

EU SCHOLARSHIP PROGRAMME FOR THE TURKISH CYPRIOT COMMUNITY

**GUIDELINES FOR SHORT-TERM
PROGRAMMES**

ACADEMIC YEAR 2024-2025

APPLICATION DEADLINE: APRIL 2, 2024



Funded by
the European Union



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, assessment, and selection process; and how and when results will be issued.

Please be informed that the contents of these guidelines shall form the basis of the EU Scholarship Programme, 2024/2025 Academic Year Call, but their implementation will be adjusted and adapted to operate in as practical a manner as possible in any unforeseen circumstances.

The Goethe-Institut reserves the right to make any changes and modifications at any stage of the programme including but not limited to terms and conditions, selection processes and methodologies applied, issuing of results, utilization of funds, documents required for eligibility, contract signature and contractual obligations, indicative timetable and any deadlines mentioned.

The Goethe-Institut, the contracting authority, will not be responsible for any inconveniences that may be caused by the changes/adjustments made to the contents of these Guidelines due to unforeseen circumstances.

The content of this publication is the sole responsibility of The Goethe -Institut and can in no way be taken to reflect the views of the European Union.



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LIST OF ACRONYMS

EU	European Union
FAQs	Frequently Asked Questions
FL	Full Academic Year Language Study
GAP	Goethe Application Portal
IMAT	International Medical Admissions Test
PD	Pre-degree Study
PG	Postgraduate Study
STP	Short-term Programme
TCC	Turkish Cypriot community
UG	Undergraduate Study
VNVS	Verbal Numerical and Visual-Spatial



SECTION 1 – OVERVIEW OF SCHOLARSHIPS

1.1 Introduction

In line with the objective of bringing the Turkish Cypriot community (TCc) closer to the European Union (EU), since 2007 the EU Scholarship Programme for the Turkish Cypriot community has provided scholarships to members of the Turkish Cypriot community to study and train in the European Union. The European Union will fund scholarship grants to Turkish Cypriot students, graduates, and professionals in the northern part of Cyprus. The EU Scholarship Programme has two major objectives:

- To promote social ties between the TCc and the European Union which includes direct ties, knowledge and understanding of the European Union, its values and cultural diversity;
- To boost economic development in the TCc, especially by helping to overcome the gap between the skills of the workforce and those needed by employers.

1.2 Types of Scholarships

Under this call, there are **3 types** of scholarships to be awarded as outlined in the table below:

	Programme	Duration
TYPE 1	Pre-degree Undergraduate	One full academic year
TYPE 2	Postgraduate	One full academic year
TYPE 3	Short-term	Short-term 2-6 months

Table 1- Description of types of Scholarships

These guidelines are specifically for TYPE 3 scholarships for Short-Term Programmes (Category STP).

Scholars under this type will be able to follow **a short-term programme (STP) i.e., professional training/internship, language course, research or postdoctoral studies for at least 2 and up to 6 months in 2024/25** in a university or equivalent academic or professional institution or training / research center in an EU country with the exclusion of northern part of Cyprus.

Please note that:

Applicants for short-term programmes should adjust the start date of their programme in such a way that they should be able to finish their programme **latest by 15 September 2025**. This means, an applicant considering a 2-month programme should start the programme latest by **mid-July 2025** to be able to finish the programme **latest by 15 September 2025**. However, an applicant considering a 6-month programme, should start the programme latest by **mid-March 2025**. **The scholarship cannot be postponed.**



Please consider the following:

The scholarship will cover a period of a minimum of 2 and a maximum of 6 months.

- The programme chosen must be full-time.
- Distance and/or part-time programmes are not accepted.
- Minimum teaching/conduct hours of language courses should be 20 hours a week.

