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**Application Deadline:**

**4 April 2016, 17:00**

**MINISTRY FOR EU AFFAIRS**

**CENTRAL FINANCE AND CONTRACTS UNIT**

**2016-2017 ACADEMIC YEAR**

**JEAN MONNET SCHOLARSHIP PROGRAMME ANNOUNCEMENT**

**TR2014/DG/05/A1-01 Jean Monnet Scholarships**

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**NOTICE**

The context, application criteria and code of conduct of the Jean Monnet Scholarship Programme are described below. Said principles are determined for the 2016-2017 academic year and previous implementations do not constitute a precedent for the 2016-2017 academic year.

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

# JEAN MONNET SCHOLARSHIP PROGRAMME

# Background

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

The Jean Monnet Scholarship Program began in the 1990-1991 academic year by providing educational opportunities to its first scholars in the EU member countries. It is one of the longest running projects in Turkey. Over the course of 25 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 utilization of the Scholarship Programme for the education of the human resources that would be necessary during the accession process.

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

# Objective of the Programme

Within the framework of Turkey’s negotiation process for the full membership to the EU, the Jean Monnet Scholarship Programme, aims at increasing the number of people specialized on the fields related to the EU *acquis* and hence supporting Turkey’s administrative capacity building efforts for the effective implementation of the EU *acquis*. Therefore, the Scholarship Programme, differing from other graduate scholarships, provides support for academic studies only 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 **graduate** 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 *acquis* chapters listed below:

* [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 the below mentioned issues into consideration:****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. For further information on the scope of “Science and Research” please visit <http://www.ab.gov.tr/index.php?p=90&l=2>.**Education and Culture:** The scholarships 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 –but not limited to- the Education and Training 2020 (ET 2020) Strategy, Youth Strategy, White Paper on Sport and the European Agenda for Culture. For further information on the scope of “Education and Culture” please visit <http://www.ab.gov.tr/index.php?p=91&l=2>. |

The applicants are required to choose **only one** of the EU *acquis* chapters given above and indicate it as their “field of study” in the Application Form. After the application process is completed, making changes in the field of study is not allowed. Academic studies related to the fields other than the ones given above will not be supported.

Field of study (EU *Acquis* Chapter) chosen for academic study and the academic programme (graduate or research) to be pursued should be in compliance with each other as well as with the ‘purpose of the scholarship’ explained above. Choosing the field of study and ensuring the compliance of the academic study to be pursued with the field of study chosen are solely under the responsibility of the applicants.

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, the 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.

The 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. These 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 will be required to submit their offer letters during the placement process. **Should there be more than 50% of scholars who have indicated the same EU member country as their first preference, the scholars with the higher rankings will have the right to be placed to their first preference whereas the lower ranking scholars who have indicated the same country as their first preference will be offered to study at their successive most appropriate programme alternative, i.e. in another EU member country[[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 academic programmes with the fields of study (EU *Acquis* Chapters) and the optimal exploitation of the scholarships. |

For the search of academic programmes related to 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[[4]](#footnote-4)**,which are published on the Jean Monnet Scholarship Programme website. However it is important to note that the academic programmes pursued by the previous Jean Monnet Scholars do not constitute a precedent for the 2016-2017 academic year. Whether the academic programme (graduate or research) proposed by the scholar complies with the scholar’s field of study (EU *Acquis* Chapter) and the overall ‘purpose of the scholarship’ or not, will be evaluated on a case by case basis for each scholar.

The applicants are definitely not bound by the academic programmes given in the Catalogue. They may also apply to other programmes and other universities or similar institutions in the EU member countries that are not present in the Catalogue as far as the proposed programmes satisfy the requirements mentioned above.

