



The EU Scholarship Programme for the Turkish Cypriot Community Call for Academic Year 2019/20

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 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;

- Pre-degree and undergraduate studies (**Category PD/UG**)
- or
- Postgraduate studies including Postgraduate diploma, Master's, MPhil/Doctorate/PhD (**Category PG**)

Scholars under this type will be able to follow a **pre-degree and undergraduate or postgraduate programme for the Academic Year 2019/20** 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 northern part of Cyprus.

The scholarships will be awarded exclusively for the academic year 2019/20 which under the terms of the call is considered to run from **1 September 2019 to 31 August 2020**. 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 2019/20 and cannot be postponed

Type 2: Scholarships for Short Term Programmes (2-6 months). Under Type 2, applicants can apply for;

- Academic research/postdoctoral studies, professional course, training/internship programme or language course (**STP**)

Scholars under this type will be able to follow a **short-term programme i.e. professional training/internship, language course, research or postdoctoral studies 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). Please note that;

- Applicants applying for short term programmes must start their programme as of **Monday 10 June 2019 at the earliest and Monday 13 January 2020 at the latest**. The scholarship cannot be postponed.
- The scholarship will cover a period of a minimum of 2 and a maximum of 6 months of language study, training/internship, or research.
- The programme chosen must be full-time.
- Distance and/or part-time programmes are not accepted.
- Language courses should be minimum 20 hours a week.

Applicants are permitted to submit **only one application**. **Those submitting more than one application will be rejected.**

1.3 Priority Areas

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. 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.

Applicants who choose a subject that falls under the identified priority areas for their studies will receive extra scores. **See section 5.4** for details on score promotion methodology which will be used for priority subjects.

The following areas have been identified as priority under 2019/20 Call. The full list of subjects is available on the application portal;

- **Agriculture**
- **Computer Sciences**
- **Engineering**
- **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.*)

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

Scholarship grants will be awarded as a contribution towards tuition fees, accommodation, living and travel expenses.

The total budget for the grant allocated by the European Commission for the 2019/20 Call is **€1,868,895**. This amount will be divided into different categories as follows:

- **40% of total grant will be spent for pre-degree/undergraduate studies.**
- **47% of total grant will be spent for postgraduate studies.**
- **13% of total grant will be spent on short-term programmes.**

It is important to note that the total number of awards in each category/sub-category will depend on the following variables, and therefore, the exact number of awards will be determined at the end of the selection process (**see section 5.4 for details**);

- Choice of host country; group 1, group 2 or group 3 (**see tables 1&2 below**).
- Tuition fee of host university/institution for the chosen subject.
- Duration of the programme (for short term scholars only).

The final distribution of the grant allocation is at the discretion of Approval Board in the EU Scholarship Programme.

1.5 Grant Disbursement to Scholars

Under 2019/20 Call, the grants will be disbursed in 3 components;

- Tuition Fee
- Living allowance
- Travel Allowance

1. Tuition Fee

There is a cap on the tuition fee to be paid to the host universities/institutions. The maximum amount of tuition fee that can be paid for one academic year programme is €10,000. If the tuition fee is more than €10,000, the scholar will be responsible to pay for the remaining amount. In the case of short term

programmes the maximum amount of tuition fee will be calculated on pro-rata basis (*see Table 1 below*).

Tuition fee will be paid directly to the host institution in the chosen EU country. It will be paid upon receiving the invoice from the educational institution once the scholar is enrolled to his/her programme. In some countries it may be required to pay the tuition fee before being officially enrolled. In this case, the British Council can pay the tuition fee to the host institution and living allowance to the scholar more or less at the same time.

		Duration of STP	Living Allowance	Tuition Fee	Travel Allowance	TOTAL
		6	5,400	6,000	800	12,200
		5	4,500	5,000	800	10,300
Country Group 1		4	3,600	4,000	800	8,400
		3	2,700	3,000	800	6,500
		2	1,800	2,000	800	4,600
		6	4,800	6,000	800	11,600
		5	4,000	5,000	800	9,800
Country Group 2		4	3,200	4,000	800	8,000
		3	2,400	3,000	800	6,200
		2	1,600	2,000	800	4,400
		6	4,200	6,000	800	11,000
		5	3,500	5,000	800	9,300
Country Group 3		4	2,800	4,000	800	7,600
		3	2,100	3,000	800	5,900
		2	1,400	2,000	800	4,200

Table 1 - Amount of Tuition Fee and Living Allowance Allocated to Each EU Country for STP.

