T.C.
ABDULLAH GÜL UNIVERSITY
ERASMUS OFFICE

ERASMUS STUDENT MOBILITY FOR STUDIES/TRAINEESHIPS AND EXCHANGE ANNOUNCEMENT

Dear Student,

This announcement is published for Erasmus Student Mobility for Studies, Traineeships, and Exchange Programs. The project numbers for mobilities under the Erasmus program are 2024-1-TR01-KA131-HED-000200360 and 2024-1-TR01-KA131-HED-000200375.

Applications will be submitted online through the Erasmus Application Portal (https://turnaportal.ua.gov.tr/). The application period starts on **Thursday, January 30, 2025, at 8:30 AM** and ends on **Thursday, February 13, 2025, at 5:30 PM**. Applications made by mail or submitted in person to the Erasmus Office will not be accepted.

Application Steps

1. Visit the relevant web address and click on the **"Log in with e-Devlet"** section on the right side of the page.
2. Enter your **ID Number** and **e-Devlet password** on the screen that opens, then click **"Log In"**.
3. Click on the **"Individual"** section and then press the **"Enter"** button.
4. In the opened screen, click the **"Applications"** section located under the **"Individual"** menu on the upper left corner.
5. All announcements can be seen there. Select **"Abdullah Gül University 2025-2026 Academic Year Erasmus KA131 Study Mobility Announcement"** and click **"Apply"**.
6. Read the announcement text carefully, mark the **"I have read and accept the above information"** option, and click **"Continue"**.
7. Upload your transcript downloaded from e-Devlet during the application dates to the system (**Obligatory**).
8. Complete the required steps and finalize your application.

All details regarding the application process are provided in this announcement. To ensure your application is completed and evaluated without any issues, it is essential to read carefully this announcement and participate in info meetings to be held. We wish you ease and success during your application process.

INFORMATION ABOUT THE CALL ANNOUNCEMENT

1. Application Process, Rules, and Conditions

To apply for the Erasmus program, students must meet the following minimum requirements:

1.1. Enrollment Status: Be a full-time student registered in a formal education program at one of the higher education levels (Associate, Bachelor's, Master's, or Doctoral) within our university **(Prep. School students are not eligible to apply)**.

1.2. Cumulative Grade Point Average (CGPA):

1.3. Undergraduate (first cycle) students must have a minimum CGPA of 2.20/4.00.

1.4. Graduate (second and third cycle-Master and PhD) students must have a minimum CGPA of 2.50/4.00.

1.5. ECTS Credit Load: Have sufficient course or non-course ECTS credit load for study mobility. According to the ECTS Guide of the European Commission, this is 30 ECTS credits for one semester and 60 ECTS credits for an academic year. For students in the thesis stage (Master's or Doctoral), a study agreement can be arranged for 30 ECTS credits of non-course workload per semester.

1.6. Academic Recognition: Before the mobility, a departmental/faculty/institute board decision on how the credits will be recognized in the program will be obtained. Full academic recognition will be provided for successfully completed credits, while unsuccessful ones will need to be retaken.

1.7. Students newly enrolled in graduate (Master's or Doctoral) programs may apply with their CGPA from the previous education level. Similarly, students who have transferred from another institution (via external or lateral transfer) without an established CGPA at their current institution will use the CGPA from their previous institution as stated in their last transcript.

1.8. Students enrolled in dual major programs may only apply for mobility from one field during the same application period.

1.9. Previous Participation in Erasmus:

- If the student has previously participated in Erasmus activities within their current education level, the total duration of mobility, including the new activity, must not exceed 12 months.

1.10. Each education level allows a maximum of 12 months of mobility, with grant or without grant.

1.11. Disciplinary records or failed courses do not prevent students from benefiting from the Erasmus program.

1.12. Student Selection:

1.13. Selection is based on the announced evaluation criteria and scores, starting with the student with the highest score within the available quotas and budget per department.

1.14. Substitutes are ranked across all departments at the university level.

1.15. Priority in Case of Equal Scores:

1.16. If total scores are equal, priority is given to the student with the higher academic achievement score.

- If academic scores are also equal, the younger student will be prioritized.

1.17. Students are responsible for uploading complete application documents to the portal. The Office does not have the authority to intervene in the portal, and incomplete applications will be deemed invalid.

1.18. Students can apply for both Traineeship and Study Mobility in the same application period. However, one of the applications should be prioritized. And, 10 points will be deducted from the other application.

1.19. Submission of Final Application:

- Applications are considered incomplete unless the "CONFIRM – FINALIZE APPLICATION" button on the last page is clicked. Incomplete applications will not be evaluated.

1.20.   Internship Acceptance Letters:

- Students may apply for internship mobility without an acceptance letter.

- Those who apply with an acceptance letter will receive an additional 10 points.

