as Erasmus etc. or short-term academic scholarships may also apply to the Jean Monnet Scholarship Programme),
* Those who currently work or study at undergraduate or graduate level (master’s or PhD) abroad **during the application period** (**On the other hand**, applicants from public sector working in the abroad organizations of their own institutions- e.g. permanent staff at the abroad organizations 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),
* Those who have an undergraduate degree in Language Education (e.g. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (e.g. American Language and Literature, French Language and Literature) or who are senior students at undergraduate level in said departments **(Please see the Important Note-3 on page 12)**
* Those who have a 2-year university degree,
* Those who do not have the relevant foreign language proficiency certificates given in Section 3 (ÜDS, reference letter, language education certificate, diploma of a university in which a foreign language is used as the language of instruction etc. will not be accepted as a language proficiency certificates for application).

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| **IMPORTANT NOTE-3**  Those who have an undergraduate degree in Language Education (e.g. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (e.g. American Language and Literature, French Language and Literature) or those who are senior students at undergraduate level in said departments may apply only on the condition that they completed their graduate degree (master’s or PhD) in the fields related with EU *acquis* or they have a min. 36-months of work experience related with the EU *acquis*. Otherwise, their applications will not be considered as eligible. “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; maternity leave, military service does not count to the actual work period |

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| **IMPORTANT NOTE-4**  For the evaluation of the undergraduate CGPA criterion, the grading system applied in the transcript of the related university is taken as basis (out of 100 points grading system, min. 65 points; out of 4.00 grading system, min. 2.50 will be sought). Official equivalence letters taken from the universities are also accepted only on the condition that they are submitted together with the undergraduate transcript. However, if the equivalence of the CGPA in other grading system is already indicated on the transcript provided by the university, applicants do not have to submit separate equivalence letters.  Those who have a CGPA less than the points given above may apply only on the condition that they have at least 36-months of work experience related with the EU *acquis* or have completed their graduate programmes (master’s or PhD) related with the EU *acquis*. “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; maternity leave, military service does not count to the actual work period.  The ones who meet the undergraduate CGPA criterion do not have to meet the graduate degree or 36-months of work experience criteria. |

# Application Process

# Application Documents

The ***photocopies*** of all application documents mentioned in this section, **except for the application form and the photograph**, are also accepted. 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 determined to have made false declarations are eliminated at any point of the evaluation process. The contracts of these applicants are cancelled even if they have started to benefit from the scholarship. These applicants cannot claim any rights and a criminal complaint is filed against them at the Chief Public Prosecutor according to the provisions of the Turkish Criminal Code Law Nr. 5237.

# *Application Documents for Public Sector*

* English Application Form for the 2015-2016 academic year (filled in one of the EU official languages and submitted as dated and signed with handwritten signature preferably in blue pen),
* Photocopy of identity card / passport (pages related with identity)[[16]](#footnote-16),
* **One** photo (taken in last 6 months; the name and surname of the applicant should be written at the back of the photo),
* Undergraduate Diploma/Graduation Certificate in the language provided by the university,
* Officially signed and stamped undergraduate transcript taken from the students affairs office and in the language provided by the university (Applicants who will submit an equivalance letter should also submit their undergraduate transcripts),
* Original, photocopy or internet print-out of the foreign language proficiency certificate(s) related to the EU official language(s)[[17]](#footnote-17) indicated in the application form(valid at least until **6 March 2015**) (please refer to Section 3),
* Dated and signed official letter of the institution addressing the “Central Finance and Contracts Unit” or “Relevant Authority” and indicating that the applicant is making his/her application with the consent of his/her current institution (bearing a date later than the publishing date of the announcement) (please refer to the Section 2.3.3),
* **For the graduates of Language Education, Translation and Interpretation, Language and Literature Departments at undergraduate level;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage,
* **For the applicants who have an undergraduate CGPA less than 2.50 out of 4.00 or less than 65 out of 100 points;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage.