If any scholar is eligible for and intends to take up any other funding, i.e. sponsorship, scholarship and/or student loan **specifically to cover their tuition fee**, they will have to inform the EU Scholarship Programme as soon as possible (*see section 10.7 for details*). In the case of a scholar choosing to finance his/her tuition fees through another funding other than the EU Scholarship, British Council will only be liable to pay the living and travel allowance to such scholars.

Scholars will know if they are awarded the EU scholarship in June 2019, so they will be in a position to decide whether or not to apply for any other funding to cover their tuition fees as explained above.

2. Living Allowance for One Academic Year

The amount of living allowance to be paid to the scholars depends on the host country selected for studying. **Table 2** below illustrates the country groupings and the total amount of living allowance allocated for each group of countries.

COUNTRY GROUP 1	COUNTRY GROUP 2	COUNTRY GROUP 3
LIVING ALLOWANCE €9000	LIVING ALLOWANCE €8000	LIVING ALLOWANCE €7000
DENMARK FINLAND IRELAND LUXEMBOURG SWEDEN UNITED KINGDOM	AUSTRIA BELGIUM CYPRUS FRANCE GERMANY GREECE ITALY MALTA NETHERLANDS PORTUGAL SPAIN	BULGARIA CROATIA CZECH REPUBLIC ESTONIA LATVIA LITHUANIA HUNGARY POLAND ROMANIA SLOVAKIA SLOVENIA

Table 2 - Amount of Living Allowance Allocated to Each EU Country.

The annual living allowance will be paid to scholars in two installments. First installment will be 70% of the total amount of the living allowance and will be paid after the grant contract is signed by the scholar and the British Council. The second and final installment of 30% will be paid after the scholar completes his/her programme and submits his/her online final report along with the required supporting documents.

In the case of short term programmes, living allowance will be calculated on pro rata basis depending on the duration of the programme (**See Table 1 above**).

3. Travel Allowance

Travel allowance is €800 and will be paid with the first installment of the living allowance to scholars travelling abroad. Those who choose to study in Republic of Cyprus will not receive a travel allowance.

Please note that there are no family or child allowances under this scholarship programme.

SECTION 2 – TERMS & 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 2017/18 and 2018/19**

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 2015/16 and 2016/17 are eligible to re-apply provided that they apply for another category* in another country, i.e. if previously benefited to study undergraduate studies in UK, they cannot apply again for undergraduate studies, and they cannot apply for a course / programme / training, etc. in the UK. A score reduction methodology will be applied to those who benefitted from the EU scholarship programme and re-applying (**see section 5.4 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 for All Applicants

- Scholars are responsible themselves to obtain a visa if required by the host country. EU Scholarship Programme does not provide immigration advice to scholars and reserves the right to cancel the scholarship awarded if the scholar is unable to secure a visa to enter the host country. Even if the grant contract is signed, British Council reserves the right not to make the payment until the visa is secured by the scholar.
- Applicants must declare that there are no health conditions preventing them to attend and complete the programme they want to study/attend.
- Scholars 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 scholar's arrival in the host country, British Council cannot be held responsible for any costs incurred. See <http://www.abburs.eu/en/eu-scholarship-programme-for-turkish-cypriots/study-in-europe.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 responsible themselves for making arrangements with their selected university/school/company/organization/institution in order to obtain unconditional offer / invitation letter. Applicants are advised to do this as early as possible in the scholarship application process.
- British Council reserves the right to request clarifications and submission of further supporting documents from successful applicants 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.
- Scholars are expected to attend the events (i.e. pre-departure meeting, de-briefing sessions, network events, focus groups, etc.) organized in the framework of the EU Scholarship Programme.

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 CATEGORIES / SUB-CATEGORIES AND THEIR ELIGIBILITY CRITERIA

3.1 PRE-DEGREE & UNDERGRADUATE STUDIES (PD/UG):

There are two sub-categories under Pre-degree & Undergraduate Studies; **PD/UG-1** and **PD/UG-2**. The duration of these programmes should be one academic year, i.e. not less than 10 months.

- **PD/UG-1** is for undergraduate studies-Bachelor's degree
- **PD/UG-2** is for foundation/preparatory year or a language course.

What are the eligibility criteria for PD/UG studies?

In addition to general eligibility criteria listed in **section 2.1**, all applicants applying under Category PD/UG;

- Should have at least 7 cumulative years of full-time education in primary, secondary or high school in Cyprus or in a university/higher education institution in northern part of Cyprus. If the applicant is enrolled for the current academic year (i.e. 2018/19), the current academic year will count towards attaining the 7 years **(for all applicants)**
- Should hold a high school diploma **(for high school graduates only)**
- Must be awarded the high school diploma by the end of July 2019 at the latest **(for final year high school students only)**
- Must have minimum 3 cumulative years of work experience in northern part of Cyprus between 1 January 2014 and 13 April 2019 **(for high school graduates graduating before 2015/16 academic year)**

Who can apply for PD/UG-1?

