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2016-2017 ACADEMIC YEAR

JEAN MONNET SCHOLARSHIP PROGRAMME

CLARIFICATIONS



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Important Notice

The questions and answers received from potential applicants for the 2016-2017 academic year Jean Monnet Scholarship Programme that was announced on 4 February 2016 with the application deadline of **4 April 2016** can be seen below. These questions and answers are valid for the 2016-2017 academic year and the questions and answers of the previous academic years do not set a precedent for the mentioned academic year.

Most of the questions in this document can be answered by thoroughly reading the 2016-2017 academic year Announcement. Clarifications constitutes an essential part of the Announcement; for this reason, the applicants must read the Clarifications document very carefully and pay attention to the details while applying to the scholarship.

1. WHO CAN APPLY?

Please see Section 2.1 of the Announcement.

Question 1.1: I had applied to the Jean Monnet Scholarship Programme last year, was awarded the scholarship but I did not benefit from it. Can I re-apply this year?

Answer 1.1: Yes. Applying to the Jean Monnet Scholarship Programme but not being awarded the scholarship or not benefiting from the scholarship despite being awarded in the previous years does not disqualify these applicants from re-applying to the scholarship programme. Please also see Section 2.3.3.

Question 1.2: Is there any age limit to apply for the scholarship? Is age a factor that has an effect on the evaluation process?

Answer 1.2: There is no restriction related to age of the applicants and the age is not a factor considered during the evaluation process.

Question 1.3: Could the students/academic staff in Turkey, who are foreign nationals, apply for the Jean Monnet Scholarship?

Answer 1.3: If you are the national of an EU member country or an IPA Beneficiary Country as well as being a registered undergraduate or graduate student or academic/administrative staff at a university in Turkey, you may apply for the scholarship. Please visit "http://europa.eu/about-eu/countries/index_en.htm" for the list of EU member countries and IPA Beneficiary Countries.

Question 1.4: I am a national of Bosnia and Herzegovina and currently pursuing a master's degree at a university in Turkey. May I apply for a scholarship?

Answer 1.4: Yes. Please see Answer 1.3.

Question 1.5: As an individual who has acquired German nationality, owns a Blue Card and had his/her undergraduate education in Turkey, may I apply for the Jean Monnet Scholarship? Does being a German national disqualify me from applying for the scholarship from the German language?

Answer 1.5: Please see Answer 1.3. The applicant's being a national of an EU member country does not pose any obstacle for applying from the official language of the country of his/her nationality. Nevertheless, all the applicants are obliged to submit the foreign language proficiency certificate(s) indicated in the Announcement "Section 3: Table of Foreign Language Proficiency Certificates" related to the EU official language(s) that they select at the time of application.

Question 1.6: In the previous years, I completed a master's degree awarded by a university in an EU member country. May I apply for the 2016-2017 academic year Jean Monnet Scholarship for a second master's degree?

Answer 1.6: Having previously completed a graduate degree does not disqualify you from applying to the Jean Monnet Scholarship for a second degree. On the other hand, those who have a graduate degree (master's or PhD) obtained by benefiting from another scholarship programme funded by an EU member country or EU institution cannot apply for the Jean Monnet Scholarship Programme. If the institution awarding the scholarship is a university located in an EU member country or the costs are covered by the applicant himself/herself, it does not disqualify him/her from applying to the Jean Monnet Scholarship Programme.

Question 1.7: I received a scholarship from the European Commission within Erasmus Mundus Master Programme between 2013-2015. May I apply for a scholarship?

Answer 1.7: Those who have a graduate degree (master's or PhD) obtained by benefiting from another scholarship programme funded by an EU member country or EU institution cannot apply for the Jean Monnet Scholarship Programme. On the other hand, those who

benefited from exchange programmes such as Erasmus or short-term academic scholarships may apply.

Question 1.8: I have completed a master's programme in the United Kingdom (UK) using my own financial resources only and without getting a scholarship from any institution. May I apply for the Jean Monnet Scholarship?

Answer 1.8: Yes. Please also see Answer 1.6.

Question 1.9: Last year the public institution that I am currently working for sent me to the UK for 6 months based on the "Regulation Providing Scholarship to Civil Servants for Education and Training in Foreign Countries". Does this issue disqualify me from applying for a scholarship?

Answer 1.9: Having studied abroad based on the "Regulation Providing Scholarship to Civil Servants for Education and Training in Foreign Countries" does not disqualify you from applying to the Jean Monnet Scholarship. On the other hand, it is strongly recommended that you discuss with your institution whether a second assignment/secondment based on the same regulation would be allowed or not, if you are entitled for the Jean Monnet Scholarship.

Question 1.10: I have been working at a public institution as a contracted staff for more than three years. May I apply for the scholarship from the public sector if I am granted the necessary permission from my institution?

Answer 1.10: Applicants should decide on the sector from which they will be applying from, according to the legal status and legislation of the relevant institution and the cadre in which they are working and should submit the relevant documents accordingly.

Question 1.11: I have been working as an assistant expert at a public institution since 19 December 2015. Does the shortness of my working period disqualify me from applying for the scholarship?

Answer 1.11: There are no restrictions related to the service period/position/title of the public employees among the application conditions of the scholarship programme. Once you are awarded the scholarship, whether your institution will allow you a leave of absence or not and issues regarding payment of salary are at the discretion of your institution. Therefore, you are advised to discuss these issues with your institution. Please see Sections 2.1.1, 2.3.1.1 and 2.6 of the Announcement.

Question 1.12: May the probationary officers apply for the scholarship?

Answer 1.12: Please see Answer 1.11.

Question 1.13: May I apply for the scholarship from the public sector as a person who is doing the mandatory courthouse internship?

Answer 1.13: Please see Section 2.3.1.1 of the Announcement. Please also see Answer 1.10.

Question 1.14: I have been working as an expert at a public institution for five years and I am a master's student as well. May I apply for the scholarship?

Answer 1.14: Yes. However, applicants who are eligible to apply from more than one sector should decide on the sector (public sector, university sector, private sector) from which they will apply and submit the application documents related to that sector in full.

Question 1.15: I am a mathematics teacher at a public school. May I apply for the Jean Monnet Scholarship from the public sector?

Answer 1.15: Yes. The applicants who are going to apply from the public sector should meet the mentioned application criteria and submit the required application documents in full. Please see Sections 2.1.1, 2.3.1.1 and 2.6 of the Announcement.

Question 1.16: I am planning to apply for the Jean Monnet Scholarship from the private company/public institution/university I am working for. Will I be able to benefit from the scholarship in case of resignation from this company/public institution/university? Should I continue working until I sign the scholarship contract? Or should I continue to be an employee of the company/public institution/university during the term of the scholarship?

Answer 1.16: Applicants' status and the documents that they submit at the time of application will be taken into consideration during the evaluation process.

Question 1.17: Subsequent to submission of my Application Form for the private/public/university sector, if there happens to be a change in my work place either before or after the application deadline, do I have to formally notify you about this change?

Answer 1.17: The applicants are not expected to make a notification regarding their professional or academic statuses after the submission of the applications. Please see Answer 1.16.

Question 1.18: Why cannot people who have an undergraduate degree in the Department of Translation apply to the scholarship programme?

Answer 1.18: 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*. Please see Important Note-3 of the Announcement.

Question 1.19: Could only the senior undergraduate students or graduates of "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)" departments apply for a scholarship?

Answer 1.19: No. Please see Answer 1.18.

Question 1.20: I am a senior student in the department of English-French Translation at XX University, at the same time 3rd year undergraduate student in the department of International Relations (distance learning). In the Announcement, there is a rule of having a master degree from other departments, such as business administration for the students from the said department. May I apply to the scholarship programme?

Answer 1.20: Please see Answer 1.18 for the rule set for the undergraduate students/graduates of Language Education, Translation and Interpretation, Language and Literature Departments.

Question 1.21: Could the 5th year students at the Medical Faculties apply for the scholarship?

Answer 1.21: Senior undergraduate students at public and foundation universities, who could graduate from the programmes they are enrolled in within the 2015-2016 academic year, may apply for the scholarship from the university sector.

Question 1.22: I am pursuing my master's degree at a university in Turkey. Could I drop out my current master's programme and start and complete a new master's programme abroad with the Jean Monnet Scholarship?

Answer 1.22: Yes. Applicants' status and the documents that they submit at the time of application will be taken into consideration. In order to apply as a master's student from the university sector, applicants must still be registered at a university in Turkey and must be able to submit a student certificate at the time of application.

Question 1.23: I will graduate from the university by January 2017. In that case should I apply for the 2016-2017 or the 2017-2018 academic year? What else can I do now considering the possibility that I could have been graduated if the scholarship Announcement is published around these dates next year?

Answer 1.23: The senior undergraduate students who will apply for the 2016-2017 academic year are required to graduate from their undergraduate programme within the 2015-2016 academic year if they are awarded the scholarship. The applicants are recommended to read the application requirements thoroughly when the scholarship Announcement for the 2017-2018 academic year is published.

Question 1.24: I am studying in two different undergraduate programmes namely the Political Sciences and International Relations Programme and the Sociology Programme. I am about to graduate from the Political Sciences and International Relations Programme. I am still a student at the Sociology Programme and will be graduating next semester. May I apply for the scholarship if I submit the transcripts of both programmes and my student certificate indicating that I am a student of the Sociology Programme?

Answer 1.24: You must apply as a senior undergraduate student and submit your transcript and student certificate only for the department in which you are currently a senior undergraduate student together with other documents required for application. Please see Sections 2.1.3.2 and 2.3.1.3.2 of the Announcement regarding the application requirements, eligibility criteria and application documents. Senior undergraduate students will be required to graduate from the undergraduate programme they are enrolled in within the 2015-2016 academic year if they are awarded a scholarship.

Question 1.25: I have graduated from the International Relations Department in 2015. However, I maintain my status as a student because I am registered for a double major programme at the same university. May I apply for the Jean Monnet Scholarship for the 2016-2017 academic year?

Answer 1.25: For this case, the applicant will be considered as a university student and can apply if s/he is a senior undergraduate student at the department of his/her double major programme. Please see Answer 1.24.

Question 1.26: I am enrolled in a double major programme. I have graduated from Political Sciences department on June 2015, and I am currently a senior undergraduate student in the department of Business Administration. Should I apply for the scholarship as a senior undergraduate student or a graduate student?

Answer 1.26: Please see Answer 1.25.

Question 1.27: I am working as an administrative staff at a university. I am a master's student at another university as well. If I cannot get permission for applying to the Jean Monnet Scholarship Programme from the institution that I am currently working for, may I apply for the scholarship as a master's student?

Answer 1.27: The applicants who have more than one status within the university sector (e.g. applicants who are research assistants and graduate students at the same time) should decide from which category (senior student, academic/administrative staff or graduate student) they will apply by themselves and submit the application documents relevant to that category accordingly. Additionally, these applicants should keep in mind that in case they prefer to apply for the scholarship as a graduate student and are the awarded scholarship; they will have to ask for a leave from their institutions in which they work, for their education period abroad.

Question 1.28: I am a PhD student in the Sociology Department at the XX University. Additionally, I am working as an administrative staff at YY University. Should I apply for the scholarship from the university sector as a graduate student or as an administrative staff?

Answer 1.28: Please see Answer 1.27.

Question 1.29: I am working as a research assistant at a university in Istanbul. Meanwhile, I am also pursuing a master's degree with thesis at another university. If I were to apply for the Jean Monnet Scholarship as a graduate student, do I still have to submit a consent letter from the university that I work for? If I apply for the scholarship as a master's student and get awarded a scholarship but the university that employs me does not grant me a leave, would it be a problem, if I resigned from this institution?

Answer 1.29: Please see Answer 1.27. For the applicants in the mentioned situation, resigning from their home institutions for their study period abroad does not pose any inconveniences in terms of the rules of the scholarship.

Question 1.30: Currently I am enrolled in a master's study in English Translation and Interpretation Department but I hold a double-major undergraduate degree in International Relations and the European Union. May I apply for the scholarship?

Answer 1.30: Yes. You may apply as a graduate student based on your undergraduate degree. You must submit your undergraduate diploma and the related transcript along with other documents required for application.

Question 1.31: I graduated from the French Translation and Interpretation department last year, but I am still registered to a double major programme in Political Sciences and International Relations, from which I will be receiving my diploma this year. I am going to apply from the XX EU *acquis* chapter within the scope of the Scholarship Programme. Can I apply for a scholarship?

Answer 1.31: Please see Answer 1.25. It is not required that the undergraduate programme you graduated from or the activity field of your institution/company/university that you are currently working for/studying at should be the same with the EU *acquis* chapter you specify at the time of application. On the other hand, the academic programmes that you are planning to study within the scope of the scholarship should be related/compliant with the field of study (EU *acquis* chapter) indicated on the Application Form.

Question 1.32: I am currently a senior undergraduate student but I will get my temporary graduation certificate on 8 February 2016. May I submit my temporary graduation certificate instead of the student certificate that you require from senior undergraduate students?

Answer 1.32: No. Those who will apply for the scholarship as a senior undergraduate student should submit a signed and stamped official student certificate given by the Student Affairs Office of the university and indicating that they are actually students. The certificate should explicitly bear a date later than 4 February 2016, which is the publication date of the scholarship Announcement.

Question 1.33: I am a senior undergraduate student in the Department of History in Open Education Faculty. I am also orthopedic handicapped. Does having a handicap disqualify me from applying for the scholarship?

Answer 1.33: The senior undergraduate students at the Open Education Faculty may apply from the university sector. However, as it is stated in the Announcement, the applicants should "*have no health problems that could hinder an academic study abroad*". In this regard, you should thoroughly evaluate whether your orthopedic handicap would pose a difficulty to your education abroad or not.

Question 1.34: I graduated from the Faculty of Political Sciences. I have recently started a master's degree in Labour Economics and Industrial Relations. May I apply to the programme?

Answer 1.34: Yes. Graduate students (master's or PhD) of universities in Turkey may apply for the Jean Monnet Scholarship Programme from the university sector on the condition that they satisfy all the eligibility criteria stated in the Announcement.

Question 1.35: I have graduated from the university but I am still registered at the university. May I apply for the scholarship?

Answer 1.35: In order to apply as a senior undergraduate or graduate (master's or PhD) student from the university sector, you must still be registered at a university in Turkey and must be able to submit a student certificate fulfilling the requirements at the time of application along with other application documents. Please see Sections 2.3.1.3.2 and 2.3.1.3.3 of the Announcement for the list of required application documents.

Question 1.36: I graduated from XX University in the fall semester of 2015-2016 academic year; however, I do not yet appear as a graduate in the system records. Can I apply for a scholarship by getting the required student certificate immediately and completing the rest of the application documents during the application process?

Answer 1.36: Please see Answer 1.35.

Question 1.37: I graduated from the Business Administration department at XX University in Turkey on 11 January 2016. Can I apply for a scholarship?

Answer 1.37: Applicants currently working in public and private sector or applicants currently working in universities as academic or administrative staff or studying as senior undergraduate or graduate students in Turkey may apply to the Jean Monnet Scholarship Programme.

Question 1.38: I am currently working as an administrative staff at a university. May I apply for a scholarship for master's degree? What are the conditions required for administrative staff?

Answer 1.38: Yes. Please see Sections 2.1.3.1 and 2.3.1.3.1 of the Announcement for the application criteria and the required documents.

Question 1.39: I am working as a research assistant in a foundation university in Turkey. Can I apply for the Jean Monnet Scholarship as academic staff from the university sector?

Answer 1.39: Yes. Academic or administrative staff in public and foundation universities in Turkey may apply from the university sector. Please also see Answer 1.38.

Question 1.40: I am research assistant at XX University in YY Department. I have a 33-A cadre. May I apply from public sector, since my cadre is a guaranteed cadre?

Answer 1.40: No. Academic or administrative staff in public and foundation universities in Turkey may apply from the university sector. Please also examine Section 2.1.3 of the Announcement.

Question 1.41: Could a medical doctor, who is both doing a specialist training and is an assistant at a public university, apply for the Jean Monnet Scholarship?

