

**The EU Scholarship Programme for
the Turkish Cypriot Community**

**GUIDELINES FOR APPLICANTS FOR
ACADEMIC YEAR 2022/23**



IMPORTANT NOTICE-COVID-19 RELATED

Please be informed that the contents of these guidelines shall form the basis of the EU Scholarship Programme, 2022/2023 Call, but their implementation will be adjusted and adapted to operate in as practical a manner as possible in any situation created by the Covid-19 pandemic.

British Council 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.

British Council, 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 Covid-19.

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.

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- 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, 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 & 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**)
- 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 a postgraduate programme for the Academic Year 2022/23** 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 2022/23 which under the terms of the call is considered to run from **1 September 2022 to 31 August 2023**. 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 must be used in academic year 2022/23 and cannot be postponed
- Minimum teaching/conduct hours of language courses should be **20 hours a week**

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 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 2023**. This means, an applicant considering a 2-month programme should start the programme latest by mid-July 2023 to be able to finish the programme latest by 15 September 2023. However, an applicant considering a 6-month programme, should start the programme latest by mid-March 2023. **The scholarship cannot be postponed.**
- 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**.

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

There is no limit on the choice of subject under the EU Scholarship Programme. Applicants can apply in any subject area they want. However, a **list of priority subjects** (see below) has been identified for 2022/23 academic year in consultation with relevant stakeholders with the aim of contributing to the economic development of the Turkish Cypriot community and bringing the community closer to the EU.

Therefore, to encourage applicants to apply for a priority subject, a score promotion methodology will be applied to:

- **all applicants who choose a subject from the priority subject list for their studies.**
- AND**
- **only short-term applicants (STP) who choose a programme that is related to Covid-19, i.e., research /training/internship on Covid-19.** If the programme chosen is Covid-19 related, STP applicants will indicate this on their online application after choosing their subject. An STP applicant whose choice of subject is both in the priority list and Covid-19 related at the same, will not receive double extra points. **The score promotion methodology will be applied once.**

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@abburs.eu for guidance before submitting your online application.

For the score promotion methodology applied [See Section 5.3](#)

PRIORITY SUBJECT LIST

1. Agribusiness
2. Agriculture
3. Agriculture & Fisheries
4. Animal Sciences
5. Computer Engineering
6. Computing
7. Data Science & Big Data
8. Ecology
9. Emergency Specialist
10. Energy & Power Engineering
11. Environmental Economics & Policy
12. Environmental Engineering
13. Environmental Management
14. Environmental Sciences
15. European Law
16. Finance & Investment
17. Food Sciences
18. Geographical Information Systems (GIS)
19. Horticulture
20. Hydrology & Water Management
21. Informatics & Information Sciences
22. IT Security
23. Laboratory Technician
24. Mathematical Engineering in Data Sciences
25. Natural Resources Management
26. Natural Sciences
27. Plant & Crop Sciences
28. Respiratory Physiotherapy
29. Rheumatology
30. Oncology
31. Software Engineering
32. Specialised Nursing in infection control, intensive care, pediatric intensive care and wound care
33. Statistics & Data Analysis
34. Sustainable Development
35. Sustainable Engineering
36. Translation & Interpretation between EU languages or any EU language and Turkish
37. Veterinary Medicine
38. Web Development
39. Web technologies and Cloud Computing

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

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

The approximate total budget for the grant allocated by the European Commission for the 2022/23 Call is approximately **€2,000,000**. This amount will be divided into different categories as follows:

- 44% of total grant will be spent for pre-degree/undergraduate studies.
- 43% 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:

- 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 the Approval Board in the EU Scholarship Programme.

1.5 Grant Disbursement to Scholars

Under 2022/23 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 €7,000.** If the tuition fee is more than **€7,000**, the scholar will be responsible to pay 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 upon receiving the invoice from the educational institution once the scholar has signed the grant contract with British Council, 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 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.

	Duration of STP (months)	Living Allowance €	Tuition Fee €	Travel Allowance €	TOTAL €
Country Group 1	6	6,900	6,000	1000	13,900
	5	5,750	5,000	1000	11,750
	4	4,600	4,000	1000	9,600
	3	3,450	3,000	1000	7,450
	2	2,300	2,000	1000	5,300
Country Group 2	6	6,600	6,000	1000	13,600
	5	5,500	5,000	1000	11,500
	4	4,400	4,000	1000	9,400
	3	3,300	3,000	1000	7,300
	2	2,200	2,000	1000	5,200
Country Group 3	6	5,100	6,000	1000	12,100
	5	4,250	5,000	1000	10,250
	4	3,400	4,000	1000	8,400
	3	2,550	3,000	1000	6,550
	2	1,700	2,000	1000	4,700

Table 1 - Amount of Tuition Fee and Living Allowance Allocated to Each EU country group for Short Term Programmes (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.

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 for one academic year. In the case of short term programmes the maximum amount of living allowance will be calculated on pro-rata basis ([see Table 1](#)).

COUNTRY GROUP 1 AMOUNT OF LIVING ALLOWANCE €11500	COUNTRY GROUP 2 AMOUNT OF LIVING ALLOWANCE €11000	COUNTRY GROUP 3 AMOUNT OF LIVING ALLOWANCE €8500
DENMARK FINLAND IRELAND LUXEMBOURG SWEDEN	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 Group for one academic year

The annual 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 British Council. The second and final instalment of **20%** will be paid after the scholar completes his/her programme and submits his/her online final report along with the required supporting documents.

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

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 Cyprus
- must not have benefited from the EU Scholarship Programme in 2021/22 and 2020/21 academic years.

