**Iskenderun Technical University (ISTE)**

**Erasmus+ KA171 (2022) Project (International Mobility Involving Third Countries Not Associated to the Programme)**

**Information Pack**

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| **Student Mobility For Studies** |
| Duration | 1 semester ~ (4.5 months) |

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| **What is International Credit Mobility (ICM Program)?** |
| For over 25 years, Europe has funded the  Erasmus+ program, which has enabled  over  3 million European students to spend part of their studies  in  another higher  education  institution  (HEI)  elsewhere  in  Europe.  Erasmus+ now opens up these opportunities to students and staff from other parts of the World. Under international credit mobility, a HEI in  a  Partner  Country can  send  its  students  and  vice  versa.  Students are able to study abroad for a limited period of 3 to 12 months for which credits are obtained. After the mobility  phase,  the  students  return  to  their  sending  institution  to  complete  their  studies. List of partner and program countries can be seen [here](https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries_en). |

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| **What is the Role of Organisations Participanting in this Project?** |
| Participating organisations involved in the mobility project assume the following roles and tasks:* **Applicant organisation** from a Programme Country: in charge of applying for the mobility project, signing and managing the grant agreement and reporting.
* **Sending organisation:** in charge of selecting students/staff and sending them abroad. This also includes providing supportive documents (for passport/visa issues etc.) grant payments (for those in Programme Countries), preparation, signing the mobility documents (LA,TA,TTA etc.), monitoring and recognitionrelated to the mobility period.
* **Receiving organisation:** in charge of receiving students/staff from abroad and offering them a study/traineeship programme or a programme of training activities, or benefiting from a teaching activity. This also includes providing supportive documents (for visa/residence permit/ accomodation issues etc.) orientation, signing the mobility documents (LA,TA,TTA etc.), monitoring, preparing transcript of records/certificate of attendancerelated to the mobility period.
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| **How to apply?** |
| The students registered in formal education programs at higher education institutions may benefit from the program on the condition that their home institution and ISTE signed a bilateral Erasmus+ ICM Exchange Agreement.There is a specific unit at ISTE IRO, which carries out all the ICM operations at ISTE. This unit is responsible for organizing application calls for its outgoing students and conducting both outgoing and incoming student exchange mobility periods in tandem with the partner institutions. Also, the sending institutions are responsible for organizing their application calls for their outgoing students and announce the application dates and procedures at least 20 days prior to accepting applications on their institution’s website. During this process ISTE IRO stays in touch with the partner institutions. International Offices in the partner universities organize a fair, transparent and documented selection process. After the selection process, the partner institutions first nominate their selected candidates and then send application documents belonging to selected students. **Individual applications (without official nominations by the sending institution) will not be accepted by ISTE IRO.** Prior to their application documents being sent, selected students must be officially nominated by their home university. An official nomination by the applicant's home university should be sent by e-mail to erasmus@iste.edu.tr |

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| **Selection Committee** |
| The selection committee has some tasks and responsibilites as indicated below:The applications are evaluated (in line with the rules and regulations of the Erasmus+ Programme and Turkish National Agency by the selection committee. The assessment list is prepared “considering the students’ total Erasmus scores (which is calculated according to the criterias below), university preferences, the quota of receiving university” by the International office in partner university. Upon completing the assessment list, it is sent to the selection committe for assessment and approval. |

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| **Selection of Students** |
| Please take the rules and regulations of the Erasmus+ Programme and Turkish National Agency into consideration while accepting student applications, evaluating the applications and selecting students to participate in the student mobility for studies. Please find the following main assessment criteria;* candidate student should be a full time student,
* candidate student should have adequate ECTS (30 ECTS for one semester),
* undergraduate students are required to have a minimum GPA of **2.50/4.0 (65/100),**
* postgraduate students a minimum GPA of **3.0/4.0 (76.66/100)**,
* the level of English language must also be evaluated. The minimum proficiency level should be B1 for English language.

