



**MINISTRY FOR EU AFFAIRS  
CENTRAL FINANCE AND CONTRACTS UNIT  
DELEGATION OF THE EUROPEAN UNION TO TURKEY**

**ANNOUNCEMENT ON**

**2013-2014 ACADEMIC YEAR JEAN MONNET SCHOLARSHIPS**

The scope, application conditions and implementation principles related to the Jean Monnet Scholarship Programme are given below. The mentioned conditions are defined for 2013-2014 academic year, for this reason previous implementations do not set a precedent.

**Purpose of the scholarship**

Within the framework of Turkey's negotiation process for full membership to the EU, Jean Monnet Scholarship Programme, a project funded by the European Union (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 to be done in accordance with the mentioned purpose of the scholarship.

It is expected that the scholars would return to Turkey upon the completion of the academic studies in order to work in the relevant field of study.



## **Scope of the scholarship**

The Jean Monnet Scholarship Programme supports academic studies at graduate or research level at a university or similar institution in one of the EU member states. In other words, scholarships will be granted **exclusively for academic studies at graduate or research level directly related to Turkey's EU harmonisation process and the EU acquis.**

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

- Free Movement of Goods
- Free Movement of Workers
- Right of Establishment and Freedom to Provide Services
- Free Movement of Capital
- Public Procurement
- Company Law
- Intellectual Property Law
- Competition Policy
- Financial Services
- Information Society and Media
- Agriculture and Rural Development
- Food Safety, Veterinary and Phytosanitary Policy
- Fisheries
- Transport Policy
- Energy
- Taxation
- Economic Criteria or Economic and Monetary Policy
- Statistics
- Social Policy and Employment
- Enterprise and Industrial Policy
- Trans-European Networks
- Regional Policy and Coordination of Structural Instruments
- Judiciary and Fundamental Rights
- Justice, Freedom and Security
- Science and Research
- Education and Culture

- Environment
- Consumer and Health Protection
- Common Trade Policy (Customs Union and/or External Relations)
- Financial Control
- Foreign, Security and Defence Policy

Applicants are required to choose **only one** of the EU acquis chapters given above as “field of study” in the application form. 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 in the scope of the Jean Monnet Scholarship Programme. Field of study chosen and programme applied should be in compliance with the purpose of the scholarship explained above.

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

### **Duration of the scholarship**

Only academic studies at graduate or research level at a university or similar institution in one of the EU member states for periods of minimum 3 (three), maximum 12 (twelve) months will be supported. In consequence, the duration of the scholarship is at least 3 and at most 12 months. Academic studies longer than 12 months duration will not be supported even if the scholars are willing to fund the remaining period.

The end date of the academic study should not exceed **October 31<sup>st</sup>, 2014**.

### **Implementation of the scholarship**

Main beneficiary of the Jean Monnet Scholarship Programme which is financed by the EU 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 mentioned institutions is responsible for taking decisions for the effective implementation of the programme each year.

The Contracting Authority of the programme is the Central Finance and Contracts Unit.

### **Number of scholars to be awarded**

It is aimed that approximately 130 scholarships will be granted for 2013-2014 academic year. 60% of the scholarship will be allocated to the public sector, 30% to the universities and 10% to the private sector. Therefore, scholarships will be granted to the applicants scoring at least 60 over 100 points from both the written and the oral exam on the basis of the sectoral quotas. As the case may be, the Jean Monnet Evaluation Committee could shift the quotas allocated to the sectors.

### **Validity of the scholarship in terms of academic year**

Scholarships should be used in that specific academic year. Postponement and/or extension of the scholarships is not possible.

### **Amount of the scholarship**

The Jean Monnet Joint Committee determines the amount of the scholarship with the aim of ensuring a minimum living standard to the successful applicants and by taking the opinions of the relevant parties in the concerned countries. Additionally, the ceiling for the tuition fee for each academic year is also determined by the Jean Monnet Joint Committee.

Amount of the scholarship covers the tuition fee, living expenses (food&drink, accommodation), fixed amount for various allowances (travel, books, thesis, visa, study visit, health, foreign currency loss for countries outside the Eurozone, registration to local authorities, any tax liabilities etc.) and bank transfer costs.

The Jean Monnet scholarship is calculated as to cover solely the expenses of the scholars. For this reason, there is no extra allowance for the scholars who will be going with their families.