# *Application Documents for Private Sector*

* English Application Form for the 2015-2016 academic year (filled in one of the EU official languages and submitted as dated and signed with handwritten signature preferably in blue pen),
* Photocopy of identity card / passport (pages related with identity)[[18]](#footnote-18),
* **One** photo (taken in last 6 months; the name and surname of the applicant should be written at the back of the photo),
* Undergraduate Diploma/Graduation Certificate in the language provided by the university,
* Officially signed and stamped undergraduate transcript taken from the students affairs office and in the language provided by the university (Applicants who will submit an equivalance letter, should also submit their undergraduate transcripts),
* Original, photocopy or internet print-out of the foreign language proficiency certificate(s) related to the EU official language(s)[[19]](#footnote-19) indicated in the application form (valid at least until **6 March 2015**) (please refer to Section 3),
* Employment Certificates (please refer to the Section 2.3.3):
  + Dated and signed official letter addressing the “Central Finance and Contracts Unit” or “Relevant Authority” indicating that the applicant is currently working in the private sector or payroll sheet (bearing a date later than the publishing date of the announcement),
  + Statement of Insuranced Employment or Service Scheme (bearing a date later than the publishing date of the announcement),
* **For the graduates of Language Education, Translation and Interpretation, Language and Literature Departments at undergraduate level;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage,
* **For the applicants who have an undergraduate CGPA less than 2.50 out of 4.00 or less than 65 out of 100 points;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage.

# *Application Documents for University Sector*

# Academic or Administrative Staff

* English Application Form for the 2015-2016 academic year (filled in one of the EU official languages and submitted as dated and signed with handwritten signature preferably in blue pen),
* Photocopy of identity card / passport (pages related with identity)[[20]](#footnote-20),
* **One** photo (taken in last 6 months; the name and surname of the applicant should be written at the back of the photo),
* Undergraduate Diploma/Graduation Certificate in the language provided by the university,
* Officially signed and stamped undergraduate transcript taken from the students affairs office and in the language provided by the university (Applicants who will submit an equivalance letter should also submit their undergraduate transcripts),
* Original, photocopy or internet print-out of the foreign language proficiency certificate(s) related to the EU official language(s)[[21]](#footnote-21) indicated in the application form (valid at least until **6 March 2015**) (please refer to Section 3),
* Dated and signed official letter addressing the “Central Finance and Contracts Unit” or “Relevant Authority” and indicating that the applicant is making his/her application with the consent of his/her current institution (bearing a date later than the publishing date of the announcement) (please refer to the Section 2.3.3),
* **For the graduates of Language Education, Translation and Interpretation, Language and Literature Departments at undergraduate level;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage,
* **For the applicants who have an undergraduate CGPA less than 2.50 out of 4.00 or less than 65 out of 100 points;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage.

# Senior Students at Undergraduate Level

* English Application Form for the 2015-2016 academic year (filled in one of the EU official languages and submitted as dated and signed with handwritten signature preferably in blue pen),
* Photocopy of identity card / passport (pages related with identity)[[22]](#footnote-22)
* **One** photo (taken in last 6 months; the name and surname of the applicant should be written at the back of the photo),
* Officially signed and stamped student certificate taken from the students affairs office and in the language provided by the university (bearing a date later than the publishing date of the announcement),
* Original, photocopy or internet print-out of the foreign language proficiency certificate(s) belonging to the EU official language(s)[[23]](#footnote-23) indicated in the application form (valid at least until **6 March 2015**) (please refer to Section 3),
* Officially signed and stamped undergraduate transcript taken from the students affairs office and in the language provided by the university (bearing a date later than the publishing date of the announcement) (Applicants who will submit an equivalance letter should also submit their undergraduate transcripts),
* **For the senior students at undergraduate level in Language Education, Translation and Interpretation, Language and Literature Departments;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage,
* **For the applicants who have an undergraduate CGPA less than 2.50 out of 4.00 or less than 65 out of 100 points;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage.

# Master’s or PhD Students at Graduate Level

* English Application Form for the 2015-2016 academic year (filled in one of the EU official languages and submitted as dated and signed with handwritten signature preferably in blue pen),
* Photocopy of identity card / passport (pages related with identity)[[24]](#footnote-24)
* **One** photo (taken in last 6 months; the name and surname of the applicant should be written at the back of the photo),
* Undergraduate Diploma/Graduation Certificate in the language provided by the university,
* Officially signed and stamped student certificate taken from the students affairs office and in the language provided by the university (bearing a date later than the publishing date of the announcement),
* Officially signed and stamped undergraduate transcript taken from the students affairs office and in the language provided by the university (Applicants who will submit an equivalance letters should also submit their undergraduate transcripts),
* Original, photocopy or internet print-out of the foreign language proficiency certificate(s) related to the EU official language(s)[[25]](#footnote-25) indicated in the application form (valid at least until **6 March 2015**) (please refer to Section 3),
* **For the graduates of Language Education, Translation and Interpretation, Language and Literature Departments at undergraduate level;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage,
* **For the applicants who have an undergraduate CGPA less than 2.50 out of 4.00 or less than 65 out of 100 points;** graduate (master’s or PhD) diploma on the fields related with the EU *acquis* **or** official document(s) certifying min. 36-months of work experience related with the EU *acquis* done under a social security network in return for a wage.