Answer 1.41: If the applicant is working in the university in the cadre of a research assistant, s/he can apply for the scholarship from the university sector as an academic staff.

Question 1.42: Can senior undergraduate/master's/PhD students in Business Administration departments apply for a scholarship?

Answer 1.42: Yes.

Question 1.43: Could a person who is a senior undergraduate student at the Open Education Faculty apply for a scholarship despite already holding a master's degree?

Answer 1.43: Yes.

Question 1.44: I am a senior undergraduate student in the Faculty of Law. I need to take a make-up exam in June 2016 for a single course in order to be able to graduate. If I succeed in this exam I will be graduating in July 2016. May I apply for a scholarship?

Answer 1.44: Yes. The senior undergraduate students are required to graduate from their undergraduate programme within the 2015-2016 academic year if they are awarded the scholarship.

Question 1.45: I have graduated from XX University, School of Tourism and Hotel Management. May I apply for a scholarship?

Answer 1.45: If the programme mentioned in the question is a minimum 4-year undergraduate programme, you may apply for a scholarship.

Question 1.46: I graduated from the Department of International Relations at XX University as of January 2016. I continue studying at the same university as a "special student". May I apply for a scholarship?

Answer 1.46: Please see Sections 2.1.3.3 and 2.3.1.3.3 of the Announcement for the applicants who would like to apply from the university sector as a master's/PhD student.

Question 1.47: Can trainee lawyers apply for the Jean Monnet Scholarship Programme?

Answer 1.47: The applicants, who are working professionally under a social security network in return for a wage during the time spent as a trainee lawyer and who could certify this, can apply from the private sector.

Question 1.48: I am currently a trainee lawyer. Can I apply from the private sector?

Answer 1.48: Please see Answer 1.47.

Question 1.49: I am working in the Immigration and Integration Office of France (OFII Turquie) in Istanbul. Can I apply for a scholarship?

Answer 1.49: You must hold the necessary qualifications and submit the required application documents in order to apply from the related sector (i.e. public/private/university).

Question 1.50: I am both Turkish and Bulgarian citizen. The universities that I received offer letters wanted me to submit my Bulgarian passport for visa, residence permit, etc. May I use my Bulgarian passport for these procedures?

Answer 1.50: Yes.

Question 1.51: May I apply to the programme in order to realize the Erasmus Plus etc. projects?

Answer 1.51: No.

Question 1.52: Can a person, who aims to promote a music technic in Turkey as a trainer and wants to study in a four-year programme in YY country, be supported by the scholarship programme?

Answer 1.52: No. Please examine Sections 1.3 and 1.8 of the Announcement and also see Answer 9.1.

Question 1.53: I graduated from the Business Administration Department at undergraduate level. I am seeking support from your programme.

Answer 1.53: Please examine the Announcement for the eligibility and application requirements.

2. UNDERGRADUATE CGPA

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

Question 2.1: Would the application of an applicant, who has an undergraduate CGPA less than the minimum points specified in the Announcement but meets the 36-month work experience criterion, be taken into account only if the quota for 170 scholarships is not filled up?

Answer 2.1: No. All applications will be evaluated simultaneously. The mentioned situation does not have a positive or negative impact during the evaluation process.

Question 2.2: What is minimum CGPA required from master's/PhD students?

Answer 2.2: The master's/PhD CGPA is not taken into account for the Jean Monnet Scholarship applications. Please see Announcement Sections 2.1.3.3 and 2.3.1.3.3.

Question 2.3: My undergraduate CGPA is less than 2.50 based on the 4.00 grading system; however, is over 65 points based on the 100 points grading system. Which documents do I have to submit in order to prove this?

Answer 2.3: 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.

Question 2.4: I am currently a second year master's student at a university in Turkey. My undergraduate CGPA is less than 2.50. May I apply for the scholarship?

Answer 2.4: Those who have a CGPA less than the 2.5 out of 4.00 or 65 out of 100 may apply only on the condition that they have completed a graduate programme (master's or PhD) related to the EU *acquis* or they have at least 36-month work experience 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. Please see the Announcement Important Note-4.

Question 2.5: My undergraduate CGPA is less than 2.50, but my graduate CGPA is higher than 3.00. Which of these could I submit while applying for the scholarship?

Answer 2.5: Please see Answer 2.2 and Answer 2.4.

Question 2.6: I am doing a master's degree in Public Administration and currently working on my dissertation. My undergraduate CGPA is 2.13 out of 4.00, but my master's CGPA is 3.15. May I apply for the scholarship with my master's CGPA?

Answer 2.6: No. Please also see Answer 2.2 and Answer 2.4.

Question 2.7: My undergraduate CGPA is 2.49 and my work experience is 24 months. May I apply for the scholarship?

Answer 2.7: Please see Answer 2.4.

Question 2.8: I do not have the minimum CGPA required for the Jean Monnet Scholarship applications. I have been working in the banking sector for eight years. For this reason, I meet the criterion of having worked minimum 36 months in the fields of 'Financial Services' and 'Financial Control', which are supported by the Programme. May I submit my service scheme in order to certify that?

Answer 2.8: Please see Answer 2.4. Prior opinion or approval cannot be given on whether the criterion of having worked for 36 months is satisfied or not. In addition, it should be noted that 36-month work experience must be related to the EU *Acquis*.

Question 2.9: My undergraduate CGPA is less than the minimum points specified in the Announcement. I am working as an administrative staff at the Foreign Relations Coordination Office of a university in Turkey. I have also worked at the Research Center for European Studies at the same university. I have graduated from a PhD programme in 2014. My YDS score related to the English language which is taken on 2015 is 88,75. Can I apply for a scholarship?

Answer 2.9: Please see Answer 2.4, Answer 4.2 and Answer 12.2.

Question 2.10: I am a public employee. My undergraduate CGPA is less than 2.50, but I have an MBA degree. I have come across topics like economics, business administration, industry, etc. on the list of subjects related to the EU *acquis*. Does my MBA degree meet the criterion of "having completed a graduate degree (master's or PhD) in the fields related to the EU *acquis*"?

Answer 2.10: Please see Answer 2.4. Prior opinion or approval cannot be given on the eligibility of the master's degree mentioned in the question.

Question 2.11: I am going to apply for the scholarship from the university sector as a PhD student. My undergraduate CGPA is less than 2.50, but I have completed a non-thesis master's programme entitled "Master of Science in Quantitative Finance". Could this non-thesis programme be associated with the EU *acquis* chapter entitled "Economic Criteria or Economic and Monetary Policy"?

Answer 2.11: Whether the master's degree is with or without thesis is not a factor considered during the evaluation process. Please also see Answer 2.10.

Question 2.12: My undergraduate CGPA is less than 2.50 out of 4.00, but its equivalent in 100 points grading system is above 65 in the official document signed and stamped by the university. In such a case, is the application requirement met?

Answer 2.12: Yes. Please also see Answer 2.3 and the Announcement Important Note-4.

Question 2.13: My graduate CGPA is 2.38, but according to the equivalency calculations of the university that I have graduated from, its equivalent in 100 points grading system is 73.8. Is my application going to be accepted if I submit an equivalence letter?

Answer 2.13: Yes. Please also see Answer 2.3 and the Announcement Important Note-4.

Question 2.14: I am a senior undergraduate student at a university in Turkey. My current CGPA is 2.41, but it will be above 2.50 at the time of graduation or when the grades of the courses I took in Spain under Erasmus Programme are included in my transcript. May I apply?

Answer 2.14: The candidates who will apply from university sector as a senior undergraduate student should submit an undergraduate transcript obtained after 4 February 2016 which is the publishing date of the Announcement. The transcript should explicitly bear the issuing date and show that the applicant has a CGPA of at least 2.50 out of 4.00 or at least 65 out of 100. For this criterion, the current CGPA of the senior undergraduate student is taken into account, and not the CGPA expected at graduation. The

sole responsibility for ensuring the inclusion of the grades in the transcript rests with the applicants.

Question 2.15: I am a senior undergraduate student in the Turkish Language and Literature department and my CGPA is 72 out of 100. May I apply for a scholarship?

Answer 2.15: Yes.

Question 2.16: Does the graduation CGPA of the applicants, who will be applying for the scholarship as senior undergraduate students, have to be above the minimum points specified in the Announcement? In case the applicant is entitled for a scholarship, would the candidate be asked to submit the graduation transcript in order to confirm this situation?

Answer 2.16: No. Applicants' status and the documents that they submit at the time of application will be taken into consideration during the evaluation process. An applicant who is a senior undergraduate student and who could certify that s/he has the minimum required CGPA at the time of application is expected to graduate from the undergraduate programme s/he is enrolled in within the 2015-2016 academic year once s/he is entitled for a scholarship. The graduation transcript will not be requested separately from the applicant.

3. APPLICATION DOCUMENTS

Please see Section 2.3.1 of the Announcement.

Question 3.1: Is it sufficient to send only the Application Form to the Central Finance and Contracts Unit in order to apply for the scholarship?

Answer 3.1: No. The application documents specified separately for each sector should also be submitted along with the Application Form. The applicants should submit -accurately and in full- all the application documents required for the sector from which they are applying for the scholarship until the application deadline to the Central Finance and Contracts Unit which is the Application Authority. The applications submitted through e-mail or fax will not be accepted.

Question 3.2: I am a Turkish national. I have lost my national ID card. May I submit the photocopy of my passport during the application?

Answer 3.2: Yes.

Question 3.3: Is there any special size sought for the photos required for application? Would it be a problem if we provide a passport-sized (not biometrical) photo?

Answer 3.3: There is no special requirement regarding the dimensions of the photo to be submitted during the application.

Question 3.4: I have not taken any foreign language proficiency test. May I apply for the scholarship?

Answer 3.4: No. Please see Answer 3.1.

Question 3.5: Should we present the original diplomas or their photocopies during the application?

Answer 3.5: The photocopy of any document required for application is accepted, except for the Application Form and photograph. Please see Section 2.3.1 of the Announcement.

Question 3.6: Would a photocopy of the diploma be sufficient? Or should it be officially certified by the notary?

Answer 3.6: Please see Answer 3.5. The photocopies to be submitted do not need to have a notary or "true copy" approval.

Question 3.7: It is stated in my transcript that I have graduated. In that case, can I apply only with my transcript without further submitting a graduation certificate?

Answer 3.7: No. Both the diploma/graduation certificate and the transcript should be submitted during the application.

Question 3.8: At which stage should I submit the original copies of application documents?

Answer 3.8: The originals of the application documents are requested from the applicants only when deemed necessary. Please also see Answer 3.5.

Question 3.9: May I get back the documents that I previously submitted for Jean Monnet Scholarship application?

Answer 3.9: You should write a petition letter regarding the mentioned request and submit it to the Central Finance and Contracts Unit which is the Application Authority.

Question 3.10: In case I apply with the original copy of my diploma, may I get it back based on my status of qualifying for a scholarship or not?

Answer 3.10: Please see Answer 3.5, Answer 3.6 and Answer 3.9.

Question 3.11: A photocopy of the diploma is required among the application documents. Since I am a senior undergraduate student, I do not have a diploma yet. Should I send all other application documents until the deadline and submit a copy of my diploma after my graduation?

Answer 3.11: Diploma or graduation certificate is not among the application documents required from senior undergraduate students. Please see Section 2.3.1.3.2 of the Announcement.

Question 3.12: Would the student certificates to be obtained through the e-state system (with barcode) be accepted?

Answer 3.12: No. Student certificates obtained from the e-state system are not acceptable for the application.

Question 3.13: Would the photocopy of the signed and stamped official transcript and the student certificate which are prepared in English and issued by the student affairs office of the university accepted?

Answer 3.13: Please see Answer 3.5. The transcript and student certificate to be submitted can be in any language provided by the university.

Question 3.14: I have obtained both Turkish and English versions of the transcript and student certificate. Which version (Turkish or English) do I have to submit along with my application documents?

Answer 3.14: The transcript and student certificate could be in any language provided by the university (in Turkish, English, etc.). Please see Announcement Sections 2.3.1.3.2 and 2.3.1.3.3.

Question 3.15: Do the transcripts have to be presented in a sealed envelope?

Answer 3.15: The undergraduate transcripts to be sent do not have to be presented in a sealed envelope.

Question 3.16: Is it required that the undergraduate transcripts are obtained after the publishing date of the Announcement?

Answer 3.16: The transcripts to be submitted by the graduated applicants do not have to be obtained at a date later than the publishing date of the Announcement, i.e. 4 February 2016. Graduated applicants may apply with the undergraduate transcript provided by the university at the time of graduation or afterwards.

On the other hand, the transcripts to be submitted by those who will apply for a scholarship as senior undergraduate students should be obtained at a date later than the publishing date of the Announcement, i.e. 4 February 2016 and should explicitly bear the date of issuing.

Question 3.17: Is it required that the European Credit Transfer and Accumulation System (ECTS) credits are indicated on the transcript?

Answer 3.17: No.

Question 3.18: An undergraduate transcript is required in addition to the undergraduate diploma for the applications. I graduated 17 years ago and it is not possible at the moment for me to go to that university in person. What shall I do in this case?

Answer 3.18: The applicants should submit -accurately and in full- all the application documents required for the sector from which they are applying for the scholarship until the application deadline. Please also see Answer 3.7.

Question 3.19: I graduated on 11 January 2016. May I apply for a scholarship from the university sector, if I submit a temporary graduation certificate instead of the student certificate requested from senior undergraduate students?

Answer 3.19: No. Temporary graduation certificate cannot be submitted instead of a student certificate for the senior undergraduate students. Furthermore, in case you are not attached to any public institution, university (as a senior student or a graduate student or as academic/administrative staff) or private sector institution in Turkey, you may not apply for a scholarship.

Question 3.20: After being graduated from a two-year programme, I have completed my undergraduate degree through a distance learning programme in the UK. The courses I have taken and the grades I have earned in the two-year programme have not been specified in my undergraduate transcript in detail, but the CGPA related to the two-year programme programme is designated on this transcript. Do I need to submit the transcript related to the two-year programme separately?

Answer 3.20: The transcript related to the mentioned two-year programme along with the undergraduate transcript and diploma should be submitted as supporting documents. Acceptability/adequacy of the documents will be checked during the Administrative Compliance and Eligibility Check evaluation process.

Question 3.21: I am a full-time academic working in Turkey since 2010. I completed an undergraduate programme in the UK in 2001. I had transferred to the third year of the programme directly as I completed a two-year national diploma in Greece before registering to the UK university. I have attached my transcript. Is this document sufficient? Or would a master's or a PhD degree, be accepted instead?

Answer 3.21: Prior opinion or approval on the eligibility of the application documents cannot be given during the application process. The transcript related to the mentioned two-year programme along with the undergraduate transcript and diploma should be submitted as supporting documents. Acceptability/adequacy of the documents will be checked during the Administrative Compliance and Eligibility Check evaluation process.

Question 3.22: In 1992 I graduated from a college giving formal education with a two-year university degree. However, I neither have a transcript from this programme nor my CGPA is indicated in my two-year degree diploma. In 2013, I have earned my undergraduate degree through distance learning method (with a CGPA above 2.50 out of 4.00) within the framework of an undergraduate degree completion programme. I have a transcript and diploma related to this undergraduate programme. Is my transcript related to the 4-year undergraduate degree completion programme and the CGPA according to the 4.00 grading system stated in this transcript sufficient for me to apply for a scholarship?

Answer 3.22: Please see Answer 3.20.

Question 3.23: The CGPAs given out of 100 in both graduate and undergraduate programmes in the UK are calculated by a method different from the one used in Turkey. How do you interpret the minimum 65/100 grade point average requirement for the ones who have an undergraduate degree from the UK with an average below 60? Council of Higher Education only gives the diploma equivalency but not the CGPA equivalency in question. The equivalencies of British grade averages in the 4.00 point grading system are determined by the World Education Services, which is a leading institution in the world. Do you accept the average equivalencies issued by this institution? If you do not, what are the names of the institutions that you approve with regard to British average system?

Answer 3.23: There are no institutions that are considered by the Jean Monnet Scholarship Programme to be authorised to issue the equivalencies of undergraduate CGPA with regard to British average system.

