



The *EU Scholarship Programme for the Turkish Cypriot community* is funded by the European Union and implemented by British Council

The EU Scholarship Programme for the Turkish Cypriot Community Call for Academic Year 2017/18

GUIDELINES FOR APPLICANTS

Please read these Guidelines carefully BEFORE completing and submitting your application so that you fully understand the nature of the scholarship programme; the eligibility criteria and documentation required; the application, evaluation and selection process; and how and when results will be issued.

The Contracting Authority, British Council is committed to:

- understanding, valuing and working constructively with diversity to enable fair and full participation in our activities; ensuring action that promotes equality;
- ensuring there is no unjustified discrimination on the basis of age, disability, gender, HIV/AIDS status, marital status, pregnancy and maternity, political opinion, race/ethnicity, religion and belief, sexual orientation, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependents, or on any other grounds which are irrelevant to decision-making in our procedures and processes;
- treating individuals with whom we work with fairness, dignity and respect;

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1. OBJECTIVES:

In line with the objective of bringing the Turkish Cypriot community closer to the European Union, the European Commission will fund scholarship grants to Turkish Cypriot students, graduates, and professionals in the northern part of Cyprus, in order to:

- Offer them additional educational opportunities by raising their knowledge and/or increasing their skills in a specific field
- Broaden their experience of studying and working in the European Union, thus bringing them closer to the European Union

2. DESCRIPTION

2.1 CATEGORIES OF SCHOLARSHIP

Under this call, 4 different categories of scholarships will be awarded for studying, research or training in an EU Member State (with the exclusion of the northern part of Cyprus). The different categories of scholarship have different target groups:

Type A: Scholarships for one academic year of an **undergraduate programme of study**.

Type B: Scholarships for one academic year of a **post-graduate programme of study** (Master's or PhD or Postdoctoral programme).

Type C: Scholarships for **2 to 6 months' duration** for **short term programmes** of study, academic research or professional courses, or training programmes including language studies.

Type D: Scholarships for **2 to 6 months' duration** for **internship programmes**.

Applicants are permitted to submit **only one application** for **one type** of scholarship. Applicants submitting more than one application will be rejected.

An indicative **128** (full time equivalent) scholarship grants will be awarded in the form of fixed lump-sums intended as a contribution towards tuition fees, accommodation and travel expenses. (The final number will depend on the duration of the short term and internship scholarships awarded.) Each of the four categories (with their sub-categories – see below) will compete on separate lists, i.e. applicants in one category / sub-category will compete with the other applicants in the same category / sub-category.

2.2 SCHOLARSHIP GRANT AND BUDGET ALLOCATION

The total grant provided by the European Commission for the 2017/18 Call is **€1,920,000**. The grant will be split into the different categories, and each category will be divided into **sub-categories** as follows:

€660,000 for TYPE A Undergraduate scholarships (UG): 34.4% of total grant; 44 awards

Type A1 63.6% i.e. €420,000 will be reserved for applicants who never studied outside Cyprus **(28 awards)**

Type A2 22.7% i.e. €150,000 will be reserved for applicants who never studied outside the northern part of Cyprus but are studying or graduated from High Schools which use Turkish language as main language of teaching **(10 awards)**

Type A3 13.6% i.e. €90,000 will be reserved for applicants in this category who have already studied outside Cyprus **(6 awards)**

€990,000 for TYPE B Postgraduate scholarships (PG): 51.6% of total grant; 66 awards

Type B1 63.6% i.e. €630,000 will be reserved for applicants who have never studied at a university or higher education institution outside the northern part of Cyprus **(42 awards)**

Type B2 22.7%, i.e. €225,000 will be reserved for applicants who have already studied abroad in a member state of the EU **(15 awards)**

Type B3 13.6% i.e. €135,000 will be reserved for applicants who have already studied abroad, but not in a member state of the EU **(9 awards)**

€210,000 for TYPE C Short-term Programmes: 11% of the total grant: the number of awards will depend on the length of proposed courses of successful applicants and the final distribution of the grant allocation at the contracting authority's discretion.

Type C1 Short term programmes e.g. academic research, vocational courses

Type C2 Language studies

€60,000 for TYPE D Short-term Internships: 3% of the total grant: the number of awards will depend on the length of proposed courses of successful applicants and the final distribution of the grant allocation at the contracting authority's discretion.

3. ELIGIBILITY CRITERIA AND DOCUMENTS REQUIRED

N.B. Turkish Cypriots working in the European Union Programme Support Office (EUPSO) or British Council Cyprus at the deadline for application are not eligible to apply due to potential conflict of interest. This restriction also applies to their children, spouse, parents and siblings.

The eligibility criteria, including the documentation required as evidence¹, are as follows:

3.1 **Scholarship TYPE A – Undergraduate (UG):**

Applicants applying under Scholarship TYPE A-UG **must belong to the Turkish Cypriot community** and be **final year high school students enrolled in a high school in Cyprus** or **undergraduate students** enrolled in a university or equivalent higher education institution located **in the northern part of Cyprus**. Graduates of any high school located in Cyprus wishing to start an undergraduate course are also eligible to apply. On the other hand, undergraduate students expecting to graduate by the end of July 2017 should apply under Scholarship TYPE B - PG.

Within this category applicants will compete in 3 different rankings:

- **A1) Turkish Cypriot Final Year High School Students or High School Graduates who never studied in an educational institution outside Cyprus.** This sub-category is open to applicants who are attending or are graduates from a high school whose primary language of teaching is English. Applicants will compete on a ranking list for an approximate 60% of the available budget for Type A scholarships as indicated on page 2 under Budget. Turkish Cypriot **undergraduate students** enrolled in a university or equivalent higher education institution located **in the northern part of Cyprus** are also eligible to apply in this category
- **A2) Turkish Cypriot Final Year High School Students or Graduates from Turkish medium High Schools who never studied in an educational institution outside the northern part of Cyprus.** This sub-category is open only to applicants who studied, or who are studying, in the northern part of Cyprus in a High School that uses Turkish language as main language of teaching (Sadece Turkce dilinde egitim veren duz liseler'de). Applicants in this sub-category will compete on a ranking list for an approximate 30% of the available budget for Type A scholarships as indicated on page 2 under Budget. Turkish Cypriot **undergraduate students** enrolled in a university or equivalent higher education institution located **in the northern part of Cyprus** are also eligible to apply in this category. **Only applicants under this sub-category are eligible to apply for a scholarship to be used also for a preparatory/foundation year of studies in any EU country;**

¹The eligibility criteria required supporting documents and grant allocations have been set by the Scholarship Programme funding body in consultation with relevant stakeholders external to the Contracting Authority (British Council).

- **A3) Turkish Cypriot Final Year High School Students or High School Graduates who already studied for at least one full academic year or equivalent (minimum of 9 months) in an educational institution located outside Cyprus and within the EU or in a Country where an EU Official language is spoken** (e.g., for family reasons during primary or secondary school years or in the framework of a high-school international exchange programme or in a foundation or preparatory year abroad or for a gap-year in a foreign language school) will compete on a ranking list for an approximate 10% of the budget for Type A scholarships as indicated on page 2 under Budget. Turkish Cypriot **undergraduate students** enrolled in a university or equivalent higher education institution located **in the northern part of Cyprus** are also eligible to apply;

Grantees under this category will be able to follow an **undergraduate programme for the Academic Year 2017/18** in a university or equivalent institution of higher education (formally accredited by the authorities of the host country) in an EU country, with the exclusion of the northern part of Cyprus. Only applicants classified under sub-category A2 will be able to attend a preparatory or foundation year. The scholarships will be awarded exclusively for the academic year 2017/18 which under the terms of the call is considered to run from **1st September 2017 to 31st August 2018**. The scholarship has to be taken for the Academic Year 2017/18 and cannot be postponed. Academic calendars vary in different countries, and slightly different calendars may be accepted. **The scholarships will cover one academic year of the programme of study.** The programme chosen must be **full-time**.

- A scholarship in the form of a lump sum of €15,000 will be granted. This is calculated on the basis of €1,420 a month (on the formula that one academic year lasts an indicative period of 10 months) plus €800 for expenses of flight ticket (allowance based on an average return flight fare in economy class).
- For grantees choosing to study in Cyprus (with the exclusion of the northern part of Cyprus) a scholarship in the form of a lump sum of €7,500 will be granted on the basis of €750 a month (on the formula that one academic year lasts an indicative period of 10 months).
- Under this scholarship programme **family or child allowances cannot be paid.**

Based on the utilization of funds the Contracting Authority, the British Council, reserves the right to award scholarships to a maximum of 2 outstanding applicants for up to 3 years of undergraduate study for their chosen programme. These undergraduates will be chosen from those who have never studied outside Cyprus. They will be selected based on the highest scores achieved during the evaluation process, in so far as they have applied for undergraduate programmes that are more than 1 year long. The scholarship sum for the additional years will be equal to the annual lump sum granted for the first year of study, subject to reports on attendance and successful completion of the academic year.

