

2024-2025 ACADEMIC YEAR FALL AND SPRING SEMESTER ERASMUS+ STUDY & INTERNSHIP MOBILITY CALL FOR APPLICATIONS

Study and Traineeship Mobility Application Start Date:	08.02.2024
Study and Internship Mobility Application Deadline:	26.02.2024
Internship Mobility Acceptance Letter Submission Date:	26.03.2024
Project End Date:	31.07.2025

***Internship Mobility must be completed by the end date of the project.**

2024-2025 Academic Year is the call for application for students who want to realize Erasmus+ Study & Internship Mobility.

Students can apply by examining the institutions with which their Department / Program has an agreement. You can access the list of contracted universities from the relevant [link](#).

APPLICATION DATES

Applications will be received online at <https://turnaportal.ua.gov.tr/> between **February 8, 2024**, and **March 26, 2024**. You must log in to the system with your e-government user information (T.R. ID number and password) and complete the application by following the necessary steps.

- No application form or document submission is required other than the documents to be uploaded during the online application.
- The relevant applications are within the scope of the 2023 Erasmus Project Period (Project No: 2023-1-TR01-KA131-HED-000130314) and the mobility will take place in the Fall & Spring Semester of the 2024-2025 Academic Year.
- Students applying for internship mobility are required to submit their acceptance letters until March 26, 2024, after the application evaluation.
- Please make sure that the dates of the English Language Proficiency Certificate and Transcript documents required for the application are in accordance with the rules stated below.

APPLICATION CRITERIA

1. To be a citizen of the Republic of Turkey or a citizen of another country and to be officially enrolled in an associate, undergraduate, graduate, or doctoral program at Işık University,
 2. To meet the General Academic Grade Point Average requirement
- A. The cumulative academic grade point average of associate and undergraduate students must be at least **2.20/4.00**,
- B. At least **2.50/4.00** for Master's and Doctoral Students
- C. No transcript yet at the application stage
- 1- For students transferring from associate degree, the associate degree graduation grade must be at least **2.20/4.00**;
- 2- For first year students, high school graduation grade must be at least **75/100**, (Many institutions with which we have Bilateral Agreements require a certain number of credits to be completed for admission. While evaluating the mobility period, this issue should be taken into consideration by taking the opinion of the Erasmus+ Department Coordinator).
3. **Isik Exit result or Equivalent Exams** (Exam results are valid for 4 years. Exam results on or after February 2020 will be accepted. The minimum language score required to participate in the Erasmus+ Program is 70. The Proficiency Exam result, which is predominantly in the first sentence of the Exit exam **result document, must be 70 or above**. The applications of students who fail to meet the **70 point** requirement at the time of application will be invalidated. The applications **of students who do not have an oral grade in the Exit exam will be invalidated**).
 4. For students to be eligible for Erasmus Mobility, they must have a course load equivalent to **30 ECTS** for the semester in which they will participate in the mobility. All courses taken during the Erasmus period are taken for credit and are included in the grade point average. Students without sufficient ECTS load cannot participate in the program even if they are selected as a candidate.
 5. You are required to review the list of partner institutions announced in the **2024-2025 Erasmus Quota List** during the application period and make a preference ranking from 1 to 3 among the contracted institutions within the scope of your department during the application. Check whether the relevant institutions have a language requirement in the description field.

APPLICATION DOCUMENTS

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

1) Exit Exam Result Certificate

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

2) Transcript (e-signed official current transcript from E-Campus)

NOTE: No documents will be exchanged after the end of the application announcement.

SELECTION - EVALUATION PROCESS and ANNOUNCEMENT OF RESULTS

Student selections are made by the **Erasmus+ Selection Commission** according to the selection criteria specified in the Erasmus Application Handbook and the ranking of the **Faculty & Department** where you are a student. Erasmus student selection is carried out by ranking the students who have applied by meeting the minimum requirements, considering the evaluation criteria and weighted scores announced by the National Agency, starting with the highest scores.

