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**Application Deadline:  
10 February 2014, 17:00**



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

**2014-2015 ACADEMIC YEAR  
JEAN MONNET SCHOLARSHIP PROGRAMME  
ANNOUNCEMENT  
TR2011/0136.17**



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## **NOTICE**

The context, application criteria and code of conduct of the Jean Monnet Scholarship Programme is given below. Said principles are determined for 2014-2015 academic year and previous implementations do not constitute a precedent for 2014-2015 academic year.

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

## 1. JEAN MONNET SCHOLARSHIP PROGRAMME

### 1.1. Background

During our country's negotiation process for full membership to the European Union, important responsibilities fall upon every segment of society from public institutions to the private sector, and from our non-governmental organizations to our universities. For this reason, there is a need in every segment of society for individuals who can closely follow EU-related disciplines, and who are specialized on these subjects. In accordance with this need, the **Jean Monnet Scholarship Programme**, a project funded by the European Union (EU), aims to increase the number of experts in the EU field and support Turkey's administrative capacity building efforts for the effective implementation of EU *acquis* within the framework of Turkey's negotiation process for full membership to the EU.

The Jean Monnet Scholarship Program began in the 1990-1991 academic year by providing its first scholars educational opportunities in EU member countries. It is one of Turkey's long running projects. Over the course of nearly 23 years, the Jean Monnet Scholarship Programme was implemented in three different periods. During the initial period of the Jean Monnet Scholarship Programme between 1990 and 2002, the aim of the programme was to increase the existing knowledge and experience in Turkey regarding the European integration, and to support human resources who are qualified on these subjects. In line with the developments in Turkey-EU relations, the main priority during the second period between 2002 and 2006 was the use of the Scholarship Programme for the education of the human resources that would be necessary during the accession process.

While the first two periods of the Programme were conducted by the Ministry of Foreign Affairs and the Delegation of the European Union to Turkey, the Jean Monnet Scholarship Programme is now being conducted by the Ministry for EU Affairs since the 2007-2008 academic year, in cooperation with the Central Finance and Contracts Unit and the Delegation of the European Union to Turkey.

### 1.2. Objective of the Programme

Within the framework of Turkey's negotiation process for full membership to the EU, Jean Monnet Scholarship Programme, which is funded by the European Union (EU), aims to increase the number of experts in the EU field and support Turkey's administrative capacity building efforts for the effective implementation of the EU *acquis*. Therefore, the Scholarship Programme, differing from other graduate scholarships, only provides support for academic studies done in accordance with the mentioned purpose of the scholarship.

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

### 1.3. Fields of Study Supported by the Programme

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

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

- Free Movement of Goods
- Free Movement of Workers

- Right of Establishment and Freedom to Provide Services
- Free Movement of Capital
- Public Procurement
- Company Law
- Intellectual Property Law
- Competition Policy
- Financial Services
- Information Society and Media
- Agriculture and Rural Development
- Food Safety, Veterinary and Phytosanitary Policy
- Fisheries
- Transport Policy
- Energy
- Taxation
- Economic Criteria or Economic and Monetary Policy
- Statistics
- Social Policy and Employment
- Enterprise and Industrial Policy
- Trans-European Networks
- Regional Policy and Coordination of Structural Instruments
- Judiciary and Fundamental Rights
- Justice, Freedom and Security
- Science and Research
- Education and Culture
- Environment
- Consumer and Health Protection
- Common Trade Policy (Customs Union and/or External Relations)
- Financial Control
- Foreign, Security and Defence Policy

Applicants are required to choose **only one** of the EU *acquis* chapters given above as “field of study” in the application form. Change in the field of study is not possible. Field of study other than the ones given above will not be supported. For instance; “MBA programme” is not eligible in the scope of the Jean Monnet Scholarship Programme. Field of study chosen and programme applied should be in compliance with the purpose of the scholarship explained above.

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

#### 1.4. Number of Scholars

It is aimed that approximately 170 scholarships will be granted for 2014-2015 academic year. **60% of the scholarship will be allocated to the public sector, 30% to the universities and 10% to the private sector.** Therefore, scholarships will be granted to the applicants scoring at least 60 over 100 points from both the written and the oral exam, separately, on the basis of the sectoral quotas. As the case may be, the Jean Monnet Evaluation Committee could shift the quotas allocated to the sectors.

#### 1.5. Duration the Scholarship

Scholars shall only conduct academic studies at graduate or research level at a university or similar institution in one of the EU member states 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.

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

The end date of the academic study should not exceed **31 December 2015**.

#### 1.6. Scope of the Scholarship

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

Amount of the scholarship covers the following;

- Tuition fees,
- Living expenses (food&drink, accommodation, communication, local transportation, cultural activities),
- Fixed amount for various allowances (visa-passport, educational materials, travel, study visit, registration to local authorities, health and insurance, any tax liabilities and similar expenses).

The Jean Monnet Scholarship is calculated as to cover solely the expenses of the scholars. For this reason, extra allowance for the scholars who will be travelling with their families will not be paid.