# Where, When and How Are the Applications Submitted?

The deadline for the submission of all the required application documents is **6 March 2015 – Friday** by **17:00 hours** (local time).

Applications must be submitted in a sealed envelope by registered mail or private courier service or by hand-delivery to the address below:

Central Finance and Contracts Unit (CFCU)

Ms. Emine DÖĞER (Acting PAO-CFCU Director)

Eskişehir Yolu 4.Km 2180 Cad.

(Halkbank Kampüsü) No: 63 C-Blok

06510 Söğütözü / Ankara

**Title:** Jean Monnet Scholarship Programme – 2015-2016 Academic Year

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

For the applications sent via post/courier, submission of application documents to the post/courier till the deadline and hour indicated in the announcement is taken into consideration. For the applications made via post/courier, it is solely the applicant’s responsibility to ensure that the date and hour are clearly mentioned on the file/envelope by the post/courier service provider.

However, for the reasons of administrative efficiency of the evaluation process, the Contracting Authority may reject the applications sent in due time but which are received after the approval date of the Administrative and Compliance Evaluation Report.

# Important Notes for Application

* Applicants’ status and documents submitted at the time of application are taken into consideration.
* Consent Letter/Employment Certificates to be submitted by the working applicants;
* Consent letter for the applicants from the public sector: There is no standard format for the consent letter required from the the public sector applicants. It is a dated and signed official letter written by the “department of the applicant” or the “personnel and/or other related administrative departments” bearing a date later than the publishing date of the announcement addressing the “Central Finance and Contracts Unit” or “Relevant Authority” and indicating that “the applicant is making his/her application with the consent of his/her institution”. It is recommended that the letter is signed by a superior who has the authorization to approve the applicant’s academic study in the relevant EU member country.
* Employment Certificates for the applicants from the private sector: There is no standard format for the employment certificate required from the private sector applicants.

- The employment certificate is an official letter taken from the relevant company, organization, foundation etc. bearing a date later than the publishing date of the announcement addressing the “Central Finance and Contracts Unit” or “Relevant Authority” and indicating that “the applicant is their own employee and currently working professionally in return for a wage under a social security network”. Alternatively, signed and stamped payroll sheet of the applicant obtained from the relevant company, organization, foundation etc. bearing a date later than the publishing date of the announcement could be submitted.

- Additionally, the applicants should submit ‘Statement of Insuranced Employment’ or ‘Service Scheme’ including the information related to the firm/company in which they are currently working. The document should bear a date later than the publishing date of the announcement.

- The applicant who makes out an invoice and takes his/her salary within the structure of his/her own firm/company should submit as an employment certificate, the registration certificate to the professional organizations or tax registration certificate. In addition to the employment certificate, the Social Security Institution registration of the relevant firm/company should also be submitted.

* Consent letter for the applicants from the university sector: It should be submitted by the academic or administrative staff of the universities at the application process. There is no standard format for the consent letter required from the university sector applicants.
  + Consent letter for the applicants from the university sector is a dated and signed official letter bearing a date later than the publishing date of the announcement addressing the “Central Finance and Contracts Unit or “Relevant Authority” and indicating that “the applicant working as an academic or administrative staff is making his/her application with the consent of his/her university”.
  + The senior undergraduate or graduate (master’s/PhD) students who are not employed as research assistants do not have to submit the consent letter taken from the universities.
* Those who should fulfill the “min 36-months of work experience” or “graduate (master’s/PhD) degree on fields related with the EU *acquis*” criterion are the ones;
* who are graduates of Language Education, Translation and Interpretation, Language and Literature Departments at undergraduate level or who are senior students at undergraduate level in said departments.
* who have an undergraduate CGPA less than 2.50 out of 4.00 or less than 65 out of 100 points.

