

CALL FOR APPLICATION 2022-2023 ACADEMIC YEAR FALL AND SPRING SEMESTER FOR STUDY & TRAINEESHIP MOBILITY

It is a call for applications for students who want to carry out Erasmus+ Study & Traineeship Mobility for the 2022-2023 Academic Year.

Students can apply by examining the institutions with which their Department/Programs have agreement. You can find the list of agreement universities via [link](#).

APPLICATION DATES

Applications will be received online at mobility.isikun.edu.tr between **25 February 2022 and 21 March 2022**. The application must be completed by creating a user name and password.

- Except for the documents to be uploaded during the online application, no application form or document submission is required.
- Make sure that the dates of the English Language Proficiency Certificate and Transcript document required for the application comply with the rules stated below.
- For students who do not have an Oral Exam result, an exam will be held at the end of the application, and the exam planning will be announced by e-mail on March 22, 2022.
- Relevant applications are within the scope of the 2021 Erasmus Project Term (Project No: K131-HED-F5E703FC), and the mobility will be carried out in the Fall & Spring Semester of the 2022-2023 Academic Year.
- Students applying for traineeship mobility are required to submit their acceptance letters by 30 June 2022 after the application evaluation.

APPLICATION CRITERIA

1. Being a citizen of the Republic of Turkey or a citizen of other countries and being officially registered in an associate, undergraduate, graduate or doctoral program at Işık University,
2. To meet the General Academic Grade Point Average
 - a) Having a cumulative academic grade point average of at least **2.20/4.00** for associate and undergraduate students,
 - b) At least **2.50/4.00** for Master and Doctorate Students
 - c) Transcript has not yet been created at the application stage
 - 1- For students transferring from associate degree, minimum

- 2.20/4.00** of associate degree graduation;
- 2- A high school graduation grade of at least **75/100** for first-year students, (Many institutions with Bilateral Agreements require a certain number of credits for admission. This issue should be taken into account by taking the opinion of the Erasmus+ Department Coordinator when evaluating the mobility period.)
3. Işık Exit result or [Equivalent Exams](#) (Exam results are valid for 3 years. Exam results on and after February 2019 will be accepted. The minimum language score required to participate in the Erasmus+ Program is 70. The Proficiency Exam, which is predominantly in the first sentence of the Exit exam result document The result must be 70 and above. The applications of students who cannot meet the 70 point requirement during the application will be deemed invalid. Students who do not have a verbal grade in the exit exam will be given an oral exam after the application.)
4. In order for students to be eligible for Erasmus Mobility, they must have a course load of **30 ECTS** for the semester they will participate in the mobility. All courses taken during the Erasmus period are taken for credit and included in the grade point average. Students who do not have sufficient ECTS load cannot participate in the program even if they are selected as candidates.
5. You must review the list of partner institutions announced in the [2022-2023 Erasmus Quota List](#) during the application period, and choose from 1 to 5 among the contracted institutions within the scope of your department during the application. Check whether the relevant institutions have language requirements in the explanation field.

APPLICATION DOCUMENTS

Supplementary documents must be attached to the form during the online application. Before proceeding to the application stage, obtain the following documents and scan them in pdf format.

1) Exit Exam Result Document

You can get it from the School of Foreign Languages - SFL before applying. (**When requesting a document, you must specify that you are requesting for the Erasmus+ mobility application.**)

2) Transcript (E-signed official up-to-date transcript from E-Campus)

NOTE: Documentation will not be exchanged after the application announcement is over.

ELECTION - EVALUATION PROCESS AND ANNOUNCEMENT OF RESULTS

Student selections are made by the **Erasmus+ Selection Commission** according to the selection criteria specified in the Erasmus Implementation Handbook and the **Faculty & Department** rank you are a student in. Erasmus student selection is carried out by ordering the scores from the

highest to the highest, taking into account the evaluation criteria and weighted scores announced by the National Agency, among the students who apply by meeting the minimum requirements.