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

#### 1.7. Implementation of the Scholarship Programme

Main beneficiary of the Jean Monnet Scholarship Programme, which is financed by the EU, is the Ministry for EU Affairs. The Scholarship Programme is implemented in collaboration with the Central Finance and Contracts Unit and the Delegation of the European Union to Turkey, with the support of the Jean Monnet Technical Assistance Team. The "Jean Monnet Joint Committee" composed of the representatives from the Ministry for EU Affairs, Delegation of the European Union to Turkey and the Central Finance and Contracts Unit, is responsible for taking decisions for the effective implementation of the Programme each academic year.

The application and evaluation process of Jean Monnet Scholarship Programme is in under the responsibility of the Central Finance and Contracts Unit. The Central Finance and Contracts Unit is also the contracting authority of the Scholarship Programme. The scholarship agreements are signed between the Central Finance and Contracts Units and the scholars.

The Ministry for EU Affairs is the implementing authority responsible for the effective conduct of the Scholarship Programme. The Ministry for EU Affairs is responsible for the announcement and promotion of the Scholarship Programme, placement of scholars to suitable education programmes, monitoring of scholars during and after their education, provision of all types of support for the scholars and establishment of sustainable communication channels with the scholars.

The Ministry for EU Affairs and the Central Finance and Contract Unit conduct all of the above mentioned activities together with the support and cooperation of the Delegation of the European Union to Turkey.

## 2. RULES OF THE SCHOLARSHIP PROGRAMME

### 2.1. Eligible Applicants

**Applicants currently working in public sector, private sector and NGOs, and applicants currently working in universities as academicians or administrative staff or studying as senior or graduate students in Turkey** may apply to the Programme. Applicants who hold the necessary qualifications for application, but on leave due to maternity or military service during the application period may also apply to the Programme.

#### 2.1.1 Who can apply from Public Sector?

- Nationals of EU Member Countries or IPA Beneficiary Countries<sup>1</sup>
- Those who have at least a Bachelor's degree obtained from a 4-year undergraduate programme (please see the Important Note section on page 8),
- Those currently working in Turkey in Public Sector (including professional organizations having legal public personality, chambers and local administrations – municipalities, special provincial administration – development agencies etc.)
- For male applicants, those who have already completed or suspended their military service,
- Those who have no health problems that could hinder an academic study abroad,
- Those who have either a minimum undergraduate CGPA of 2.50 over 4.00 or 65 over 100.

For the evaluation of the undergraduate CGPA criterion, the grading system applied in the transcript of the related university is taken as basis (if the university applies the 100 points grading system, min. of 65 points will be sought, if the university applies the 4.00 based grading system, min. of 2.50 will be sought in the transcripts of the applicants). Official equivalence letters taken from the university will also be accepted. However, official equivalence letters should be submitted together with the undergraduate transcript.

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<sup>1</sup> The list of member states and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\\_en.htm](http://europa.eu/about-eu/countries/index_en.htm)

Those who have a CGPA below than the points given above may apply only on the condition that they have at least 36 months of work experience related with the EU *acquis* or have completed their graduate programmes (masters 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.

The ones who meet the undergraduate CGPA criterion do not have to meet also the 36-month work experience criterion.

- Those who have the minimum scores/points given in section 3, in the official EU language that they have applied in and those who submit the foreign language proficiency certificates **valid until at least the application deadline, 10 February 2014.**

#### IMPORTANT NOTE

Those who have an undergraduate degree in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature) may apply only on the condition that they completed their graduate degree (master or PhD) in the fields related with EU *acquis* or they have a min. 36-month work experience related with the EU *acquis*. Otherwise, their applications will not considered as eligible. “Work experience” means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

#### 2.1.2. Who can apply from Private Sector?

- Nationals of EU Member Countries or IPA Beneficiary Countries<sup>2</sup>
- Those who have at least a Bachelor’s degree obtained from a 4-year undergraduate programme (please look at the Important Note section on page 9),
- Those currently working in Turkey in Private Sector (those currently working in resident diplomatic missions, Non-Governmental Organizations (NGOs) etc. will be considered within this scope),
- For male applicants, those who have already completed or suspended their military service,
- Those who have no health problems that could hinder an academic study abroad,
- Those who have either a minimum undergraduate CGPA of 2.50 over 4.00 or 65 over 100.

For the evaluation of the undergraduate CGPA criterion, the grading system applied in the transcript of the related university is taken as basis (if the university applies the 100 points grading system, min. of 65 points will be sought, if the university applies the 4.00 grading system, min. of 2.50 will be sought in the transcripts of the applicants). Official equivalence letters taken from the university will also be accepted). However, official equivalence letters should be submitted together with the undergraduate transcript.

Those who have a CGPA below than the points given above may apply only on the condition that they have at least 36 months of work experience related with the EU *acquis* or have completed their graduate programmes (masters or PhD) related with the

<sup>2</sup> The list of member states and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\\_en.htm](http://europa.eu/about-eu/countries/index_en.htm)



EU *acquis*. “Work experience” means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

The ones who meet the undergraduate CGPA criterion do not have to meet also the 36-month work experience criterion.

- Those who have the minimum scores/points given in section 3, in the official EU language that they have applied in and those who submit the foreign language proficiency certificates **valid until at least the application deadline, 10 February 2014**.