Application deadline for the academic year of 2024/25 scholarships is the 2nd of April 2024, Tuesday, by 23:59 hours Cyprus time. Applicants are permitted **to submit only one application**. Those submitting more than one application will be rejected. **It is not possible to change from one category/sub-category to another after the online application form is submitted.**

1.3 Priority Subjects

The list of priority subjects has been identified for 2023/24 academic year as a result of Skills Gap Analysis carried out by researchers in consultation with relevant stakeholders with the aim of contributing to the economic and social development of the Turkish Cypriot community and bringing the community closer to the EU. The Priority subjects list for the 2024/25 academic year has been prepared based on the consultations carried out with relevant stakeholders.

Under the EU Scholarship Programme, there are no restrictions on the selection of a subject; applicants are free to apply in any desired subject area.

Applicants may also choose to apply to enroll in a subject area specified in the priority subject list. To encourage the applicants to apply for a priority subject area **5% score promotion** will be added to their final score, in accordance with the score promotion methodology outlined in Annex 7.

It is important to note that having a few modules from the priority subject list does not qualify the applicant for a priority subject area.

A full list of priority subjects can be seen below. If you believe your choice of subject is the same with another in the priority subject list provided but cannot see the title in the list, please e-mail us at euscholarships-cyprus@goethe.de for guidance before submitting your online application.

Those who chose a priority subject on their application form cannot request to change their subject to another similar subject which is not in the priority list. Changing to a non-priority subject area will lead to disqualification from the EU Scholarship Programme.

For the score promotion methodology applied See ANNEX 7.



PRIORITY SUBJECT LIST

Agriculture related priority subjects:

1. Agriculture
2. Hydrology / Water Management
3. Sustainable Mechanization of Agriculture
4. Software Engineering / Robotics in Agriculture
5. Zootechnics / Zootechnical Engineering
6. Animal Sciences
7. Veterinary Medicine

IT related priority subjects:

1. Artificial Intelligence / Machine Learning / Robotics
2. Digitalization / Innovation
3. Digital Transformation
4. Information Sciences
5. IT Security
6. Software Engineering
7. Computer Engineering
8. Embedded Systems
9. Smart Systems Engineering

Data/Statistics related priority subjects:

1. Data Science / Big Data
2. Statistics / Data Analysis

Business related priority subjects:

1. Business Development / Entrepreneurship
2. Digital Marketing
3. Finance / Investment
4. Sustainable Development

Energy/Environment related priority subjects:

1. Environmental Sciences
2. Sustainable Energy Technology
3. Urban Studies / Transportation Planning
4. Sustainable Engineering
5. Geophysics

EU Aid Programme relevant priority subjects:

1. Cultural Heritage
2. European Law
3. Translation / Interpretation between EU Languages and Turkish
4. Emergency Specialist
5. Innovative Education / Inclusive Education / Special Needs Education
6. Human Rights

Food and Health related topics:

1. Food Sciences
2. Food Safety
3. Laboratory Food Science
4. Oncology
5. Specialisation in Medicine: Gastroenterology, Rheumatology, Nephrology, Hematology, Cardiology, Pediatrics, Endocrinology



1.4 Grant and Budget Allocations per Category/Sub-category

Scholarship grants will be awarded as a contribution towards tuition fees, living allowance, and travel allowance (those who choose to study in Republic of Cyprus will not receive a travel allowance).

The percentages in the table below are based on a total annual scholarship budget allocated by the European Commission for the 2024/25 Call, approximately €1,892,700. This amount will be divided into different categories as follows:

- **42%** of total grant will be spent for **pre-degree** and **undergraduate studies**
- **38%** of total grant will be spent for **postgraduate studies**
- **20%** 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:

- Choice of host country; group 1, group 2, or group 3 (*see tables 2&3 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 percentages to different grant categories is at the discretion of the Approval Board of the EU Scholarship Programme.

1.5 Grant Disbursement to Scholars

Under 2024/25 Call, the grants will be disbursed in 3 components:

- (1) Tuition Fee
- (2) Living Allowance
- (3) Travel Allowance

(1) Tuition Fee

The maximum amount of tuition fee will be calculated on pro-rata basis, please see **table 3** below.

