

ANNEX 1

PRE-DEGREE & UNDERGRADUATE STUDIES (PD/UG)

ONE ACADEMIC YEAR - MINIMUM 10 MONTHS

PD/UG-1

- PREPARATORY/FOUNDATION PROGRAMME
- UNDERGRADUATE

WHO IS ELIGIBLE

- Final year students & graduates of any **public or private school / college** located in Cyprus accepting students with an exam or an interview.

PD/UG-2

- PREPARATORY/FOUNDATION PROGRAMME
- UNDERGRADUATE

WHO IS ELIGIBLE

- Final year students & graduates of any **high school / vocational school located in northern part of Cyprus** accepting students directly without an exam or an interview.

FULL ACADEMIC YEAR EU LANGUAGE STUDIES (FL)

WHO IS ELIGIBLE

- Final year students & recent graduates of any **public or private high school / vocational school / college** located in Cyprus.

ANNEX 1

POSTGRADUATE STUDIES (PG) ONE ACADEMIC YEAR - MINIMUM 10 MONTHS

POSTGRADUATE STUDIES (PG)

ONE ACADEMIC YEAR - MINIMUM 10 MONTHS

PG

- POSTGRADUATE CERTIFICATE
- POSTGRADUATE DIPLOMA
- MASTER'S DEGREE
- MPHIL/PHD/DOCTORAL DEGREE

WHO IS ELIGIBLE

- **Final year undergraduate students** enrolled in a university / higher education institution who are expecting to graduate by the end of July 2024 at the latest.
- **University graduates** i.e., undergraduates or postgraduates of universities.
- **Postgraduate students** enrolled in a university / higher education institution located in **northern part of Cyprus or in a non-EU country**.

ANNEX 1

SHORT-TERM PROGRAMMES (STP) 2-6 MONTHS

SHORT-TERM PROGRAMMES (STP) (2-6 MONTHS)

STP

- PROFESSIONAL TRAINING / INTERNSHIP
- RESEARCH
- POST-DOCTORAL STUDIES
- ANY OFFICIAL EU LANGUAGE COURSE








WHO IS ELIGIBLE

- 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 2022/2023 ,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 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.

ANNEX 2

Step by Step Guide for the Online Application Process

Please read the Guidelines carefully
BEFORE completing and submitting your
online application

- 1**  Go to www.euburs.eu/apply-online
- 2**  Register and create an account.
You need to have a valid email address for this.
- 3**  Once you register, a confirmation email will be sent to your inbox.
- 4**  To activate your account, click on the link sent by email and create your “LOG IN” password. Please make sure to save this password as you will need it later.
- 5**  Log in with your password. The application form can be completed in Turkish or English languages. Please choose the language you want to use from the top right corner of your screen.
- 6**  Answer the questions as you go. The system will guide you according to your answers.
- 7**  Make sure you choose the academic year **2024/25**.

8



Make sure you read and understand all questions carefully and answer them correctly. Wrong answers may lead to wrong categorization of your application.

9



Answer ALL the questions. In case of incomplete answers, the system will prevent you from submitting your application form.

10



Upload a **copy of your ID/passport, photo, and other required documents** for your category/sub-category. Minimum pixel width for all documents/photos must be **600x600** and maximum file size should be **4MB**.

11



You can save your answers to continue later or go back to edit your answers, however, once the online application is submitted, no changes can be made.

12



When you complete the online application and upload all the required documents, press the submit button.

13



The system will determine your category / sub-category according to your answers. Once you submit your application you will be given a unique registration number.

14



For more information please visit www.euburs.eu

ANNEX 3

Written Tests

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 standardized scores for the above tests will be weighted as 50% each. The tests can be taken either in English or Turkish language. **Applicants must indicate on the application form whether they want to take the tests in Turkish or English language. Once the application form is submitted, no change can be made in the choice of the language.**

Test 1: Verbal Numerical and Visual-Spatial (VNVS) Test

VNVS is a general ability test 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.