The final placement score to be used in the evaluation of 2022-2023 Academic Year Fall-Spring Semester applications is as follows;

- The final placement score is calculated by considering 50% of the student's total academic grade point average and 50% of the foreign language proficiency grades.
- While evaluating the GPA, the grades in the 4th system will be converted into the 100th system according to the conversion table of YÖK.
- While creating 50% of the foreign language proficiency grades; Exit exam result is considered as 75% + Oral exam result as 25%.

Evaluation Criteria (+,-)	Score (+,-)
Previously benefiting from Erasmus+ Mobility (with or without grant)	-10
Failure to participate in the mobility without giving a timely waiver notice despite being selected for the mobility	-10
Participating in mobility in the country of citizenship	-10
Simultaneous application to two mobility types (reduction is applied to the student's preferred mobility type)	-10
Not taking the language exam without an excuse (applicable if the student applies for Erasmus again)	-5
For students selected for mobility, not participating in meetings / trainings organized by the Higher Education Institution on mobility without an excuse (applicable if the student applies for Erasmus again)	-5
Students with disabilities (provided the disability is documented)	+10
Children of martyrs and veterans	+15
Students for whom protection, care or accommodation decision has been taken within the scope of Law No. 2828 (Applicants must submit a letter issued by the Ministry of Family and Social Policies, proving that they need protection, care and shelter in accordance with the Social Service Law No. 2828.)	+10
Submit an Traineeship Acceptance Letter at the time of application	+10
Traineeship to develop digital skills are prioritized.	+5

EXAMPLE:

GPA: 3.15/4

Exit Exam Result: 75/100

Oral Exam Result: 80/100

Final Placement Points: $(80.16 \times 50/100) + (75 \times 75/100 + 80 \times 25/100) \times 50/100 = 78.205$

After the application announcement is over, the planned oral exam dates will be announced on our website and via e-mail.

The list of 2022-2023 Erasmus Candidate Students selected according to the placement results will be announced on the web page of the Department of International Relations of Işık University, **after the approval of the Işık University Erasmus+ Election Commission**, including the placement scores (Grade Average, Exit, Oral Exam). The list to be announced is the list of **CANDIDATE** students placed in a quota within the scope of bilateral agreements, and the **MAIN /ASİL** student list is formed after the total amount of grant allocated to our university by the National Agency is determined. In cases where the total grant is not sufficient to grant all the selected students, the grant is firstly distributed to the Faculties in proportion to the number of students. The grants distributed to the faculties are distributed to the students according to the final score ranking.

THINGS TO CONSIDER BEFORE APPLICATION

- You can only apply for the quota of your department.
- Each student can apply for 1 semester, either Fall or Spring.
- Make sure that the academic calendar of the institution you prefer is compatible with the academic calendar of Işık University.
- The transfer, together with the grades of the courses belonging to the semester you participated in the mobility, must be completed by the end of the late registration period of the next academic semester. For this reason, students who will choose the Spring semester are strongly advised to pay attention to the fact that there is at least 4 weeks between the final exam period of the school they want to attend and the late registration period of Işık University in the Fall semester.
- According to the program rules, there is no obstacle for students to participate in the Erasmus program in their last semester, transfer their courses and graduate. It is recommended that students who want to spend their last semester abroad first get approval from the Faculty to which they are affiliated.

- It is obligatory to take 30 ECTS equivalent courses in a semester. For this reason, you should definitely check the web page of the relevant university (under the title of ECTS Course Catalogue) whether there are courses you can take during the Erasmus period at the institution you prefer, and make your choices by consulting your Erasmus+ Department/Program Coordinator. (The Erasmus+ Departmental Coordinators List can be found in the e-mail attachment and on our website.)
- Examine the application conditions of the university you will prefer from the quota list and the web pages of the universities and check whether you meet the necessary conditions. We recommend that you research the language level requirements in advance, especially in order to avoid acceptance problems when applying to universities in Germany, Austria, Spain and Italy.
- Students studying in a double major can apply for mobility from only one major in the same application period.
- After qualifying to participate in the learning mobility as a candidate student, an application must be made to the relevant partner institution. Evaluation of the applications is at the initiative of the partner institution, and the application may be accepted or rejected within the scope of the acceptance conditions. For this reason, applications must be made completely and on time.