These applicants should submit either a graduate diploma (master’s/PhD) on the fields related with the EU *acquis* or an official letter certifying that they have at least 36-months of experience related with the EU *acquis* **by the application deadline**. “Work experience” means the professional work done under a social security network in return for a wage. While calculating the min 36-months of work experience, actual working period will be taken into account. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

* For the applicants from the public sector, the period spent as probationary officer will also be taken into account while calculating 36-months of work experience.
* The official letter certifying that the applicant has 36-months of work experience related with the EU *acquis* should be taken from the relevant institution(s) (institution, organization, foundation, university etc.) in which the applicant worked before and/or has been currently working.
* 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 cadre in which they are working and should submit the required application documents accordingly.
* Applicants eligible to apply from more than one sector (e.g. applicants who are public officers 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.
* Applicants may indicate two different EU official languages in the application form and submit the relevant foreign language proficieny certificates seperately for each of these languages among other application documents. Having indicated two different EU official languages means that during the placement process, the awarded applicants may submit offer letters for academic programmes conducted in any or both of these two languages. However, the applicants could undergo the written exam in only one of the two languages indicated.
* Applicants may apply for different scholarship programmes concurrently while applying for the Jean Monnet Scholarhip Programme. However, applicants cannot benefit from several scholarships at the same time.
* Those who were born/grown abroad, whose mother tongue is the EU official language that they applied from, who formerly worked and/or studied abroad, who are graduates of the universities that conduct teaching in foreign languages or who were Erasmus Exhange Students are not exempted from certifying their foreign language proficiency. All applicants should submit the relevant foreign language proficiency certificates during the application process.
* Those who applied for the Jean Monnet Scholarship Programme but were not awarded or those who did not benefit from the scholarship despite being awarded in previous years may apply again in the coming years.
* 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.
* Application forms for the 2015-2016 academic year are available in Turkish and in English on the related websites. The application form in Turkish is provided **for information purposes** **only** and cannot be used for application purposes. In the case where the Turkish application form is filled in and submitted, this application will be eliminated. The application form in English should be filled in **electronically** in one of the EU official languages and printed-out copy of the application form should be **dated and signed** (preferably in blue pen) by the applicant and then submitted to the Central Finance and Contracts Unit until the application deadline together with other application documents.
* Graduated applicants may apply with the undergraduate transcript provided by the university at the time of graduation.
* For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least **6 March 2015** or later. If no such date is specified, the graduation certificate is accepted as a sufficient document for application.
* Applicants are not obliged to submit a report related with health and/or military service among the application documents.
* Applicants should not submit offer letters from the universities or similar institutions in the EU member countries among the application documents at the time of application. Offer letters will be required from the applicants who are awarded the scholarship later on.
* There is no foreign language proficiency exam held within the scope of the Jean Monnet Scholarship Programme.
* 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 and hour. Applicants will not be informed about whether their applications have been received or not by the Central Finance and Contracts Unit. Application documents should be sent to the Application Authority in a single dossier. If the need arises to send any document at a later date, which is not later than the application deadline, a petition letter explaining the situation in detail should also be attached to the document.
* Applicants should send any request for additional information or clarification questions in written via e-mail to [info@jeanmonnet.org.tr](mailto:info@jeanmonnet.org.tr) till **13 February 2015** (Friday) **by 18.00** at the latest. Responses will be announced on **23 February 2015** (Monday) as **Clarifications** on the websites of Central Finance and Contracts Unit ([www.cfcu.gov.tr](http://www.cfcu.gov.tr)), Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)), Delegation of the European Union to Turkey ([www.avrupa.info.tr](http://www.avrupa.info.tr)) and Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).
* **Clarifications provide important details with regard to the application criteria and constitute a 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.**
* **Applicants who fail to meet the above mentioned application criteria or to submit the required application documents will not pass the Administrative Compliance and Eligibility check process.**
* The **Contracting Documents** (*Special Conditions, Annex I, II, III, IV-A, IV-B, IV-C, V-A, V-B, V-C, V-D, VI*) published together with the 2015-2016 Academic Year Jean Monnet Scholarship Programme web announcement and application form are provided for information purposes only and should not be filled in at the application process. Those documents will be used by the applicants who are awarded the scholarship during the contracting process.
* The **Evaluation Forms** (*Administrative Compliance and Eligibility Checklist, Written Exam Evaluation Form*) published together with the 2015-2016 Academic Year Jean Monnet Scholarship Programme web announcement and application form, are also provided for information purposes and aim to give information to the applicants regarding the criteria used during the evaluation process.
* The dates given in the **Indicative Timetable** **(Annex-3)** published together with the 2015-2016 Academic Year Jean Monnet Scholarship Programme web announcement and application form may change.

