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**MINISTRY FOR EU AFFAIRS**

**CENTRAL FINANCE AND CONTRACTS UNIT**

**DELEGATION OF THE EU TO TURKEY**

 **2015-2016 ACADEMIC YEAR**

 **JEAN MONNET SCHOLARSHIP PROGRAMME**

**CLARIFICATIONS**

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**Important Notice**

The questions and answers received from potantial applicants for the 2015-2016 academic year Jean Monnet Scholarship Programme that was announced on January 26th, 2015 with March 6th, 2015 application deadline can be seen below. These questions and answers are only valid for the 2015-2016 academic year and cannot be exemplified with Frequently Asked Questions (FAQs) of the previous academic years.

Most of the answers to these questions within this document can be found in the 2015-2016 academic year announcement. Clarifications explain issues regarding the application details and it is the part of the announcement. For this reason, the applicants must read the Clarifications document very carefully and pay attention to the details.

# WHO CAN APPLY?

**Please see section 2.1 of the Announcement.**

**Question 1: I am planning to apply for the Jean Monnet scholarship from the private company/public institution which I work for. Will I be able to benefit from the scholarship in case of resignation from this company/public institution? Or should I continue to work until the date of contract after I am awarded the scholarship? Or should I continue to be an employee of the company/public institution during the term of the scholarship?**

**Answer 1:** Applicants’ status and the documents that they submit at the time of application will be taken into consideration during the evaluation of the application. The applicants working at the time of application is required to submit all application documents related to the sector applied from fully and accurately to the Central Finance and Contracts Unit.

**Question 2: I graduated from the International Relations Department in 2014. However, I maintain my student status because I am registered for the double major programme at the same university. May I apply to the Jean Monnet Scholarship for the 2015-2016 academic year?**

**Answer 2:** For this case, the applicant will be considered as a university student and can apply if s/he is a senior undergraduate student. Please see sections 2.1.3.2 and 2.3.1.3.2 of the Announcement regarding the eligible applicants, eligibility criteria and application documents. Senior undergraduate students may be awarded the scholarship on the condition that they will be graduating from the undergraduate programme they are enrolled in at the end of the 2014-2015 academic year.

**Question 3: Currently I am enrolled in a master’s study in English Translation and Interpretation Department but I hold a double-major undergraduate diploma in International Relations and the European Union fields. May I apply for the scholarship?**

**Answer 3:** Yes. You may apply since you have a diploma on International Relations and European Union field. You must submit your undergraduate diploma and the related transcript along with other documents required for application.

**Question 4: I will graduate from the university by January 2016. In that case should I apply for the 2015-2016 or the 2016-2017 academic year? What else can I do now considering that I will have graduated when the announcement of the scholarship next year is on these dates?**

**Answer 4:** The senior undergraduate students who will apply for the 2015-2016 academic year are required to have graduated from their undergraduate programme in 2014-2015 academic year if they are awarded the scholarship. When the scholarship announcement is published for the 2016-2017 academic year, a thorough reading of the application requirements is recommended.

**Question 5: Are students in Turkey who are foreign nationals able to apply for the Jean Monnet Scholarship?**

**Answer 5:** Applicants who are the nationals of EU member countries or IPA Beneficiary Countries can apply to the Programme only if they are registered to a university in Turkey at the undergraduate or graduate level. Please visit http://europa.eu/about-eu/countries/index\_en.htm for the list of EU member countries and IPA Beneficiary Countries.

**Question 6: 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 Science and International Relations Programme. I am still a student at the Sociology Programme and will be graduating next semester. May I apply to 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 6:** You must apply as a senior undergraduate student andsubmit your transcript and student certificate only for the department that you are currently the senior undergraduate student of, together with other documents required for application.

**Question 7: I graduated from Translation and Interpretation Programme (French Division) last year; however, I am doing a double major and will graduate from Political Sciences and International Relations Programme this year. I will apply for the scholarship in the area of XX, which is one of the chapters of the EU acquis considered within the scope of the Jean Monnet scholarship. Am I eligible to apply?**

**Answer 7:** You must apply as a senior undergraduate student and, you must submit your transcript and student certificate only for the department that you are currently the senior undergraduate student of, together with other documents required for application. Your undergraduate programme or field of institution does not have to be related with the EU acquis chapter that you would like to apply from. The programmes that the applicants received acceptance must be related/compatible with the chosen EU acquis chapter.

**Question 8: I am currently a sophomore student studying International Relations at a university in Turkey. May I apply to the scholarship?**

**Answer 8:** No. Senior **undergraduate** and graduate students as well as academic or administrative staff in universities in Turkey may apply to the Jean Monnet Scholarship Programme from the university sector.

**Question 9: I have been working as an advisor at a public institution under contract for more than two years. May I apply to the scholarship?**

**Answer 9:** 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 10: I am a graduate student at the XX College abroad. I also work at a private company. May I apply to the scholarship for the 2015-2016 academic year?**

**Answer 10:** No. Those who currently work or study at undergraduate or graduate level (master's or PhD) abroad during the application period cannot apply to the scholarship. On the other hand, those who meet the application criteria and who are currently abroad via short-term exchange programmes (e.g. Erasmus) may apply to the programme.

**Question 11: I have graduated from the Political Sciences Programme. I am a graduate student of Labour Economics and Industrial Relations. May I apply to the programme?**

**Answer 11:** Yes. Seniorundergraduate and graduate students of universities in Turkey may apply to the Jean Monnet Scholarship Programme from the university sector.

**Question 12: I am working as administrative staff at a university. May I apply for a scholarship? What qualifications are required for the administrative staff?**

**Answer 12:** Yes you may apply. Please see sections 2.1.3.1 and 2.3.1.3.1. of the Announcement regarding the eligible applicants, eligibility criteria and application documents.

**Question 13: I have been working abroad. May I apply for the scholarship programme in order to learn the system in the EU, and thus, raise the standards of our factory in Turkey and abroad to EU standards?**

**Answer 13:** Those who currently work or study at undergraduate or graduate level (master's or PhD) abroad during the application period cannot apply for the Programme. **However**, applicants from public sector, working in the organizations of their own institutions abroad- e.g. permanent staff at the organizations of the Ministry of Foreign Affairs abroad - may apply to the scholarship.

**Question 14: I am currently a student but I will get my temporary graduation certificate on 2 February 2015. May I submit my temporary graduation certificate instead of the student certificate that you require from senior undergraduate students?**

**Answer 14:** Senior undergraduate students should apply for the scholarship with a signed and stamped official student certificate given by the Student Affairs Office of the university. The certificate should bear a date later than 26 January 2015, which is the date of announcement of the scholarship.

**Question 15: What is the reason why only senior undergraduate students could apply to the scholarship but 1st, 2nd, and 3rd grade undergraduates could not?**

**Answer 15:** The Jean Monnet Scholarship Programme supports academic studies at **graduate** or **research level** at a university or similar institution in one of the EU member countries. In addition, scholarships should be used for that specific academic year. Postponements and/or extensions of the scholarships are not possible. Thus, persons applying for the scholarship as undergraduate students should be senior students who will obtain their degree in the academic year in which they had applied for the scholarship.

**Question 16: Can trainee lawyers apply for the Jean Monnet scholarship programme?**

**Answer 16:** The applications of those who are working professionally under a social security network in return for a wage during the time spent as a trainee lawyer, could certify this and submit the application documents required from the private sector applicants in full will be accepted as valid.

**Question 17: I graduated from 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. I am at the dissertation stage this year and aim to complete my dissertation at the end of this semester. May I apply for the scholarship owing to the fact that I am working on a master's degree in the above mentioned field?**

**Answer 17:** No. Those who have an undergraduate degree in Language Teaching, Translation and Interpretation, Linguistics and Literature may apply only on the condition that they completed their graduate degree (master's or PhD) in the fields related to the EU acquis or they have a minimum 36 months' of work experience related to EU acquis. Please see Important Note-3 of the Announcement.