The final placement score to be used in the evaluation of the 2024-2025 Academic Year Fall-Spring Semester applications is as follows;

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

Evaluation Criteria (+, -)	Puan (+,-)
Previous Erasmus+ Mobility (with or without grant)	-10
Failure to participate in the mobility without submitting a waiver notice in due time despite being selected for mobility	-10
Participation in mobility in the country of citizenship	-10
Apply for two mobility types at the same time (reduction is applied to the mobility type preferred by the student)	-10
Declaring that they will take the language exam and not taking it without an excuse (applied if the student reapplies to Erasmus)	-5
Unexcused non-participation in meetings/trainings organized by the Higher Education Institution for mobility for students selected for mobility (applied if the student reapplies to Erasmus)	-5
Students with disabilities (provided that the disability is documented)	+10
Children of Martyrs and Veterans	+15
Students who have been granted protection, care or shelter under Law No. 2828 (Applicants must submit a letter issued by the Ministry of Family and Social Policies proving that they are in need of protection, care and shelter in accordance with the Social Service Law No. 2828).	+10
Submit an Internship Acceptance Letter at the time of application	+10
Internships to develop digital skills are prioritized.	+5

EXAMPLE:

GPA: 3,15/4

Exit Exam Result: 75/100

Final Placement Score: $(80.16 \times 50/100) + (75 \times 75/100) = 77.58$

Following the end of the application announcement, the scheduled oral exam dates will be announced on our web page and via e-mail.

The list of 2024-2025 Erasmus Candidate Students selected according to the placement results will be announced after the **approval of the Erasmus+ Selection Commission of Isik University on the web page of Isik University International Relations Department**, including the placement scores (GPA, Exit, Oral Exam). The list to be announced is the list of **NOMINEE** students who have been placed in a quota within

the scope of bilateral agreements, and the list of **MAIN** students is formed after the total grant amount allocated to our university by the National Agency is determined. In cases where the total grant is not enough to grant all the selected students, the grant is first allocated to the Faculties - in proportion to the number of students. The grant allocated to faculties is distributed to students according to the final point ranking.

THINGS TO CONSIDER BEFORE APPLYING

- You can only apply for the quotas of your department.
- Each student can apply for 1 semester, Fall or Spring.
- Please make sure that the academic calendar of your preferred institution is compatible with the academic calendar of Isik University.
- The transfer of the courses of the semester in which you participate 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 prefer Spring semester are advised to make sure that there are at least 4 weeks between the final exams period of the school they want to attend and the late registration period of Işık University 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. Students who wish to spend their last semester abroad are advised to first obtain approval from the Faculty they are affiliated with.
- It is compulsory to take 30 ECTS equivalent courses for credit in one semester. For this reason, you should check whether there are courses that you can take during the Erasmus period at the institution you prefer from the web page of the relevant university (under the title ECTS Course Catalogue) and make your preferences in consultation with your Erasmus + Department / Program Coordinator. (Erasmus + Department Coordinators List is attached to the mail and on our website).
- Check 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 check the language level requirements in advance to avoid any admission problems, especially when applying to universities in Germany, Austria, Spain and Italy.
- Double major students can only apply for mobility from one major in the same application period.
- Once you are eligible to participate in the study mobility as a candidate student, you must apply to the relevant partner institution. The evaluation of the applications is at the discretion of the partner institution and the relevant application may be accepted or rejected within the scope of the admission conditions. For this reason, applications must be completed in full and on time.

DOCTORATE 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') * may undertake short-term or long-term physical study or internship mobility abroad. It is also possible to add virtual mobility to physical mobility.
- *"Post-docs" can participate in internship mobility within 12 months of their graduation under the same conditions as other recent graduates.
- In PhD mobility, short-term physical mobility is minimum 5 days and maximum 30 days. For long-term PhD mobility, the minimum period is 2 months and the maximum period is 12 months. Long-term PhD mobility may also include a complementary internship program. Long-term PhD mobility can be realized as a mixed (physical + virtual) mobility.

WHERE CAN INTERNSHIPS BE DONE WITHIN THE SCOPE OF INTERNSHIP MOBILITY?

- The organizations that will host the internship mobility can be enterprises, training centers, research centers and other organizations that meet the definition of enterprise specified in the Erasmus+ Program Guide. (
- If the institution abroad where the internship activity will be carried out is a Higher Education Institution, the work to be done is not an academic learning activity, but a practical working experience in the units for the general administration of the institution. Internship activities cannot be carried out for academic study. Graduate students who are in their thesis period and are accompanied by a supervisor should apply for Mobility for Learning for credit but not for internship.
- European Union institutions and EU agencies, the National Agency that runs EU programs, etc. are not eligible for higher education internship activities within the scope of Erasmus+.

