

## CALL FOR APPLICATIONS

### 2019-2020 ERASMUS KA107 STUDENT MOBILITY FOR STUDIES

This document contains detailed information about the application procedure for students wishing to take part in student mobility for studies in the **Academic Year 2019-2020** Spring semester in **Bosnia and Herzegovina, Kosovo, Morocco and Jordan. (Students should check the academic calendars of the Universities and visa procedures of the Countries to check if the mobility is feasible)**

Students may submit their applications after having looked through the host institutions who signed an agreement with their relevant Departments/Programs. A list of the Departments/Programs having an Erasmus Institution Agreement can be found on the [link](#).

In addition to the main Erasmus+ grant, up to 100% extra Erasmus+ funding is available for **students with disabilities/special needs** and accompanying persons.

#### INFO SEMINARS

Detailed information about Erasmus Student Mobility for Education and Internship will be given and all questions will be answered at the Erasmus Info Seminars. All students of Altınbaş University are invited.

CAMPUS	PLACE	DATE	TIME	INFO LANGUAGE
Gayrettepe	B2 Conference Hall	October 23,2019 Wednesday	14:00-16:00	Turkish
Gayrettepe	B2 Conference Hall	October 24,2019 Thursday	14:00-16:00	English
Mahmutbey	Mehmet Altınbaş Conference Hall	November 5,2019 Tuesday	15:00-17:00	Turkish
Mahmutbey	Mehmet Altınbaş Conference Hall	November 6,2019 Wednesday	15:00-17:00	English

#### WHAT IS THE APPLICATION DEADLINE?

You can apply for Erasmus mobility at Erasmus Office. Application period will take place until **08.11.2019**. After the preparation of application documents indicating below will give directly by hand with signed submitted documents to the Erasmus Office.

#### REQUIRED APPLICATION DOCUMENTS

- Erasmus Application Form** (Application form must be signed by Erasmus Department/Programme/Vocational School Coordinator. When completing the application form, attention shall be paid to the compatibility of curriculum between partner institution and Altınbaş University, medium of instruction used by partner institution, as well location and accommodation. You will also need to consider whether the academic calendar of your University matches the academic calendar of the partner institution when deciding on which semester you would like to do your Erasmus Exchange)
- Transcript** (showing the Fall Spring of the Academic Year when you submit your application)

### 3. A headshot

After having collected the required documents, applicant should submit them by hand to the Erasmus Office and complete/sign a Document Submittal List. In case there are any **missing documents**, and/or required documents are not **signed by Erasmus [Department/Programme Coordinator](#)**, such applications shall not be approved.

**Applicants must submit the application documents in person, with signature, to Erasmus Office, and fill in and sign a Document Submittal List.**

*Erasmus Office: Mahmutbey Campus, Building A, 1<sup>st</sup> floor*

### APPLICATION REQUIREMENTS

1. All **full-time students enrolled** in a higher education program (undergraduate, graduate, doctorate) offered by Altınbaş University are eligible to apply for student mobility (At the application phase and during the mobility). **Actualizing mobility after being graduated is not possible. Students should be full time enrolled students, both at the time of application and during the mobility.**
2. Undergraduate degree students are required to have a minimum GPA of **2.20 out of 4.00**; master's and PhD students are required to have a minimum GPA of **2.50 out of 4.00** unless a different criterion is specified in the bilateral agreement.
3. To be eligible to participate in Erasmus learning mobility, applicants must have enough **ECTS credits/student workload**. Pursuant to European Commission's ECTS Users' Guide, 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year.
4. In case any student has already taken part in Erasmus+ mobility activities during his/her regular period of education, s/he shall not participate in a mobility activity lasting **more than 12 months** (For instance, if student has already participated in an Erasmus+ learning mobility of 9 months, his/her application to a student mobility expected to last 4 and a half month shall not be approved. However, such students are allowed to attend 3-month placement mobility.)

*All students wishing to participate in Erasmus+ mobility for studies are free to apply to the programme, yet, only students who meet the minimum requirements shall be eligible to sit the English Proficiency Test.*

### ERASMUS ACADEMIC COORDINATORS

Please check the link below for Erasmus Academic Coordinators list:

<http://www.altinbas.edu.tr/en/erasmus-eng/contact>

### FOREIGN LANGUAGE PROFICIENCY

Applicants should have at least a B2 level of the language that they will study at partner University.

Students should take the **Foreign Language Placement Test** to be administered by Altınbaş University School of Foreign Languages application (applicants will be informed) or submit a valid English language certificate issued by YDS, KPDS, YÖKDİL, and TOEFL to Erasmus Office until the exam date. Students are also responsible for keeping track of important announcements posted on Altınbaş University website and delivered to their inboxes.

**EXAM DATE:**
**November 11,2019 - Monday- Class No: 103**

Proficiency Exam	Main exam	09:00-11:30
	Writing exam	13:00-14:15
	Speaking exam	14:30

Erasmus Foreign Language Placement Tests are valid for two years. Students who want to use the exam grades entered in previous years should indicate this issue in the relevant field of the application form.

**Other Languages:** B2 level certificates issued by Cultural Centres operating under the Embassies of relevant countries in accordance with the Common European Framework of Reference for Languages.