Those who benefited from the EU Scholarship Programme in academic years 2019/20, 2018/19, 2017/18, 2016/17, 2015/16, 2014/15, 2013/14, 2012/13, 2011/2012, 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 2022/23 ([see section 5.3 for the score reduction methodology applied](#))

2.2 General Conditions

- It is the scholars' responsibility to obtain a visa if required by the host country. EU Scholarship Programme does not provide immigration advice to scholars. Scholars are strongly advised to 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, British Council 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 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.
- 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.
- British Council 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 expected to attend the events (i.e., pre-departure meeting, briefing sessions, network events, focus groups, etc.) organized in the framework of the EU Scholarship Programme.

SECTION 3 – DESCRIPTION OF CATEGORIES / SUB-CATEGORIES & THEIR ELIGIBILITY CRITERIA

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

What can you study under Pre-degree & Undergraduate Studies (PD/UG)?

- Undergraduate studies-Bachelor's degree
- Preparatory/foundation programme (year 0)
- Any official EU language course

What must be the duration of the PD/UG Studies? Duration should be one academic year, i.e., not less than 10 months. The total duration of the programme maybe more than one academic year, however, the EU scholarship covers one academic year only.

How many sub-categories are there under PD/UG Studies? There are two sub-categories: **PD/UG-1** and **PD/UG-2**:

PD/UG-1 is for final year students and graduates from any private or public school/college located in Cyprus accepting students with an entrance exam and/or interview. All private high schools/colleges located in Cyprus are included in this category regardless of their entry procedures, i.e., with or without a student selection procedure.

Who is eligible to apply under PD/UG-1?

- Final year high school/college students from any private or public school located in Cyprus accepting students with an entrance exam/interview
- Graduates of any private or public high school/college located in Cyprus accepting students with an entrance exam/interview.
- Undergraduate students (including foundation/prep year) 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 2021/22 academic year. Candidates who fall in this group are not eligible to apply for a language course.

PD/UG-2 is for students and graduates from any high/vocational public or apprenticeship school located in northern part of Cyprus accepting students directly without an entrance exam (including Anatolian Fine Arts School and Taner Akcan Apprenticeship & Adult Education Center*).

**A score promotion methodology will be applied for final year students and graduates from Taner Akcan Apprenticeship & Adult Education Center. See [Annex 7](#) for details.*

Who is eligible to apply under PD/UG-2?

- Final year high /vocational or apprenticeship school students from any public school located in northern part of Cyprus accepting students directly without an entrance exam.
- Graduates of any high/vocational or apprenticeship school located in northern part of Cyprus accepting students directly without an entry exam.

What are the eligibility criteria for PD/UG Studies? In addition to general eligibility criteria listed in [section 2.1](#):

- **All 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 for 2021/22 academic year, this academic year will count towards attaining the 7 years.
- **High/vocational/apprenticeship school and college graduates** should hold a high school diploma/school leaving certificate
- **Final year high/vocational/apprenticeship school and college students** must be awarded the high school diploma/school leaving certificate by the end of July 2022 at the latest.
- **High/vocational/apprenticeship school and college graduates who graduated before 2018/19 academic year** must have minimum 3 cumulative years of work experience in northern part of Cyprus between January 2017 and April 2022.

Please see [Annex 6](#) for a list of schools categorized under PD/UG-1 and PD/UG-2

Who cannot apply for 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 2021/22 academic year, i.e., students currently in year 1 or year 2 of a 3-year undergraduate programme in an EU country and **not graduating** in 2021/22 academic year.

3.2 POSTGRADUATE STUDIES (PG)

What can you study under Postgraduate Studies (PG)?

- Postgraduate certificate
- Postgraduate diploma
- Master's degree*
- MPhil/PhD/Doctoral degree

**Includes specialisations in medical studies.*

What must be the duration of the PG Studies? The duration should be one academic year, i.e., not less than 10 months. The total duration of the programme maybe more than one academic year, however, the EU scholarship covers one academic year only.

How many sub-categories are there under PG Studies? There are two sub-categories: **PG-NON-EU** and **PG-EU**:

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.

Who is eligible to apply under 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 and are expecting to graduate by the end of July 2022 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.

PG-EU is for those who have lived/studied in an EU country for one academic year or more within the last 3 years.

Who is eligible to apply under 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 2022 at the latest.
- University graduates i.e., undergraduates or postgraduates of universities located in any EU member state.

What are the eligibility criteria for PG Studies? In addition to the general eligibility criteria listed in [section 2.1:](#)

- **All 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 2021/22 academic year, this academic year will count towards attaining the 7 years.
 - **Graduates** should have an undergraduate or postgraduate degree.
 - **Final year undergraduate and postgraduate students** must be awarded the undergraduate or postgraduate degree by end of July 2022 at the latest.
 - **University graduates who graduated before 2018/19 academic year** must have minimum 3 cumulative years of work experience in northern part of Cyprus between January 2017 and April 2022.

Who cannot apply for PG Studies?

- Those who have already started their postgraduate programme in an EU country and are not expecting to graduate in 2021/22 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 2021/22 academic year in an EU country.

Important notes

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

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.)

SHORT TERM PROGRAMMES (STP)

What can you study under STP?

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

What must be the duration of the STP? The duration for the above programmes should 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

Who is eligible to apply under 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 2020/21, 2019/20 or 2018/19 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 2021/22 academic year and those who completed their medical studies and became general practitioners (GP) within the last three years, i.e., 2020/21, 2019/20 or 2018/19 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.*

What are the eligibility criteria for STP? In addition to the general eligibility criteria listed in [section 2.1](#);

- **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 2017 and April 2022
- **Postgraduate students, recent PhD graduates and final year medical students who will be completing their medical education to be qualified as general practitioner in 2021/22 academic year and those who completed their medical education and became general practitioner in 2020/21, 2019/20 or 2018/19 academic years** 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 2021/22 academic year, this academic year will count towards attaining the 7 years.