Tuition fee will be paid directly to the host institution in the chosen EU country upon receiving the invoice from the educational institution once the scholar has signed the grant contract with the Goethe-Institut, the contracting authority. Some educational institutions may require students to pay registration fee and/or full or a portion of the tuition fee before being officially enrolled to the host institution to guarantee their place. In this case the EU Scholarship Programme will reimburse the scholar for the eligible amounts upon receiving a document proving the payment has been done to the host institution by the scholar.

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 7.3.8 for details*). In the case of a scholar choosing to finance their tuition fees through another funding other than the EU Scholarship, Goethe-Institut will only be liable to pay the living and travel allowance to such scholars.



(2) Living Allowance for Short-Term Programmes

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. The calculation of living allowance for short-term programmes are on pro-rata basis (*see Table 3*).

The living allowance will be paid to scholars in two instalments. First instalment will be 80% of the total amount of the living allowance and will be paid after the grant contract is signed by the scholar and the Goethe-Institut. The second and final instalment of 20% will be paid after the scholar completes their studies and submits the online final report along with the required supporting documents.

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

Table 2 - EU Country Groups



	DURATION (MONTHS)	LIVING ALLOWANCE	TUITION FEE	TRAVEL ALLOWANCE	TOTAL
COUNTRY GROUP 1	6	€6,900	€6,000	€1,000	€13,900
	5	€5,750	€5,000	€1,000	€11,750
	4	€4,600	€4,000	€1,000	€9,600
	3	€3,450	€3,000	€1,000	€7,450
	2	€2,300	€2,000	€1,000	€5,300
COUNTRY GROUP 2	6	€6,600	€6,000	€1,000	€13,600
	5	€5,500	€5,000	€1,000	€11,500
	4	€4,400	€4,000	€1,000	€9,400
	3	€3,300	€3,000	€1,000	€7,300
	2	€2,200	€2,000	€1,000	€5,200
COUNTRY GROUP 3	6	€5,100	€6,000	€1,000	€12,100
	5	€4,250	€5,000	€1,000	€10,250
	4	€3,400	€4,000	€1,000	€8,400
	3	€2,550	€3,000	€1,000	€6,550
	2	€1,700	€2,000	€1,000	€4,700

Table 3 - Amount of Tuition Fee and Living Allowance Allocated to Each EU country group for Short-Term Programmes (STP)

(3) Travel Allowance

A travel allowance of €1000 will be paid with the first instalment of the living allowance to scholars travelling abroad. Those who choose to study in Republic of Cyprus will not receive a travel allowance.

There are no family or child allowances under this Scholarship Programme.



SECTION 2 – TERMS & CONDITIONS

2.1 General Eligibility Criteria for All Applicants

All applicants of the EU Scholarship Programme must fulfil all of the below categories:

- must belong to the Turkish Cypriot community
- must be born in Cyprus or at least one of the parents must be born in Cyprus
- must be a resident of Cyprus
- must not have benefited from the EU Scholarship Programme in 2023/24 and 2022/23 academic years with the exception of full-academic year language studies

Those who benefited from the EU Scholarship Programme in academic years 2021/22, 2020/21, 2019/20, 2018/19, 2017/18, 2016/17, 2015/16, 2014/15, 2013/14, 2012/13, 2011/12, 2010/11, 2009/10, 2008/09, 2007/08, are eligible to re-apply for any EU country and any category.

A score reduction methodology will be applied to all candidates who benefitted from the EU Scholarship Programme before and re-applying in academic year 2024/25 (*see ANNEX 7 for the score reduction methodology applied*).