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

### **Placement of the scholars to the relevant programmes**

Jean Monnet Scholarship Programme covers all the accredited universities and similar institutions in the EU Member States. Applicants are totally free to choose the EU member state and the university or similar institution by themselves. However, the prestige of the university or similar institution is important from the perspective of the Jean Monnet Scholarship Programme. In addition, the programme chosen by the applicant should be in line with the field of study and the EU official language indicated in the application form. Applicants could apply for any programme in the context given above. The Jean Monnet Evaluation Committee, on the other hand, shall retain the right to give the final decision on the placement of the scholars, as to ensure the equal distribution of the scholars

in the EU Member States and the accordance of the programmes with the fields of study.

It is expected that the scholars to be awarded should contact and apply for the programmes in the universities or similar institutions, related with their field of study and submit their offer letter to the Jean Monnet Technical Assistance Team. However, taking into consideration that many universities or similar institutions in the EU Member States have different quotas and application deadlines, the applicants who have applied for the scholarship and whose process is going on are kindly requested to apply and get conditional or unconditional offer letters from the relevant universities or similar institutions, before the announcement of the scholars to be awarded.

Applicants do not necessarily have to go to an EU Member State where the official language is the same with the language 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 same with the EU official language that the applicant indicated in the application form. For instance; in the case where the applicant is awarded with the scholarship, the applicant who indicated English as a foreign language in the application form may for sure study or conduct research at a university or similar institution in Holland, where the teaching or research language is English.

### **Eligible applicants**

- Citizens of Turkish Republic,
- Those who have at least a Bachelor's degree obtained from a 4-year undergraduate programme;
  - Those currently working in Turkey in *Public Sector* (including professional organizations having legal public personality, chambers and local administrations – municipalities, special provincial administration – development agencies etc.)
  - Those currently working in Turkey in *Private Sector* (NGOs, companies, resident diplomatic missions etc.)
  - Those currently working in Turkey in *Universities* as academicians or administrative staff (the mentioned personnel shall apply from University Sector)
- In the universities located in Turkey;
  - Those who are *senior undergraduate students* (in the case where the senior undergraduate students are awarded the scholarship, they shall be graduated in the 2012-2013 academic year. In the case that those students could not be graduated, the scholarship will not be postponed but will be cancelled.
  - Those who are *graduate (master or PhD) students*

- For male applicants, those who have already completed or suspended their military service,
- Those who have no handicaps or difficulties related with health for an academic study abroad,
- Those who are under 40 years of age (born on and after **November 19<sup>th</sup>, 1972**) (This age criterion is not applicable for the applicants from the public sector. It is sufficient for public officers to work at the position of Head of Department or at a junior position),
- Those who hold the necessary qualifications for application but who are also on leave due to maternity or military service during the application period,
- Those who have either a minimum undergraduate GPA of 2.50 over 4.00 or 65 over 100 (On the other hand, those who have a GPA below 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. "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 GPA criterion do not have to meet also the 36-month work experience criterion. For the evaluation of the undergraduate GPA criterion, the grading system applied in the transcript of the related university is taken as basis (if the university applies the 100 points grading system, min.65 points will be sought and if the university applies the 4.00 grading system, min. 2.50 will be sought in the transcripts of the applicants. Equivalence letters or transcripts taken in the 100 points grading system, from the university applying the 4.00 grading system will not be accepted),
- Those who have the minimum scores/points given below in the applied EU official language and those who submit the foreign language proficiency certificates **valid until at least October 31<sup>st</sup>, 2013**;
  - German
    - Goethe Zertifikat min. C1
    - TestDaF 4 or 5
    - Sprachdiplom Zweite Stufe (DSD II)
    - Abitur
  - French
    - DELFB2
    - DALF C1 or C2 obtained after September 2005
    - General DALF obtained before September 2005
    - TCF, TCF Quebec, TCF RI, TCF DAP (valid for 2 years) min. 400
    - TEF min. 541 (valid for 1 year)
    - CLES Level 2 or 3
    - BULATS min. 60
    - 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, Lycée de Galatasaray

- Ankara : Lycées Charles de Gaulle, Tevfik Fikret

- İzmir : Lycées Tevfik Fikret, Saint Joseph

- English TOEFL min. 570 (written test) or 230 (CBT) or 89 (IBT)  
IELTS (Academic): min. 6.5 / 9.0
- Spanish DELE certificate at Intermedio or Superior level
- Italian CELI min. 3 (Universita per Stranieri of Perugia)  
CILS min. 2 (Universita per Stranieri of Siena)  
Int IT &IT min. B2 (Universita degli Studi di Roma Tre)  
PLIDA min. B2 (Dante Alighieri)

Applications in other EU official languages which are not listed above are also eligible. In such cases, 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.