- Final year high school/vocational school students studying at any high school located in Cyprus and expecting to graduate in 2018/19 academic year.
- Graduates of any high/vocational school located in Cyprus.
- Students enrolled at foundation/prep year at a university located in northern part of Cyprus or in a **NON EU** country, i.e. Turkey, United States of America, etc.
- Undergraduate students studying at a university or equivalent higher education institution located in northern part of Cyprus or in a **NON EU** country and are not expecting to graduate in 2018/19 academic year.

Who can apply for PD/UG-2?

- Final year high school/vocational school students studying at any high school located in Cyprus and expecting to graduate in 2018/19 academic year.
- Graduates of any high/vocational school located in Cyprus.

Who cannot apply PD/UG Studies?

- Students studying at a foundation / prep year in an EU member state at the time of application.
- Students who have already started their undergraduate studies at a university/higher education institution in an EU member state and are not expecting to graduate in 2018/19 academic year, i.e. currently in year 1 or year 2 of a 3 year undergraduate programme in 2018/19 academic year in an EU country.

What can you study under PD/UG-1?

- Undergraduate studies-Bachelor's degree.

What can you study under PD/UG-2?

- Prep/Foundation programme, e.g. year 0
- Any official EU language course

Conditions

- Those studying at and graduates of English speaking high schools can apply for any EU language course except English.
- Those studying at and graduates of Turkish speaking high/vocational schools can apply for any EU language course including English.

3.2 POSTGRADUATE STUDIES (PG)

There are two sub-categories under Postgraduate Studies; **PG-NON EU** and **PG-EU**. The duration of these programmes should be one academic year, i.e. not less than 10 months.

- **PG-NON EU** is for those who have not lived/studied in an EU country for one academic year or more within the last 3 years
- **PG-EU** is for those who have lived/studied in an EU country for one academic year or more in an EU country within the last 3 years.

What are the eligibility criteria for PG studies?

In addition to the general eligibility criteria listed in **section 2.1**, all applicants who want to do graduate studies;

- Should have at least 7 cumulative years of full-time education in primary, secondary or high school in Cyprus or in a university/higher education institution in northern part of Cyprus. If the applicant is enrolled as a student for the current academic year (i.e. 2018/19), the current academic year will count towards attaining the 7 years **(for all applicants)**
- Should have an undergraduate or postgraduate degree **(for graduates only)**
- Must be awarded the undergraduate or postgraduate degree by end of July 2019 at the latest **(for final year undergraduate and postgraduate students only)**
- Must have minimum 3 cumulative years of work experience in northern part of Cyprus between 1 January 2014 and 13 April 2019 **(for university graduates graduating before 2015/16 academic year)**

Who can apply for PG-NON EU?

- Final year undergraduate students enrolled in a university/higher education institution located in northern part of Cyprus or in a NON EU country, i.e. Turkey, United States of America, etc. and are expecting to graduate by the end of July 2019 at the latest.
- Postgraduate students enrolled in a university/higher education institution located in northern part of Cyprus or in a NON EU country.
- University graduates i.e. undergraduates or postgraduates of universities located in northern part of Cyprus or in a NON EU country.

Who can apply for PG-EU?

- Final year undergraduate students enrolled in a university/higher education institution located in any EU member state and expecting to graduate by the end of July 2019 at the latest.
- University graduates i.e. undergraduates or postgraduates of universities located in any EU member state.

What can you study?

- Postgraduate diploma/degree

Who cannot apply?

- Those who have already started their postgraduate programme in an EU country and are not expecting to graduate in 2018/19 academic year, i.e. currently in year 1 of a 2 year Master programme or in year 1 or 2 of a 3 year PhD programme in 2018/19 academic year in an EU country.

Important notes

PhD holders who want to do post-doctoral studies/research should apply under Short Term Programmes.

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 reserves the right to examine, get advice and make decisions on programmes that do not follow standard durations (e.g., MEng, MPharm, Dentistry, Medicine, etc.)

Those who benefited from the EU Scholarship Programme before and completed a programme under postgraduate category (PG) will be eligible to re-apply for the same category provided that they apply for a higher degree level under PG in another EU country than the one they had gone before. For example, a re-applier who completed a postgraduate (master's) degree before in the Netherlands will be eligible to apply under the postgraduate category provided that they are applying for PhD/Doctoral studies in an EU country other than the Netherlands.

3.3 SHORT TERM PROGRAMMES (STP)

Applicants under STP can apply for, professional training/internship, research, post-doctoral studies / research or for a language course minimum for 2 and maximum for 6 months.

What are the eligibility criteria?

