

**Directorate for EU Affairs Central Finance and Contracts Unit Delegation of the EU to Turkey**

**TR2020/DG/03/A1-01**

**2022-2023 ACADEMIC YEAR**

**JEAN MONNET SCHOLARSHIP PROGRAMME**

**(Issued by the CFCU on 24 September 2021 with deadline of 29 November 2021)**

**CLARIFICATIONS**

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**IMPORTANT NOTICE**

The questions received from potential applicants for the 2022-2023 academic year Jean Monnet Scholarship Programme together with their answers can be seen below. These questions and answers are valid for the 2022-2023 academic year Announcement and the questions and clarifications of the previous academic years do not set a precedent for the mentioned academic year.

Most of the questions can be answered by **carefully reading the 2022-2023 academic year Announcement**. Clarifications constitute an essential part of the Announcement; for this reason, the applicants must read the Clarifications document very carefully and pay attention to the details while applying to the scholarship.

Please note that the replies given to the questions on the eligibility are provided solely for the question asked without consideration of whether the other eligibility criteria stated in the Announcement are fulfilled or not.

As stated in Section 2.3.3. Important Notes for Application of the 2022-2023 Academic Year Jean Monnet Scholarship Programme Announcement, **questions related to the issues clearly stated in the Announcement document will not be answered in the Clarifications document.**

Please further note that prior opinion/approval cannot be given on:

* the acceptability/adequacy of the application documents,
* the sector from which the applicant should make an application,
* the acceptability/adequacy of the “work experience/graduate degree” to be submitted for satisfying the “min 36-month work experience/graduate (master’s/PhD) degree” criterion,
* the eligibility of the academic programmes to be pursued,
* the relevance of the field of study (i.e. EU acquis chapter) with the academic programmes planned to be pursued,
* the eligibility of the modality of programmes (e.g. contents including online courses).