**Question 18: I graduated from the Department of English-German Translation and Interpretation. I am doing a master's degree in European Politics and International Relations in the EU Institute of a university in Turkey. I am currently at the dissertation stage. I will have defended my dissertation before an academic jury and obtained my degree before May 2015. May I apply to the scholarship?**

**Answer 18:** No. Please see Answer 17.

**Question 19: I graduated from Department of English-German Translation and Interpretation. We have been working in a municipality in XXX areas related to the EU since 1 November 2010. Is this work enough to meet the criterion of a minimum 36 months of work experience related with the EU acquis? May I apply for the Jean Monnet Scholarship?**

**Answer 19:** Prior opininon cannot be given for the eligibility of the field of work mentioned in the question. You can apply for the scholarship if your field of work is related with one or more of EU acquis chapters; the work is done for a specific payment under social security and the period of the work in question is at least 36 months; and you submit a document obtained from your institution for certifying these. Please see Important Note-3 of the Announcement.

**Question 20: 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 20:** No. Those who currently work or study at undergraduate or graduate level (master's or PhD) abroad during the application period cannot apply for the Programme. On the other hand, those who meet the application criteria and who are currently abroad via short-term exchange programmes (e.g. Erasmus) may apply to the programme.

**Question 21: I am pursuing my master's degree at a university in Turkey. Is it possible that I leave my current master's degree and start and complete a new master's programme abroad with the Jean Monnet Scholarship?**

**Answer 21:** 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 22: 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 accepted for the criterion of "36 months of work experience related to the EU acquis "?**

**Answer 22:** Prior opininon cannot be given for the eligibility of the field of work mentioned in the question. Please see Answer 19.

**Question 23: 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 23:** Please see Answer 19.

**Question 24: I completed my master’s degree funded by a full scholarship awarded by a university in an EU member country in previous years. May I apply to the Jean Monnet Scholarship for the 2015-2016 academic year for a second master's degree?**

**Answer 24:** Those who have a graduate degree (master's or PhD) obtained by benefiting from another Scholarship Programme funded by any EU member state or EU institutions cannot apply to the Jean Monnet Scholarship Programme. If the institution awarding the scholarship is a university located in an EU member country, it does not disqualify application to the Jean Monnet Scholarship.

**Question 25: I have been working as an expert at a public institution for five years and at the same time I am a master's student. May I apply for the scholarship?**

**Answer 25:** Yes. However, applicants should decide on the sector (public sector, university sector, private sector) from which they will be applying and submit the relevant documents required for the selected sector.

**Question 26: I graduated from the university but I am still registered at the university. May I apply to the scholarship?**

**Answer 26:** In order to apply as an undergraduate 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. Please see section 2.3.1.3.2 of the Announcement for the list of application documents required.

**Question 27: I graduated from the Department of Political Sciences in Turkey by completing the undergraduate programme one semester early. My official graduation date was registered as 30.01.2015 by the university. Despite this, I have a student certificate and a transcript dated 02.02.2015. May I apply for the Jean Monnet Scholarship? If I can apply, which date should I write for the "Expected Graduation Date" in the application form?**

**Answer 27:** Please see Answer 26.

**Question 28: I have an undergraduate degree in English Language Teaching and a graduate degree in the field of Educational Sciences Educational Programmes and Teaching. May I apply to the Jean Monnet Scholarship?**

**Answer 28:** Those who have an undergraduate degree or those who are senior undergraduate students 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) may apply only on the condition that they completed their graduate degree (master's or PhD) in the fields related to the EU acquis or they have a minimum 36 months of work experience related to the EU acquis. Please see Important Note-3 of the Announcement.

**Question 29: In order to apply for the scholarship, is it a must to be a public sector employee and a student at the same time or is it just sufficient to be a public employee?**

**Answer 29:** Applicants currently working in public and private sector or applicants currently working in universities as academic or administrative staff or studying as senior or graduate students in Turkey may apply to the Programme. Please see section 2.1 of the Announcement.

**Question 30: I have an undergraduate degree at the Department of German Language and Literature from a university in Turkey. My GPA is X.XX/4.00. Currently I am working as a German lecturer at a university in Turkey. May I apply to the scholarship?**

**Answer 30:** Please see Answer 17 and Important Note-3 of the Announcement.

**Question 31: I have been working as an assistant expert in a public institution since 19 December 2014. Am I eligible to apply for the scholarship even though I have worked only for a short period?**

**Answer 31:** There is no minimum duration for the duration of employment of public officials. Once you are awarded the scholarship, whether you institution of employment will allow you a leave of absence and issues regarding payment of salary are at the discretion of your institution. Therefore you are advised to discuss these issues with your institution of employment. Please see sections 2.1.1, 2.3.1.1 and 2.6 of the Announcement.

**Question 32: I am junior student studying International Relations at a university in Turkey. I will be graduating as of January 2016. Therefore, I will have graduated from the university in the application period of 2016-2017 academic year. Would this be a reason for non-eligibility to apply for the scholarship?**

**Answer 32:** Please see the reply given for question 4.

**Question 33: May the probationary officers apply to the scholarship?**

**Answer 33:** Please see Answer 31.

**Question 34: I am working as administrative staff at a university. I am also a master’s student at another university. If I cannot get permission for applying to the scholarship from the institution that I work for, may I apply to the scholarship as a master’s student?**

**Answer 34:** Yes.

**Question 35: Could the 5th year students at the Medical Faculties apply to the scholarship?**

**Answer 35:** Senior students at undergraduate level in public and private universities may apply to the scholarship from university sector.

**Question 36: By the end of December 2014, I have resigned from the private sector institution that I worked for 3 years. I have been working in our family owned business within the context of a project we have developed since February 2015 and I have a social security record. The project will end in the following two months and my job will also finish. May I apply to the scholarship?**

**Answer 36:** Please see the reply given to Question 1.

**Question 37: I applied for the Jean Monnet Scholarship Programme and was awarded the scholarship last year, I did not benefit from the scholarship. Can I apply again this year?**

**Answer 37:** Yes. Applicants who applied and were not awarded or not benefited from the scholarship in previous years may apply for the Jean Monnet ScholarshipProgramme in the future.

**Question 38: I am a foreign national and I am a senior student at a university in Turkey. I am also a student in Belgium by the Erasmus Exchange Programme. Can I apply for the scholarship?**

**Answer 38:** Applicants who are the nationals of EU Member Countries or IPA Beneficiary Countries can apply for the Programme only if they are registered to a university in Turkey at undergraduate or graduate level. Please visit <http://europa.eu/about-eu/countries/index_en.htm> for the list of EU Member Countries and IPA Beneficiary Countries.

**Question 39: I am currently an intern lawyer. Can I apply from the private sector?**

**Answer 39:** Yes. However, official letter indicating that the applicant currently working professionally in the private sector and up-to-date payroll sheet of the applicant from the Social Security Institution should be submitted with the other application documents.

**Question 40: I am 44 years old. Can I apply?**

**Answer 40:** Yes. There is no requirement regarding the age limit.

# UNDERGRADUATE CGPA

**Please see sections 2.1 and 2.3 of the Announcement.**

**Question 1: I am a second year master's student at a university in Turkey. My undergraduate CGPA is under 2.50. Can I apply for the scholarship?**

**Answer 1:** For the evaluation of the undergraduate CGPA criterion, the grading system applied in the transcript of the related university is taken as basis (out of 100 points grading system, min. 65 points; out of 4.00 grading system, min. 2.50 will be sought). Official equivalence letters taken from the universities are also accepted only on the condition that they are submitted together with the undergraduate transcript. However, if the equivalence of the CGPA in other grading system is already indicated on the transcript provided by the university, applicants do not have to submit separate equivalence letters. Those who have a CGPA less than the points given above may apply only on the condition that they have at least 36-months of work experience related with the EU acquis or have completed their graduate programmes (master’s or PhD) related with the EU acquis. “Work experience” means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period. Please see Important Note-4 of the Announcement.

**Question 2: My undergraduate CGPA is under 2.50, but my graduate CGPA is above 3.00. Which degree should I submit while applying for the scholarship?**

**Answer 2:** Please see Answer 1.

**Question 3: I will be meeting the CGPA required for graduate students at the end of fall in 2014-2015 academic calendar, but I cannot apply for the scholarship as the application period will be over by then. What can I do?**

**Answer 3:** Graduate transcript is not included among the documents required from the graduate students applying to the Jean Monnet Scholarship from the university sector. These candidates must submit a student certificate bearing a date later than the publishing date of the announcement and undergraduate transcript proving that their CGPA is at minimum 2.50 out of 4.00 or 65 out of 100, along with the other documents required for application.