1.21.   The acceptance letter must confirm a traineeship duration of at least 2 months (60 days).

1.22.   Senior students can only apply for Erasmus internship mobility after graduation.

1.23.   Zero-grant Mobility:

1.24.   Students who are successfully selected or placed on the substitutes list may participate in mobility as zero-grant students upon request.

1.25.   Students selected as main candidates with a grant may waive their grant rights if desired.

2. Erasmus Study and Traineeship Call Calendar

Subject	Date
Call Announcement	January 10, 2025
Information Meeting for Study and Traineeship Mobility (Face to face Turkish)[1]	January 15, 2025
Information Meeting for Study and Traineeship Mobility (Virtual English)[2]	January 16, 2025
Online Application Period	January 30 – February 13, 2025
Eligibile List Announcement	February 14, 2025
Announcement of Eligible Candidates for the English Proficiency Exam	February 19, 2025
English Proficiency Exam	February 22, 2025
Results of the English Proficiency Exam	March 4, 2025
Objection Period for English Proficiency Exam Results	March 4 – March 7, 2025
Final English Proficiency Exam Results after Objections	March 11, 2025
Final Evaluation Results	March 14, 2025

3. Evaluation Criteria and Scores

The evaluation is calculated as 50% of the academic CGPA and 50% of the Erasmus Proficiency Exam results. If there are other criteria to be used in the evaluation of mobility applications, they are included in the calculation and the final calculation is made and announced.

Success Criteria for Selection	Weighted Score
Academic Achievement Level (CGPA)	50% (calculated using the YÖK Conversion Table)
Language Proficiency	50% (out of 100 points)

[1] Rectorate Conference Hall at 16.00-18.00.
[2] The information regarding the virtual meeting will be provided later.

Additional Criteria (Added to the Result of Success Criteria)	Score
Children of martyrs and veterans	+15 points
Students with disabilities (Provided that the disability is documented))	+10 points
Students under protection, care, or shelter orders as per laws 2828 or 5395	+10 points
Internship applicants with a signed acceptance letter from an abroad institution related to their academic field (should be uploaded during the application period)	+10 points
Applicants or first-degree relatives receiving aid from AFAD (Disaster and Emergency Management Authority)	+10 points
Prioritization for internships aimed at developing digital skills (DOTs) – the acceptance letter must specify digital skill activities	+5 points
Previous participation in the same type of project (funded or non-funded mobility per activity)	-10 points
Mobility in the applicant's country of citizenship	-10 points
Failure to withdraw from mobility in a timely manner after being selected (applies to future selections if applicable)	-10 points
To apply for both Traineeship and Study Mobility in the same application period (Applicable to non-prioritized application)	-10 points
Failure to attend Erasmus-related meetings/events without an excuse (applies to next Erasmus applications)	-5 points
Not to attend Erasmus Proficiency Exam without an excuse (applies to next Erasmus applications)	-5 points

4. Quotas and Additional Information Regarding Mobilities

4.1. Host University Acceptance: Placement in a program does not guarantee acceptance by the host university.

4.2. University Preferences: Students applying for study mobility must select their preferred universities during the application. It is recommended to carefully choose and, if possible, select more than one university.

4.3. Host Institution Rejection: If the host institution does not accept the student for any reason (e.g., deadlines, nominations), the Erasmus Office will not be held responsible. In such cases, the student's application may be reevaluated if another quota is available for their department.

4.4. Special Requirements: Please review the special application requirements on the websites of the universities you intend to choose.

4.5. Course Compatibility: Students must verify course contents and compatibility with their program, and consider factors such as language of instruction, accommodation, visas, and insurance when making their selections.

4.6. Erasmus Department Coordinators: For matters related to course contents, course matching, and bilateral agreements, students should contact their Erasmus Department Coordinators.

4.7. Senior students can apply for internship activities only after graduation. And the traineeship must be completed within 12 months following graduation.

4.8. Eligible Traineeship Institutions: Traineeships can be conducted at any public or private organization in one of the programme countries, provided they operate in the fields of labour markets, education, youth, or research and development. Some examples include:

- Small, medium, or large enterprises in the public or private sector.
- Local, regional, or national public bodies.
- Embassies or consulates of the sending country abroad.
- Chambers of commerce, professional organizations, or trade unions.
- Research institutes.
- Foundations.

4.9. Schools/institutions/training centres (from preschool to secondary level, including vocational and adult education).

- Non-profit organizations, associations, or NGOs.

4.10. Career planning, professional counselling, and information services.

4.11. Higher education institutions (ECHE holders)

4.12. Ineligible Institutions:

- EU institutions and EU agencies.
- Organizations managing EU programs (e.g., National Agencies).

4.13. Academic Recognition for Internships: Before the mobility, an institutional board decision regarding how the internship will be recognized in the student's program must be obtained.