#### **IMPORTANT NOTE**

Those who have an undergraduate degree in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature) may apply only on the condition that they completed their graduate degree (master or PhD) in the fields related with EU *acquis* or they have a min. 36-month work experience related with the EU *acquis*. Otherwise, their applications will not considered as eligible. “Work experience” means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

### **2.1.3. Who can apply from University Sector?**

Senior and graduate students as well as academicians or administrative staff in public and private universities may apply from university sector.

#### **2.1.3.1. Academicians or Administrative Staff**

- Nationals of EU Member Countries or IPA Beneficiary Countries<sup>3</sup>
- Those who have at least a Bachelor’s degree obtained from a 4-year undergraduate programme (please look at the Important Note section on page 10),
- Those currently working in Turkey in a University as academician or administrative staff,
- For male applicants, those who have already completed or suspended their military service,
- Those who have no health problems that could hinder an academic study abroad,
- Those who have either a minimum undergraduate CGPA of 2.50 over 4.00 or 65 over 100.

For the evaluation of the undergraduate CGPA criterion, the grading system applied in the transcript of the related university is taken as basis (if the university applies the 100 points grading system, min. of 65 points will be sought, if the university applies the 4.00 grading system, min. of 2.50 will be sought in the transcripts of the applicants). Official equivalence letters taken from the university will also be accepted). However, official equivalence letters should be submitted together with the undergraduate transcript.

Those who have a CGPA below than the points given above may apply only on the condition that they have at least 36 months of work experience related with the EU

<sup>3</sup> The list of member states and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\\_en.htm](http://europa.eu/about-eu/countries/index_en.htm)

acquis or have completed their graduate programmes (masters 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.

The ones who meet the undergraduate CGPA criterion do not have to meet also the 36-month work experience criterion.

- Those who have the minimum scores/points given in section 3, in the official EU language that they have applied in and those who submit the foreign language proficiency certificates **valid until at least the application deadline, 10 February 2014**.

#### IMPORTANT NOTE

Those who have an undergraduate degree in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature) may apply only on the condition that they completed their graduate degree (master or PhD) in the fields related with EU acquis or they have a min. 36-month work experience related with the EU acquis. Otherwise, their applications will not be considered as eligible. “Work experience” means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

#### 2.1.3.2. Senior Students at Undergraduate Level

- Nationals of EU Member Countries or IPA Beneficiary Countries<sup>4</sup>
- Those who are senior students at a 4-year undergraduate programme (in the case where the senior undergraduate students are awarded the scholarship, they shall be graduated in the 2013-2014 academic year. In the case that those students could not be graduated, the scholarship will not be postponed but will be cancelled,
- For male applicants, those who have already completed or suspended their military service,
- Those who have no health problems that could hinder an academic study abroad,
- Those who have either a minimum undergraduate CGPA of 2.50 over 4.00 or 65 over 100.

For the evaluation of the undergraduate CGPA criterion, the grading system applied in the transcript of the related university is taken as basis (if the university applies the 100 points grading system, min. of 65 points will be sought, if the university applies the 4.00 grading system, min. of 2.50 will be sought in the transcripts of the applicants). Official equivalence letters taken from the university will also be accepted). However, official equivalence letters should be submitted together with the undergraduate transcript.

- Those who have the minimum scores/points given in section 3, in the official EU language that they have applied in and those who submit the foreign language proficiency certificates **valid until at least the application deadline, 10 February 2014**,

<sup>4</sup> The list of member states and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\\_en.htm](http://europa.eu/about-eu/countries/index_en.htm)

- Those who are senior students at undergraduate level in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature) could not apply to the Programme.

### 2.1.3.3. Graduate Students (Masters or PhD)

- Nationals of EU Member Countries or IPA Beneficiary Countries<sup>5</sup>
- Those who have at least a Bachelor's degree obtained from a 4-year undergraduate programme (please look at the Important Note section on page 12),
- Those currently studying in Turkey in University at graduate level (masters or PhD),
- For male applicants, those who have already completed or suspended their military service,
- Those who have no health problems that could hinder an academic study abroad,
- Those who have either a minimum undergraduate CGPA of 2.50 over 4.00 or 65 over 100.

For the evaluation of the undergraduate CGPA criterion, the grading system applied in the transcript of the related university is taken as basis (if the university applies the 100 points grading system, min. of 65 points will be sought, if the university applies the 4.00 grading system, min. of 2.50 will be sought in the transcripts of the applicants). Official equivalence letters taken from the university will also be accepted). However, official equivalence letters should be submitted together with the undergraduate transcript.

Those who have a CGPA below than the points given above may apply only on the condition that they have at least 36 months of work experience related with the EU *acquis* or have completed their graduate programmes (masters 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.

The ones who meet the undergraduate CGPA criterion do not have to meet also the 36-month work experience criterion.