Eligibility Criteria for Undergraduate:

Applicants:

- **Must belong to the Turkish Cypriot community.**
- **Must be born in Cyprus or one of the parents must be born in Cyprus.**
- **Must be at least 18 years old at the signature of the scholarship contract** (in case the applicant is awarded a grant). Where the applicant is under 18 at the moment of signing the scholarship contract, the parent or the legal guardian will be required to sign a parental consent form to comply with the British Council Child Protection Policy. In addition the parent or the legal guardian will be required to sign the contract for the receipt of grant*.
- **Must be able to attend and complete the programme and must declare that there are no health conditions that prevent them from doing so.**
- **Must be a student registered for the Academic Year 2016/17 in a high school in Cyprus or an undergraduate student registered in a university or equivalent higher education institution located in the northern part of Cyprus. Graduates of any high schools located in Cyprus are also eligible** (i.e., applicants having graduated from a high school in the past and currently not enrolled under any other form of higher education). Undergraduate students registered for the Academic Year 2016/17 in a university or equivalent higher education institution outside the northern part of Cyprus are not eligible to apply under this category.
- **Must have studied at least 7 years full time** in a primary, secondary or high school in Cyprus or in a higher education institution in the northern part of Cyprus. The minimum period of 7 years

does not have to be continuous and will be considered cumulatively from any of these types of institutions. **NB: if the applicant is enrolled for the current academic year (i.e. 2016/17) in a high school in Cyprus or in a higher education institution in the northern part of Cyprus, the current academic year will count towards attaining the 7 years herewith mentioned as one of the minimum requirement for the eligibility of applicants.**

- Must have **sufficient knowledge of the language** of the programme chosen at the host university or equivalent institution of higher education.
- Must **not have benefited from any scholarship grant under previous EU programmes for the TC Community**. i.e. the *Community Scholarship Programme 2007/08* and *2008/09*, the *EU Scholarship Programme 2009/10* and the *Scholarships for the Turkish Cypriot Community Programme 2010/11, 2011/12, 2012/13, 2013/14, 2014/15, 2015/16 and 2016/17*.

Applicants who do not meet all the eligibility criteria above will be rejected.

***this is in line with British Council policy on child protection and contracting procedures.**

Required documents for Undergraduates:

1. **2 recent passport size photographs.**
2. A copy of the **birth certificate** showing that the applicant belongs to the Turkish Cypriot community and was born in Cyprus (**only a copy of the birth certificate will be accepted and not an ID card or passport copy**). Where the applicant was born outside Cyprus, in addition to the copy of the applicant's birth certificate, a copy of the birth certificate of one of the parents showing that (s)he belongs to the Turkish Cypriot community and was born in Cyprus should also be submitted (*the applicant is required to submit documents with identical full name of the parent on both the applicant's birth certificate and the parent's birth certificate*). The Contracting Authority reserves the right to require additional proof of effective ties with the Turkish Cypriot community as necessary to perform the analysis of compliance with the above eligibility criteria.
3. Copies of diplomas of a high school located in Cyprus (**if applicable**, i.e. if the applicant has already graduated from high school), or copies of transcripts for the last finalized year
4. Only applicable for undergraduate students enrolled in a university or higher education institution: copies of official transcripts for all academic years attended, including this current one (i.e. 2016/17), from a university or equivalent higher education institution located in the northern part of Cyprus.
5. Copies of additional certificates, transcripts or student reports **for each academic year** proving that the applicant **studied cumulatively at least 7 years full time in Cyprus** (in a primary or secondary education institution or in a high school in Cyprus or in a higher education institution in the northern part of Cyprus). These may be obtained from your school/university or relevant education authority. Please note that certificates or transcripts **must be presented for each academic year**, proving that the applicant studied cumulatively for at least 7 years full time in Cyprus, including, where applicable, this current academic year.
6. **Certificate of Residence** proving the applicant's current valid address. The address has to be the same as in the application form (Part A).
7. Copy of **personal identification document with photo (ID or passport)** that the applicant will use throughout the scholarship and application process for positive identification to be given access to the selection's tests and interviews.

IMPORTANT NOTICE

Differently from previous years, only applicants awarded a Scholarship will be requested to provide the above mentioned supporting documents to prove their eligibility for this Scholarship Programme. At the moment of applying for the Scholarship applicants will fill-in the application form under their own responsibility. On the application form applicants are asked to declare whether they meet the eligibility criteria and whether they have the supporting documents to prove it. The Contracting Authority will require submission of the supporting documents from applicants selected for an award **at the end of the selection process. The Contracting Authority reserves the right to cancel an award to a successful applicant in case(s) he is not able to provide such documents**

within the deadline set by the Contracting Authority after the end of the selection. **The Contracting Authority reserves also the right to request clarifications and to demand submission of further supporting documents from successful applicants as well as to check the origin of submitted documents. The award of the Scholarship to those successful applicants whose documents show evidence of being fabricated will be cancelled.**

The only document required from applicants at the moment of submitting the application, together with 2 passport size photos, is a copy of a personal identification document with photo (ID or passport) that the applicant will use throughout the scholarship and application process for positive identification to be given access to the selection's tests and interviews.

The success throughout the selection process does not give, per-se, an applicant any right to a Scholarship award unless (s)he can prove her/his eligibility to the Programme by providing to the Contracting Authority the above mentioned supporting documents upon the request of the Contracting Authority at the end of the selection process.

3.2 Scholarship TYPE B – Postgraduate (PG):

Applicants applying under Scholarship TYPE B-PG must be graduate or undergraduate students expecting to graduate by the end of July 2017 at the latest. Graduates of previous academic years wishing to increase their knowledge and/or skills are also eligible to apply.

Within this category, applicants will compete in 3 different rankings.

- **B1: Turkish Cypriot Graduates who never studied at a university or higher education institution outside the northern part of Cyprus** will compete on a separate ranking list for an approximate 64% of the available budget for Type B scholarships as indicated on page 2 under Budget.
- **B2: Turkish Cypriot Graduates, who studied one full academic year or more in a university located within the European Union, but outside the northern part of Cyprus,** will compete on a separate ranking list for an approximate 21% of the budget for Type B scholarships as indicated on page 2 under Budget.
- **B3: Turkish Cypriot Graduates who studied one full academic year or more in a university located outside the European Union** will compete on a separate ranking list for an approximate 15% of the budget for Type B scholarships as indicated on page 2 under Budget.

Grantees under this category will be able to follow a **postgraduate programme for the academic year 2017/18** in a university or equivalent institution of higher education (formally accredited by the authorities of the host country) in an EU Member State (with the exclusion of the northern part of Cyprus).

NB: For undergraduate students attending the 3rd year of a 4 years programme (e.g., MEng, MPharm, etc.): the 4th year of such programmes may be an eligible postgraduate programme under the terms of this Scholarship only where and if at the end of the 3rd year of studies the hosting University issues a full, stand alone, 3 years Bachelor degree.

The scholarships will be awarded exclusively for the **Academic Year 2017/18**, which under the terms of the call is considered to run from **1st September 2017 to 31st August 2018**. The scholarship has to be taken in 2017/18 and cannot be postponed. Academic calendars vary in different countries, thus slightly different calendars may be accepted. **The scholarships will cover one academic year of the programme of study.** The programme chosen must be **full-time**.

- A scholarship in the form of a lump sum of **€15,000** will be granted calculated on the basis of €1,420 a month (on the formula that one academic year lasts an indicative period of 10 months) plus €800 for expenses for a flight ticket (allowance based on an average return flight fare in economy class).
- A scholarship in the form of a lump sum of **€7,500** will be granted on the basis of €750 a month (on the formula that one academic year lasts an indicative period of 10 months) for grantees choosing to study in Cyprus (with the exclusion of the northern part of Cyprus).
- Under this scholarships programme **family or child allowances cannot be paid.**

Based on the utilization of funds, the Contracting Authority, the British Council, reserves the right to award scholarships to a maximum of 2 outstanding graduates for up to 3 years of a postgraduate study. These graduates will be chosen from those who have never studied outside the northern part of Cyprus. The 2 selected applicants will have obtained the highest scores during the evaluation process out of the group who have applied for the postgraduate programmes that are more than 1 year in length. The scholarship sum for the additional years will be equal to the annual lump sum granted for the first year of study and will be subject to reports on attendance and successful completion of the academic year.