Question 3.24: I received my undergraduate degree in Sweden. I have a transcript and explanation document regarding the Swedish grading system, but my result points are not mentioned on this document. Grades are stated as credits and courses in the Swedish Schools. London School of Economics, from which I received an offer letter, requests 3.50 CGPA. They wanted my grades according to the Swedish System and they accepted it as it is. How should I prove my undergraduate CGPA for applying to the scholarship?

Answer 3.24: All relevant documents need to be submitted to prove your undergraduate CGPA.

Question 3.25: Do we have to submit the offer letters from the universities in which we would like to pursue a research/master's degree during the application process? Until which date do we have to submit the offer letters?

Answer 3.25: The offer letters in question are not required 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. The offer letters will be requested during the placement process from the applicants entitled for a scholarship.

Question 3.26: I am a senior undergraduate student. May I apply for the scholarship without getting offer letters from the academic programmes that I plan to pursue my master's degree?

Answer 3.26: Yes. Please see Answer 3.25.

Question 3.27: Would the service scheme to be obtained by the private sector employees through the e-state system be accepted?

Answer 3.27: The service scheme obtained through the e-state system is acceptable as an application document. The document; however, should be obtained at a date later than the publishing date of the Announcement, i.e. 4 February 2016 and should explicitly bear the date of issuing.

Question 3.28: Do the signed and stamped “payroll sheet” and “service scheme” required from the private sector employees have to be taken from the company that I work for? Or is it sufficient that these documents are signed by the Social Security Institution?

Answer 3.28: The employment certificate indicating that the person in question is currently working in private sector to be obtained from the related company, association, foundation, etc., should indicate that “*the applicant is their own employee and currently working professionally in return for a wage under a social security network*”, address the “Central Finance and Contracts Unit” or “Relevant Authority” and be dated and signed after the publishing date of the Announcement. Alternatively, a signed and stamped payroll sheet, which is to be taken from the relevant company, association, foundation, etc. and dated after the publishing date of the Announcement can also be submitted. Applicants applying from the private sector **must also** submit a “Statement of Insured Employment” or “Service Scheme” dated after the publishing date of the Announcement, which includes the necessary information about the institution they are working at present. “Statement of Insured Employment” or “Service Scheme” can be obtained either from the Social Security Institution or from the institution the applicant is working at present. Please also see Answer 3.27.

Question 3.29: From where could the service scheme or statement of insured employment required from private sector employees be obtained?

Answer 3.29: Please see Answer 3.28.

Question 3.30: I have an undergraduate degree from English Teaching. I worked at XX for 10 months and at YY for 18 months. For 5 years I have been working at ZZ University as registered to the social security (pension fund). I received my service scheme (work experience background) from the Rectorate and all institutions that I worked previously (both XX and YY experience) can be seen on this document. Do I have to submit additional work experience documents provided by XX and YY?

Answer 3.30: Prior opinion or approval on the eligibility of the application documents cannot be given during the application process. Acceptability/adequacy of the documents will be checked during the Administrative Compliance and Eligibility Check evaluation process. Nevertheless, the applicants who have to certify 36-month work experience are expected to submit employment documents indicating as clearly as possible that the work experience(s) is/are related to the EU *acquis*.

Question 3.31: My “Statement of Insured Employment” document is provided via e-mail as a PDF file by the related unit of my company and it has no signature on it. May I apply with this document?

Answer 3.31: Original or photocopy of the “Statement of Insured Employment” must be submitted bearing a date later than the publishing date of the Announcement, (i.e. 4 February 2016). Prior opinion or approval on the eligibility of the application documents cannot be given during the application process. Please examine the Section 2.3.1 of the Announcement.

Question 3.32: I received a signed and sealed “Statement of Insured Employment” document. Date was indicated as handwritten on the signature and seal section of the document, upon my request, at the time that I requested the documents. Will this document be evaluated as acceptable?

Answer 3.32: Please see Answer 3.31.

Question 3.33: My “Payroll Sheet” document has no signature, but it has been prepared with an electronic verification code on it. It has been said that signed versions cannot be provided anymore and only the payrolls with the verification codes can be given. May I apply with this document?

Answer 3.33: No. “Payroll Sheet” must be submitted as signed and stamped bearing a date

later than the publishing date of the Announcement. As an alternative to the payroll sheet, the applicants can submit a 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.

Question 3.34: I am going to apply for the Jean Monnet Scholarship from the private sector. Would it be sufficient if I submit my social security records related to the recent month only?

Answer 3.34: Please see Answer 3.28.

Question 3.35: I am a private sector employee. May I submit a letter obtained from the human resources department with a signature circular attached to it as an employment certificate?

Answer 3.35: Please see Answer 3.28. Additionally, you do not need to submit the signature circular.

Question 3.36: I am going to apply for the Jean Monnet Scholarship from the private sector. I cannot provide the "Statement of Insured Employment" or "Service Scheme" to be obtained from the Social Security Institution since the bank I am working for has its own credit fund. May I submit a signed and stamped letter showing the starting date of my employment and that the payroll taxes are already paid to the credit fund instead?

Answer 3.36: The applicants should submit -accurately and in full- all the application documents required for the sector from which they are applying for the scholarship until the application deadline to the Central Finance and Contracts Unit. Acceptability/adequacy of the documents will be checked during the Administrative Compliance and Eligibility Check evaluation process.

Question 3.37: Is it at the relevant institution's discretion to give the consent letter required from the public employees?

Answer 3.37: Yes.

Question 3.38: I am working in a public institution. Would it be sufficient if I obtained the consent letter from my Director General?

Answer 3.38: It is recommended that the letter is signed by a superior/body who has the authorization to give consent to the applicant's academic study in the relevant EU member country.

Question 3.39: I received from my institution the dated and signed letter indicating that I am making my application with the consent of my institution. May I submit this letter in an electronically signed format or does it have to be signed with handwritten signature?

Answer 3.39: The official letter can be signed either electronically or by handwritten signature in line with the institution's own practices in effect.

Question 3.40: Would any other official letters other than the one required at the time of application be requested from the applicants applying from the public sector at the proceeding stages?

Answer 3.40: Additional official letters may be requested from the applicants only when deemed necessary during the application, evaluation and placement processes.

Question 3.41: Is there a template for the consent letter required from public employees and academic/administrative staff of the universities?

Answer 3.41: There is no template for the consent letter to be obtained from the institutions. The letter in question should be written on institutional letterhead, bear a date

later than the publishing date of the Announcement (i.e. 4 February 2016), bear an official reference number, signed with electronic or handwritten signature, address the “Central Finance and Contracts Unit” or “Relevant Authority”, and indicate that the applicant is making his/her application with the consent of his/her current institution.

Question 3.42: Are there any templates for employment documents or do I have to prepare them on my own?

Answer 3.42: There is no template for the employment documents. Please refer to the Section 2.3.1.2 of the Announcement for the required employment documents.

Question 3.43: I started working in XX public institution on January 2016. Do I have to wait until my probationary officer status finishes? May I have the consent letter from a level of a unit manager? Is there a template for this consent letter?

Answer 3.43: Please see Answer 1.12, Answer 3.38 and Answer 3.41.

Question 3.44: I am a research assistant at a university in Turkey but I am also a graduate student at another university in Turkey, within the framework of Article 35. Should I take the consent letter to be submitted during the application from the university that I am working for or from the one where I am studying for a master's degree?

Answer 3.44: It is recommended that the consent letter is obtained from the institution which has the authority to give consent to the scholar's academic study in an EU member country and the letter is signed by the relevant superior/body. Please see Section 2.3.3 of the Announcement.

In addition, please note that the applicants should submit -accurately and in full- all the application documents required for the sector from which they are applying for the scholarship until the application deadline to the Central Finance and Contracts Unit.

Question 3.45: I am currently working temporarily in the EU and Foreign Affairs Office in the XX Governorship. I am originally a personnel in cadre at the Directorate of XX Museum. From which of these institutions should I obtain the consent letter which will be submitted during the application?

Answer 3.45: Please see Answer 3.44.

Question 3.46: I am a senior undergraduate student. Would the student certificate and transcript be sufficient during the application or do I need to provide an additional document certifying that I will be graduating at the end of the 2015-2016 academic year?

Answer 3.46: The senior undergraduate students have to submit a signed and stamped official student certificate and transcript taken from the students affairs office and in the language provided by the university in order to confirm their status. The student certificates and transcripts in question should be obtained at a date later than the publishing date of the Announcement, i.e. 4 February 2016 and should explicitly bear the date of issuing. Other than the student certificate and transcript, the students do not have to submit any other supporting documents certifying that they will be graduating at the end of the 2015-2016 academic year.

Question 3.47: I am a senior undergraduate student. I would like to apply for the Jean Monnet Scholarship but I cannot provide the student certificate and transcript required for the application since I am currently abroad via the Erasmus exchange programme. The transcript I have received from the university in January 2016 consists of my grades in the fall semester and the student certificate issued at the same time states that I am an active 4th year student. In other words, the documents that I can provide after 4 February 2016 and the ones that I have already obtained in January 2016 are of the same nature. May I apply for a scholarship with the documents in question?

Answer 3.47: The transcripts and student certificates to be submitted by the applicants who will apply for the scholarship as senior undergraduate or graduate students, should definitely be taken after 4 February 2016 and explicitly bear the date of issuing.

Question 3.48: I am registered to two different undergraduate programmes; one of which is the International Relations Department at the Open Education Faculty. If I state this in the Application Form, do I need to submit student certificates and transcripts for both departments?

Answer 3.48: If you are going to apply for the scholarship as a senior undergraduate student, it is sufficient for you to submit the student certificate and the transcript related to the department in which you indicate in 'Part 3: Institution of the Applicant' of the Application Form. You could indicate the other undergraduate programme that you are enrolled in at 'Part 6: Academic Background' of the Application Form, but it is not obligatory to submit a student certificate or a transcript related to this programme.

Question 3.49: I am going to apply as a master student from the university sector. Undergraduate transcript is requested as an application document. Do I also have to submit my current master transcript?

Answer 3.49: No. Please examine Section 2.3.1.3.3 of the Announcement.

Question 3.50: I am going to apply for the Jean Monnet Scholarship as a master's student. It is stated in the Announcement that "The senior undergraduate or graduate (master's/PhD) students who are not employed as research assistants do not have to submit a consent letter". In that case, how am I going to certify that I am a master's student?

Answer 3.50: The consent letter mentioned is an official letter required from people who are going to apply for the scholarship from the university sector as academic or administrative staff. The applicants who are going to apply for the scholarship from the university sector as graduate (master's/PhD) students have to submit a signed and stamped official student certificate taken from the students affairs office and in the language provided by the university in order to confirm their status. The certificate to be submitted should be obtained at a date later than the publishing date of the Announcement, i.e. 4 February 2016 and should explicitly bear the date of issuing.

Question 3.51: I am working as a research assistant at a public university. At the same time I am a PhD student at another university. In case I apply as a PhD student, do I need to submit a certificate of employment and a letter stating that I am making my application with the consent of my institution?

Answer 3.51: No. Please also see Answer 1.27.

Question 3.52: I am going apply for the Jean Monnet Scholarship from the university sector as an academic staff. Would it be sufficient for me to take a consent letter from the head of my department or is it also required to get a board decision and approval from the rectorate?

Answer 3.52: It is recommended that the consent letter is obtained from the relevant superior/body that has the authority to give consent to the scholar's academic study in an EU member country.

Question 3.53: I am currently a senior undergraduate student in the Department of International Relations. How am I going to fill out the *Home Institution, Department and Position* sections in "*Part 3: Institution of the Applicant*" in the Application Form? Is it obligatory to fill out these sections?

Answer 3.53: All the sections in the Application Form have to be filled out. The mentioned sections are to be filled out with the information related to the institution that you are currently studying at or working for, in accordance with the sector that you are applying for the scholarship. For instance, a senior undergraduate student should state the university, department and the grade in which s/he is studying in the mentioned sections of the Application Form.

Question 3.54: I started working as an assistant expert at the General Directorate of XX on December 2012. Then I was assigned to the YY Coordinatorship of ZZ Institution on May 2013. On February 2016, I started working at ZZ Institution as a temporary employee. In my assignment, it is stated that my payment, assignments and other related personal affairs will be conducted by the General Directorate of XX. Now I am working at YY. YY submitted XX a positive opinion regarding my scholarship application. By taking into consideration this, XX provided me the consent letter addressing the CFCU, as stated in the Announcement. Which institution should I write on the Application Form under "*Part 3: Institution of Application*", XX or YY?

Answer 3.54: The name of the institution that provides the consent letter (addressing the CFCU and indicating that the applicant is making his/her application with the consent of his/her current institution signed by the superior/body who has the authorisation to do so) should be indicated under "Part 3: Institution of Application".

Question 3.55: How should I indicate on the Application Form that the academic study I am planning to pursue is a research programme?

Answer 3.55: In the "*Type of Study*" menu under "*Part 2: Application Category*" on the Application Form two programme types are specified as Graduate Programme and Research Programme. The applicants are required to indicate the type of study they are planning to pursue by selecting the relevant type of programme in the mentioned field.

Question 3.56: How should we write the special names in the Application Form? For instance, should we write "... Üniversitesi" or "... University"? Could Turkish characters be used?

Answer 3.56: You can write the addresses, names of the schools and the special names in Turkish on the Application Form and you may use Turkish characters for this information.

Question 3.57: I am going to apply for the Jean Monnet Scholarship with a YDS certificate. Where should I indicate that I am making a conditional application with regards to the foreign language proficiency?

Answer 3.57: It is sufficient that you submit the YDS certificate and enter the data related to the exam (name, score and date of the certificate) under "*Part 4: Languages*" section of the Application Form.

Question 3.58: Would it be a problem if I fill the “*Home Institution*”, “*Department*” and “*Position*” sections of the Application Form both in Turkish and English?

Answer 3.58: The information to be provided in the institution, department and position/title sections could be written in an EU official language or in Turkish.

Question 3.59: What do the expressions “*Major or Minor*” in “*Part 6: Academic Background*” section of the Application Form refer to?

Answer 3.59: The applicants who have attended a double major or minor programme during their undergraduate education are expected to indicate this information in this field.

Question 3.60: I am going to apply for the Jean Monnet Scholarship Programme as a master’s student. I do not, yet, have a GPA since I have only recently started my master’s programme. Do I have to fill in the section entitled “*Master (if applicable)*” under “*Part 6: Academic Background*” of the Application Form?

Answer 3.60: Yes. The applicants who are enrolled in a master’s programme shall declare the information regarding the programme in the related field of the Application Form. On the other hand, the applicants may leave the GPA section empty if it is not available yet.

Question 3.61: May I write my two-year degree under ‘Other’ section of “*Part 6: Academic Background*” of the Application Form? If yes, what should I write in “*Field of Study*” section?

Answer 3.61: Yes. For this case, “*Field of Study*” section may be left empty.

Question 3.62: Could the internships be indicated in the “*Part 7: Work Experience*” section of the Application Form?

Answer 3.62: It is expected that the applicants write down only their professional work experiences (meaning professional work done under a social security network in return for a wage) to the mentioned section in the Application Form.

Question 3.63: I am working as a long term intern in a private institution for 11 months. My social security payments are made by the employer institution. May I write this information as a working experience on the Application Form?

Answer 3.63: Yes.

Question 3.64: While filling “*Part 7: Work Experience*” of the Application Form, I am writing the start date of my current job. However, I am still working. Should I leave the end date of my current job “blank”?

Answer 3.64: Yes.

Question 3.65: I am going to apply for the Jean Monnet Scholarship from the university sector as a senior undergraduate student. I do not have any work experience. Should I completely remove the section entitled “*Part 7: Work Experience*” from the Application Form or should I leave it blank?

Answer 3.65: If the applicant does not have any work experience, s/he may leave the section entitled “*Part 7: Work Experience*” blank in the Application Form. On the other hand, the Application Form which is made up of 7 pages in total should be submitted in full even if some sections are left blank. In case the Application Form is submitted with missing pages, the application could be eliminated from further consideration.

Question 3.66: Should applicants who did not work under an employment contract leave the “*Part 7: Work Experience*” part of the Application Form blank?