2.2 Eligibility Criteria for STP Category

- Applicants must hold at least a high school diploma/school leaving certificate to follow training / internship / language course, at least a university degree to conduct research, and PhD/doctorate degree for post-doctoral studies / research.
- Professionals must have minimum 3 cumulative years of work experience in northern part of Cyprus between January 2019 and April 2024.
- The following applicants 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 2023/24 academic year, this academic year will count towards attaining the 7 years:
 - Postgraduate students
 - Recent PhD graduates
 - Final year medical students who will be completing their medical education to be qualified as general practitioner in 2023/24 academic year
 - Those who completed their medical education and became general practitioner in 2022/23, 2021/22 or 2020/21 academic years



2.3 General Conditions

Visa Requirements

- It is the scholars' responsibility to obtain a visa if required by the host country. The EU Scholarship Programme does not provide immigration advice to scholars. Scholars are strongly advised to **be proactive in their visa applications** and check the relevant embassy's websites to learn about the application process and the documents required for visa application. Even if the grant contract is signed, the **Goethe-Institut reserves the right not to make the grant payment until the visa is secured by the scholar and reserves the right to cancel the scholarship awarded if the scholar is unable to secure a visa to enter the host country.**
- Applicants are advised to initiate the visa application process promptly, **taking into account the substantial time required for processing.** It is **crucial** for those with visa requirements to be proactive. **Students without a valid visa at the beginning of the host institution's academic year will be ineligible for the scholarship.**

Employment/Admission Requirements

- Applicants in employment are advised to make appropriate arrangements with their employers about their work leave before applying. They will have to clarify the contractual/financial arrangements related to their period of study and their return to work with their employer by themselves.
- Applicants are responsible themselves to make the required arrangements with their selected university/school/company/organization/institution to obtain conditional/unconditional offer/invitation letter. Applicants are advised to do this as early as possible in the scholarship application process.

Other Requirements

- The Goethe-Institut reserves the right to request clarifications and submission of further supporting documents from the applicants to check the origin of submitted documents. The award of the Scholarship to applicants whose documents show evidence of being fabricated will be cancelled.
- Scholars are required to attend the pre-departure meetings and briefing sessions and are expected to attend events organized in the framework of the EU Scholarship Programme such as network events, focus groups and etc.
- 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, the Goethe-Institut cannot be held responsible for any costs incurred.



SECTION 3 - DESCRIPTION OF SHORT-TERM PROGRAMMES & THEIR ELIGIBILITY CRITERIA

3.1 What can you study under Short-Term Programmes (STP)?

- Professional training/internship
- Research
- Post-doctoral studies
- Any official EU language course

What must be the duration of the STP?

The duration for the above programmes must be for a period of **minimum 2 to maximum 6 months**.

How many sub-categories are there under STP?

There are no sub-categories under STP.

3.1.1 Who is eligible to apply under Short-Term Programmes (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. **Applicants in this group can only apply for research and post-doctoral studies.**
- Recent PhD graduates, i.e., graduates of 2022/23, 2021/22 or 2020/21 academic year of universities located in northern part of Cyprus or in a NON-EU country. **Applicants in this group can only apply for research and post-doctoral studies.**
- Those who will be completing their medical studies that qualify them as general practitioner (GP) in 2023/24 academic year and those who completed their medical studies and became general practitioners (GP) within the last three years, i.e., 2022/23, 2021/22 or 2020/21 academic years. **Applicants in this group can only apply for any official EU language course.**

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

Important Notes

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 Goethe-Institut.

See ANNEX 1 for a Summary of Categories/Sub-categories explained above.



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 Goethe-Institut's online Goethe-Application Portal (GAP) <https://gap-online.goethe.de/en-US/> which you will need to register before you start your application process.

The online application portal will be activated on **25 January 2024**.

In order to complete the online application, you will need the following information/documents:

- Applicants can **ONLY** apply for one type of scholarship
- A passport size photo, a copy of ID or passport
- Relevant eligibility documents (*see section 5.3.1*) 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 Tuesday, 2 April 2024, by 23.59 hours Cyprus time.**

Online application portal will be automatically closed for applications after this time. Application forms and eligibility documents 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 Goethe Application Portal within the given deadline.

