



This project is funded by the European Union and implemented by British Council.



The EU Scholarship Programme for the Turkish Cypriot Community Call for Academic Year 2018/19

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.

British Council (The Contracting Authority) 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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SECTION 1 – OVERVIEW OF SCHOLARSHIPS

1.1 Introduction

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

1.2 Types of Scholarships

Under this call, there are **2 Types of scholarships** to be awarded; **Type 1** and **Type 2**.

Type 1: Scholarships for one full academic year of study

Under **Type 1**, applicants can apply for;

- undergraduate studies (**Category A**)
or
- postgraduate studies including Master's, PhD or Postdoctoral programmes (**Category B**)

Grantees under this type will be able to follow an **undergraduate or postgraduate programme for the Academic Year 2018/19** 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.

The scholarships will be awarded exclusively for the academic year 2018/19 which under the terms of the call is considered to run from **1 September 2018 to 31 August 2019**. Academic calendars may vary in different countries, thus slightly different calendars may be accepted. Please note that;

- **The scholarship will cover one academic year of the programme of study**
- **The programme chosen must be full-time**
- **Distance and/or part-time programmes are not accepted**
- **The scholarship has to be used in academic year 2018/19 and cannot be postponed**
- **All contracts must be signed latest by Friday, 21 December 2018**

Type 2: Scholarships for Short Term Programmes of Study or Internship (2-6 months)

Under **Type 2**, applicants can apply for;

- academic research, professional course, training programme or language course (**Category C**)
or
- internship programme (**Category D**)

Grantees under this type will be able to follow a **short-term course i.e. professional training programme, language course, research, or internship for at least 2 and up to 6 months** 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) in order to increase their professional/academic knowledge, professional/research skills.

Different from **Type 1**, scholarships awarded under **Type 2 (Category C and D)**, can be used from **11 June 2018 to 11 June 2019**. Please note that;

- **The scholarship will cover a period of a minimum of 2 and a maximum of 6 months of study, training, research or internship.**
- **Applicants applying for short-term courses/research will be able to start their programme as of 11 June 2018 at the earliest and by 11 June 2019 at the latest.**
- **The scholarship has to be used latest by 11 June 2019 and cannot be postponed.**
- **All contracts must be signed latest by 21 of December 2018, regardless of programme start date.**
- **The programme chosen must be full-time.**
- **Distance and/or part-time programmes are not accepted.**

1.3 Important Notes for All Applicants

There are no limits on the choice of subject area under this programme. Applicants are welcome to apply in any subject area, however, a list of priority areas has been identified in consultation with relevant stakeholders. Potential applicants to the EU Scholarship Programme are encouraged to consider these priority areas. The professions and skills encouraged aim at contributing to the economic development of the Turkish Cypriot community and bringing the community closer to the EU. The EU Scholarship Programme will continue to include priority areas in the coming years. The **following subject areas have been identified as priority under 2018/19 Call;**

- **Agriculture;** e.g. Agriculture, Animal Sciences, Food Sciences, Agribusiness or similar.
- **Computer Sciences;** e.g. Data Science, Informatics & Information Sciences, Computing, Computer Engineering, Mathematical Engineering in Data Science, Software Engineering, Computing, IT and Web Development or similar.
- **Engineering;** e.g. Energy & Power Engineering, Sustainable Energy, Hydrology & Water Management, Environmental Economics & Policy, Environmental Management, Natural Resource Management, Ecology, Environmental Sciences or similar.
- **EU Law**
- **Translation & Interpretation** between any [EU languages](#) and between any EU languages and Turkish, e.g. English to French, Spanish to Italian, English to Turkish, etc.

Table below covers the full list of specific priority areas:

Agriculture	Geographical Information Systems (GIS)
Agribusiness	Horticulture
Animal Sciences	Hydrology & Water Management
Aquaculture & Fisheries	Informatics & Information Sciences
Computing	IT Security
Computer Engineering	Mathematical Engineering in Data Science
Computer Sciences	Natural Resource Management
Data Science & Big Data	Natural Sciences
Ecology	Plant & Crop Sciences
Environmental Engineering	Software Engineering
Environmental Economics & Policy	Sustainable Engineering
Environmental Management	Sustainable Development
Environmental Sciences	Translation & Interpreting
Energy & Power Engineering	Web Technologies & Cloud Computing
European Law	Web Development
Food Sciences	

- Applicants who choose one of these subjects for their studies will receive extra scores **See 5.2 Methodologies Applied** section for the score promotion methodology which will be used for priority subjects
- Applicants in all categories are permitted to submit **only one application** for **one type** of scholarship. **Applicants submitting more than one application will be rejected.**
- Applicants in each of the two types (in 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.

1.4 Grant and Budget Allocations as Per Category/Sub-category

An indicative **128** (104 full time equivalent) scholarship grants will be awarded in the form of fixed lump-sums intended as a contribution towards tuition fees, accommodation, living and travel expenses. The final number will depend on the duration of the short term and internship scholarships awarded.

The total grant provided by the European Commission for the 2018/19 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 Category A-Undergraduate Scholarships (UG): 34.3% of total grant; 44 awards

- | | |
|------------------------|---|
| Sub-category A1 | 63.6% i.e. €420,000 will be reserved for applicants who never studied outside Cyprus but are studying in or graduated from high schools which use English language as main language of teaching. - 28 awards. |
| Sub-category A2 | 22.7% i.e. €150,000 will be reserved for applicants who never studied outside Cyprus but are studying in or graduated from high schools which use Turkish language as main language of teaching. -10 awards |
| Sub-category A3 | 13.6% i.e. €90,000 will be reserved for applicants who have already studied outside Cyprus 6 awards |

€900,000 for Category B- Postgraduate scholarships (PG): 47% of total grant; 60 awards

- | | |
|------------------------|--|
| Sub-category B1 | 63.3% i.e. €570,000 will be reserved for applicants who have never studied at a university or higher education institution outside the northern part of Cyprus -38 awards |
| Sub-category B2 | 21.6%, i.e. €195,000 will be reserved for applicants who have already studied in a member state of the EU -13 awards |
| Sub-category B3 | 15 % i.e. €135,000 will be reserved for applicants who have already studied abroad, in a non-member state of the EU-9 awards |

€300,000 for Category C-Short-term Programmes (STP): 15.62% 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.

- Sub-category C1** Short term programmes e.g. academic research, vocational/professional courses or training.
- Sub-category C2** Language courses for professionals.
- Sub-category C3** Language courses for graduates of and final year students enrolled in a Turkish medium high/vocational school.

€60,000 for Category D- Internships: 3.12% of the total grant; the number of awards will depend on the length of the internship programme of successful applicants and the final distribution of the grant allocation at the Contracting Authority's discretion.