Answer 3.66: Please see Answer 3.65.

Question 3.67: I am going to apply for the Jean Monnet Scholarship from the university sector as a master's student. I have worked for more than one company after I earned my undergraduate degree. Do I have to indicate my work experiences in the Application Form even though I am applying as a student?

Answer 3.67: Regardless of the sector from which they are applying, all the applicants should indicate their academic and professional backgrounds accurately and thoroughly in the Application Form.

Question 3.68: May I apply with a black and white printout of the Application Form?

Answer 3.68: Yes. English Application Form for the 2016-2017 academic year should be filled electronically in one of the EU official languages, printed out coloured or black and white and submitted as dated and signed with handwritten signature preferably in blue pen, and submitted along with other required application documents.

Question 3.69: Should the field reserved for date at the bottom of the Application Form be filled with handwriting?

Answer 3.69: The mentioned field, in which the date of application is declared, can be filled in either electronically or handwriting.

Question 3.70: In previous years, the letter of intent (statement of purpose) was a part of the Application Form. I understand that this year there has been a change and the letter of intent is requested during the written exam. Can you confirm this?

Answer 3.70: There is no section reserved for intent declaration in the 2016-2017 academic year Application Form. On the other hand, the applicants will be required to write a short letter of intent during the written exam. In this letter of intent, the applicants will be requested to explain 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.

Question 3.71: Sometimes "Statement of Purpose" section is seen in the Application Form when I open it through your website. Should the Application Form have the said section?

Answer 3.71: There is no "Statement of Purpose" section in the 2016-2017 academic year Application Form. Please see Answer 3.70.

Question 3.72: Is it obligatory to have taken EU related courses during my study for applying the scholarship or is it enough to answer the EU related questions during the written exam?

Answer 3.72: No, having taken EU related courses during undergraduate study is not an obligation for applying to the scholarship. For the content of evaluation process and written exam, please refer to the Section 2.4 of the Announcement.

Question 3.73: If there will be a minor mistake/absence of any application document, will my application become ineligible or will I be informed regarding the completion of the missing document(s)?

Answer 3.73: As stated in Section 2.3.3 of the Announcement (article 19), 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. Clarifications will only be requested when the information provided is unclear and thus prevents the

Contracting Authority from conducting an objective assessment. On the other hand, if need arises for the applicant to send any document at a later date which is not later than the application deadline, the document should be attached to a petition letter explaining the situation in detail.

Question 3.74: I am currently a PhD student at a university in Turkey. I would like to participate to an LLM programme abroad. Nevertheless, the universities abroad stipulate that a student who is currently enrolled in a PhD programme should freeze his/her enrollment. For this reason I will freeze my enrollment in Turkey. I am going to obtain a signed and stamped student certificate from the university's student affairs office, but it will be written on this document that I am on leave this semester. My enrollment still continues and is not terminated. Does this situation disqualify me from applying from the university sector?

Answer 3.74: Prior opinion regarding the eligibility of an applicant cannot be provided during the application process. 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 apply to the Programme.

Question 3.75: I changed my job about when the Announcement was made and now I am having difficulty in obtaining the employment documents. Which questions to be submitted until 14 March 2016 will be answered? Which documents should be submitted from the private sector? Is a reference letter dated before the Announcement, acceptable?

Answer 3.75: Please examine the Announcement for the eligibility and application requirements. All additional information or clarification requests received from the potential applicants about the published Announcement and its annexes received until 14 March 2016 will be answered and announced as Clarifications by 24 March 2016 on the websites of the Central Finance and Contracts Unit (www.cfcu.gov.tr), Ministry for EU Affairs (www.ab.gov.tr) and the Jean Monnet Scholarship Programme (www.jeanmonnet.org.tr).

4. FOREIGN LANGUAGE PROFICIENCY CERTIFICATES

Please see Sections 2.3.1 and 3 of the Announcement.

Question 4.1: Is there a validity period for the results of the TOEFL or IELTS?

Answer 4.1: For the validity periods of the mentioned language proficiency exams, the validity periods defined by the institutions that organize these exams are taken into account. The official validity period for both exams is currently two years. In addition, the foreign language proficiency certificates to be submitted at the time of application should be valid at least until 4 April 2016.

Question 4.2: Is it required that the KPDS or YDS certificates are obtained in the last two years?

Answer 4.2: The applicants who will make a conditional application by presenting their KPDS or YDS certificates must apply for the scholarship no later than 4 April 2016 (application deadline) with their KPDS or YDS certificates indicating a score of min. 80 and obtained in May 2011 or onwards. These applicants must submit one of the other language proficiency certificates stated in the Announcement and related to the language they apply for, no later than 6 p.m. on 16 May 2016 either by hand delivery or by post/courier to the Central Finance and Contracts Unit.

Question 4.3: My ÜDS score that I obtained in 2008 is 87.5. May I apply for the scholarship with this certificate?

Answer 4.3: No. Please see Answer 4.2 and "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement.

Question 4.4: On the condition that I submit a valid TOEFL/IELTS certificate later on, may I apply with my KPDS score obtained in 2009?

Answer 4.4: No. The KPDS/YDS certificates to be submitted should be obtained on May 2011 or onwards in order for the applications to be accepted conditionally.

Question 4.5: I do not have any KPDS or YDS certificate but I have a TOEFL certificate obtained on 10 August 2010. May I apply with this document? If not, may I apply conditionally with this TOEFL certificate and submit a more up-to-date TOEFL score until 16 May 2016?

Answer 4.5: No. The validity period of the TOEFL scores is currently two years; therefore, the mentioned TOEFL certificate is not valid currently and cannot take the place of a KPDS/YDS certificate taken on May 2011 and onwards, which is required for conditional application.

Question 4.6: I took the IELTS on 08.03.2014. Could the result of the mentioned exam be used while applying for the 2016-2017 academic year Jean Monnet Scholarship?

Answer 4.6: No. Please see Answer 4.1.

Question 4.7: Can I apply with my TOEFL-IBT result dated 31 May 2013?

Answer 4.7: No. Please see Answer 4.1.

Question 4.8: May I apply for the Jean Monnet Scholarship Programme by submitting an "IELTS-General Training" score?

Answer 4.8: No. The types of IELTS accepted within the scope of the Jean Monnet Scholarship Programme is "IELTS-Academic" and IELTS-UKVI (Academic). Please also see Corrigendum-1 to the Announcement.

Question 4.9: Due to an amendment it has recently made in its immigration law, Britain applies –in addition to the regular IELTS– another proficiency exam entitled IELTS-UKVI, which has no difference from the regular IELTS in terms of its scope but is administered under enhanced security measures. May I apply for the scholarship with an IELTS-UKVI result?

Answer 4.9: IELTS-UKVI (Academic) is a valid application document and a score of minimum 6.5 will be sought for the mentioned certificate. Please see Corrigendum-1 to the Announcement.

Question 4.10: I took the IELTS (Academic) exam in 2013 and scored 6.5. I have got a copy of the certificate but the validity period is not specified on the certificate. Could I apply with a photocopy of the document in question?

Answer 4.10: No. Despite the fact that the photocopies of the language proficiency certificates are accepted as appropriate application documents, the validity period of the document in question does not meet the conditions stated in the Announcement. Please see Answer 4.1.

Question 4.11: Is the deadline for submitting the IELTS/TOEFL results 4 April 2016, or is it 16 May 2016 as mentioned in the language proficiency table?

Answer 4.11: The applicants should submit their foreign language proficiency certificates that are valid at least until 4 April 2016 and bear the minimum scores stated in the Announcement until the application deadline. The applicants who will not be able to submit their language proficiency certificates until the given date, may apply **conditionally** by submitting their KPDS or YDS scores until 4 April 2016 if they have a KPDS or YDS certificate which has a min. score of 80 and is obtained in May 2011 or onwards. The applicants making a conditional application must submit one of the other language proficiency certificates stated in the Announcement and related to the language they apply for no later than 6 p.m.

on 16 May 2016 either by hand delivery or by post/courier to the Central Finance and Contracts Unit. Please see Section 1.5 of the Announcement.

Question 4.12: A certain time until 16 May 2016 has been allowed for the applicants who apply with their YDS/KPDS certificates to submit their language proficiency certificates. Does this deadline also apply to the applicants who did not submit any language proficiency certificates?

Answer 4.12: No. Please see Answer 4.11.

Question 4.13: Is the result of e-YDS that I took this year acceptable for conditionally applying for the scholarship?

Answer 4.13: Yes. Please also see Answer 4.11.

Question 4.14: Would a photocopy of the language proficiency certificate be sufficient? Or does it have to be a notarized copy?

Answer 4.14: The original, photocopy or internet print-out of the foreign language proficiency certificate(s) related to the EU official language(s) indicated at the time of application are accepted as appropriate application documents. The proficiency certificate should be valid at least until 4 April 2016. Please also see Answer 3.5.

Question 4.15: May I apply with an internet print-out of the foreign language proficiency certificate until 4 April 2016 and then send the original certificate later on?

Answer 4.15: The internet print-out of the language proficiency certificate is a valid and sufficient document for the application. It is not required that the original copies of the language proficiency certificates are submitted after the application. Please also see Answer 4.14.

Question 4.16: May I use the TOEFL result that I downloaded from the website of the ETS for the application? Or should the result be sent directly to the Jean Monnet Scholarship Programme by the ETS?

Answer 4.16: Please see Answer 4.15. Furthermore, the application documents should be sent as a whole and in a sealed envelope to the Application Authority, i.e. Central Finance and Contracts Unit. In this regard, the language proficiency certificates that would be sent to the Jean Monnet Scholarship Programme by the issuing institutions would be disregarded and may result in the elimination of the relevant application from further consideration on the grounds of missing documents.

Question 4.17: Would my application be accepted if I make my application until the deadline of 4 April 2016, by submitting all the required documents except the foreign language proficiency certificate and submit the foreign language proficiency certificate after 4 April 2016?

Answer 4.17: No. The application documents stated in the Announcement must be submitted -in full and as requested- to the Central Finance and Contracting Unit no later than the application deadline (4 April 2016, at 17:00).

Question 4.18: I am going to take the YDS exam which will be held on 27 March 2016. The publishing date of the exam results is designated as 14 April 2016 in the official announcement made by Student Selection and Placement Centre (ÖSYM). I could only be able to fill in the part related to the language proficiency and score in the Application Form after receiving my YDS result, and as of that date, the Jean Monnet Scholarship applications will have expired. What can I do about this situation?

Answer 4.18: Please see Answer 4.17.

Question 4.19: Would my application be eligible if I submitted all my application documents except the foreign language certificate on 4 April 2016, then took the YDS on 27 March 2016 and submitted its score on 16 May 2016?

Answer 4.19: No. Please see Answer 4.17.

Question 4.20: I have a TOEFL score of 91 and it is valid until 2 April 2016. The earliest date that I can take the IELTS is 7 March 2016. However, if I take the IELTS on 7 March 2016, my score may not be disclosed on or before the last day of the application. I also do not have a KPDS or YDS score that I can submit for conditional application. May I apply by presenting my TOEFL certificate which will expire on 2 April 2016 and a letter proving that I took the IELTS on 7 March 2016?

Answer 4.20: No. Please see Answer 4.15 and Answer 4.17.

Question 4.21: I had a score of 6 from the IELTS that I took before and I will re-take the exam at the end of March. However, my score may not be disclosed until the last day of the application, i.e. 4 April 2016. In such a case, may I apply by submitting my current IELTS certificate and submit the new score to you once it is disclosed?

Answer 4.21: No. Please see Answer 4.15 and Answer 4.17.

Question 4.22: I am planning to apply with my ÜDS score obtained in 2012 since I will not receive my TOEFL score until the end of March. ÜDS was executed until 2012 and it was renamed as YDS afterwards. It is stated in the application conditions that the YDS scores obtained after 2011 would be sufficient for the initial application. Would my ÜDS score which I obtained in 2012 be accepted for a conditional application?

Answer 4.22: No. ÜDS, reference letter, language education certificate, diploma of a university in which a foreign language is used as the language of instruction etc. will not be accepted as a language proficiency certificate. Please also see Answer 4.3.

Question 4.23: I graduated from the Notre Dame de Sion High School. I hold a Baccalaureate diploma. Do I still have to take Delf B2 exam in order to apply for the Jean Monnet Scholarship?

Answer 4.23: No. The applicants who have graduated from Lycées Pierre Loti, Notre Dame de Sion, Saint Michel, Saint Benoît, Saint Joseph, Sainte Pulchérie, Galatasaray located in İstanbul; Lycées Charles de Gaulle, Tevfik Fikret located in Ankara and Lycées Tevfik Fikret, Saint Joseph located in İzmir can apply by only submitting their high school diplomas as foreign language proficiency certificate. Please see "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement.

Question 4.24: I am a senior undergraduate student at a university in Turkey whose language of instruction is English. Do I have to present an IELTS/TOEFL certificate even though I am studying in English? Would the result of the language proficiency exam held by my university or a letter to be obtained from the university stating that I am studying in English count towards the language proficiency certificate while applying for the scholarship?

Answer 4.24: Having been born/grown abroad, the concerned EU official language's being one's mother tongue, having worked and/or studied abroad, having been graduated from a university that conducts teaching in a foreign language or having studied abroad via the Erasmus Exchange Programme are not reasons for exemption from the foreign language proficiency criterion. All applicants should submit the relevant foreign language proficiency certificates during the application process. Please see Section 2.3.3 and "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement.

Question 4.25: Does a faculty member, who completed his master's and PhD degrees in the English language at a university in Germany, need to submit a language proficiency certificate (TOEFL etc.)?

Answer 4.25: Yes. Please see Answer 4.24.

Question 4.26: As a master student at XX University, is it possible for me to apply to the master's programmes using my diploma(s) without proving my foreign language proficiency or submitting any foreign language test result?

Answer 4.26: No. Please see Answer 4.24.

Question 4.27: For the last eight years, I have been teaching French to the preparatory classes and French art courses at the XX High School. I am also supervising the theater community in the school. I am the organizer of the International French YY Festival. Further to this, I have worked on the conceptualization of four books which are taught in the preparatory classes at the XX High School. Do I need to submit a DELF or DALF certificate while applying for the scholarship?

Answer 4.27: Yes. Please see Answer 4.24.

Question 4.28: I completed my undergraduate/master's/PhD degree in the UK/USA. As long as the university I graduated from confirms that the medium of instruction in that university is English, I do not submit any certificate such as TOEFL, etc. while applying to a foreign educational institution. If I receive such a document from the university I graduated from, could I be exempted from the TOEFL?

Answer 4.28: No. Please see Answer 4.24.

Question 4.29: I completed my undergraduate and graduate education in France. I will apply for the scholarship from French language. Do I need to submit a language proficiency certificate?

Answer 4.29: Yes. Please see Answer 4.24.

Question 4.30: I do not have any KPDS/YDS certificate. I registered for the TOEFL to be held on 28 March 2016. In case the TOEFL results are not announced until 4 April 2016, would my application be accepted, if I applied with the English Education Certificate I received from my university, the entrance certificate for the TOEFL and a petition explaining the situation and then submitted the TOEFL certificate until 10 April 2016?

Answer 4.30: No. Please see Answer 4.15, Answer 4.17 and Answer 4.24.

Question 4.31: Can I apply for the scholarship with the certificate of the English language course that I have attended?

Answer 4.31: No. Please see Answer 4.24. Additionally, please see "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement.

Question 4.32: I have a Unicert Zertifikat (at C1 level) that I obtained from the Westfälische Wilhelms University where I have studied within the scope of the Erasmus Programme. The certificate is accepted as a valid document for applications to the master's programmes in Germany. May I apply for the scholarship from the German language with the mentioned certificate?

Answer 4.32: No. Please see Answer 4.24.

Question 4.33: I have a Blue Card. International language institutions do not allow me to apply to the exams for getting language proficiency document since I have a German origin. What should I do?

Answer 4.33: It is solely the applicant's responsibility to submit all required application documents in a complete form to the Central Finance and Contracts Unit until the application deadline and hour.