In addition to the general eligibility criteria listed in **section 2.1**, all applicants applying for a short term programme;

- Must have minimum 3 cumulative years of work experience in northern part of Cyprus between 1 January 2014 and 13 April 2019 (for professionals only)
- Should have at least 7 cumulative years of full-time education in primary, secondary or high school in Cyprus or in a university/higher education institution in northern part of Cyprus. If the applicant is enrolled as a student for the current academic year (i.e. 2018/19), the current academic year will count towards attaining the 7 years (**for postgraduate students and recent PhD graduates only**).
- Must hold at least a high school diploma to follow training/internship/language course, at least a university degree to conduct research, and PhD/doctorate degree for post-doctoral studies / research (**for all STP applicants**)

Who can apply for STP?

- Professionals*, academics/researchers living and working in northern part of Cyprus.
- Postgraduate students enrolled in a university/higher education institution located in northern part of Cyprus or in a NON EU country at the time of application.
- Recent PhD graduates (graduates of 2015/16, 2016/17 or 2017/18 academic year) of universities located in northern part of Cyprus or in a NON EU country.

*Professionals are those who are employed, self-employed, and those maybe unemployed at the time of application.

What can you do or study?

Applicants** can apply for a period of 2 to 6 months for one of the following programmes:

- Training/internship
- Research
- Post-doctoral studies/research
- Language course in any official EU language.

**Currently enrolled postgraduate students and recent PhD graduates mentioned above can only apply for research and post-doctoral studies/research.

Important Notes

Those who benefited from the EU Scholarship Programme and completed a programme under STP before will be eligible to re-apply for this category provided that they apply for a different programme under STP. For example, an applicant who did a language course before under STP will be eligible to re-apply for the same category provided that they are not applying for another language course again and they choose another EU country than the one they had gone before.

The organisation/institution selected for short term programmes must be officially registered in the EU. If the organisation is registered internationally outside EU, the approval of such organisation is at the discretion of the British Council.

See [Annex 1](#) for a Summary of Categories/Sub-categories.

SECTION 4 – APPLICATION PROCESS

Applications for the EU scholarships are ONLINE ONLY. No hard copy of application form and documents are required. The application process will be managed through the online portal, <https://apply.abburs.eu> which will be activated **on Thursday 28 February 2019**. **Applicants can ONLY apply for one Type of Scholarship**. A passport size photo, a copy of personal identification document with photo (ID or passport) and relevant eligibility documents (**see section 8**) will be uploaded on the portal while submitting the application form. The deadline for submitting the online application along with the required eligibility documents is **Saturday 13 April 2019, by 23.59 hours Cyprus time**. Our online portal will be automatically closed for applications after this time. Application forms received by post or email **will not be accepted**.

It is the applicants' own responsibility to complete the application form and upload the required eligibility documents on the application portal. British Council 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.

The guidelines and other documents including useful information will be available at our official website, www.abburns.eu as of **Thursday 28 February 2019**. 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.abburns.eu on regular basis.

See [Annex 2](#) for **Step by Step Guideline: How to Fill in the Online Application Form**.

SECTION 5 – SELECTION PROCESS & METHODOLOGIES APPLIED

5.1 Written Tests

All applicants submitting an online application will be invited to sit for the written tests which will be administered on **Saturday 20 April 2019 in Nicosia**. The venue and time of the tests will be announced in the letter of confirmation that the applicants will receive via e-mail. This information will also be announced on the website in due course.

Candidates should ensure that they are available in person to take the tests in Cyprus on the designated date as no exceptions will 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 www.abburns.eu.

There will be two tests in the selection process;

- Test 1 – Verbal Numerical and Visual-Spatial (VNVS) Test (50%)
- Test 2 – Motivation Letter (50%)

These tests can be taken either in English or Turkish. The scores for the above tests will be weighted as 50% each.

Candidates will be ranked from highest to lowest according to their total scores from VNVS test and Motivation Letter. Candidates with higher scores on the ranking list in each category / sub-category will be nominated for a scholarship grant, based on the allocated quota. The number of scholarships is based on the funding allocation for each category / sub-category and the overall scholarship fund.

TEST 1: Verbal Numerical and Visual-Spatial (VNVS) Test is used to measure candidates' broad capacity in numerical, verbal and visual-spatial dimensions. It is designed to assess candidates' ability in two broad dimensions; quantitative and qualitative reasoning. Applicants must indicate on the application form whether they want to take the test in Turkish or English and once the application form is submitted, no change can be made in the choice of the language. See [Annex 3](#) for further information and [sample questions](#).