- Sub-category D1** Internship for those who have never studied/lived in an EU member state.
- Sub-category D2** Internship for those who studied/lived in an EU member state.

For Type 1 - Scholarships for one full academic year of study- Categories A and B;

- A scholarship in the form of a lump sum of **€15,000** will be calculated on the basis of €1,420 a month (on the formula that one academic year lasts an indicative period of 10 months, i.e. €1,420 x 10) plus €800 for travel expenses (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, i.e. €750 x 10). There is no travel allowance for such grantees.

For Type 2 -Scholarships for Short Term Programmes of study or internship- Categories C and D);

- A scholarship will be calculated on the basis of **€1,420** a month (€1420 x number of months) plus €800 for travel expenses (allowance based on an average return flight fare in economy class).
- For grantees choosing to study in Cyprus (with the exclusion of northern part of Cyprus), a scholarship will be calculated on the basis of **€750** a month (€750 x number of months). There is no travel allowance for such grantees.

****Note that there are no family or child allowances under this scholarship programme****

SECTION 2 – TERMS and CONDITIONS

2.1 General Eligibility Criteria for All Applicants

Applicants in all categories

- must belong to the Turkish Cypriot community.
- must be born in Cyprus or one of the parents must be born in Cyprus
- must be a resident in Cyprus
- **must not have benefited from the EU Scholarship Programme in 2016/17 and 2017/18 academic years.** Those who benefited from the EU Scholarship Programme in academic years 2007/08, 2008/09, 2009/10, 2010/11, 2011/12, 2012/13, 2013/14, 2014/15 and 2015/16 are eligible to re-apply provided that they apply for another category* in another country, i.e. if previously applied for category A in UK, they cannot apply again for category A, and they cannot apply for a course/programme/training, etc. in the UK. However, priority will be given to those who have never benefited from the EU Scholarship Programme before (**see section 5.2 for the methodology applied**).

*If different names have been used to refer to categories in previous years, the type of study and duration will be taken into consideration to determine the category of the study that the candidate did before.

2.2 General Conditions

If nominated, applicants in **all categories**;

- Must declare that there are no health conditions preventing them to attend and complete the programme they want to study/attend
- Must have sufficient knowledge of the language of the programme chosen at the host institution
- Must obtain unconditional offer from their university/institution of choice
- Must be in a position to sign their contract by **21 December, 2018** the latest

2.3 Important Notes for All Applicants

- If nominated, scholars who do not hold an EU passport are responsible themselves to obtain a visa if required by the host country. Please note that British Council (The Contracting Authority) cannot provide immigration advice to scholars and reserves the right to cancel the scholarship awarded if the nominee is unable to secure a visa to enter the host country. Failure to obtain a visa will lead to withdrawal of the grant, if awarded.
- Since the main objective of the EU Scholarship is to bring Turkish Cypriot community closer to the European Union, **those graduating from a high school or a university in Cyprus should choose another member state to continue their education.**
- Nominees are responsible for obtaining insurance including healthcare coverage for the duration of their stay in the host country. In the event of serious health or welfare issues that occur after the nominees' arrival in the host country, British Council (The Contracting Authority), cannot be held responsible for any costs incurred. See <http://www.abburs.eu/en/studying-in-eu.html> for guidance and advice.

- 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.
- Applicants are required to make arrangements on all programme/course/internship directly with the selected university/school/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.
- British Council (The Contracting Authority) 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 submitted documents. The award of the Scholarship to those successful applicants whose documents show evidence of being fabricated will be cancelled.
- Scholarships cannot be deferred. Grantees who are unable to take up their award must withdraw and may re-apply again the following year provided that they are still eligible for the new call as specified in the new guidelines.
- Grantees are expected to attend the events (i.e. pre-departure meeting, de-briefing sessions, network events, focus groups, etc.) organized and hosted by British Council (The Contracting Authority).
- Grantees must complete and return all reports and surveys sent throughout their award period.

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 same principle will apply to other stakeholders who are involved in the process directly.

SECTION 3 – DESCRIPTION OF AND SPECIFIC ELIGIBILITY CRITERIA FOR EACH CATEGORY / SUB-CATEGORY

3.1 Category A – UNDERGRADUATE STUDIES (UG):

Applicants applying under Category A-UG can be:

- Final year high school students enrolled in a high school in Cyprus
- Graduates of any high school located in Cyprus wishing to start an undergraduate study.
- Undergraduate students enrolled in a university or equivalent higher education institution located in the northern part of Cyprus. Undergraduate students expecting to graduate by the end of July 2018 should apply under Scholarship Category B - PG.

3.1.1 Sub-Categories A1, A2, A3

Within Category A, applicants will compete in 3 different sub-categories; A1, A2, A3.

A1- Applicants must be:

- Final Year High School Students studying in an **English medium high school** located in Cyprus and who have never studied in an educational institution outside Cyprus.
- OR**
- High School Graduates from an **English medium high school** located in Cyprus and who have never studied in an educational institution outside Cyprus.
- OR**
- Undergraduate Students enrolled in a university or equivalent higher education institution located in the northern part of Cyprus **studying for a degree course taught in English language** and who have never studied in a higher education institution outside northern part of Cyprus. Note that undergraduate students expecting to graduate by the end of July 2018 should apply under Scholarship Category B - PG.

A2- Applicants must be:

- Final Year High School Students studying in a **Turkish medium high school** located in the northern part of Cyprus and who have never studied in an educational institution outside northern part of Cyprus
- OR**
- High School Graduates from a **Turkish medium high school** who have never studied in an educational institution outside northern part of Cyprus.
- OR**
- Undergraduate students enrolled in a university or equivalent higher education institution located in the northern part of Cyprus **studying for a degree course taught in Turkish language** and who have never studied in a higher education institution outside northern part of Cyprus. Note that undergraduate students expecting to graduate by the end of July 2018 should apply under Scholarship Category B - PG. Preparatory/Foundation year in a university in the northern part of Cyprus is not considered as an undergraduate programme.

A3- Applicants must be:

- Final Year High School Students studying in a high school located in Cyprus
- OR**
- Graduates of a high school located in Cyprus
- OR**
- Undergraduate students enrolled in a university or equivalent higher education institution located in the northern part of Cyprus.

Please note that all applicants in subcategory A3 must have already studied for at least one full academic year or equivalent (minimum of 10 months) in an educational institution located outside Cyprus and within the EU or in a country where an EU Official language is spoken (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).