Question 4.34: I have the minimum scores indicated in the Announcement for foreign language proficiency. Is it sufficient to meet the minimum required scores sought from the mentioned language proficiency exams or is our application affected more positively in the case of higher scores? May I provide a new certificate with a higher score after the application deadline?

Answer 4.34: It is sufficient to submit a foreign language proficiency certificate related to the EU official language to be applied, which meets the minimum scores indicated on the "Section 3. Table of Foreign Language Proficiency Certificates" of the Announcement. Having obtained higher scores than the minimum indicated in the Announcement is not a factor considered during the evaluation process. Therefore, there is no need to provide a new certificate with a higher score after the application deadline.

Question 4.35: Could I apply for the scholarship with an IELTS score of 5.5, and then raise my score up to 6.5 by attending the preparatory programmes offered by the schools?

Answer 4.35: No.

Question 4.36: I am going to apply for the scholarship from Bulgarian language. I do not have a KPDS/YDS certificate. However I have a language proficiency certificate from the university in which I plan to study if I am entitled for a scholarship. The certificate in question is a sufficient document in order for me to get an acceptance from the programme. Can I submit this document as a language proficiency certificate while applying for the Jean Monnet Scholarship?

Answer 4.36: The applicants who are going to apply from languages other than English, German, French, Spanish and Italian should submit 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 is planned to be done. It would be useful if you could submit supporting document(s) confirming that the mentioned language certificate is valid and sufficient for your acceptance to the programme. Please also see Corrigendum-1 to the Announcement.

Question 4.37: It is required to take an exam entitled 'COPE' in order to pass the preparatory school and benefit from Erasmus programme in my university. Can I apply for the scholarship with my COPE certificate?

Answer 4.37: No.

Question 4.38: Are the PTE, CAE and CPE which are mentioned in the equivalence table of the ÖSYM accepted as eligible foreign language proficiency certificates?

Answer 4.38: Yes. Please see "Section 3: Table of Foreign Language Proficiency Certificates" of the Announcement for the minimum scores required from the exams in question.

Question 4.39: Is the score given as 'min. B' accepted as Grade B or Level B for the CAE given in the required application documents?

Answer 4.39: Grade B is taken as the minimum for the CAE. Please also see Corrigendum-I to the Announcement.

Question 4.40: I would like to participate in an English-taught academic programme in France if I am entitled for a scholarship. Do I need to submit a language proficiency certificate for French in addition to English?

Answer 4.40: No. The applicants have to submit a language proficiency certificate related to the language in which they would like to conduct their studies. The people who would like to study in English in a country where the official language is different than English, do not have to submit a separate language proficiency certificate related to the official language of that host EU country.

Question 4.41: I graduated from Saint Pulcherie French School and my high school diploma is Baccalaureat. I want to study in the UK. Is my diploma acceptable and valid for a master's programme in the UK?

Answer 4.41: The applicants have to submit a language proficiency certificate related to the language in which they would like to conduct their studies. Therefore, if you are awarded the scholarship, you could only be placed to the programme in the UK, in which the teaching language is French, as you will be submitting language proficiency certificate only related to the French language during the application.

Question 4.42: Do you apply a foreign language proficiency exam to those people who are entitled for a scholarship before they start and after they complete their programmes?

Answer 4.42: No.

5. SECTORAL QUOTAS

Question 5.1: I am a public employee. I am also a master's/PhD student at a university in Turkey. From which sector should I apply?

Answer 5.1: Applicants eligible to apply from more than one sector (e.g. applicants who are public officers and graduate students at the same time) should decide from which sector they will apply by themselves and submit the application documents relevant to that sector accordingly. Please see Section 2.3.3 of the Announcement.

Question 5.2: I am pursuing my master's degree at a university in Turkey. I am working in a private company as well. If I apply for the Jean Monnet Scholarship, am I going to be considered as a student or a private sector employee?

Answer 5.2: Please see Answer 5.1.

Question 5.3: I have been working as a public employee for 12 years. Besides, I am doing a PhD on European Studies at a university in Turkey. Should I apply for the scholarship from the university sector or the public sector? Do I have to submit a consent letter during the application process even if I am going to use the scholarship on unpaid leave from the public institution I am affiliated to?

Answer 5.3: Please see Answer 5.1. In case the applicants apply from the public sector, they should submit all the documents listed in Section 2.3.1.1 of the Announcement (including the consent letter).

Question 5.4: It is written in the Announcement that *“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”*. Does an applicant who is a public employee have to resign from his/her institution if s/he prefers to apply for the scholarship as a master’s student from the university sector?

Answer 5.4: No. These applicants should, however, keep in mind that in case they prefer to apply for the scholarship as a graduate student and are awarded the scholarship; they will have to ask for a leave from their institutions for their education period abroad and that giving the necessary consent or not is at the discretion of the relevant institution.

Question 5.5: I am working in a company that was privatized and that is currently in the status of a joint stock company. The Undersecretariat of Treasury also has a share in the mentioned company. May I apply for the scholarship from the public sector?

Answer 5.5: Applicants should decide on the sector from which they will be applying according to the legal status and legislation of the relevant institution and the cadre in which they are working and should submit the relevant documents accordingly.

Question 5.6: There are private companies that are evaluated as public sector, of which some of their shares are owned by the public. The statuses of these companies are “joint stock company”, but the employees of these companies can apply from public sector due to the share of the public (Undersecretariat of Treasury). I am working at a privatized company that has the same situation, but it is not a bank. Treasury has 35% share of the company. May I apply for from the public sector?

Answer 5.6: Please see Answer 5.5.

Question 5.7: I am working at Borsa İstanbul which is established by law based on the Article 138 of Capital Market Law (Law Nr. 6362) and carrying its activities subject to the provisions of this Law. According to the articles of its association, 49% of Borsa İstanbul’s shares are owned by the Undersecretariat of Treasury. May I apply for from the public sector?

Answer 5.7: Please see Answer 5.5.

Question 5.8: Even though the XX Bank where I currently work is a state-owned bank, I am not in the cadre of a public employee. Should I apply for the scholarship from the public sector or the private sector?

Answer 5.8: Please see Answer 5.5.

Question 5.9: If an applicant who applies from the university sector as a senior undergraduate student and is awarded the scholarship, starts working in a public institution after the application process –i.e. until the placement process- does the mentioned change of status pose any inconvenience in terms of benefiting from the scholarship?

Answer 5.9: No. Please see Answer 1.16.

Question 5.10: I am currently working in the private sector. I am going to resign from my job on 29 February 2016 and embark on a master’s programme in Germany on 18 March 2016. Should I apply for the scholarship as a private sector employee or a graduate student?

Answer 5.10: Those who are currently working or studying at an undergraduate or graduate programme (master’s or PhD) abroad during the application period cannot apply for the scholarship. Please see Answer 1.16.

Question 5.11: Could the employees of the public schools affiliated to Ministry of National Education (public officials, teachers, administrators) apply for the scholarship from the public sector?

Answer 5.11: Yes.

6. TYPE OF ACADEMIC STUDY

Question 6.1: Could we use the scholarship for a three-month internship programme?

Answer 6.1: No, internship programmes are not supported within scope of the Jean Monnet Scholarship Programme. Scholars shall 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.

Question 6.2: I would like to benefit from the Jean Monnet Scholarship in order to conduct an academic research. Is it mandatory for me to attend a course, training etc. for research? Or is it sufficient for me to work with an advisor after getting an acceptance from the relevant university?

Answer 6.2: There is no requirement for the scholars to take courses within the scope of the research programmes, yet they are required to conduct an academic research and submit a research report upon the completion of the programme. However, the scholars may attend courses during their programmes if they desire to do so.

Question 6.3: Are only master's programmes with thesis supported within the scope of the Jean Monnet Scholarship?

Answer 6.3: No. Master's programmes both with and without thesis are supported within the scope of the Jean Monnet Scholarship.

Question 6.4: I am a judge rapporteur in the Ministry of Justice but I am currently working as a justice counsellor in an EU member country. May I apply for a master's programme in the EU member country in which I am currently working?

Answer 6.4: Applicants from the public sector, working in the abroad organizations of their own institutions - e.g. permanent staff at the organizations of Ministry of Foreign Affairs abroad - may apply for the scholarship and study in the EU member country they are working in if they are entitled for a scholarship and for studying in the concerned EU member country.

Question 6.5: I am working in a public institution, and I will also be a senior undergraduate student in the Faculty of Law at XX University during the 2016-2017 academic year. May I use the Jean Monnet Scholarship for a one-year master's programme or the first phase of a PhD programme in Law?

Answer 6.5: Scholars shall 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. Please also see Answer 5.1 and Answer 9.1.

Question 6.6: Can I change my "Type of Study" that I indicated during the application after I am awarded the scholarship?

Answer 6.6: Yes, it is possible to change the "Type of Study" after you are awarded a scholarship via a notification, but this should be done before the signing of the contracts. Please be reminded that scholars shall 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.

7. FIELD OF STUDY

Please see Section 1.3 of the Announcement.

Question 7.1: Which academic programmes fall under the scope of the Financial Services, which is one of the study fields specified in the Jean Monnet Scholarship Announcement? The programmes I am planning to apply are related to the fields of "finance", "financial management" or "finance and banking". Are these topics within the scope of the mentioned field of study?

Answer 7.1: Prior approvals related to the academic programmes or declarations of conformity on the relevance of the field of study to be applied from and the academic programmes planned to be pursued cannot be given during the application process. Field of study chosen for academic study and the academic programme to be pursued should be in compliance with each other as well as with the 'purpose of the scholarship'. It is solely the applicants' responsibility to decide on the field of study and ensure the compliance of the academic programme to be attended with the selected field of study.

It is recommended to visit the websites of the Ministry for EU Affairs (www.ab.gov.tr), the Delegation of the European Union to Turkey (www.avrupa.info.tr) and the European Commission (www.ec.europa.eu) for detailed information on the content of the EU *acquis* chapters covered by the Jean Monnet Scholarship Programme. Additionally, during the search of academic programmes related to the EU *acquis* chapter applied from, it is recommended that the applicants examine the lists of universities and programmes preferred by the previous scholars (<http://www.jeanmonnet.org.tr/en/Scholars/Studies-of-our-Scholars>) and the Jean Monnet Scholarship Programme Hosting Institutions Catalogue (<http://www.jeanmonnet.org.tr/en/Library/Publications/ArtMID/1226/ArticleID/91/Jean-Monnet-Scholarship-Programme-Host-Institution-Catalogue>) which are published on the website of the Jean Monnet Scholarship Programme. Applicants may also apply to different programmes in universities or similar institutions in different EU member countries other than the ones listed in the Catalogue. 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.

Question 7.2: I'm a dentistry student/graduate of tourism management. From which field of study should I apply for the scholarship?

Answer 7.2: No guidance could be provided to the applicants regarding the field of study to be selected during the application process. It is solely the applicants' responsibility to decide on the field of study and ensure the compliance of the academic programme to be attended with the selected field of study.

Question 7.3: Are there any documents, references, etc. that the applicants could make use of while determining the most relevant *acquis* chapter to the research topic or while questioning whether the current research topic is related to any *acquis* chapter or not?

Answer 7.3: Please see Answer 7.1.

Question 7.4: I have been working as a Pedagogue and Project Expert in a public institution operating in the field of judiciary. I am interested in graduate programmes/thesis topics covering both the judiciary and psychology fields. (eg. Psychology and Law Master Programme). From which *acquis* chapter should I apply for the scholarship?

Answer 7.4: Please see Answer 7.1 and Answer 7.2.

Question 7.5: Company Law, Intellectual Property Law, Competition Law programmes of the universities have similar/same courses. Which *acquis* chapter should I indicate in the Application Form; Company Law, Intellectual Property Law or any other chapter?

Answer 7.5: Please see Answer 7.1 and Answer 7.2.

Question 7.6: I would like to apply for a Jean Monnet Scholarship from the field entitled "Free Movement of Goods". I am planning to participate to master's programmes entitled "International/Strategic Marketing" if I am entitled for a scholarship. Are the mentioned field of study form which I will apply and the academic programmes I am planning to pursue compliant with each other?

Answer 7.6: Please see Answer 7.1.

Question 7.7: I would like to apply for the scholarship from the field entitled "Company Law". Is the programme entitled "International and European Law: International Trade and Investment Law" in University of Amsterdam compliant with the mentioned EU chapter?

Answer 7.7: Please see Answer 7.1.

Question 7.8: I am working as an English teacher at a secondary school affiliated to the Ministry of National Education and I hold a master's degree in Women's Studies. If I am entitled for the Jean Monnet Scholarship, I am planning to work on gender inequality issues on advancement in career within the education sector. Should I apply for the scholarship from the "Education and Culture" or the "Social Policy and Employment" chapter?

Answer 7.8: Please see Answer 7.1 and Answer 7.2. Additionally, as indicated in the Important Note-1 of the Announcement, 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" chapter, please visit <http://www.ab.gov.tr/index.php?p=91&l=2>.

Question 7.9: I am a senior undergraduate student studying Molecular Biology and Genetics at a university in Turkey. Does my field of study fall under the scope of the chapter entitled "Science and Research"?

Answer 7.9: Please see Answer 7.1 and Answer 7.2. Additionally, as indicated in Important Note-1 of the Announcement, 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>.

Question 7.10: I am currently a PhD student, and carrying out scientific studies on human neurophysiology and rehabilitation. May I apply for the scholarship from the "Science and Research" chapter?

Answer 7.10: Please see Answer 7.1, Answer 7.2 and Answer 7.9.

Question 7.11: I have applied for master's programmes on international public law and human rights. In that case, should I choose the field of "Justice, Freedom and Security" or "Judiciary and Fundamental Rights" while applying for the Jean Monnet Scholarship?

Answer 7.11: Please see Answer 7.1 and Answer 7.2.

Question 7.12: I want to get specialized in the field of refugee law. In this context, I am planning to attend master's programmes entitled "Human Rights" or "International Migration". Should I apply for the scholarship from the "Judiciary and Fundamental Rights" or "Foreign, Security and Defence Policy" chapter?

Answer 7.12: Please see Answer 7.1 and Answer 7.2.

Question 7.13: Scholars who have been formerly placed to programmes similar to the one I would like to attend, have selected the fields such as "Information Society and Media" or "Free Movement of Capital". Which programmes do these fields of study cover?

Answer 7.13: Please see Answer 7.1.

Question 7.14: Would a master's programme in Economy / Communication / Software Engineering / Medicine / Molecular Biology / Genetics / Psychology / Medical Biochemistry / Earthquake Engineering / Architecture in any of the universities in the EU member countries be considered within the scope of the scholarship?

Answer 7.14: Please see Answer 7.1.

Question 7.15: Could I apply for a master's programme in any other study field that is more closely related to my professional career rather than the field that the public institution where I'm currently working is associated with?

Answer 7.15: The Jean Monnet Scholarship Programme pays regard to the compliance of the field of study chosen for academic study and the academic programme to be pursued with each other as well as with the "objective of the scholarship". Furthermore, the relevance of the graduate or research programme proposed by the applicant during the placement process is evaluated on the basis of whether this programme will enhance the knowledge of the applicant on the EU *acquis* chapter applied from or not. In this manner, the Scholarship Programme does not take into consideration the compliance of the selected academic programme with the academic or professional background of the scholar, but this might be a factor considered by the scholar's institution during the secondment process. This issue should be addressed by the scholar's institution.

Question 7.16: Does applying from an *acquis* chapter that is completely outside my professional field cause any disadvantage during the evaluation process even though I perform successfully in the exam?

Answer 7.16: Please see Answer 7.15.

Question 7.17: I work as a psychological counselor at a school affiliated to the Ministry of National Education. May I apply for the scholarship from the "Education and Culture" field only?

Answer 7.17: Please see Answer 7.8 and Answer 7.15.

Question 7.18: As a teacher working affiliated to the Ministry of National Education, may I apply for the scholarship from the "Social Policy and Employment" chapter? Or may I only apply from the "Education and Culture" chapter since I'm a teacher? During the evaluation process, is it necessary that a relevance exists between the chapter I select and my profession?

Answer 7.18: Please see Answer 7.8 and Answer 7.15.

Question 7.19: I am a senior student at undergraduate level. Should the field of study of my department in which I am currently studying be the same with the EU *acquis* chapter that I will apply?