Applicants who are already working are advised to make appropriate arrangements with their employers with regard to their work leave before applying. They will have to clarify with their employer themselves the contractual/financial arrangements related to their period of study and their return to work.

Eligibility Criteria for Postgraduate:

Applicants:

- Must belong to the Turkish Cypriot community.
- Must be **born in Cyprus or one of the parents must be born in Cyprus**.
- Must be able to attend and complete the programme and must declare that there are no health conditions that prevent them from doing so.
- Must **hold a university degree**. Undergraduate students enrolled in the **final year of their undergraduate programme** may apply on the condition that they are awarded the Bachelor's degree by end of July 2017. Failure to graduate will lead to withdrawal of the grants, if awarded.
- Must have **studied at least 7 years** full time in Cyprus (in a primary, secondary and high school in Cyprus or in a higher education institution located in the northern part of Cyprus). The minimum period of 7 years does not have to be continuous and will be considered cumulatively from any of these types of institutions.
- Must have **sufficient knowledge of the language** of the programme chosen at the host university or equivalent institution of higher education.
- Must **not have benefited from any scholarship grant under previous EU programmes for the TC Community**. I.e. the *Community Scholarship Programme 2007/08* and *2008/09*, the *EU Scholarship Programme 2009/10* and the *Scholarships for the Turkish Cypriot Community Programme 2010/11, 2011/12, 2012/13, 2013/14, 2014/15, 2015/16 and 2016/17*.

Applicants who do not meet all the eligibility criteria above will be rejected.

Required documents for Postgraduate:

1. **2 recent passport size photographs.**
2. Copy of the **birth certificate** showing that the applicant belongs to the Turkish Cypriot community and was born in Cyprus (**only a copy of the birth certificate will be accepted and not an ID card or passport copy**). Where the applicant was born outside Cyprus, in addition to the copy of the applicant's birth certificate, a copy of the birth certificate of one of the parents showing that (s)he belongs to the Turkish Cypriot community and was born in Cyprus should also be submitted (*the applicant is required to submit documents with identical full name of the parent on both the applicant's birth certificate and the parent's birth certificate*). The Contracting Authority reserves the right to require additional proof of effective ties with the Turkish Cypriot community as necessary to perform the analysis of compliance with the above eligibility criteria.
3. **Copies all diplomas (Bachelors and Masters and PhD if applicable)** of a university or equivalent higher institution. If the applicant is an undergraduate student expecting to graduate by July 2017, copy of the **transcripts** for the last full academic year attended and **proof of enrollment to the final year** of his/her undergraduate studies.
4. Copies of additional certificates, transcripts, student reports/diplomas proving that the applicant **studied cumulatively at least 7 years full time in Cyprus** (in a primary, secondary, high school in Cyprus or in a higher education institution located in the northern part of Cyprus). These may be obtained from your school/university or relevant education authority. Please note that certificates or transcripts **must be presented for each academic year**, proving the required 7

cumulative full-time years, including, where applicable, this current academic year. **NB: if the applicant is enrolled for the current academic year (i.e. 2016/17) in a higher education institution in the northern part of Cyprus, the current academic year will count towards attaining the 7 years herewith mentioned as one of the minimum eligibility requirements.**

5. **Certificate of Residence** proving the applicant's current valid address. The address has to be the same as in the application form (Part A).
6. **Copy of a personal identification document with photo (ID or passport)** that the applicant will use throughout the scholarship and application process for the positive identification to be given access to the selection's tests and interviews

IMPORTANT NOTICE

Differently from previous years, only applicants awarded a Scholarship will be requested to provide the above mentioned supporting documents to prove their eligibility for this Scholarship Programme. At the moment of applying for the Scholarship applicants will fill-in the application form under their own responsibility. On the application form applicants are asked to declare whether they meet the eligibility criteria and whether they have the supporting documents to prove it.The Contracting Authority will require submission of the supporting documents from applicants selected for an award **at the end of the selection process. The Contracting Authority reserves the right to cancel an award to a successful applicant in case (s) he is not able to provide such documents** within the deadline set by the Contracting Authority after the end of the selection. **The Contracting Authority reserves also the right to request clarifications and to demand submission of further supporting documents from successful applicants as well as to check the origin of the submitted documents. The award of the Scholarship to those successful applicants whose documents show evidence of being fabricated will be cancelled.**

The only document required from applicants at the moment of submitting the application, together with 2 passport size photos, is a copy of a personal identification document with photo (ID or passport) that the applicant will use throughout the scholarship and application process for positive identification to be given access to the selection's tests and interviews.

The success throughout the selection process does not give, per-se, an applicant any right to a Scholarship award unless (s)he can prove her/his eligibility to the Programme by providing to the Contracting Authority the above mentioned supporting documents upon the request of the Contracting Authority at the end of the selection process.

3.3 Scholarship TYPE C - Short Term Programme (STP):

Applicants applying under Scholarship TYPE C can be **either**

- **Professionals including those who are self-employed or those currently unemployed**, from business, education, including teachers and instructors, culture and the arts or other technical, administrative or vocational occupations who are working or have worked in the northern part of Cyprus and who wish to increase their professional knowledge and/or professional skills.
- Or**
- **Academics/researchers** studying or working in the northern part of Cyprus, who wish to undertake research and/or studies to improve their academic knowledge and/or research skills.

Applicants who fall into one of these categories can apply for **short-term courses i.e. professional training programmes, language courses or research for at least 2 and up to 6 months, during the Academic Year 2017/18** in a university or equivalent academic or professional institution or training/research centre in an EU Member State (with the exclusion of the northern part of Cyprus).

Depending on what programme applicants will decide to undertake, they will compete in 2 different rankings.

- **C1:** Applicants wishing to apply for a; short-term course or programmes.
- **C2:** Applicants wishing to apply for a language course

The scholarships will be awarded within the **Academic Year 2017/18**, which, under this category, is considered to run from **1st July 2017 to 31st August 2018**. The scholarship has to be taken in 2017/2018 and cannot be postponed. Slightly different calendars may be accepted. Applicants applying for short-term summer courses/research must choose programmes taking place at the latest in the summer of 2018. **The scholarships will cover a period of a minimum of 2 and a maximum of 6 months of study or research.** The programme chosen must be **full-time**.

- A scholarship will be calculated on the basis of €1,420 a month plus €800 for expenses of flight ticket (allowance based on an average return flight fare in economy class).
- A scholarship will be calculated on the basis of € 750 a month for grantees choosing to study or training in Cyprus (with the exclusion of the northern part of Cyprus).
- Under this scholarships programme **family or child allowances cannot be paid.**

Applicants in employment are advised to make appropriate arrangements with their employers with regard to their work leave before applying. They will have to clarify with their employer by themselves the contractual/financial arrangements related to their period of study and their return to work.

Eligibility Criteria for Short Term Programme:

Applicants:

- **Must belong to the Turkish Cypriot community.**
- Must be **born in Cyprus or one of the parents must be born in Cyprus.**
- Must be able to attend and complete the programme and must declare there are no health conditions that prevent them from doing so.
- **Must hold at least a high school diploma to follow short-term courses/training/internships or a university degree to conduct research.**
- Must have cumulatively at least **three full years of work experience in their profession** in the northern part of Cyprus between 1 January 2012 and 10 March 2017.
- Must have **sufficient knowledge of the language of the programme** chosen at the host university or equivalent institution or training/research centre or professional undertaking. For those doing a language course, basic entry-level language courses are not eligible.
- Must **not have benefited from any scholarship grant under previous EU programmes for the TC Community.** I.e. the *Community Scholarship Programme 2007/08* and *2008/09*, the *EU Scholarship Programme 2009/10* and the *Scholarships for the Turkish Cypriot Community Programme 2010/11, 2011/12, 2012/13, 2013/14, 2014/15, 2015/16 and 2016/17.*

Applicants who do not meet all the above eligibility criteria will be rejected.

Required documents for Short Term Programme:

1. **2 recent passport size photographs.**
2. Copy of the **birth certificate** showing that the applicant belongs to the Turkish Cypriot community and was born in Cyprus (**only a copy of the birth certificate will be accepted and not an ID card or passport copy**). Where the applicant was born outside Cyprus, in addition to the copy of the applicant's birth certificate, a copy of the birth certificate of one of the parents showing that (s)he belongs to the Turkish Cypriot community and was born in Cyprus should also be submitted (*the applicant is required to submit documents with identical full name of the parent on both the applicant's birth certificate and the parent's birth certificate*). The Contracting Authority reserves the right to require additional proof of effective ties with the Turkish Cypriot community as necessary to perform the analysis of compliance with the above eligibility criteria.