KPDS certificates at min. A Level (90 points and above) obtained in November 2008 or at a later date in the applied EU official language of the applicants are also eligible at the application **only on the condition that one of the required and relevant foreign language proficiency certificates mentioned above is submitted till the written exam date.**

- Those who have an undergraduate degree in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature) may apply only on the condition that they have a graduate degree (master or PhD) in the fields related with EU acquis or they have a min. 36-month work experience 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.

### **Ineligible applicants**

- 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 or PhD) obtained abroad via another scholarship funded by any EU member state 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 work or study at undergraduate or graduate level (master or PhD) currently abroad during the application period (**on the other hand**, applicants from public sector, working in the abroad organizations of their own institutions i.e. 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 i.e. Erasmus, may also apply to the programme),
- Those who have an undergraduate degree in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature),
- Those who have a 2-year university degree,
- Interns and probationary officers,
- Those who do not have the above mentioned foreign language proficiency certificates (ÜDS, reference letter, language education certificate, diplomas obtained from universities where education is conducted in a foreign language etc. will not be accepted as eligible language proficiency certificates for application),

### **Required application documents**

- Dated and signed English Application Form filled in one of the EU official languages – **for all applicants**,
- Photocopy of identity card - **for all applicants**,
- 2 Photos (taken in last 6 months) - **for all applicants**,
- Undergraduate Diploma / Graduation Certificate – **for all graduated applicants**,



- Officially signed and stamped undergraduate transcript taken from the students affairs office– **for all applicants,**
- Foreign language proficiency certificate (valid until October 31<sup>st</sup> 2013) – **for all applicants,**
- Consent Letter / Employment Certificate – **for all working applicants,**
- Student Certificate – **for all those who are currently senior undergraduate students or who are currently graduate students applying from the university sector,**
- Graduate (master or PhD) diploma related with EU acquis or official document certifying min. 36-month work experience related with EU acquis – **for all graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level,**
- Certificate of Service (certifying the professional work done under a social security network in return for a wage) – **for all those applicants who should meet the 36-month work experience criterion related with EU acquis.**

**IMPORTANT NOTE: The photocopies of all the above mentioned application documents are accepted. The Evaluation Committee reserves the right to demand the original copies of the application documents at any stage of the evaluation process. The applications of those who are determined to have made false declarations are suspended and cancelled. The contracts of these candidates are cancelled even if they have started to benefit from the scholarship. These candidates cannot claim any rights and a criminal complaint is made against them at the Chief Public Prosecutor according to the provisions of the Turkish Criminal Code Law Nr. 5237.**

### **Important notes for applicants**

- Applicants should decide from which sector (public sector, university sector, private sector) they will be applying according to the legal status, legislation of the relevant institution and cadre in which they are working and should submit the required application documents accordingly.
- Applicants should decide during the the application process on the EU official language in which they will study or conduct research. Applicants will have their written exam and be interviewed in the EU official language that they have chosen in the application form. For this reason, applicants should choose only one of the EU official languages, submit the relevant foreign language proficiency certificate and study or conduct research in this EU official language.

- Applicants who have already taken the foreign language proficiency exam while the application process is going on but have not yet got the original copy of the exam results **till the application deadline November 19<sup>th</sup> 2012**, may apply with the “internet print-out proofing the exam results” on the condition that the applicants should submit the original or plain copy of the foreign language proficiency exam result **till the written exam date** to the Central Finance and Contracts Unit. However, the internet print-out of the foreign language proficiency exam and score should be in line with the original or plain copy to be submitted later on.
- Those who formerly worked and/or studied abroad or who are graduates of the universities that conduct teaching in foreign languages are not exempted from the foreign language proficiency certificate criterion. All applicants should submit the relevant foreign language proficiency certificates during the application process.
- Before the submission of the application documents, applicants should check whether they submitted all the required application documents from the checklists prepared separately for each sector. The checklist is not a required application document to be submitted and also the information to be declared on the checklist does not have a binding effect on the parties that will make the first eligibility check. Only the application documents submitted by the applicant during the applications process will be taken into consideration in the first eligibility check process.
- 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 in Turkish and in English are available on the related websites. The application form in Turkish is provided **only for information** and should not be filled in during the application. In the case where the application form in Turkish is filled and submitted, this application will be considered as ineligible. The application form in English should be filled **electronically** in one of the EU official languages and printed-out copy of the application form should be **dated and signed** by the applicant and then submitted to the Central Finance and Contracts Unit till the application deadline together with other application documents.
- Specifically, the applicants in the student status (senior undergraduate, master/PhD) applying from the university sector should submit their up-to-date transcripts.
- For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least **November 19<sup>th</sup>, 2012** or later. If no such date is specified by the issuing university, the graduation certificate is accepted as a sufficient document for application.