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|  | FOREIGN LANGUAGE PROFICIENCY DOCUMENTS | |
| **1** | | Q: Is it possible to send foreign language proficiency certificate after 29 November 2021?  C: No. All documents including the foreign language proficiency certificate(s) should be submitted until the application deadline to the address given in the Announcement. |
| **2** | | Q: In previous years, YDS language certificates were conditionally accepted. This year, is it possible to apply with YDS and submit the actual language proficiency certificate (such as TOEFL, IELTS) after 29 November 2021?  C: Conditional applications with YDS are not applicable for the 2022-2023 academic year applications. The valid language certificates required from applicants are those listed in section 3 of the Announcement - Table of Foreign Language Proficiency Certificates. |
| **3** | | Q: My TOEFL score is below 86, however, MyBest score is 86. Would this be acceptable?  C: Yes. MyBest scores will be taken into account if included in the TOEFL IBT score reports. |
| **4** | | Q: Is computer based IELTS (Academic) exam result acceptable?  C: Yes, on condition that the exam result meets the requirements indicated in the Announcement. |
| **5** | | Q: The validity of my foreign language proficiency certificate expires as of end October 2021. May I apply with this certificate?  C: No, foreign language proficiency certificates should be valid at least until the application deadline (i.e. 29 November 2021). |
| **6** | | Q: Is there a specific exam centre (e.g. public building, etc.) that I should take the foreign language proficiency exam?  C: No. Valid foreign language proficiency certificates, which meet the minimum scores indicated in section 3 of the Announcement, are accepted regardless of the location they are obtained. However, please consider that public institutions may have different criteria for language certificates during the assignment/secondment process. |
| **7** | | Q: In order to retain the original copy of the foreign language proficiency certificate can we submit a photocopy during application?  C: Yes. |
| **8** | | Q: What should the format for foreign language proficiency result internet printout be?  C: Photocopies or internet printout(s) of the language proficiency document(s) do not need to have a “notary” or “true copy” approval. Internet print outs showing the result of the exam are also accepted. In such cases, please be sure that the document shows the “final result”, and the type of the exam (e.g. Academic) as well as applicant’s identity should be verifiable from the document. |
| **9** | | Q: I have a Baccalaureate degree for French language proficiency. However, my diploma is submitted to my university. Would a document obtained from e-state demonstrating that I am a graduate of one of the schools listed in the Announcement be acceptable as a foreign language proficiency certificate?  C: Yes. |
| **10** | | Q: I have a Baccalaureate degree and I will be applying in French language. On the other hand, I am also proficient in English language. Would it be a problem if at a later stage I wish to pursue a study programme in English if I do not submit an English language proficiency certificate during application stage?  C: Scholars should conduct their studies in the language which they have submitted a related foreign language proficiency certificate. The applicants who indicate two EU official languages in the Application Form should submit the relevant language proficiency certificates for both of the languages. |
| **11** | | Q: I have a French language proficiency certificate and I will take the exam in French. However, the school I will be applying to also requests an English language proficiency. Do I have to submit both documents at application stage?  C: Please see C. 10. |
| **12** | | Q: Is there any financial support provided for the foreign language proficiency exam fee during the application process?  C: No. |
| SECTOR | | |
| **13** | | Q: I have an undergraduate/graduate degree. Yet, I neither started to work, nor am I registered to a Master’s degree/PhD programme. May I apply?  C: No. In order to be eligible, applicants should either be working on a professional basis (i.e. under a social security network, in return for a wage) in public sector or private sector or university sector as academic/administrative staff or be senior undergraduate students or master’s/PhD students. |
| **14** | | Q: I am a senior student in an open education *(Açık Öğretim)* undergraduate programme. May I apply?  C: Yes. |
| **15** | | Q: I have graduated from one of my major undergraduate programmes. I am still enrolled to the other major undergraduate programme. May I apply?  C: Yes. |
| **16** | | Q: I am enrolled to a graduate programme without dissertation in Turkey. May I apply from university sector?  C: Yes. Students who are enrolled to a graduate programme in a university in Turkey with or without a dissertation may apply. |
| **17** | | Q: I am a graduate student. Do I have to apply at the thesis stage (final year) of my study or may I apply during taking courses?  C: You may apply at any stage of your graduate programme. |
| **18** | | Q: Is there a minimum requirement regarding duration of work experience in the private/public sector?  C: Minimum 36-month work experience or a graduate degree is only required from the applicants whose CGPA is less than 2.70/4.00 or 70/100. Otherwise, there is no minimum work experience requirement for application. |
| **19** | | Q: I am currently a graduate student. However, during the written exam and at the time the scholarships are granted I will have completed my graduate programme. May I still benefit from the scholarship?  C: Yes. As long as applicants are registered as graduate students at the time of application, having graduated and being unemployed in the following stages does not form a problem. Please also note that awardees who were graduate students while applying to this Announcement, should submit a Graduation Certificate/Diploma related to their graduate programme or student certificate before the contract signature. |