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 British Council.

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 online portal, <https://apply.abburs.eu> which will be activated **on Thursday, 20 January 2022**. Applicants can **ONLY** apply for one type of scholarship. A passport size photo, a copy of 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 **Sunday, 17 April 2022, 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 application portal within the given deadline. 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. British Council 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.abburs.eu as of **Thursday, 20 January 2022**. Applicants are advised to complete their application after they have read the 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*.

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 **in Nicosia end of June/beginning of July 2022**. 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 should 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.

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 language. 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, 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. Applicants must indicate on the application form whether they want to write the motivation letter in Turkish or English language. 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 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 [TABLE 1](#) and the overall scholarship fund.

The exact number of awards given for each category / sub-category will depend on scholar's choice of host country and the tuition fee of the host university / institution and in the case of short-term scholars, duration of the programme as well ([see tables 1 & 2 on pages 5-6](#)).

5.2.1 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 Methodologies Applied for Score Calculations

Under 2022/23 Call, the following methodologies will be used to calculate scores:

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

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 re-applicants

Score reduction will apply for applicants who benefitted from the EU Scholarship Programme before and are re-applying for 2022/23 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 before.

The score reduction will be applied 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:

$$\text{REDUCED SCORE} = \text{SCORE} - \frac{13}{A}$$

↑
Sum of the standardized scores
gained from VNVS test and MOTIVATION LETTER

← awarding age

Academic Year	Reduction Score (point score)	
2020/21 & 2021/22	not eligible to apply	
2019/20	1	13/1=13
2018/19	2	13/2=6.5
2017/18	3	13/3 = 4.33
2016/17	4	13/4 = 3.25
2015/16	5	13/5 = 2.6
2014/15	6	13/6 = 2.16
2013/14	7	13/7 = 1.85
2012/13	8	13/8 = 1.62
2011/12	9	13/9 = 1.44
2010/11	10	13/10 = 1.3
2009/10	11	13/11 = 1.18
2008/09	12	13/12 = 1.1
2007/08	13	13/13=1

For example, 1.3 reduction score will be applied for those applicants who benefitted from the scholarship programme in academic year 2010/11.

3) Score promotion for priority subjects

Applicants applying for a priority subject and **STP applicants applying for any Covid-19 related programme/course** will be given additional scores by using the following method:

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 a priority subject or a Covid-19 related subject.
- 3.Applicants entitled to score promotion will compete with the applicants within their category/sub-category

SECTION 6 – ISSUING OF RESULTS

Results will be issued **beginning of August 2022**. All applicants will be informed of their results individually by receiving an email from euscholarships@abburs.eu sent to the e-mail address indicated on their application form.

The e-mail will include a letter (letter of nomination, reserve, or regret) stating the outcome of the selection process as well as a statement of test results. In the case of reserves, the e-mail will have information on their position in terms of ranking on the reserve list within their category/subcategory. A copy of the letter will also be available on the applicants' portal for reference.

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 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 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 inform applicants of the results.

To ensure maximum utilization of funds the British Council 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 10.](#))

SECTION 8 – 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. Documents provided will not be returned to applicants at any stage. 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 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 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 the northern part of Cyprus as stated on the online application form. The date on the certificate of residence should be current, i.e., not older than year 2021- **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 2021/22 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 PD/UG, PG applicants and those who are eligible to apply for STP without 3 years of work experience.**

- **Proof of enrollment to the 2021/22 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 2021/22 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 2021/22 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 2017 and April 2022 - **Required from all professionals except recent graduates and those who have recently been qualified as general practitioners.**

- 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 2017 and April 2022 is required.
- If the applicant is **unemployed** at the time of application, any document proving that the applicant was working minimum 3 full years of cumulative in the northern part of Cyprus between January 2017 and April 2022 is required.

Mandatory services can be counted as a work experience.

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.

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 in different regions, universities, and professional organizations. 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.abburs.eu), **Facebook page** (<https://www.facebook.com/ABBurs.eu>) and **Instagram page** ([abburs.eu](http://www.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 <https://www.abburs.eu/en/study-in-europe/>

Once the call is closed for applications, the method of communication between candidates and the EU Scholarship team will be via scholarship's official e-mail address, euscholarships@abburs.eu and/or 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. 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 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 timescale of the selection process.

In exceptional cases, a candidate may request a face-to-face or online meeting with a member of EU Scholarship team by email. Check www.abbur.eu for our public hours and <https://goo.gl/maps/s6uku749cxnj5VmZ9> for our office map.

SECTION 10 - 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:

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

Program/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 one academic year and in the case of short-term programmes (STP) for the duration of 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 Program details form on the portal and uploading the required document(s) is September 2022 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 2022**.

For those nominees waiting for their **IMAT** results to make a final decision on host institution, the deadline for completing the program details form on the portal and uploading the required document(s) is **December 2022**.

2. Complete the Bank Details Form on the Portal

All nominated and all reserve candidates should open a bank account in Euro in their 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 must 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

The deadline for completing the Bank Details form on the portal is August 2022 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, **British Council 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. British Council 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 will be notified **as of late September 2022** 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. EU Scholarship Programme Office cannot be held responsible for any inconveniences this situation might cause.

Please 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 or the guarantor of the scholar will sign the contract with British Council.

- Once the pre-conditions are met to sign the grant contract, the grant contract will appear on the candidate's portal and they are strongly advised to review the contract conditions carefully before signing it.
- 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 scholar**
- Payment of Travel Allowance-**to scholar**

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.

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**. British Council 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.

Travel Allowance

Travel allowance is €1000 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.