**Question 4: My graduate CGPA is below 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 4:** Yes. For the evaluation of the undergraduate CGPA criterion, the grading system applied in the transcript of the relevant university is taken as basis (if the university applies the 100 points grading system, a minimum of 65 points will be sought, if the university applies the 4.00 based grading system, a minimum of 2.50 will be sought in the transcripts of the applicants). Official equivalence letters taken from the university and to be presented with the transcript will also be accepted. However, if the transcript indicates the equivalent of the CGPA in another grading system, the candidates are not obliged to submit a separate equivalence letter.Please see Important Note-4 of the Announcement.

**Question 5: What is minimum CGPA required for graduate students?**

**Answer 5:** Please see the Answer 3.

**Question 6: The university I graduated from applies the 4.00 based grading system. My undergraduate CPGA is below 2.50 according to the 4.00 based grading system, but the school gives us a diploma grade that is equavilant to a point above 65, and provides a document to this purpose. Am I eligible to apply in terms of the CPGA requirement?**

**Answer 6:** Please see Answer 4.

**Question 7: I am a senior undergraduate student at a university in Turkey. My current GPA 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 7:** The candidates who will apply from university sector as a senior undergraduate student must present a student certificate which must be obtained on a date after 26 January 2015, which is the date of the announcement, and an undergraduate transcript proving that their CGPA is a minimum of 2.50 out of 4.00 or a minimum of 65 out of 100, along with the other documents required for application. For the criterion referred to above, the current CGPA of the senior undergraduate student is taken into account, and not the CGPA expected at graduation. The sole responsibility for ensuring entry of the grades in the transcript rests with the candidates.

**Question 8: My undergraduate CGPA is 2.49 and my work experience is 24 months. May I apply to the scholarship?**

**Answer 8:** Please see Answer 1.

**Question 9: 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 months of work experience on agriculture and rural development apply to the scholarship programme from the science and research field?**

**Answer 9:** When the CGPA is below the indicated scores, the work experiences of those who will submit official document(s) certifying min. 36-months of work experience do not have to be related with the field of study from which they will apply to the scholarship.

**Question 10: I have been working as 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 also completed my master’s degree and my master’s CGPA is 3.02 over 4.00. Will my master’s degree in Electronics and Communication Engineering or the duties I am fulfilling at the university I am working be treated as related to the EU acquis?**

**Answer 10:** Please see Answer 1. Prior opininon cannot be given for the eligibility of the field of work mentioned in the question. You can apply if the field of your job is related with one of the EU acquis chapters and if you can obtain an official letter from your institution stating this work experience.

**Question 11: 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 criteria of having worked minimum 36 months in the fields of' ‘Financial Services' and 'Financial Control’ supported by the Programme. May I submit my service scheme in order to certify that?**

**Answer 11:** Please see Answers 1 and Answer 10.

# APPLICATION DOCUMENTS

**Please see section 2.3.1 of the Announcement.**

**Question 1: Currently I am a senior undergraduate student in the Department of International Relations. How will I fill out the *Institution, Department and Position* sections in *PART B: APPLICATION CATEGORY* of the application form? Is it obligatory to fill out those sections?**

**Answer 1:** The applicant is required to fill out all the sections in the application form. The section is to be filled out with the information related to the institution that the applicant is studying at or works for, according to the category applied for the scholarship. For instance, a senior undergraduate student, while filling out the mentioned sections of the application form, should state the university, department and the grade in which the student is studying.

**Question 2: Is it sufficient to send the application form, published along with the announcement, to the Central Finance and Contracts Unit in order to apply for the scholarship?**

**Answer 2:** No. The applicants should also submit the application documents which are required for each sector along with the application form. Please see section 14 of the Announcement. Applications submitted through e-mail or fax will not be accepted.

**Question 3: Student certificates are now available through e-state system. Are these certificates acceptable for the application?**

**Answer 3:** No. Documents obtained from the e-state system are not acceptable for the application.

**Question 4: I am pursuing my master's degree at a university in Turkey. The student certificate that I obtained through the e-state system states that "the person whose identity information is above is a student in ..... UNIVERSITY". However, the certificate also states "Grade: On the Thesis stage", "Has Studentship Right: No" and "Date of the Termination of the Studentship Right: 17.09.2014" I enrolled for the programme at the beginning of the term and I continue to work on my thesis. I suppose that the reason behind that statement is because that the programme I enrolled for on 15.09.2011 exceeds the ordinary period of study. Can I apply for the Jean Monnet Scholarship with that certificate?**

**Answer 4**: Documents obtained from the e-state system are not acceptable for the application. Therefore, a document obtained from the Student Affairs Office after the date of announcement,which includes the information on the applicant's university and department needs to be submitted.

**Question 5: I work in a private company. Is it mandatory for me to get my signed and stamped “payroll sheets” and “service scheme” from my work place? Or is it sufficient if I get them signed only by the Social Security Institution?**

**Answer 5:** The official document indicating that the person in question is currently working in private sector should be obtained from the related company, association, foundation and etc., and should indicate that “*the applicant is its own paid employee working within the scope of a social safety network*”, should address the "Central Finance and Contracts Unit" or "Relevant Authority" and be dated and signed after the date of announcement. Alternatively, a signed and stamped payroll sheet, which is to be taken from the relevant company, association, foundation and etc. and to be dated after the date of the announcement can also be submitted. Applicants must also submit a "Statement of Insuranced Employment" or "Service Scheme" which includes the necessary information about the institution they are working at present and which is dated after the date of the announcement. These documents could also be obtained from the Social Security Institution or from the institution the applicant is working at present, as indicated in the announcement.

**Question 6: I am a senior undergraduate student at present and I will graduate in February. However, IELTS test results will be released at the end of February. May I apply with only the other requested documents?**

**Answer 6:** Applicants should include all of the documents listed for the sector applied for during their application.

**Question 7: Do I have to submit the offer letters from the universities during the application process? Until which date do I have to submit the offer letters?**

**Answer 7:** The mentioned offer letters are not requested during application process.However, the applicants should apply to the universities or similar institutions in a timely manner and have their offer letters available, in case they are awarded a scholarship.

**Question 8: I have earned a two-year associate’s degree on public relations programme. Then I transferred to a four-year undergraduate programme on business administration. Only third and fourth years of my degree are included in my undergraduate transcript. May I apply with this transcript?**

**Answer 8:** Yes. You must also submit your two-year associate’s degree diploma together with your undergraduate transcript.

**Question 9: Should we present the original diplomas or their photocopies during the application?**

**Answer 9:** 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 10: Is there any special size sought for the photos required for application? Would it be a problem if we present a passport-sized (not biometrical) photo?**

**Answer 10:** There is no special requirement regarding the dimensions of the photo to be submitted during the application.

**Question 11: I am working in a public institution. Is it sufficient if I obtain the letter of consent from my Director General?**

**Answer 11:** It is recommended that the letter is signed by a superior who has the authorization to approve the applicant’s academic study in the relevant EU member country.

**Question 12: Is it at the relevant institution's discretion to give the consent letter required from the public employees?**

**Answer 12:** Yes.

**Question 13: Is the copy of the signed and stamped official transcript prepared in English and issued by the student affairs department of the university accepted?**

**Answer 13:** Please see Answer 9. The transcript which must be submitted among the application documents may be in the in the language provided by the university.

**Question 14: Is it an obligation that the transcript that must be submitted during application is obtained at a date later than that of the announcement?**

**Answer14:** The transcript that must be submitted by the graduated applicants does not have to be obtained after the publishing date of the announcement, i.e. 26 January 2015. Graduated applicants can make their applications by submitting their transcripts that they received upon their graduation.

**Question 15: I am a research assistant at a university in Turkey but I am also a graduate student in 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 or from the one where I am studying for a master's degree?**

**Answer 15:** It is recommended that the consent letter be obtained from the university which has the authority to approve the scholar’s academic study in an EU member state and that the letter is signed by the relevant superior. Please see section 2.3.3. of the Announcement.

**Question 16: I am going apply to the Jean Monnet Scholarship as an academician. Would it be enough to take a consent letter from the head of my department or is it required to get a board decision and approval from the presidency?**

**Answer 16:** It is recommended that the consent letter be obtained from the relevant superior which has the authority to approve the scholar’s academic study in an EU member state.