# Evaluation of Applications and Selection of Awardees

No information will be given via phone during any stage of the evaluation process. All the announcements related with the process will be done on the websites of the Central Finance and Contracts Unit ([www.cfcu.gov.tr](http://www.cfcu.gov.tr)), the Ministry for EU Affairs ([www.ab.gov.tr](http://www.abb.gov.tr)), the Delegation of the European Union to Turkey ([www.avrupa.info.tr](http://www.avrupa.info.tr)) and the Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).

Indicative Timetable for application and evaluation process is published together with the announcement.

Application documents submitted to the Central Finance and Contracts Unit after the deadline are disregarded (Please see section 2.3.2).

During the **Administrative Compliance and Eligibility** process, it is checked whether the application documents are accurate and complete and whether the information provided in those documents are in line with the application criteria mentioned in the announcement or not. 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 list of eligible applicants to take the written exam and the exact date, time and place of the written exam will be announced on the above-mentioned websites. Eligible applicants will not be informed in written individually. Written exam is held in Ankara. The foreseen date of the written exam is given in the **Indicative Timetable (Annex-3)**.

In the **written exam,** various questions related with the EU *Acquis* Chapter from which the applicant applied, European Union and EU-Turkey 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 their reasons for applying to the Jean Monnet Scholarship Programme, the academic programmes they are planning to study, relevance of these programmes with the EU *Acquis* Chapter indicated at the time of application and in which respects the Jean Monnet Scholarship Programme will contribute to the applicant’s knowledge on the subject and future career, etc. 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 which are found not relevant will be eliminated from the evaluation process regardless of their written exam scores. Written exam is done in the 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)**. Applicants are advised to examine this form before the written exam. As a result of the written exam, applicants **who score 60 and above** are considered as successful.

A separate success ranking is made for each sector (public, university, private) according to the written exam scores of the applicants. Quotas allocated to each sector in the announcement are filled on the basis of success ranking and thus Jean Monnet Scholars are determined. The final list of the applicants who are recommended for award of a scholarship is planned to be announced on the date given in the Indicative Timetable on the above-mentioned websites.

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 basis of the success ranking. Applicants in the reserve list are invited successively according to the list of order published, in case the awardees in the main list withdraw due to any reasons (health, family, work etc.) after the announcement of the award holders.

# Placement Process

Jean Monnet Scholarship Programme covers **all the accredited universities and similar institutions in the EU member countries**.

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| **IMPORTANT NOTE-5**  Applicants should identify the EU member 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 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 EU member countries.** The applicants who are awarded the scholarship are required to submit their offer letters by prioritizing their proposed programmes such as Priority 1, Priority 2, etc. during the placement process.  The scholars who indicated two different EU official language options 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.  **The Ministry 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 EU member countries. Should there be more than 50% of scholars who have selected the same EU member country as their first priority, the scholars with the highest ranking will have the preference on the placement to their first priority whereas the lower ranking scholars who have indicated the same EU member country as first priority will be offered to study at their successive most appropriate programme alternative, i.e. in another EU member country.**[[26]](#footnote-26)  Nevertheless, the Ministry 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 of the scholarships. |

Applicants **do not necessarily have to go to an** **EU member country where the official language is the same with the language(s) indicated in the application form**. It is possible to study or conduct research at any university or similar institution where the teaching or research language is the same with the EU official language(s) that the applicant indicated in the application form. For instance; if an applicant who indicated English as the foreign language in the application form is awarded the scholarship, the applicant may study or conduct research at a university or similar institution in the Netherlands in which the teaching or research language is English.

Additionally, the programmes should be **in line with the field of study indicated in the application form and should not exceed 12 months**. In the search of programmes related with the EU *acquis* chapter applied from, it is recommended that the applicants examine the **Jean Monnet Scholarship Programme Hosting Institutions Catalogue[[27]](#footnote-27)** and **the list of universities and programmes preferred by Jean Monnet Alumni** which is published on Jean Monnet Scholarship Programme website. Besides, applicants willing to have more detailed information and support may contact with the Jean Monnet Scholarship Programme Office. Applicants may also apply to different universities or similar institutions in EU member countries **other than** the ones given in the Catalogue.