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. Scholars are also required to upload an official document(s) to prove that they are continuing their programme at their host institution. i.e., transcripts, progress reports, attendance etc., whichever is relevant, covering the first half, i.e., first 5 months of their study programme. The interim report and the required document(s) should be submitted **no later than the sixth month through their programme**
- **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 no later than one month following the completion of study programme.**

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

- **Final report:** Scholars are required to complete only the **online final report form on their portal** together with an official document(s) proving the completion of their short-term 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.

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-fulfilment or breach of contract conditions (i.e., non-submission of reports and supporting documents, non-attendance on the course, etc.), **EU Scholarship Programme** 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 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 EU Scholarship Programme

In the event of termination as mentioned above, **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
- 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
- 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 does not meet the deadlines given does not complete the withdrawal form on their portal, 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, s/he agrees to reimburse the full amount paid to them.**

10.6 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.

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@abburs.eu 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. However, nominated and reserve candidates may request to change the duration of their programme **by writing to euscholarships@abburs.eu** if the new duration they want to change is less than the one indicated in the online application form, i.e., duration of the short-term programme 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, 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, 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 not been nominated for an award due to an error or irregularity during the award process, may submit an official complaint directly to **EU Scholarship Programme** within **15 days** of receipt of the notification of results. The complaint should be made **in writing**. 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@abburs.eu. EU Scholarship Programme Office will forward these emails to the European Commission.

SECTION 12 - FURTHER INFORMATION

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	British Council Policies
ANNEX 6	List of High/Vocational Schools/Colleges Falling under PD/UG-1 and PD/UG-2 Sub-Categories
ANNEX 7	Score Promotion Methodology for Students and Graduates of Taner Akcan Apprenticeship & Adult Education Center
ANNEX 8	Glossary

SECTION 13 - INDICATIVE TIMETABLE FOR 2022/23 CALL

Starting date for receiving applications	Thursday, 20 January 2022
Deadline for Applications	Sunday, 17 April 2022 at 23:59 Cyprus time
Written Tests (Verbal, Numerical, and Visual-Spatial Test & Motivation Letter)	End of June/beginning of July 2022 (date to be announced)
Issuing of results	Beginning of August 2022
Contracting phase	August-December 2022 & ongoing for STPs

Annex 1 – Summary of Categories / Sub-Categories

PRE-DEGREE & UNDERGRADUATE STUDIES (PD/UG) (ONE ACADEMIC YEAR-MINIMUM 10 MONTHS)

PD/UG-1

- UNDERGRADUATE
- PREP/FOUNDATION (YEAR 0)
- LANGUAGE COURSE

PD/UG-2

- UNDERGRADUATE
- PREP/FOUNDATION (YEAR 0)
- LANGUAGE COURSE

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

PG NON-EU

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

PG EU

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

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

- PROFESSIONAL TRAINING/INTERNSHIP
- RESEARCH/POST DOCTORAL STUDIES
- LANGUAGE COURSE

Annex 2 - Step by Step Guide for Online Application

- Go to <https://apply.abburs.eu/>
- Make sure you choose the academic year **2022/23** from the drop-down menu
- Register and create an account. You need to have a valid email address for this.
- Once you register, a confirmation email will be sent to your e-mail.
- To activate your account, click on the link sent by email and create your **“LOG IN” password**.
- Log in with your password. You can choose the language (Turkish or English) you want to use complete the application form from the top right of your screen.
- Answer the questions as you go. The system will guide you according to your answers.
- Make sure you read and understand **all** questions carefully and answer them correctly. Wrong answers may lead to wrong categorization of your application.
- Answer **ALL** the questions. In case of incomplete answers, the system will prevent you from submitting your application form.
- 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 600 and maximum file size should be 4MB.**
- 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.**
- When you complete the online application and upload all the required documents, press the submit button.
- The system will determine your category / sub-category according your answers. Once you submit your application you will be given a unique registration number.
- A sample application video can be found at www.abburs.eu

Annex 3 – Written Tests

MOTIVATION LETTER – (50%)

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.

Candidates are expected to write approximately **800-900 words**. The time allocated for writing the motivation letter is **50 minutes**. Candidates are recommended to spend around 5-10 minutes planning their answers.

VERBAL NUMERICAL and VISUAL-SPATIAL (VNVS) TEST –(50%)

Verbal Numerical and Visual-Spatial Test is a general ability test that measures critical reasoning through short verbal, numerical and visual-spatial sub-tests and is used widely to predict the ability to work with words, numbers, images, and logic.

VNVS test is designed to assess your ability in two broad dimensions, **quantitative** and **qualitative** reasoning:

The Quantitative Reasoning is your ability to use numbers and mathematical concepts to solve mathematical problems. as well as your ability to analyse data presented in a variety of ways. **The Qualitative Reasoning** is your 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**. 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.