IMPORTANT NOTE FOR ALL CATEGORY A APPLICANTS:

- Only applicants under sub-category A2 are eligible to apply for a scholarship to be used for preparatory/foundation year of studies in any EU country.
- Applicants who already have an undergraduate degree are not eligible to apply under category A

3.1.2 Who Can Apply For Undergraduate Programme (Scholarship for Category A)?

Eligibility Criteria

In addition to the general eligibility criteria listed in **section 2.1**, applicants under this category:

- Must hold at least a high school diploma.
- Must be a **final year student** registered for the academic year 2017/18 in a high school in Cyprus **OR a high school graduate** of any high school located in Cyprus **OR an undergraduate student** registered in a university or equivalent higher education institution located in the northern part of Cyprus except those expecting to graduate in 2017/18 academic year.

AND

- 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. **If the applicant is enrolled for the current academic year (i.e. 2017/18)** 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.

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

Important Note to Category A Applicants

British Council cannot sign a contract with any candidate who is under 18 at the time of contract signing. In such cases, a parent of the grantee will sign the contract with British Council as well as a **parental consent form.**

3.2 Category B – POSTGRADUATE STUDIES (PG):

Applicants applying under Category B-PG can be:

- **Undergraduate students expecting to graduate by the end of July 2018 at the latest**
- **University graduates who already have Bachelor's and/or Master's and/or PhD. Degree**

3.2.1 Sub-Categories B1, B2, B3

Within Category B, applicants will compete in 3 different sub-categories; B1, B2, B3.

B1- Applicants must be:

- **Final year undergraduate students** enrolled in a university or higher education institution located in northern part of Cyprus expecting to graduate by the end of July 2018 and who have never studied at a university or higher education institution outside the northern part of Cyprus
- OR
- **University graduates** who have never studied at a university or higher education institution outside the northern part of Cyprus.

B2- Applicants must be:

- **Final year undergraduate students** who studied one full academic year or more (minimum 10 months) in a university located within the European Union but outside the northern part of Cyprus and expecting to graduate by the end of July 2018
- OR
- **University graduates**, who studied one full academic year or more (minimum 10 months) in a university located within the European Union, outside the northern part of Cyprus.

B3- Applicants must be:

- **Final year undergraduate students** who studied one full academic year or more (minimum 10 months) in a university located outside the European Union and the northern part of Cyprus and expecting to graduate by the end of July 2018
- OR
- **University graduates** who studied at least one full academic year or more (minimum 10 months) in a university located outside the European Union and the northern part of Cyprus

NB: For undergraduate students attending the 3rd year of a 4 year programme, the 4th year of such programmes MAY BE an eligible postgraduate programme under the terms of this Scholarship. British Council (The Contracting Authority) reserves the rights to examine, get advice and make decisions on programmes that do not follow standard durations (e.g., MEng, MPharm, Medicine, etc.)

3.2.2 Who Can Apply For Postgraduate Programme (Scholarship for Category B)?

Eligibility Criteria

In addition to the general criteria listed in section 2.1, applicants under this category:

- Must hold a **university degree if graduated. 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 2018. Failure to graduate will lead to withdrawal of the grant if awarded.
- Must have studied **at least 7 years full time** 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. **If the applicant is enrolled for the current academic year (i.e. 2017/18)** 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.

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

3.3 Category C – SHORT TERM PROGRAMME (STP):

Applicants applying under Category C-STP can be:

- Professionals (employed, self-employed and currently unemployed) living in the northern part of Cyprus.
- Academics/researchers working in the northern part of Cyprus.
- Postgraduate (Master's and PhD/doctorate) students currently enrolled in a university / higher education institution located in the northern part of Cyprus. **(New)**
- Final year high/vocational school students studying in a Turkish medium high/vocational school located in the northern part of Cyprus and expected to graduate by July 2018. **(New)**
- Recent graduates (i.e. graduates of 2014/15, 2015/16 and 2016/17 academic years) of Turkish medium high schools located in the northern part of Cyprus. **(New)**

3.3.1 Sub-Categories C1, C2, C3

Within Category C, applicants will compete in 3 different sub-categories; C1, C2, C3.

C1 (academic research, vocational/professional course/training)-Applicants must be:

- Professionals who are employed, self-employed or unemployed living in the northern part of Cyprus
- OR**
- Academics/researchers working in the northern part of Cyprus
- OR**

- Postgraduate (Master's and PhD/doctorate) students enrolled in a university / higher education institution located in the northern part of Cyprus and who have never studied outside northern part of Cyprus

C2 (language courses for professionals)-Applicants must be:

- Professionals who are employed, self-employed or unemployed living in the northern part of Cyprus

OR

- Academics/researchers working in the northern part of Cyprus.

C3- new sub-category (language courses for graduates of and final year students enrolled in a Turkish medium high/vocational school) - Applicants must be:

- Final year students studying in a **Turkish medium high/vocational school** located in the northern part of Cyprus expected to graduate by July 2018 and who have never studied in an educational institution outside Cyprus.

OR

- **Turkish medium high/vocational school graduates** who graduated within the last 3 years (i.e. in academic years 2014/15, 2015/16 and 2016/17) in the northern part of Cyprus and who have never studied in an educational institutions outside Cyprus and who are not currently enrolled to any university/higher institution

3.3.2 Who Can Apply For Short Term Programme (Scholarship for Category C)?

Eligibility Criteria

In addition to the general criteria listed in **section 2.1**, applicants under this category:

- Must hold at least a high school diploma to follow short-term course/training/programme or at least 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 2013 and 15 March 2018 (applicable for professionals and academics/researchers)**.
- 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. **If the applicant is enrolled for the current academic year (i.e. 2017/18) 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 (applicable for MA/PhD students, final year high school students and recent high school graduates).**
- 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**

Important Note to Category C Applicants

British Council cannot sign a contract with any candidate who is under 18 at the time of contract signing. In such cases, a parent of the grantee will sign the contract with British Council as well as a **parental consent form.**

3.4 Category D – INTERNSHIP PROGRAMME

Applicants applying under Category D can be:

- **High/vocational school or university graduates** (undergraduate/postgraduate) who graduated within the last 3 years (i.e. in academic years 2014/15, 2015/16 and 2016/17).
- **Final year university/higher education students** enrolled in an undergraduate or postgraduate programme expected to graduate by July 2018.
- **Final year high/vocational school students** studying in Cyprus expected to graduate by July 2018.
- **Professionals** who are employed or self-employed and currently working in the northern part of Cyprus.

3.4.1 Sub-categories D1 and D2

Within Category D, applicants will compete in 2 different sub-categories; D1 and D2.