**Question 17: GPAs given in both graduate and undergraduate programmes in the United Kingdom out of 100 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 United Kingdom with an average below 60? The equivalencies of British grade averages in the four 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? CoHE only gives the diploma equivalency but not the equivalency in question.**

**Answer 17:** There are no institutions that are considered to be authorised to issue the equivalencies of undergraduate CGPAs in the United Kingdom by the Jean Monnet Scholarship Programme.

**Question 18: Would a photocopy of the diploma be sufficient? Or should I submit an officially certified copy?**

**Answer 18:** Please see Answer 9. The photocopies to be submitted do not need to have a notary public approval or “true copy” approval.

**Question 19: Does the date of the transcript matter? I had obtained transcripts for university applications beforehand. Should I obtain a new one?**

**Answer 19:** For Graduate candidates please see Answer 14. On the other hand, the transcript to be provided by the senior undergraduate students should be obtained after 26 January 2015, which is the publication date of the scholarship announcement.

**Question 20: Apart from the tax board, social security institution records of the company are required. I could not find these. What should I submit instead of these or what kind of a document is this exactly?**

**Answer 20:** Please see Answer 5. On the other hand, the applicant who makes out an invoice and takes his/her salary within the structure of his/her own firm/company should submit as an employment certificate, the registration certificate to the professional organizations or tax registration certificate. In addition to the employment certificate, the Social Security Institution registration of the relevant firm/company should also be submitted.

**Question 21: How should I indicate on the application form that the academic study to be pursued is a research programme?**

**Answer 21:** In the **“Type of Study”** menu under **“Part B: Application Category”** on the application form, two different programmes are indicated as master's and research. Applicants are supposed to indicate the type of academic study to be pursued by choosing the related programme in the mentioned field.

**Question 22: It is indicated that the applicants should write a short letter of intent in addition to answering the exam questions during the written exam. Similarly, in the "Section F: Statement of Purpose" of the Application Form, applicants are expected to write a declaration of intent. What is difference between these two declarations of intent?**

**Answer 22:** There is no difference in terms of content between these letters of intent.

**Question 23: How should the proper nouns be written down in the application form. For instance, should we write "… Universitesi" or “… University”? Should Turkish characters be used?**

**Answer 23:** You can write the addresses, names of the schools and the proper nouns in Turkish in the application form and you may use Turkish characters for this information.

**Question 24: What do the expressions "Major or Minor" in the "Academic Background" part of the application form refer to?**

**Answer 24:** The applicants who attended the double major or minor programmes are supposed to indicate this information in this field.

**Question 25: I am going to apply to the Jean Monnet Scholarship Programme as a master’s student. I do not have a GPA since I have recently started my master’s programme. In this case, do I have to fill in the section entitled “Master (if applicable)” under the “Academic Background” section of the application form?**

**Answer 25:** 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.

**Question 26: I am going to apply to the Jean Monnet Scholarship from the private sector. Is it sufficient if I submit my social security records related to the recent month only?**

**Answer 26:** Please see the reply given to Question 5.

**Question 27: I am a senior student. May I apply to the scholarship without getting offer letters from the academic programmes that I plan to conduct my master’s study?**

**Answer 27:** Yes. Please see Answer 7.

**Question 28: I have not taken any foreign language proficiency test. May I apply to the scholarship?**

**Answer 28:** No. The required application documents need to be submitted until the application deadline of 6 March 2015.

**Question 29: May I apply with a black and white printout of the application form?**

**Answer 29:** Yes. English Application Form for the 2015-2016 academic year should be filled in 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.

**Question 30: 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 30:** Please see Answer 5. Additionally, you do not need to submit the signature circular.

**Question 31: I will apply to the Jean Monnet Scholarship from the private sector. I cannot provide the “Statement of Insuranced Employment or Service Scheme” 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 made to the credit fund instead?**

**Answer 31:** Yes. You can apply with the document obtained from your institution explaining your social security status.

**Question 32: I received 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 32:** The official letter can be signed either electronically or by hand in line with the institution’s own policy.

**Question 33: Is there any problem if I fill the “Institution”, “Department” and “Position” sections of the Application form both in Turkish and English?**

**Answer 33:** Application form should be filled in one of the official EU languages. However, the information to be provided in the institution, department and position/title sections could be written in Turkish or in anEU official language.

**Question 34: I have obtained both Turkish and English versions of the transcript and student certificate. Which version (Turkish or English) do I have to submit in my application documents?**

**Answer 34:** Officially signed and stamped student certificate and transcript can be in Turkish or English. Please see section 2.3.1.3.2 of the Announcement.

**Question 35: At which stage should I submit the original copies of the supporting documents attached to the application documents?**

**Answer 35:** The originals of the application documents are requested from the applicants when considered necessary.

**Question 36: May I get back the documents that I submitted for Jean Monnet Scholarship application previously?**

**Answer 36:** You should write a petition regarding the mentioned issue and submit to the Application Authority, i.e. Central Finance and Contracts Unit.

**Question 37: Are any other official letters other than the one requested at the time of application requested from the applicants applying from the public sector at the proceeding stages?**

**Answer:** Additionalofficial letters may be requested from the applicants only when considered necessary during the application, evaluation and placement process.

**Question 38: Should I write down my internship to the “Work Experience” section in the application form?**

**Answer 38:** It is expected that the applicants write down only their professional work experience to the relevant section of the application form.

**Question 39: I am a Turkish national. I have lost my national ID card. May I submit the photocopy of my passport during the application?**

**Answer 39:** The Turkish nationals who are not able to submit the photocopy of their national ID cards due to a valid reason could submit the photocopy of pages of their passports related with identity attached to a petition explaining their situation.

# FOREIGN LANGUAGE PROFICIENCY CERTIFICATES

**Please see sections 2.3.1 and 3 of the Announcement.**

**Question 1: Is it required that the KPDS or YDS certificates are obtained in the last two years?**

**Answer 1:** The applicants who will make conditional application by presenting their KPDS or YDS certificates must apply for the scholarship no later than 6 March 2015 with their KPDS or YDS certificates indicating a score of min. 80 and obtained in May 2010 or onwards. The 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 4 May 2015 either by hand delivery or by mail/cargo to the Central Finance and Contracts Unit.

**Question 2: I have a TOEFL score of 91 and it is valid until 2 March 2015. The earliest date that I can take IELTS is 7 February 2015. However, if I take IELTS on 7 February 2015, 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 March 2015 and a letter proving that I took the IELTS on 7 February 2015?**

**Answer 2:** No. Foreign language proficiency certificates that must be submitted during the application must be valid at least until 6 March 2015. Internet print-out of the foreign language proficiency certificates are also accepted during the application.

**Question 3: I had a score of 6 from IELTS that I took before and I will take the exam at the end of February again. However, my score may not be disclosed on or before the last day of the application, which is 6 March 2015. 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 3:** No. Please see Answers 1 and 2.

**Question 4: Would my application be accepted if I make my application until the deadline, i.e. 6 March 2015, by submitting all required documents except for the foreign language proficiency certificate and submit the foreign language proficiency certificate after 6 March 2015?**

**Answer 4:** No. Application documents stated in the announcement must be submitted completely and in the requested format at the Central Finance and Contracting Unit no later than the final date and time for applications.

**Question 5: Can we apply for the Jean Monnet Scholarship Programme by submitting IELTS-general training score?**

**Answer 5:** No. The category of the IELTS foreign language proficiency certificate is "Academic".

**Question 6: Are the exams such as IELTS, TOEFL, PTA accepted for foreign language proficiency? Or is it only YDS that is accepted?**

**Answer 6:** Please see "Section 3: Foreign Language Proficiency Table" of the Announcement.

**Question 7: I graduated from Notre Dame de Sion High School. I hold a Baccalaureate diploma. Do I have to take Delf B2 French exam in order to apply to the Jean Monnet Scholarship?**

**Answer 7:** No. The applicants who 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: Foreign Language Proficiency Table" of the Announcement.

**Question 8: Is the result of e-YDS that I took this year valid for applying to the scholarship?**

**Answer 8:** Yes. If you apply by submitting your e-YDS result which is obtained in 2015 and above 80 points, your application for scholarship will be accepted conditionally.

