

Guidelines for the Turkish Communication Program for Civil Servants and Academics (KATIP) for the Academic Year 2018 – 2019

Qualifications sought for in candidates:

- To be a foreign national (those who are Turkish nationals, hold blue cards, or have lost their Turkish nationality for any reason are not qualified for the KATIP scholarship).
- For applicants who are civil servants to have worked at their institution for three years; preference for those holding a graduate degree or a doctorate.
- For researchers and scientists to be employed at a university or a research center and to have completed their doctorate degrees, or for them to be studying for the Ph.D.
- It is preferred for researchers and scientists to be engaged in studies of Turkey and in the social sciences.
- It is preferred for candidates to have a working knowledge of basic Turkish (candidates will be assigned different groups based on their level of Turkish).
- To not have passed the age of 40 as of 01 January 2018.
- To not be the recipient of another grant within the scope of Turkish grants.

Scope of the scholarship:

- Each year, our ministry, the Ministry of Foreign Affairs, the Turkish Agency for the Cooperation and Coordination (TIKA), the Turkish Education Foundation, and the Yunus Emre Institute will select a limited number individuals from each country to provide a scholarship to.
- The maximum duration of the scholarship is 10 months.
- It is planned for the scholarship program to last from 15 October 2018 until 16 August 2019.
- Along with the costs of Turkish language education and monthly scholarship payments, the grant covers the cost of roundtrip transportation to Turkey for the purpose of the training and maintenance costs (the latter depending on need).
- Monthly allowance for the scholarship is 2,000TL for the 2018 – 2019 academic year.
- The cost of health insurance will be covered by the candidate.
- Turkish language training is planned to start at Istanbul University's Language Center.
 - Turkish language education generally starts with beginner's level (A1). Given there being are enough individuals in the same level, it is possible to begin a course for a different level.
 - Those who successfully pass their exams achieve an advanced certificate (C1) at the end 10 months.
 - It is required to have 80% attendance at courses each month.

- The scholarship of those individuals who do not pass their examinations is cut by 20%.
- **In the event of continued absence or failure, the scholarship is cut.**

Application:

- Applications can be completed on tbbs.turkiyeburslari.gov.tr, where there are options to apply in Turkish, English, Arabic, Russian, French, or Bosnian. The steps of the application process are listed below.
 1. It is necessary to create a used account with a valid email address, and to enter the system with the “user code” that is sent by e-mail.
 2. The application will be completed by clicking on the link that will later be sent to the email address.
 3. It is necessary to fill out the left-hand sections on personal information, education information, work history, etc., and for necessary documents to be uploaded into the system.
 4. The application must be completed (application deadline: 31 May 2018).

Documents that need to be uploaded onto the application system:

- Passport/ID card*
- Photograph*
- Transcript*
- Diploma*
- Documentation from the institute at which the candidate is employed, verifying status*
- Documentation from the institute at which the candidate is employed indicating permission to take part in the scholarship scheme.
- Letters of recommendation from the institute at which the candidate is employed.

**Fields marked as such are required.*

Candidate selection:

The scholarship in question is not released to the public and foreign representatives will only evaluate the applications of suitable candidates. For this reason, it is important for the concerned foreign representative to confirm the name of the individual who has completed his application online as the identified candidate by notifying katip@turkiyeburslari.gov.tr by 31 May 2018. The applications of the candidates whose names have been identified will be evaluated. Date of last notification: 31 May 2018.

Evaluation:

- **The communication of the name of an individual by a foreign representative does not mean that the candidate has won a scholarship.** Candidates who have completed their applications and whose names have been provided by a foreign representative will be evaluated based on the criteria identified in “Qualifications sought for in candidates” section and will be interviewed after being evaluated by specialists.
- The organizations that provide names will be forwarded information regarding candidates who have earned scholarships.
- Candidates can additionally confirm their application results on the Turkish Scholarships site.

Points to take into consideration:

- **The communication of the name of an individual by a foreign representative does not mean that the candidate has won a scholarship.** It is thus important for the candidate to not be informed of having won a scholarship prior to results being made available.
- It is important for the recommended civil servants to be career officials. It is evaluated that the program will be especially productive if nominations would be of promising officials from international organizations who can have influence in their countries.
- Attendance is compulsory for the program. There is no objection for the scholarship recipients to engage in limited work having to do with their countries while in Turkey. It is recommended, however, that candidates that prioritize Turkish language education are the ones that are recommended.
- Applicants are generally candidates who are beginners or have no knowledge of Turkish. Because of this, it is not recommended for individuals with advanced knowledge to be recommended as candidates.
- The program begins and ends on the specified dates. Nevertheless, the possibility of dates changing must be taken into account.