D1-Applicants wishing to apply for an internship programme and **who have never studied/lived in an EU member state.**

D2-Applicants wishing to apply for an internship programme **but have studied/lived in an EU member state more than one academic year (minimum of 10 months).**

3.4.2 Who Can Apply For Internship Programme (Scholarship for Category D)?

Eligibility Criteria

In addition to the general criteria listed in **section 2.1**, applicants under this category:

- 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 2013 and 15 March 2018 (applicable only for professionals).**
- Must have studied **at least 7 years** full time in a primary, secondary, high school in Cyprus or 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. **If the applicant is enrolled for the current academic year (i.e. 2017/18)** 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 **(applicable only for final year high school / university / higher education students and graduates within the past 3 years as specified above).**

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

Important Notes to Category D Applicants

British Council cannot sign a contract with any candidate who is under 18 at the time of contract signing. In such cases, a parent of the grantee will sign the contract with British Council as well as a

parental consent form.

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.

See Annex 1 for a summary of categories/sub-categories and eligibility.

SECTION 4 – APPLICATION PROCESS

The application process will be managed through an online portal, <https://apply.abburs.eu> which will be activated **on Monday, 15 January 2018. Application for the EU Scholarships is ONLINE ONLY**. No hard copy application form and documents are required at this stage. Only a **passport size photo** and a copy of **personal identification document with photo (ID or passport)** will be uploaded on the portal while submitting the application form. The deadline for submitting the online application is **Thursday, 15 March 2018, by 23.59 hours Cyprus time**. Application forms received by post or email **will be rejected**.

The guidelines and other documents including useful information will be available at our official website, www.abburs.eu as of **Monday, 15 January 2018**. This website will also have information about important dates, deadlines, events, FAQs and details about the EU Scholarship Programme and the selection procedure.

4.1 Important Notes for Applicants

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

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

Applicants will be required to answer a number of pre-application questions before they move to completing the application form. If an applicant does not meet the eligibility criteria, a warning message will pop up to inform him/her that based on the answers provided s/he is not found eligible. However, the online portal will not block the applicant. The applicant may continue to complete the rest of the application form but s/he will know that she is not ELIGIBLE for the call and his/her application will be rejected at the eligibility checking stage.

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. At the time of applying for the scholarship, the applicants will fill-in the application form under their own responsibility. British Council (the Contracting Authority) reserves the right to cancel an award to a nominee in case(s) s/he is not able to provide such documents within the deadline set.

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 can email any questions they have to eouscholarships@abburs.eu until **15 days** before the deadline for applications, i.e. by **Thursday, 1 March 2018**. Replies to questions submitted by the deadline will be published at the latest **8 days** before the deadline for applications, i.e. by **Wednesday, 7 March 2018** on the website www.abburs.eu. FAQs will appear under each tab for each scholarship type ([Type A UG](#), [Type B PG](#), [Type C Short Term](#) and [Type D Internship](#) under “**Frequently Asked Questions**”.

Only applicants nominated for a scholarship will be requested to provide required supporting documents (see required documents section below) to prove their eligibility for this Scholarship Programme. The Contracting Authority will require submission of the supporting documents **at the end of the selection process** within the given deadline (see section 5 below).

4.2 Online Application

The online application form will be available on the applicants' portal at <https://apply.abburs.eu> as of **Monday, 15 January, 2018**.

Applicants should submit the completed online application form by the deadline on **Thursday, 15 March 2018 at 23.59 hours, Cyprus time**.

See Annex 2 Steps on how to fill in the online application form.

SECTION 5 – SELECTION PROCESS

5.1 Selection Stages

There are 3 stages in the selection process;

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

There will be a screening process and applicants who do not reach the required score within their category/sub-category will be eliminated from the process, i.e. they will not be able to move from Stage 1 to Stage 2.

The scores for the above tests will be weighted according to a weighting system that will be applied to the scores for all sub-categories/categories of scholarships as shown below:

Language Proficiency	General Ability Test	Motivation Letter	Interview
25%	25%	20%	30%

Candidates in all categories must score at least 60% threshold in their overall final scores to qualify for the award of a scholarship or to be included in the reserve list. However, scoring 60% or above does not guarantee the award of a scholarship. 60% is the minimum required to be placed on the ranking 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 funding allocation for each category / sub-category and the overall scholarship fund.

STAGE 1: Written Tests

All applicants submitting an online application will be invited for the Written Tests. All candidates will sit for the Written Tests under test conditions on the same day, at a designated venue in Nicosia. The venue of the test is [Turkish Maarif College, Nicosia](#) (Türk Maarif Koleji, Lefkoşa). The time will be announced in the letter of confirmation that the applicants will receive on Wednesday, 21 March 2018. The indicative date for the tests is **Saturday, 31 March 2018**. This information will also be announced 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. Applicants should bring the ID they have used for application as a proof of identification on the exam day.** More information will be posted on the website www.abburs.eu.

Applicants will be required to take the following three tests:

1. A General Ability Test
2. A Language Proficiency Test
3. A 'Motivation Letter'

General Ability Test: General Ability Test (GAT) is used to measure candidate's broad capacity in numerical, verbal and visual-spatial dimensions. GAT test can be taken in Turkish or English. Applicants must indicate their choice on their application form. Once the application form is submitted, no change can be made in the choice of GAT language. **See [Annex 6](#) for further information and [sample questions](#).**

Language Proficiency Test should be taken in any official EU language which corresponds with the language of the programme of study, i.e. if the language of the programme/course chosen is in French, the applicant will take the language proficiency test in French as well*. Note that **the same language will be used for the motivation letter (see below) and the interview** except for **A2, C2, C3 and D1** applicants who will write the **motivation letter and have the interview in Turkish**. **If a proficiency test is not easily available in a particular EU language that the applicant has chosen, the contracting authority reserves the right to determine the language of the proficiency test in consultation with the applicant.** **See [Annex 6](#) for further information.**

"Motivation Letter" should be written in any official EU language which corresponds with the language of the programme of study, i.e. if the language of the programme/course chosen is in French, the applicant will write the motivation letter in French as well*. **The language used for the motivation letter will be the same language chosen for language proficiency test (see above) except for A2, C2, C3 and D1 applicants who will write their motivation letter in Turkish.** **[See Annex 4 for evaluation criteria for the Motivation Letter.](#)**

Applicants will be ranked in each of the sub-categories within the four main categories A, B, C, D and **will move to Stage 2 based on the scores of the language proficiency test and the general ability test.**

***Applicants must specify on the application form the following:**

- the language of the General Ability Test (GAT)- **English or Turkish**
- the language of the course/programme they will attend.

It is important to note that:

- The **language of the Language Proficiency Test** and the **language of the Motivation Letter** will be **selected automatically by the system** after the applicant specifies the language of the course/programme they will attend **as they all have to be the same**, i.e. if the programme chosen is in French, the language proficiency test and the motivation letter should also be in French.