**Question 9: I am an undergraduate student at a university in Turkey whose language of instruction is English. Do I have to present an IELTS certificate although I study in English? Is the result of the language proficiency exam held by my university accepted while applying for the scholarship?**

**Answer 9:** Those who were born/grown abroad, whose mother tongue is the EU official language that they applied from, who formerly worked and/or studied abroad, who are graduates of the universities that conduct teaching in foreign languages or who were Erasmus Exhange Students are not exempted from certifying their foreign language proficiency. All applicants should submit the relevant foreign language proficiency certificates during the application process. Please see "Section 3: Foreign Language Proficiency Table" of the Announcement.

**Question 10: The score I got from the ÜDS in 2008 is 87.5. May I apply to the scholarship with this certificate?**

**Answer 10:** No.

**Question 11: I received my undergraduate degree from a university in the 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, is it possible to be exempted from the TOEFL?**

**Answer 11:** Please see Answer 9.

**Question 12: I do not have any KPDS/YDS certificate. I registered for the TOEFL on 28 February 2015. In the event that the results of the TOEFL are not announced until 6 March 2015, is it possible to apply with the English Language Certificate I received from the university, the entrance certificate for the TOEFL and the necessary petition and submit the TOEFL certificate until 10 March 2015?**

**Answer 12:** No. Please see Answers 4 and 9.

**Question 13: Is the deadline to submit the results of IELTS/TOEFL 6 March 2015, or 4 May 2015 as indicated in the language proficiency table?**

**Answer 13:** During the application, the applicants must submit their foreign language proficiency certificates that are valid at least until 6 March 2015 and indicate the minimum score stated in the announcement. 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 6 March 2015 if they have a KPDS or YDS certificate which has a min. score of 80 and is obtained in May 2010 or onwards. The applicants making 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 4 May 2015 either by hand delivery or by mail/cargo to the Central Finance and Contracts Unit. Please see section 1.5 of the Announcement.

**Question 14: I am going to take the YDS this year. Would it be a problem while applying to the scholarship?**

**Answer 14:** Please see Answers 1 and 4.

**Question 15: Is there a validity period for the results of TOEFL or IELTS?**

**Answer 15:** The duration of the validity of these language proficiency examinations are determined by the institutions which organize these examinations. The official duration of the validity of both examinations is currently two years.

**Question 16: I will take the TOEFL examination on 14 February 2015 but I will obtain the paper result six weeks later. During the application period, the results will be announced on the internet. In these circumstances, how can I apply for the scholarship?**

**Answer 16:** Internet print-out of the foreign language proficiency certificates (in which the name, surname and the result of the examination are clearly stated) are accepted during application.

**Question 17: On condition that I submit a valid TOEFL/IELTS certificate later on, is it possible to apply with the score obtained from KPDS in 2009?**

**Answer 17:** No. The applications can be accepted conditionally only if the KPDS/YDS certificates are obtained on May 2010 and onwards.

**Question 18: I am a sophomore student at a university in Turkey. I am a foreign national. Is it sufficient to present my SAT certificate to apply for the scholarship?**

**Answer 18:** No. Please see "Section 3: Foreign Language Proficiency Table" of the Announcement. In addition to this, Nationals of EU member countries or IPA Beneficiary Countries can apply for the Programme. Additionally, applicants currently working in public and private sector or applicants currently working in universities as academic or administrative staff or studying as **senior** or graduate students in Turkey may apply to the Programme.

**Question 19: Could we submit YDS certificate until 4 May 2015? Or do we have to submit the foreign language certificates when we apply on 6 March 2015?**

**Answer 19**: Please see Answer 4 and 13. Please also see "Section 3: Foreign Language Proficiency Table" of the Announcement.

**Question 21: 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 valid TOEFL score until 4 May 2015?**

**Answer 21:** No.Since the validity of the TOEFL certificate has expired, the mentioned TOEFL certificate is not a valid document at the moment. This document cannot take the place of a KPDS/YDS certificate taken on May 2010 and onwards for conditional application.

**Question 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 that YDS scores obtained after 2010 will be sufficient for the first stage of the application. In this case will my ÜDS score which I obtained in 2012 be acceptable for the conditional application?**

**Answer 22:** The applications of those who could not submit foreign language proficiency certificates indicated in the announcement until 6 March 2015 will be accepted conditionally only if a KPDS or YDS certificate obtained on 2010 May and onwards is submitted. ÜDS, reference letter, language education certificate, diploma of a university in which a foreign language is used as the language of instruction etc. will not be accepted as a language proficiency certificates for application.

**Question 23: I have the minimum score for foreign language proficiency required by the Programme. May I provide a new certificate with a higher score after the application deadline?**

**Answer 23:** 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. The documents to be submitted after the application deadline will be disregarded.

# SECTORAL QUOTAS

**Question 1: I am a public employee. I am also a PhD student at a university in Turkey. From which sector should I apply?**

**Answer 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.

**Question 2: I am the director of an overseas XXX Turkish Cultural Centre which is affiliated to the X Institute of the X Foundation. From which sector shall I apply to the scholarship, public or private?**

**Answer 2:** 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. Those who currently work or study at undergraduate or graduate level (master's or PhD) abroad during the application period cannot apply to the scholarship. **However,** applicants from public sector, working in the organizations of their own institutions abroad- e.g. permanent staff at the organizations of Ministry of Foreign Affairs abroad- may apply to the scholarship.

**Question 3: I am pursuing my master's degree at a university in Turkey. I am working in a private company at the same time. If I apply for the Jean Monnet scholarship, will I be considered as a student or private sector employee?**

**Answer 3:** Please see Answer 1.

**Question 4: May a Borsa İstanbul employee make application for the scholarship from the public sector?**

**Answer 4:** Please see Answer 2.

**Question 5: I got my undergraduate degree from a Medical Academy in Turkey. I have been working as a senior nurse at a hospital in TRNC which is affiliated to Turkish General Staff Medical Command. I am also a senior undergraduate student in the English Teaching department of a university in TRNC which is affiliated to a Turkish university. May I apply as a senior undergraduate student although I am a civil servant?**

**Answer 5:** Currently senior undergraduate students of universities in Turkey can apply to the Jean Monnet Scholarship Programme. Thus, even if the university is affiliated to another university in Turkey, since it is located in TRNC, it is not an institution to which an application can be made to. On the other hand, applicants from public sector, working in the organizations of their own institutions abroad may apply to the scholarship. Please see Answer 2.

**Question 6: How many applications are received for the 60% share of the public sector in the general quota?**

**Answer 6:** In compliance with the principle of privacy of applications information about this issue cannot be provided.

**Question 7: I work as a public employee for 12 years. Additionally, I am doing a PhD on European Studies at a university in Turkey. Shall I apply to the scholarship from the university sector or the public sector? Do I have to submit a Consent Letter during application process even if I am going to use the scholarship by taking unpaid leave from public sector?**

**Answer 7:** Please see Answer 1. Applicants who will apply from public sector should submit the documents listed in section 2.3.1.1 of the Announcement.

# ACADEMIC STUDY

**Question 1: I am a junior student at a university in Turkey. During the dates that I would like to do an internship, I will be a senior undergraduate student. Could we use the scholarship for a three-month internship?**

**Answer 1:** No. Applicants currently working in public and private sector or applicants currently working in universities as academic or administrative staff or studying as senior or graduate students in Turkey may apply to the Programme. 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. Scholars shall only conduct academic studies at graduate or research level at a university or similar institution in one of the EU member states for periods of minimum 3 (three), maximum 12 (twelve) months.

**Question 2: I would like to conduct academic research within the scope of the Jean Monnet Scholarship. Is it mandatory for me to attend a lesson, course etc. for research? Or is it sufficient to work with an advisor after receiving an acceptance from the relevant university?**

**Answer 2:** There is no requirement for the scholars to take courses for research programmes yet they are required to conduct academic research and submit a research report upon the completion of the programme. However, the scholars may attend courses during their programme if they desire to do so.

**Question 3: What kind of output is expected from the scholars who will use the scholarship for research purposes?**

**Answer 3:** Please see Answer 2.

**Question 4: What is the difference between the scholars pursuing research and master's programmes? For instance, am I going to be obliged to write a thesis if I am awarded the scholarship for research?**

**Answer 4:** Please see Answer 2.

**Question 5: Does the Jean Monnet Scholarship support only master’s programmes with thesis?**

**Answer 5:** Master's programmes with and without thesis are supported within the scope of the Jean Monnet Scholarship.

**Question 6: 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 state in which I am currently working?**

**Answer 6:** Applicants from the public sector, working in the organizations of their own institutions abroad - e.g. permanent staff at the organizations of Ministry of Foreign Affairs abroad - may apply to the programme.