➤ Consent letter/employment certificate to be submitted by the working applicants;

- Consent letter for applicants from the public sector: There is no standard format of the consent letter required from the applicants from the public sector. It is an official letter indicating that “the applicant is making his/her application with the consent of his/her institution” written by “the department of the applicant” or “the personnel and/or other related administrative departments” addressing to the “Central Finance and Contracts Unit”. It is worthwhile to be signed by a superior who has the authorization to approve the applicant’s academic study in the relevant EU member state.
- Employment Certificate for the applicants from the private sector: There is no standard format of the employment certificate required from the applicants from the private sector. The employment certificate is an official letter taken from the relevant company, organization, foundation etc. indicating that “the applicant is their own employee and currently working professionally in return for a wage under a social security network” addressing to the “Central Finance and Contracts Unit”. In this context certified and up-to-date payroll sheet of the applicant or the Social Security Institution charter of the relevant institution is also eligible. However, the Jean Monnet Evaluation Committee reserves the right to cross check the accuracy of the information provided by the employer.

The applicant who makes out an invoice and takes his/her salary within the structure of his/her 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: Consent Letter should be submitted at the application process by the academicians or administrative staff of the universities. There is no standard format of the consent letter required from the applicants from the university sector. It is an official letter indicating that “the applicant working as an academician or administrative staff is making his/her application with the consent of his/her university” addressing to the “Central Finance and Contracts Unit”. The current senior undergraduate students and graduate (master/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-month work experience are the ones;

- Who have an undergraduate GPA **below 2.50** out of 4.00 or **below 65** out of 100 points,

- Who are graduates of Language Education, Translation and Interpretation, Language and Literature departments at undergraduate level.

Therefore, those applicants should submit by the application deadline an official letter proofing that they have at least 36-month experience related with the EU acquis. "Work experience" means the professional work done under a social security network in return for a wage. While calculating the min 36-month 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, while calculating 36 months work experience, the period spent as probationary officer will also be taken into account.

The official letter proofing that the applicant has 36 months work experience related with the EU acquis should be taken from the relevant institution/institutions (institution, organization, foundation, university etc.) in which the applicant worked before and/or has been currently working.

- It is solely the applicant's responsibility to submit the accurate and complete application documents to the Central Finance and Contracts Unit. Applicants will not be informed whether their applications have been received or not.
- The criteria sought in the applicants may be reassessed at any stage of the assessment process by the Jean Monnet Joint Committee.

**Applicants who do not meet the above mentioned criteria and who could not submit the accurate and complete application documents cannot pass the first eligibility check.**

### **Application Method, Assessment Period and Schedule of Exams**

- Applicants should send all accurate and complete application documents **until November 19<sup>th</sup>, 2012, Monday, by 16.00 the latest to the Central Finance and Contracts Unit, Eskişehir Yolu 4.Km 2.Cadde (Halkbank Kampüsü) No:63 C-Blok, 06520 Söğütözü / Ankara** via hand delivery or post/courier. Applications submitted via e-mail or fax will not be eligible. For the applications made via post/courier, the date and hour at which the application documents are submitted to the post/courier will be taken into consideration.
- 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) Jean Monnet Technical Assistance Team till **October 29<sup>th</sup>, 2012** at the latest by 18.00. Responses will be announced on **November 8<sup>th</sup>, 2012** as **Frequently Asked Questions and Answers** 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)).