- Applicants in sub-categories **A2, C2, C3** and **D1** should take GAT and write their motivation letter in **Turkish regardless of the language of programme chosen.**

STAGE 2: Interview

In order to go through to Stage 2, the applicants must be one of the highest ranked applicants at Stage 1 in their sub-category based on the indicative number of scholarship. When it comes to interview, 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 Annex 4 for scoring and weighting applied.**

Candidates invited for an interview will have their motivation letter assessed before their interview and the marks of both will be added to their scores. **See [Annex 4](#) for the evaluation criteria for the motivation letter and the interview.**

According to the indicative funding (section 1.2), **approximately** 256-276 interview sessions are expected to be allocated as follows:

Category	Approximate number of interview sessions	Approximate number of interviews per sub-category
Category A	88	56 (A1); 20 (A2); 12 (A3)
Category B	120	76 (B1); 26 (B2); 18 (B3)
Category C	15.6 % of the total grant reserved for Category C and 3% for Category D. Therefore, approximate number of interview sessions and final allocation of grant depend on the number of applicants, number of months of study or internships etc.	
Category D		

British Council (The Contracting Authority) intends to interview 2 applicants for each scholarship grant, however, it reserves the right to re-allocate interview sessions between the categories and sub-categories.

The indicative dates for interviews are between Monday, 23 April 2018 and Saturday, 19 May 2018

Interviews will be conducted by a team of international assessors who are external to British Council.

Each 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. **A2, C2, C3** and **D1** candidates will have their interview **in Turkish**. **See Annex 4** for the evaluation criteria for the Interview.

Candidates who do not arrive on time for their interview will not be given another chance and will be eliminated from the process.

Candidates will be informed about the address of the venue for interviews in due course.

STAGE 3: Eligibility Checks and Award Confirmation

After the interviews are conducted, all scores from stage 1 and stage 2 will be calculated based on their weights and formulas as explained in [Annex 4](#).

The percentage score after the weighting will be the overall / summary score. The overall scores of all candidates interviewed 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. See table above for a summary of the indicative number of scholarships in each category and sub-category according to the indicative funding.

The list of nominees for each sub-category will be announced as per the scheduled date i.e. **on Friday, 25 May 2018**. Nominated candidates in this list must provide the required supporting documents as listed below **for each category by Thursday 31 May 2018**.

The success throughout the selection process does not give an applicant any right to a Scholarship award unless (s)he can prove her/his eligibility to the programme by providing the required supporting documents to the Contracting Authority.

Candidates **who do not provide the required supporting documents by 31 May 2018, will be rejected and replaced by reserves**. The confirmed list of final nominees will be issued **on Friday, 8 June 2018**.

5.2 Methodologies Applied

Under 2018/19 call, the following methodologies will be used to calculate scores:

1. Standardized scoring
2. Score reduction for re-applicants
3. Score promotion for priority areas

1) Standardized scoring

Standardized scoring will be used instead of raw scores and standard T scores* will be used in determining the success of the candidate. The following methodology will be used:

STEP 1: Subtract the average of the test from the score of the candidate and divide the result by standard deviation of the test;

$$\text{(SCORE OF THE CANDIDATE – AVERAGE OF THE TEST) / STANDARD DEVIATION}$$

STEP 2: Multiply the result obtained in **STEP 1** by **10** and add **50**.

*See Annex 4

2) Score reduction for re-applicants

Score Reduction methodology will apply for applicants who benefited from the EU Scholarship Programme before and are re-applying for 2018/19 Call. The model, as explained below, is based on a reduction of a score based on the year that the candidate benefitted from the scholarship programme. It is not a fixed reduction. The candidates' ranking order within their subcategories will be determined after including the reduction score.

MODEL: The score reduction will be applied after administering all the exams namely, GAT, LPT, MOTIVATION LETTER and INTERVIEW in order to have a more holistic assessment in ranking the candidates. In line with this, the following formula will be used:

REDUCTION SCORE FORMULA

$$\text{REDUCED SCORE} = \text{SCORE} - \frac{9}{A}$$

Sum of the standardized scores
gained from GAT, LPT, MOTIVATION LETTER
and INTERVIEW

awarding
age

SCORE is the sum of the standardized weighted GAT, LPT, MOTIVATION LETTER and INTERVIEW scores.

Academic Year	Reduction Score (point score)	
2017/18 & 2016/17	not eligible to apply	
2015/16	1	9/1=9
2014/15	2	9/2=4.5
2013/14	3	9/3=3
2012/13	4	9/4=2.25
2011/12	5	9/5=1.8
2010/11	6	9/6=1.5
2009/10	7	9/7=1.28
2008/09	8	9/8=1.12
2007/08	9	9/9=1

For example, 1.5 reduction score will be applied for those applicants who have benefitted from the scholarship programme in academic year **2010/2011**.

3) Score promotion for priority areas

Although there are no limits on the choice of subject area, the following subjects have been identified as the priority areas under 2018/19 Call;

- **Agriculture** (Agriculture, Animal Sciences, Food Sciences, Agribusiness)
- **Computer Sciences** (Data Science, Informatics & Information Sciences, Computing, Computer Engineering, Mathematical Engineering in Data Science, Software Engineering, Computing, IT and Web Development)
- **Engineering** (Energy & Power Engineering, Sustainable Energy, Hydrology & Water Management, Environmental Economics & Policy, Environmental Management, Natural Resource Management, Ecology, Environmental Sciences)
- **EU Law**
- **Translation & Interpretation** (any [EU languages](#) and Turkish)

Applicants will receive additional scores if they apply for one of the subject areas listed above and the following methodology will apply for these applicants:

Score Promotion Procedure

1. Transform raw scores into standardized scores before doing any calculations and giving decisions
2. Standardized scores gained from each sub-test, namely *LPT*, *GAT*, *MOTIVATION LETTER* and *INTERVIEW* are summed up to generate a total SCORE. **5%** of this SCORE will be added to the SCORE of candidates who applied for the priority areas.
3. The candidates applying for the priority areas will compete with the applicants within their sub-category.

SECTION 6 – ISSUING OF RESULTS

When results are issued applicants will be informed individually **by receiving an email from euscholarships@abburs.eu sent to their e-mail address indicated on their application form. A copy of the letter will also be available on the application portal for reference.** Applicants can see their progress through the stages and status to date at <https://apply.abburs.eu> which is password protected and can be accessed by the applicant /candidate **ONLY**. **It is the candidate's responsibility to provide a correct email address and to check and read his/her email regularly. No information will be given over the phone.**

After Stage 1 – Written Tests: Language Proficiency and General Ability Tests

Results of Stage 1 will be issued **on Wednesday, 18 April 2018** for all categories. Candidates going through Stage 2 in each category/sub-category will receive a letter of invitation to the interview. Applicants who do not pass from Stage 1 to Stage 2 will receive a regret letter which will include a record of their written test scores.