Answer 7.19: Please see Answer 7.15.

Question 7.20: I am working as a mathematics teacher in cadre at a public school. May I apply for the scholarship from the "Education and Culture" chapter and conduct a research on mathematics education?

Answer 7.20: Please see Answer 7.8 and Answer 7.15.

Question 7.21: Is a quota applied related to the field of study?

Answer 7.21: No.

Question 7.22: Does preferring one of the less preferred chapters have any positive impact on the evaluation process?

Answer 7.22: The EU *acquis* chapter selected by the applicant has no positive or negative effect on the evaluation process. The scholars are determined taking into account the success rankings based on the written exam scores and quotas allocated to each sector. Additionally the applicants are required to write a short letter of intent during the written exam. On this letter of intent applicants are requested to write 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. For this reason, applicants should pay utmost attention to the compliance of the EU *acquis* chapter indicated at the time of application with the academic programmes to be pursued; and the field of study should be chosen carefully, since making changes in the field of study is not allowed after the application process is completed.

Question 7.23: Can we change the field of study that we specified at the time of application, after the programmes that we got accepted are finalized?

Answer 7.23: No. The applicants are required to choose only one of the EU *acquis* chapters given in the Announcement and indicate it as their "field of study" in the Application Form. After the application process is completed, making changes in the field of study is not allowed.

8. APPLICATION PROCESS AND ADDRESS

Please see Sections 2.3.2 and 2.3.3 of the Announcement.

Question 8.1: Until when and where should the application documents be submitted?

Answer 8.1: 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:

Title: Jean Monnet Scholarship Programme – 2016-2017 Academic Year
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

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.

Question 8.2: I am going to apply for the scholarship but I could not find the online application section on the homepage.

Answer 8.2: No online application facility is available for the Jean Monnet Scholarship Programme.

Question 8.3: May I apply through e-mail?

Answer 8.3: No. Please see Answer 8.1.

Question 8.4: I have not received any confirmation from your side regarding whether you have received my application documents that I sent via courier or not. Could you check and confirm whether the shipment has arrived?

Answer 8.4: 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. The Application Authority will not provide information regarding the receipt of the application documents sent via post/courier.

Question 8.5: I want to apply to the 2016-2017 academic year Jean Monnet Scholarship Programme but I do not know how to apply, where and when to submit my documents. Could you please help me?

Answer 8.5: Please see Answer 8.1 and examine the Announcement.

9. DURATION OF THE SCHOLARSHIP

Please see Section 1.8 of the Announcement.

Question 9.1: I am a senior student at a university in Turkey. The duration of master's programmes in EU member countries related to my field of study is at least 18 months. May I use the Jean Monnet Scholarship for such a programme?

Answer 9.1: No. 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 (e.g. two-year master's programmes or PhD programmes) will not be supported even if the scholars are willing to fund the remaining period.

Question 9.2: The duration of the programme that I am going to apply is 2 years. May I benefit from the Jean Monnet Scholarship if I declare that I am going to fund the remaining period with my own financial resources?

Answer 9.2: No. Please see Answer 9.1.

Question 9.3: On which date should the scholars start their studies at the latest?

Answer 9.3: On the condition that the minimum and maximum limits related to the duration of study are respected, the scholars may start their programmes such that the end date of the academic studies does not exceed **1 March 2018** and the programmes are confined within the 2016-2017 academic year.

Question 9.4: Are the one-year academic programmes with a start date of January 2017 eligible within the scope of the Scholarship Programme?

Answer 9.4: Yes. However, the end date of the academic studies should not exceed **1 March 2018** and the programmes should be confined within the 2016-2017 academic year.

10. AMOUNT OF THE SCHOLARSHIP

Please see Section 1.9 of the Announcement.

Question 10.1: What is the amount of the scholarship and what does it cover? Is the scholarship paid on a monthly basis?

Answer 10.1: For each academic year, the amount of the scholarship and the ceiling for the tuition fees are determined with the aim of ensuring a minimum living standard to the scholars. Amount of the scholarship covers the tuition fees, living expenses (food and drink, accommodation, communication, local transportation, cultural activities, etc.) and a 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). 90% of the scholarship is paid upon the signature of the contracts while 10% is paid upon the completion of the programme and the closure process.

Question 10.2: Are the scholarships given unconditionally?

Answer 10.2: The scholars should successfully complete their academic studies and fulfill their contractual obligations. The Contracting Authority reserves the right to terminate the scholarship programme in case of non-compliance with contractual requirements and to ask for the full or partial reimbursement of the financial costs occurred thereof. On the other hand, there are no other obligations such as returning to Turkey or compulsory service stemming from the Jean Monnet Scholarship Programme.

Question 10.3: Does the amount of the scholarship vary depending on the cost of living in the host country? Or is the same amount paid to all scholars regardless of the host EU country?

Answer 10.3: The scholarship amount detailed in Answer 10.1 does not vary depending on the host EU member country, and the same amount of living and fixed allowance are given to all scholars.

Question 10.4: What is the amount of the monthly living allowance to be paid to the 2016-2017 academic year scholars?

Answer 10.4: Amount of the the monthly living allowance will be shared with the applicants entitled for a scholarship during the placement process.

Question 10.5: What is the tuition fee ceiling for the 2016-2017 academic year?

Answer 10.5: The tuition fee ceiling will be announced in the "List of Applicants Eligible to Take the Written Exam for the 2016-2017 Academic Year Jean Monnet Scholarship Programme".

Question 10.6: If I choose a programme with a tuition fee higher than the tuition fee ceiling determined by the Jean Monnet Scholarship, could I still participate to this programme provided that I cover the excess amount?

Answer 10.6: Yes.

Question 10.7: Are medical expenses covered by the scholarship? If so, could you give information about the scope of the health care costs covered by the scholarship? Do we have to have an additional insurance? Would the Social Security Institution's coverage be in effect during our education period abroad?

Answer 10.7: Fixed amount for various expenses to be paid to the scholars only once covers the health and insurance expenses. The health and insurance procedures differ in every EU member country and it is solely the scholars' responsibility to fulfill the required procedures. For the employed applicants, social security coverage during the study period could also be discussed with the applicant's own institution.

Question 10.8: Does the scholarship cover the academic study expenses like books, photocopies, equipment, etc.? Or is it expected that the mentioned expenditures are covered via the amount provided as monthly living allowance?

Answer 10.8: Fixed amount for various expenses to be paid to the scholars only once also covers the expenses related to the educational materials.

Question 10.9: May I apply for scholarships offered by other institutions (NGOs, embassies, universities, etc.) simultaneously with the Jean Monnet Scholarship?

Answer 10.9: Applicants may apply for different scholarship programmes concurrently while applying for the Jean Monnet Scholarship Programme. However, applicants cannot benefit from several scholarships at the same time for the same programme that they are planning to study within the Jean Monnet Scholarship Programme. Please also note that tuition fee discounts/awards of host institutions are not evaluated as a scholarship.

11. WHO CANNOT APPLY?

Please see Sections 2.1 and 2.2 of the Announcement.

Question 11.1: I am currently a freshman/sophomore/junior student at a university in Turkey. May I apply for the scholarship?

Answer 11.1: No. The applicants who are currently studying as **senior undergraduate** or **graduate students** or **working as academic/administrative staff** in universities in Turkey may apply for the Jean Monnet Scholarship Programme from the university sector.

Question 11.2: Why could only senior undergraduate students apply to the scholarship but not the first, second and third grade undergraduates?

Answer 11.2: 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. Additionally, the scholarships should be used in the specific academic year they are awarded for. Postponement and/or extension of the scholarships are not possible. Therefore, the applicants applying for the scholarship as undergraduate students should be senior students who will obtain their degrees within the academic year in which they have applied for the scholarship.

Question 11.3: I am currently doing my master's degree abroad. I'm also working in a private company abroad. May I apply for a scholarship for the 2016-2017 academic year?

Answer 11.3: No. Those who are currently working or studying at undergraduate or graduate level (master's or PhD) abroad during the application period cannot apply to the Jean Monnet Scholarship Programme. On the other hand, those who are abroad due to short-term exchange programmes (e.g. Erasmus) or 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 Jean Monnet Scholarship Programme as far as they meet the application requirements.

Question 11.4: I am pursuing the first year of Erasmus Mundus Mamaself master's degree in France and I will obtain Master1 diploma. For the second year, I will leave the programme and transfer to another programme in France taught in English. May I apply to the scholarship?

Answer 11.4: Please see Answer 11.3.

Question 11.5: I'm pursuing a master's degree in the field of International and Comparative Education in the University of Stockholm using a scholarship given by the Swedish Institute. Meanwhile, I am also participating to a non-thesis master's programme in the field of Political Science and Public Administration at a university in Turkey. May I apply for a Jean Monnet Scholarship?

Answer 11.5: Those who are currently working or studying at undergraduate or graduate level (master's or PhD) abroad during the application period cannot apply to the Jean Monnet Scholarship Programme. Please see Announcement Sections 2.1.3 and 2.2 for further details.

Question 11.6: I am a senior student at the department of management at a university which is located in Turkish Republic of Northern Cyprus (TRNC) but affiliated to a university in Turkey. It is stated in the Announcement that I have to study at a university in Turkey. May I apply to the scholarship since the university I am studying at is the TRNC campus of a university in Turkey?

Answer 11.6: No. Senior undergraduate and graduate students as well as academic/administrative staff of the universities in Turkey may apply to the Jean Monnet Scholarship Programme from the university sector.

Question 11.7: I am a senior undergraduate student at the Department of English Language Teaching in TRNC, and my current CGPA is 3.10 out of 4.00. May I apply for a scholarship?

Answer 11.7: Please see Answer 11.6.

Question 11.8: I am a neither citizen of an EU member country nor an IPA beneficiary country and I am studying at the undergraduate/master's/PhD level at a university in Turkey. May I apply for the scholarship?

Answer 11.8: No.

Question 11.9: I am a university student in a country that is neither an EU member nor an IPA beneficiary. I would like to continue my education in Turkey. May I apply for the scholarship?

Answer 11.9: No. Scholars could only conduct academic studies at graduate or research level at a university or similar institution in one of the EU member countries.

Question 11.10: I am currently working on a voluntary basis in the UK within the scope of the European Voluntary Service programme. May I apply for a scholarships?

Answer 11.10: Please see Answer 11.3.

Question 11.11: Could the people working in the non-governmental organizations on a voluntary basis apply for a scholarship?

Answer 11.11: Those who are working in non-governmental organizations in return for a wage under a social security network could apply for the scholarship from the private sector.

Question 11.12: I am a university graduate but I am not working either in the public or in the private sector; I am unemployed. May I apply to the Jean Monnet Scholarship Programme?

Answer 11.12: No. Applicants currently working in public and private sector or applicants currently working in universities as academic or administrative staff or studying as senior undergraduate or graduate students in Turkey may apply to the Jean Monnet Scholarship Programme.

Question 11.13: I am a lawyer registered to İstanbul Bar Association. Currently I am not employed. Is me being registered to the Bar sufficient for me to apply for a scholarship?

Answer 11.13: Please see Answer 11.12.

Question 11.14: I am currently doing my internship as an attorney. Since I do not work in return for a wage, I do not have a payroll sheet or a Social Security record. But I can prove that I am doing an internship via the documents I would obtain from the Bar Association that I am registered to and from the law firm that I work for. Do these documents somehow replace the payroll sheet and the service scheme that are required from the private sector employees?

Answer 11.14: No. Please see Answer 1.47.

Question 11.15: Could the graduates/second year students at two-year banking departments apply for the scholarship?

Answer 11.15: No. The applications of those who have a two-year university degree or who are second year students at the mentioned programmes are not accepted as eligible.

Question 11.16: I obtained a master's degree in the field of statistics by benefitting from the Jean Monnet Scholarship in the 2007-2008 academic year. May I re-apply for a scholarship provided that I choose another EU *acquis* chapter?

Answer 11.16: No. Those who formerly benefited from the Jean Monnet Scholarship cannot apply to the scholarship programme.

Question 11.17: I graduated from the English Language Teaching department. Currently I am working as an English teacher at a public school and doing a master's degree in International Relations at the same time. I am at the dissertation stage this year and aim to complete my dissertation at the end of this semester. Does my working on a master's degree in the above mentioned field provide me the opportunity to apply for the scholarship?

Answer 11.17: No. Those who have an undergraduate degree in Language Education, Translation and Interpretation, Language and Literature, 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*. Please see the Important Note-3 of the Announcement.

Question 11.18: I am a sophomore student at the department of English Language and Literature. Within Erasmus+ Programme, I will study in Germany for the spring term of 2015-2016 academic year. The grant given to me is not enough. May I apply to the scholarship?

Answer 11.18: No.

12. 36-MONTH WORK EXPERIENCE

Please see Section 2 of the Announcement.

Question 12.1: My undergraduate CGPA is less than 2.50. Should the work experience be related to the field of study to be chosen at the time of application? For instance, could an applicant who has 36-month work experience on agriculture and rural development apply for the scholarship programme from the science and research field?

Answer 12.1: The work experiences of those who will submit official document(s) certifying min. 36-month work experience due to the fact that their CGPA is below the scores indicated in the Announcement, do not necessarily have to be related to the field of study from which they will apply for the scholarship. On the other hand, the 36-month work experience must be related to the EU *acquis* chapters. "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. Please also see Important Note-1 of the Announcement for the "Education and Culture" and "Science and Research" chapters.

Question 12.2: I have been working as an administrative staff in the Department of Information Technologies at a university for eight years. My undergraduate CGPA is 2.14 over 4.00. I have completed a master's degree in Electronics and Communication Engineering and my master's CGPA is 3.02 over 4.00. Could my master's degree or the duties I am fulfilling at the university be considered as related to the EU *acquis*?

Answer 12.2: Prior opinion or approval cannot be given on the eligibility of the field of work or master's degree mentioned in the question. You can apply if the field of your job is related to at least one of the EU *acquis* chapters and if you can obtain official supporting documents from your institution along this line or your graduate degree is related to the EU *acquis*. Please also see Answer 2.5.

Question 12.3: My undergraduate CGPA is less than 2.50. I have been working in a bank in the internal control/audit position for five years. My job description includes "Compliance of the institution with the legislation of the Capital Market Boards of Turkey and the Basel criteria". May I apply for the scholarship?

Answer 12.3: Prior opinion or approval cannot be given on the eligibility of the field of work or master's degree. Please also see Answer 2.4.

Question 12.4: I have graduated from the Department of English Language Teaching. I have been working in the Ministry of Foreign Affairs as a Consulate official since 2012. May I apply for a scholarship by certifying my work experience in question?

Answer 12.4: Prior opinion or approval cannot be given on the eligibility of the field of work/work experience in question.

Question 12.5: I have been working in the Marketplace Directorate at XX Metropolitan Municipality for five years. I have graduated from the Department of Business Administration at undergraduate level and my graduation GPA is 2.48. I am still pursuing a master's degree in Human Rights Law, and currently I am at the dissertation stage. My field of work is closely related to the EU *acquis* on food safety. May I apply for a Jean Monnet Scholarship by certifying my 5 years of work experience? If not, may I apply by certifying that I am enrolled in a graduate programme in Human Rights Law?

Answer 12.5: Please see Answer 12.2 and Answer 12.3. Those who have a CGPA less than the points given in the Announcement may apply only on the condition that they have at least 36-month work experience related to the EU *acquis* or have completed their graduate programmes (master's or PhD) related to the EU *acquis*. In this regard, certifying that you are currently enrolled in a master's programme would not be sufficient for application.

Question 12.6: I have been working in a Development Agency for four years. I am a PhD student in the department of management at the same time. My undergraduate CGPA is 2.42 but my master's CGPA is above 2.50. May I apply by certifying my work experience (44 months) in the Development Agency?

Answer 12.6: Please see Answer 12.2 and Answer 12.3.

Question 12.7: I have graduated from the Department of English Language Teaching and my CGPA is 64.45 out of 100. However, for more than three years I am working in the field of student-staff mobility in the Erasmus Office of the university that I am working for. May I apply for a scholarship?

