INTERNATIONAL CREDIT MOBILITY PROJECT (KA171)
IMPLEMENTATION GUIDE FOR PATNER UNIVERSITY

1. SELECTION PROCESS

> ### Call for Applications:

Application and selection process must be fair, transparent, coherent, documented and all application and selection procedure must be outlined in websites. The announcements must indicate:

1. Who is eligible for the application,
2. Application start and end dates,
3. University/faculty/department names to which students/staff can be sent, number of mobility,
4. Number of mobility allocated to associate, undergraduate, graduate and doctorate levels,
5. The academic grade required to apply (Cumulative Grade Point Average),
6. The method to be used in determining the level of foreign language,
7. Information on the criteria to which plus or minus points will be applied under the title of "Selection Criteria" and their share in the total,
8. Documents and forms to be submitted in the application,
9. The amount of financial support to be given to the selected students/staff for their time abroad (individual support, travel support and inclusion support opportunities for disabled participants),
10. The period in which students/staff who object to the election results can express their objections,
11. Information on how/when to waive from the mobility.

Calendar: According to European Commissions' Erasmus programme application handbook, the announcement for selection processes needs to be done 20 days before the application. Selection criteria and procedures must be clearly given in the announcement for applications. Minimum 15 days is required for applications to be gathered.

Application criteria:	• An application form must be filled out by all applicants who would like to apply to the Erasmus mobility program. • The applicants' departments must be relevant with ISCED codes agreed on inter-institutional agreement. • A student cannot participate to the Erasmus+ Mobility Program more than 12 months. • A student must have a CGPA (Cumulative Grade Point Average) of at least 2.20 out of 4.00 for undergraduate students and 2.50 out of 4.00 for graduate students to apply to Erasmus+ Mobility.
Application documents: All the documents must be kept in project folder and sent to Erasmus Office of IUAS after selection.	For Students: • Application Form • Transcript of Records • English Language Certificate (if the university will apply its own language test to all applicants, it is not obligatory) • Invitation/Acceptance Letter (optional) • Disability Certificate (if applicable) For staff: • Application Form • English Language Certificate (national/international test results) • Disability Certificate (if applicable)

ERASMUS GRANT:

1. Individual Support

Erasmus Grant Amounts for students:

o Long-term student mobility

The grant provided for student mobility activities, including both academic studies and traineeships in Turkey, amounts to 800 Euros monthly over a four-month period (as the maximum grant allocation).

Upon their arrival in Turkey, students participating in the program will receive 80% of the entire Erasmus grant, with the remaining 20% awarded to those who successfully meet all the conditions of their mobility. This approach is consistently applied across all mobility programs; however, for more specific information regarding the payments of Erasmus Grants, participants are advised to consult the Information Letter.

o Short-term student mobility

Short term doctoral student mobility will be 5 days. Doctoral student will be paid 79 Euros per day and one-time travel grant as indicated below.

Erasmus Grant Amounts for staff:

Staff mobilities will be financially supported for 5 days. Daily individual grant to Türkiye is 140 Euros. In addition, one-time travel grant paid based on the travel distance as indicated below.

2. Travel Support (Student & Staff)

The amount of travel support to be paid to the participating student/staff is calculated using the "Distance Calculator". The distance calculator is available at the link below:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Distance in kilometres	Grant Amounts	Green Travel*
10 - 99	23 €	
100 - 499	180 €	210 €
500 - 1.999	275 €	320 €
2.000 - 2.999	360 €	410 €
3.000 - 3.999	530 €	610 €
4000 - 7999	820 €	
8000 and above	1500 €	

*Green Travel: Participants who choose to travel by bus, train or carpooling will be paid more travel grant as shown in the table. (Green travel support will only be given to staff/student benefiting from 2021 and later projects.)

➢ Selection Criteria for students and staff

Selection criteria for students:	
Academic requirements	50% CGPA (Cumulative Grade Point Average) is added to the Erasmus score.
Language requirements	50% of foreign language level is added to the Erasmus score (at least B1 level by CEFR standards.) • The grade of foreign language (Turkish or English) must be equally applicable to all students. University can apply its own language test to all applicants or accept the results of national/international (TOEFL/IELTS etc.) language test. • A base score for language level is 50 out of 100. Under no circumstances, the base score can be increased after the application announcement has been made.
Inclusion measures	+5 points: for students with disabilities (with a proof of disability)
Invitation	+10 points for the students who have been invited by any eligible institution in Türkiye (not valid for learning mobility, required for training mobility).
Prior participation	-10 points for student who has a prior participation in an Erasmus+ Mobility.

Selection criteria for staff:	
Language requirements	50% of foreign language level is added to the Erasmus score (at least B1 level by CEFR standards.) • The grade of foreign language (Turkish or English) must be equally applicable to all students. University can apply its own language test to all applicants or accept the results of national/international (TOEFL/IELTS etc.) language test. • A base score for language level is 50 out of 100. Under no circumstances, the base score can be increased after the application announcement has been made.
Participation criteria	+10 points: for staff who will participate to the Erasmus mobility for the first time
Project contribution	+20 points: for staff contributing to the preparation of the KA171 project
Inclusion measures	+5 points: for staff with disabilities (with a proof of disability)
The aim of mobility	+5 points: Objectives and expected outcomes should be given.