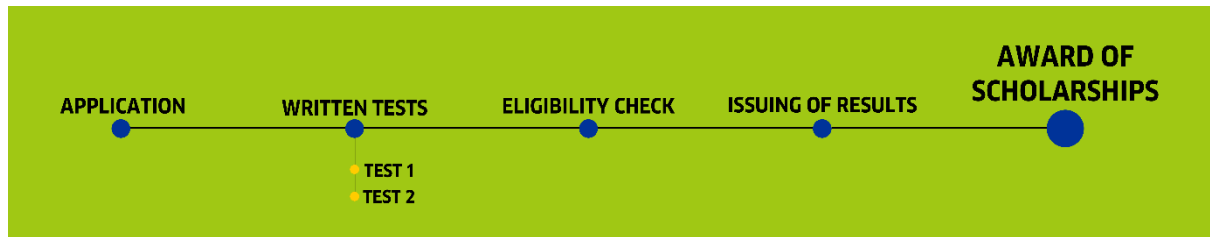
The Goethe-Institut reserves the right to cancel an award to a nominee in case(s) s/he is not able to provide such documents within the deadline set. The Goethe-Institut cannot be held responsible for the consequences of false/inaccurate/missing information and/or documents uploaded on the portal by the third parties on behalf of the applicants.

The guidelines and other relevant documents including useful information will be available at our official website, www.euburs.eu as of **Thursday, 25 January 2024**. Applicants are advised to **complete their application after they have read the relevant EU Scholarship Programme Guidelines carefully** and all the answers to the Frequently Asked Questions (FAQs) raised by the other applicants, which will be published on the website.

See ANNEX 2 for Step by Step Guideline for Online Application at GAP.



SECTION 5 – SELECTION PROCEDURE AND AWARD OF SCHOLARSHIPS



As also outlined above, the selection procedure and the award of scholarships is as follows:

5.1 Written Tests

All applicants submitting an online application for STP category will be invited to sit for the written tests which will be administered **in Nicosia, end of April 2024**. The exact date, venue and time of the tests will be announced in the letter of confirmation that the applicants will receive via e-mail after the online applications closed. 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 must bring the ID they have used for application as a proof of identification on the exam day.**

There will be two tests in the selection process:

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

The scores for the above tests will be weighted as 50% each. The tests can be taken **either in English or Turkish language**. The applicants are advised to choose the language that they are most confident with. The motivation letters will be assessed by external assessment experts.

5.2 Selection Process

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.

Candidates with higher scores on the ranking list in each category / sub-category will be nominated for a scholarship grant, based on funding allocation for each category / sub-category and the overall scholarship fund.

5.3 Eligibility Document Checks and Award Confirmation

The eligibility checks will be carried out to ensure that applicants meet all the eligibility criteria mentioned in *Section 2* and *Section 3* of the guidelines. The success throughout the selection process does not give an applicant any right to a scholarship award unless found eligible for the EU Scholarship Programme.



5.3.1 Required Documents for Eligibility

All applicants will be asked to upload the required documents listed below on their portal during the online application process to prove their eligibility. The documents can be in English or Turkish. No translation is required. See ANNEX 4 for a summary of required documents during application.