3. **Copy of the highest level of diploma/degree obtained** (high school diploma or Bachelors/Master's degree or PhD whatever is applicable).
4. **For employed professionals or teachers/academics/researchers:** Original certificate(s) of employment clearly describing job title, duration and location of the employment, responsibilities, duties/tasks. The **employment certificate(s)** shall include the length of employment, bear the letterhead of the respective employer, include contact details of the employer and be duly signed and dated. As per the eligibility criteria above certificate(s) should prove three full years of cumulative work experience in the northern part of Cyprus between 1January 2012 and 10 March 2017.
5. **For self-employed applicants:** original registration document or business permit, and any other supporting document(s) proving cumulatively three full years of work experience in the northern part of Cyprus between 1January 2012 and 10 March 2017. The Contracting Authority reserves the right to require additional proof of effective work in the northern part of Cyprus as necessary to perform the analysis of compliance with the above eligibility criteria.
6. **Only applicable for unemployed applicants:** original certificate of unemployment of the northern part of Cyprus **or** any other document proving that the applicant was residing in the northern part of Cyprus between 1January 2012 and 10 March 2017. The Contracting Authority reserves the right to require additional proof of effective residence in the northern part of Cyprus as necessary to perform the analysis of compliance with the above eligibility criteria.
7. **Certificate of Residence** proving the applicant's current valid address. The address has to be the same as in the application form (Part A).
8. **Copy of personal identification document with photo (ID or passport) that the applicant will use throughout the scholarship and application process for positive identification to be given access to the selection's tests and interviews.**

IMPORTANT NOTICE

Differently from previous years, only applicants awarded a Scholarship will be requested to provide the above mentioned supporting documents to prove their eligibility for this Scholarship Programme. At the moment of applying for the Scholarship **applicants will fill-in the application form under their own responsibility. On the application form applicants are asked to declare whether they meet the eligibility criteria and whether they have the supporting documents to prove it.** The Contracting Authority will require submission of the supporting documents from applicants selected for an award **at the end of the selection process. The Contracting Authority reserves the right to cancel an award to a successful applicant in case (s) he is not able to provide such documents** within the deadline set by the Contracting Authority after the end of the selection. **The Contracting Authority reserves also the right to request clarifications and to demand submission of further supporting documents from successful applicants as well as to check the origin of submitted documents. The award of the Scholarship to those successful applicants whose documents show evidence of being fabricated will be cancelled.**

The only document required from applicants at the moment of submitting the application, together with 2 passport size photos, is a copy of a personal identification document with photo (ID or passport) that the applicant will use throughout the scholarship and application process for positive identification to be given access to the selection's tests and interviews.

The success throughout the selection process does not give, per-se, an applicant any right to a Scholarship award unless (s)he can prove her/his eligibility to the Programme by providing to the Contracting Authority the above mentioned supporting documents upon the request of the Contracting Authority at the end of the selection process.

3.4 Scholarship Type D

Applicants applying under Scholarship Type D must be **professionals** currently working or **graduates** or **students** enrolled in a study programme in the northern part of Cyprus and in the process of obtaining their professional qualifications and wishing to increase their professional knowledge and/or professional skills.

Grantees will be able to carry out internships in order to develop their professional skills during the Academic Year 2017/18 in an EU Member State, with the exclusion of the northern part of Cyprus.

The **type of organisation** selected for the internship may be a private or public sector institution (e.g., art gallery, library, museum, school, university, hospital), a government (e.g. ministry) or non-governmental organisation (e.g. charity or foundation), or a private commercial company (e.g. bank, insurance, telecommunications, media). Any organisation selected must be officially registered in the EU member state where the internship will take place, or otherwise internationally registered, at the discretion of the contracting authority.

The scholarships will be awarded within the **Academic Year 2017/18**, which, under this category, is considered to run from **1st July 2017 to 31st August 2018**. The scholarship has to be taken in 2017/18 and cannot be postponed. Slightly different calendars may be accepted. **The scholarships will cover a period of a minimum of 2 and a maximum of 6 months of internship.** The internship must be full-time.

- A scholarship will be calculated on the basis of **€ 1,420** a month plus € 800 for expenses of flight ticket (allowance based on an average return flight fare in economy class).
- A scholarship will be calculated on the basis of **€ 750** a month for grantees choosing to carry out their internship in Cyprus.
- Under this scholarships programme **family or child allowances cannot be paid.**

Applicants are required to carry out and agree on all internship arrangements directly with the selected company, organisation or institution and if necessary with the host country. Applicants are strongly advised to do this as early as possible in the scholarship application process.

Applicants in employment are advised to make appropriate arrangements with their employers with regard to their work leave before applying. They will have to clarify by themselves the contractual/financial arrangements related to their salary and their return to work.

Eligibility criteria:

Applicants:

- **Must belong to the Turkish Cypriot community.**
- **Must be born in Cyprus or one of the parents must be born in Cyprus.**
- Must be able to attend and complete the programme and must declare there are no health conditions that prevent them from doing so.
- Must be at least 18 years old.(see section 3.1 for details)
- **Must hold at least a high school diploma**
- Must be currently **employed** or **self-employed** in the northern part of Cyprus and have cumulatively **at least 3 full years of work experience** in their current profession in the northern part of Cyprus between **1 January 2012 and 10 March 2017** **OR** they must be **higher education graduates or final year higher education students or university undergraduates** still in the process of **obtaining their professional qualification** or **high school graduates** of the northern part of Cyprus and they **must have studied at least 7 years full time in the northern part of Cyprus** (in a primary, secondary, high school or higher education institution) The minimum period of 7 years does not have to be continuous and will be considered cumulatively from any of these types of institutions.
- Must have **sufficient knowledge of the language** of the internship chosen
- Must **not have benefited from any scholarship grant under previous EU programmes for the TC Community.** I.e. the *Community Scholarship Programme 2007/08* and *2008/09*, the *EU Scholarship Programme 2009/10* and the *Scholarships for the Turkish Cypriot Community Programme 2010/11, 2011/12, 2012/13, 2013/14, 2014/15, 2015/16* and *2016/17.*

Applicants who do not comply with all the above eligibility criteria will be rejected.

Requested documents:

1. **2 recent passport size photographs.**
2. Copy of the **birth certificate** showing that the applicant belongs to the Turkish Cypriot community and was born in Cyprus (**only a copy of the birth certificate will be accepted and not an ID card or passport copy**). Where the applicant was born outside Cyprus, in addition to the copy of the applicant's birth certificate, a copy of the birth certificate of one of the parents showing that (s)he belongs to the Turkish Cypriot community and was born in Cyprus should also be submitted (*the applicant is required to submit documents with identical full name of the parent on both the applicant's birth certificate and the parent's birth certificate*). The Contracting Authority reserves the right to require additional proof of effective ties with the Turkish Cypriot community as necessary to perform the analysis of compliance with the above eligibility criteria.
3. Copy of the highest level of diploma/degree obtained (high school diploma or Bachelors/Master's degree or PhD, whatever is applicable)
4. **Only applicable for professionals:** original certificate(s) of employment clearly describing job title, duration and location of the employment, responsibilities, duties/tasks. The employment certificate(s) shall bear the letterhead of the respective employer, shall include contact details of the employer and shall be duly signed and dated. As per the eligibility criteria above, the certificate(s) should prove cumulatively three full years of work experience in the northern part of Cyprus between 1 January 2012 and 10 March 2017 **OR** for **self-employed applicants:** original registration document or business permit, and any other supporting document(s) proving cumulatively three full years of work experience in the northern part of Cyprus between 1 January 2012 and 10 March 2017. The Contracting Authority reserves the right to require additional proof of effective work in the northern part of Cyprus as necessary to perform the analysis of compliance with the above eligibility criteria.
5. **Only applicable for higher education graduates or final year higher education students or university undergraduates still in the process of obtaining their professional qualification or university graduates:** copy of the highest level of diploma/degree obtained (high school diploma or Bachelors/Master's degree or PhD whatever is applicable) **or** any original document proving that (s)he is enrolled in a study programme or in the process of obtaining his/her professional qualification in the northern part of Cyprus. **Furthermore**, copies of additional certificates/student reports/diplomas proving that the applicant studied at least 7 years full time in the northern part of Cyprus (in a primary, secondary, high school or higher education institution).
6. **Certificate of Residence** proving the applicant's current valid address. The address has to be the same as in the application form (Part A).
7. **Copy of personal identification document with photo (ID or passport) that the applicant will use throughout the scholarship and application process for positive identification to be given access to the selection's tests and interviews.**

IMPORTANT NOTICE

Differently from previous years, **only applicants awarded a Scholarship will be requested to provide the above mentioned supporting documents to prove their eligibility for this Scholarship Programme.** At the moment of applying for the Scholarship, **applicants will fill-in the application form under their own responsibility. On the application form applicants are asked to declare whether they meet the eligibility criteria and whether they have the supporting documents to prove it.** The Contracting Authority will require submission of the supporting documents from applicants selected for an award **at the end of the selection process. The Contracting Authority reserves the right to cancel an award to a successful applicant in case (s) he is not able to provide such documents** within the deadline set by the Contracting Authority after the end of the selection. **The Contracting Authority reserves also the right to request clarifications and to demand submission of further supporting documents from successful applicants as well as to check the origin of the submitted documents. The award of the Scholarship to those successful applicants whose documents show evidence of being fabricated will be cancelled.**

The only document required from applicants at the moment of submitting the application, together with 2 passport size photos, is a copy of a personal identification document with photo (ID or passport) that the applicant will use throughout the scholarship and application process for the positive identification to be given access to the selection's tests and interviews.