- The Quantitative Reasoning is the ability to use numbers and mathematical concepts to solve mathematical problems as well as the ability to analyse data presented in a variety of ways.
- The Qualitative Reasoning is the ability in expressing conceptual knowledge such as the physical system structure, causality, start and end of processes, assumptions and conditions under which facts are true.

Briefly quantitative reasoning is inferential whereas qualitative reasoning is interpretive. These two broad dimensions can be divided into several sub-dimensions as seen in Figure 1 below.

VNVS test consists of three dimensions: Verbal, Numerical and Visual-Spatial Reasoning. It is a multiple-choice test where the candidate chooses from five alternatives (A, B, C, D, E). In total there are 30 questions in the test, 10 in each dimension. Candidates have 25 minutes for the test. It is rare for a candidate to complete all 30 questions in such a short period of time, but the speed with which a candidate completes questions accurately is a factor in how high they score. There is no penalty for wrong answers.

PLEASE NOTE THAT:

- Candidates will mark their answers ON THE ANSWER SHEET ONLY NOT ON THE QUESTION PAPER. Only answer sheets will be marked.
- No extra time will be given to applicants to transfer their answers from the question paper to the answer sheet.
- Both the question paper and the answer sheet must be returned to the test invigilators.
- The number of correct answers will determine the raw score of the candidate.

| Verbal Reasoning | Numerical Reasoning | Visual - Spatial Reasoning |
|-------------------------|-----------------------------|-----------------------------------|
| Analogies | Number/Letter Sequences | Shape Combining |
| Classifications | General Arithmetic Aptitude | Mirror Image |
| Letter/Number Coding | Use of Tables/ Graphics | 3D Objects: Nets |
| Artificial Language | | 3D Objects: Rotations |
| Logical Deduction | | Perspectives |
| Essential Part | | Visual Sequences |
| Statement & Argument | | |

Figure 1: Sub-Dimensions of quantitative and qualitative reasoning

BEFORE THE EXAM TIPS FOR VNVS TEST

TIP 1: Review your number facts: addition, subtraction, multiplication, division, order of operations, using parenthesis, arithmetic sequences etc.

TIP 2: Review your basic problem solving skills: percentages, ratio, proportion etc.

TIP 3: Review visual-spatial exercises: the ability to form and comprehend in two or three dimension and to recognize relationships resulting from movement of objects in space.

TIP 4: Practice questions in the areas you think you are less competent.

DURING THE EXAM TIPS FOR VNVS TEST

TIP 5: Answer easy questions first, then harder ones.

TIP 6: Try to anticipate the correct answer before looking at the alternatives.

TIP 7: Pay attention to the qualifiers 'usually', 'none', 'always', 'never' and key words 'except', 'the best', 'the least' etc.

TIP 8: Read all of the alternatives (answers) and eliminate the ones you know are incorrect.

TIP 9: Look for alternatives that are the same with other alternatives. These alternatives cannot be the answer.

TIP 10: Sometimes the longer response may be the clue to the correct response.

Test 2: Motivation Letter

Motivation letter is used to measure candidates' ability to describe their future aspirations, educational & career plans and why they are the perfect candidate for the scholarship grant

in writing in the form of an essay. Candidates are expected to cover all the points raised and respond to the questions asked.

Candidates are expected to write approximately 600-700 words. The time allocated for writing the motivation letter is 50 minutes. Candidates are recommended to spend around 5-10 minutes planning their answers.

SAMPLE QUESTIONS FOR VNVS TEST

Verbal reasoning sub-test sample questions

Sample 1

Four of the following are the members of a group. Which one is not a member of this group?

- A) Teacher
- B) Student
- C) School
- D) Book**
- E) Head Teacher

Sample 2

Here are some words translated from an artificial language.

sarakaporu means red pencil
peritiporu means yellow pencil
artasuhali means green booklet

Which word would mean "black pencil"?

- A) haliartasu
- B) sarakahali
- C) poruperiti
- D) terebuhali
- E) terebuporu**

Sample 3

In the question below two statements followed by two conclusions numbered I and II. You have to take the given two statements to be true even if they seem to be at variance from commonly known facts. Read the conclusions and then decide which of the given conclusions logically follows from the two given statements, disregarding commonly known facts.