TEST 2: Motivation Letter is used to measure candidates' ability to describe their future aspirations, educational and career plans in writing in the form of an essay. Candidates are expected to cover all the points raised and respond to the questions asked. Applicants must indicate on the application form whether they want to write the motivation letter in Turkish or English and once the application form is submitted, no change can be made in the choice of the language. See [Annex 3](#) for further information.

5.2 Eligibility Document Checks and Award Confirmation

The eligibility checks will be carried out at the end of the selection process and only for those who fall into award and reserve list. The success throughout the selection process does not give an applicant any right to a Scholarship award unless (s)he is found eligible for the EU Scholarship Programme.

5.3 Methodology Applied for the UK Quota

A quota system will be enforced to ensure that not more than 40% of the total grant is spent on scholars choosing to study in the UK under 2019/20 Call. This means that only a limited number of awards will be given for studies in the UK in each category/sub-category. The exact number of awards given for UK studies for categories PD/UG and PG will depend on scholar's choice of host country (**see table 2, on page 5**) and the tuition fee of the host university / institution and in the case of short term scholars, duration of the programme as well (**see table 1, on page 4**).

The implementation of this quota system starts at the application stage where applicants will have to choose ONE country from a list of 28 EU countries as their preferred country for their studies. After the written tests, candidates will be ranked within their category/sub-category from highest to lowest according to their total scores from VNVS test and Motivation Letter. A ranking list will be produced for each category/sub-category for selection purposes.

The budget for the UK quota will be used for those who chose UK on their application form. The ranking order of such candidates in each category/sub-category will determine whether or not candidates will benefit from the UK quota allocated to their category/sub-category.

However, if there are more candidates choosing UK than the allocated budget for the UK within a category/sub-category, these candidates may not receive the grant unless;

- a scholar within the UK quota list withdraws from the process or
- there is unused budget left due to nominated candidates' choice of host country and university tuition fee, etc. (**see tables 1 and 2 on pages 5 & 6**)

In this case the candidate at the top of UK reserve list will be contacted first.

It is important for candidates to understand that they may be out of the process and not nominated for the scholarship even with a quite high score simply because their country choice is UK. Therefore, **applicants must be aware that they are taking a big risk if they choose UK on their application form as the host country for their studies. It is highly recommended that all candidates in all categories should start looking into study opportunities in other EU countries excluding the UK as early as possible in the scholarship application process to increase their chances of being awarded the grant.**

All scholars will be required to specify a host university/institution on their portal and upload an unconditional or conditional offer/invitation letter from the host institution latest by **31 August 2019** and reserves by **30 September 2019**. Those who do not have unconditional/conditional offer/invitation letter by the deadline given should upload a proof of official application to an educational institution and the response from the institution that their application is under review.

Reserve candidates in all categories/sub-categories will be notified **as of September 2019** if there is a change in their status. Reserve candidates should be aware that it may take a considerable amount of time until they know whether or not they will be awarded a grant.

5.4 Methodologies Applied for Score Calculations

Under 2019/20 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 (see [Annex 3](#)) 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;

(SCORE OF THE CANDIDATE – AVERAGE OF THE TEST) / STANDARD DEVIATION

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

2) Score reduction for applicants who benefited from the EU Scholarship before

Score Reduction methodology will apply for applicants who benefited from the EU Scholarship Programme before and are re-applying for 2019/20 Call. The model, as explained below, is not a fixed reduction but is based on a reduction of a score depending on the year that the candidate benefitted from the scholarship programme before. The candidates' ranking order within their subcategories will be determined after including the reduction score.

MODEL: The score reduction will be applied after administering VNVS test and MOTIVATION LETTER 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

$$\text{REDUCED SCORE} = \text{SCORE} - \frac{10}{A}$$

Sum of the standardized scores
gained from VNV test and MOTIVATION LETTER

awarding age

SCORE is the sum of the standardized weighted scores of VNVS test and MOTIVATION LETTER.

Academic Year	Reduction Score (point score)	
2017/18 & 2018/19	not eligible to apply	
2016/17	1	10/1 = 10
2015/16	2	10/2 = 5
2014/15	3	10/3 = 3.33
2013/14	4	10/4 = 2.5
2012/13	5	10/5 = 2
2011/12	6	10/6 = 1.67
2010/11	7	10/7 = 1.43
2009/10	8	10/8 = 1.25
2008/09	9	10/9 = 1.11
2007/08	10	10/10=1

For example, 1.43 reduction score will be applied for those applicants who have benefitted from the scholarship programme in academic year 2010/11.