- **Birth certificate**

A copy of the birth certificate (ID or passport NOT accepted) showing that the applicant was born in Cyprus and that she/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 she/he belongs to the Turkish Cypriot community and was born in Cyprus should also be uploaded along with the applicant's birth certificate. **Required from all applicants.**

- **Certificate of Residence**

A copy of certificate of residence proving the applicant's permanent residency address in Cyprus as stated on the online application form. The date on the certificate of residence should be current, i.e., not older than year 2023. **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 2023/24 academic year in a school or education institution, this academic year will count towards attaining the 7 years. There is a template available on our website which can be used by schools/educational institutions for this purpose. **Required from all applicants who are eligible to apply for STP without 3 years of work experience.**

- **Proof of enrolment to the 2023/24 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 enrolment to the 2023/24 academic year of study. There is a template available on our website which can be used by schools/educational institutions for this purpose. **Required from all applicants who are enrolled as students for 2023/24 academic year.**

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

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

- **Proof of 3 years of work experience in northern part of Cyprus**

3 full years of cumulative work experience in the northern part of Cyprus between January 2019 and April 2024 - **Required from all professionals except recent graduates and those who have recently been qualified as general practitioners.**



Below are list of documents to be submitted as a proof of 3 years of work experience:

- If the applicant is an employed professional, official certificate(s) of employment clearly describing job title, duration and location of the employment, responsibilities, duties/tasks is required. 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 January 2019 and April 2024 is required.
- If the applicant is unemployed at the time of application, any document proving that the applicant was working minimum 3 full years cumulatively in the northern part of Cyprus between January 2019 and April 2024 is required.
- The employment status of the applicants should also be supported with the submission of official social security documents in addition to the documents mentioned above.

Mandatory services can be counted as a work experience.

5.4 Issuing Of Results

Results will be issued beginning of **July 2024**. All applicants will be informed of their results individually via the applicants' portal.

The portal will include a letter (letter of nomination, reserve, or not admitted) stating the outcome of the selection process as well as a statement of test results. In the case of reserves, the portal will have information on their position in terms of ranking on the reserve list within their category/subcategory.

No information will be given to third parties (parents or guarantors) unless the applicant is under 18 at the 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. 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 **within 15 days of receipt of the notification of results** to euscholarships-cyprus@goethe.de. The test papers will not be available for review, feedback will be given on scores only.

5.5 Award of Scholarship and Utilisation of Funds

After overall scores have been calculated and ranking lists have been prepared, these will be presented to the Approval Board of the Programme. The Approval Board will review the results and make recommendations to the EU Scholarship Programme Team who will then inform applicants of the results.

To ensure maximum utilization of funds the Goethe-Institut reserves the right to re-allocate funding between 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 provided that, they fulfil the contractual obligations by the given deadline (*See Section 7*). In any case, when contacted, the reserve list candidates must provide the following **within 15 days**:



- The unconditional/ conditional offer/ invitation/ acceptance/ registration letter for the programme.
- if necessary, visa application/confirmation

SECTION 6 - 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.euburs.eu will be made available for potential applicants to familiarize themselves with the guidelines, eligibility criteria, application method and process.

To inform the potential candidates, information sessions (face-to-face if possible and online) will be organized to explain the eligibility criteria and describe the application process. These sessions will target high schools, universities, and professional organizations in different regions. Additionally, one-to-one, or small group counselling sessions (face-to-face if possible and online) will be organized by appointment. The sessions will take place as follows:

- Information sessions / presentations
- Public seminars/webinars
- Counselling sessions
- Presentations on studying in Europe

Details including dates and venues for all these events will be announced on our website, (www.euburs.eu), Facebook page (<https://www.facebook.com/Euburs.eu>) and Instagram page (**euburs**).

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 <https://www.euburs.eu/study>

Once the call is closed for applications, the method of communication between candidates and the EU Scholarship Team will be via the EU Scholarship Programme's official e-mail address, euscholarships-cyprus@goethe.de and/or via the applicants' portal <https://gap-online.goethe.de/en-US/>. This portal is password protected and only candidates can access the data and the information uploaded there. It is the applicants' responsibility to:

- Ensure that the contact details such as e-mail address, phone numbers, postal addresses given on the application form are correct and up to date throughout the EU Scholarship process
- Check and read their e-mails regularly
- Visit their portal regularly for any updates

The EU Scholarship Team will not be held responsible for any messages, not delivered/not seen due to inactive/wrong contact details provided.