Jean Monnet Scholarships are granted exclusively for academic studies directly related to Turkey’s EU harmonisation process and the EU *acquis*. Therefore, the relevance of the master’s or research programme proposed by the applicant 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. For this reason, it is highly advised that the applicants **ask themselves whether that programme will contribute to enhance their knowledge on the EU *acquis* chapter applied from or not**, **while they are making their applications to the programmes.**

After the announcement of award holders, 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 Placement Process via e-mail. In the said e-mail, detailed information is given to the applicants regarding the required documents and the process.

The first documents required from the award holders during the placement process are the **Unconditionnal Offer Letters** obtained from at least two universities or similar institutions in at least two separate EU member countries in which they would like to conduct their academic studies. The scholars are also expected to make a prioritization in between the programmes they propose such as Priority 1, Priority 2, etc. The most important criteria taken into consideration during the placement process are the duration (not exceeding 12 months) and course content of the programme and the compliance of the thesis/dissertation title specified by the awardee with the EU *acquis* chapter applied from. Programme approvals are given on the basis of the the offer letters and the **Programme Approval Forms** **(Annex-6)** a copy of which is published with the announcement.

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| **IMPORTANT NOTE-6**  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, including the secondment/assignment procedures[[28]](#footnote-28) within 2 months after the date the awardees are announced or until 29 October 2015, 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, including the secondment/assignment procedures[[29]](#footnote-29) within 2 months after the date they are first invited and contacted about the placement procedures or until 29 October 2015, whichever is later. **Otherwise, they shall be deemed to be withdrawn from the scholarship.** |

Applicants could apply for any programme within the framework given above. However, the Ministry 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 of the scholarships.

# Mode of Assignment

Once the applicants from the **public sector** are awarded the scholarship, they will be assigned according to the regulations that they are subject to depending on their employment mode. For this reason, the institutions reserve the right on the mode of the assignments. However, it is advised for public employees who are subject to the “Regulation Providing Scholarship to Civil Servants for Education and Training in Foreign Countries” law, that the Jean Monnet Scholarship is evaluated as an “external fund” within the scope of Regulation No: 12 Article b.

Applicants from the private sector or the university could have a leave with pay or without pay or could resign once they are awarded the scholarship. The institutions of the applicants reserve the right on the mode of the assignments.

# Contracting Process

Contracting process starts for scholars whose programme approvals are given. During this process, applicants are informed in detail regarding the required documents via e-mail. Contracts of the applicants who send the required documents in a complete form are prepared by calculating their scholarship amounts. The contracts prepared by the Central Finance and Contracts Unit are subject to the approval of the Delegation of the European Union to Turkey. Contracting documents published with the announcement are **given for information purposes only.**

# Monitoring Process

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 master’s or research programmes are given below:

* ***Initial Placement Report*,** at the end of the first month after the start of the programme **(Annex-15)**,
* ***Interim Placement Report,*** following the end of the first half of the programme **(Annex-16)**,
* ***Academic Progress Report*** that should be filled in by the academic supervisor twice, one at the end of the first half of the programme and the other at the end of the programme **(Annex-17)**,
* ***Final Report*** that should be sent after the completion of the programme **(Annex-18)**.

The other information and documents that should be submitted by the applicants in addition to these reports during and after the end of the programmes are further specified in the contracting documents. The documents used in the monitoring process are given in the annexes of the announcement **for information purposes**.