Statements: Some males are teacher. All teachers are tall.

Conclusions:

- I. All males are tall.
 - II. All teachers are male.
- A) Only conclusion I follows.
 - B) Only conclusion II follows.
 - C) Either I or II follows.
 - D) Neither I nor II follows.**
 - E) Both I and II follow.

Numerical reasoning sub-test sample questions

Sample 1

The sum of three natural numbers is 17. One of these numbers is twice the other. What is the least possible value of the third number?

- A) 1**
- B) 2
- C) 3
- D) 4
- E) 5

Sample 2

The average of four numbers is 8. If one of these numbers is deleted, the average becomes 4. In this case, what is the number deleted?

- A) 12
- B) 16
- C) 20**
- D) 32
- E) 44

Sample 3

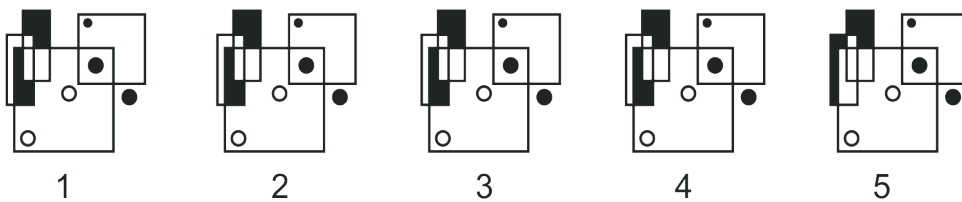
What is the number whose 30% is 48?

- A) 480
- B) 240
- C) 160**
- D) 144
- E) 120

Visual-spatial reasoning test sample questions

Sample 1

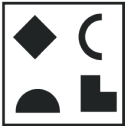
Which one of the following five figures is different than the other four?



- A) 1.
- B) 2.
- C) 3.
- D) 4.
- E) 5.**

Sample 2

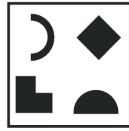
Which one of the following is a mirror image of the figure on the right?



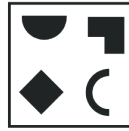
1



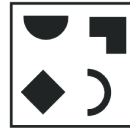
2



3



4



5

- A) 1.
- B) 2.**
- C) 3.
- D) 4.
- E) 5.

ANNEX 4

Required Documents At the Application Stage

| | Required Documents | Categories |
|---|--|---|
| Proof of identification | <ul style="list-style-type: none"> ID or passport (Same to be used throughout the process) 1 passport size photo | ALL |
| I was born in Cyprus | Birth certificate | ALL |
| I was not born in Cyprus, but my mother / father was born in Cyprus | Birth certificate of applicant and birth certificate of mother or father (whichever is relevant) | ALL |
| I am a resident in Cyprus | Certificate of Residence (not older than year 2023) | ALL |
| Proof of 7 years education in Cyprus | Official document* from school / education authority *Diplomas prove only one year of education | <ul style="list-style-type: none"> All PD/UG candidates All PG candidates Postgraduate students, recent PhD graduates, final year medical students and recently qualified general practitioners applying for STP |
| Proof of Enrolment to the current year of study i.e., academic year 2023/24 | A copy of official transcripts of the last finalised semester or an official document from school/education authority | All candidates enrolled as a last year student during 2023/24 academic year |
| Proof of the most recent degree (high school, university, master, PhD. etc.) obtained | Graduation diploma/certificate received from the most recent educational institution graduated | All, excluding: <ul style="list-style-type: none"> candidates enrolled as final year high school students in 2023/24 academic year |
| Minimum three years of work experience between January 2019 – April 2024 | Certificate of employment/business registration document (whichever is applicable) Social Security Document | All professionals applying for PD/UG, PG and STP. except: <ul style="list-style-type: none"> Recent high school, university, PhD graduates Recently qualified general practitioners |
| <p>*All documents should be uploaded on the portal during application before submitting the online application form. The documents must have minimum dimensions of 600 x 600 pixel and a maximum size of 4MB each.</p> | | |

ANNEX 5

Information About Data Protection Applications

We, the Goethe-Institut e.V., Oskar-von-Miller-Ring 18, 80333 Munich, Germany, would like to inform you which personal data (in short: "data") we process when you submit an application to us via online form. We would also like to inform you about the rights you are entitled to.