• Selection of participants must be made by a commission consisting of at least three full members and enough substitute members appointed by the legal representative (Rector or any other official authority) of the institution with an 'official assignment'. None of the persons evaluating the applications should have a personal connection or conflict of interest with the applicant. Transparency and fairness are one of the general rules of the program. **"Selection Decision Report"** signed by the commission must be formed after all selection and kept in the project folder to report later. In order to ensure impartiality and transparency, the following statement should be included in the **"Selection Decision Report"** to be prepared exactly:

"At the stage of the evaluation and final selection decision of these applications, there is no personal relationship that could affect the impartiality of the staff who made the evaluation and the applicants. The decision was made in accordance with the rules of impartiality and transparency."

1. BEFORE THE MOBILITY

Selection result must be announced on the website with information about the procedure of mobility.

Procedure for student's mobility	
1	Nomination and application. Partner university nominate selected student for studies/training to the host university. (If student wishes, he/she can find another institution for placement in the given period.) Host university will send to the student required documents for application.
2	Learning agreement. Students must fill out "Before the Mobility" part of the learning agreement for studies/traineeship. Learning agreement must be signed by the student, the responsible persons at sending and receiving institutions.

3	Recognition of the mobility. After the learning agreement for traineeship/study is filled out, a department/faculty/institute board decision must be taken before the mobility to guarantee the recognition.
4	Mandatory Exams before the mobility-OLA. All students and recent graduates whose mobility lasts 14 days or longer must take the language assessment test to determine their language level as a prerequisite (except in duly justified cases) before the mobility.
5	Insurance. All students must have a travel health insurance.
6	Visa procedure. Students are personally responsible for making visa applications. Partners provide assistance to the students with documentation and information.
7	Copy of Passport. A copy of passport of all participants must be kept in project folder.
8	Euro Bank Account. Student must open a euro bank account for Erasmus+ grant in Türkiye and give the "Declaration of the Euro Account" document to IUAS Erasmus Office for Erasmus+ Grant.
9	Grant Agreement. IUAS Erasmus Office will prepare the grant agreement and it must be signed by participant and responsible person at IUAS.
10	Incoming students to IUAS or any institutions in Türkiye will be provided their grant as soon as possible upon arrival, depending on opening a bank account in Türkiye.

Procedure for staff:	
1	Nomination and application. Partner university nominate selected staff or staff can make their own contact directly with related department. Staff will be given an invitation letter.
2	Mobility agreement. Staff must fill out "Mobility Agreement for Teaching/Training". Mobility agreement must be signed by staff and responsible person in sending and receiving institutions.
3	Official assignment for Erasmus mobility Staff must have an official assignment document from his/her institution, if it is a need according to the law in the sending country/institution. This kind of document may also be demanded at the customs and in the visa/service passport applications.
4	Euro Bank Account. Staff must have a euro bank account for Erasmus+ grant and sent the "Declaration of the Euro Account" document before the mobility to IUAS.
5	Visa/Service Passport procedure. Staff are personally responsible for making visa/service passport applications. Partners provide assistance to the staff with documentation and information.
6	Copy of Passport. A copy of passport of all participants must be kept in project folder.
7	Grant Agreement. As all the documents (Mobility Agreement, Declaration of the Euro Account, Visa/Service Passport, Plane Tickets by e-mail) are sent the to IUAS, IUAS Erasmus Office will prepare the grant agreement. Grant agreement must be signed by participant and responsible person at IUAS upon arrival.

2. AFTER THE MOBILITY

	Documents for student
1	Transcript of records (ToR) ToR must be given to the student after all the courses/training activities are finished and student must deliver it to the Erasmus Office of home university. Home university must keep the document in the project folder.
2	Certificate of Attendance Certificate of Attendance must be given to the student by the Erasmus+ Office/International Office/Project manager in the host institution.
3	BM Participant Report All participants must fill out the Participant Report sent to their e-mail upon the last day of their mobility.
4	ISUBU Erasmus+ Return Report All participants must fill out the ISUBU Erasmus+ Return Report sent to their e-mail upon the last day of their mobility.
5	Copy of Passport Copy of stamped passport pages must be kept in project folder (in order to know the participant's travel days).
6	Recognition of the mobility The mobility must be fully recognized by his/her institution.

	Documents for staff
1	Certificate of Attendance Certificate of Attendance must be given to the staff by the Erasmus+ Office/International Office/Project manager in the host institution.
2	BM Participant Report All participants must fill out the Participant Report sent to their e-mail upon the last day of their mobility.
3	ISUBU Erasmus+ Return Report All participants must fill out the ISUBU Erasmus+ Return Report sent to their e-mail upon the last day of their mobility.
4	Copy of Passport Copy of stamped passport pages must be kept in project folder (in order to know the participant's travel days).

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[1] In matters not mentioned in this document, The provisions of the "Erasmus+ International Credit Mobility Handbook for Participating Organisations" by Europian Commision and "Hand Book for KA171 Project" by Turkish National Agency.