The success throughout the selection process does not give, per-se, an applicant any right to a Scholarship award unless (s)he can prove her/his eligibility to the Programme by providing to the Contracting Authority the above mentioned supporting documents upon the request of the Contracting Authority at the end of the selection process.

4. APPLICATION PROCEDURE

4.1 Application Forms and Guidelines

The Guidelines and other documents are available to download from the official website at www.abburs.eu. This also has information about important dates and deadlines, events, and details about the EU Scholarship Programme and the selection procedure.

The application process will be managed through an online portal (<https://apply.abburs.eu/new>). Applicants will register and create an account by using this link. Then, once they activate their account and generate a password, they will be given access to login. They will complete the application form online, will save and submit it on the system. **However, the application process is not completed until they print a copy of the application form and submit the hard copy to the EU Scholarship Programme Office**(British Council CQuals Building) with a copy of their ID card and 2 passport size photos (see eligibility criteria – Section 3).

British Council is also running an extensive campaign to promote the scholarship programme through the local media and a dedicated website and Facebook page; organizing events and information sessions to explain the eligibility criteria and describe the application process. Dates and venues for all of these events will be announced through the www.abburs.eu website and Facebook page.

4.2 Choosing a programme of study in an EU Member State

The selection of the programme of study in the EU host country and the programme application process to the EU institution **is separate from the Scholarship application**. **It is the responsibility of the applicants to contact the host EU universities, institutions, or companies etc. in relation to their selected programmes and to clarify whether they fulfill the requirements for their chosen programme.**

The British Council will run a number of open information sessions giving information about studying in EU member states. Speakers from various EU countries will be invited to attend to answer questions in more detail about the courses, entry requirements and the opportunities available in their country. Details about these information days and sessions will be available on the website www.abburs.eu.

Website links to information about studying in EU countries, the universities and colleges in all the EU countries, the language of instruction for specific courses, and other useful information on financial planning and advice can be found on the website www.abburs.eu/en/studying-in-eu.html

There are no limits on the choice of programme, type of course or field of study under this programme. **In order to take full advantage of this scholarship programme, applicants are strongly advised to consider opportunities for studying in all of the EU Member States (with the exclusion of the northern part of Cyprus).**

4.3 Application Procedure

4.3.1 How to apply

Applicants will have to follow two web-portals; one is the official website of the scholarship www.abburs.eu and the second is the portal for applicants (<https://apply.abburs.eu/new>) for online application.

The Guidelines and other documents are available to download from the official website at www.abburs.eu from 9 January 2017. **The online application form will be available on the candidates'/applicants' portal (<https://apply.abburs.eu/new>) and it will be activated on the same day.**

Applicants are advised to make sure they specify the type of scholarship programme they are applying for, so that they are given access to the correct application form on the portal.

Applicants can ONLY apply for one Type of Scholarship and they must ensure that they choose the category that best suits their profile

4.3.2 Completing Online Application by using the portal

The online application form is available on the applicants' portal (<https://apply.abburs.eu/new>). Applicants should follow the following steps in order to make an application for the scholarship:

- **Register and create an account (You need to have a valid email address)**
- You will receive an email of confirmation so that you can activate your account to 'LOGIN'
- Once you activate your account, generate a password
- Login with the password and complete the application form
- Once the application form is completed, save and submit it
- A unique candidate registration number will be generated by the system for you
- Once the completed application form is submitted, print a copy and bring it to the EU Scholarship Office with a copy of a **personal identification document with photo (ID or passport)** and 2 passport size photos
- Submit the hard copy of the application form in an envelope by the deadline of 10 March 2017 (17.00, time zone used in the northern part of Cyprus) and receive your confirmation letter
- Applicants must complete the application form by themselves, **and declare on the form that they have done so.** Forms that show evidence of being completed by third parties (e.g. consultants, advisers, agents) will be rejected.
- Applicants must specify on the application form the following:
 - the language of the General Ability Test - **English or Turkish**
 - the language proficiency test (any one of the official languages of the European Union consistent with the chosen language of study)
 - the language of the motivation letter and interview (anyone of the official languages of the European Union consistent with the chosen language of study)
- **N.B the language chosen for the programme of study, the tests, motivation letter and interview must be the same.** Applicants in sub-category A2, D and C2 (language courses) may choose to write their motivation letter and have their interview in **their native language e.g. Turkish**
- **Please note requests for changes to the application form will not be accepted once submitted.**

4.3.3 Submitting the application

Differently from previous years, applications will be made through an online portal (<https://apply.abburs.eu/new>). However, applicants will still print and submit a hard copy of their application form in person to the address below by the application deadline of 10 March 2017 (17.00, time zone used in the northern part of Cyprus):

EU Scholarship Programme Office,
British Council, C-Quals Building
7 Şht. Üsteğmen Ünal Genç Sok,
MarmaraBölgesi, Nicosia

Officemap: <http://goo.gl/maps/MRXig>

| Public Opening Hours | |
|----------------------|-------------|
| Monday | 09.00-15.00 |
| Tuesday | 09.00-16.30 |
| Wednesday | 09.00-15.00 |
| Thursday | 09.00-15.00 |

**Additional opening hours for the receipt of applications from 1-10 March 2017
will be announced on the website**

- Unless applicants submit an application both **online and in hard copy**, the application process will not be considered complete and this **may lead to rejection**
- Application forms received by post or email **will be rejected**.
- **In exceptional circumstances, applicants temporarily residing abroad** may send a completed application with required documents in a sealed envelope via registered courier. It is their responsibility to ensure these are delivered by the deadline.
- **British Council is not responsible for any damage to or late arrival of documents dispatched by a courier.**
- A hard copy application form with **a copy of a personal identification document with photo (ID or passport) and 2 passport size photos ONLY must be submitted in an envelope with the full name of the applicant, ID number, candidate registration number and date of submission.**
- British Council will receive the applicant's envelope and issue the applicant with a signed and dated letter of confirmation. This letter will also be an **invitation for the written tests.**

N.B Applicants will receive a WARNING MESSAGE after they answer a few initial validation questions during the online application process If they fail to meet the eligibility criteria. The message will tell them that they do not meet the eligibility criteria for the scholarship and/ or for their chosen category/subcategory; thus, their application WILL NOT BE VALIDATED. However, the system will not prohibit them from completing the application and submitting it..

4.3.4 Deadline for Applications

The Call for applications will be open from **9 January to 10 March 2017** as advertised. **The deadline is Friday 10 March at 17.00 precisely, time zone used in northern part of Cyprus** (see address in 4.3.3).

5. CLARIFICATIONS

5.1 Clarifications for the Applicants

Applicants can email any questions they have through euscholarships@abburs.eu until 21 days before the deadline for applications, i.e. **by Friday 17 February 2017**. Replies to questions submitted by the deadline will be published at the latest 13 days before the deadline for applications, i.e. **by Monday 27 February 2017** on the website www.abburs.eu under the tab of **"useful information", "Frequently asked Questions"**.

Applicants are advised to complete their application after they have read carefully the Guidelines and all the answers to the frequently asked questions ("FAQs") raised by the other applicants, which will be published on the website www.abburs.eu. The answers to the FAQs may

clarify important issues that may help the candidates with their application. Applicants should consider any such issues before they submit their forms to avoid rejection.

5.2 Clarifications for the Contracting Authority

To avoid any doubt and delay, applicants are strongly advised to read the Guidelines and related documentation carefully in order to submit all required documentation within the deadline.