| **20** | | Q: I am currently a senior undergraduate student and will graduate in January-February 2022. Looking at the application criteria it appears I am eligible to apply. However, during the written exam and at the time the scholarships are granted I will be unemployed. May I still benefit from the scholarship to pursue graduate study/research?  C: Yes. As long as applicants are registered as senior undergraduate students at the time of application, having graduated and being unemployed in the following stages does not form a problem. Please also note that awardees who were senior undergraduate students while applying to this Announcement, should submit a Graduation Certificate/Diploma related to their undergraduate programme before contract signature. |
| **21** | | Q: In the Announcement, it is stated “awardees who were graduate students while applying to this Announcement should submit a Graduation Certificate/Diploma related to their graduate programme or student certificate before the contract signature”. In case I suspend my enrolment in the spring semester, would it be a problem?  C: No, applicants who have suspended their enrolment to the university during the placement process may benefit from the scholarship programme |
| **22** | | Q: I will apply as a graduate student enrolled to a programme in Turkey. When I am awarded, I will have to leave my programme in Turkey. Would it be a problem for application?  C: Those who apply as a graduate student are expected to submit a student certificate or diploma when they are awarded. It is up to the scholar's decision whether to leave or suspend their current programmes after their award. |
| **23** | | Q: I am working in the private/public sector and I have an undergraduate degree. Would my enrolment to a second undergraduate programme in Turkey be a problem to apply for a scholarship?  C: No. |
| FIELD OF STUDY | | |
| **24** | | Q: How should we decide which of the study fields listed in the Announcement is applicable for the "X" graduate/postgraduate programme we wish to pursue?  C: Choosing the field of study while filling in the application form and ensuring the compliance of the academic study to be pursued with the field of study chosen are solely under the responsibility of the applicants. In this regard, prior opinions/approvals related to the academic programmes or the relevance of the field of study (i.e. EU acquis chapter) with the academic programmes planned to be pursued cannot be given at any stage of the application and evaluation processes. It is recommended to visit the websites of the Directorate for EU Affairs (www.ab.gov.tr), the Delegation of the European Union to Turkey (www.avrupa.info.tr) and the European Commission (www.ec.europa.eu) for detailed information on the content of the study fields listed in the Announcement. |
| **25** | | Q: Does the "field of study" selected on the application form has to be same as the study field of a programme listed in the JMSP Hosting Institutions Catalogue?  C: No. Applicants may refer to the Jean Monnet Scholarship Programme Hosting Institutions Catalogue for examples of graduate programmes in the fields they wish to study. It should be noted that programmes are not limited to the study field listed as sampled. However, even if the applicants select the programmes given in the Catalogue, the Directorate for EU Affairs retains the right to give the final decision on the programme approvals to ensure compliance of the programmes with the fields of study (EU acquis chapters) selected. |
| **26** | | Q: Does the Jean Monnet Scholarship Programme support MBA programmes?  C: Academic studies at graduate or research level for periods of minimum 3 (three), maximum 12 (twelve) months are supported. Field of study (EU acquis chapter) chosen for academic study and the academic programme (graduate or research) to be pursued should be in compliance with each other as well as with the purpose of the scholarship. Choosing the field of study and ensuring the compliance of the academic study to be pursued with the field of study chosen are solely under the responsibility of the applicants. |
| **27** | | Q: Can we pursue a programme without dissertation if we are awarded Jean Monnet scholarship?  C: Programmes with dissertation is not obligatory within the Jean Monnet Scholarship Programme. |
| ACCEPTANCE LETTERS | | |
| **28** | | Q: Are applicants expected to search and find suitable study programmes and universities or are awardees of scholarships placed at certain programmes of certain universities by the Jean Monnet Scholarship Programme?  C: It is solely the applicants’ responsibility to identify the suitable academic programmes in line with their field of study and to obtain offer letter(s) from the academic programmes. Applicants may refer to the Jean Monnet Scholarship Programme Hosting Institutions Catalogue for examples of graduate programmes in the fields they wish to study. However, eligible programmes are not limited to the programmes/institutions listed in the subject catalogue. |
| **29** | | Q: Can we pursue a graduate programme starting in Spring term (2023) within the Jean Monnet Scholarship Programme?  C: Scholars can conduct academic studies for periods of minimum 3 (three), maximum 12 (twelve) months as long as the end date of the academic study does not exceed 1 March 2024. |
| **30** | | Q: Should acceptance letters be submitted before or after 29 November 2021?  C: Applicants are not required to submit acceptance letter at the time of application. The applicants shall, however, make their applications to the universities or similar institutions in a timely manner such that they should have their offer letters at hand once they are awarded the scholarship. |