- Those who have the minimum scores/points given in section 3, in the official EU language that they have applied in and those who submit the foreign language proficiency certificates **valid until at least the application deadline, 10 February 2014.**

#### IMPORTANT NOTE

Those who have an undergraduate degree in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature) may apply only on the condition that they completed their graduate degree (master or PhD) in the fields related with EU *acquis* or they have a min. 36-month work experience related with the EU *acquis*. Otherwise, their applications will not considered as eligible. "Work experience" means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

<sup>5</sup> The list of member states and IPA beneficiary countries can be accessed from [http://europa.eu/about-eu/countries/index\\_en.htm](http://europa.eu/about-eu/countries/index_en.htm)

## 2.2. Who can not apply?

- Those who are not attached to any public institution, university or private sector institution in Turkey,
- Those who had formerly benefited from the Jean Monnet Scholarship,
- Those who have a graduate degree (master or PhD) obtained abroad via another scholarship funded by any EU member state or EU institution (**on the other hand** those who benefited from exchange programmes such as Erasmus etc. or short-term academic scholarships may also apply to the Jean Monnet Scholarship Programme),
- Those who work or study at undergraduate or graduate level (master or PhD) currently abroad during the application period (**on the other hand**, applicants from public sector, working in the abroad organizations of their own institutions i.e. permanent staff at the abroad organizations of Ministry of Foreign Affairs may apply to the programme. Besides, those who meet the application criteria and who are currently abroad via short-term exchange programmes i.e. Erasmus, may also apply to the programme),
- Those who have an undergraduate degree in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature),

### IMPORTANT NOTE

Those who have an undergraduate degree in Language Education (i.e. English Language Teaching, French Language Teaching), Translation and Interpretation, Language and Literature (i.e. American Language and Literature, French Language and Literature) may apply only on the condition that they completed their graduate degree (master or PhD) in the fields related with EU acquis or they have a min. 36-month work experience related with the EU *acquis*. Otherwise, their applications will not considered as eligible. “Work experience” means the professional work done under a social security network in return for a wage. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

- Those who have a 2-year university degree,
- Those who do not have the above mentioned foreign language proficiency certificates (ÜDS, reference letter, language education certificate etc. will not be accepted as eligible language proficiency certificates for application).

## 2.3. Application Process

### 2.3.1. Application Documents

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

### 2.3.1.1. Application Documents for Public Sector

- English Application Form (filled in one of the official EU languages and submitted as dated and signed),
- Photocopy of identity card / passport (pages related with identity)<sup>6</sup>
- Two photos (taken in last 6 months),
- Undergraduate Diploma / Graduation Certificate,
- Officially signed and stamped undergraduate transcript taken from the students affairs office (Applicants who will submit equivalence letter should also submit undergraduate transcript as well),
- Original, photocopy or internet print-out of the foreign language proficiency certificate (valid until at least 10 February 2014),
- Official letter addressing the Central Finance and Contracts Unit and indicating that the applicant is making his/her application with the consent of his/her current institution (please look at the 2.3.3 section),
- **For the graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level**; Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage),
- **For the applicants who have an undergraduate CGPA below 2.50 out of 4.00 or below 65 out of 100 points**, mentioned in 2.1.1. section; Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage).

### 2.3.1.2. Application Documents for Private Sector

- English Application Form (filled in one of the official EU languages and submitted as dated and signed),
- Photocopy of identity card / passport (pages related with identity)<sup>7</sup>
- Two photos (taken in last 6 months),
- Undergraduate Diploma / Graduation Certificate,
- Officially signed and stamped undergraduate transcript taken from the students affairs office (Applicants who will submit equivalence letter should also submit undergraduate transcript as well),
- Original, photocopy or internet print-out of the foreign language proficiency certificate (valid until at least 10 February 2014),
- Employment Certificates: (please look at the 2.3.3 section),
  - Official letter indicating that the applicant is their own employee and currently working professionally in return for a wage under a social security network in private sector,
  - Up-to-date payroll sheet of the applicant from the Social Security Institution.

<sup>6</sup> Foreign applicants should submit their passport photocopies.

<sup>7</sup> Foreign applicants should submit their passport photocopies.

- **For the graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level;** Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage),
- **For the applicants who have an undergraduate CGPA below 2.50 out of 4.00 or below 65 out of 100 points,** mentioned in 2.1.2. section; Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage).

### 2.3.1.3. *Application Documents for University Sector*

#### 2.3.1.3.1. *Academicians or Administrative Staff*

- English Application Form (filled in one of the official EU languages and submitted as dated and signed),
- Photocopy of identity card / passport (pages related with identity)<sup>8</sup>
- Two photos (taken in last 6 months),
- Undergraduate Diploma / Graduation Certificate,
- Officially signed and stamped undergraduate transcript taken from the students affairs office (Applicants who will submit equivalence letter should also submit undergraduate transcript as well),
- Original, photocopy or internet print-out of the foreign language proficiency certificate (valid until at least 10 February 2014),
- Official letter addressing the Central Finance and Contracts Unit and indicating that the applicant is making his/her application with the consent of his/her current institution (please look at the 2.3.3 section),
- **For the graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level;** Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage),
- **For the applicants who have an undergraduate CGPA below 2.50 out of 4.00 or below 65 out of 100 points,** mentioned in 2.1.3.1 section; Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage).

#### 2.3.1.3.2. *Senior Students at Undergraduate Level*

- English Application Form (filled in one of the official EU languages and submitted as dated and signed),
- Photocopy of identity card / passport (pages related with identity)<sup>9</sup>

<sup>8</sup> Foreign applicants should submit their passport photocopies.

<sup>9</sup> Foreign applicants should submit their passport photocopies.