# Eligible Languages for Application

Within the scope of the Jean Monnet Scholarship Programme, the applicants may apply from all EU official languages[[5]](#footnote-5). At the time of application, the applicants should select **one or two** of the EU official languages and submit the foreign language certificate(s) related to this/these language(s) among other application documents. **The applicants should also indicate the EU official language in which they will take the written exam in the relevant part of the Application Form. This is especially important for the applicants who select two languages.**

**It is not obligatory to indicate a second language in the Application Form. The applicants can indicate two different EU official languages only if they are able to prove their proficiency in these languages with valid and sufficient language proficiency certificates indicated in Section 3: Table of Foreign Language Proficiency Certificates.** If an applicant indicates **two different** EU official languages in the Application Form but;

* submits **only** one foreign language proficiency certificate related to one of the EU official languages that he/she indicated in the Application Form

**or**

* submits an **irrelevant and/or invalid** foreign language proficiency certificate related to one of the EU official languages that he/she indicated 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 at the time of 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 **16 May 2016 at 18:00 (local time) to the Central Finance and Contracts Unit.**

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, must clearly indicate in which language they would like to undergo the written exam in the relevant part of the Application Form**. However during the placement process (i.e. after they are awarded the scholarship), the scholars who indicated two languages, may submit their offer letters for academic programmes conducted in any or both of the languages for which they have submitted the relevant and valid foreign language proficiency certificates during the application process.

# Eligible Universities and Programmes for Academic Studies

The Jean Monnet Scholarship Programme covers all the accredited universities and similar institutions in the EU member countries. The 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 academic programmes could not be given before the announcement of the applicants who are awarded the scholarship.

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

# Number of Scholars

It is planned that approximately 170 scholarships will be granted for the 2016-2017 academic year. **50% of the scholarships will be allocated to the public sector, 30% to the universities and 20% to the private sector.**

Scholarships will be granted to the applicants scoring at least 60 over 100 points from the written exam, on the basis of the success 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 **graduate** 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 will not be supported even if the scholars are willing to fund the remaining period.

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 **1 March 2018**.

# Amount of the Scholarship

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

Amount of the scholarsip covers the following;

* Tuition fees **(up to a ceiling to be announced in the “List of Applicants Eligible To Take the Written Exam for 2016-2017 Academic Year Jean Monnet Scholarship Programme”),**
* 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, no extra allowance is paid to the scholars who will be travelling with their families.

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 the remaining 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 Steering 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 the 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 to the scholars and establishment of sustainable communication channels with the scholars.

# RULES OF THE SCHOLARSHIP PROGRAMME

# Eligible Applicants

**The applicants; who are currently**

* **working in the public sector in Turkey,**
* **working in the private sector in Turkey,**
* **working in the universities as academic or administrative staff or studying as senior or graduate students in Turkey**

may apply to the Programme. The 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[[6]](#footnote-6),
* 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 13)**,
* 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[[7]](#footnote-7)) **valid at least until the application deadline of 4 April 2016**,
* 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[[8]](#footnote-8),
* 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 13),**
* 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[[9]](#footnote-9)) **valid at least until the application deadline of 4 April 2016**,
* 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 foundation universities in Turkey, may apply from university sector.

# *2.1.3.1. Academic or Administrative Staff*

* Nationals of EU Member Countries or IPA Beneficiary Countries[[10]](#footnote-10),
* 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 13)**,
* 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[[11]](#footnote-11)) **valid at least until the application deadline of 4 April 2016**,
* 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[[12]](#footnote-12),
* 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 at the end of the 2015-2016 academic year. If these students could not graduate, the scholarships will not be postponed but cancelled **(please see the Important Note-3 on page 13)**,
* 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[[13]](#footnote-13)) **valid at least until the application deadline of 4 April 2016**,
* 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[[14]](#footnote-14),
* 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 13),**
* 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[[15]](#footnote-15)) **valid at least until the application deadline of 4 April 2016**,
* 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[[16]](#footnote-16),
* Those who are not attached to any public institution, university or private sector institution in Turkey,
* Those who formerly benefited from the Jean Monnet Scholarship,
* Those who have a graduate degree (master’s or PhD) obtained abroad via another scholarship funded by an EU member country or an EU institution (**On the other hand,** those who benefited from exchange programmes such as Erasmus or short-term academic scholarships may 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**, the 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 13),**
* 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 valid 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 a graduate degree (master’s or PhD) in the fields related to EU *acquis* or they have a min. 36-month work experience related to the EU *acquis*. Otherwise, their applications will not be considered 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, the 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-month work experience related to the EU *acquis* or have completed a graduate programme (master’s or PhD) related to 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-month work experience criterion. |