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| **31** | Q: Can we still use our scholarship if we obtain acceptance letters after being awarded a scholarship?  C: Please see C.30. |
| **32** | Q: In an “X” university’s website, "Y" programme underlines that in order to obtain a degree, it is necessary to do 6-month internship following the 12-month academic programme. Can we pursue this programme within the Jean Monnet Scholarship?  C: No. Scholars can conduct academic studies at graduate or research level for periods of minimum 3 (three), maximum 12 (twelve) months. Academic studies longer than 12 months will not be supported even if the scholar is willing to fund the remaining period by their own means. |
| **33** | Q: Can we submit "conditional" offer letters during programme approval stage after being awarded a scholarship?  C: Unconditional offer letters will be requested from the awardees during the programme approval process. However, awardees may submit conditional offer letters to initiate placement process so long as they are able to submit unconditional offer letters before the finalisation of the placement and programme approval process. |
| **34** | Q: In cases where the acceptance letter is conditional and subject to pre-sessional language tuition, will the scholarship finance it?  C: No. Jean Monnet Scholarship Programme supports graduate or research level academic studies only. |
| **35** | Q: What is the format of the acceptance letter for research programmes? Is it an invitation letter from the academic advisor?  C: The acceptance letter should specifically contain the name of the award holder, start and end dates of the research programme, topic of the research, as well as the name of the academic advisor with whom the research will be conducted. It may be issued either by the university or academic advisor. |
| CGPA | |
| **36** | Q: I am a senior undergraduate student. There is a minimum 2.70 CGPA requirement for Jean Monnet scholarship applications. Is the current CGPA or CGPA at graduation taken into account?  C: For senior undergraduate students the CGPA at the time of application is taken into consideration. |
| **37** | Q: I am currently pursuing postgraduate study and also working in the private sector. My undergraduate CGPA does not meet the Jean Monnet requirement; however, I will obtain my graduate degree in May 2022 and my current CGPA is 3.80. May I apply for a scholarship?  C: Those who have a CGPA less than 2.70/4.00 or 70/100 may apply only on the condition that they have at least 36-month work experience or have completed a graduate programme (master’s or PhD). CGPA of ongoing graduate studies is not taken into consideration. |
| **38** | Q: Although my CGPA appears to be lower than 2.70/4.00, according to the 100-based grading system it is over 65. My school does not provide a transcript in 100-based grading system. Would it be acceptable if I send the grading over 4.00 and provide a conversion table approved by the school?  C: If the applicant’s undergraduate CGPA is in a different grading system, the applicant may submit a conversion document such as an official letter from the applicant’s university or the university’s regulation showing the equivalence of his/her CGPA in the acceptable grading systems (i.e. 100 or 4.00). Please also see C.37. |
| **39** | Q: If our CGPA is higher than 2.70/4.00 in our major programme but lower than 2.70/4.00 in our minor programme, is this a problem for applying to Jean Monnet Scholarship Programme?  C: No, you may apply scholarship programme with CGPA of your major programme. |
| **40** | Q: I am a senior undergraduate student at “X” university. My university calculates CGPA on a scale of 4.00. However, in exceptional cases CGPA may be up to 4.30. and my current CGPA is 4.03. Explanation related to this scoring system is available in the transcripts. Should I indicate my CGPA as 4.03 in the application form?  C: You should indicate your CGPA as it is written in your transcript. |