- Two photos (taken in last 6 months),
- Undergraduate Diploma / Graduation Certificate,
- Officially signed and stamped undergraduate transcript taken from the students affairs office (Applicants who will submit equivalence letter should also submit undergraduate transcript as well),
- Student Certificate,
- Original, photocopy or internet print-out of the foreign language proficiency certificate (valid until at least 10 February 2014),
- **For the applicants who have an undergraduate CGPA below 2.50 out of 4.00 or below 65 out of 100 points**, mentioned in 2.1.3.2 section; Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage).

### 2.3.1.3.3. Masters or PhD Students at Graduate Level

- English Application Form (filled in one of the official EU languages and submitted as dated and signed),
- Photocopy of identity card / passport (pages related with identity)<sup>10</sup>
- Two photos (taken in last 6 months),
- Undergraduate Diploma / Graduation Certificate,
- Officially signed and stamped undergraduate transcript taken from the students affairs office (Applicants who will submit equivalence letter should also submit undergraduate transcript as well),
- Student Certificate,
- Original, photocopy or internet print-out of the foreign language proficiency certificate (valid until at least 10 February 2014),
- **For the graduates from Language Education, Translation and Interpretation, Language and Literature at undergraduate level**; Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage),
- **For the applicants who have an undergraduate CGPA below 2.50 out of 4.00 or below 65 out of 100 points**, mentioned in 2.1.3.3 section; Graduate (master or PhD) diploma related with EU *acquis* **or** official document certifying min. 36-month work experience related with EU *acquis* (“work experience” means the professional work done under a social security network in return for a wage).

### 2.3.2. Where, When and How is the application submitted?

Applicants should send all accurate and complete application documents **until 10 February 2014, Monday, by 17.00 the latest to the Central Finance and Contracts Unit, Eskişehir Yolu 4.Km 2.Cadde (Halkbank Kampüsü) No:63 C-Blok, 06520 Söğütözü / Ankara** via hand delivery or post/courier. Applications submitted via e-mail or fax will not be eligible.

<sup>10</sup> Foreign applicants should submit their passport photocopies.

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 on the file/envelope in which the application documents are clearly mentioned.

### 2.3.3. Important Notes for Application

- Applicants should decide from which sector (public sector, university sector, private sector) they will be applying according to the legal status, legislation of the relevant institution and cadre in which they are working and should submit the required application documents accordingly.
- Applicants should decide during the application process on the official EU language in which they will study or conduct research. Applicants will have their written exam and be interviewed in the official EU language that they have chosen in the application form. For this reason, applicants should choose only one of the official EU languages, submit the relevant foreign language proficiency certificate and study or conduct research in this official EU language.
- Those who formerly worked and/or studied abroad or who are graduates of the universities that conduct teaching in foreign languages are not exempted from the foreign language proficiency certificate criterion. All applicants should submit the relevant foreign language proficiency certificates during the application process.
- No additional (supporting) documents (internship certificate, reference letter etc.) should be submitted except for the required application documents. Assessment will be done on the basis of the above-mentioned application documents.
- Application forms in Turkish and in English are available on the related websites. The application form in Turkish is provided **only for information** and should not be filled in during the application. In the case where the application form in Turkish is filled and submitted, this application will be considered as ineligible. The application form in English should be filled **electronically** in one of the official EU languages and printed-out copy of the application form should be **dated and signed** by the applicant and then submitted to the Central Finance and Contracts Unit till the application deadline together with other application documents.
- For those applying with their temporary graduation certificate, if an expiry date is specified on the document, this date should be at least **10 February 2014** or later. If the issuing university specifies no such date, the graduation certificate is accepted as a sufficient document for application.
- Consent Letter/Employment Certificates to be submitted by the working applicants:
  - Consent letter for applicants from the public sector: There is no standard format of the consent letter required from the applicants from the public sector. It is an official letter indicating that “the applicant is making his/her application with the consent of his/her institution” written by “the department of the applicant” or “the personnel and/or other related administrative departments” addressing to the “Central Finance and Contracts Unit”. It is worthwhile to be signed by a superior who has the authorization to approve the applicant's academic study in the relevant EU member state.
  - Employment Certificate for the applicants from the private sector: There is no standard format of the employment certificate required from the applicants from the private sector. The employment certificate is an official letter taken from the relevant company, organization, foundation etc. indicating that “the applicant is their own employee and currently working professionally in return for a wage



under a social security network” addressing to the “Central Finance and Contracts Unit”. Up-to-date payroll sheet of the applicant from the Social Security Institution should also be submitted together with the employment certificate. However, the Jean Monnet Evaluation Committee reserves the right to cross check the accuracy of the information provided by the employer.

The applicant who makes out an invoice and takes his/her salary within the structure of his/her firm/company should submit as an employment certificate, the registration certificate to the professional organizations or tax registration certificate. In addition to the employment certificate, the Social Security Institution registration of the relevant firm/company should also be submitted.

- Consent letter for the applicants from the university sector: The academicians or administrative staff of the universities should submit Consent Letter at the application process. There is no standard format of the consent letter required from the applicants from the university sector. It is an official letter indicating that “the applicant working as an academician or administrative staff is making his/her application with the consent of his/her university” addressing to the “Central Finance and Contracts Unit”. The current senior undergraduate students and graduate (master/Phd) students who are not employed as research assistants do not have to submit the consent letter taken from the universities.
- Those who should fulfill the min 36-month work experience are the ones;
  - Who have an undergraduate CGPA **below 2.50** out of 4.00 or **below 65** out of 100 points,
  - Who are graduates of Language Education, Translation and Interpretation, Language and Literature departments at undergraduate level.