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.



It is important to note that communication by telephone will be limited owing to the number of applicants and short time scale of the selection process.

In exceptional cases, a candidate may request a face-to-face or online meeting with a member of the EU Scholarship Team by email. Check www.euburs.eu for our public hours and <https://goo.gl/maps/uPZMF3F8e3ESWY2LA> for our office map.

SECTION 7 - CONTRACT SIGNATURE & CONTRACTUAL OBLIGATIONS

All nominated and all reserve candidates who are found eligible should fulfil the following conditions by the given deadlines before signing the grant contract:

7.1 Complete the Programme/Course Details Form on the Portal

Programme/Course details form is found on applicants' portal and it should be completed by all nominated and all 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
- state the tuition fee, if any, for the programme applied
- state the minimum teaching/conduct hours of 20 hours a week (for language courses only)

Candidates and reserve candidates must 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.

The deadline for completing the programme details form on the portal and uploading the required document(s) is **September 2024** for all nominees and all reserves. Those who do not have unconditional offer/invitation letter by the given deadline should upload a conditional offer/invitation letter or a proof of their official application to the host institution and the response from the institution that their application is under review by **September 2024**.

7.2 Complete the Bank Details Form on the Portal

All nominated and all reserve candidates should open **a bank account in Euro** in the **applicants' name** and fill out the bank details form on their portal. The completed bank details form should be printed out, signed, and then uploaded back on the portal. Please note that:

- the bank account name and the applicant's name and surname on the application form must be the same
- 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

The deadline for completing the Bank Details form on the portal is **August 2024** for all nominees and all reserves.



Nominees who fulfil the above two conditions by the given deadlines will be contacted for an appointment to sign their grant contract. **Should any nominee do not fulfil the above conditions by the given deadlines, The Goethe-Institut reserves the right to award the scholarship to the candidate in line in the reserve list who has fulfilled the above two conditions by the deadlines given.** The Goethe-Institut will move to the next reserve on the list should a reserve in line does not fulfil the two conditions listed above within the deadlines given.

Reserve candidates in all categories/sub-categories shall be notified as of **late September 2024** 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 they will be awarded the grant or not. The EU Scholarship Programme Office cannot be held responsible for any inconveniences this situation might cause.

Please note that:

- Once the pre-conditions are met to sign the grant contract, the candidates will be invited to sign the contract and they are strongly advised to review the contract conditions carefully before signing it.
- The Goethe-Institut will not release the fund even though a contract is signed with a scholar until they secure a visa if required by the host country.

7.3 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 scholar
- Payment of Travel Allowance -to scholar

7.3.1 Tuition Fee

Tuition fee will be paid directly to the host institution in the chosen EU country upon receiving the invoice once the grant contract is signed.

7.3.2 Living Allowance

Living Allowance will be paid to the scholars in two installments.

- The first installment (80%) will be paid within 30 days from the grant contract signature date provided that the scholar fulfils the requirements such as visa, pre-enrollment / enrollment to their host institution. Scholars are required to upload an official proof of enrollment on their portal within 15 days after their course/programme starts. The Goethe-Institut reserves the right to suspend the payment until the required documents are uploaded.
- The remaining 20% of the living allowance will be paid after the scholar completes the programme and submits the online final report by the given deadline.

7.3.3 Travel Allowance

Travel allowance is €1,000 and will be paid with the first instalment of the living allowance to scholars travelling abroad. Those who choose to study in Republic of Cyprus will not receive a travel allowance.



7.3.4 Reporting

Short-Term scholars should complete only the Final Report detailed as follows:

- **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 and the required document(s) should be submitted no later than one month following the completion of study programme.

Further information regarding contracts, reports etc. will be given to scholars during the pre- contract briefing.