GRANT AMOUNTS BY COUNTRY

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

Students are paid their grants in 2 installments. First, 80% of the total grant amount is paid. The second installment is paid after the mobility depending on the student's completion of the necessary documents

and procedures and academic success (**successful completion of at least 20 ECTS credits**). For students who do not meet the necessary conditions, the second installment payment will be deducted.

The allocation of grants to all students who are placed as candidate students may vary according to the amount of grants allocated to our University for the relevant project year.

Internship mobility grants are paid for up to 2 months. Internship Mobility may be interrupted if the company where the internship is carried out is closed due to a holiday.

The grant payment is made for the period when the business is closed, but the period of closure is not added to the activity period. To ensure the minimum activity period, it is necessary to investigate the dates when the internship enterprise will be closed in advance and make sure that the minimum period is met even after the vacation period is subtracted. Weekend holidays are not vacation time to be subtracted from the activity period.

Monthly Erasmus grants are determined by the National Agency before the start of the academic year according to national priorities and criteria. Based on 33 EU member states' living standards and cost of living indices, the grant amounts shown in the table below have been approved for each country.

- Except for force majeure, if the student returns to his/her home country before completing the minimum mobility period, the activity will be considered invalid, and no grant payment will be made.

- Students can also carry out their mobility **without a grant** depending on their preferences. No additional financial support is provided to students for round trips between Program Countries for Learning and Traineeship Mobility.

COUNTRY GROUPS	COUNTRIES HOSTED IN MOBILITY	MONTHLY GRANT FOR EDUCATION (EURO)	MONTHLY GRANT FOR INTERNSHIP (EURO)
Group 1 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 Program Countries	Bulgaria, Czech Republic, Estonia, Croatia, North Macedonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia	450	600

ADDITIONAL GRANT SUPPORT

Disadvantaged participants will be eligible for Additional Grant Support in addition to the grant to which they are entitled. In order to be eligible for the grant, a disadvantaged participant is defined as an individual who has limited economic and social opportunities and fits 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 in accordance with Law No. 2828)
- 2) Students for whom a protection, care or accommodation decision has been taken within the scope of Child Protection Law No. 5395
- 3) Those who have been granted an orphan pension
- 4) Children of Martyrs/Veterans
- 5) Those who have been granted a needy pension to themselves or their family (it is sufficient to submit a document proving that the student has received financial support from municipalities, public institutions, and organizations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc.) at the time of Erasmus application).

Credit and Dormitories Institution scholarships and similar scholarships, other grants, aids and scholarships in the form of merit scholarships, one-time aids are not accepted within the scope of the financial aid in question.

Additional Grant Support will be provided in the following amounts according to the type of mobility to the students who comply with the above scope, upon their request and if they document this situation:

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

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

INCLUSION SUPPORT

- The Erasmus+ Programme encourages the participation of participants with limited means. An underprivileged person is a potential participant whose personal physical, mental or health condition does not allow them to participate in the project/mobility activity without additional financial support. Students and staff in need of inclusion support can contact the Department of International Relations for additional grant support.

TRAVEL SUPPORT

- Disadvantaged students/ recent graduates participating in short-term mobility can receive a travel grant.
- Students/graduates who do not receive a travel grant may be awarded a one-off additional grant of 50 EUR and an individual support grant of up to 4 days for travel days, if they prefer green travel.

Travel Distance Standard	Travel Grant (EUR)	Green Travel Grant (EUR)
10 ila 99 KM arasında	23	
100 ila 499 KM arasında	180	210
500 ila 1999 KM arasında	275	320
2000 ila 2999 KM arasında	360	410
3000 ila 3999 KM arasında	530	610
4000 ila 7999 KM arasında	820	
8000 KM veya daha fazla	1500	

Participation Without Grant ("0" Grant Student)

Students can participate in activities without a grant if they wish. Non-grant students are subjected to a general evaluation along with other applications and go through the same process as grant students. The difference of a non-grant student is that the student is not included in the budget calculations and is not paid. Not receiving a grant is not a reason for not being included in the selection process.

After the students are selected according to the evaluation criteria and weights, if there is a quota that cannot be financially supported within the budget allocated to the higher education institution, a separate evaluation can be made among the students who want to go without a grant. Here, in accordance with the rules of impartiality and transparency, student selection is carried out by considering the general evaluation criteria and weights.