3) Score promotion for priority areas

Applicants will receive additional scores if they apply for one of the priority subject areas stated in **section 1.3**. The list of priority subjects is available on the application portal. The following methodology will apply for applicants choosing to study in one of the specified subject areas:

Score Promotion Procedure

1. Transform raw scores into standardized scores before doing any calculations and giving decisions
2. Standardized scores gained from VNVS Test and MOTIVATION LETTER are summed up to generate a total SCORE. 5% of this SCORE is 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

Results will be issued in **June 2019**. The date will be announced in due course. All applicants will be informed their results individually by receiving an email from euscholarships@abburs.eu sent to the e-mail address indicated on their application form. The letter will include a record of the applicants' test results. A copy of the letter will also be available on the applicant's portal for reference. No information will be given to third parties (parents or guarantors) unless the applicant is under 18 at time of application. Information about results will not be discussed over the phone.

Candidates who are not nominated for the scholarship will be placed on a reserve or regret list. The candidates placed on the reserve list will be informed as to their position in terms of ranking on the reserve list for their category /sub-category. If these candidates would like further clarification of their test results, they may request an appointment from the EU Scholarship Programme team by sending an email to euscholarships@abburs.eu. Appointments will be scheduled on a first come first served basis and the dates for appointment will be announced in the result letter. The question papers will not be available for review and feedback will be given on scores only.

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 Approval Board (AB) which consists of representatives from European Commission, EU Member States, Education and/or local authorities. The Approval Board will review the results and make final recommendations to the EU Scholarship Programme Team who will then make any adjustments to the category/sub-category grant allocations and applicants will be informed of the results.

In order to ensure maximum utilization of funds the British Council reserves the right to re-allocate funding between the categories/sub-categories, should there not be enough candidates who qualify in one or more of the categories/sub-categories.

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 the reserve list based on their ranking within the allocated quotas.

SECTION 8 – REQUIRED DOCUMENTS FOR ELIGIBILITY CRITERIA

All applicants **will be asked to upload the required documents listed below on their portal during the application process** to prove their eligibility. The documents can be in English or Turkish. No translation is required. Documents provided will not be returned to applicants at any stage.

- **Birth certificate (copy of ID/passport not accepted)**

A copy of the birth certificate showing that the applicant was born in Cyprus and that s/he belongs to the Turkish Cypriot community. If the applicant was not born in Cyprus, 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 along with the applicant's birth certificate-**Required from all applicants.**

- **Certificate of Residence**

A copy of certificate of residence proving the applicant's current valid address as stated on the online application form-**Required from all applicants.**

- **Proof of 7 years education in Cyprus**

Official document obtained from school / 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 northern part of Cyprus. If the applicant is enrolled for 2018/19 academic year in a school or education institution, the current academic year will count towards attaining the 7 years-**Required from all PD/UG, PG applicants and current postgraduate students and recent PhD graduates who want to apply for STP but do not have 3 years of work experience.**

- **Proof of enrollment to the 2018/19 academic year**

A copy of transcript for the last finalized semester or an official document (öğrenci belgesi) obtained from the applicant's school / education authorities proving the applicant's enrollment to the 2018/19 academic year of study-**Required from all applicants who are enrolled as students for 2018/19 academic year.**

- **Highest level of diploma/degree obtained**

A copy of the highest level of diploma/degree obtained (High School, Bachelor's, Master's, PhD, etc.)-**Required from all graduates.**

- **Proof of three years of work experience in northern part of Cyprus**

3 full years of cumulative work experience in the northern part of Cyprus between 1 January 2014 and 13 April 2019-**Required from all professionals except recent graduates applying for PD/UG, PG and current postgraduate students and recent PhD graduates applying for STP.**

- If the applicant is an **employed professional**, certificate(s) of employment clearly describing job title, duration and location of the employment, responsibilities, duties/tasks. The employment certificate(s) should bear the letterhead of the respective employer, include contact details of the employer, be duly signed and dated.

- If the applicant 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 2014 and 13 April 2019.

- If the applicant is **unemployed** at the time of application, certificate of unemployment of the northern part of Cyprus and any other document proving that the applicant was working minimum 3 full years of cumulative in the northern part of Cyprus between 1 January 2014 and 13 April 2019.

Please note that mandatory services can be counted as a work experience.

See [Annex 4](#) - **Required Documents at the Application Stage**

SECTION 9 – COMMUNICATION WITH THE CANDIDATES

An extensive promotional campaign will be run to publicize the programme as widely as possible within the Turkish Cypriot community. The local media and digital tools will be utilized to reach the remote and diverse target audience within the Turkish Cypriot community. A dedicated website, www.abburs.eu will be made available for potential applicants to familiarize themselves with the guidelines, eligibility criteria, application method and process.