# TABLE OF FOREIGN LANGUAGE PROFICIENCY CERTIFICATES

|  |  |
| --- | --- |
| **Official EU Language** | **Foreign Language Proficiency Certificate and Score/Level** |
| English | * TOEFL min. 550 (PBT) or 213 (CBT) or 79 (IBT) * IELTS (Academic) : min. 6.5 / 9.0 * KPDS/YDS min. 80 (conditionally accepted)\*   \*Applicants who have applied with min. 80 KPDS/YDS certificate taken on May 2010 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority **until 4 May 2015, 18.00** via hand or post/courier delivery. |
| German | * Goethe Zertifikat min. C1 * TestDaF min. 4 * Sprachdiplom Zweite Stüfe (DSD II) * Abitur * International Baccalaureat min. 4 * KPDS/YDS min. 80 (conditionally accepted)\*   \*Applicants who have applied with min. 80 KPDS/YDS certificate taken on May 2010 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority until **4 May 2015, 18.00** via hand or post/courier delivery. |
| French | * DELF B2 * DALF min. C1 (after September 2005) * General DALF (before September 2005) * TCF, TCF Quebec, TCF RI (valid for 2 years) min. 400 * TEF min. 541 (valid for 1 year) * CLES Level 2 or 3 * Alliance Française DL, DSLCF or DHEF * DCL Level 4 or 5 * DFP min. B2 * TIF min. 785 * Diplome Universitaire DEF, DAEF, DSEF, DUEF&CPLF min. B2 * Baccalaureat (for the graduates of the institutions in Turkey given below)   + 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 * KPDS/YDS min. 80 (conditionally accepted)\*   \*Applicants who have applied with min. 80 KPDS/YDS certificate taken on May 2010 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority until **4 May 2015, 18.00** via hand or post/courier delivery. |
| Spanish | * DELE min. B2 (Intermedio) * KPDS/YDS min. 80 (conditionally accepted)\*   \*Applicants who have applied with min. 80 KPDS/YDS certificate taken on May 2010 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority until **4 May 2015, 18.00** via hand or post/courier delivery. |
| Italian | * 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) * KPDS/YDS min. 80 (conditionally accepted)\*   \*Applicants who have applied with min. 80 KPDS/YDS certificate taken on May 2010 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority until **4 May 2015, 18.00** via hand or post/courier delivery. |
| Other | Applications in other official EU languages, which are not listed above, are also accepted. In such cases, min. 80 KPDS/YDS certificate taken on May 2010 and onwards or the language proficiency certificates required by the university or similar institution in which the academic study will be done should be submitted during the application. |

# 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)[[30]](#footnote-30)

Annex 2: Application Form (Turkish)[[31]](#footnote-31)

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: Programme Details Sheet – PDS

Annex 8: Special Conditions

Annex 9: Description of the Action (Annex -I to Contract)

Annex 10: General Conditions (Annex-II to Contract)

Annex 11: Budget for the Action (Annex-III to Contract)

Annex 12: Request for Payment (Annex-IV-A to Contract)

Annex 13: Financial Identification Form (Annex-IV-B to Contract)

Annex 14: Legal Entity Form (Annex-IV-C to Contract)

Annex 15: Initial Placement Report (Annex-V-A to Contract)

Annex 16: Interim Placement Report (Annex-V-B to Contract)

Annex 17: Academic Progress Report (Annex-V-C to Contract)

Annex 18: Final Report (Annex-V-D to Contract)

Annex 19: Declaration of Travel (Annex-VI to Contract)