4.14. Estimated Grant-Supported Quotas for Study and Internship Mobilities:

No	Department/Program	Internship Mobility	Study Mobility
1	Architecture	3	2
2	Bioengineering	3	1
3	Business Administration	2	1
4	Civil Engineering	2	1
5	Computer Engineering	4	2
6	Economics	1	1
7	Electrical-Electronics Engineering	4	2
8	Industrial Engineering	4	2
9	Graduate School of Engineering and Science	3	1
10	Graduate School of Social Sciences	1	1
11	Mechanical Engineering	3	1
12	Molecular Biology and Genetics	3	2
13	Political Science and International Relations	2	1
14	Psychology	2	1

5. English Proficiency Exam for Erasmus

5.1.   The English Proficiency Exam for Erasmus and Exchange mobility will be conducted face to face, and there will be no makeup exam.

5.2.   To benefit from Erasmus and Exchange opportunities, students must achieve a minimum passing score of 50 out of 100. Students scoring below 50 will be considered unsuccessful, including for zero-grant mobility.

5.3.   Only the English Proficiency Exam conducted at the university will be valid for evaluation.

5.4.   The proficiency exam score is valid only for the current call period.

6. Monthly Grants by Destination Country

The grant for traineeship mobility is limited to a minimum and maximum of 2 months (60 days) and study mobility is limited to one semester.

Country Groups	Host Countries	Monthly Grant for Study (EUR)	Monthly Grant for Internship (EUR)
1st and 2nd Groups	Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Cyprus, Netherlands, Ireland, Spain, Sweden, Italy, Iceland, Latvia, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Slovakia, Slovenia, Greece	600	750
3rd Group	Bulgaria, Croatia, North Macedonia, Lithuania, Hungary, Poland, Romania, Serbia, Türkiye	450	600

7. Additional Grant Support

Participants with fewer opportunities will be provided with Additional Grant Support in addition to the grants they are entitled to. To qualify, participants must meet the following criteria, defining them as economically and socially disadvantaged individuals.

7.1.   Individuals subject to Law No. 2828: Those for whom the Ministry of Family and Social Services has issued a protection, care, or shelter decision under Law No. 2828.

7.2.   Students under the Child Protection Law No. 5395: Those for whom a protection, care, or shelter decision has been issued.

7.3.   Orphan/death pension beneficiaries.

7.4.   Spouses and children of martyrs / veterans and veterans themselves.

7.5.   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 organisations (Ministries, Social Assistance and Solidarity Foundations, General Directorate of Foundations, Red Crescent, AFAD, etc.) at the time of Erasmus application).

7.6.   Individuals with disabilities.

7.7. Those who receive a disabled or needy pension for one of their parents or guardians within the scope of the Law No. 2022 dated 01.07.1976 on Monthly Allowance for Needy, Powerless and Destitute Turkish Citizens over 65 Years of Age and Disabled and Needy Turkish Citizens.

7.8. Those who themselves or their 1st degree relatives receive disaster victim assistance from AFAD.

Type of Mobility	Amount of Additional Grant Support
2-12 months student mobility	€250 per month

8. Inclusion Support

The Erasmus+ program promotes the participation of individuals with fewer opportunities. If a participant's physical, mental, or health condition requires extra financial support to enable their participation, they should contact the Erasmus Office to request inclusion support.

9. Green Travel and Travel Support

To contribute to the travel expenses of students, the European Commission provides travel grants.

The travel grant is calculated by determining the km between the starting point of the mobility and the place where the activity takes place by using the distance calculator (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) and using the table below. The grant equivalent of the kilometres calculated in the distance band calculator in the table below is the round-trip figure and this amount is not multiplied by two.

Distance Range	Regular Travel (EUR)	Green Travel (EUR)
10–99 km	28	56
100–499 km	211	285
500–1999 km	309	417
2000–2999 km	395	535
3000–3999 km	580	785
4000–4999 km	1,188	1,188
8000+ km	1,735	1,735

10. Related Links

Here are some useful resources to assist you during the application process:

- Frequently Asked Questions**:** Click here.
- University Academic Calendar: Click here.
- Erasmus Handbook for Higher Education: Click here.
- Erasmus Department Coordinators: Click here.
- Erasmus Bilateral Agreements: Click here.
- European Commission Distance Calculator: Click here.
- TurnaPortal THY Promo Code Usage Guide and Application Steps: Click here.
- YÖK Conversion Table: Click here.
- Erasmus Programme Guide: Click here.

11. Matters Not Covered in This Call

In matters where there is no provision in this call document, the '**Erasmus Programme Guide'** prepared by the European Commission and the 'Implementation Manual' for the relevant project periods prepared by the Directorate for European Union Education and Youth Programmes (Turkish National Agency) shall be taken as basis.

While determining the criteria for the evaluation of applications, the **Erasmus Implementation Manual 2024 for Higher Education Institutions for Student and Staff Mobility in Higher Education** is taken as basis.

For any questions related to the process, you may contact:
Erasmus Office
erasmus@agu.edu.tr