# Application Process

# Application Documents

The ***photocopies*** of all application documents mentioned in this section, **except for the Application Form and the photograph**, are 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 2016-2017 academic year (filled electronically in one of the EU official languages, printed out in color or black&white, dated and signed in handwriting preferably in blue ink),
* Photocopy of identity card / passport (pages related to identity)[[17]](#footnote-17),
* **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 (The 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)[[18]](#footnote-18) indicated in the Application Form (valid at least until **4 April 2016**) (please refer to Section 3),
* Original or photocopy of a Consent Letter (please also refer to Section 2.3.3)
	+ Written on institutional letterhead,
	+ Bearing a date later than the publishing date of the announcement (i.e. 4 February 2016),
	+ Bearing an official reference number,
	+ Signed with electronic or handwritten signature,
	+ 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,
* **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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to 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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to the EU *acquis* done under a social security network in return for a wage.

# *Application Documents for Private Sector*

* English Application Form for the 2016-2017 academic year (filled electronically in one of the EU official languages, printed out in color or black&white, dated and signed in handwriting preferably in blue ink),
* Photocopy of identity card / passport (pages related to identity)[[19]](#footnote-19),
* **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)[[20]](#footnote-20) indicated in the Application Form (valid at least until **4 April 2016**) (please refer to Section 3),
* Employment Certificates (please refer to the Section 2.3.3):
	+ Dated and signed official letter bearing a date later than the publishing date of the announcement (i.e. 4 February 2016) and addressing the “Central Finance and Contracts Unit” or “Relevant Authority” indicating that the applicant is currently working in that private sector institution **or** signed and stampedpayroll sheet (bearing a date later than the publishing date of the announcement, i.e. 4 February 2016),
	+ Statement of Insuranced Employment (bearing a date later than the publishing date of the announcement, i.e. 4 February 2016) **or** Service Scheme indicating that the applicant is currently working under a social security network (bearing a date later than the publishing date of the announcement, i.e. 4 February 2016),
* **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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to 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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to 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 2016-2017 academic year (filled electronically in one of the EU official languages, printed out in color or black&white, dated and signed in handwriting preferably in blue ink),
* Photocopy of identity card / passport (pages related to identity)[[21]](#footnote-21),
* **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)[[22]](#footnote-22) indicated in the Application Form (valid at least until **4 April 2016**) (please refer to Section 3),
* Original or photocopy of a Consent Letter (please also refer to Section 2.3.3)
* Written on institutional letterhead,
* Bearing a date later than the publishing date of the announcement (i.e. 4 February 2016),
* Bearing an official reference number,
* Signed with electronic or handwritten signature,
* 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,
* **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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to 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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to the EU *acquis* done under a social security network in return for a wage.

# Senior Students at Undergraduate Level

* English Application Form for the 2016-2017 academic year (filled electronically in one of the EU official languages, printed out in color or black&white, dated and signed in handwriting preferably in blue ink),
* Photocopy of identity card / passport (pages related to identity)[[23]](#footnote-23)
* **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, i.e. 4 February 2016),**
* Original, photocopy or internet print-out of the foreign language proficiency certificate(s) belonging to the EU official language(s)[[24]](#footnote-24) indicated in the Application Form (valid at least until **4 April 2016**) (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, i.e. 4 February 2016)** (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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to 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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to 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 2016-2017 academic year (filled electronically in one of the EU official languages, printed out in color or black&white, dated and signed in handwriting preferably in blue ink),
* Photocopy of identity card / passport (pages related to identity)[[25]](#footnote-25)
* **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, i.e. 4 February 2016)**,
* 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)[[26]](#footnote-26) indicated in the Application Form (valid at least until **4 April 2016**) (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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to 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 to the EU *acquis* **or** official document(s) certifying min. 36-month work experience related to 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 **4 April 2016 – Monday** 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 – 2016-2017 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 Opening and Administrative Checks Evaluation Report.