1. Please visit <http://europa.eu/about-eu/countries/index_en.htm> for the list of EU member countries. [↑](#footnote-ref-1)
2. If a scholar has indicated a single EU official language at the time of application and the academic programmes in compliance with the fields of study in that EU official language could only be found in a single EU member country, then the scholar has no obligation to submit a second offer letter from another EU member country during the placement process. [↑](#footnote-ref-2)
3. Please visit Publications part under the Library section on http://www.jeanmonnet.org.tr/en/ for Jean Monnet Scholarship Programme Hosting Institutions Catalogue. [↑](#footnote-ref-3)
4. Please visit <http://europa.eu/about-eu/facts-figures/administration/index_en.htm> for the list of EU official languages. [↑](#footnote-ref-4)
5. The list of member and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\_en.htm](https://webmail.ab.gov.tr/owa/redir.aspx?C=a062da7bf24d493bbc03e1723531b47e&URL=http%3a%2f%2feuropa.eu%2fabout-eu%2fcountries%2findex_en.htm) [↑](#footnote-ref-5)
6. Applications without the relevant foreign language certificates required for the EU official language chosen (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-6)
7. The list of member and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\_en.htm](https://webmail.ab.gov.tr/owa/redir.aspx?C=a062da7bf24d493bbc03e1723531b47e&URL=http%3a%2f%2feuropa.eu%2fabout-eu%2fcountries%2findex_en.htm) [↑](#footnote-ref-7)
8. Applications without the relevant foreign language certificates required for the EU official language chosen (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-8)
9. The list of member and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\_en.htm](https://webmail.ab.gov.tr/owa/redir.aspx?C=a062da7bf24d493bbc03e1723531b47e&URL=http%3a%2f%2feuropa.eu%2fabout-eu%2fcountries%2findex_en.htm) [↑](#footnote-ref-9)
10. Applications without the relevant foreign language certificates required for the EU official language chosen (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-10)
11. The list of member and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\_en.htm](https://webmail.ab.gov.tr/owa/redir.aspx?C=a062da7bf24d493bbc03e1723531b47e&URL=http%3a%2f%2feuropa.eu%2fabout-eu%2fcountries%2findex_en.htm) [↑](#footnote-ref-11)
12. Applications without the relevant foreign language certificates required for the EU official language chosen (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-12)
13. The list of member and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\_en.htm](https://webmail.ab.gov.tr/owa/redir.aspx?C=a062da7bf24d493bbc03e1723531b47e&URL=http%3a%2f%2feuropa.eu%2fabout-eu%2fcountries%2findex_en.htm) [↑](#footnote-ref-13)
14. Applications without the relevant foreign language certificates required for the EU official language chosen (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-14)
15. The list of member and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\_en.htm](https://webmail.ab.gov.tr/owa/redir.aspx?C=a062da7bf24d493bbc03e1723531b47e&URL=http%3a%2f%2feuropa.eu%2fabout-eu%2fcountries%2findex_en.htm) [↑](#footnote-ref-15)
16. Turkish nationals should submit the photocopy of their national identity cards. Applicants who are nationals of countries other than Turkey should submit their passport photocopies. [↑](#footnote-ref-16)
17. Those who indicate two EU official languages in the application form should submit the relevant language proficiency certificates separately for each language during application process. [↑](#footnote-ref-17)
18. Turkish nationals should submit the photocopy of their national identity cards. Applicants who are nationals of countries other than Turkey should submit their passport photocopies. [↑](#footnote-ref-18)
19. Those who indicate two EU official languages in the application form should submit the relevant language proficiency certificates separately for each language during application process. [↑](#footnote-ref-19)
20. Turkish nationals should submit the photocopy of their national identity cards. Applicants who are nationals of countries other than Turkey should submit their passport photocopies. [↑](#footnote-ref-20)
21. Those who indicate two EU official languages in the application form should submit the relevant language proficiency certificates separately for each language during application process. [↑](#footnote-ref-21)
22. Turkish nationals should submit the photocopy of their national identity cards. Applicants who are nationals of countries other than Turkey should submit their passport photocopies. [↑](#footnote-ref-22)
23. Those who indicate two EU official languages in the application form should submit the relevant language proficiency certificates separately for each language during application process. [↑](#footnote-ref-23)
24. Turkish nationals should submit the photocopy of their national identity cards. Applicants who are nationals of countries other than Turkey should submit their passport photocopies. [↑](#footnote-ref-24)
25. Those who indicate two EU official languages in the application form should submit the relevant language proficiency certificates separately for each language during application process. [↑](#footnote-ref-25)
26. If a scholar has indicated a single EU official language at the time of application and the academic programmes in that EU official language could only be found in a single EU member country, then the scholar has no obligation to submit a second offer letter from another EU member country during the placement process. [↑](#footnote-ref-26)
27. Please visit Publications part under the Library section on http://www.jeanmonnet.org.tr/en/ for Jean Monnet Scholarship Programme Hosting Institutions Catalogue. [↑](#footnote-ref-27)
28. For the awardees who have to be seconded/assigned by their institutions (e.g. public employees, academic and administrative staff of the universities, etc.) in order to conduct an academic study abroad are required to complete their secondment/assignment procedures until the indicated deadline. [↑](#footnote-ref-28)
29. For the awardees who have to be seconded/assigned by their institutions (e.g. public employees, academic and administrative staff of the universities, etc.) in order to conduct an academic study abroad are required to complete their secondment/assignment procedures. [↑](#footnote-ref-29)
30. The application form for the 2015-2016 academic year should be filled in any of the EU official languages and submitted as dated and signed preferably in blue pen among other application documents. [↑](#footnote-ref-30)
31. This document is provided for information purposes only. The applications made by using this form will be considered ineligible. [↑](#footnote-ref-31)