

<b>ANNEX I – DESCRIPTION OF THE ACTION JEAN MONNET SCHOLARSHIP</b>
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**Article 1: Objective of the Jean Monnet Scholarship Programme**

The objective of the Contract concerning the above mentioned programme between the European Commission and the Republic of Turkey is to promote the participation of young Turkish professionals, academics and civil servants in this post-graduate programme at the universities of the European Union member states as an instrument for strengthening the educated human resources of this candidate country in relevant EU disciplines and thus contributing to the efforts towards Turkey's accession to the European Union.

The following governs the relationship between the Government of Republic of Turkey, represented by the Central Finance and Contracts Unit (CFCU), "The Contracting Authority" and the Jean Monnet awardees ("The Beneficiary") and defines the rights and obligations associated with their participation in the above scholarship programme.

**Article 2: Duration**

The duration of the scholarship will be XXXXXX months of the 2010-2011 academic year of the programme in the university of placement.

**Article 3: Placement**

The beneficiary will be placed at the name & EU member state of host institution to study for "title of programme" with the condition of taking the ..... elective course (only if applicable).

**Article 4: Obligations of the beneficiary**

The beneficiary undertakes to:

- open a bank account in EUR for the pre-financing payment (advance payment) to be effected by the Contracting Authority before departure to his/her place of study and fill in the "Financial Identification" and "Legal Entities" forms with the adequate supporting documents enclosed to this Contract and submit the original forms to the Contracting Authority;
- arrange his/her travel to and from the host country together with the visa requirements needed;
- effect the tuition fee payment to the relevant university;

- *upon arrival at the destination:*
  - inform the Contracting Authority through the Jean Monnet Placement Agency as soon as possible of his/her address, telephone number and e-mail address at the place of residence and any changes thereof;
  - inform the Contracting Authority through the Jean Monnet Placement Agency of the name, title, the contact address and telephone number of his/her course advisor/director/tutor within one month;
  
- *during the placement:*
  - submit to the Secretariat General for EU Affairs through the Jean Monnet Placement Agency an Initial Placement Report (enclosed as Annex VA) within one month of arrival and for every four months thereafter an Interim Report (enclosed as Annex VB) indicating the developments of the placement;
  - respect the discipline imposed by the chosen university and the rules in force. In the event of non-compliance with this requirement, the Contracting Authority reserves the right to terminate the scholarship after having informed the beneficiary by registered post with proof of receipt;
  - inform the Contracting Authority in advance through the Jean Monnet Placement Agency if he/she withdraws from the placement or if the duration of the placement or the academic year is reduced by either the beneficiary or the host University;
  - complete the course programme of the chosen university and make as much effort as possible to obtain a sufficient degree of success;
  - respect the field of study indicated in the application form, namely **study field selected while determining subject of the dissertation and/or finally produced academic report and preferably the scholar should include Turkey's accession process to the EU in the study and reports carried out;**
  - respect the academic calendar of the chosen university. Failure to follow the course programme will be subject to termination of the scholarship by the Contracting Authority except for force majeure reasons to be supported by documentary evidence (medical reports, etc.);
  - reside in the host EU member state for the full duration of the specified programme – absence from the host EU member state until completing requirements of the specified programme, may not exceed four weeks at each absence;
  
- *upon the end of the placement:*
  - submit a final report on the course programme he/she attained, a stamped letter from the host institution confirming that he/she has fulfilled all requirements of the programme to date; copy of transcripts, hard copy of the dissertation and photocopy of all pages of his/her passport demonstrating travel details during the award period.

The Contracting Authority reserves the right to terminate the scholarship programme in case of non-compliance with one or more of the above requirements and to ask for the full or partial reimbursement of the financial costs occurred thereof.

### **Article 5: Obligations of the Contracting Authority**

The Contracting Authority undertakes to:

- take the measures necessary for preparation, implementation and efficient operation of the placement referred to in this Contract,
- conduct overall supervision on the technical implementation managed by the EUSG, including monitoring and evaluation.
- conduct payments governed by article 4 of Special Conditions

### **Article 6: Jean Monnet Scholarship Programme financial contribution**

The Jean Monnet Scholarship Programme financial contribution received by the beneficiary for the placement governed by this Contract is calculated as a flat-rate amount of XXXXXXXX EURO.