# Important Notes for Application

1. The applicants’ status and documents submitted at the time of application are taken into consideration during the evaluation process. The applicants are required to submit their application documents in full and in compliance with their sector (i.e. public, university or private).
2. 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 public sector applicants. However, the letter has to meet the minimum requirements stated in Section 2.3.1.1. 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 a dated and signed 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 (i.e. 4 February 2016)** could be submitted.
	+ Additionally, the applicants should submit *‘Statement of Insuranced Employment’* (bearing a date later than the publishing date of the announcement, i.e. 4 February2016) or *‘Service Scheme’* (bearing a date later than the publishing date of the announcement, i.e. 4 February2016).
	+ 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. There is no standard format for the consent letter required from the university sector applicants. It has to meet the minimum requirements stated in Section 2.3.1.3.1. 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.
1. Those who should fulfill the “min 36-month work experience” or “graduate (master’s/PhD) degree on fields related to 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 the 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-month 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-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.
1. For the applicants from the public sector, the period spent as probationary officer will also be taken into account while calculating 36-month work experience.
2. The official letter(s) certifying that the applicant has 36-month work experience related to 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.
3. 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.
4. 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.
5. The applicants who indicate two different EU official languages in the Application Form should submit the relevant foreign language proficieny certificates separately 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 languages. However, the applicants could undergo the written exam in only one of the two languages indicated.
6. Applicants may apply for different scholarship programmes concurrently while applying to the Jean Monnet Scholarhip Programme. However, applicants cannot benefit from several scholarships at the same time.
7. 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.
8. Those who applied to the Jean Monnet Scholarship Programme but were not awarded or those who did not benefit from the scholarship despite being awarded in the previous years may apply again in the coming years.
9. 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.
10. Application Forms for the 2016-2017 academic year are available in Turkish and in English on the related websites (please see Section 2.4). The Application Form in Turkish is provided **for information purposes only and cannot be used for application purposes.** In case the Turkish Application Form is filled in and submitted, this application will be eliminated. The Application Form in English should be filled **electronically** in one of the EU official languages, printed out in color or black&white, dated and signed in handwriting preferably in blue ink and then submitted to the Central Finance and Contracts Unit until the application deadline together with other application documents.
11. Graduated applicants may apply with the undergraduate transcript provided by the university at the time of graduation.
12. For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least **4 April 2016** or later. If no such date is specified, the graduation certificate is accepted as a sufficient document for application.
13. Applicants are not obliged to submit a report related to the status of their health and/or military service among the application documents.
14. 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.
15. There is no foreign language proficiency exam held within the scope of the Jean Monnet Scholarship Programme.
16. 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 by the Central Finance and Contracts Unit (Application Authority) about whether their applications have been received or not. 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.
17. Applicants should send any request for additional information or clarification questions in written via e-mail to info@jeanmonnet.org.tr till **14 March 2016 (Monday)**. Responses will be announced on **24 March 2016 (Thursday)** as Clarifications on the websites of the 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)) and the Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).
18. 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.
19. **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.**
20. **The Contracting Documents (Special Conditions, Annex I, II, III, V-A, V-B, V-C, VI-A, VI-B, VI-C, VI-D, X)**, published together with the 2016-2017 Academic Year Jean Monnet Scholarship Programme Announcement, 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.
21. **The Evaluation Forms (Administrative Compliance and Eligibility Checklist, Written Exam Evaluation Form)**, published together with the 2016-2017 Academic Year Jean Monnet Scholarship Programme Announcement, are also provided for information purposes and aim to give information to the applicants regarding the criteria used during the evaluation process.
22. The dates given in the **Indicative Timetable (Annex-3)** published together with the 2016-2017 Academic Year Jean Monnet Scholarship Programme Announcement and application form may change.
23. There is no age limit for the applicants.
24. Student certificates obtained from the e-state system will not be accepted for the senior and graduate students applying from the university sector.
25. No quota is allocated to (per each) EU *Acquis* Chapters and EU official languages.

# 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 to the process will be made 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)) 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 Check** process, it is checked whether the application documents are accurate and complete as per the sector selected and whether the information provided in those documents 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 to 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 who 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. After the written exam evaluation process is completed, applicants **who score 60 and above** are considered to have passed the written exam.