Answer 12.7: Please see Answer 12.2 and Answer 12.3.

Question 12.8: My undergraduate GPA is below 2.50. I have been working as an expert in a Ministry for more than three years. May I apply for a scholarship?

Answer 12.8: Please see Answer 12.2 and Answer 12.3.

Question 12.9: I am a senior undergraduate student in the Department of International Relations at XX University, and I will be graduating in July 2016. Currently my CGPA is 2.23. On the other hand, I have been working as an administrative staff at YY University since December 2013. May I apply for a scholarship?

Answer 12.9: Please see Answer 12.2 and Answer 12.3.

Question 12.10: I graduated from the Department of French Translation and Interpretation in 2003. Then I started working in the private sector in a field different than interpreting. I completed the non-thesis master's programme entitled "Music Business & Management" in 2012. I worked on the topic "The Benefits of Early Music Education" as my graduation project. May I apply for a scholarship from the "Education and Culture" chapter?

Answer 12.10: Please see Answer 12.2 and Answer 12.3. On the other hand, the application conditions for 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) should be taken into consideration. Please see the Important Note-1 (related to Education and Culture Chapter) and Important Note-3 of the Announcement.

Question 12.11: I graduated from the Department of English-German Translation and Interpretation at undergraduate level. I have been working at a municipality in fields related to the EU since 1 November 2010. Is this work experience sufficient to meet the criterion of minimum 36-month work experience related to the EU *acquis*? May I apply for the Jean Monnet Scholarship?

Answer 12.11: Please see Answer 12.2, Answer 12.3 and Answer 12.10.

Question 12.12: If people who have graduated from the translation and interpretation department have worked as a language assistant in technical assistance or twinning projects financed by the EU, would this work experience be counted towards the criterion of "36-month work experience related to the EU *acquis*"?

Answer 12.12: Please see Answer 12.2, Answer 12.3 and Answer 12.10.

Question 12.13: I am working as a translator in a public institution. I have been working in different departments of the Ministry since 2001. May I apply for the scholarship?

Answer 12.13: Please see Answer 12.2, Answer 12.3 and Answer 12.10.

Question 12.14: I am a PhD student in the Department of European Union at XX University. I graduated from the Department of Translation and Interpretation. I completed the master's programme entitled "Political Studies"; and discussed in my master's thesis the national and international dynamics behind the restructuring of higher education in Turkey within the context of Bologna Process from an interdisciplinary perspective. May I apply for a scholarship?

Answer 12.14: Please see Answer 12.10.

Question 12.15: I have graduated from French/English Translation and Interpretation. I have been working professionally for three years, one year being in the private sector and the remaining two years in an international NGO. May I apply for a scholarship?

Answer 12.15: If the total professional work experience mentioned in the question sums up to at least 36 months, if your duties within this period are related to at least one of the EU *acquis* chapters and if you can certify this situation you can apply to the scholarship programme.

Question 12.16: While calculating the 36-month work experience, is only the work experience within the sector from which the applicant has applied for the scholarship taken into account? For instance, would the previous work experience in the private sector of an applicant applying from the public sector be taken into account?

Answer 12.16: "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. In this regard, all work experiences in different sectors and in different fields are accepted in the calculation of the 36-month work experience as far as the work experiences in question are related to at least one of the EU *acquis* chapters.

Question 12.17: Could the time spent as a trainee lawyer be accepted within the scope of the 36 months of work experience?

Answer 12.17: If the applicant has worked professionally under a social security network in return for a wage during the time spent as a trainee lawyer and if this could be certified, then the work experience in question may be acceptable within the scope of the 36-month work experience.

Question 12.18: Would it be sufficient if I submitted a service scheme from the Social Security Institution in order to certify 36-month work experience?

Answer 12.18: Those who have to certify a minimum 36-month work experience should submit official document(s) clearly certifying that the applicants have worked in field(s) related to the EU *acquis* for the said period.

Question 12.19: I have been working in XX institution. I also worked for 17 months in YY project(s). Do I have to submit any other additional documents other than the annexed ones in order to prove my working experience?

Answer 12.19: Prior opinion or approval on the eligibility of the application documents cannot be given during the application process.

Question 12.20: Do all the private and public employees have to certify that they have 36-month work experience?

Answer 12.20: No. Those who have to meet the condition of having 36-month work experience related to the EU *acquis* or completing a graduate programme (master's or PhD) related to the EU *acquis* are the applicants who have an undergraduate degree in Language Education, Translation and Interpretation, Language and Literature or those who are senior undergraduate students at said departments; and the applicants whose undergraduate CGPA is less than 2.50 over 4.00 or 65 over 100.

Question 12.21: I have been working as a Municipal Police Officer since August 2013. I am a senior student at the Department of Political Science and International Relations as well. I will have completed 32 months in public service as of April when I am going to apply for the scholarship. Therefore, I could apply for a scholarship from the university sector and not from the public sector. Further to this, I learned that, in case I am eligible for a scholarship, the municipality I am working at will only give me permission if I am entitled for the scholarship as a civil servant and not as a student. Could flexibility be made related to the criterion of 36-month work experience?

Answer 12.21: Applicants who are eligible to apply from more than one sector should decide on the sector (public sector, university sector, private sector) from which they will apply and submit the application documents related to that sector in full. Please also see Answer 12.20. In case you decide to apply from the university sector as a senior undergraduate student, please see Section 2.3.1.3.2 of the Announcement for the application documents.

Question 12.22: My undergraduate CGPA is under 2.50 and I want to learn the context of having minimum 36-month work experience related to the EU *acquis*. Is it sufficient to have worked within CIP, COSME, Erasmus+ projects?

Answer 12.22: Please see Answer 12.1 and Answer 12.3.

13. MODE OF ASSIGNMENT AND LEAVE

Please see Section 2.6 of the Announcement.

Question 13.1: I am working in a public institution. Is it obligatory for my institution to evaluate the Jean Monnet Scholarship as an “international scholarship” and assign me accordingly if I am awarded the scholarship? Could the institution assign me with an unpaid leave if it wishes to do so?

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

Question 13.2: I am a public employee. What amount of my salary will be paid to me by my institution if I am entitled for a scholarship?

Answer 13.2: 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. The issue of how the public employees will be assigned by their institutions is at the discretion and authorization of the institutions that they are affiliated to. 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 recommended to be evaluated as an “international scholarship” within the scope of the Article 12/b of the aforementioned Regulation, which also details the payments to be made.

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

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

Question 13.4: I am a mathematics teacher at a public school. In case I benefit from the Jean Monnet Scholarship, would I be granted a leave without pay? Or would my salary continue to be paid as a teacher working abroad?

Answer 13.4: Please see Answer 13.2 and Answer 13.3.

Question 13.5: I am going to apply for the programme from the public sector. If I am awarded the scholarship and my institution does not allow me a leave of absence without payment, do I still have the right to use the scholarship?

Answer 13.5: Please see Answer 13.2 and Answer 13.3. Please also see Corrigendum-1 to the Announcement.

Question 13.6: I know that the scholarship holders, who are public employees, could be paid 60% of their salaries. However, the age limit for the employees who are sent abroad by their institutions for a master's study using the public sources is 40 in accordance with the relevant Regulation. Could an applicant who is older than 40 and a public employee be paid a portion of his/her salary in addition to the scholarship if s/he is entitled for a scholarship?

Answer 13.6: Please see Answer 13.1 and Answer 13.2.

14. PLACEMENT PROCESS

Please see Sections 1.6 and 2.5 of the Announcement.

Question 14.1: How could I retrieve the list of universities that have been preferred by the previous scholars?

Answer 14.1: The list of universities and programmes preferred by Jean Monnet Alumni could be retrieved from the link <http://www.jeanmonnet.org.tr/en/Scholars/Studies-of-our-Scholars> (<http://www.jeanmonnet.org.tr/en/> → Scholars → Studies of Our Scholars) on the Jean Monnet Scholarship Programme website.

Question 14.2: Is the master's programme entitled "Music Management/Business" supported within the context of the scholarship?

Answer 14.2: 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 mentioned evaluation will only be made during the placement process and prior opinion or approval cannot be given on the eligibility of the academic programmes during the application and selection processes.

Question 14.3: Would the master's programmes related to "Human Resources", "Work and Organizational Psychology" or "Sociology" be supported within the scope the study field entitled "Social Policy and Employment"?

Answer 14.3: Please see Answer 7.1 and Answer 14.2.

Question 14.4: Could I participate to the master's programme entitled "Business Administration: Specialization in Transport and Supply Chain Management" in Vrije University under the study field "Transport Policy"?

Answer 14.4: Please see Answer 7.1 and Answer 14.2.

Question 14.5: I noticed that one of the scholars has participated to a programme entitled “Actuarial Management” under the “Statistics” chapter in the previous years. May I participate to a programme entitled “Actuarial Sciences” under the “Statistics” chapter?

Answer 14.5: Please see Answer 7.1 and Answer 14.2. Additionally, the academic programmes pursued by the previous Jean Monnet Scholars do not constitute a precedent for the 2016-2017 academic year.

Question 14.6: May I conduct a research in the EU Ombudsman within the scope of the Jean Monnet Scholarship Programme?

Answer 14.6: No. Jean Monnet Scholarship Programme covers the universities and similar institutions in the EU Member Countries.

Question 14.7: In the 2016-2017 academic year Announcement of the Jean Monnet Scholarship Programme there is an expression stating that “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.” What is meant with this expression: one offer letter from two different countries (two letters in total) or two offer letters each from two different countries (four letters in total)?

Answer 14.7: The expression in the Announcement “It is obligatory that the applicants apply and get offer letters from **at least two academic programmes (related to the EU *acquis* chapter applied from) which have to be in at least two different EU member countries**” means that the applicants have to get offer letters from at least two different academic programmes each of which has to be in a different EU member country (e.g. one offer letter from EU member state X and one offer letter from EU member state Y).

Question 14.8: Offer letters from two different countries are required. Is it sufficient to apply to two different countries only?

Answer 14.8: While the application and evaluation processes of the Jean Monnet Scholarship Programme are going on, it is obligatory that the applicants apply and get offer letters from at least two academic programmes (related to the EU *acquis* chapter applied from), which have to be in at least two different EU member countries.” On the other hand, the applicants are free to obtain offer letters from more than two EU countries. Please also see Answer 14.7.

Question 14.9: XX University has LLM programmes both in London and Paris campuses. If I receive one offer letter from this programme in Paris and one offer letter from another university in France, will it be evaluated as two offer letters from two different EU member countries? During the scholarship period, will it be a problem if I am enrolled in two different master’s programmes at the same time?

Answer 14.9: If these programmes take place both in France, offer letters are accepted as from “one country”. Decision for enrolling to two different master’s programmes is the applicant’s own decision. However, only one of the programmes will be assessed by the Jean Monnet Scholarship Programme and only the costs of this programme can be covered by the scholarship. Please also see Answer 10.2.

Question 14.10: Does the expression “at least two different academic programmes in at least two separate EU member countries” mean that the programmes have to be related to two different study fields? For instance, is it expected that we should have an offer letter for LLM in Banking and Finance Law in member country X and for LLM in Intellectual Property Law in member country Y?

Answer 14.10: No. It is obligatory that the applicants apply and get offer letters from at least two academic programmes which are related to the selected EU *acquis* chapter and which are in at least two separate EU member countries while the application and evaluation processes of the Jean Monnet Scholarship Programme are going on. Both

programmes, however, should be related to the field of study specified by the applicant at the time of application indicated on the Application Form, which cannot be changed after the application process is completed, and be in a separate EU member country.

Question 14.11: Do the types of the two separate academic programmes to be submitted during the placement process have to be different as well? For instance could one of them be an MSc programme and the other one an LLM? Or should the type of the two programmes from two different EU member countries be both LLM?

Answer 14.11: There is no obligation such that the types/titles of the programmes applied for (e.g. MSc, LLM, MA) should be the same or different from each other.

Question 14.12: I applied to different universities which are in one single EU member country and I have already got offer letters from a few of them for the 2016-2017 academic year. The universities in other countries require different test results or the application process for most of the programmes are about to be finalized. Is it sufficient for me to submit offer letters from different universities in a single EU member country during the placement process?

Answer 14.12: Please see Answer 14.7. Nevertheless, 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.

Question 14.13: It is mentioned in the Announcement that applying to and getting unconditional offer letters from two different academic programmes in at least two different EU member countries is obligatory. Is there going to be any flexibility about this issue?

Answer 14.13: Please see Answer 14.12.

Question 14.14: I received an offer letter from London School of Economics and I want to study in this programme. Do I have to submit a second offer letter from another programme and make an effort to keep it valid until July? Could there be a flexibility?

Answer 14.14: Please see Answer 14.12.

Question 14.15: I will apply to the programme from one language (French). Only French language certificate is not sufficient for the universities in the countries other than France, some require even German language. Application deadlines of some universities expired in February and others will expire in April. If I am awarded, should I still submit an offer letter from a second country? In the Announcement, there is an expression that *"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"*. Does it apply for me?

Answer 14.15: Prior opinion or approval on the eligibility of an applicant cannot be given during the application process. Please see Answer 14.7 and Answer 14.12 as well as the Important Note-5 of the Announcement.

Question 14.16: I am going to apply for the Jean Monnet Scholarship from French language. Even though there are programmes taught in French in Luxemburg and Belgium, these programmes require proficiency in a language other than French (especially in English). I would like to study in a programme taught in French- and have no other proficiency certificates related to English or any other language. Under these circumstances, would it be sufficient for me to submit a single offer letter from an institution in France?

Answer 14.16: Please see Answer 14.15.

Question 14.17: May I benefit from the Jean Monnet Scholarship if I have an offer letter from a single EU member country but stand on the first 50% according to success ranking?

Answer 14.17: Please see Answer 14.8 and Answer 14.12.

Question 14.18: Does an applicant who would like to study in an EU member country which is not likely to be preferred by a vast majority of the applicants still have to provide an offer letter from another country?

Answer 14.18: Please see Answer 14.8 and Answer 14.12.

Question 14.19: I would like to apply for the Jean Monnet Scholarship from the “environment” field. Even though there are numerous academic programmes related to the environment field, the number of programmes having the academic qualifications that I look for are very limited. Does this exempt me from getting offer letters from at least two different countries and universities?

Answer 14.19: No. Please see Answer 14.12.

Question 14.20: At which stage should the offer letters be submitted to the Jean Monnet Scholarship Programme?

Answer 14.20: The offer letters should be submitted during the placement process which starts subsequent to the announcement of the applicants who are entitled for a scholarship. Nevertheless, 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.

Question 14.21: Are the academic programmes, which start on January 2017 and have a duration of one year, considered eligible within the scope of the scholarship?

Answer 14.21: Yes, as long as the end date of the academic studies do not exceed **1 March 2018** and the programme is covered within the 2016-2017 academic year.

Question 14.22: The offer letters for the master’s programmes starting on January 2017 could be obtained on September 2016 at the earliest. Would submitting the offer letters on the mentioned date be a problem?

Answer 14.22: No. Nevertheless, 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 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. Please also see Important Note-6 of the Announcement.

Question 14.23: Provided that our first choice is a one year master's programme, could our second choice be a two year master's programme?

Answer 14.23: No. 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 (e.g. two-year master's programmes or PhD programmes) will not be supported even if the scholars are willing to fund the remaining period. Please also see Answer 14.11.

Question 14.24: Some universities in the UK offer master's programmes in other European countries. Are these programmes going to be evaluated as a programme in the UK during the placement process?

Answer 14.24: No. The host EU member country of such programmes will be considered to be the country in which the teaching of the programme is conducted.

Question 14.25: I have received an offer letter for the programme in the host country, which is my first choice. I am going to apply for another programme in a second country but my application may not be concluded until 4 April 2016. Would this be a problem in terms of my application?

Answer 14.25: No. Please see Answer 14.20.

Question 14.26: Are the Jean Monnet Scholarship awardees announced after the applications to the master's programmes are finalized?

Answer 14.26: Please see Answer 14.20.

Question 14.27: Do you determine the university in which we are going to study?

Answer 14.27: Please see Answer 14.20.