As stated in Section 3 of the Guidelines, **eligibility is at the end of the selection process**. For this reason, applicants will not be requested to provide the supporting documents (as listed in the relevant sections above) until the selection process is completed. Once the award list is announced, those candidates who were nominated to receive an award will be given a deadline until Thursday 1 June 2017 to provide the requested supporting documents.

The Contracting Authority reserves the right to cancel an award to a successful applicant in case (s)he is not able to provide such documents within the deadline set by the Contracting Authority after the end of the selection. The Contracting Authority also reserves the right to request clarifications and to demand submission of further supporting documents from successful applicants as well as to check the origin of the submitted documents. The award of the Scholarship to those successful applicants whose documents show evidence of being fabricated will be cancelled.

The only document required from applicants at the time of submitting the application, together with **2 passport size photos**, is a copy of a **personal identification document with photo (ID Card or passport)** that the applicant will use for **identification purposes throughout the application and selection process**(e.g. entry to written tests and interview).

The success throughout the selection process does not give the applicant any right to a Scholarship award unless (s)he can prove her/his eligibility to the Programme by providing the above mentioned supporting documents to the Contracting Authority at the end of the selection process within the given deadline of **1 June 2017**.

6. SELECTION PROCEDURE

There are 3 stages in the selection process. Applicants will go through each of the following assessments:

- Stage 1 – Written Tests
- Stage 2 – Motivation Letter and Interview
- Stage 3 – Eligibility Checks

6.1 **STAGE 1: Written Tests**

All applicants will be invited for the Written Tests.

Candidates will complete Written Tests under test conditions on the same day, at a designated venue in Nicosia which will be announced in the letter of confirmation they will receive on the submission of the application. **The indicative date for the assessments is: Saturday 1 April 2017.**

This date will be confirmed on the website in due course. When **candidates apply, they should ensure they are available in person to take the tests in Cyprus on the specified date shown above as no exceptions can be made.** More information will be posted on the website www.abburs.eu.

Applicants will be required to take the following three tests:

- A General Ability Test
- A Language Proficiency Test
- A 'Motivation Letter'

6.1.1 A General Ability Test in Turkish or English. It is expected that most applicants will complete the test in Turkish however applicants who do not have sufficient knowledge of Turkish or prefer to take it in English can choose to do it in English. All applicants must indicate their choice on their application form. See Annex B for further information about the General Ability test.

6.1.2 Language Proficiency in any official EU language—either English language Proficiency through British Council’s APTIS test, or a language test in an EU official language, which corresponds with the language of the programme of study, the “Motivation Letter” and the Interview chosen by the applicant. See Annex B for further information about the language proficiency test.

6.1.3 A “Motivation Letter” in any official language of the European Union as chosen by the applicant for the programme of study.

Please note: the motivation letter must be written under test conditions. Therefore, for the convenience of all applicants, the Contracting Authority, and Evaluation Committee, decided that the motivation letter will be written on the same day as the other written tests. **However, applicants will move to Stage 2(Motivation Letter and Interview) based on the score of the language proficiency and the general ability tests.** For this reason **the motivation letter will be assessed only for the applicants who have moved to Stage 2: it will be marked by the assessors who conduct and assess the interviews.**

Candidates will need to **state their language preference for the language proficiency test on their application form.** The same language must be used for the motivation letter and the interview. Those applicants, who wish to study courses that are taught in English, are required to take the English language proficiency test (APTIS).

N.B the language chosen for the programme of study, the tests, motivation letter and interview must be the same. Applicants in sub-categories A2, D and C2 (language courses) may choose to write their motivation letter and have their interview in **their native language e.g. Turkish**

Following the tests, candidates will be ranked in each of the sub-categories within the four categories – Type A, B, C and D - according to their summary scores for the Language Proficiency test and the General Ability test.

Based on an indicative number of 128 scholarships, approximately 256 applicants, in their order of ranking within each sub-category, will be invited for Stage 2, which is the assessment of their motivation letter and the interview.

6.2 STAGE 2: Motivation letter and Interview

The candidates invited for an interview will have their motivation letter assessed on the same day as their interview and the marks of both will be added to their scores. The evaluation criteria for the motivation letter and the interview can be found in Annex A.

According to the indicative funding (section 2.2) approximately 256 interview sessions are expected to be allocated (approximately) as follows:

| Category | Approximate number of interview sessions | Approximate number of interviews per sub-category |
|----------|---|---|
| Type A | 88 | 56 (A1); 20 (A2); 12 (A3) |
| Type B | 132 | 84 (B1); 30 (B2); 18 (B3) |
| Type C | Depends on the number of applicants, number of months of study or internships etc. and final allocation of grant (approximately 36 interview sessions). | |
| Type D | | |

As far as possible, the contracting authority intends that 2 applicants will be interviewed for each scholarship grant. However, the contracting authority reserves the right to re-allocate interview sessions between the categories and sub-categories.

Interviews will be held at the **EU Scholarship Programme Office, British Council, C-Quals Building, 7 Şht. Üsteğmen Ünal Genç Sokak, Marmara Bölgesi, Nicosia. The indicative dates for interviews are:**

| |
|---|
| Applicants Type A, B, C and D Monday 1 – Wednesday 17 May 2017 |
|---|

Interviews will be conducted by a team of external international assessors.

The interview will be scheduled for up to 25 minutes, and candidates will be asked questions by a panel of 2 assessors. Up to two observers may also attend the interview but will not participate. Interviews for selected candidates will be conducted in the official EU language chosen by the candidate for their programme of study and must correspond with the language of the motivation letter. (Please see the Evaluation Criteria for the Interview in Annex A). Candidates who do not arrive on time for their interview will be rejected.

Candidates in sub-categories A2, D and C2 **short term language course applicants** whose competence in the language chosen for study are not proficient enough to conduct the interview in the same language, must select either English or Turkish for both their motivation letter and interview.

The application process is a highly competitive one. In order to go through to Stage 2 (Motivation Letter and interview), the applicants must be one of the highest ranked applicants at Stage 1 (Written Tests) in their sub-category. When it comes to interview, then owing to the nature of the programme - which exists to increase Turkish Cypriot community's knowledge, experience and appreciation of Europe - the motivation of the applicant for their proposed study in Europe as articulated in the motivation letter and during the interview is a key part of the selection process. Therefore the greatest weighting is given to the interview (see section 6.4).

6.3 STAGE 3: Eligibility Checks

After the interviews are conducted, all scores (Stage 1 Written Tests plus Stage 2 Motivation Letter and Interview) will be calculated based on their weights. The list of nominees for each sub-category will be prepared and announced as per the scheduled date i.e. on 23 May 2017. Nominated candidates in this list are expected to provide the required supporting documents as listed in **Section 3 for each category by 1 June 2017.**

Once the eligibility check is completed, those candidates who do not provide the required supporting documents by 1 June 2017, will be rejected and replaced by reserves. The confirmed list of final nominees will be issued on 9 June 2017.

6.4 Overall Scores and Ranking

After the interviews are conducted by the team of external assessors, the candidates' raw scores from each written test, the motivation letter and the interview, will be given a weighting as shown in the tables below:

For sub-categories A1 and A3 (Undergraduate), B1, B2 and B3 (Postgraduate) and C1 (short term professional courses and academic research):

| Language Proficiency Test | General Ability Test | Motivation Letter | Interview |
|---------------------------|----------------------|-------------------|-----------|
| 20% | 20% | 20% | 40% |

For sub-categories A2 (Undergraduate), D (Internships) and C2(short term language courses):

| | | | |
|---------------------------|----------------------|-------------------|-----------|
| Language Proficiency Test | General Ability Test | Motivation Letter | Interview |
| 10% | 20% | 20% | 50% |

The % score after the weighting will be the overall / summary score. The overall scores of all candidates interviewed (Stage 2) will then be placed in ranking order in each sub-category.

In order to be considered for an award a candidate must score at least 60% in their overall score. However scoring 60% does not guarantee the award of a scholarship – it is the minimum required to be placed on the ranked list in each sub-category. Candidates with the highest scores in each sub-category will be selected for a scholarship grant, with the number of scholarships being limited by the grant allocation for each category / sub-category and the overall scholarship fund.