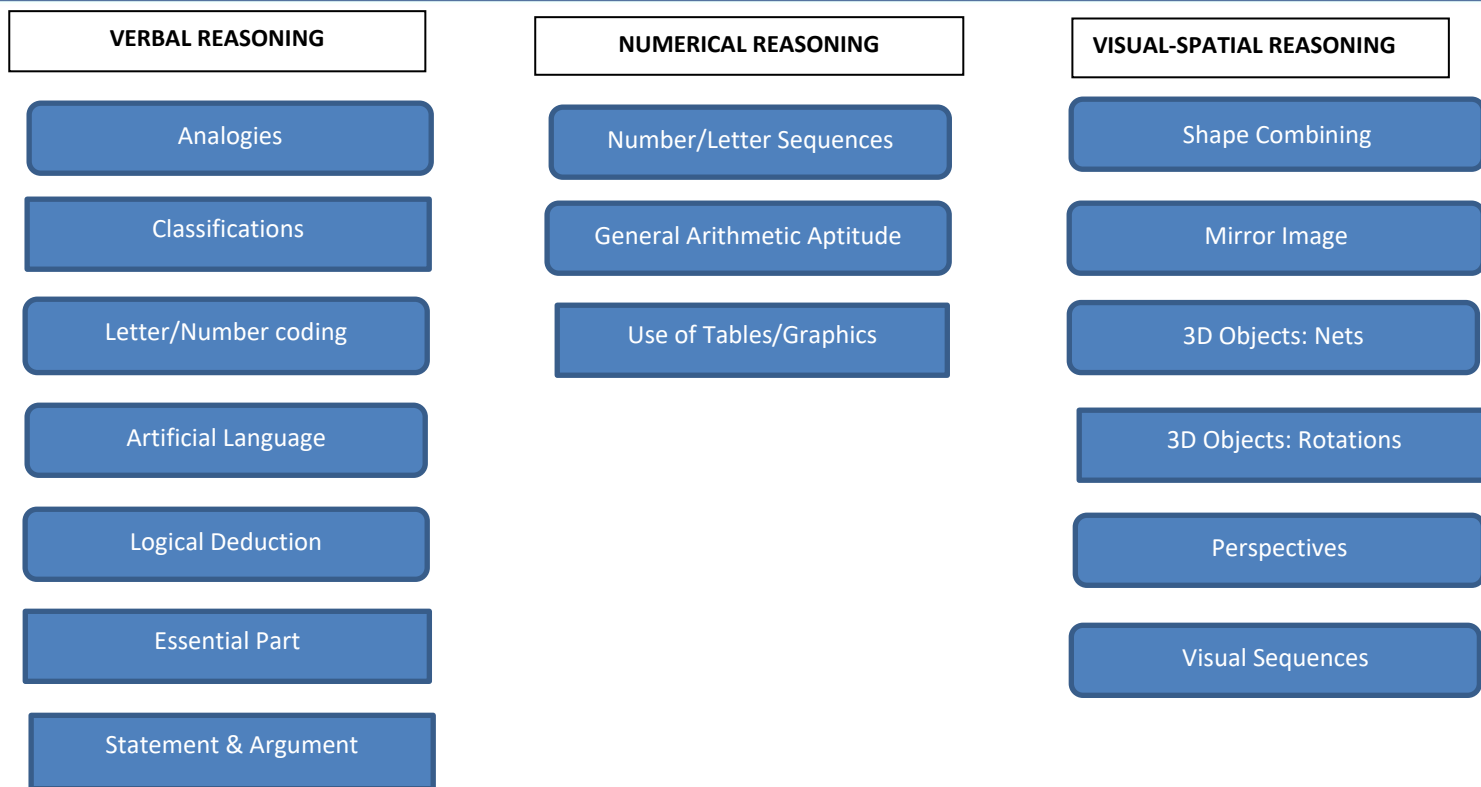


Figure 1. Sub-Dimensions of quantitative and qualitative reasoning

TIPS FOR VNVS TEST (BEFORE THE EXAM)

- TIP 1** Review your number facts: addition, subtraction, multiplication, division, order of operations using parenthesis, arithmetic sequences etc.
- TIP 2** Review your basic word 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.

TIPS FOR VNVS TEST (DURING THE EXAM)

- TIP 5** Answer easy questions first, then harder ones.
- TIP 6** Try to anticipate the correct answer before looking at the options.
- 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 options (answers) and eliminate the ones you know are incorrect.
- TIP 9** Look for options that are the same with other options. These options cannot be the answer.
- TIP 10** Sometimes the longer response may be the clue to the correct response.

SAMPLE QUESTIONS FOR VNVS TEST

A) VERBAL REASONING

Letter Coding

1) If you rearrange the letters SUBAPEDT, you would have the name of a(n)?

- A) Animal
- B) Country
- C) Tree
- D) Fruit
- E) City

ANSWER: City

Essential Part

Each question has an underlined word followed by five answer choices. You will choose the word that is a necessary part of the underlined word.

2) Classroom

- A) blackboard
- B) projector
- C) books
- D) chairs
- E) students

ANSWER: E

Statement and Argument

Each question given below consists of a statement followed by two arguments numbered I and II. You must decide which of the arguments is a "strong" argument and which is a "weak" argument.

3) **Statement:** Should new factories be established in Cyprus?

Arguments:

- I. Yes, it will create job opportunities.
- II. No, it will further add to the pollution of the country.

- A) Only argument I is strong
- B) Only argument II is strong
- C) Either I or II is strong
- D) Neither I nor II is strong
- E) Both I and II are strong

ANSWER: C

B) NUMERICAL REASONING

General Arithmetic Aptitude

- 4) Hasan attempts to do the calculation "24 x 15" using a calculator but he discovers that "5" button does not work. What can Hasan do alternatively by using the calculator to find the answer?

- A) He can multiply 24 by 10 and then add 2 to the result.
- B) He can divide 24 by 30 and multiply result by 2.
- C) He can multiply 24 by 10 and then divide the result by 2.
- D) He can divide 24 by 4 and then multiply the result by 10.
- E) He can multiply 24 by 30 and then divide the result by 2.

ANSWER: E

Use of Tables

- 5) In a school, 292 of the students are males and the rest are females. In this school there are two types of students namely, blonds and brunettes. 63 of brunettes are females and 205 of males are blonds. If there are 503 students in total, how many blonds are females?

- F) 235
- G) 225
- H) 211
- I) 148
- J) 87

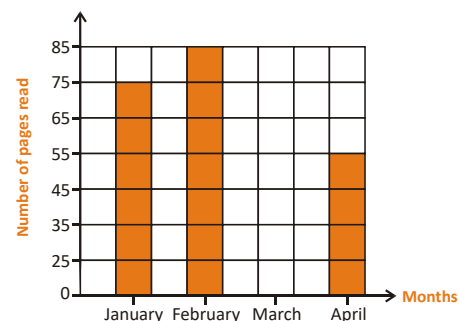
ANSWER: D

Use of Graphics

- 6) The graph on the right will show the number of pages read by Ayşe in the first four months in which pages read in March is not reflected. Find what percent of pages were read in March if she read 250 pages at total?