- **Frequently Asked Questions and Answers (FAQ) provide important details with regard to the application criteria and form a part of the announcement. Therefore, it is essential for applicants to carefully read and take into consideration the information provided in the FAQ when applying to the Jean Monnet Scholarship Programme.**
- Following the application deadline, first eligibility check will be done regarding whether the applicants meet the required application criteria and submitted the required application documents or not.
- The indicative date for the Jean Monnet Scholarship written exam is **January 27<sup>th</sup>, 2013**. The exam will be held in **Ankara**. 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, as a result of the first eligibility check process. Eligible applicants will not be informed in written individually.
- The eligible applicants will take the written exam in the EU official language that they indicated in the application forms.
- The eligible applicants to take the written exam may be requested to write an essay on European integration process and/or on the field of study they have chosen in the application forms, during the written exam.
- The successful applicants who passed the written exam will be interviewed in the EU official language they have chosen in the application forms.
- The indicative dates for interviews to be held in **Ankara** are **May 1<sup>th</sup> – May 24<sup>th</sup>, 2013**. The list of eligible applicants to be interviewed and the exact date, time and place of the interviews will be announced on the above-mentioned websites. Eligible applicants will not be informed in written individually.
- The eligible applicants to be interviewed may be requested to give information and express themselves on European integration process and/or on the field of study in the EU official language they have chosen in the application forms, during the interviews.
- The list of applicants to be awarded as a result of the interviews is subject to the approval of the Jean Monnet Joint Committee. The final list of applicants to be awarded will be announced on the above-mentioned websites.
- 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 Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)), Central Finance and Contracts Unit ([www.cfcu.gov.tr](http://www.cfcu.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)).

- 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 besides 2013-2014 Academic Year Jean Monnet Scholarship Programme web announcement, application form and checklists are only for information and should not be filled in at the application process. Those documents will be used for the eligible applicants to be awarded during the contracting process.
- The evaluation forms (First Eligibility Check Form, Written Exam Evaluation Form, Interview Evaluation Form) published besides 2013-2014 academic year Jean Monnet Scholarship Programme web announcement, application form and checklists are also only for information and aims to give information to the applicants regarding the criteria used during the evaluation process.

**NOTE: The award of the scholarship will be subject to the signature of the 2011 Financing Agreement between the Government of Turkey and the European Commission.**

**CHECKLIST OF APPLICATION DOCUMENTS FOR APPLICANTS FROM  
PUBLIC SECTOR\***

<input type="checkbox"/>	<u>Signed and dated English Application Form</u> filled electronically in one of the EU official languages
<input type="checkbox"/>	Photocopy of Identity Card
<input type="checkbox"/>	2 Photos (taken in last 6 months)
<input type="checkbox"/>	Undergraduate Diploma / Graduation Certificate**
<input type="checkbox"/>	Officially signed and stamped undergraduate transcript taken from the students affairs office of the relevant university
<input type="checkbox"/>	Foreign Language Proficiency Certificate (valid until October 31 <sup>st</sup> , 2013)
<input type="checkbox"/>	Consent Letter (official letter certifying that the applicants made their applications with the consent of the institutions in which the applicants are currently working)
<input type="checkbox"/>	Graduate (master or PhD) diploma related with EU acquis <b>or</b> official document certifying min. 36-month work experience related with EU acquis – <b>for graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level</b>
<input type="checkbox"/>	Certificate of Service (proofing min. 36-month professional work experience related with EU acquis under a social security network in return for a wage) – <b>for applicants who do not meet the undergraduate GPA criterion of min. 2.50 over 4.00 or 65 over 100 points grading system</b>

**\* Certified or plain copies of all the application documents are accepted.**

\*\* For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least November 19<sup>th</sup>, 2012 or later. If no such date is specified by the issuing university, the graduation certificate is accepted as an eligible document for application.

**CHECKLIST OF APPLICATION DOCUMENTS FOR APPLICANTS FROM  
PRIVATE SECTOR\***

<input type="checkbox"/>	<u>Signed and dated English Application Form</u> filled electronically in one of the EU official languages
<input type="checkbox"/>	Photocopy of Identity Card
<input type="checkbox"/>	2 Photos (taken in last 6 months)
<input type="checkbox"/>	Undergraduate Diploma / Graduation Certificate**
<input type="checkbox"/>	Officially signed and stamped undergraduate transcript taken from the students affairs office of the relevant university
<input type="checkbox"/>	Foreign Language Proficiency Certificate (valid until October 31 <sup>st</sup> , 2013)
<input type="checkbox"/>	Employment Certificate (official letter proofing that the applicants currently work in the private sector)
<input type="checkbox"/>	Graduate (master or PhD) diploma related with EU acquis <b>or</b> official document certifying min. 36-month work experience related with EU acquis – <b>for graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level</b>
<input type="checkbox"/>	Certificate of Service (proofing min. 36-month professional work experience related with EU acquis under a social security network in return for a wage) – <b>for applicants who do not meet the undergraduate GPA criterion of min. 2.50 over 4.00 or 65 over 100 points grading system</b>

**\* Certified or plain copies of all the application documents are accepted.**

\*\* For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least November 19<sup>th</sup>, 2012 or later. If no such date is specified by the issuing university, the graduation certificate is accepted as an eligible document for application.