A summary of the indicative number of scholarships in each category and sub-category according to the indicative funding is below:

| Category of Scholarship | Indicative number of awards in category | Sub-categories and indicative number of awards | |
|-------------------------------|---|--|--|
| Type A - Undergraduate | 44 awards | Type A1 | 28 |
| | | Type A2 | 10 |
| | | Type A3 | 6 |
| Type B - Postgraduate | 66 awards | Type B1 | 42 |
| | | Type B2 | 15 |
| | | Type B3 | 9 |
| Type C – Short Term | Full time equivalent of 14 awards | Type C1 | Depending on the number of months of the selected programmes i.e. 11.26 awards if all go for 6 months or 28.84 awards if all go for 2 months |
| | | Type C2 | |
| Type D - Internships | Full time equivalent of 4 awards | Type D | Depending on the number of months of the selected internships i.e. 6.4 awards if all go for 6 months or 16.48 awards if all go for 2 months |
| | | | |
| TOTAL | 128 | | 128 full time equivalent awards |

6.5 Award of Scholarship and Utilization of Funds

After overall scores have been calculated and ranking lists have been prepared these will be presented to the Evaluation Committee. The Evaluation Committee will review the results and make final recommendations to the Contracting Authority. The Contracting Authority will then make any final adjustments to the sub-category grant allocations and applicants will be informed of the results.

In order to ensure maximum utilization of funds the Contracting Authority (British Council) reserves the right to re-allocate funding between the sub-categories, should there not be enough candidates who qualify in one or more of the sub-categories. Priority will be given 1) to people who have never studied outside the northern part of Cyprus; and 2) to people who have never studied in an EU member state.

Applicants will be notified of the results **by email and/or through the website/portal**, and those on the final shortlist of successful candidates in each category will be offered a scholarship grant. If any successful candidate is unable to take up their scholarship, or there is sufficient funding in any category to extend the shortlist, scholarships will be offered to those on a reserve list based on the ranking order.

7. ISSUING OF RESULTS

Applicants will be informed individually **by email through the candidates'/applicants' portal** regarding their progress through the stages, according to the indicative timetable in Section 13 below. **It is the candidate's responsibility to provide a correct email address and to check his/her email regularly.**

All applicants will receive an invitation for the Written Tests at the submission of the application.

7.1 **After Stage 1 – Written Tests**

Results of Stage 1- Written Tests will be issued on Friday 21 April 2017 for all categories.

Applicants who do not pass from Stage 1 (Written tests) to Stage 2 (Motivation Letter and Interview) will be informed by email and/or through the website/portal. Applicants will be sent a record of their test scores as soon as possible after the written tests, and by **Friday 21 April 2017** at the latest.

Any applicant who does not pass to Stage 2 but would like further clarification of their results may request an appointment from the British Council by sending an email to **euscholarships@abburs.eu**. Appointments will be given on a first come first served basis from 24-25 April 2017.

Applicants going through to Stage 2 - Interviews will not be given information about their test results until the end of the process, i.e. after the issuing of final results.

Candidates' record sheets which show the test marks awarded will be shared and kept on file, however, the question papers will not be available for review and feedback will be given on scores only, but not on the quality of the candidates' answers. The tests are used internationally and are commercial-in-confidence; therefore, question/answer papers will not be kept on file.

A list of candidate registration numbers of people going through to stage 2 in each category/sub-category will be published on the candidates' portal which is password protected.

7.2 **After Stage 2 - Interviews**

Applicants in each of the sub-categories of the four main categories (Type A, B, C and D) will be placed in a ranking order for the scholarship awards (i.e. 9 lists A1, A2, A3, B1, B2, B3, C1, C2, D).

The top ranked applicants in each sub-category will be nominated for a scholarship grant. They will be informed **by email and/or through the website/portal** as soon as possible, and at the latest by **Tuesday 23 May 2017**.

A list of candidate registration numbers of nominated candidates ("scholarship nominees") in each category / sub-category will be published on the candidates' portal which is protected by a password. However, unlike previous years, this is not the final list of beneficiaries; it is only the list of candidates nominated for a scholarship award, subject to providing the required supporting documents as listed in Section 3.

7.3 **Stage 3 - Eligibility Checks**

Once the list above is announced, candidates who were nominated to receive an award as well as candidates on the reserve list will be given a deadline of Thursday 1 June 2017 to provide the requested supporting documents (see list of document in Section 3). Those **nominated candidates**

who are unable to provide the requested supporting documents will be rejected and replaced by a reserve candidate according to the ranking order.

7.4 Candidates on Reserve List

Candidates who complete Stage 2 (Motivation letter and Interview) and who achieve an **overall score of at least 60% but who are not amongst the top ranked list of candidates** (according to the number of scholarships in each category which is limited by the grant allocation for each sub-category, and the overall scholarship fund) will be placed on a reserve list.

Candidates placed on the reserve list will be informed by email and/or through the website/portal by **Tuesday 23 May 2017**. They will also be informed as to their position (ranking) on the reserve list for their sub-category. Reserve candidates will be asked to provide the required supporting documents, as listed in Section 3, to prove their eligibility in order to be ready to be put forward for an award if a place becomes available in their sub-category.

A list of candidate registration numbers of people on the reserve list in each sub-category will be published on the candidates' portal and is password protected.

Reserve applicants should be aware that it may take a considerable amount of time until they know whether or not they will be awarded a grant. This is because many beneficiaries may not receive an unconditional letter of acceptance until very late in the year. There may also be delays caused by issues such as visas, health, or other unavoidable matters outside the beneficiaries' control. British Council will notify candidates on the reserve lists if and when the situation changes.

7.5 Any candidate who would like a **further clarification of their results (Stage 1 and/or Stage 2)** may request an appointment from the British Council by sending an email to escholarships@abburs.eu. Appointments will be given in the following order, on a first come first served basis:

- 1) 24-25 May 2017 - Applicants who have not been awarded a grant and are not on the reserve list (regrets).
- 2) 26 May 2016 - Applicants who have not been nominated for a grant but are on the reserve list.

8. COMMUNICATIONS

8.1 After the launch of the Call and publication of these Guidelines, important information will continue to be uploaded to the website/portal and/or Facebook page at regular intervals and applicants are strongly recommended to check these frequently, and to read carefully all information that may apply to them before contacting British Council (Contracting Authority).

8.2 The normal method of communication between candidates and the Contracting Authority is via the candidates' applicants' portal by email and/or other electronic means. Candidates are advised that it is their responsibility to ensure that their email and other contact details are accurate and up to date throughout the process. British Council will update individual candidates through their portal as well as send email updates as and when appropriate.

Candidates are advised to contact British Council directly via email rather than contacting third parties. Due to data protection considerations, personal information will only be provided to applicants.

8.3 **Whenever in correspondence, candidates should provide their unique candidate registration number in the subject line of their email.**

8.4 Applicants are advised that communication by telephone will be limited owing to the number of applicants and short timescale of the selection process.

8.5 In exceptional cases, a candidate may request a face-to-face meeting with British Council staff by email. Please see Section 4.3.3 for our public hours as well as section 10 and 11 below.

9. CONTRACT SIGNATURE / CONTRACTUAL OBLIGATIONS

Successful applicants (“beneficiaries”) who have been awarded a scholarship will move to signing a contract for the receipt of the grant. **Please note that British Council cannot sign a contract with any candidate who is under 18.** In such cases, a parent of the beneficiary will sign the contract with British Council.

The following conditions apply:

9.1 Unconditional Letter of Acceptance

Applicants must have an unconditional letter of acceptance for the chosen programme of study, from the receiving institution in the EU country of destination, before they can sign a contract for the award of the grant.

9.2 Bank account details

All beneficiaries must open a Euro bank account in their name at a local bank in the northern part of Cyprus that works internationally and is able to provide a valid IBAN number for the account (the full international bank account number). Please note that beneficiaries are liable for any bank charges incurred for bank transfers of the grant.

Beneficiaries are advised to open their own Euro bank account well in advance to avoid any delays during the contracting period. Once they receive their bank account details they should complete the bank details form available on the applicants’ portal.

9.3 Contract Signature

Successful candidates (beneficiaries) will be notified of their scholarship grant award by email through the candidates’ portal.

Please note that beneficiaries will be in a position to sign a contract with British Council, the Contracting Authority, for the award of the scholarship grant **only** when they have uploaded on their portal the following documents:

- 1) completed Bank Details form with valid bank account details
- 2) unconditional letter of acceptance from a Higher Education institution/training provider
- 3) evidence proving their acceptance of the offer from the institution of their choice

Should any successful applicant not submit to British Council, the Contracting Authority, within the deadline 1) the unconditional acceptance letter from their chosen institution, 2) the formal acceptance of a place by the applicant, and 3) completed bank details form, as specified in the notification of award letter, **British Council reserves the right to award the scholarship to a candidate on the reserve list.**

The final version of the contract may differ slightly from the version on the website which is for information purposes only.