Flat-rate total scholarship: XXXXX EUR

Pre-financing payment: XXXXXXXXX EUR (90%)

Final payment: XXXXX EUR (10%)

If the actual duration of the placement is less than that specified in Article 2, the Contracting Authority may require a pro-rata refund concerning living expenses.

### **Article 7: Payments**

The Contracting Authority undertakes to pay the beneficiary, the Jean Monnet Scholarship Programme contribution for the placement governed by this Contract, upon signing of the award contract.

- *upon signature of this grant contract:*
  - In case where the pre-financing instalments are to be paid by the Contracting authority, the pre-financing payment will be paid to the Beneficiary within 45 days, as from the date of reception by the Contracting authority of signed contract.
- *upon receipt of the final payment request after completion of the programme in order to qualify for the final payment of 10%, on condition that the beneficiary submits:*
  - Request for Final Payment;
  - copy of receipt(s) demonstrating payment of the full tuition fee to the host institution;

- a final report on the course programme he/she attained;
- stamped letter from the host institution confirming that he/she has fulfilled all requirements of the programme to date to the Jean Monnet Placement Agency;
- copy of transcripts;
- hard copy of the dissertation;
- photocopy of all pages of his/her passport demonstrating travel details during the award period;

to the relevant Authorities through the Jean Monnet Placement Agency within one month of the end of the placement, in order to receive final payment and to close the contract.

### **Article 8: Bank account**

The Jean Monnet Scholarship contribution shall be paid into the bank account indicated by the beneficiary in the “Financial Identification” form as enclosed to this grant contract.

### **Article 9: Reports**

The beneficiary shall submit reports for the whole duration of the placement.

1. Initial Placement Report upon arrival. The standard reporting form is enclosed as Annex VA of the grant contract. The second part of the Placement Report, titled “2. Host University” should be signed by the beneficiary’s advisor/director/tutor, whose name, title, contact address and telephone number was given to the Placement Agency in accordance with Article 4 of this Annex.
2. 1<sup>st</sup> Interim Report covering the first 4 months of the placement. The standard reporting form is enclosed as Annex VB of the grant contract.
3. 2<sup>nd</sup> Interim Report covering the following 4 months of the placement (if applicable): The standard reporting form is enclosed as Annex VB of the grant contract.
4. 3<sup>rd</sup> Interim Report covering the next 4 months of the placement (if applicable): The standard reporting form is enclosed as Annex VB of the grant contract.
5. Final Report covering the whole duration of the placement. There is no standard template for the final report. It shall be reported in Word format. The information given in the final report shall include the duration of the placement, stamped letter from the host institution confirming that he/she has fulfilled all requirements of the programme to date have been fulfilled, copy of the transcripts, hard copy of the dissertation; photocopy of all pages of his/her passport demonstrating travel details during the award period; the address, and telephone number of the beneficiary for future cooperation The beneficiary shall

send the final report to the Secretariat General for EU Affairs through the Jean Monnet Placement Agency within one month from the end of the placement.

6. Every scholar shall provide a hard copy of his/her dissertation and/or finally produced academic report to the Secretariat General for EU Affairs through the Placement Agency. The title of the work(s) will be published on the Jean Monnet web site and the hard copy will be retained at the Library of the Secretariat General for EU Affairs in order to share gained experience in the scope of Jean Monnet Scholarships Programme with other researchers.

The academic progress standard reporting form is enclosed as Annex V C of the grant contract. This report will be communicated directly by the Jean Monnet Placement Agency to the beneficiary's supervisor at the host institution in mid-term and at the end of the placement.

#### **Article 10: Monitoring and checks**

The beneficiary shall supply the Contracting Authority with all information and required about the execution of placements governed by this grant contract and defined in the Articles of this Annex.

The beneficiary shall keep available for the Contracting Authority any documents which demonstrate that the placement programme is being carried out, or has been completed, in accordance with the terms of this grant contract.