Question 14.28: May I apply to the academic institutions which are not included in Jean Monnet Scholarship Programme Host Institutions Catalogue? How do you evaluate the programmes we offer other than the ones given in the Catalogue?

Answer 14.28: Applicants may also apply to programmes other than the ones given in the Catalogue. The relevance of the graduate or research programme proposed by the applicant during the placement process is evaluated on the basis of whether this programme will enhance the knowledge of the applicant on the EU *acquis* chapter applied from or not. Whether the duration of the programme from which the scholar has an acceptance is between 3-12 months or not and whether the course content of the programme as well as the thesis/dissertation title specified by the awardee complies with the EU *acquis* chapter applied from are the most important criteria taken into consideration during the programme approval process.

Question 14.29: In the Hosting Institutions Catalogue, the EU *acquis* chapters related to each programme are designated. Could a person participate to a certain programme in the Catalogue even though s/he has applied for the scholarship from a study field other than the ones designated in that document for the programme in question?

Answer 14.29: Yes. Even though the study fields that the programmes could be related to are designated in the Catalogue, applicants are not restricted to the fields mentioned therein. As long as the relevance/compliance of the programme with the field of study indicated at the time of application is respected, people who have applied from study fields other than the ones specified in the Catalogue could participate to the mentioned programmes.

Question 14.30: The universities I have applied to, request me to submit a letter certifying that I have applied to the scholarship before the application deadline of 4 April 2016. Could you help me on this matter?

Answer 14.30: The requested letter can only be provided by the Ministry for EU Affairs to

the applicant upon request, once the Administrative Compliance and Eligibility Check process is finalized and your name is announced on the list of applicants entitled to take the written exam.

In case such a request is submitted before this phase, an explanation about the restrictions stemming from the implementation principles of the Scholarship Programme can also be communicated to the universities. This correspondence is; however, made upon the request of the applicants and on the condition that the contact information of the related university officials are provided.

Question 14.31: The university I am going to apply asks how I am going to cover my education expenses. If I declare that I have applied for a scholarship, the university requires me to submit a 'sponsorship letter'. What should I do?

Answer 14.31: Please see Answer 14.30.

Question 14.32: I have received a "Conditional Offer Letter" from a university in one of the EU member countries. However, the condition is about paying 50% of the tuition fee in advance. What could be done in such situations?

Answer 14.32: Please see Answer 14.30.

Question 14.33: Some universities demand deposits during the application process for their master programmes. May I receive an official letter in English regarding my Jean Monnet Scholarship application?

Answer 14.33: Please see Answer 14.30.

Question 14.34: If the payment of the scholarship is made after the commencement of the academic programme due to any reason, could you provide a letter addressing the universities regarding the postponement of the tuition fee payment?

Answer 14.34: Yes. Please see Answer 14.30.

Question 14.35: If the master' programme we have been admitted lays down conditions such as being graduated in June 2016 or being graduated with a specific CGPA or obtaining higher scores from specific sections of the language proficiency exam (e.g. speaking, writing), could we not benefit from the scholarship with these conditional letters?

Answer 14.35: If the applicants entitled to be awarded the scholarship have conditional offer letters, their programme approvals will also be given conditionally and they will be able to proceed with the contracting process only if they submit their unconditional offer letters.

Question 14.36: Looking at the "Indicative Timeline" it is understood that the placement process will be after 1 July 2016 and offer letters of the applicants will be evaluated during this process. According to the acceptance procedures of the universities in the EU member countries, candidates should decide on the programme they would like to study and should respond to the universities officially in the mid or end of May at the latest. This means that at the beginning of July when the placement process starts, it will be practically hard for the applicants to have more than one valid offer letter. What could be done in such a situation?

Answer 14.36: Depending on the stage of the applications (evaluation process, placement process, etc) extension request/sponsorship letters could be provided to the applicants by the Ministry for EU Affairs, upon request.

Question 14.37: I have received a conditional offer from a university in an EU member country that requires me “to pay the deposit” or “to be awarded a scholarship”. The conditions are not related to the main acceptance criteria such as language proficiency or educational background. So may I use this conditional offer when I get the scholarship?

Answer 14.37: Yes, in case the university removes the condition in question by means of the sponsorship letter which will be provided by the Jean Monnet Scholarship Programme upon your being awarded the scholarship.

Question 14.38: In the Jean Monnet Scholarship Programme Announcement there is an expression of “graduate or research programmes”. Is a PhD programme considered to be eligible within the scope of the scholarship?

Answer 14.38: No. Master’s, PhD or research programmes longer than 12 months are not supported. Please see Answer 14.23.

Question 14.39: Please find my CV attached. May I apply to the scholarship? Can I get scholarship for the first year of a PhD programme?

Answer 14.39: Prior opinion or approval on the eligibility of an applicant cannot be given during the application process. However, graduate programmes of which the duration exceeds one year are not supported. Please see Answer 14.38.

Question 14.40: Are ‘Executive Master’ programmes supported within the scholarship?

Answer 14.40: Scholars shall 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. Prior approvals related to the content/type of academic programmes cannot be given apart from the placement process.

Question 14.41: I am working in the public sector and will apply to the scholarship programme for a research programme. Is a research offer letter indicating a study to be conducted with the university, not an academic programme, acceptable?

Answer 14.41: Please see Answer 14.40.

Question 14.42: May an offer letter taken from the Library of the XX University regarding that I will make research there, be acceptable for the scholarship?

Answer 14.42: Prior approvals related to the adequacy of the offer letters cannot be given apart from the placement process.

Question 14.43: Are the programmes having an internship/research project as one of the completion conditions, accepted within the scholarship programme?

Answer 14.43: Yes, on the condition that the duration of the programme (including the internship/research period) does not exceed 12 months.

Question 14.44: Could we study at any university in an EU member country?

Answer 14.44: Yes. The Jean Monnet Scholarship Programme covers all the universities and similar institutions in the EU member countries. Should there be more than 50% of scholars who have indicated the same EU member country as their first preference, however, 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.

Question 14.45: There is an expression in the Announcement stating that *“Should there be more than 50% of scholars who have indicated the same EU member country as their first preference, the scholars with the higher rankings will have the right to be placed to their first preference whereas the lower ranking scholars who have indicated the same country as their first preference will be offered to study at their successive most appropriate programme alternative, i.e. in another EU member country”*. Would the ranking in question be made according to the written exam results only or according to a weighted average of the criteria such as written exam result, TOEFL/IELTS, undergraduate CGPA, etc.?

Answer 14.45: The success ranking will be made according to the results of the written exam.

Question 14.46: May I study in Switzerland or Norway within the scope of the scholarship?

Answer 14.46: No. Switzerland and Norway are not EU member countries.

Question 14.47: Geneva Academy has been named as an academy while it formerly used to be a university, but it still offers an LLM programme. Is the LLM programme conducted by the mentioned academy supported by the Jean Monnet Scholarship?

Answer 14.47: No. The Jean Monnet Scholarship Programme covers all the universities and similar institutions in the EU member countries. The institution mentioned in the question could be considered as an institution similar to the university but it is not an eligible academic institution within the context of the Jean Monnet Scholarship since it is located in Switzerland which is not an EU member country.

Question 14.48: Are England, Scotland and Wales considered as individual countries?

Answer 14.48: No. All the mentioned countries are considered as a single country under the name of the United Kingdom.

Question 14.49: Is the Republic of Ireland (capital city of which is Dublin) considered to be a separate country?

Answer 14.49: Yes.

Question 14.50: I would like to apply for more than one master's programme. How could I indicate this at the time of application?

Answer 14.50: No declarations have to be made related to the academic programmes that you are planning to study while applying to the scholarship. This information should be provided on the “Letter of Intent” which is a part of the written exam.

Question 14.51: The status of my acceptance for the master's programmes has not been announced yet. If I am awarded the scholarship but could not get acceptance from any academic programme, could I retain my right to use the scholarship for the next academic year?

Answer 14.51: No. Scholarships should be used in the specific academic year they are awarded for. Postponement and/or extension of the scholarships are not possible. Furthermore, the end date of the academic studies should not exceed 1 March 2018.

Question 14.52: One of the master's programmes I have applied requires studying in Venice/Italy in the first semester whereas studying in one the 41 partner universities all of which are located in the EU member countries for the second semester. May I participate to this programme within the scope of the Jean Monnet Scholarship?

Answer 14.52: Yes. Joint master degree programmes that require studying in two or more EU member countries are considered as eligible only if the total duration of the study is between 3-12 months and the scholar is entitled to be placed to the concerned EU member countries.

Question 14.53: The programme, which I received offer letter from, provides opportunity to study in 3 different countries. Is it possible to get scholarship for this programme?

Answer 14.53: Please see Answer 14.52.

Question 14.54: One semester of the programme in XX University in France entitled “LLM in International and European Investment Law” is conducted in Lyon and the other semester in New York. Together with an offer letter from the Netherlands, will I be considered to have satisfied the two different country rule?

Answer 14.54: No. The programme detailed in the question is not an eligible programme since it requires studying in the USA which is not an EU member country.

Question 14.55: Could I benefit from the Jean Monnet Scholarship for the Erasmus Mundus master’s programme that is conducted jointly by Middle East Technical University and Joseph Fourier University in order to cover the part of the programme taught in France?

Answer 14.55: No. Please see Answer 14.52.

Question 14.56: I will be present as a clinical observer in the USA during April-June 2016 for three months. May I benefit from the scholarship?

Answer 14.56: No, you may not benefit from the scholarship for this study. Scholars shall 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.

Question 14.57: When would the scholars who are awarded the scholarship start going abroad?

Answer 14.57: The date when the scholars will go abroad depends upon the start date of the academic programme that the scholarship awardee has been offered acceptance and that has been approved by the Ministry for EU Affairs during the placement process.

Question 14.58: In case I participate to a 12 month programme, three months of which is conducted through distance learning, is it mandatory that I reside in the host country of the programme during the distance education module?

Answer 14.58: The scholars should be present at the host country where the programme is taught throughout the study period as specified in their scholarship contracts. Please also see Answer 16.2.

Question 14.59: Do the people who are going to apply for the scholarship as master’s students have to complete their master’s studies as of the date they are awarded the scholarship? Or could they benefit from the Jean Monnet Scholarship by requiring a leave of absence from their ongoing master’s programmes in Turkey?

Answer 14.59: For those who will apply for the Jean Monnet Scholarship from the university sector as master’s students, there are no obligations such that they should have graduated from their master’s programmes by the time they will use the scholarship. These applicants could benefit from the scholarship by requiring a leave of absence from their ongoing master’s programmes in Turkey, if allowed by the institutions in which they are pursuing masters’ degree.

Question 14.60: I am a student in XX University (Business Administration-MBA) and searching a study opportunity using the Jean Monnet Scholarship Programme within the EU for 2016 or 2017. I am holding a diploma from a University in Netherlands and another in a university in Turkey. In addition, I am dealing only freelancer academic activities with the help of my family till finding a scholarship programme within the EU. Is it possible to study and work at the same time under this condition? How much do I have to pay as tuition fee and accommodation fee etc.? May I work as a lecturer at the same university as a high-skilled migrant after my master's degree?

Answer 14.60: Prior opinion or approval on the eligibility of the applicants cannot be given during the application process. Working during or after the completion of their studies is the applicants' own decisions and it is also their decision to search for such possibilities. Please also see Answer 10.1.

Question 14.61: In case the research topic proposed by the scholar is not found to be appropriate during the placement process, would the candidates be given the right to determine a new research topic or choose another *acquis* chapter?

Answer 14.61: After the application process is completed, making changes in the field of study (i.e. EU *acquis* chapter) is not allowed. On the other hand, the candidates who are entitled for a scholarship do have the right to make changes in their research topics during the placement process as far as the new topic is related to the selected field of study.

15. WRITTEN EXAM AND EVALUATION PROCESS

Please see Section 2.4 of the Announcement.

Question 15.1: May I get information about the Administrative Compliance and Eligibility check process?

Answer 15.1: 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) which is an annex to the Announcement.

Question 15.2: Are all the applicants who pass the Administrative Compliance and Eligibility Check invited to the written exam?

Answer 15.2: Yes.

Question 15.3: May I get information about the scope of the written exam? How long does it take and how is it evaluated?

Answer 15.3: 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. In this regard, 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 (Annex-5) published with the Announcement. Applicants are advised to examine this form before the written exam. No information could be provided related to the duration of the exam.

Question 15.4: During the written exam, am I going to answer general questions related to the EU only or questions concerning the EU *acquis* chapter I have applied from?

Answer 15.4: Applicants are expected to reply all questions. Please also see Answer 15.3.

Question 15.5: I am a senior undergraduate student at a university in Turkey and at the moment, I am in Spain within the Erasmus Exchange Programme. It is stated that the applicants must be in Ankara on 21 May 2016, the date when the written exam will be held. But I will be abroad at that date due to my ongoing Erasmus study. What can I do?

Answer 15.5: According to the **Indicative Timetable**, the date on which the written exam is planned to be held is 21 May 2016, yet this date might be subject to change. The Jean Monnet Scholarship Programme written exam will take place in Ankara. It is not possible to make an exemption or organize a make-up exam for the applicants who do not or could not attend the written exam due to any reasons. The list of eligible applicants who will take the written exam and the exact date, time and place of the written exam will be announced on the websites of the Central Finance and Contracts Unit (www.cfcu.gov.tr), the Ministry for EU Affairs (www.ab.gov.tr) and the Jean Monnet Scholarship Programme (www.jeanmonnet.org.tr).

Question 15.6: There are final exams at many universities on 21 May 2016. Is it possible to organize a second written exam or make-up exam in this situation? Could you provide an official letter addressing the universities to take into consideration the written exam date of Jean Monnet Scholarship Programme?

Answer 15.6: Please see Answer 15.5. On the other hand, upon request, after the organization of the written exam, a letter can be prepared by the Ministry for EU Affairs stating that the applicant held the written exam.

Question 15.7: Is an oral exam going to be held within the evaluation process of the 2016-2017 academic year?

Answer 15.7: No.

16. CONTRACTING PROCESS AND OBLIGATIONS OF THE SCHOLARS

Please see Sections 2.7 and 2.8 of the Announcement as well as the Description of the Action (Annex-9).

Question 16.1: How long does it take to start studying abroad after the scholarship awardees are announced?

Answer 16.1: The awardees may start their programmes after getting their approvals for the programmes they are planning to pursue. Please also see Answer 14.57.

Question 16.2: Are there any regulations related to the scholars' residing in their host countries during their education period? Are there any restrictions regarding travelling to Turkey for short stays on holidays and other times?

Answer 16.2: The scholars should reside in the host EU member country for the full duration of the specified academic programme. Absence from the host EU member country until completing the requirements of the specified programme may not exceed four weeks (28 days) - including the days spent traveling- at each absence.

Question 16.3: Could the scholarship be used simultaneously with the students loans provided by the Credit and Dormitories Institution (KYK)?

Answer 16.3: Yes.

Question 16.4: Could you provide an official letter for the postponement of my military service if I am awarded the scholarship?

Answer 16.4: Yes. An official letter to be used for the postponement of the military service could be provided by the Ministry for EU Affairs, upon request.

Question 16.5: I have currently received an offer from a university in the UK. I am planning to pursue a master's degree in this university even if I am not awarded the scholarship. In order to realize this, I have to accept the offer by April at the latest, pay a deposit and apply for a visa. Would the advance payment of the deposit be a problem if I am awarded the Jean Monnet Scholarship and I am entitled to be placed to the university in question? In that case, would my scholarship be cancelled or would the payments I have made until that time be subtracted from the total scholarship amount I am entitled to?

Answer 16.5: Depending on the stage (evaluation process, placement process, etc.) extension request/sponsorship letters could be provided to the applicants by the Ministry for EU Affairs, upon request. Furthermore, as long as the programme that you applied to is accepted during the placement process, you may benefit from the scholarship. Payments to the scholars are made in accordance with the provisions of the Special Conditions and the General Conditions of the contract.

Question 16.6: Do you inform Consulates for accelerating the visa procedures of the scholars?

Answer 16.6: Scholarship letters can be provided to the scholars by the Ministry for EU Affairs, upon request.