Applicants who do 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 on **Friday, 20 April and Monday, 23 April 2018**. The question papers will not be available for review and feedback will be given on scores only. The tests are used internationally and are commercial-in-confidence; therefore, question/answer papers will not be kept on file.

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

After Stage 2 – Motivation Letter & Interviews

Results of Stage 2 after interview process will be issued latest by **Friday, 25 May 2018**. Top ranked applicants for each sub-category (falling into the quota allocated for each sub-category, **see Section 1.4**) will be nominated for EU scholarship and will receive a **nomination for award letter** asking them to **provide/upload** proof of eligibility documentation by **Thursday, 31 May 2018** to prove their eligibility in order to receive a scholarship award. All candidates whether they are nominees, reserves or regrets receive a letter that includes a record of their written tests, motivation letter and interview scores.

Candidates who complete Stage 2 and achieve an **overall score of at least 60% but are not amongst the top ranked list of candidates** (according to the number of scholarships in each category-**See Section 4.1**) will be placed on a reserve list. They will also be informed as to their

position (ranking) on the reserve list for their sub-category. The first five reserve candidates will be asked to provide the required supporting documents, as listed in **section 8**, 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.

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 grantees 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 grantees' control. British Council will notify candidates on the reserve lists if and when the situation changes.

Applicants who do not reach the 60% threshold will receive a regret letter along with a record of their written tests, motivation letter and interview scores.

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

- 1) **Monday 28 May & Tuesday 29 May 2018 (2 days):** Applicants who have not been awarded a grant and are not on the reserve list (regrets).
- 2) **Wednesday, 30 May 2018 (1 day):** Applicants who have not been nominated for a grant but are on the reserve list.

Stage 3 - Eligibility Checks & Confirmation of Awards

Nominees and reserve candidates who provide the required documents for Stage 3 within the given deadline (**31 May, 2018**) and found eligible will receive an award confirmation letter on **Thursday, 8 June 2018**. 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.

SECTION 7 - 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 which consists of representatives from European Commission, EU Member States, education and/or local authorities. The Evaluation Committee will review the results and make final recommendations to British Council (The Contracting Authority) who will then make any final adjustments to the sub-category grant allocations and applicants will be informed of the final 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 to subcategories in the following order:

- **Applicants who have never studied outside the northern part of Cyprus**
- **Applicants who have never studied in an EU member state.**

During the period between issuing results and contract signing, if any successful candidate in the final award list is unable to take up the scholarship, for any reason, or there is sufficient funding in any category to extend the award list, scholarships will be offered to those on a reserve list based on the ranking order.

SECTION 8 – REQUIRED DOCUMENTS FOR ELIGIBILITY

Once overall results are issued on 25 May 2018, **nominated candidates and the first five reserve candidates will be asked to provide the required documents (listed below)** to prove their eligibility latest **by Thursday, 31 May, 2018** by 23.59 hours Cyprus time. The documents can be in English or Turkish. No translation is required.

8.1 Required Documents from All Nominated and Reserve (First Five) Candidates

1. A copy of the **birth certificate (copy of ID/passport not accepted)** showing that the applicant belongs to the Turkish Cypriot community and was born in Cyprus. If 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.
2. **Certificate of Residence** proving the applicant's current valid address. The address has to be the same as in the application form in Part A.

8.2 Other Required Documents For Category A

1. A copy of official document obtained from school and/or from education authorities proving that the nominee **studied cumulatively at least 7 years full time** in a primary, secondary education institution or in a high school in Cyprus or in a higher education institution located in the northern part of Cyprus. **If the nominee is enrolled for the current academic year (i.e. 2017/18)** in a school or education institution, the current academic year will count towards attaining the 7 years herewith mentioned as one of the minimum eligibility requirements.
 - If the nominee is currently **a high school student**, a copy of transcript for the last finalized semester or an official document (öğrenci belgesi) obtained from the nominee's school and/or from education authorities proving his/her enrollment to the current academic year of study (i.e. 2017/18).
 - If the nominee has already **graduated from high school**, a copy of high school diploma
 - If the applicant is an **undergraduate student in a university or higher education institution located in the northern part of Cyprus**, copies of official transcripts for all academic years attended, including this current one (i.e. 2017/18)

8.3 Other Required Documents for Category B

1. A copy of official document obtained from applicants' school and/or from education authorities proving that the applicant **studied cumulatively at least 7 years full time** in a primary, secondary education institution or in a high school in Cyprus or in a higher education institution located in the northern part of Cyprus. **If the applicant is enrolled for the current academic year (i.e. 2017/18)** 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.

- if the nominee has already **graduated from university /higher education institution**, a copy of the highest level of diploma/degree obtained (Bachelors, Masters and PhD whichever is applicable)
- if the nominee is an **undergraduate student expecting to graduate by July 2018**, a copy of transcript of the last finalized semester or an official document (öğrenci belgesi) proving nominee's enrollment to the current year of study (i.e. 2017/18)

8.4 Other Required Documents for Category C

1. If the nominee is a **professional**;

- **A copy of the highest level of diploma/degree obtained** (high school diploma or Bachelors/Master's degree or PhD whichever is applicable).
- **Three full years of cumulative work experience in the northern part of Cyprus between 1 January 2013 and 15 March 2018.**
 - If the nominee is an **employed professional or teacher/academic/researcher**, 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.
 - If the nominee is a **self-employed professional**, registration document or business permit, and any other supporting document(s) proving three full years of cumulative work experience in the northern part of Cyprus between 1 January 2013 and 15 March 2018.
 - If the nominee is currently **unemployed**, certificate of unemployment of the northern part of Cyprus and any other document proving that the applicant was working three full years of cumulative in the northern part of Cyprus between 1 January 2013 and 15 March 2018.

2. If the nominee is a **MA/PhD student**;

- **A copy of the highest level of diploma/degree obtained** (Bachelors or Master's degree whichever is applicable).
- A copy of official document obtained from applicants' school and/or from education authorities proving that the applicant **studied cumulatively at least 7 years full time** in a primary, secondary education institution or in a high school in Cyprus or in a higher education institution located in the northern part of Cyprus. **The current academic year (i.e. 2017/18)** in a higher education institution in the northern part of Cyprus, count towards attaining the 7 years herewith mentioned as one of the minimum eligibility requirements
- A copy of transcript for the last finalized semester or an official document (öğrenci belgesi) obtained from the nominee's university/higher education institution and/or from education authorities proving his/her enrollment to the current academic year of study (i.e. 2017/18)

3. If the nominee is a **final year high/vocational school student**;

- A copy of official document obtained from school and/or from education authorities proving that the nominee **studied cumulatively at least 7 years full time** in a primary, secondary education institution or in a high school in Cyprus. **The current academic year (i.e. 2017/18)** will count towards attaining the 7 years herewith mentioned as one of the minimum eligibility requirements.
- A copy of transcript for the last finalized semester or an official document (öğrenci belgesi) obtained from the nominee's school and/or from education authorities proving his/her enrollment to the current academic year of study, i.e. 2017/18.