You can contact our data protection officer at the above postal address with the addition "data protection officer" or by E-mail at datenschutz@goethe.de.

1. WHICH DATA IS PROCESSED?

When you submit an application, we store and process the following data about you and the other partners involved in the application:

- Name of the applicant(s)
- Information provided under education, work experience, availability and supporting documents
- Address of the applicant(s)(street, city, country)
- Telephone number(s)
- E-mail addresses
- If provided: social media entries (Facebook, Instagram, LinkedIn, etc.)
- Other documents that you attach to the application
- An identification number for your application (assigned by us)
- Bank details for approved applications

2. FOR WHAT PURPOSE IS THE DATA PROCESSED?

This data is processed to evaluate your application and - insofar as a contract is concluded - also to fulfil the contract on the legal basis of art. 6 para. 1 sentence 1 lit. b) GDPR.

3. WHO GETS ACCESS TO THE DATA?

Internally, the data is processed by the EU Scholarship Programme for the TCc programme team and the "Cooperation and Third Party Funding"-unit. If necessary, the data is passed on to Goethe-Instituts in Germany and Goethe-Instituts in other countries worldwide as well as the EU as donor. In addition, all members of the respective jury, who decide on applications, receive temporary and limited access to the data.

Your data may also be transmitted to Goethe-Instituts, which have their registered office outside the European Union (EU) or the European Economic Area (EEA). If your data leaves the EU/EEA, we ensure an adequate level of data protection for the transfer to these third countries by concluding EU standard data protection clauses with the Goethe-Instituts located there. These EU standard data protection clauses have been issued by the European Commission for this purpose. You can obtain a copy of this agreement from us upon request. Please contact the above mentioned contact details.

We make use of external IT service providers who can access your data in this respect for the operation and maintenance of our technical systems on which the data is stored. We carefully select and commission

We make use of external IT service providers who can access your data in this respect for the operation and maintenance of our technical systems on which the data is stored. We carefully select and commission these service providers in writing. They are strictly bound by our instructions and are regularly checked by us.

Otherwise, your data will only be passed on to other third parties, if we are legally obliged to do so.

4. HOW LONG IS THE DATA STORED?

We store the data of successful applicants for 10 years. The data of unsuccessful applicants is stored for 3 years. If no new application has been submitted after this time, your data will be deleted unless you or your ensemble expressly request longer storage of the data.

Of course you can also request an early deletion of your data. Please contact kad@goethe.de

5. YOUR RIGHTS

You have the right to request a confirmation whether personal data relating to you is processed; if this is the case, you have a right of access to this personal data and the information specified in art. 15 GDPR.

You have the right to request us to correct any incorrect personal data concerning you and, if necessary, to complete incomplete personal data without delay (art. 16 GDPR).

You have the right to request us to delete personal data relating to you immediately if one of the reasons listed in art. 17 GDPR applies, e.g. if the data is no longer required for the purposes pursued (right to erasure).

You have the right to request us to restrict processing if one of the conditions listed in art. 18 GDPR is met, e.g. if you have filed an objection to the processing, for the duration of our examination.

You have the right to receive the data concerning you, which you have provided to us, in a structured, common and machine-readable format. You can also transfer this data to other locations or have it transferred by us (right to data portability).

To exercise your rights, please contact: datenschutz@goethe.de.

Without prejudice to any other administrative or judicial remedy, you have the right of appeal to a supervisory authority if you believe that the processing of your personal data is contrary to the GDPR (art. 77 GDPR). In Germany, the competent supervisory authority is: The Federal Commissioner for Data Protection and Freedom of Information, Husarenstr. 30, 53117 Bonn, www.bfdi.bund.de.