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| GRADUATION & DOCUMENTS | |
| **41** | Q: Are graduation certificates obtained from e-state system accepted?  C: Yes. |
| **42** | Q: May I submit an official letter from my university demonstrating my graduation instead of my undergraduate diploma?  C: Graduated applicants may submit graduation certificate or diploma of their undergraduate programme. Please also see C.41. |
| **43** | Q: I have a master’s degree and currently pursuing a PhD programme. If I drop out from my current PhD programme by the time I am granted a scholarship, will graduate certificate/diploma of my master’s degree suffice?  C. No, PhD students should submit either a graduation certificate/diploma or a student certificate related to their graduate (i.e. PhD) programme. |
| **44** | Q: Can applicants who have a graduate degree submit only documents related to their graduate study? Or do we have to submit both undergraduate and graduate diplomas?  C: All graduated applicants should submit their undergraduate transcript and undergraduate diploma. Those who do not meet the undergraduate CGPA criterion should also submit either a graduate degree diploma (master’s or PhD) or documents certifying 36-month work experience. |
| **45** | Q: Are transcripts obtained from e-state system accepted?  C: No. Undergraduate transcripts should be obtained from the university. Transcripts obtained from the e-state system and universities’ e-systems are not acceptable. |
| **46** | Q: I am living in a city different from my university/I am currently abroad for Erasmus Exchange, can I submit a printout of my scanned student certificate provided by my university?  C: Yes. Photocopy or scanned copy of student certificates, which meet the criteria defined in the Announcement, are acceptable. |
| **47** | Q: As a senior undergraduate student, my current CGPA meets the application criteria. However, there is a course I failed last year and I will re-take it next semester. May I apply?  C: Yes. It should be noted that senior undergraduate students should graduate from their programmes by the time they will start their graduate/research programmes and submit diploma/graduation certificate during the placement and contracting processes. |
| **48** | Q: Would it create a problem if I complete my final courses during summer school and graduate in August? C: Senior undergraduate students should be able to submit their graduation documents within 2 months after the date they are informed in writing or until 15 August 2022, whichever is later. Otherwise, they shall be deemed to be withdrawn from the scholarship. |
| **49** | Q: I will appear as a 3rd year student in my transcript document during application. However, I will be a final year student in spring term and graduate in 2022. May I apply?  C: Senior undergraduate students who are expected to graduate before the contracting process may apply to the Scholarship Programme. Although prior opinion/approval cannot be given on the adequacy of the application documents, it is recommended to submit supporting documents (preferably taken from the university) explaining this situation. |
| **50** | Q: I am a double major student and have transcripts from two departments. Which of my transcripts should I submit during application, or should I submit both?  C: Double major senior undergraduate students can submit one of the transcripts related to their major programmes during application. It should be noted that applicants who are applying as senior undergraduate students are required to submit a graduation certificate/diploma related to their programmes at the time of application during the placement and contracting processes. |
| EMPLOYMENT DOCUMENTS | |
| **51** | Q: I obtained a consent letter from my institution; however, the superior who signed the document left his/her position then after. Is my document still acceptable?  C: Yes. |