# FIELD OF STUDY

**Question 1: Which of the academic programmes fall under the Financial Services, which is one of the fields of studies included in Jean Monnet Scholarship announcement? I am planning to apply to a field on "finance", "financial management" or "finance and banking". Are these topics included in the mentioned field of study?**

**Answer 1:** It is recommended to visit the web sites of the Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)), the Delegation of the European Union to Turkey ([www.avrupa.info.tr](http://www.avrupa.info.tr)) and the European Commission ([www.ec.europa.eu](http://www.ec.europa.eu)) for detailed information on the content of the EU acquis chapters. The academic study field and the programme must be in conformity with each other, and comply with the "objective 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. Therefore, preliminary approvals and declaration of conformity on the programmes of academic study are not given. It is recommended to visit the web sites of the Jean Monnet Scholarship Programme and see the lists of universities and programmes applied to by previous scholars. ([http://www.jeanmonnet.org.tr/tr/BURSİYERLERİMİZ/BURSİYERLERİMİZİN-ÇALIŞMALARI) and](http://www.jeanmonnet.org.tr/tr/BURS%C4%B0YERLER%C4%B0M%C4%B0Z/BURS%C4%B0YERLER%C4%B0M%C4%B0Z%C4%B0N-%C3%87ALI%C5%9EMALARI%29%20and%20) Jean Monnet Scholarship Programme Host Institution Catalogue [(http://www.jeanmonnet.org.tr/tr/Kütüphane/Yayınlarımız/ArtMID/1147/ArticleID/91/Jean-Monnet-Burs-Programı-Ev-Sahibi-Kurumlar-Kataloğu-G252ncellendi](http://www.jeanmonnet.org.tr/tr/K%C3%BCt%C3%BCphane/Yay%C4%B1nlar%C4%B1m%C4%B1z/ArtMID/1147/ArticleID/91/Jean-Monnet-Burs-Program%C4%B1-Ev-Sahibi-Kurumlar-Katalo%C4%9Fu-G252ncellendi)). 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.

**Question 2: According to the scholarship announcement, "MBA programme is not eligible" within the scope of the Jean Monnet Scholarship Programme; however, there are programmes entitled "master of science in management". Are these programmes eligible within the scope of the Jean Monnet Scholarship Programme?**

**Answer 2:** Please see Answer 1.

**Question 3: 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 3:** 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. It is recommended to visit the web sites of the Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)), the Delegation of the European Union to Turkey ([www.avrupa.info.tr](http://www.avrupa.info.tr)) and the European Commission ([www.ec.europa.eu](http://www.ec.europa.eu)) for detailed information on the content of the EU acquis chapters. Please also see Answer 1.

**Question 4: I have applied for master’s programmes on international public law/human rights. When applying for Jean Monnet Scholarship, should I choose the area of "Justice, Freedom and Security" or "Judiciary and Fundamental Rights”?**

**Answer 4:** Please see Answer 1.

**Question 5: I would like to apply to the Jean Monnet Scholarship from "science and research" field. I have received an acceptance from the Nanomaterials: Physics and Chemistry programme at the Utrecht University in Netherlands. I am planning to focus on solar batteries in this master’s programme. Is it eligible?**

**Answer 5:** Please see Answer 3.

**Question 6: 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 fall under these fields of study?**

**Answer 6:** Please see Answer 1.

**Question 7: I am going to apply to a master’s programme in psychology. May I apply to the scholaship from the “Science and Research” chapter?**

**Answer 7:** Please see Answer 3.

**Question 8: Is a master’s programme in economics/communication in any of the universities in the EU member countries within the scope of the scholarship?**

**Answer 8:** Please see Answer 1.

**Question 9: I intend to apply from the field of "Company Law" and I am studying law. Am I able to pursue a master’s degree in maritime trade or does the programme that I will attend have to be strictly entitled "company law"?**

**Answer 9:** Jean Monnet Scholarships are granted exclusively for academic studies directly related to Turkey’s EU harmonisation process and the EU acquis. Therefore, the relevance of the master’s or research programme proposed by the applicant is evaluated on the basis of whether this programme will enhance the knowledge of the applicant on the EU acquis chapter applied from or not. For this reason, it is highly advised that the applicants ask themselves whether that programme will contribute to enhance their knowledge on the EU acquis chapter applied from or not, while they are making their applications to the programmes. Please also see Answer 1.

**Question 10: Am I able to 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 10:** Jean Monnet Scholarship Programme pays regard to the conformity of the academic study field and the programme with each other and compliance with the "objective of the scholarship". In this manner, the Scholarship Programme does not take into consideration the conformity of the selected academic programme with the academic or professional background of the scholar, whereas it may be regarded by the scholar's institution during the secondment process. The issue should be addressed by scholar's institution.

**Question 11: Is a quota applied related to the study fields?**

**Answer 11:** No.

**Question 12: I study dentistry, so from which field should I apply?**

**Answer 12:** Please see Answer 1.

**Question 13: Is there a specific quota for each EU acquis chapter or does the chosen acquis chapter have an effect on the evaluation process?**

**Answer 13:** There are no quotas for the EU Acquis Chapters. The EU acquis chapter selected by the applicant has no effect on the evaluation process.

# APPLICATION PROCESS AND ADDRESS

**Please see sections 2.3.2 and 2.3.3 of the Announcement.**

**Question 1: What is the deadline for submitting the application documents?**

**Answer 1:** The deadline for the submission of all the required application documents is **6 March 2015 – Friday** by **17:00** hours (local time).

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

Central Finance and Contracts Unit (CFCU)

Ms. Emine DÖĞER (Acting PAO-CFCU Director)

Eskişehir Yolu 4.Km 2180 Cad.

(Halkbank Kampüsü) No: 63 C-Blok

06510 Söğütözü / Ankara

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

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected. For the applications sent via post/courier, submission of application documents to the post/courier till the deadline and hour indicated in the announcement is taken into consideration. For the applications made via post/courier, it is solely the applicant’s responsibility to ensure that the date and hour are clearly mentioned on the file/envelope by the post/courier service provider. Please see section 2.3.2 of the Annoncement.

**Question 2: Is it possible that the deadline is going to be extended?**

**Answer 2:** Extension of the deadline is not planned.

**Question 3: I will apply to the scholarship but I could not find the "online application" link on the homepage.**

**Answer 3:** No online application facility is available for the Jean Monnet Scholarship Programme.

**Question 4: Where and how shall I send my application documents?**

**Answer 4:** Please see Answer 1.

# DURATION OF THE SCHOLARSHIP

**Please see section 1.8 of the Announcement.**

**Question 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 1:** No. Scholars shall only conduct academic studies at master’s or research level at a university or similar institution in one of the EU member countries for periods of minimum 3 (three), maximum 12 (twelve) months. Academic studies longer than 12 months duration will not be supported even if the scholars are willing to fund the remaining period.

**Question 2: The duration of the programme that I am going to apply is 1.5 years. May I benefit from the Jean Monnet Scholarship if I confirm that I am going to fund the remaining period with my own financial resources?**

**Answer 2:** Please see Answer 1.

# AMOUNT OF THE SCHOLARSHIP

**Please see sections 1.9 of the Announcement.**

**Question 1: What is the amount of the scholarship and what does it cover? Is the scholarship paid on a monthly basis?**

**Answer 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.

# WHO CANNOT APPLY?

**Please see sections 2.1 and 2.2 of the Announcement.**

**Question 1: I am a senior student at the department of management at a university which is located in 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 1:** No. Senior students at undergraduate level and graduate students as well as academic or administrative staff of the universities in Turkey may apply to the Jean Monnet Scholarship Programme from the university sector.

**Question 2: May the freshman apply to the scholarship?**

**Answer 2:** Please see Answer 1.

**Question 3: I am a neither citizen of an EU member state neither an IPA beneficiary country and I am doing an undergraduate/master’s/PhD at a university in Turkey. May I apply to the scholarship?**

**Answer 3:** No. Those who are nationals of EU member countries or IPA beneficiary countries and currently working in public and private sector or currently working in universities as academic or administrative staff or studying as senior, master’s or PhD students in Turkey may apply to the Jean Monnet Scholarship Programme. The list of EU member and IPA beneficiary countries can be accessed from “[http://europa.eu/about-eu/countries/index\_en.htm](https://webmail.ab.gov.tr/owa/redir.aspx?C=a062da7bf24d493bbc03e1723531b47e&URL=http%3a%2f%2feuropa.eu%2fabout-eu%2fcountries%2findex_en.htm)”.