You can also lodge your complaint with any other data protection authority. It will then be forwarded to the responsible supervisory authority.

If processing your application involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Details concerning the processing of your personal data are available on the privacy statement at: <https://ec.europa.eu/dpo-register/detail/DPR-EC-05067>

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information, see the Privacy Statement on http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

I acknowledge and agree that the EU Scholarship Programme for the TCc will make use of my personal data as well as photographs and videos bearing my image for statistical and communication purposes.

ANNEX 6

List of UG-1 & UG-2 Schools

| PD/UG-1 SCHOOLS | PD/UG-2 SCHOOLS |
|-------------------------------------|---------------------------------------|
| American Academy | Anadolu Güzel Sanatlar Lisesi |
| Bülent Ecevit Anadolu Lisesi | Anafartalar Lisesi |
| Doğa Koleji | Atatürk Meslek Lisesi |
| English School of Nicosia | Bekirpaşa Lisesi |
| Falcon School | Cengiz Topel Endüstri Meslek Lisesi |
| French-Cypriot School | Cumhuriyet Lisesi |
| Gazi Mağusa Türk Maarif Koleji | Değirmenlik Lisesi |
| Girne Amerikan Koleji | Dr.Fazıl Küçük Endüstri Meslek Lisesi |
| Güzelyurt Türk Maarif Koleji | Erenköy Lisesi |
| Hala Sultan İlahiyat Koleji | Esin Leman Lisesi |
| Türk Maarif Koleji | Gazi Mağusa Ticaret Lisesi |
| Med High School | Girne Turizm Meslek Lisesi |
| Yakın Doğu Koleji | Güzelyurt Meslek Lisesi |
| Yakın Doğu Yeniboğaziçi Koleji | Haydarpaşa Ticaret Lisesi |
| Necat British College | İlahiyat Koleji Anadolu Lisesi |
| TED Koleji | İskele Ticaret Lisesi |
| The English School of Kyrenia (ESK) | Karpaz Meslek Lisesi |
| The Senior School | Kurtuluş Lisesi |
| Levent Koleji | Lapta Yavuzlar Lisesi |
| 19 Mayıs Türk Maarif Koleji | Lefke Gazi Lisesi |
| 20 Temmuz Fen Lisesi | Lefkoşa Türk Lisesi |
| Xenion High School | Namık Kemal Lisesi |
| İskele Evkaf Türk Maarif Koleji | Osman Örek Meslek Lisesi |
| Dr. Suat Günsel Girne Koleji | Polatpaşa Lisesi |
| | Sedat Simavi Endüstri Meslek Lisesi |
| | |

ANNEX 7

Score Calculation and Promotion Methodologies

Under the Call for 2024/25 Academic Year, standardized scoring methodology will be used instead of the raw scores to calculate the final score of the candidate. Score standardization will be done for each application category/sub-category separately according to the following steps:

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

$$\frac{\text{RAW SCORE OF THE CANDIDATE} - \text{AVERAGE OF THE TEST}}{\text{STANDARD DEVIATION}} = \frac{14 - 18.32}{6.25} = -0.69$$

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

$$(-0.69 \times 10) + 50 = 43.1$$

Calculation of the Total Test Score

$$\text{Total Test Score (TTS)} = (50\% \text{ of Standardized VNVS Score}) + (50\% \text{ of Standardized Motivation Letter Score})$$

An Example of How Standard Scores May affect the Rank of Candidates

The table on the left shows the ranking of a group of candidates according to raw scores total. However, the table on the right shows the ranking of the same group when the raw scores are transformed into standard scores. As can be seen in the table below, candidate number 12, who was in sixth place, rose to fifth place when the scores were converted to standard scores.