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| **52** | Q: For applicants from the public sector, in cases where the unit responsible for secondment and the unit responsible for educational issues are different, which department should the consent letter be obtained from?  C: The consent letter shall be signed by a superior who has the authorization to approve the applicant’s academic study via the Jean Monnet Scholarship Programme in the relevant eligible host country when he/she is awarded the scholarship. |
| **53** | Q: For academic/administrative staff applicants, would a consent letter signed by the Dean be sufficient or should it be signed by the Head of Department, Dean and Rector?  C: Please see C.52. |
| **54** | Q: Although in Annex 19 (recommended format for consent letter) there is mention of institution registry number *(sicil no),* may I submit a document indicating my National ID number only instead of registry number?  C: Yes. The applicants who apply from public sector are expected to submit documents meeting the criteria listed in section 2.3.1.1 of the Announcement. Annex 19 is a sample document and applicants are not restricted with this template. |
| **55** | Q: I am working for a bank where pension premiums are collected in its own employee pension fund. Is a document obtained from the bank demonstrating that my premiums are collected in the employee pension fund acceptable?  C: Yes. |
| **56** | Q: May I submit a payroll sheet bearing a date in month/yyyy format instead of mm/yyyy format which is indicated in the Announcement?  C: Yes. |
| **57** | Q: Is it sufficient to submit only one payroll sheet that belongs to August 2021 or later?  C: Yes. |
| **58** | Q: I work in two private firms at the same time. In this regard, would it be sufficient for a person working in two different institutions in the private sector to submit sector documents of only one workplace?  C: Yes. |
| **59** | Q: Do those who are public/private/university sector employees as of the application deadline but who started to work in another workplace after this date need to notify your institution?  C: No, however please note that changes of the institutions will be accepted on the condition that the applicant remained in the same sector. Awardees should submit documents indicated in the section 2.6 of the Announcement confirming their sectors. |
| INTERNSHIP/TRAINEE LAWYERS | |
| **60** | Q: Are we eligible to apply after having completed an undergraduate law degree and internship and waiting for our license?  C: No. Applicants should be working in the public sector or in the private sector or working in the universities as academic or administrative staff, or studying as senior undergraduate or graduate (master’s or PhD) students in the universities, in Turkey. |
| **61** | Q: I am working at an international organisation on voluntary basis; however, I receive payment for my services. Can I apply within the category of non-profit or international organisation?  C: Applicants who are interns, trainee lawyers or volunteers cannot be considered as eligible in the scope of ‘working in the public sector/private sector/universities in Turkey’ and cannot apply for the scholarship since “working” means “professional work done under a social security network in return for a wage”. On the other hand, if you are able to submit all relevant documents proving you are working in the private sector as indicated in the Announcement section 2.3.1.2, you may apply for the scholarship. |
| **62** | Q: I am currently a trainee lawyer; however, my traineeship will be completed soon after the application deadline. Can I apply for a scholarship?  C: No, applicants who are interns, trainee lawyers or volunteers cannot be considered as eligible in the scope of ‘working in the public sector/private sector/universities in Turkey’ and cannot apply for the scholarship since “working” means “professional work done under a social security network in return for a wage. |