**CHECKLIST OF APPLICATION DOCUMENTS FOR  
SENIOR UNDERGRADUATE STUDENTS FROM UNIVERSITY SECTOR\***

<input type="checkbox"/>	<u>Signed and dated English Application Form</u> filled electronically in one of the EU official languages
<input type="checkbox"/>	Photocopy of Identity Card
<input type="checkbox"/>	2 Photos (taken in last 6 months)
<input type="checkbox"/>	Officially signed and stamped <u>up-to-date</u> undergraduate transcript taken from the students affairs office of the relevant university
<input type="checkbox"/>	Foreign Language Proficiency Certificate (valid until October 31 <sup>st</sup> , 2013)
<input type="checkbox"/>	Up-to-date officially signed and stamped Student Certificate taken from the Student Affairs of the relevant university

**\* Certified or plain copies of all the application documents are accepted.**

**CHECKLIST OF APPLICATION DOCUMENTS FOR  
GRADUATE (MASTER OR PHD) STUDENTS FROM UNIVERSITY SECTOR\***

<input type="checkbox"/>	<u>Signed and dated English Application Form</u> filled electronically in one of the EU official languages
<input type="checkbox"/>	Photocopy of Identity Card
<input type="checkbox"/>	2 Photos (taken in last 6 months)
<input type="checkbox"/>	Undergraduate Diploma / Graduation Certificate**
<input type="checkbox"/>	Officially signed and stamped undergraduate transcript taken from the students affairs office of the relevant university
<input type="checkbox"/>	Foreign Language Proficiency Certificate (valid until October 31 <sup>st</sup> , 2013)
<input type="checkbox"/>	Up-to-date officially signed and stamped Student Certificate taken from the student affairs office of the relevant university
<input type="checkbox"/>	Official document certifying min. 36-month work experience related with EU acquis – <b>for graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level who <i>currently study at master level</i></b>
<input type="checkbox"/>	Graduate (master or PhD) diploma related with EU acquis <u>or</u> official document certifying min. 36-month work experience related with EU acquis – <b>for graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level who <i>currently study at PhD level</i></b>

**\* Certified or plain copies of all the application documents are accepted.**

\*\* For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least November 19<sup>th</sup>, 2012 or later. If no such date is specified by the issuing university, the graduation certificate is accepted as an eligible document for application.

**CHECKLIST OF APPLICATION DOCUMENTS FOR  
ACADEMICIANS AND ADMINISTRATIVE STAFF FROM UNIVERSITY  
SECTOR\***

<input type="checkbox"/>	Signed and dated English Application Form filled electronically in one of the EU official languages
<input type="checkbox"/>	Photocopy of Identity Card
<input type="checkbox"/>	2 Photos (taken in last 6 months)
<input type="checkbox"/>	Undergraduate Diploma / Graduation Certificate**
<input type="checkbox"/>	Officially signed and stamped undergraduate transcript taken from the students affairs office of the relevant university
<input type="checkbox"/>	Foreign Language Proficiency Certificate (valid until October 31 <sup>st</sup> , 2013)
<input type="checkbox"/>	Consent Letter (official letter certifying that the applicants made their applications with the consent of the institutions in which the applicants are currently working)
<input type="checkbox"/>	Graduate (master or PhD) diploma related with EU acquis <b>or</b> official document certifying min. 36-month work experience related with EU acquis – <b>for graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level</b>
<input type="checkbox"/>	Certificate of Service (proofing min. 36-month professional work experience related with EU acquis under a social security network in return for a wage) – <b>for applicants who do not meet the undergraduate GPA criterion of min. 2.50 over 4.00 or 65 over 100 points grading system</b>

**\* Certified or plain copies of all the application documents are accepted.**

\*\* For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least November 19<sup>th</sup>, 2012 or later. If no such date is specified by the issuing university, the graduation certificate is accepted as an eligible document for application.