| RAW SCORE POSITIONS | | | | STANDARDIZED SCORING POSITIONS | | | |
|---------------------|-----------------------------|----------------|-------------|--------------------------------|--------------------------------------|-------------------------|--------------------------|
| CANDIDATE NO | MOTIVATION LETTER RAW SCORE | VNVS RAW SCORE | TOTAL SCORE | CANDIDATE NO | STANDARDIZED MOTIVATION LETTER SCORE | STANDARDIZED VNVS SCORE | STANDARDIZED TOTAL SCORE |
| 8 | 24 | 29,00 | 53,00 | 8 | 62,62 | 58,47 | 121,09 |
| 6 | 22 | 29,50 | 51,50 | 6 | 58,62 | 59,83 | 118,46 |
| 3 | 24 | 27,00 | 51,00 | 16 | 56,62 | 61,20 | 117,82 |
| 15 | 16 | 27,00 | 43,00 | 15 | 46,62 | 53,01 | 99,64 |
| 20 | 20 | 23,00 | 43,00 | 12 | 42,62 | 54,38 | 97,00 |
| 12 | 14 | 27,50 | 41,50 | 20 | 54,62 | 42,10 | 96,73 |
| 14 | 15 | 26,50 | 41,50 | 14 | 44,62 | 51,65 | 96,27 |

Following the score calculation, score reduction and score promotion will be applied where applicable for those applicants re-applying and/or applying to priority subject areas. Score reduction and score promotion methodologies are described below in detail.

1. Score Reduction for Re-Applicants

Score reduction will apply for applicants who benefitted from the EU Scholarship Programme before and are re-applying for 2024/25 Academic Year Call. The model, as explained below, is not a fixed reduction but is based on a reduction score that depends on the academic year the candidate benefitted from the EU Scholarship Programme before.

The score reduction will be applied on TTS after administering VNVS test and Motivation Letter. The candidates' ranking order within their sub-categories will be determined after including the reduction score to have a more holistic ranking assessment. In line with this, the following formula will be used:

| |
|--|
| $\text{Reduced Score} = \text{TTS} - 15/A$ |
|--|

“A” is the awarding age.

| Academic Year | A | Reduction Score |
|----------------------|-----------------------|------------------------|
| 2023/24 & 2024/25 | not eligible to apply | |
| 2022/23 | 1 | 16/1 = 16 |
| 2021/22 | 2 | 16/2 = 8 |
| 2020/21 | 3 | 16/3 = 5.34 |
| 2019/20 | 4 | 16/4 = 4 |
| 2018/19 | 5 | 16/5 = 3.2 |
| 2017/18 | 6 | 16/6 = 2.67 |
| 2016/17 | 7 | 16/7 = 2.89 |
| 2015/16 | 8 | 16/8 = 2 |
| 2014/15 | 9 | 16/9 = 1.78 |
| 2013/14 | 10 | 16/10 = 1.6 |
| 2012/13 | 11 | 16/11 = 1.46 |
| 2011/12 | 12 | 16/12 = 1.34 |
| 2010/11 | 13 | 16/13 = 1.23 |
| 2009/10 | 14 | 16/14 = 1.14 |
| 2008/09 | 15 | 16/15 = 1.07 |
| 2007/08 | 16 | 16/16 = 1 |

For example, 1.6 reduction score will be applied for those applicants who benefitted from the EU Scholarship Programme in academic year 2013/14.