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| PhD & RESEARCH PROGRAMMES | |
| **63** | Q: Are scholarships granted for post-doctoral study or research? Do we still have to submit two acceptance letters if we prefer conducting research?  C: Jean Monnet Scholarships are not limited for master’s degrees only, meaning that scholarships can be granted for post-doctoral studies or research levels for periods of minimum 3 months, maximum 12 months. All applicants who are invited to the Programme Approval and Placement Process will have to submit two acceptance letters from two different eligible host countries. |
| **64** | Q: I am currently pursuing a PhD programme at a university in Europe. The announcement indicates that the Programme supports graduate studies whereas PhD's cannot be completed within one year. Could you please clarify?  C: Please note that applicants should be working in the public sector or in the private sector or working in the universities as academic or administrative staff, or studying as senior undergraduate or graduate (master’s or PhD) students in the universities **in Turkey** at the time of application. Scholars can conduct academic studies at graduate or research level for periods of minimum 3 (three), maximum 12 (twelve) months. Academic studies longer than 12 months will not be supported even if the scholar is willing to fund the remaining period by their own means. |
| HOSTING INSTITUTIONS | |
| **65** | Q: Within the Jean Monnet Scholarship Programme, would it be possible to pursue 12 months research at "X" institution in Europe, meaning not at a university but at an international organisation?  C: The awardees may conduct academic studies in universities or similar institutions. The statement of "similar institutions" in the Announcement refers to institutions offering "academic" programmes in the selected field of study. |
| FEES | |
| **66** | Q: In case the tuition fee exceeds 20.000 Euros, can we pursue the subject programme if we finance the balance amount?  C: Yes. In such cases, the excess amount for the tuition fee should be covered by the scholarship holder. Scholars may also benefit from tuition fee discounts/awards of host institution, if any. |
| WRITTEN EXAM | |
| **67** | Q: According to the indicative timetable, the written exam will take place on 12 March 2022. However, I will be abroad on that date; do we have to take the exam in Turkey or is there an online exam option?  C: The written exam will be held physically in Ankara. |
| **68** | Q: Is a list of written exam sample questions from past years published? If not, which subjects are applicants expected to cover?  C: Due to Programme regulations, written exam questions of past academic years are not shared. In the Written Exam, various questions related to the EU acquis chapter from which the applicant applied; European Union and EU-Turkey relations can be asked. |
| **69** | Q I am planning to apply the scholarship to conduct research. Will research applicants also have to take the written exam and will the content of the written exam be the same for us? C: All applicants will take the written exam. Content of the written exam is same for all applicants regardless of the type of study to be pursued. Please also see C.68. |
| **70** | Q: I am planning to select "X" (e.g. “Economic Criteria or Economic and Monetary Policy” or “Education and Culture”) as my study field. I would like to be informed whether questions relating to "Y" (e.g. “Economic Criteria” or “Culture”) are part of the field of study and will be asked in the written exam.  C: Choosing the field of study and ensuring the compliance of the academic study to be pursued with the field of study chosen are solely under the responsibility of the applicants. It is within the discretion of the Evaluation Committee to decide on whether the chapter will be evaluated as a whole or partially based on the content of the EU acquis chapter; therefore, no prior opinion can be given. For detailed information about the fields of study (EU acquis chapters) and their content, it is recommended to visit the websites of the Directorate for EU Affairs (www.ab.gov.tr), the Delegation of the European Union to Turkey (www.avrupa.info.tr) and the European Commission (https://ec.europa.eu/info/index\_en). |
| NATIONALITY | |
| **71** | Q: I have "X" nationality. I am living and studying in Turkey. Could Jean Monnet scholarship be granted for a student who does not have a Turkish Citizenship?  C: Nationals of EU member countries, the United Kingdom, Turkey or Instrument for Pre-Accession Assistance (IPA) beneficiary countries who are residing/studying in Turkey may apply to the Jean Monnet Scholarship Programme. |
| **72** | Q: I have "X" nationality. I am living and studying abroad. Can I apply for a Jean Monnet scholarship? C: Please see C.71. |
| OTHER | |
| **73** | Q: Do all the documents for application have to be submitted in English?  C: Only the application form should be filled in one of EU official languages. All other documents required for application can be submitted in the language provided by the issuing institution in the format defined in the Announcement. |
| **74** | Q: Is there an online application option?  C: No. There are two options for sending applications: one is by post or private courier service, the other is by hand delivery. |
| **75** | Q: In case of delivery of the application by hand, should the applicant her/himself make the delivery? Can another person deliver the application?  C: The application (in a sealed envelope) may be delivered by another person than the applicant. |
| **76** | Q: I can fill the form electronically, however I cannot tick the boxes/Turkish characters such as “ş” cannot be seen on the form. Would it be acceptable if I fill them with electronic pen or by hand?  C: The English Application Form for the 2022-2023 academic year should be filled in electronically, printed out in colour or black&white, dated (electronically or in hand-writing) and signed in handwriting preferably in blue ink. The application form on the website has been tested and it can be filled/clicked. You are recommended to try to download and fill it from a different browser or from the other websites (websites of the Central Finance and Contracts Unit (www.cfcu.gov.tr), the Directorate for EU Affairs (www.ab.gov.tr), the Delegation of the European Union to Turkey (www.avrupa.info.tr)) or use a different computer or install the proper software to display and fill-in the document. |
| **77** | Q: In some of my application documents such as undergraduate diploma, transcript etc. my maiden name is listed. Do I need to provide a document describing change of surname due to marriage?  C: Yes. Applicants whose surname appear different in application documents should submit a document demonstrating the change of surname. |
| **78** | Q: Currently I do not possess a passport. May I submit only photocopy of my ID during application?  C: The applicants, who are nationals of countries other than Turkey, should submit their passport photocopies. For Turkish citizens, photocopy of either identity card or passport (pages related to identity) is sufficient at application stage. |
| **79** | Q: Passport photocopy is requested among application documents. My current passport will expire in January 2022, would change of passport create a problem at later stages?  C: Turkish citizens may apply with copy of either their national ID **or** passport; foreign nationals should apply with copy of their passports. Expiration or change of passport would not create a problem. |
| **80** | Q: Is it possible for a civil servant/contracted civil servant from public sector or a private sector employee or academic staff to continue receiving their salaries while being abroad, or will they be granted leave without pay?  C: The issue of how employees will be assigned and how much they will be paid by their institution/organisation is at the discretion and authorization of the institution/organisation that they are affiliated to. |