**Question 4: I am a university graduate but I work neither in the public nor in the private sector. I am unemployed. May I apply to the Jean Monnet Scholarship Programme?**

**Answer 4:** No. Applicants currently working in public and private sector or applicants currently working in universities as academic or administrative staff or studying as senior or graduate students in Turkey may apply to the Jean Monnet Scholarship Programme.

**Question 5: I have graduated from the faculty of law and I am doing my attorney internship. I am not a student as well. I am working in the public sector but I do not have a payroll sheet or Statement of Insuranced Employment since I am doing my internship. May I apply to the Jean Monnet Scholarship Programme?**

**Answer 5:** The applications of those who are working professionally under a social security network in return for a wage during the time spent as a trainee lawyer, could certify this and submit the application documents required from the private sector applicants in full will be accepted as valid.

**Question 6: I am a citizen of TRNC. I have a Turkish passport since TRNC is not officially recognized by other countries. May I apply to the scholarship?**

**Answer 6:** No. Please see Answer 3.

**Question 7: The graduates of English Teaching departments could not apply to the Jean Monnet Scholarship in previous years. Has an amendment been made on this issue?**

**Answer 7:** Please see Important Note-3 of the Announcement and the answers provided above related to this issue.

**Question 8: I am the Head of Department at a university in Palestine. May I apply to the scholarship?**

**Answer 8:** No. Please see Answer 3.

**Question 9: I am a freshman student in Acting Department at State Conservatory. I also have an undergraduate degree in International Relations. May I apply to the scholarship?**

**Answer 9:** Please see Answer 1.

**Question 10: I am a graduate of German Language and Literature department and I am currently doing my master’s study at a university in Turkey. I have also worked as a German instructor for a while. May I apply to the scholarship?**

**Answer 10:** Please see Answer 7.

**Question 11: Could the graduates/second year students at 2 year banking departments apply to the scholarship?**

**Answer 11:** No. The applications of those who have a 2 year university degree or who are second year students at such programmes are not accepted.

**Question 12: I am a university student neither at an EU member state nor in an IPA beneficiary country.** **I would like to continue my education in Turkey. May I apply to the scholarship?**

**Answer 12:** No.Please see Answer 3.

**Question 13: Is it possible to re-apply for the scholarship even if the applicant was awarded but has not benefited from the Programme?**

**Answer 13:** Yes. Scholarships should be used in that specific academic year. Postponement and/or extension of the scholarships are not possible. However, applicants can apply to the Programme even they were selected as award holders and withdrew from the Programme.

# 36-MONTHS WORK EXPERIENCE

**Question 1: 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 Capital Market Boards of Turkey and Basel criteria”. May I apply?**

**Answer 1:** No prior opinion may be given for the eligibility of the field of work. You can apply if the field of your job is related with one of the EU acquis chapters and if you can obtain an official letter from your institution stating this work experience.

**Question 2: 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 2:** Those who have a CGPA less than the points given above may apply only on the condition that they have at least 36-months of work experience related with the EU acquis or have completed their graduate programmes (master’s or PhD) related with the EU acquis. “Work experience” means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

**Question 3: I graduated from the English Teaching Department at the undergraduate level. I have been working as an expert in the academic cadre at the International Relations Office of a university in Turkey for four years. I am also a master’s student on the field English Language Education at the Institute of Educational Sciences and I am working on a thesis entitled European Common Language Framework. In this case may I apply for the research programmes category from the university sector as an academic staff?**

**Answer 3:** No prior opinion may be given for the eligibility of the field of work. In case the field of study is related to the EU *acquis* and if an official letter can be obtained from your institution, you may apply. However, criterion 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 also be considered. Please see Important Note-3 of the Announcement.

**Question 4: While calculating the 36 months of work experience is only the work experience within the sector from which the applicant has applied to the scholarship be taken into account? For instance, is the previous work experience in the private sector of an applicant applying from the public sector be taken into account?**

**Answer 4:** “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 experience in different sectors are accepted in the calculation of the 36 months of work experience as far as the work experiences in question are related with the EU acquis.

**Question 5: Could the time spent as a trainee lawyer accepted within the scope of the 36 months of work experience?**

**Answer 5:** 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 this could be certified, then the work in question may be acceptable within the scope of the 36 months of work experience.

# MODE OF ASSIGNMENT AND LEAVE

**Please see section 2.6 of the Announcement.**

**Question 1: I am working in a public institution. Is it obligatory for my institution to evaluate the Jean Monnet Scholarship as an “external fund” 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 1:** The issue of how the public employees will be assigned is at the discretion of the institutions that they are affiliated to.

**Question 2: I am a public employee. Which portion of my salary will be paid to me if I am awarded the scholarship?**

**Answer 2:** Candidates from public sector, depending on their employment mode (i.e. contracted employees subject to Law No: 657 articles 4B), will be assigned according to the regulations that they are subject to. For this reason, the institutions reserve the right of the mode of the assignments. However, it is advised that the Jean Monnet Scholarships are evaluated as an “external fund” for public employees who are subject to “Regulation Providing Scholarship to Civil Servants for Education and Training in Foreign Countries” law according to the Regulation No: 12 article B in the mentioned law.

# PLACEMENT PROCESS

**Please see sections 1.6 and 2.5 of the Announcement.**

**Question 1: May I conduct a research in the EU Ombudsman within the scope of the Jean Monnet Scholarship Programme?**

**Answer 1:** No. Jean Monnet Scholarship Programme covers the accredited universities and similar institutions in the EU Member Countries.

**Question 2: In the 2015-2016 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 2:** The expression in the announcement “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.” 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 3: Offer letters from two different countries are required. Is it sufficient to apply to two different countries only?**

**Answer 3:** No.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 with the EU *acquis* chapter applied from) which have to be in at least two different EU member countries.” Please see Answer 2.

**Question 4: I applied to different universities which are in one single EU member country and I have already got offer letters for a few of them for the 2015-2016 academic year. The universities in other countries require different test results or 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 4:** During the application and evaluation process of the Jean Monnet Scholarship Programme it is obligatory that the applicants apply and get offer letters from at least two academic programmes (related with the EU *acquis* chapter applied from) which have to be in at least two different EU member countries. If a scholar has indicated a single EU official language at the time of application and the academic programmes in that EU official language could only be found in a single EU member country, then the scholar has no obligation to submit a second offer letter from another EU member country during the placement process.

**Question 5: In Italy there are programmes entitled "Corsi di primo Master Universitario di livelo" meaning "1st Level Master Programme". Are such academic programmes appropriate?**

**Answer5:** The programmes should be relevant with the field of study indicated in application form and should not exceed 12 months.

**Question 6: Some universities in the United Kingdom (UK) offer master’s programmes in other European countries. Are these programmes going to be evaluated as a programme in UK during the placement process?**

**Answer 6:** No. Such programmes will be evaluated to be in the EU member country where the mentioned program is executed.

**Question 7: It is mentioned in the announcement that applying to two different academic programmes (accepted to) in at least two different EU member countries is obligatory. Is there going to be any flexibility about this issue?**

**Answer 7:** No.Please see Answer 4.

**Question 8: I have received an offer letter for the programme in the host country which is my first choice. I am going to apply to another programme in a second country but my application may not be concluded until 6 March 2015. Would this be a problem in terms of my application?**

**Answer 8:** No. Applicants should identify the EU member countries in which they would like to pursue their academic studies while the application and evaluation processes are going on. Application to the Jean Monnet Scholarship Programme and to the academic programmes in universities or similar institutions are two separate but complementary processes. It is solely the applicants’ responsibility to get unconditional offer letters from the academic programmes. The related offer letters will not be requested from the applicants during the application process. The applicants shall, however, make their applications to the universities or similar institutions in a timely manner such that they should have their offer letters at hand once they are awarded the scholarship

**Question 9: 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 9:** Applicants may also apply to programmes other than the ones given in the Catalogue. The relevance of the master’s or research programme proposed by the applicant will be evaluated by taking into account whether this programme will enhance the knowledge of the applicant on the EU acquis chapter applied from or not. Whether the duration of the program from which the scholar has an acceptance is longer than 12 months or not and whether the outline of the courses and the research or thesis subject complies with the chapter that is chosen at the time of application or not are the most important criteria taken into consideration.