In order to inform the potential candidates, the following activities will take place:

- Information Sessions
- Presentations
- Counselling Sessions
- Study in Europe Day

Information sessions will be organized to explain the eligibility criteria and describe the application process. These sessions will take place in high schools in different regions, universities, professional

organizations and other places where there might be potential group of applicants. Additionally, one-to-one or small group counselling sessions will be organized by appointment.

The EU Scholarship programme team will also organize a Study in Europe Day in the format of Education Fair where representatives from a number of EU member States answer the enquiries of visitors.

In this framework, a number of open information sessions will be organized giving information about studying in EU Member States. Speakers from various EU countries will be invited to attend and answer questions in more detail about the programmes, entry requirements and the opportunities available.

Details including dates and venues for all of these events will be announced at the website, www.abburs.eu and [Facebook](https://www.facebook.com/ABBURS.eu) (<https://www.facebook.com/ABBURS.eu>)

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 at www.abburs.eu/en/studying-in-eu.html

Once the call is closed for applications, the normal method of communication between candidates and the EU Scholarship team will be via the applicants' portal <https://apply.abburs.eu>. This 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 provide a correct e-mail address, ensure that the contact details given on the application form are up to date throughout the process and to check and read their e-mails regularly. The EU Scholarship team will not be held responsible for any messages not delivered/not seen due to inactive e-mail addresses and telephones.

Candidates should contact the EU Scholarship team directly rather than asking third parties to do this on their behalf. Due to data protection considerations, personal information will only be provided to applicants themselves if they are over 18 years old (**See [Annex 5](#) for British Council Policies**).

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

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

1. Update the Program/Course Details Form on the Portal

Program/Course details form found on applicants' portal should be updated by the nominees and the reserve candidates. A copy of unconditional offer / invitation / acceptance letter / proof of registration for the chosen programme of study/training from the host institution should be uploaded on the portal. The unconditional offer /invitation / acceptance / registration letter should

- be official, i.e. on a headed paper with date and signature
- state the name, start and end date of the programme accepted
- state that the programme accepted is full-time

Candidates and reserve candidates have to confirm that they accepted the offer which they already put on their portal and provide information about the tuition fee that they are expected to pay to the host institution by the set deadline.

2. Complete the Bank Details Form On the Portal

Nominees and reserve candidates should open a bank account in Euro in their name and fill out the bank details form which is available on the portal. The form has to be printed out, signed and then uploaded back on the portal by the set deadlines for nominees and reserve candidates moving to award. Please note that;

- the bank account name and the applicant's name and surname on the application form must be the same
- the bank has to be in the northern part of Cyprus
- the bank should work internationally and provide a valid IBAN number for the account
- scholars are liable for any bank charges incurred for bank transfers of the grant
- scholars 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 fulfilling the above conditions within the given deadline will be contacted for an appointment to sign their contract. The specific contract will appear on the nominee's portal and they are strongly advised to review the contract conditions carefully before signing it. Should any successful nominee do not fulfil the above conditions, **British Council reserves the right to award the scholarship to a candidate on the reserve list.** Please also note that:

- British Council cannot sign a contract with any candidate who is under 18 at the time of contract signing. In such cases, one of the parents of the scholar will sign the contract with British Council along with a parental consent form.
- British Council will not release the fund even though a contract is signed with a scholar until s/he secures a visa if required by the host country.

10.2 Payment of Grant

Once the contract is signed, the grant payment will be disbursed as described below;

- Payment of Tuition Fee-**to the host institution**
- Payment of Living Allowance-**to scholars**
- Payment of Travel Allowance-**to scholars**

Tuition Fee

Tuition fee will be paid directly to the host institution in the chosen EU country. It will be paid upon receiving the invoice from the educational institution once the scholar is enrolled to his/her programme.

Living Allowance

Living Allowance will be paid to the scholars in two installments. The **first installment (70%)** will be paid within 30 days from the contract signature date provided that s/he fulfils the initial requirements such as visa, enrollment, registration, deposits of pre-enrollment / enrollment to their host institution. Scholars are required to upload an **official proof of enrollment** on their portal **within 10 days after their course/programme starts**. British Council reserves the right to suspend the payment until the required documents are uploaded.

The **remaining 30% of the living allowance** will be paid once the scholar **completes the programme** and **submits the online final report** by the given deadline.

Travel Allowance

Travel allowance is €800 and will be paid with the first installment of the living allowance to scholars travelling abroad. Those who choose to study in Republic of Cyprus will not receive a travel allowance.