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| **81** | Q: Is the Jean Monnet Scholarship non-refundable?  C: Jean Monnet Scholarship is non-refundable; however, the scholars who could not successfully complete their academic studies or who could not fulfil their contractual obligations will be requested to pay back the whole or a partial amount of the scholarship they have been paid. |
| **82** | Q: Can an employee have an unpaid leave or resign from his/her job? C: The applicant must submit relevant supporting document proving that s/he is working in the same sector before contract signature. However, it is up to the scholar's decision whether they would like to benefit from the scholarship by using their leave of absence or resigning. The issue of how employees will be assigned is at the discretion and authorization of the institutions/organisations that they are affiliated to. |
| **83** | Q: Do we have to sign a bond *(yüklenme senedi)* and provide a bond guarantor *(kefil)?*  C: If an applicant is awarded a scholarship, s/he will sign a contract with the Central Finance and Contracts Unit. The template for this contract and its annexes are available as a part of the Announcement package (under “Documents for information” archive folder) published at the websites of the Central Finance and Contracts Unit ([www.cfcu.gov.tr](http://www.cfcu.gov.tr)), Directorate 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 Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).  Signing of a bond and a bond guarantor is not required within the Jean Monnet Scholarship Programme; however, please note that applicants’ home institutions (especially public institutions) may require signature of a loan bond. The applicants are kindly advised to discuss this issue with their home institutions. |
| **84** | Q: I have previously benefited from a fee exemption during my graduate study at a university in an EU member country/UK. May I benefit from the Jean Monnet Scholarship Programme for Master's Degree?  C: You can apply for a Jean Monnet Scholarship so long as the graduate degree in question has not been obtained by benefiting from a scholarship funded by an EU member country or EU institution or the UK. Exchange programmes such as Erasmus or short-term academic/language scholarships are not considered in this category. |
| **85** | Q: May I benefit from JMSP scholarship if I am the recipient of another scholarship for the same academic study?  C: Jean Monnet Scholarship awards recipients may not benefit from another scholarship for the same duration of study, however, scholars may benefit from tuition fee discounts/awards of host institution, if any. |
| **86** | Q: Applicants may apply for different scholarship programmes concurrently while applying to the Jean Monnet Scholarship Programme. However, applicants cannot benefit from several scholarships for the same academic programme at the same time. Tuition fee discounts/awards of host institutions are evaluated as a scholarship. On the other hand, are one-time payments of institutions such as transportation cost, meal cost, accommodation cost etc. considered as double financing?  C: Tuition fee discounts/awards of host institutions are not evaluated as a scholarship. Therefore, scholars may benefit from such discounts in addition to the Jean Monnet scholarship. The amount of scholarship covers tuition fees (up to 20.000 Euros), living expenses (food and drink, accommodation, communication, local transportation, cultural activities, etc.) and fixed amount of 3.000 Euros for various expenses **such as** visa-passport, educational materials, travel, study visit, registration to local authorities, health and insurance, any tax liabilities. In case a scholar covers a cost listed under the fixed costs from another source (e.g. via their own institution), such an expense should not cover these costs under the Jean Monnet Scholarship Programme. |
| **87** | Q: Would it be a problem if we take up a work or internship attachment during the duration of our scholarship?  C: Issues regarding work/internship are not within the context of the Scholarship Programme. However, please note that scholars are expected to successfully complete their academic studies and fulfil their contractual obligations within the Jean Monnet Scholarship Programme. The scholars who could not successfully complete their academic studies or who could not fulfil their contractual obligations will be requested to pay back the whole or a partial amount of the scholarship they have been paid. |
| **88** | Q: Is there minimum CGPA requirement exemption in place for applicants with disability?  C: No. |
| **89** | Q: Can scholars take their families with them to the host country?  C: Being accompanied by family members is at the discretion of scholars. However, it should be noted that the Jean Monnet Scholarship only covers the expenses of the scholars. No extra allowance is paid to the scholars who will be travelling with their families/personal attendants. |
| **90** | Q: Do you charge an application fee or written exam fee?  C: No. |