Therefore, those applicants should submit **by the application deadline** an official letter proofing that they have at least 36-month experience related with the EU *acquis*. “work experience” means the professional work done under a social security network in return for a wage. While calculating the min 36-month work experience, actual working period will be taken into account. Time period spent out of the work, such as; maternity leave, military service does not count to the actual work period.

- For the applicants from the public sector, while calculating 36 months work experience, the period spent as probationary officer will also be taken into account.
- The official letter proofing that the applicant has 36 months work experience related with the EU *acquis* should be taken from the relevant institution/institutions (institution, organization, foundation, university etc.) in which the applicant worked before and/or has been currently working.
- It is solely the applicant’s responsibility to submit the accurate and complete application documents to the Central Finance and Contracts Unit until the application deadline. Applicants will not be informed whether their applications have been received or not.
- The Jean Monnet Joint Committee may reassess the criteria sought in the applicants at any stage of the assessment process.
- Applicants should send any request for additional information or clarification questions in written via e-mail to [info@jeanmonnet.org.tr](mailto:info@jeanmonnet.org.tr) Jean Monnet Technical Assistance Team till **20 January 2014** at the latest **by 18.00**. Responses will be announced on **30 January 2014** as **Clarifications** on the websites of Central Finance and Contracts Unit ([www.cfcu.gov.tr](http://www.cfcu.gov.tr)), Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)), Delegation of the European Union to Turkey ([www.avrupa.info.tr](http://www.avrupa.info.tr)) and Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).

- **Clarifications provide important details with regard to the application criteria and constitute a part of the announcement. Therefore, it is essential for applicants to carefully read and take into consideration the information provided in the Clarifications when applying to the Jean Monnet Scholarship Programme.**
- **Applicants who could not meet the application criteria and submit the required application documents mentioned above will not pass the Administrative Compliance and Eligibility check process.**
- The **Contracting Documents** (Special Conditions, Annex I, II, III, IV-A, IV-B, IV-C, V-A, V-B, V-C, V-D, VI) published besides 2014-2015 Academic Year Jean Monnet Scholarship Programme web announcement, and application form are only for information and should not be filled in at the application process. Those documents will be used for the eligible applicants to be awarded during the contracting process.
- The **Evaluation Forms** (Administrative Compliance and Eligibility Checklist, Written Exam Evaluation Form, Oral Exam Evaluation Form) published besides 2014-2015 academic year Jean Monnet Scholarship Programme web announcement, and application form are also only for information and aims to give information to the applicants regarding the criteria used during the evaluation process.
- The dates given in the **Indicative Timetable** published besides 2014-2015 academic year Jean Monnet Scholarship Programme web announcement, and application form may change.

#### 2.4. Evaluation of Applications

No information will be given via phone during any stage of the evaluation process. All the announcements related with the process will be done on the websites of Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)), Central Finance and Contracts Unit ([www.cfcu.gov.tr](http://www.cfcu.gov.tr)), Delegation of the European Union to Turkey ([www.avrupa.info.tr](http://www.avrupa.info.tr)) and Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).

Indicative Timetable for application and evaluation process is published together with the announcement.

Application documents received after the deadline by the Central Finance and Contracts Unit are considered as ineligible.

During the **Administrative Compliance and Eligibility Checklist**, it is controlled whether the applicants submitted the eligible, accurate and complete application documents in comparison with the application criteria mentioned in the announcement or not. For the criteria applied during the said process by the assessors, it is requested that **Administrative Compliance and Eligibility Checklist** can be examined by the applicants.

The applicants who passed the **Administrative Compliance and Eligibility** check process are invited to the Written Exam Process. The list of eligible applicants to take the written exam and the exact date, time and place of the written exam will be announced on the above-mentioned websites, as a result of the **Administrative Compliance and Eligibility** check process. Eligible applicants will not be informed in written individually. Written exam is held in Ankara. Foreseen date of the written exam is given in the **Indicative Timetable** published with the announcement.

In the **written exam**, various questions related with the EU *Acquis* Chapter from which the applicant applied from and EU-Turkey relations can be asked. Written exam is held in the essay format and in the official EU language that the applicant applied from. Criteria applied during the written exam evaluation process are given in the **Written Exam Evaluation Form** published with the announcement. Applicants are requested to examine this form

before the written exam. After the written exam evaluation, applicants who scored 60 and over are invited to the oral exam.

**Oral exams** are planned to be held in the dates given in the **Indicative Timetable published** with the announcement. Oral exams are held at **Central Finance and Contracts Unit in Ankara**. The list of eligible applicants to take the oral exam and the exact date, time and place of the oral exam will be announced on the above-mentioned websites. Eligible applicants will not be informed in written individually.

In the published list of eligible applicants, **date, time and official EU language of each applicant for oral exams** is indicated. Applicants cannot change their published oral exam date, time and official EU language due to any reasons. During the oral exams, various questions related with the EU *Acquis* Chapter from which the applicant applied from and EU-Turkey relations can be asked. Oral exam is held in the interview format and in the official EU language that the applicant applied from. Applicants **who score 60 and over from each assessors** are considered as eligible.