- A) 7
- B) 14
- C) 35
- D) 45
- E) 70

ANSWER: B



C) VISUAL-SPATIAL REASONING

Shape Combining

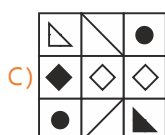
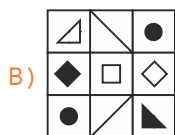
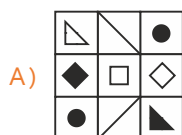
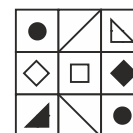
7) Below there are some plane figures. Which of the options makes up the next shape when the figures are arranged without overlapping each other?



ANSWER: E

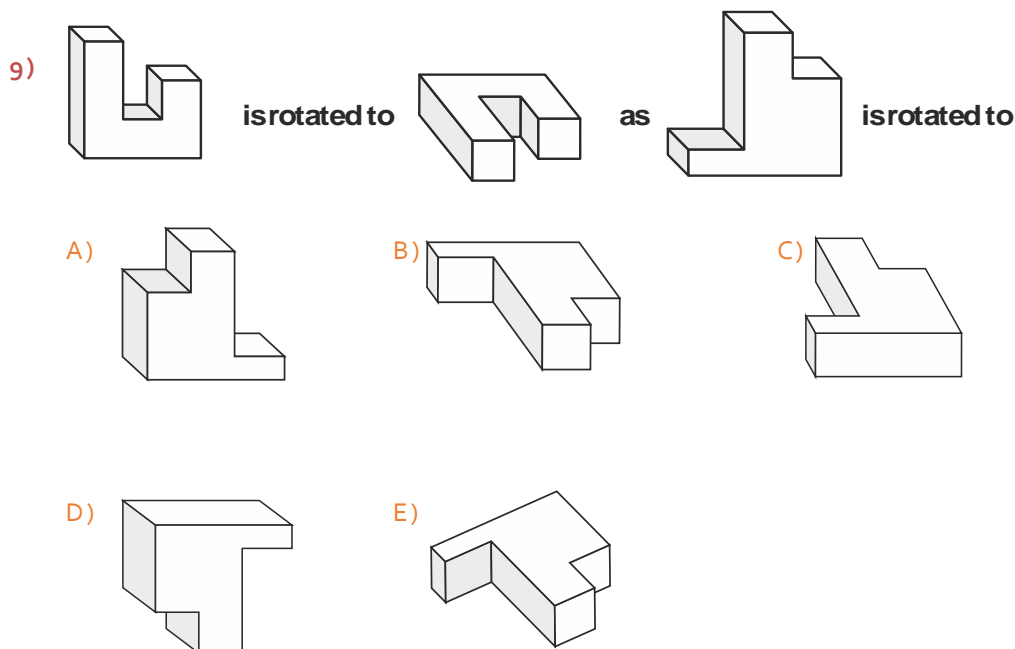
Mirror Images

8) Which one of the following is a mirror image of the next figure?



ANSWER: B

Rotations



ANSWER: B

More [sample questions](#) can be found on the website under [Useful Information – Written Tests](#)

An Example of How Standard T-Scores May Effect the Rank of Candidates

The table on the left shows the ranking of a group of candidates according to raw scores (unstandardized) total. However, the table on the right shows the ranking of the same group when the raw scores are transformed into standard T-scores. As seen from the tables the rank of candidate 43 moved up to the third rank when the scores are transformed into standard scores.

CANDIDATE NO	MOTIVATION LETTER RAW SCORE	VNVS RAW SCORE	TOTAL
12	45	42	87.00
1	50	23	73.00
23	18	50	68.00
43	45	20	65.00
54	38	16	54.00
13	30	20	50.00

CANDIDATE NO	MOTIVATION LETTER STADARDIZED SCORE	VNVS STANDARDIZED SCORE	TOT
12	56.17	59.67	115.84
1	60.38	46.06	106.45
43	56.17	43.91	100.09
23	33.44	65.39	98.83
54	50.28	41.05	91.33
13	43.55	43.91	87.46

Mean of VNVS = 28.5

Standard Deviation of VNVS = 13.97

Following is an example of computing standard T-score.

Calculation of T-Verbal, Numerical & Visual-Spatial Test (VNVST) score of Candidate 12

STEP 1: Finding z-score

$$\text{z-score} = \frac{\text{SCORE OF THE CANDIDATE} - \text{MEAN OF VNVST}}{\text{STANDARD DEVIATION}} = \frac{42 - 28.5}{13.97} = 0.97$$

STEP 1: Finding T-score

$$\begin{aligned} \text{T-SCORE} &= 10 \times \text{Z-SCORE} + 50 = \\ &10 \times 0.97 + 50 = 9.7 + 50 = \mathbf{59.7} \end{aligned}$$

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. I belong to the Turkish Cypriot Community	<ul style="list-style-type: none"> Birth Certificate 	All
I <u>was not</u> born in Cyprus, but my mother / father was born in Cyprus	<ul style="list-style-type: none"> Birth certificate of applicant AND birth certificate of mother or father (whichever is relevant) 	All
I am a resident in the northern part of Cyprus	<ul style="list-style-type: none"> Certificate of Residence (not older than year 2021) 	All
Proof of 7 years education in Cyprus	Official document* from school /education authority *Diplomas prove only one year of education.	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 2021/22	A copy of official transcripts of the last finalised semester or an official document (öğrenci belgesi) from school/education authority	All candidates enrolled as a student for 2021/22 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 candidates enrolled as final year high school students in 2021/22 academic year)
Minimum three years of work experience between January 2017 – April 2022	Certificate of Employment/business registration document (whichever is applicable)	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

***All documents should be uploaded on the portal during application before submitting the online application form. The documents must have minimum width of 600 pixel and a maximum size of 4MB each.**

Annex 5 – British Council Policies

Child Protection Global Policy Statement

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. We believe child protection requires everyone to take responsibility. We recognise that the care and welfare of children is paramount and that all children have the right to protection from all types of harm.