Their Erasmus+ success grade will be calculated as follows: **40% language score and 60% GPA.**Your students are welcome to study in the designated faculties/departments (in signed IIA) at Iskenderun Technical University (ISTE) between 2023 and 2025 years **(until Project ending date: 31st July 2025)** provided that the possible restrictions arising from the pandemic allow it.**Note: The actual assessment criteria, which is planned to release to the students during the evaluation process, must be redacted by managerial decision (senatus consultum, board decision or approval of rectorate) and announced before the application process starts.** |

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| **Application Documents** |
| After being selected by their home university, the student should prepare, fill and sign the followed forms/documents (if required). The selection committee report,the assessment list, written notification and home university confirmation letter should be prepared by the home university. The application documents for ICM Program is as follows; * Selection Committee Report\*
* The Assessment List\*
* A written notification or an announcement which indicates that the student selected for benefiting from the student mobility (for instance e-mail copy sent to the selected student or a screenshot of the announcement on your website)
* Student Application Form\*
* Learning Agreement for Studies\*
* Home University Confirmation Letter\*
* English Proficiency Document\* (at least B1 level for English language)
* Transcript of Records
* Copy of Passport / National ID Card

 \* These draft documents will also be provided by ISTE IRO unit in case of the partner institution’s request. |

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| **Important Reminder** |
| Medium of instruction at ISTE is English at all levels and programs for exchange students. Please bear in mind that in order to be able to follow courses at ISTE, students are strongly recommended to have adequate level of English, meaning **B1** level language competence according to [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/resources/european-language-levels-cefr). |

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| **Application Deadlines** |
| Application Deadline for Fall (Autumn) Semester | June 30th |
| Application Deadline for Spring Semester | November 30th |

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| **Monthly Grant Amount for Incoming Students** |
| Grant (per month) | 800 Euro (per person) |
| Incoming students, who will be visiting ISTE within the framework of Erasmus+ International Credit Mobility (ICM) program with scholarships recieve 800 EUR per month for individual support and some amount of travel support, ranging from 20 EUR to 1500 EUR, determined according to the distance of home university and Iskenderun ([https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculat...](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)) Students receive 80% of the total amount (individual support + travel support) at the beginning of the semester; and remaining 20% upon the successful completion of the semester.It is possible to benefit from the program without scholarships (zero-grant).  |

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| **Inclusion Support (Student)** |
| Erasmus+ Program encourages the participation of the people with special needs in the program. A person with special needs is a potential participant whose personal physical condition, mental state or health condition does not allow them to participate in the project/mobility activity unless there is additional financial support. In order to provide additional grants to students and staff who need inclusion support, an additional grant request must be made by the beneficiary higher education institution. After the participant who needs special need is selected, If the participant has an additional grant request, the approximate additional costs are determined and an additional grant is requested from the Center. An additional grant request can be made by sending the appropriately filled inclusion support form and its annexes to the Center before the mobility of the relevant participant begins. Requesting an increase in grant after participant activity ends is not possible.Inclusion Support grant application forms are published on the website of the Center at <https://www.ua.gov.tr/anaSayfa/icerikler/baglanti-ve-dokumanlar/2022-donemi-ka107-sozlesme-belgeleri/>  |

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| **Erasmus Student Mobility without Grant (Zero-Grant)** |
| It is possible to participate in Erasmus student mobility programme without a grant. Those students, who would like to participate in the programme without a grant, need to submit an application and their applications need to be evaluated along with all the others. Those participants with zero grant also have to fulfill rights and obligations of the program. Please contact ISTE IRO for more detailed information. |

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| **Required Documents for the Selected Beneficiaries** |