7.3.5 Breach of Contract- Refund / Reimbursement

In the case of non-fulfilment or breach of contract conditions (i.e., non-submission of reports and supporting documents, non-attendance on the course, etc.), The EU Scholarship Programme may proceed with a partial or full recovery of amounts already paid.

The Goethe-Institut 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 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 enrolled
- 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 enrolled for to another without the consent of the EU Scholarship Programme

In the event of termination as mentioned above, the EU Scholarship Programme will have no further obligation to the scholar who will need to repay either the whole amount or percentage of the grant amount that has been paid to them unless:

- The termination is a result of ill health and this has been certified by a registered medical practitioner
- The Goethe-Institut has exercised its discretion to exempt the scholar from this condition

7.3.6 Withdrawal from the 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 programme within one month after the start date of their programme even if they sign the contract



- Do not meet the deadlines given for completing the bank details and programme details forms on their portal and upload the required document(s) i.e., unconditional / conditional offer letter

Such scholars should fill out the Withdrawal Form on their portal. **If any scholar who do not meet the deadlines given does not complete the withdrawal form on their portal, the EU Scholarship Office has the right to withdraw the candidate from the programme.** If any withdrawing candidate has already been paid the first instalment of the grant, they agree to reimburse the full amount paid to them.

7.3.7 Change of Host Country, Host Institution, Subject & Duration of the programme

Change of Host Country and Host Institution

Nominated and reserve candidates may change their host country and host institution before the grant contract is signed. 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 Subject

Nominated and reserve candidates may change the subject they chose on their application form on the condition that the subject they want to study remains in the same subject area indicated on the application form. **Those who chose a priority subject on their application form cannot request to change their subject to another similar subject which is not in the priority list. Changing to a non-priority subject area will lead to disqualification from the EU Scholarship Programme.**

Any nominee or reserve who want to change his/her subject should inform the EU Scholarship Programme Office in writing to get the approval before doing so. Requests for subject change should be sent to euscholarships-cyprus@goethe.de for approval.

Change of Duration (for short-term programmes only)

The duration for short-term programmes should be between 2-6 months and **CANNOT be increased after the submission of the online application form..** Nominated and reserve candidates may request a reduction in duration (e.g., from 6 to 4 months) by writing to euscholarships-cyprus@goethe.de, but **extensions are not permitted.**

7.3.8 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, and/or scholarship/grant 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, the Goethe-Institut will only be liable to pay the living and travel allowance to such scholars.



SECTION 8 - APPEALS / COMPLAINTS / SUGGESTIONS / COMMENTS

Following the process of issuing of results, any applicant who believes that she/he has not been nominated for an award due to an error or irregularity during the award process, **may submit an official complaint directly to the EU Scholarship Programme within 15 days of receipt of the notification of results.** The complaint should be made in writing. The EU Scholarship Programme Office 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 should send an e-mail to the EU Scholarship Programme at euscholarships-cyprus@goethe.de. The EU Scholarship Programme Office will forward these emails to the European Commission.



SECTION 9 - INDICATIVE TIMETABLE FOR 2024/25 CALL

Starting date for receiving applications	Thursday, 25 January 2024
Deadline for Applications	Tuesday, 2 April 2024 at 23:59 Cyprus time
Written Tests (Verbal, Numerical, and Visual-Spatial Test & Motivation Letter)	20 - 21 April 2024
Issuing of results	Beginning of July 2024
Contracting phase	August-December 2024 & ongoing for STPs

SECTION 10 - ANNEXES

ANNEX 1	Summary of Categories/Sub-Categories
ANNEX 2	Step by Step Guide for Online Application
ANNEX 3	Written Tests
ANNEX 4	Required Documents at the Application Stage
ANNEX 5	The Goethe-Institut Policies
ANNEX 6	List of High/Vocational Schools/Colleges Falling under PD/UG-1 and PD/UG-2 Sub-Categories
ANNEX 7	Score Calculation and Promotion Methodologies
ANNEX 8	Glossary