DOCTORAL MOBILITY

In order to better respond to the learning and training needs of doctoral candidates and to create equal opportunities, doctoral candidates and recent graduates ('post-docs')* can carry out short-term or long-term physical education or traineeship mobility abroad. It is possible to add virtual mobility to physical mobility.

*“Post-docs” can participate in internship mobility within 12 months following their graduation under the same conditions as other new graduates.

In doctoral mobility, short-term physical activity is a minimum of 5 days and a maximum of 30 days. For long-term doctoral mobility, the minimum period is 2 months and the maximum duration is 12 months. Long-term doctoral mobility may also include a complementary traineeship programme. Long-term doctoral mobility can be realized as mixed (physical + virtual) mobility.

WHERE CAN I TAKE AN INTERNSHIP WITHIN THE SCOPE OF MOBILITY?

- Organizations that will host traineeship mobility; businesses, training centers, research centers and other organizations that fit the definition of business in the Erasmus+ Program Guide.

- In case the institution abroad where the traineeship will be conducted is the Higher Education Institution, the study to be carried out is not an academic learning activity, but to gain practical work experience in the units for the general administration of the institution. Traineeship activities cannot be carried out for academic study purposes. Students who have a postgraduate education and are in the thesis period should apply to Study Mobility for the studies that they will do in the presence of an advisor, which are in return for credit but not within the scope of traineeship.
- European Union institutions and EU agencies, the National Agency that carries out EU programs, etc. institutions are not eligible for higher education traineeship activity within the scope of Erasmus+.ö

GRANT AMOUNTS BY COUNTRIES

In cases where the total grant is not sufficient to grant all the selected students, the grant is firstly distributed to the Faculties in proportion to the number of students. The grants distributed to the faculties are distributed to the students according to the final score ranking. The grant may not cover the entire mobility period. Students can also participate in the mobility by waiving their right to grant.

Grants to students are paid in 2 instalments. The payment of the first installment is equal to the 3 months mobility period. The payment of the second installment is made after the mobility, subject to the student's completion of the required documents and procedures and academic success (at least 20 ECTS of the credits taken). For students who do not meet the necessary conditions, a deduction is made from the second installment payment.

Grant allocation to all students placed as candidate students may vary depending on the amount of grant allocated to our University for the relevant project year.

Traineeship mobility grants are paid for up to 3 months. Traineeship Mobility, if the traineeship company is closed due to a holiday, the traineeship may be interrupted. Grant payment is made for the period that the business is closed, but the period of closure is not added to the activity period. In order to ensure the minimum activity period, the dates when the traineeship will be closed should be investigated in advance, and it should be ensured that the minimum period is provided even after the vacation period is removed. Weekend holidays are not holiday periods to be subtracted from the activity period.

Monthly Erasmus grants are determined by the National Agency according to national priorities and criteria before the academic year starts. According to the living standards and cost indices of 33 EU member states, it has been found appropriate to give the grant amounts shown in the table below for the countries.

- Except for force majeure, if the student returns to his/her country before completing the minimum mobility period, the activity will be deemed invalid and no grant payment will be made.
- Depending on their preferences, students can also perform their mobility **without a grant**. No additional financial support is provided to students for round-trip trips between Program Countries for Study and Traineeship Mobility.

COUNTRY GROUPS	HOST COUNTRIES	MONTHLY GRANT FOR STUDY (EURO)	MONTHLY GRANT TRAINEESHIP (EURO)
1st and 2nd Group Program Countries	Germany, Austria, Belgium, Denmark, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Greece	600	750
3rd Group Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia	450	600

ADDITIONAL GRANT SUPPORT

Additional Grant Support may be provided to disadvantaged participants in addition to the grant they deserve. In order to be able to grant the said grant, the disadvantaged participant is defined as an individual with limited economic and social opportunities and who fits into the following sub-categories.