A separate success ranking is made for each sector (public, university, private) according to the written exam scores of the applicants. Quotas allocated to each sector are filled on the basis of success ranking and thus the 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 websites of the 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)) and the Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).

Applicants who are not in the main list of award holders however scored 60 and above in the written exam are placed in **the reserve list** on the basis of their success ranking. 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

The 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 “application to the academic programmes in universities or similar institutions” are two separate but complementary processes. It is solely the applicants’ responsibility to get unconditional offer letters from the academic programmes. The related offer letters will not be requested from the applicants during the application process. The applicants shall, however, make their applications to the universities or similar institutions in a timely manner such that they should have their offer letters at hand once they are awarded the scholarship.**It is obligatory that the applicants apply and get offer letters from at least two academic programmes which have to be in at least two different EU member countries.** The applicants who are awarded the scholarship are required to submit their offer letters by prioritizing their proposed programmes such as Preference 1, Preference 2, etc. during the placement process. The scholars who indicated two different EU official languages and submitted the relevant and valid foreign language proficiency certificates for these languages at the time of application may submit offer letters for academic programmes conducted in any or both of these languages during the placement process. **The 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 indicated the same EU member country as their first preference, the scholars with the higher rankings will have the right to be placed to their first preference whereas the lower ranking scholars who have indicated the same country as their first preference will be offered to study at their successive most appropriate programme alternative, i.e. in another EU member country.**[[27]](#footnote-27) 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, he/she 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 to the EU *acquis* chapter applied from, it is recommended that the applicants examine the **Jean Monnet Scholarship Programme Hosting Institutions Catalogue[[28]](#footnote-28)** and **the list of universities and programmes preferred by Jean Monnet Alumni[[29]](#footnote-29)** which is published on the Jean Monnet Scholarship Programme website. However it is important to note that the academic programmes pursued by the previous Jean Monnet Scholars do not constitute a precedent for the 2016-2017 academic year. Whether the academic programme (graduate or research) proposed by the scholar complies with the scholar’s field of study (EU *Acquis* Chapter) and the overall ‘purpose of the scholarship’ or not will be evaluated on a case by case basis for each scholar.

Besides, the applicants, who are in the main list/reserve list and willing to have more detailed information and support may contact with the Jean Monnet Scholarship Programme Office via e-mail at info@jeanmonnet.org.tr. 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 (graduate 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 an 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 **Unconditional 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 Preference 1, Preference 2, etc. During the placement process, first whether the duration of the selected programme is within the allowed limits (i.e. min. 3, max. 12 months) or not will be checked. Then the course content of the programme as well as the compliance of the thesis/dissertation title specified by the awardee with the EU *acquis* chapter applied from will be examined. Programme approvals are given on the basis of the offer letters and the **Programme Approval Form** **(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[[30]](#footnote-30) within 2 months after the date that the awardees are announced or until 28 October 2016, 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[[31]](#footnote-31) within 2 months after the date they are first invited and contacted about the placement procedures or until 28 October 2016, 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

The issue of how the public employees will be assigned by their institutions is at the discretion of the institutions that they are affiliated to. 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. However, the public employees, who are subject to the “Regulation Providing Scholarship to Civil Servants for Education and Training in Foreign Countries” law, should note that the Jean Monnet Scholarship is evaluated as an “international scholarship” 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, candidates are informed in detail regarding the required documents via an e-mail. Contracts of the scholars who send the required documents in a complete form are prepared by calculating their scholarship amounts. The contracts will be prepared by the Central Finance and Contracts Unit. Therefore, the 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 graduate 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 scholars 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 only**.