**Question 10: 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 10:** The applicants who pass the Administrative Compliance and Eligibility Check are invited to the written exam. While a letter stating that the ‘applicant has applied to a scholarship and is invited to the written exam upon passing the Administrative Compliance and Eligibility Check’ will be provided to the applicants who are invited to the written exam, communication with the university is under the reposnsibility of the applicant.

**Question 11: 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 11:** The applicants who pass the Administrative Compliance and Eligibility Check are invited to the written exam. A letter stating that the ‘applicant has applied to a scholarship and is invited to the written exam upon passing the Administrative Compliance and Eligibility Check’ will be provided to the applicants who are invited to the written exam. With these letters it could be possible for the applicants to postpone the tuition fee deposit payments and extend their acceptance period; however, communication with the university is under the reposnsibility of the applicant.

**Question 12: The programme which I would like to attend consists of 10 months of education and 4 months of internship. There are no obligations regarding the company in which the internship will be done. 4 months of professional work upon the completion of the programme could be counted upon the internship period. Is this programme appropriate?**

**Answer12:** Scholars shall only conduct academic studies at master’s or research level at a university or similar institution in one of the EU member countries for periods of minimum 3 (three), maximum 12 (twelve) months. Academic studies longer than 12 months duration are not supported even if the scholars are willing to fund the remaining period.

**Question 13: In the Jean Monnet Scholarship Programme announcement there is an expression of “graduate or research programmes”. Is a PhD programme considered to be appropriate within the scope of the scholarship?**

**Answer 13:** No. Master’s or PhD programmes longer than 1 year duration are not supported. Please see Answer 12.

**Question 14: Are England, Scotland and Wales considered as individual countries?**

**Answer 14:** No. All the mentioned countries are considered as a single country under the United Kingdom.

**Question 15: At which stage do the offer letters have to be submitted to the Jean Monnet Scholarship Programme**

**Answer 15:** Please see Answer 8.

**Question 16: Do the people who are going to apply to 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 16:** For those who will apply to 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.

**Question 17: Could we go to any university we like in an EU member country?**

**Answer 17:** Yes. Jean Monnet Scholarship Programme covers all the accredited universities and similar institutions in the EU member countries.

**Question 18: 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 with the main acceptance criteria such as language proficiency or educational background. So may I use this conditional offer when I get the scholarship?**

**Answer 18:** Yes. By means of a sponsorship letter which will be provided by the Jean Monnet Scholarship Programme if you are awarded the scholarship, the university could remove the condition in question.

**Question 19: Is Ireland considered to be a separate country?**

**Answer 19:** Yes.

**Question 20: I have sent my application documents. However, the universities I have applied require me to send them a letter stating that I have applied to a scholarship before the application deadline of 6 March 2015. Could you please help me about that issue?**

**Answer 20:** The letter you request could only be provided after the Administrative Compliance and Eligibility Check is finalized and your name is announced among the applicants who are invited to the written exam.

**Question 21: Should the programmes from which we are going to get offer letters be on the “EU countries” list? You address in the announcement that the universities may be located out of the borders of the EU. So can I consider that I have to get at least two offer letters from the universities in the EU and may have the other offer letters from the universities located in other countries outside the EU?**

**Answer 21:** No. It is obligatory that the applicants apply and get offer letters from at least two academic programmes (related to the selected EU acquis chapter) which have to be in at least two different EU member countries while the application and evaluation processes of the Jean Monnet Scholarship Programme are going on. There is **no such expression** in the 2015-2016 academic year Jean Monnet Scholarship announcement stating that the applicants could apply to universities **in countries other than the EU member countries**.

**Question 22: Does it matter if the offer letters from two different academic programmes which are in at least two different EU member countries are “Conditional”?**

**Answer 22:** If scholarship awardees have conditional offer letters once they are awarded the scholarship, the programme approvals will only be given “conditionally” and the contracting process could start only if unconditional offer letters are submitted. For that reason it is kindly recommended to the applicants who have conditional offer letters to fulfil the conditions required by the programme and have their unconditional offer letters as soon as possible.

**Question 23: Do I have to identify the institution in which I would like to pursue my academic study by myself and until the application deadline? If yes, is there a list about the institutions? Do I have to identify the academic programme related to the field I would like to study and present it to you for approval? Is there any restriction?**

**Answer 23:** Please see Answer 8 and Answer 9. For the search of programmes related with the EU acquis chapter applied from, it is recommended that the applicants examine the Jean Monnet Scholarship Programme Hosting Institutions Catalogue and the list of universities and programmes preferred by the previous Jean Monnet Scholars, which are published on the Jean Monnet Scholarship Programme website. Applicants may also apply to universities or similar institutions in EU member countries other than the ones given in the Catalogue.

**Question 24: I would like to apply to 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 situation eliminate my obligation to get offer letters from at least two different countries and universities?**

**Answer 24:** No. Please see the reply given to Question 4.

**Question 25: Are the Jean Monnet Scholarship awardees announced after the applications to the master’s programmes are finalized?**

**Answer 25:** Please see Answer 8.

**Question 26: Looking at the “Indicative Timeline” it is understood that the placement process will be after 13 June 2015 and offer letters of the applicants will be evaluated during this process. According to the acceptance procedures of the universities located in the EU member countries, candidates should decide on the programme they would like to study and should respond to the universities officially in mid or end May at the latest. This means that at the end of June or at the beginning of July it will be practically hard for the applicants to have more than one valid acceptance letter. What could be done in such a situation?**

**Answer 26:** Depending on the stage of the applications (evaluation process, placement process, etc) registration deadline extension/sponsorship letters could be provided to the applicants by the Scholarship Programme.

**Question 27: Do the types of the two separate academic programmes which have to be submitted during the placement process have to be different as well? For instance could one of them be MSc and the other one an LLM programme? Or should the type of the programmes from two different EU member countries be both LLM?**

**Answer 27:** There is no obligation such that the types/titles of the programmes applied for (e.g. MSc, LLM, MA) should be the same.

**Question 28: I want to apply for more than one master’s programme. How can I declare this at the time of application?**

**Answer 28:**Even though you do not have to make any declarations related to the applications you have made to the academic programmes, you may provide the information in question to the “Part F: Statement of Purpose” section of the application form.

**Question 29: 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 29:** No. Scholarships should be used in the specific academic year they are awarded for. Postponement and/or extension of the scholarships are not possible.

**Question 30: Is a one-year master's programme in an EU member country one academic term of which is studied in the United States appropriate for the Jean Monnet Scholarship Programme?**

**Answer 30:** No.

**Question 31: There is an expression in the announcement stating that “Should there be more than 50% of scholars who have selected the same EU member country as their first priority, the scholars with the highest ranking will have the preference on the placement to their first priority”. Would the ranking in question be made according to the written exam results only or to a weighted average of the criteri such as written exam result, TOEFL/IELTS, undergraduate CGPA, etc.?**

**Answer 31:** The ranking will be made according to the results of the written exam.

# EXAMS AND EVALUATION PROCESS

**Please see section 2.4 of the Announcement.**

**Question 1: 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 applicants must be in Ankara on 9 May 2015, the date when the written exam will take place. But I will be abroad at that date due to my ongoing Erasmus study. What can I do?**

**Answer 1:** According to the **Indicative Timetable**, the date on which the written exam is planned to be held is 9 May 2015, yet this date may be changed. The Jean Monnet Scholarship Programme written exam will take place in Ankara. It is not possible to 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), the Delegation of the European Union to Turkey (www.avrupa.info.tr) and the Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).

**Question 2: Is an oral exam going to be held within the evaluation process of the 2015-2016 academic year?**

**Answer 2:** No.

**Question 3: What is the scope of the written exam? How long does it take and how is it evaluated?**

**Answer 3:** Criteria applied during the written exam evaluation process are given in the Written Exam Evaluation Form published with the announcement. Applicants are advised to examine this form before the written exam.

# CONTRACTING PROCESS AND THE SCHOLARS’ RESPONSIBILITIES

**Question 1: How long does it take to start studying abroad after the scholarship awardees are announced?**

**Answer 1:** The awardees start their programmes after getting their approvals for the programmes they are planning to pursue and their contracting processes are finalized.