In the case of non-fulfillment or breach of contract conditions (e.g. non-submission of reports and supporting documents, non-attendance on the course), British Council, the Contracting Authority may proceed with a partial or full recovery of amounts already paid (see Annex 3 in the contract).

9.4 Contractual Obligations of Beneficiaries and Payment of grant

Beneficiaries who have signed a contract will receive an advance payment of 80% of the scholarship amount plus the travel allowance (when applicable) within 30 days from the contract signature date.

The remaining 20% will be paid once the beneficiary submits the final report to British Council, the Contracting Authority no later than one month after the completion of the programme.

It is a condition of the contract that the scholars complete reports as detailed below:

Type A and Type B scholarships:

- 1) **Interim report:** beneficiaries are required to complete an interim report to cover the first five months of the placement at the host institution giving information about various aspects of the programme. The report must be submitted by 31 March 2017 at the latest (please see section 12.4).
- 2) **Final report:** beneficiaries are required to complete a final report giving details on attendance and achievement, as well as other aspects of the programme. The final report should be submitted no later than one month after the completion of the programme.

Type C and D scholarships: beneficiaries are required to submit only **one report** (the final report) at the end of the short term programme.

Sample contract and report templates will be available on the website for reference. Beneficiaries will be required to complete and submit the Interim and Final reports by using the online templates on the candidates' portal. Further information regarding contracts, reports etc. will be given to beneficiaries during the contracting and pre-departure phase.

9.5 Changes of Education Institution

Successful candidates may request to change their initial choice of country, university or higher education Institution until the time of contract signature with British Council, the Contracting Authority. This can be done on the condition that the programme remains essentially in the same subject area and the language of the programme is the same language in which they took the tests and interview. Changing universities or institutions after contract signature may be possible, **provided that the grantee does not change the language of the programme of study, and the programme remains essentially unchanged.** The grantee must obtain the approval of British Council for this change in advance.

9.6 Duration

The length of the course for short term programmes and internships should be between 2-6 months and cannot be increased after the submission of the application. However, if the duration of the course/internship is less than the one indicated in the application this would be acceptable i.e. can be reduced from 6 to 4 months but not vice-versa.

9.7 Other scholarship awards

Applicants are not prevented from applying at the same time for a scholarship from another donor. However, if such funding is granted from any other institution, organisation, university, local or national authorities, and is accepted by a successful candidate, then (s) he will not be awarded a scholarship grant under this grant scheme.

An exception may be made if the grantee can provide evidence, that the total amount received under this scholarship programme and from any other scholarship does not exceed the actual cost of the participation in the study programme. (Including tuition fees, if applicable, and the cost of accommodation and travel).

10. APPEALS/COMPLAINTS

10.1 After the notification of results at each stage, applicants will be provided with their results and any further explanation as described above, in Section 7, Issuing of Results.

10.2 Following the process of Issuing of Results, any applicant who believes that(s) he has been unsuccessful due to an error or irregularity during the award process may introduce an official

complaint **directly to British Council, the Contracting Authority** within 45 days of receipt of the notification of results. The complaint should be made **in writing**. British Council will acknowledge the complaint or appeal within three working days, and will respond in writing to the complaint or appeal within 45 days of receipt.

11. SUGGESTIONS / COMMENTS

11.1 Any applicant or other interested party who would like to make suggestions or comments about any aspect of the application procedure, the selection process, or the issuing of results for future Scholarship Calls, please submit these suggestions by email directly to British Council, the Contracting Authority, at euscholarships@abburs.eu

11.2 Any applicant or other interested party who would like to make suggestions or comments about the rationale / nature of the scholarship programme, the eligibility criteria or documents required, or the scholarship funds or categories / sub-categories, please submit these suggestions in writing by email to British Council, the Contracting Authority, at euscholarships@abburs.eu. British Council will forward these emails to the European Union Programme Support Office (EUPSO) the local office representing the funding body, the European Commission.

12. OTHER IMPORTANT SCHOLARSHIP DOCUMENTS

a. Eligibility and Required Documents throughout the Process

| | Required documents: Evidence/Supporting document | Categories | Submission Period | | | |
|---|---|--|----------------------|--------------------------------|----------------------|--|
| | | | Application Stage | Final Stage of selection | Contracting Stage | During/ end of academic year 2017/18 |
| Administrative Check | | | | | | |
| Proof of Identification | ID or passport (same to be used throughout the process) | Applicants in all categories | √ | | | |
| | 2 passport size photos | Applicants in all categories | √ | | | |
| Eligibility | | | | | | |
| I was born in Cyprus. I belong to the Turkish Cypriot Community | Birth Certificate | Beneficiaries in all Categories | | √ | | |
| I was not born in Cyprus but my mother/father was born in Cyprus | Birth Certificate of mother or father (whichever is relevant) | Beneficiaries in all Categories | | √ | | |
| I have cumulatively studied 7 years in northern part of Cyprus | official document from school /education authority university (whichever is relevant) | Beneficiaries in Categories: A, B & D | | √ | | |
| Proof of Enrolment to the current year of study i.e. academic year 2016/17 | copies of official transcripts of the current academic year (i.e. 2016/17), from a high school, university or equivalent higher education institution (whichever is applicable) | Beneficiaries in Categories: A, B & D | | √ | | |

| | | | | | | |
|--|--|--|--|---|---|---|
| I am a resident in the northern part of Cyprus | Certificate of Residence | Beneficiaries in all Categories | | √ | | |
| Minimum three years of work experience between 1 January 2012- 10 March 2017 | Certificate of Employment/ unemployment/business registration document (whichever is applicable) | Beneficiaries in Categories: C&D* | | √ | | |
| Bank Details | Completed Bank Details form | Beneficiaries in all Categories | | √ | | |
| Contract Signing | Contract document** | Beneficiaries in all Categories | | | √ | |
| Offer from Education Institution/org. | Offer letter from Education Institution/org. | Beneficiaries in all Categories | | | √ | |
| Acceptance of the offer | Acceptance letter/proof of confirmation | Beneficiaries in all Categories | | | √ | |
| Beneficiary Reports | Beneficiary Interim Reports | Beneficiaries in Categories: A and B | | | | √ |
| | Beneficiary Final Reports | Beneficiaries in all Categories for final report | | | | √ |

*Only applicable for professionals in Category D

**Contracting Authority will prepare and provide it

12.2 Indicative timetable

| | |
|---|---|
| LAUNCH OF CALL, APPLICATION & SELECTION PROCESS | |
| Launch date of Call for Applications | Monday 9 January 2017 |
| Starting date for receiving applications | Tuesday 10 January 2017 |
| Deadline for questions and requests for clarifications | Friday 17 February 2017 |
| Last date of replies to questions and requests for clarifications are published | Monday 27 February 2017 |
| Deadline for Applications | Friday 10 March 2017 at 17:00 Local time |
| Confirmation of the Written tests schedule and venue for all applicants | Tuesday 21 March 2017 |
| STAGE 1 – WRITTEN TESTS | |
| Stage 1 Tests: Language Proficiency, General | Saturday 1 April 2017 |

| | |
|---|---|
| Ability Test (GAT) and “Motivation Letter” | |
| Issuing results of Stage 1 – Written Tests and invitations for interview | Friday 21 April 2017 |
| Information to rejected applicants – by appointment | Monday 24 and Tuesday 25 April 2017 |
| STAGE 2 – INTERVIEWS | |
| Stage 2 – Marking of Motivation Letter & Interviews | Monday 1 – Wednesday 17 May 2017 |
| Issuing of results after Stage 2 - Interviews | Tuesday 23 May 2017 |
| Information to rejected applicants – by appointment | Wednesday 24 and Thursday 25 May 2017 |
| Information to reserve and any other candidates – by appointment | Friday 26 May 2017 |
| STAGE 3 – ELIGIBILITY CHECKS & FINAL RESULTS | |
| Deadline for providing evidence/documents to prove eligibility | Thursday 1 June 2017 |
| Issuing final results after eligibility checks | Friday 9 June 2017 |
| CONTRACTING PHASE | |
| Beneficiaries open bank account | June 2017 |
| Beneficiaries submit Conditional and/or Unconditional offer letter | July-September 2017 |
| Type C and D beneficiaries can use their scholarship as of 1 July 2017 | |
| Contracting & pre-departure briefing including contractual obligations | August-November 2017 (except public holidays) |
| Reserve candidates informed if beneficiaries withdraw within their sub-category | August-November/December 2017 |

12.3 Further Information for All Applicants:

Annex A: Application Forms

Annex B: Evaluation Criteria for Selection Process

Annex C: Further information relating to Language Proficiency and General Ability test

Annex D: Glossary of Terms used in the Guidelines