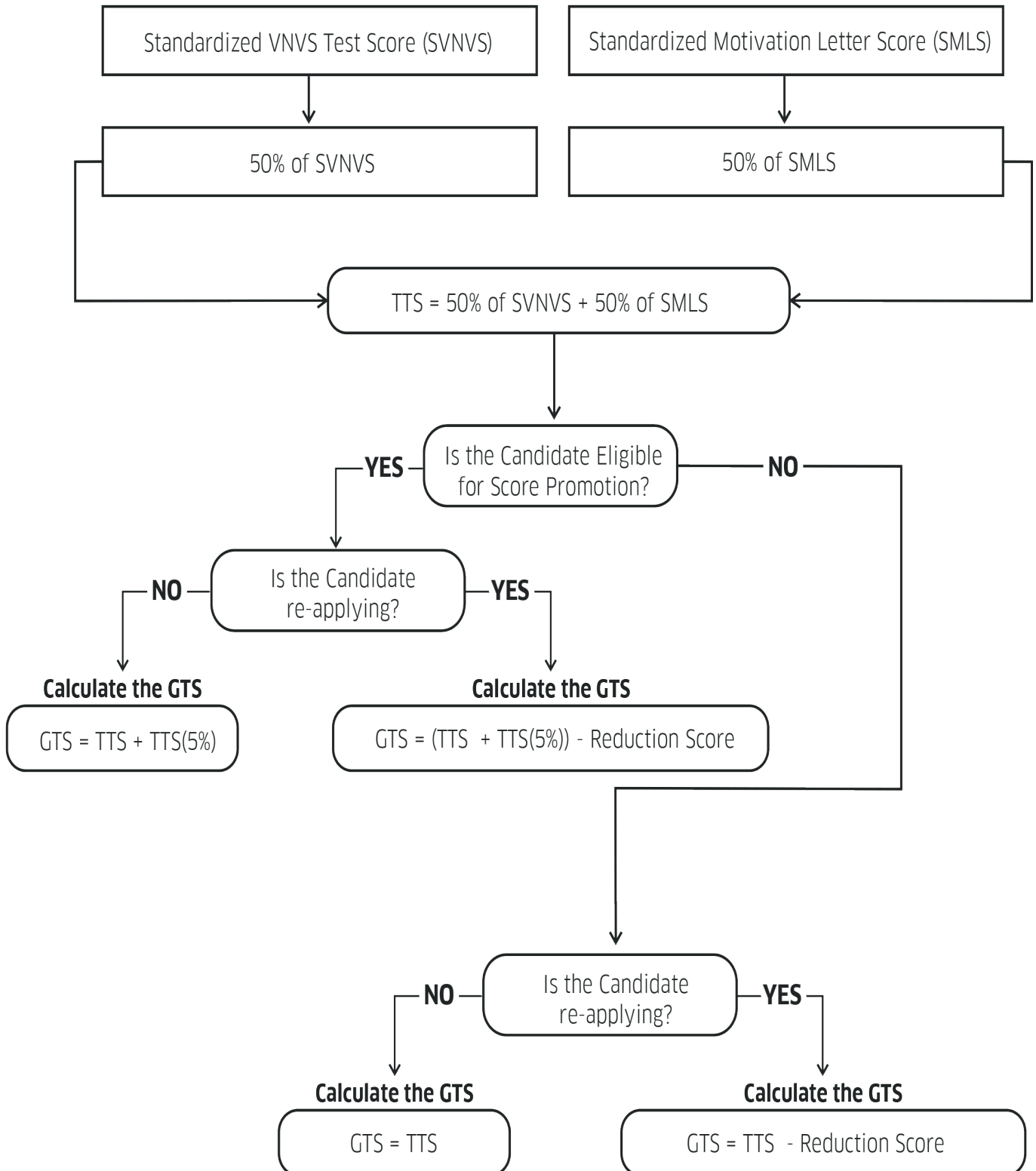
2. Score Promotion for Priority Subject Areas

Additional scores will be given to applicants applying for a priority subject area by using the following methodology:

- a) TTS is calculated as explained above.
- b) 5% of the TTS is added to the TTS for the candidates who applied for a priority subject area.

Applicants entitled to score promotion will compete with the applicants within their category/sub-category.