4. If the nominee is a **recent high/vocational school graduate**;

- A copy of high school diploma
- A copy of official document obtained from school and/or from education authorities proving that the nominee **studied cumulatively at least 7 years full time** in a primary, secondary education institution or in a high school in Cyprus.

8.5 Other Required Documents for Category D

1. If the nominee is an **employed professional**;

- A copy of highest level of diploma/degree obtained (i.e. high school diploma, Bachelors, Master's, PhD, whichever is applicable)
- Certificate(s) of employment **proving three years of cumulative work experience in the northern part of Cyprus between 1 January 2013 and 15 March 2018**. The employment certificate(s) should clearly describe job title, duration and location of the employment, responsibilities, and duties/tasks. The certificate(s) shall bear the letterhead of the respective employer, include contact details of the employer, be duly signed and dated.

2. If the nominee is a **self-employed professional**;

- A copy of highest level of diploma/degree obtained (i.e. high school diploma, Bachelors, Master's, PhD, whichever is applicable)
- Original registration document or business permit, and any other supporting document(s) **proving three years of cumulative work experience in the northern part of Cyprus between 1 January 2013 and 15 March 2018**

3. If the nominee is a **final year student at a high/vocational school or at a university/higher education institution**;

- Any official **document proving that the nominee is enrolled in the final year of studies and expected to graduate by July 2018**.
- A copy of official document obtained from nominee's' school and/or from education authorities **proving cumulatively at least 7 years full time study in a primary, secondary education institution or in a high school in Cyprus or in a higher education institution located in the northern part of Cyprus**. The current

academic year (i.e.2017/18) will count towards attaining the 7 years herewith mentioned as one of the minimum eligibility requirements.

4. If the nominee is a **graduate of high/vocational school or university/higher education:**

- A copy of the highest level of diploma/degree obtained (i.e. high school diploma, Bachelors, Master's, PhD, whichever is applicable) proving the applicant's graduation within the last 3 years, i.e. in academic years 2014/15 2015/16 2016/17.
- A copy of official document obtained from nominee's school and/or from education authorities proving **cumulatively at least 7 years full time study** in a primary, secondary education institution or in a high school in Cyprus or in a higher education institution located in the northern part of Cyprus.

See Annex 3 for eligibility document checklist

SECTION 9 – COMMUNICATION AND VISIBILITY

9.1 COMMUNICATION PLAN

British Council (The Contracting Authority) is running an extensive campaign to promote the EU Scholarship Programme within the Turkish Cypriot Community. The following communication and promotion tools will be used throughout the call between 15 January and 15 March 2018

- **Direct promotion:** face to face information sessions at schools, universities, education fairs/exhibitions, public seminars, etc.
- Media campaign: TV & Radio spots, interviews, newspaper adverts, press releases, online newspapers, billboards, digital LCD screens, etc.
- **Digital promotion and social media:** official scholarship website www.abburs.eu and [Facebook \(https://www.facebook.com/ABBURS.eu\)](https://www.facebook.com/ABBURS.eu)
- **Printed materials**, (leaflets, posters banners, etc.) widely distributed
- **Roadshows:** seminars, information sessions, and presentations in small towns and rural areas

Events and information sessions will be organized to explain the eligibility criteria and describe the application process. Dates and venues for all of these events will be announced through our website, www.abburs.eu and [Facebook](https://www.facebook.com/ABBURS.eu).

The British Council will also 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](http://www.abburs.eu/en/studying-in-eu.html), 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

9.2 COMMUNICATION WITH CANDIDATES

Once the call is closed for applications on 15 March 2018, the normal method of communication between candidates and the British Council will be via the applicants' portal <https://apply.abburs.eu>. The portal is **password protected** and **only candidates can access** the data and the information uploaded there. Official e-mails will be sent to applicants through the portal and it is the applicants' responsibility to ensure that their email and other contact details included in the application form are accurate and up to date throughout the process. British Council will not be held responsible for any messages not delivered due to inactive e-mail addresses and telephones.

Important information will continue to be updated on the website, portal, and/or Facebook page on a regular basis. Applicants are strongly recommended to check these frequently, and to read carefully all information that may apply to them before contacting British Council, The Contracting Authority.

Candidates should contact British Council directly themselves rather than asking third parties to do this on behalf of them. Due to data protection considerations, personal information will only be provided to applicants themselves if they are over 18 years old (**See Annex 5**).

Whenever in correspondence, candidates should provide their unique candidate registration number and their full name in the subject line of their email.

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

In exceptional cases, a candidate may request a face-to-face meeting with a member of EU Scholarship Team by email. Please check www.abburs.eu for our **public hours** and <http://goo.gl/maps/MRXiq> for our office map.

SECTION 10 - CONTRACT SIGNATURE and CONTRACTUAL OBLIGATIONS

10.1 When to Sign the Grant Contract

Nominated candidates and first five reserve candidates who are found eligible should fulfill the following conditions before signing a contract for the receipt of the grant;

- Fill in the online **program details form** and **upload a copy of unconditional letter of acceptance** for the chosen programme of study/training from the host institution on the portal, latest by **31 October 2018 for categories A and B** and by **30 November 2018 for categories C and D**. Nominees should also declare their acceptance of the offer by ticking the related box on the program details form.
- Open a Euro bank account in their name and **fill in the online bank details form** and **upload a signed copy of this form** on the portal **latest by 30 June 2018**. Note that the **bank has to be local 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). Nominees are liable for any bank charges incurred for bank transfers of the grant. Nominees who are under 18 years old at the time of opening the bank account should open a joint bank account with one of the parents.

Nominees, who fulfil the above conditions within the given deadline, will be contacted for an appointment to sign their contract. The specific contract of a nominee will appear in his/her portal and

nominees are strongly advised to review the contract conditions carefully before signing it. Should any successful applicant not submit to British Council (The Contracting Authority) the above-mentioned documents, **British Council reserves the right to award the scholarship to a candidate on the reserve list.** Please note that:

- All contracts must be signed **by Friday, 21 December 2018 the latest.**
- **British Council cannot sign a contract with any candidate who is under 18 at the time of contract signing.** In such cases, a parent of the grantee will sign the contract with British Council as well as a **parental consent form (See Annex 5).**

A sample contract is attached to the guideline for information purposes only and it may differ slightly from the final version (**see Annex 8**).