# 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
* PTE (Academic): min. 71
* CAE: min. B
* CPE: min. C
* KPDS/YDS min. 80 (conditionally accepted)\*

\*Applicants who have applied with min. 80 KPDS/YDS certificate taken on May 2011 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority **until 16 May 2016, 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 2011 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority **until 16 May 2016, 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

(NOTE: Lycee diplomas of the following institutions in Turkey are accepted as Baccalaureat: * + 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 2011 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority **until 16 May 2016, 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 2011 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority **until 16 May 2016, 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 2011 and onwards should submit one of the foreign language proficiency certificates mentioned above to the Application Authority **until 16 May 2016, 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 2011 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)[[32]](#footnote-32)

Annex 2: Application Form (Turkish)[[33]](#footnote-33)

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-V-A to Contract)

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

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

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

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

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

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

Annex 19: Declaration of Travel (Annex-X 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 his/her field 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 the Jean Monnet Scholarship Programme Hosting Institutions Catalogue. [↑](#footnote-ref-3)
4. Please visit “Studies of Our Scholars” part under the “Scholars” section on <http://www.jeanmonnet.org.tr/en> for the list of universities and programmes preferred by the previous Jean Monnet Scholars. [↑](#footnote-ref-4)
5. Please visit <http://europa.eu/about-eu/facts-figures/administration/index_en.htm> for the list of EU official languages. [↑](#footnote-ref-5)
6. 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-6)
7. Applications without the relevant foreign language proficiency certificate(s) required for the selected EU official language(s) (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-7)
8. 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-8)
9. Applications without the relevant foreign language proficiency certificate(s) required for the selected EU official language(s) (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-9)
10. 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-10)
11. Applications without the relevant foreign language proficiency certificate(s) required for the selected EU official language(s) (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-11)
12. 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-12)
13. Applications without the relevant foreign language proficiency certificate(s) required for the selected EU official language(s) (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-13)
14. 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-14)
15. Applications without the relevant foreign language proficiency certificate(s) required for the selected EU official language(s) (please see Section 3) will be considered as ineligible. [↑](#footnote-ref-15)
16. 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-16)
17. The applicants, who are nationals of countries other than Turkey, should submit their passport photocopies. [↑](#footnote-ref-17)
18. Those who indicate two EU official languages in the Application Form should submit the relevant language proficiency certificates separately for each language during the application process. [↑](#footnote-ref-18)
19. The applicants, who are nationals of countries other than Turkey, should submit their passport photocopies. [↑](#footnote-ref-19)
20. Those who indicate two EU official languages in the Application Form should submit the relevant language proficiency certificates separately for each language during the application process. [↑](#footnote-ref-20)
21. The applicants, who are nationals of countries other than Turkey, should submit their passport photocopies. [↑](#footnote-ref-21)
22. Those who indicate two EU official languages in the Application Form should submit the relevant language proficiency certificates separately for each language during the application process. [↑](#footnote-ref-22)
23. The applicants, who are nationals of countries other than Turkey, should submit their passport photocopies. [↑](#footnote-ref-23)
24. Those who indicate two EU official languages in the Application Form should submit the relevant language proficiency certificates separately for each language during the application process. [↑](#footnote-ref-24)
25. The applicants, who are nationals of countries other than Turkey, should submit their passport photocopies. [↑](#footnote-ref-25)
26. Those who indicate two EU official languages in the Application Form **should submit** the relevant language proficiency certificates separately for each language during the application process. [↑](#footnote-ref-26)
27. If a scholar has indicated a single EU official language at the time of application and the academic programmes in compliance with his/her field of study in that EU official language could only be found in a single 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-27)
28. Please visit Publications part under the Library section on http://www.jeanmonnet.org.tr/en/ for the Jean Monnet Scholarship Programme Hosting Institutions Catalogue. [↑](#footnote-ref-28)
29. Please visit “Studies of Our Scholars” part under the “Scholars” section on http://www.jeanmonnet.org.tr/en/ for the list of universities and programmes preferred by the previous Jean Monnet Scholars. [↑](#footnote-ref-29)
30. The awardees who have to be seconded/assigned by their institutions (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-30)
31. The awardees who have to be seconded/assigned by their institutions (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-31)
32. The Application Form for the 2016-2017 academic year should be filled electronically in one of the EU official languages, printed out in color or black&white, dated and signed in handwriting preferably in blue ink and submitted among other application documents. [↑](#footnote-ref-32)
33. This document is provided for information purposes only. The applications made by using this form will be considered ineligible. [↑](#footnote-ref-33)