**International Language Tests & Altınbaş University Proficiency Test Concordance Table**

TOEFL Ibt	KPDS/ÜDS/YDS	PTE Academic	Altınbaş University Proficiency Test
120	100	90	100
114	95	87	95
108	90	84	90
102	85	81	85
96	80	78	80
90	75	75	75
84	70	71	70
78	65	67	65
72	60	55	60
66	55	50	55
60	50	45	50
54	45	38	45
48	40	30	40

**ASSESSMENT PROCESS**

- Erasmus Score is calculated as follows: 50% of GPA + 50% of language test score. Erasmus score is an important factor when determining the partner University for Student Mobility and the amount of grant the student will receive. Students will be ranked in accordance with their Erasmus score on the basis of undergraduate/ graduate/vocational programs.
- When calculating Erasmus Score, the following points will be taken into consideration;

ERASMUS GRADE	+, -
Childrens of martyrs and veterans	+15
Students with disabilities	+10
Students receiving protection under the 2828 Social Services Law	+10
Multiple participations (per each previous participation to Erasmus program)	-10
Participation to Erasmus+ Mobility in the citizenship country	-10
Withdrawing from the program after the given deadline for withdrawal.	-10
Non-participation in spite of applying for English Proficiency Exam	-5
For selected students: Non-participation of orientations or meetings organized by the HEI without any excuse (effective on the applicant's next application)	-5

- **Minimum passing score for Erasmus is 59; minimum passing score for Language Test is 60.** In order to participate in Erasmus Study mobility, applicants must meet these two requirements. In the event that a student applies to a partner university in a different major, preference will be given to students who are enrolled in programs that have signed an Erasmus agreement with the partner university. Students enrolled in other programs can be eligible to apply if students enrolled in programs having an Erasmus agreement with the partner university choose not to participate in the mobility.
- Application process consists of 4 stages:
  1. **Foreign Language Test Score:** Announcement of the Foreign Language Placement Test Results administered by School of Foreign Languages.
  2. **Erasmus Score:** Erasmus Score is calculated and announced following the assessment.
  3. **Placement:** In accordance with their Erasmus Scores, students are placed in partner institutions by a commission.
  4. **Erasmus Grant:** Following the announcement of the grant amounts allocated to universities by the National Agency, and the approval of intra-institutional budgeting, further details on grants are released.
- **Students are required to receive acceptance letters from the host institution as well in order to participate in Erasmus mobility.**
- While any procedure regarding going abroad, finding accommodation abroad, passport and visa procedures are principally student's responsibility, Partner University and Altınbaş University may provide support.

## ERASMUS GRANTS

*If the grant allocate to our University by the National Agency, will not be enough for all applicants the following procedure will be implemented;*

- A grant will be allocated to the relevant Undergraduate School/Graduate School according to their academic performance.
- Students are ranked in a descending order according to their Erasmus score. Grants will then be distributed to students according to the overall ranking.
- Grants may not be allocated to each student.
- Students principally receive grant for one semester.
- Request for extension of study period abroad will be evaluated later. Students who prefer two semesters at the application stage have priority. After the grant is allocated to all students who prefer two terms at the application stage, the demands of the students requesting the extension are evaluated.
- Within the framework of KA107 Project, an activity must be carried out entirely with or without grants as there are is no option as partially funded mobility. Therefore, the activity period cannot be extended without grant.
- Monthly Erasmus rates are determined by the National Agency prior to the beginning of Academic Year in accordance with national priority and criteria.
- The exact period of Erasmus activity is calculated based on the start/end dates specified in the certificate of participation.
- The rate of grant is set by European Commission as shown in the table below.

**Individual Support Grant:**

HOST COUNTRIES	QUOTA (Number of Students)	MONTHLY GRANT (EURO)
Bosnia and Herzegovina	2	700 €
Kosovo	2	700 €
Morocco	1	700 €
Jordan	1	700 €

**Travel Grant:**

The travel grant is being calculate through the “distance calculator of the European Comission available in link below; [http://ec.europa.eu/dgs/education\\_culture/tools/distance\\_en.htm](http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm)

Distance in km	KM	Distance Band	Total Grant
Bosnia and Herzegovina-İstanbul (Turkey)	972,31 km	500- 1999 km	275€
Kosovo- İstanbul (Turkey)	663,94 km	500- 1999 km	275€
Morocco- İstanbul (Turkey)	3227,41 km	3000-3999 km	530 €
Jordan- İstanbul (Turkey)	1182,91 km	500- 1999 km	275€

- Grant payments shall be made in 2 instalments. First payment is 80% of the total Erasmus+ grant. Payment of the second instalment is dependent on students returning all necessary documentation to Altınbaş University, completing all required procedures, and students' academic standing (successfully complete/pass at least half of the course credits). Failure to do so will mean forfeit of the second payment. Please note that the second payment shall be made after the completion of mobility.
- In case the activity is interrupted due to force majeure events, activities that, in the end of the mobility period, do not match the required duration of mobility will be accepted and the grant payment will be made for the duration of stay, on condition that any supporting documentation as may be available to evidence such circumstances are provided.
- Except in case of force majeure event, if student returns to his/her home country without completing the minimum period of mobility, activity shall be deemed null and void, and no grant payment shall be made.
- Students shall receive grants only during their mobility period abroad. In case student returns to his/her home country earlier than the specified end date of the exchange period, s/he shall receive grant only for the period s/he stayed in the destination country.
- In case it is reported that your travel to another country (outside the Programme Country where your Partner University is located) for more than 7 days, your grant will be cut in accordance with the total days you spent in Non-EU Programme Country/Countries.
- Altınbaş University Erasmus Office may ask student to provide a copy of his/her passport for the determination of the period spent abroad if deemed necessary.
- Students can, if they wish, renounce the financial support. However, it is not possible to extend the mobility initiated as a grant without grant.

**ERASMUS GRANT CUTS**

**In addition to the above rules of grant cuts;**

- 1.** In the event that participants do not fill out the EU Survey Participant Report, a 5% cut will be imposed on grant allocated for total mobility period.
- 2.** In the event that participants fail to successfully complete/pass at least half of the course credits set forth in the learning agreement, they shall not receive the second instalment payment (20% of the total grant amount).