10.3 Reporting

It is a condition of the contract that the **Undergraduate** and **Postgraduate** scholars submit two reports as detailed below:

- **Interim report:** scholars are required to complete the **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 2020** at the latest. If a scholar follows a different academic calendar they should inform the Scholarship team, to confirm the deadline for submission of interim report.
- **Final report:** scholars are required to complete the **online final report form on their portal** giving details of overall attendance, achievement, and other aspects of the programme. Scholars are also required to upload an official document(s) to prove the completion of their programme during the scholarship award period, i.e. transcripts, graduation certificate, progress reports, attendance etc., 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 2020 for PD/UG scholars and 31 October 2020 for PG scholars.**

Short Term scholars should complete only the Final Report form as detailed below:

- **Final report:** scholars are required to submit only the final report together with an official document(s) proving the completion of their programme during the scholarship award period, i.e. transcripts, graduation certificate, progress reports, attendance etc., 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. Scholars 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 scholars during the pre-contract briefing.

10.4 Breach of Contract- Refund / Reimbursement

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 may proceed with a partial or full recovery of amounts already paid.

British Council will be entitled to terminate the Scholarship at any time, by immediate notice to the scholar 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 the study or otherwise
- Not fulfilling the requirements of their programme
- Dismissal, for any reason, from the host university/institution
- Submitting fraudulent documentation
- Dropping out from the programme enrolled without informing the EU Scholarship Programme
- Changing the course/programme of study originally applied for to another without the consent of the EU Scholarship Programme.
- Changing the host institution originally applied for to another without the consent of British Council

In the event of termination as mentioned above, British Council will have no further obligation to the scholar 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
- British Council has exercised its discretion to exempt the scholar from this condition.

10.5 Withdrawal from EU Scholarship Programme

Scholars are considered to be withdrawing from the scholarship process if they;

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

Such scholars should fill out the **Withdrawal Form** on their portal. **If any withdrawing candidate have already been paid the first installment of the grant, s/he agrees to reimburse the full amount paid to them.**

10.6 Change of Host Country/Host Institution/Programme Duration

Nominated candidates may request to change the host country, host institution and the duration of the programme (for short term programmes) latest by **31 August 2019** and reserve candidates by **30 September 2019**. **This can be done only on the condition that the subject they want to study remains in the same subject area indicated on the application form.**

Change of Host Country:

Under no circumstances can a nominated or a reserve candidate request to change the initial choice of country indicated on their application form from any EU country to UK or from UK to any other EU country. Those who indicated an EU country except UK on their application form can change their choice of EU country:

- From Group 1 to any EU country in Group 2 or Group 3, from Group 2 to any EU country in Group 3 only. It is not possible to change countries from Group 3 to Group 2 and Group 1 and from Group 2 to Group 1.
- With another EU country within the same group of the one indicated on the application form.

Change of Host Institution:

• Nominees need to specify a university or host institution on their portal by **31 August 2019** and reserves by **30 September 2019**. If they wish to make any changes after this date, they need to get the approval from British Council. Since tuition fee will be paid directly to the host institution, no changes can be made after processing the payment of the tuition fee.

Change of Duration (for short term programmes):

• **The length of the course for short term programmes should be between 2-6 months and cannot be increased after the submission of the application.** However, if the duration of the programme 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, bursary or a grant from another donor organization. However, if such funding is granted from any other institution, organization, university, local or international authorities, and is accepted by a successful candidate, then (s)he will not be awarded a scholarship grant under this scholarship scheme **unless** the scholar 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.

If any scholar is eligible for and intends to take up any other funding, i.e. sponsorship, scholarship and/or student loan **specifically to cover their tuition fee**, they will have to inform the EU Scholarship Programme as soon as possible. In the case of a scholar choosing to finance his/her tuition fees through another funding other than the EU Scholarship, British Council will only be liable to pay the living and travel allowance to such scholars.

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 submit an official complaint **directly to** British Council within **15 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 EU Scholarship Programme, should send an e-mail to the EU Scholarship Programme at eouscholarships@abburs.eu. British Council will forward these emails to the European Commission.

SECTION 12 - FURTHER INFORMATION FOR ALL APPLICANTS

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

[ANNEX 2: Step by Step Guide on How to Fill In the Online Application](#)

[ANNEX 3: Written Tests](#)

[ANNEX 4: Required Documents at the Application Stage](#)

[ANNEX 5: British Council Policies](#)

[ANNEX 6: Glossary-Guideline & Application Package Documents](#)

SECTION 13 - INDICATIVE TIMETABLE FOR 2019/20 CALL

Launch of Call	Thursday 28 February 2019
Starting date for receiving applications	Thursday 28 February 2019
Deadline for questions and requests for clarifications	Thursday 4 April 2019
Deadline for Applications	Saturday 13 April 2019 at 23:59 Cyprus time
Written Tests (Verbal, Numerical, and Visual-Spatial Test & Motivation Letter)	Saturday 20 April 2019
Contracting phase	As of June 2019 – ongoing process