The final list of award holders is published on the websites of Central Finance and Contracts Unit ([www.cfcu.gov.tr](http://www.cfcu.gov.tr)), Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)), Delegation of European Union to Turkey ([www.avrupa.info.tr](http://www.avrupa.info.tr)) and Jean Monnet Scholarship Programme ([www.jeanmonnet.org.tr](http://www.jeanmonnet.org.tr)).

Success ranking according to each sector (public, university, private and NGOs) is made in terms of average score obtained from written and oral exams. Quotas allocated to each sector in the announcement of the given academic year are filled on basis of success ranking and Jean Monnet Scholars are determined. **The main list of award holders** is planned to be announced on the date given in the **Indicative Timetable** published with the announcement.

Applicants who are in the main list of award holders however who scored 60 and over both from written and oral exam, take place in **the reserve list determined for each sector** on basis of success ranking. Applicants in the reserve list of relevant sector are invited where the applicants in the main list withdraw due to any reasons (health, family, work etc.) during the programme approval process. Applicants who move to main list from reserve list are contacted individually.

## 2.5. Placement Process

Jean Monnet Scholarship Programme covers **all the accredited universities and similar institutions in the EU Member States**. Applicants are totally free to choose the EU member state and the university or similar institution by themselves. However, the prestige of the university or similar institution is important from the perspective of the Jean Monnet Scholarship Programme. In addition, the programme chosen by the applicant should be in line with the field of study and the official EU language indicated in the application form. Applicants **do not necessarily have to go to a EU Member State where the official language is the same with the language indicated in the application form**. It is possible to study or conduct research at any university or similar institution where the teaching or research language is same with the official EU language that the applicant indicated in the application form. For instance; in the case where the applicant is awarded with the scholarship, the applicant who indicated English as a foreign language in the application form may for sure study or conduct research at a university or similar institution in Holland, where the teaching or research language is English. In addition to it, the programmes should be in line with the field of study and official EU language indicated in the application form and should not exceed 12 months.

For the search of programmes related with the EU *acquis* chapter applied from, it is requested that the applicants examine the **Jean Monnet Scholarship Programme Hosting**

**Institutions Catalogue** which covers programmes taught in English in EU Member Countries other than the United Kingdom and **the list of universities preferred by Jean Monnet Alumni** which is published on Jean Monnet Scholarship Programme website. Besides, applicant willing to have more and detailed information may contact with the Jean Monnet Scholarship Programme Office. Applicants may also apply to different programmes in universities or similar institutions in different EU Member Countries other than the ones given in the Catalogue.

Jean Monnet Scholarships are granted exclusively for academic studies at graduate or research level directly related to Turkey's EU harmonisation process and the EU *acquis*. Therefore, the Placement Committee evaluates the relevance and approval of masters or research programme of the applicant whether this programme will increase 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 the question whether this programme will contribute to increase their knowledge on the EU *acquis* chapter applied from or not**, while they are making their applications to the programmes.

However, taking into consideration that many universities or similar institutions in the EU Member States have different quotas and application deadlines, **the applicants who have applied for the scholarship and whose process is going on are kindly requested to apply in time and get conditional or unconditional offer letters from the universities or similar institutions in the EU Member Countries that they prefer.**

After the announcement of award holders, the applicants in the main list as well as the applicants who moved from reserve list to the main list instead of the applicants who withdrew due to any reasons, are informed about the Placement Process via email. In the said email, detailed information is given to the applicants regarding the required documents and the process. The first document required from the award holders during the placement process is the **Unconditionnal Offer Letter/Unconditionnal Acceptance Letter** obtained from the universities or similar institutions in which they would like to conduct their academic studies. Applicants are advised to make their applications accordingly. The important criteria applied during the placement process are the start and end dates of the programme (not exceeding 12 months), the content of the programme and courses and the relevancy of thesis/dissertation title with the EU *acquis* chapter applied from. Programme approvals are given on the basis of the **Programme Approval Forms** that is published with the announcement, submitted together with the offer letters.

Applicants could apply for any programme in the context given above. The Jean Monnet Evaluation Committee, on the other hand, shall retain the right to give the final decision on the placement of the scholars, as to ensure the equal distribution of the scholars in the EU Member States and the accordance of the programmes with the fields of study.

## 2.6. Contracting Process

Contracting process of applicants whose programme approvals are given, starts. During this process, applicants are informed via email, in detail regarding the required documents from the applicants. Contracts of the applicants who send their complete required documents are prepared by calculating their scholarship amounts. The contracts prepared by the Central Finance and Contracts Unit are due to the approval of the Delegation of the European Union to Turkey. Contracting documents that are published with the announcement are **given for information.**

## 2.7. Monitoring Process

Scholars are monitored in the framework of the reports that they are entitled to fill in. **The required reports** that should be submitted within the period of their masters or research programmes by the scholars are given below.

- **Initial Placement Report**, within one month after the start of the programme
- **Interim Placement Report**, after the first half of the programme
- **Academic Progress Report** that should be filled in by the academic supervisor for each academic semester
- **Final Report** that should be sent after the end of the programme

In addition to these reports, the required information and documents that should be submitted during and after the end of the programmes are given furthermore in the contracting documents. The documents used in the monitoring process are given **for information** in the annexes of the announcement.