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| **Before The Mobility** |
| * **Application and Nomination Documents:** indicated in “**Application Documents” section.**
* **Acceptance Letter;** provided by ISTE IRO.
* **A Valid Passport and A Visa** in which dates should contain the period of mobility. in which dates should contain the period of mobility. Please check the following website (Republic of Turkey - Ministry of Foreign Affairs) for visa information for foreigners:<https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>
* **Health Insurance:** A copy of the health insurance document (English version) must be submitted to ISTE IRO. It is compulsory that beneficiaries have a valid health insurance in Turkey with sufficient coverage especially in cases of repatriation and specific medical intervention. It is beneficiaries’ responsibility to purchase and provide such insurance if required. ISTE is not liable for the costs incurred by medication or hospitalization related to the mobility activity. Please visit the following web page for the details (<https://iste.edu.tr/en/erasmus-ka171/faydali-bilgiler-ogrenci>).
* **EU Academy (Online Language Support);** Support will be provided through the European Commission's Institutional learning management platform called “EU Academy (<https://academy.europa.eu/>)” for students who will benefit from student mobility activities in higher education with Third Countries Not Associated with the Programme. All KA171 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 (if possible) before their mobility begins. This obligation is included in the Participant Agreements.
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| **During The Mobility** |
| * [**Erasmus+ HE Student Mobility**](https://ico.metu.edu.tr/system/files/incoming_outgoingstaff_teachingtraining_grant_agreement_0.doc) **Grant Agreement**: filled and signed with the help of ISTE IRO advisor. According to EU programme rules, ISTE IRO will sign a grant contract upon the arrival of beneficiaries at ISTE which regulates the financial aspect of the mobility. Please note that this instalment will be made available to beneficiaries during the mobility period.
* **Turkish Tax Number and Bank Account:** upon their arrival beneficiaries should get a Turkish tax number, since it is not possible to open a bank account in Turkey during short-visits. For the details about how to get a Turkish tax number, please visit the following web page (<https://iste.edu.tr/en/erasmus-ka171/faydali-bilgiler-ogrenci>).
* **Resident Permit**: Regardless of the visa status (student/no visa), all incoming students must apply online for a Residence Permit within one month of arrival to Turkey. During the orientation program, specific sessions regarding the residence permit procedures will be held, and ISTE IRO provides assistance all through the residence permit procedures to all of the exchange students. Please visit the following web page for the details (<https://iste.edu.tr/en/erasmus-ka171/faydali-bilgiler-ogrenci>). Online Application: All incoming students must apply online for a Residence Permit within one month of arrival to Turkey from this [link](https://e-ikamet.goc.gov.tr/).
* **Flight Tickets and Boarding passes (for round trip):** For EU grant regulations beneficiaries should keep their flight tickets + boarding passes and submit them to ISTE IRO. If beneficiaries are not travelling by plane, they must keep their relevant travel tickets instead. Please note that without these documents it is not possible to make individual support payment for travel days.
* **“During the mobility” section:** (available in “Learning Agreement for Studies” document”, page 2) will be prepared by the incoming student if required and confirmed by all required parties within one month after semester begins.
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| **After The Mobility** |
| * **“After the mobility” section:** (available in “Learning Agreement for Studies” document”,page 2) will be prepared by ISTE IRO and confirmed by all required parties after the mobility ends.
* **EU Survey:** an online survey which will be sent by ISTE IRO advisor to beneficiary’s e-mail address.
* **Certificate of Attendance:** provided by ISTE IRO.
* **Transcript of records:** provided by ISTE IRO.
* **EU Academy (Online Language Support);** The students, who complete their activities/semester at receiving institution, are required to take the final language assessment test in “EU Academy” system.
* **Explanatory and substitutive documents concerning special conditions (provided by the incoming student if required)**
* **Final transcript of records** which states that all the gained credits/grades are fully recognised by the sending institution.

**Important Note:** In addition the sending institution is obliged to prepare all the required and valid documents for the purpose of ensuring full academic recognation in the institution. |

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| **Useful Information for the Selected Beneficiaries** |
| Please find the following web link including information like how to get to ISTE campus, Iskenderun City, social life, food, useful telephone numbers, cost of living, transportation, accommodation, practical information for staff, etc.<https://obs.iste.edu.tr/oibs/Bologna/index.aspx?lang=en> <https://iste.edu.tr/en/erasmus-ka171/faydali-bilgiler-ogrenci><https://iste.edu.tr/en/erasmus-ka171/ogrenci-belgeleri> If one can’t find enough information from the above links, ISTE IRO can also send a guide booklet to the incoming student via e-mail upon request. |

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| **Travel Scholarships for Students** |
| 10-99 km | 20 Euro |
| 100-499 km | 180 Euro |
| 500-1999 km | 275 Euro |
| 2000-2999 km | 360 Euro |
| 3000-3999 km | 530 Euro |
| 4000-7999 km | 820 Euro |
| 8000+ | 1500 Euro |

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| **Organization of the Academic Year 2024-2025** |
| **Autumn Semester** | **Spring Semester** |
| The Beginning of the Classes: September 2024 | The Beginning of the Classes: February 2025 |
| Mid-term Exams; November 2024 | Mid-term Exams; April 2025 |
| The End of the Classes: January 2025 | The End of the Classes: June 2025 |
| Final Exams: January 2025 | Final Exams: June 2025 |

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| **2024 Public Holidays in Turkey**  |
| New Year’s Day | 1st January 2024 |
| National Sovereignty and Children’s Day | 23rd April 2024 |
| Labour Day | 1st May 2024 |
| Commemoration of Ataturk, Youth and Sports Day | 19th May 2024 |
| Ramadan Fest Eve | 9th April 2024 (1/2 day) |
| Ramadan Fest | 10-12th April 2024 |
| Eid – al - Adha Eve | 15th June 2024 |
| Eid – al - Adha | 16th – 19th June 2024 |
| Victory Day | 30th August 2024 |
| Republic Day | 29th October 2024 |