The British Council recognises that we have a fundamental duty of care towards all children we engage with, including a duty to protect them from abuse. We achieve this through compliance with UK child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the child (UNCRC) 1989.

A child is defined in the British Council as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where a child is, or their home country.

This policy is mandatory for all British Council staff worldwide. This includes anyone who works for the British Council, either in a paid or unpaid, full, or part-time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers, interns and anyone working on behalf of the British Council.

The British Council is committed to:

- Valuing, respecting, and listening to children,
- Ensuring all necessary checks are made when recruiting staff,
- Maintaining strong child protection systems and procedures for staff,
- Training our staff and providing a common understanding of child protection issues to inform planning and practice,
- Sharing information about child protection and good practice with children and parents/carers,
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately,
- Providing effective management for staff through clear processes, supervision, and support,
- We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood,
- The British Council will review this global policy statement annually to reflect new legal and regulatory developments and ensure good practice.

For more information: <https://www.britishcouncil.com.cy/about/child-protection-policy>

Safeguarding Policy Statement

We have a responsibility to protect children, young people and vulnerable adults who engage in activities with us from abuse, harm, exploitation, and neglect, and to create a safe environment for them.

This includes the prevention of illegal exploitation of people for personal or commercial gain. Colleagues managing our relationships with third party suppliers and partners have an important role in ensuring those third parties comply with safeguarding policies.

Our safeguarding strategy is based on three principles:

- build a workforce which understands safeguarding and is equipped to respond to issues in a timely, sensitive and appropriate fashion
- use our international networks to share strong safeguarding standards
- put children and vulnerable adults at the centre of everything we do.

It is designed to protect from and prevent harm, abuse, and negative discrimination of any kind. Our global and regional safeguarding teams are responsible for overseeing the implementation of this vision. Everyone who works for and with the British Council is expected to understand, support, and embrace it.

We also adhere to local legislation and procedures, including **Article 19 of the United Nations Convention on the Rights of the Child (UNCRC) 1989** and the **Care Act 2014**.

Information can be found at <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>.

Equality, Diversity and Inclusion

Our Equality Policy commits us to ensuring that there is no unjustified discrimination¹ in the recruitment, retention, training and development of staff on the basis of age, disability, gender including transgender, HIV/AIDS status, marital status including civil partnerships, pregnancy and maternity, political opinion, race/ethnicity, religion and belief, sexual orientation, socio-economic background, spent convictions, trade union activity or membership, work pattern, on the basis of having or not having dependants, or on any other grounds which are irrelevant to decision-making².

Our Equality Policy takes account of relevant legal standards. We aim to abide by and promote equality legislation by following both the letter and the spirit of it in this area. We try to avoid unjustified discrimination which we recognise is a barrier to equality, diversity, inclusion, and human rights.

The British Council is committed to:

- understanding, valuing, and working constructively with diversity to enable fair and full participation in our work and activities.
- ensuring that there is no unjustified discrimination in our recruitment, selection, performance management and other processes.

- ensuring action that promotes equality; this includes conducting equality screening and impact assessments of policies and functions and progressing diversity action plans.
- treating individuals with whom we work with fairness, dignity and respect.
- playing our part in removing barriers and redressing imbalances caused by inequality and unjustified discrimination.

For more information: <https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>

British Council Privacy Policy

The British Council is the data controller of the information that you provide when you use the website of the EU Scholarship Programme for the Turkish Cypriot Community 2020-22. This means that we are responsible for determining how your information is collected and used. By using this website, you understand that your information will be shared with our partners:

- for the purposes of administering this website: Niyel-Technologies, Cyprus, as data processor

Other than for the purposes mentioned herein, your personal data will not be shared outside the British Council without your explicit permission.

To achieve the necessary purposes outlined above, your personal information is securely transferred to and/or stored in Cyprus.

We comply with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to access your personal data, to ask us to correct any inaccuracies in your information or to object to our using your personal data for direct marketing or automated decision making and/or individual profiling.

In some situations, you also have the right to require us to restrict the processing of your personal information, to ask us to securely delete or destroy your personal information (the 'right to be forgotten') or the right to data portability. To exercise any of your data protection rights, please contact us at IGDisclosures@britishcouncil.org.

If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For contact details of the Information Commissioner's Office (ICO) in the UK, see www.ico.org.uk, for data protection regulators in the EU and EEA, please refer to the website of the European Data Protection Board, see https://edpb.europa.eu/about-edpb/board/members_en.

For further information especially on data subject rights, please refer to the [privacy section](#) of our corporate website.

We will keep your information for a period of seven years from the time of collection.