10.2 Contractual Obligations and Payment of Grant

Scholars who have signed a contract will receive an **advance payment of 80%** of the grant amount within 30 days from the contract signature date. Scholars are required to upload an **official proof of enrollment** on their portal **within 30 days after their course/programme starts.** British Council (The Contracting Authority) reserves the right to suspend the payment until the required documents are uploaded. The **remaining 20%** will be paid once the beneficiary **completes the programme and 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 1 Scholarships- One Academic Year (Categories A and B)

- 1) **Interim report:** scholars are required to complete an **online interim report form on their portal to cover the first half of the placement at the host institution** giving information about various aspects of the programme. The report must be submitted by **28 February 2019** at the latest. If a scholar follows a different academic calendar they should inform the British Council, the Contracting Authority, to confirm the deadline for submission of interim report.
- 2) **Final report:** scholars are required to complete an **online final report form on their portal** giving details of overall attendance and achievement, as well as other aspects of the programme. Scholars are also required to upload an official document(s) that prove the completion of their programme/study during the scholarship award period, i.e. transcripts, graduation certificate, progress reports, attendance whichever is relevant, covering the whole duration of the programme. **The final report form and the required document(s) should be submitted latest by 31 July, 2019 for undergraduate scholars –category A, and 31 October, 2018 for postgraduate scholars-category B if their study programme is for 12 months.** Postgraduate scholars can submit their final report before the deadline once **they** complete the course work and receive the results of their assessment or if their programme is for 10 months instead of 12.

Type 2 Scholarships- Short Term Programmes (Categories C and D)

- 1) **Final report:** Scholars are required to submit only one report (the final report) together with an official document(s) proving the completion of their programme/study during the scholarship award period, i.e. transcripts, graduation certificate, progress reports, attendance whichever is relevant, covering the whole duration of the programme **no later than one month of the completion of the short term programme.**

Sample report templates will be available on the website for reference. Grantees will be required to complete and submit the Interim and Final reports by using the online templates on their portal. Further information regarding contracts, reports etc. will be given to grantees during pre-contract briefing.

10.3 Breach of Contract

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, etc.), British Council, the Contracting Authority may proceed with a partial or full recovery of amounts already paid (**see Annex 8**),

The British Council, Contracting Authority, will be entitled to terminate the Scholarship at any time, by immediate notice to the grantee in writing, in the event of:

- Failing to submit required documents, interim report and final report, as well as required supporting documents
- Failing to submit official proof of enrollment
- Not attending the course/programme of study
- Misconduct, whether in connection with your study or otherwise
- Not fulfilling the requirements of their programme
- Dismissal, for any reason, from your host university
- Submitting fraudulent documentation
- Dropping out from the programme enrolled and without informing British Council (The Contracting Authority)
- Changing the course/programme of study originally applied for to another without the consent of British Council (The Contracting Authority)
- Changing the host institution originally applied for to another without the consent of British Council (The Contracting Authority)
- Failing to fulfil any one or more of the undertakings set out above

10.4 Refund / Reimbursement

In the event of such termination, the EU Scholarship programme shall have no further obligation to the grantee who will need to repay either the whole amount or percentage of the amount that has been paid to them under the Scholarship, unless:

- The termination is a result of ill health and this has been certified by a registered medical practitioner
- The Contracting Authority has exercised its discretion to exempt the grantee from this condition.

10.5 Withdrawal from EU Scholarship Programme

Due to changes in personal circumstances, grantees who

- Reject / return the scholarship
- Decide not to sign the contract
- Decide not to continue their program within one month after the start date of their program even if they sign the contract

are considered to be withdrawing from the Scholarship Programme and should fill out the **Withdrawal Form** on their portal. **If any withdrawing candidate has already been paid the first installment of the grant agrees to reimburse the full amount paid to them.**

10.6 Change of Host Institution/Host Country/Programme/Duration

Nominated 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 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 unchanged. The grantee must obtain the approval of British Council for this change in advance.**

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.

10.7 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/organization/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 **unless** the grantee can provide evidence, that the total amount received under this scholarship programme and from any other scholarship do not exceed the actual cost of the participation in the study programme, i.e. tuition fees, if applicable, the cost of accommodation and travel).

SECTION 11 – APPEALS / COMPLAINTS / SUGGESTIONS / COMMENTS

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.**

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 in writing by email to British Council (The Contracting Authority) at euscholarships@abburs.eu

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.

SECTION 12 - FURTHER INFORMATION FOR ALL APPLICANTS

Further Information for all Applicants:

[ANNEX 1: Summary of Categories/Sub-Categories and Eligibility](#)

[ANNEX 2: Steps On How to Fill In the Online Application](#)

[ANNEX 3: Eligibility Document Checklist](#)

[ANNEX 4: Evaluation Criteria for Stages 1-2](#)

[ANNEX 5: British Council Policies](#)

[ANNEX 6: Written Tests – Language Proficiency Test and G](#)

[ANNEX 7: Important Scholarship Documents throughout the Process](#)

[ANNEX 8: Sample Contract](#)

[ANNEX 9: Glossary-Guideline & Application Package Documents](#)

SECTION 13 - INDICATIVE TIMETABLE

LAUNCH OF CALL, APPLICATION & SELECTION PROCESS FOR 2018/19 CALL	
Launch date of Call for Applications	Monday, 15 January 2018
Starting date for receiving applications	Monday, 15 January 2018
Deadline for questions and requests for clarifications	Thursday 1 March 2018
Last date of replies to questions and requests for clarifications are published	Wednesday 7 March 2018
Deadline for Applications	Thursday 15 March 2018 at 23:59 Cyprus time
Confirmation of the Written tests schedule and venue for all applicants	Wednesday 21 March 2018
STAGE 1 – WRITTEN TESTS	
Stage 1 Tests: Language Proficiency, General Ability Test (GAT) and “Motivation Letter”	Saturday 31 March 2018
Issuing results of Stage 1 – Written Tests and invitations for interview	Wednesday 18 April 2018
Information to rejected applicants – by appointment	Friday 20 April and Monday 23 April 2018
STAGE 2 – INTERVIEWS	
Stage 2 – Interview period (including assessment of Motivation Letters)	Monday 23 April–Saturday 19 May 2018
Issuing of results after Stage 2 – Interviews	Friday 25 May 2018
Information to rejected applicants – by appointment	Monday 28 May and Tuesday 29 May 2018

Information to reserve and any other candidates – by appointment	Wednesday 30 May 2018
STAGE 3 – ELIGIBILITY CHECKS & FINAL RESULTS	
Deadline for providing evidence/documents to prove eligibility	Thursday 31 May 2018
Issuing final results after eligibility checks	Friday 8 June 2018
CONTRACTING PHASE	As of June 11, 2018 for Categories C&D August onwards for All categories
Last Day of signing contract	Friday 21 December 2018