- 1) Those who are subject to Law No. 2828 (Those who have a protection, care or shelter decision by the Ministry of Family and Social Services pursuant to Law No. 2828)
- 2) Students for whom protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395
- 3) Those who receive an orphan's pension
- 4) Children of Martyrs / Veterans
- 5) Those who are granted a needy pension for themselves or their families (a document proving that the student received financial support from municipalities, public institutions and organizations (Ministry, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Kızılay, AFAD) at the time of his Erasmus application. submission is sufficient.)

Credit and Hostels Institution scholarships and similar scholarships, other grants, aids and scholarships in the nature of success scholarships, one-time aids are not considered within the scope of financial aid.

The following amounts of Additional Grant Support can be provided to students who meet the above scope, upon their request and on condition that they document their situation, depending on the type of mobility:

Type of Mobility	Additional Grant Support Amount
Student mobility between 2-12 months	250 € per month
Short-term student mobility between 5-14 days*	100 € in addition to the daily grant total
Short-term student mobility between 15-30 days*	150 € in addition to the daily grant total

* In this case, no additional support is given for the traineeship.

Travel Support

- Disadvantaged students/new graduates participating in short-term mobility can receive a travel grant.
- Students/new graduates who do not receive travel support can be given an individual support grant for up to 4 days for travel days, with an additional one-time grant of 50 Euros, if they prefer green travel.

Travel Distance	In case of standard travel (Euro)	In case of green travel (Euro)
Between 10 and 99 KM	23	
Between 100 and 499 KM	180	210
Between 500 and 1999 KM	275	320
Between 2000 and 2999 KM	360	410
Between 3000 and 3999 KM	530	610
Between 4000 and 7999 KM	820	
8000 KM or more	1500	

ONLINE MOBILITIES AND GRANT NOTES UNDER COVID-19

According to the updated FAQ for **ERASMUS+ HIGHER EDUCATION KA103 STUDENT/STAFF MOBILITY ACTIVITIES DUE to COVID-19** published by the National Agency, the issues regarding online mobility are as follows:

The online start of student/staff mobility, its continuation and online completion according to the course of the global epidemic have been approved by the EU Commission within the scope of COVID-19 measures. The granting for these possibilities will be as follows:

- 1. If the mobility started and completed online: no individual support grant is awarded. However, non-refundable expenses (travel, dormitory/rent, visa-insurance, etc.) made by the participant with the thought that the mobility will be completed physically are covered. (The possibility of physical initiation of mobility must be confirmed by the partner university before spending).**
- 2. If the mobility begins and ends physically: the usual individual support grant is awarded.**
- 3. If the mobility started online and was completed physically: no individual support is received during the online mobility, the usual individual support grant for physical mobility is awarded.**
- 4. Mobility can start physically and be completed online depending on the course of the epidemic. Grants are given according to the following rules;**
 - a. If the participant completes his/her activity by continuing the online education of the host institution without returning from abroad, the entire duration of the activity abroad is granted; also travel, visa, accommodation etc. additional costs are not paid.
 - b. In case the participant returns to the country and completes his/her activity with the online training offered by the institution abroad; The grant, which is calculated according to the total activity period consisting of physical and online education, is paid in the amount specified in the contract. In addition, the above-mentioned and non-refundable or additional travel expenses due to cancellation can be paid within the framework of the higher education institution's grant opportunities.
 - c. In case the activity period lasts longer than the contractual period, granting according to the actual duration is possible if the university's KA 103 budget allows. In addition, the above-mentioned and non-refundable or cancellation-related additional travel expenses can be paid within the framework of the higher education institution's grant opportunities.
- 5. Lessons are taken virtually in the host country: the usual individual support grant is awarded.**