Annex 6 – List of UG-1 & UG-2 Schools

LIST OF PD/UG-1 SCHOOLS

American Academy
Bekirpasa Koleji
Bulent Ecevit Anadolu Lisesi
Doğa Koleji
English School of Nicosia
Falcon School
French-Cypriot School
Gazi Mağusa Türk Maarif Koleji
Girne Amerikan Koleji
Güzelyurt Türk Maarif Koleji
Hala Sultan İlahiyat Koleji
Lefkoşa Türk Maarif Koleji
Med High School
Yakın Doğu Koleji
Necat British College
TED Koleji
The English School of Kyrenia (ESK)
The Senior School
Levent Koleji
19 Mayıs Türk Maarif Koleji
20 Temmuz Fen Lisesi
Xenion High School

LIST OF PD/UG-2 SCHOOLS

Anadolu Güzel Sanatlar Lisesi
Anafartalar Lisesi
Atatürk Meslek Lisesi
Bekirpaşa Lisesi (Turkish)
Cengiz Topel Endüstri Meslek Lisesi
Cumhuriyet Lisesi
Değirmenlik Lisesi
Dr.Fazil Küçük Endüstri Meslek Lisesi
Erenköy Lisesi
Gazi Mağusa Meslek Lisesi
Gazi Mağusa Ticaret Lisesi
Girne Turizm Meslek Lisesi
Güzelyurt Meslek Lisesi
Haydarpaşa Ticaret Lisesi
İlahiyat Koleji Anadolu Lisesi
Iskele Ticaret Lisesi
Karpaz Meslek Lisesi
Kurtuluş Lisesi
Lapta Yavuzlar Lisesi
Lefke Gazi Lisesi
Lefkoşa Türk Lisesi
Namık Kemal Lisesi
Osman Örek Meslek Lisesi
Polatpaşa Lisesi
Sedat Simavi Endüstri Meslek Lisesi
Taner Akcan Çıraklık Okulu ve Yetişkin Eğitim Merkezi*

*A score promotion methodology will be applied to final year students / graduates of Taner Akcan Apprenticeship & Adult Education Center (Taner Akcan Çıraklık Okulu ve Yetişkin Eğitim Merkezi). See [Annex 7](#) for the score promotion methodology.

Annex 7 – Score Promotion Methodology for Students and Graduates of Taner Akcan Apprenticeship & Adult Education Center

Scores of the students / graduates from Taner Akcan Apprenticeship and Adult Education Center will be increased using Standard Error of Measurement (SEM) of each sub-test. The SEM is a measure of how much measured test scores are spread around a “true” score.

Example:

A candidate scores 5 on Numerical Reasoning Test with an SEM of 1.63. What is the 68% confidence interval for the spread of scores?

Solution:

An SEM of 1.63 would be one SEM either side of the true score (i.e., between -1 and 1 SEM). Using the formula:

$$68\%CI = \text{Score} \pm \text{SEM}$$

$$5 - 1.63 = 3.37$$

$$5 + 1.63 = 6.63.$$

The candidate’s true score lies between 3.37 and 6.63. Since the aim is to increase the score of the candidate, 6.63 can be used for his/her true score.

Table below represents the new total score of a student:

	Raw Score	SEM	Spread of the Score	OLD TOTAL	NEW TOTAL
Numerical Reasoning Test	5	1.63	3.37 - 6.63	12	16.92
Verbal Reasoning Test	3	1.65	1.35 - 4.65		
Spatial Reasoning Test	4	1.64	2-36 - 5.64		

After the new total is obtained the score is turned into a standard score regarding the UG2 group.

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)	AB is responsible for monitoring the implementation of the programme and approve the final lists of nominees, reserves, and regrets.
Assessors	professionals who will assess the applicants' applications and performance (motivation letter) during the selection process
Breach of contract	failure to meet the terms set out in the 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 grant
EU host country	the EU member country where the applicant is planning to study
EU host institution	the education, training, or research institution of the EU member country where the applicant is planning to study
Fabricated	faked; false

Family or child allowances	additional payment for those who take their family or child(ren) to the host country with them
Full-time programme	this usually changes 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
Foundation programme/year	a one-year course that bridges the gap between qualifications gained in your home country and those required for entry to university courses in the host institution. This often includes language tuition.
Grantee / grant beneficiary / scholar	the applicant who is awarded a scholarship
Graduates	individuals who have completed high school, undergraduate or postgraduate education
Healthcare coverage	healthcare coverage covers the cost of an individual's medical, surgical expenses and sometimes cost of medicine.
Higher education	post-secondary/school education
Higher education institution	universities or other institutions such as colleges, art institutions, business schools, and agricultural colleges
Internship	position of a student or trainee who works in an organization, sometimes without pay to gain work experience.
Language of the programme of study	one of the 24 official EU languages in which the chosen programme of study is offered
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 course	postgraduate courses are higher education courses that require that learners have already completed a bachelor's degree; most types of postgraduate courses will include taught and research elements.
Postgraduate degree	postgraduate degrees generally fall into four categories: postgraduate certificate, postgraduate diploma, master's degree, doctorate/PhD.
Preparatory year	See foundation programme/year
Professional courses	courses to improve one's career and technical skills- not necessarily taken to obtain a qualification
Professionals	individuals (both employed and unemployed) who have developed careers
Professional training programme	specific training programme that relates to an individual's work that requires specific skills.
Ranking order	order of candidates according to their total scores, usually from highest to lowest.
Raw score	real score obtained on a test before it is converted to any other form or scores/percentages.
Receiving institution	the institution which accepts the grantee for study
Recent graduate	someone who graduated in 2018/19, 2019/20, and 2020/21 academic years.
Reserve list	list of candidates who have not been nominated for the grant but will be considered in case there are withdrawing candidates to the nominee list and available funds
Summary total/summary score	the total score a candidate accumulated from VNVS test and ML

Ranking list	list of candidates' scores from highest to lowest
T-score	standardized scores on each dimension for each type
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 course/education	includes all the academic programs, above secondary education, and below postgraduate education, up to the level of a bachelor's degree
Undergraduate degree	(also called first degree, bachelor's degree or simply degree) is an academic degree usually offered at an institution of higher education such as a <i>university</i> or a <i>college</i> . The most common type of this degree is the <i>bachelor's degree</i> which typically takes at least three or four years to complete
Withdrawal from the programme	ceasing to participate in the scholarship programme
Withdrawal of grant	taking back an awarded grant for reasons outlined in the guidelines