## 3. TABLE OF FOREIGN LANGUAGE PROFICIENCY CERTIFICATES

Official EU Language	Foreign Language Proficiency Certificate and Score/Level
English	<ul style="list-style-type: none"> <li>• TOEFL min. 550 (PBT) or 213 (CBT) or 79 (IBT)</li> <li>• IELTS (Academic) : min. 6.5 / 9.0</li> <li>• KPDS/YDS min. 80 (<b>conditionally accepted</b>)*</li> </ul> <p>*Applicants who have applied with min. 80 KPDS/YDS taken on February 2009 and onwards should submit one of the foreign language proficiency certificates mentioned above until 26 March 2014.</p>
German	<ul style="list-style-type: none"> <li>• Goethe Zertifikat min. C1</li> <li>• TestDaF min. 4</li> <li>• Sprachdiplom Zweite Stufe (DSD II)</li> <li>• Abitur</li> <li>• International Baccalaureat min. 4</li> <li>• KPDS/YDS min. 80 (<b>conditionally accepted</b>)*</li> </ul> <p>*Applicants who have applied with min. 80 KPDS/YDS taken on February 2009 and onwards should submit one of the foreign language proficiency certificates mentioned above until 26 March 2014.</p>
French	<ul style="list-style-type: none"> <li>• DELF B2</li> <li>• DALF min. C1 (after September 2005)</li> <li>• General DALF (before September 2005)</li> <li>• TCF, TCF Quebec, TCF RI (valid for 2 years) min. 400</li> <li>• TEF min. 541 (valido for 1 year)</li> <li>• CLES Level 2 or 3</li> <li>• Alliance Française DL, DSLCF or DHEF</li> <li>• DCL Level 4 or 5</li> <li>• DFP min. B2</li> <li>• TIF min. 785</li> <li>• Diplome Universitaire DEF, DAEF, DSEF, DUEF&amp;CPLF min. B2</li> <li>• Baccalaureat (for the graduates of the institutions given below, in Turkey) <ul style="list-style-type: none"> <li>- İstanbul : Lycées Pierre Loti, Notre Dame de Sion, Saint Michel, Saint Benoît, Saint Joseph, Sainte Pulchérie, Galatasaray</li> <li>- Ankara : Lycées Charles de Gaulle, Tevfik Fikret</li> <li>- İzmir : Lycées Tevfik Fikret, Saint Joseph</li> </ul> </li> <li>• KPDS/YDS min. 80 (<b>conditionally accepted</b>)*</li> </ul> <p>*Applicants who have applied with min. 80 KPDS/YDS taken on February 2009 and onwards should submit one of the foreign</p>

	language proficiency certificates mentioned above until 26 March 2014.
Spanish	<ul style="list-style-type: none"> <li>• DELE min. B2 (Intermedio)</li> <li>• KPDS/YDS min. 80 (conditionally accepted)*</li> </ul> <p>*Applicants who have applied with min. 80 KPDS/YDS taken on February 2009 and onwards should submit one of the foreign language proficiency certificates mentioned above until 26 March 2014.</p>
Italian	<ul style="list-style-type: none"> <li>• CELI min. B2 (Universita per Stranieri of Perugia)</li> <li>• CILS min. B2 (Universita per Stranieri of Siena)</li> <li>• Int IT&amp;IT min. B2 (Universita degli Studi di Roma Tre)</li> <li>• PLIDA min. B2 (Dante Alighieri)</li> <li>• KPDS/YDS min. 80 (conditionally accepted)*</li> </ul> <p>*Applicants who have applied with min. 80 KPDS/YDS taken on February 2009 and onwards should submit one of the foreign language proficiency certificates mentioned above until 26 March 2014.</p>
Other	Applications in other official EU languages, which are not listed above, are also eligible. In such cases, min. 80 KPDS/YDS taken on February 2009 and onwards or the language proficiency certificates required by the university or similar institution in which the academic study will be done should be submitted during the application.

#### 4. ANNEXES

Annex 1 will be used during the application process. Other documents mentioned below will not be used by the applicants during the application process. The annexes are given for information to the applicants regarding the application, evaluation, placement, contracting and monitoring processes.

- Annex 1: Application Form (English)
- Annex 2: Application Form (Turkish)
- Annex 3: Indicative Timetable
- Annex 4: Administrative Compliance and Eligibility Checklist
- Annex 5: Written Exam Evaluation Form
- Annex 6: Oral Exam Evaluation Form
- Annex 7: Programme Approval Form – PAF
- Annex 8: Programme Details Sheet – PDS
- Annex 9: Special Conditions
- Annex 10: Annex I – Description of the Action
- Annex 11: Annex II – General Conditions
- Annex 12: Annex III - Budget for the Action
- Annex 13: Annex IV-A Request for Payment
- Annex 14: Annex IV-B Financial Identification Form
- Annex 15: Annex IV-C Legal Entity Form
- Annex 16: Annex V-A Initial Placement Report
- Annex 17: Annex V-B Interim Placement Report
- Annex 18: Annex V-C Academic Progress Report
- Annex 19: Annex V-D Final Report
- Annex 20: Annex VI - Declaration of Travel