3. Calculation of Total Grand Score (TGS)



ANNEX 8

GLOSSARY

| | |
|---|---|
| Academic calendar | Calendar which shows semester/term dates, usually including teaching blocks, examination times, and graduations; different institutions might have different academic calendars |
| Accredited | Officially recognized; authorized; certified |
| Approval Board (AB) | As a decision maker body it monitors and observes the implementation of the action of the programme |
| Breach of contract | Failure to meet the terms set out in the scholarship contract |
| Certificate of employment | Official, letterhead document from an employer stating the applicant's employment dates, job title, responsibilities, and duties in the workplace |
| Cumulatively | In total (can be distributed to different time periods) |
| Distance programme | A method of studying in which lectures are broadcast or lessons are conducted by correspondence, without the student needing to attend a school or college |
| Donor | An organization or institution which gives out grants |
| Eligibility criteria | Criteria set to define who can apply for a scholarship grant |
| EU host country | The EU member country where the applicant is planning to study |
| EU host institution | The institution within the EU member country which accepts the scholarship grantee for study |
| External assessment experts | Experts who will assess the applicants' motivation letter during the selection process |
| Fabricated | Faked; false |
| Family or child allowances | Additional payment for those who take their family or child(ren) to the host country with them |
| Foundation programme/ year or Preparatory programme/year | A one-year course that bridges the gap between qualifications gained in your home country and those required for entry to university studies in the host institution. This can also be a one-academic year language studies |
| Full academic year | Studies that include a duration of minimum 10 months |
| Full academic year language study | One year language preparation studies that allows the participant to then continue to their undergraduate studies |
| Full-time programme | This can vary depending on the kind and level of the programme. Applicants must ensure that what they are intending to apply for is considered a full-time programme by the host institution |

| | |
|---|--|
| Goethe-Application Portal (GAP) | It is the digital tool of the EU Scholarship Programme for the TCc, that will be used to manage the scholarships starting from the application process until the scholars engage as an alumni |
| Graduates | Individuals who have completed high school, undergraduate or postgraduate education |
| Grantee / grant beneficiary / scholar | The applicant who is awarded a scholarship grant |
| Higher education | Post-secondary school education |
| Higher education institution | Universities or other equivalent institutions |
| Internship | A learning or work experience opportunity through working as a trainee in an organization |
| Language of the programme of study | One of the 24 official EU languages in which the chosen programme of study is offered |
| Letter of nomination | Official letter sent by email which entails that the candidate has been awarded the scholarship |
| Letter of not admitted | Official letter sent by email which entails that the candidate has not been awarded the scholarship |
| Official transcripts of academic achievement | Documents (transcripts) issued by the education institution, showing the courses taken and the grades obtained over the course of an academic programme |
| Part-time programme | Host institutions definition of the number of hours or credits in a program which is not full-time. |
| Permanent Address | A physical street address that is under your name, such as a home address. |
| Postgraduate degree | Postgraduate degrees generally fall into four categories: postgraduate certificate, postgraduate diploma, master's degree, doctorate/PhD. |
| Postgraduate studies | Postgraduate studies are higher education studies that require the attendants to have already completed a bachelor's degree; most types of postgraduate studies will include taught and research elements. |
| Professional courses | Courses to improve one's career and technical skills- not necessarily taken to obtain a qualification |
| Professional training programme | Specific training programme that relates to an individual's work that requires specific skills. |
| Professionals | Individuals (both employed or unemployed) who have developed careers |
| Ranking list | List of candidates from highest to lowest score |
| Ranking order | Order of candidates according to their total scores in their category/ sub-category, usually from highest to lowest. |
| Raw score | Actual score obtained on a test before it is converted to any other form or scores/percentages. |
| Recent graduate | Someone who graduated in 2021/22, 2022/23 and 2023/24 academic years. |
| Reserve candidate | Candidate that has been added to the reserve list and will only be awarded a scholarship in case there is funding available |
| Reserve list | List of candidates who have not been nominated for the grant but will be considered in case there are withdrawing candidates from the nominee list and available funds |

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| Unconditional offer / acceptance / invitation letter | Official communication (in the form of a letter) from the education institution stating that they accept the applicant without any further requirement. |
| Undergraduate degree (also called first degree, bachelor's degree or simply degree) | It is an academic degree usually offered at a higher education institution such as a university or a college. The most common type of this degree is the bachelor's degree which typically takes at least three or four years to complete |
| Undergraduate studies | Includes all the academic programs, above upper secondary / high school education, and below postgraduate education, up to the level of a bachelor's degree |
| Withdrawal from the programme | Ceasing to participate in the scholarship programme |